



**HIGHLINE**  
**COLLEGE**

[www.highline.edu](http://www.highline.edu)

**17.18**

**CATALOG**

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## 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 <https://www.highline.edu/about-us/>.*

## 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](http://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), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (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

	<i>Official 2017-18</i>	<i>Official 2018-19</i>
<b>Summer</b>		
Classes begin	June 26	June 25
Independence Day Holiday	July 4	July 4
End of eight-week session (credit classes)	Aug. 17	Aug. 16
End of 10-week session (pre-college classes)	Aug. 31	Aug. 30
Final exams	– Last scheduled class time –	

### Fall

Faculty orientation	Sept. 19-22	Sept. 18-21
Classes begin	Sept. 25	Sept. 24
Last day to withdraw & not post on permanent transcript	Oct. 16	Oct. 15
Professional faculty day (no classes)	Oct. 20	Oct. 19
Veterans' Day Holiday	Nov. 10	Nov. 12
Thanksgiving Day Holiday *	Nov. 23-24	Nov. 22-23
Last day to withdraw officially	Nov. 17	Nov. 16
Last day of classroom instruction	Dec. 11	Dec. 10
Final exams	Dec. 12-15	Dec. 11-14
Faculty day	Dec. 18	Dec. 17

\* Classes that begin at 4:30 p.m. or later do not meet the Wednesday before Thanksgiving.

### Winter

Classes begin	Jan. 8	Jan. 7
Martin Luther King Jr. Holiday	Jan. 15	Jan. 21
Last day to withdraw & not post on permanent transcript	Jan. 29	Jan. 28
President's Day Holiday	Feb. 19	Feb. 18
Last day to withdraw	Mar. 9	Mar. 8
Last day of classroom instruction	Mar. 19	Mar. 18
Final exams	Mar. 20-23	Mar. 19-21
Faculty day	Mar. 26	Mar. 25

### Spring

Classes begin	April 2	April 1
Last day to withdraw & not post on permanent transcript	April 20	April 19
Memorial Day Holiday	May 28	May 27
Last day to withdraw officially	May 25	May 24
Last day of classroom instruction	June 8	June 7
Final exams	June 11-14	June 10-13
Commencement	June 14	June 13
Faculty day	June 15	June 14

## 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.flashalert.net](http://www.flashalert.net)) 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](mailto:admissions@highline.edu) to request a registration access time.

#### Pathways to Highline:

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](http://international.highline.edu)
- Pre-College Studies Students should begin at [precollege.highline.edu](http://precollege.highline.edu)
- Continuing Education Students should begin at [ce.highline.edu](http://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](http://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.

### Decide on a Program of Study

<https://www.highline.edu/careercoach>

What career choices meet your skills and abilities? What are you interested in studying? Unsure? Our Counseling Center is here to help you.

## Plan Ahead for Expenses

[paying4college.highline.edu](http://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.

## Activate Your myHighline Account

[helpdesk.highline.edu](http://helpdesk.highline.edu)

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

## Assess Your Skills

[placement.highline.edu](http://placement.highline.edu)

Most applicants who are new to college studies and intend to earn academic credits will need to determine what courses 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](http://placement.highline.edu).

## Get Oriented

To prepare for a successful start, attend an orientation session. You will meet other students, faculty and staff, get hands-on experience with important online tools and resources, and meet with an academic advisor. For students who have never attended college, this is a required step in the enrollment process. Students in specialized programs including Running Start, International Student Programs, Workforce Education Services, and English as a Second Language must attend an orientation session specific to that program. For questions and to sign-up for an orientation session, email [advising@highline.edu](mailto:advising@highline.edu).

## Register for Classes

[registration.highline.edu](http://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 offer. 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 program specific 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 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](http://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](http://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](http://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](http://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](http://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](http://international.highline.edu).

**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:** There are no fees for placement at Highline. For information, visit the Placement Testing website at [placement.highline.edu](http://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](http://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](http://campussafety.highline.edu/parkingpermits.php). Purchasing a parking permit does not guarantee a parking space.

**Photo Identification Fee:** A photo identification card is free with a student's enrollment into the college. 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 <https://secure.highline.edu/wts/student/waci002.php>.

### 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 Continuing Education at (206) 592-3785 or [ce.highline.edu](http://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 audit 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](http://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. Forms are available at the Registration office, faculty buildings, and Advising Center.

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](http://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](http://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](http://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.*

#### 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](http://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 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](http://financialaid.highline.edu/FormsResourcesPolicies.php).

## Degrees and Certificates

*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.*

### 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.

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 Associate Degree and Certificate Requirements .

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.

### 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

*The information on this page relates to all of the applied bachelor's degrees listed in this catalog and on the following pages.*

Highline's baccalaureate degree programs provide a pathway to earn a four-year credential. Programs include

#### Bachelor of Applied Behavioral Science in Youth Development

#### Bachelor of Applied Science in Cybersecurity and Forensics

#### Bachelor of Applied Science in Global Trade & Logistics

#### Bachelor of Applied Science in Respiratory Care

#### Bachelor of Applied Science in Teaching and Early Learning

#### 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 BAS degrees must be a D (1.0 GPA) or better;
- Students must have a total of 60 credits of general education courses to be awarded the BAS.

#### 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.



**Non-Traditional Credits**

Highline awards non-traditional credit for prior learning or prior learning assessment. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certification/training. Credit is awarded through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. For more information, go to [www.pla.highline.edu](http://www.pla.highline.edu).

**Transfer Credits**

The transferability of certificates or courses from other institutions is not guaranteed and must meet the applicable transfer guidelines of Highline College. Transferability will be evaluated on a case-by-case basis.

- For credits from other institutions, meet with a faculty advisor or the program director for an initial unofficial transcript review.
- For an official review, submit a Transcript Evaluation request and an official transcript(s) from the prior institution(s) sealed envelope to Registration.

**Prerequisites**

- Courses may be subject to prerequisites.
- See a faculty advisor for successful degree planning.

For most up to date information <http://www.highline.edu/bas/>

## Other Instructional Programs

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

[precollege.highline.edu/abeged](http://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](http://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](http://ce.highline.edu)  
Building 99, room 101; 206-592-3785

Continuing 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. Continuing Education's administrative office is located in the Outreach Center adjacent to the main campus at 23835 Pacific Highway S. in Kent.

Continuing 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 Continuing Education qualify for either clock hours or CEUs.

### Cooperative Education

[coop.highline.edu](http://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](http://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

[placeandtest.highline.edu/tests/ged](http://placeandtest.highline.edu/tests/ged)  
Building 1; (206) 592-3251

Highline is a testing center certified to administer the GED Testing Service of the American Council on Education. Adults must be 19 years of age or older to take the test. Students between the ages of 16 and 18 may take the test if they obtain approval from their local school districts. Scheduling for the test is done at [ged.com](http://ged.com). 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) 592-3583*

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) 592-3583*

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) 592-3583*

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/libest\_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](http://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) 592-3583*

Running Start is a partnership between Highline 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 1, room 119; (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.

## Transferable Degrees

### Overview

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

Highline 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.

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

**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-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.

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/Communication Studies

After successfully completing the Written Communication/Communication Studies requirement, students will:

- Effectively communicate orally and in writing to and with diverse audiences in public and human communication contexts.

#### 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:

- Identify and assess factors that influence personal and community health and wellness while employing lifestyle choices to enhance life-long well-being and quality of life.

#### Quantitative Skills

After successfully completing the Quantitative Skills requirement, students will:

- Draw logical conclusions using symbolic or quantitative methods. This includes comprehending, analyzing, representing, calculating, and communicating information presented using numbers, words, graphs, and/or symbols.

#### Social Science, Area I

After successfully completing the Social Science Area I requirement, students will:

- Analyze and interpret evidence using social science framework.

#### Social Science, Area II

After successfully completing the Social Science Area II requirement, students will:

- Explain the relationships between social structures and human behavior.

#### Humanities, Area I & II

After successfully completing the Humanities Area I & II requirement, students will:

- Analyze and/or produce forms of creative expression, applying critical thinking and exhibiting cultural competence.

#### Sciences

After successfully completing the Sciences requirement, students will:

- Use scientific, analytic, or logical methods, modes of inquiry, and terminology to demonstrate knowledge, comprehension, and application of science concepts and insights.
- Collect and analyze data quantitatively using appropriate tools within a discipline specific setting (i.e., lab or field).

### 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 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 and 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 or completion of Intermediate Algebra. Students must complete a five-credit mathematics or philosophy course, listed below, for which Intermediate Algebra 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 - Precalculus II
- MATH& 151 - Calculus I
- MATH& 152 - Calculus II
- MATH& 153 - Calculus III
- MATH 180 - Number Theory for K-8 Teachers
- MATH 181 - Geometry for K-8 Teachers
- MATH& 146 - Introduction to Statistics
- MATH 220 - Linear Algebra
- MATH& 254 - Calculus IV
- 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 and 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 & Business Etiquette
- CMST 200 - Intercultural Communication \*\*
- DGS 110 - Global Studies \*
- DGS 114 - The Middle East
- DGS 116 - Food Justice: Urban Agriculture and Food Security
- DGS 120 - Society and the Arts \*\*
- DGS 125 - Media Matters: Race, Class and Gen
- DGS 155 - Native American Studies \*\*
- DGS 158 - Language, Culture and Power: The Politics of Language
- DGS 160 - Social Issues \*
- DGS 162 - Constitution Law and Issues
- DGS 164 - Sports Law and Issues of Diversity
- DGS 166 - Immigration Law and the Rights of Non-Citizens
- DGS 168 - Legal Issues of Civil Rights Theory and Law
- DGS 170 - International Human Rights, Policy and Laws
- DGS 172 - The Queer Experience
- DGS 207 - Cultural Awareness & Business Etiquette
- DGS 210 - Women and Society
- DGS 212 - Women Writers
- DGS 260 - International Business
- EDUC& 204 - Exceptional Child
- EDUC 260 - Critical Thinking for Equity
- ENV& 101 - Introduction to Environmental Science \*\*\*
- F S 112 - Women in Film
- GEOG 100 - Survey of Geography \*
- GEOG 120 - World Geography \*
- HIST 273 - Women and Gender in the Modern West
- H SER 260 - Culturally Competent 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 the Rights of Non-Citizens
- LEGAL 168 - Legal Issues of Civil Rights Theory and Law
- LEGAL 170 - International Human Rights, policy and Laws
- ENGL 123 - Introduction to American Ethnic Literature
- ENGL 247 - American Ethnic Literature \*\*
- ENGL& 254 - World Literature I \*\*
- ENGL 257 - Travel Literature \*\*
- ENGL 265 - Video Games as Literature \*\*
- MUSC 110 - Music Cultures of the World \*\*
- NURS 224 - Culture, Health and Illness
- 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 restricted (often called "Gray Area") courses.

Traditionally, nontransferable restricted courses include most professional-technical education courses and all courses from the following departments: College Studies, Cooperative Education, Parent Education, Reading and Student Services. A maximum of 3 credits of Physical Education (PE) activity courses can be applied toward the Direct Transfer Agreement (DTA) and are considered unrestricted. All non-activity PE courses are considered restricted. Restricted 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

### 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**

##### **American Ethnic & Identity Studies**

- AEIS 150 - The Latino Experience

##### **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: Race, Class and Gender
- DGS 155 - Native American Studies
- DGS 158 - Language, Culture and Power: The Politics of Language
- DGS 207 - Cultural Awareness & Business Etiquette
- 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 and 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 - Literature into Film
- F S 111 - Hollywood Stories: Introduction to Genre
- F S 112 - Women in Film
- F S 205 - Deep Focus: Intro to Film Analysis
- F S 207 - Global Cinema
- F S 211 - Heroes and Stars: Special Topics in Genre.

##### **Honors**

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

##### **Humanities**

- HUM 100 - Phi Theta Kappa Seminar
- HUM 103 - Humanities: Coordinated Studies
- HUM 104 - Issues in Humanities
- HUM 110 - Topics in the History of Ideas

- HUM& 116 - Humanities I
- HUM& 117 - Humanities II
- HUM& 118 - Humanities III
- HUM 120 - Biblical Traditions and the Arts
- 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 - Intro. 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 Games 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 145 - 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 fulfilling Humanities Area 1 requirement.*

- ARAB 121 - Elementary Arabic
- ARAB 122 - Elementary Arabic
- ARAB 123 - Elementary Arabic
- 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& 100 - Art Appreciation
- 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 Drawing ‡
- 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 - 35mm Photography I ‡
- ART 126 - 35mm Photography II ‡
- ART 128 - History of Design: Greek to Federal
- ART 129 - History of Design: Industrial Revolution to Current
- ART 147 - Introduction to Digital Photography
- ART 148 - Professional Digital Photography
- ART 149 - Digital Photography III
- 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

##### 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 Musical Cultures
- MUSC 109 - History of Jazz
- MUSC 110 - Music Cultures of the World
- MUSC 112 - 20th Century Concert Music
- MUSC 113 - Introduction to Hip Hop ‡
- MUSC 116 - Class Piano Level 1 ‡
- MUSC 117 - Class Piano Level 2 ‡
- MUSC 118 - Class Piano Level 3 ‡
- 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 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 162 - Tango Dance ‡
- MUSC 170 - Private Music Instruction ‡
- MUSC 171 - Private Music Instruction ‡
- MUSC 172 - Private Music Instruction ‡
- MUSC 173 - Private Music Instruction ‡
- MUSC 174 - Private Music Instruction ‡
- MUSC 175 - Private Music Instruction ‡
- MUSC 181 - Beginning Class Voice ‡
- MUSC 182 - Intermediate Class Voice ‡
- MUSC 183 - Advanced Art Song Class Voice ‡
- MUSC 185 - Vocal Technique and Performance I ‡
- MUSC 186 - Vocal Technique and Performance II ‡
- MUSC 187 - Vocal Technique and Performance 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 4
- MUSC& 242 - Music Theory 5
- MUSC& 243 - Music Theory 6
- 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

#### American Ethnic & Identity Studies

- AEIS 136 - African-American Roots
- AEIS 137 - African-American Experience
- AEIS 142 - Asian-American Roots
- AEIS 143 - Asian-American Experience: Post-WW II
- AEIS 156 - Northwest Native Peoples

#### Diversity & Globalism Studies

- DGS 110 - Global Studies
- DGS 116 - Food Justice: Urban Agriculture and Food Security
- DGS 160 - Social Issues
- DGS 162 - Constitution Law and Issues
- DGS 164 - Sports Law and Issues of Diversity
- DGS 166 - Immigration Law and the Rights of Non-Citizens
- DGS 168 - Legal Issues of Civil Rights Theory and Law
- DGS 170 - International Human Rights, Policy and Laws
- 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 - Introduction to Human Geography
- GEOG 205 - Physical Geography
- GEOG 207 - Economic Geography
- GEOG 210 - Maps and Geographic Information System
- 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 - U.S. History I
- HIST& 147 - U.S. History II
- HIST& 148 - U.S. History III
- HIST 160 - Modern Asian History
- HIST& 214 - Pacific Northwest History
- HIST 225 - Civil War and Reconstruction
- HIST 260 - Africa: Colonial Rule and Independence Struggles
- HIST 273 - Women and Gender in the Modern West

### Political Science

- POLS& 101 - Introduction to Political Science
- POL S 150 - State and Local Government
- POL S 160 - American Foreign Policy
- POL S 180 - Critical Issues in World Politics
- POL S 185 - Special Topics: Law and Legal System
- POL S 190 - Critical Issues in World Politics II
- POLS& 200 - Introduction to Law
- POLS& 201 - Introduction to Political Theory
- POLS& 202 - American Government
- POLS& 203 - Introduction to International Relations
- POLS& 204 - Comparative Government
- POL S 205 - Introduction to 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 Queer 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 about the Paranormal
- PSYCH 152 - Understanding AIDS
- PSYC& 180 - Human Sexuality
- PSYC& 200 - Lifespan Developmental Psychology
- PSYCH 205 - Personality Psychology
- 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 ANTH& 205), 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 Mammals (L)
- BIOL 110 - Marine Biology (L)
- BIOL 114 - History of Life
- BIOL 115 - Life in the Womb
- BIOL 119 - Introduction to Plants (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 with Lab (L)
- BIOL& 175 - Human Biology with 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 with Lab (L)
- CHEM& 121 - Introduction to Chemistry (L)
- CHEM& 131 - Introduction to Organic/Biochemistry (L)
- CHEM& 161 - General Chemistry with Lab I (L)
- CHEM& 162 - General Chemistry with Lab II (L)
- CHEM& 163 - General Chemistry with Lab III (L)
- CHEM& 261 - Organic Chemistry with Lab I (L)
- CHEM& 262 - Organic Chemistry with Lab II (L)
- CHEM& 263 - Organic Chemistry with Lab III (L)

### Computer Science

- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction to Web Development
- C SCI 112 - Animation with Scripting
- C SCI 116 - Web/Database Programming I
- C SCI 121 - Mobile Game Development
- C SCI 139 - Introduction to Computer Science and Robotics
- C SCI 142 - Object-Oriented Programming I with Java
- C SCI 143 - Object-Oriented Programming II
- C SCI 151 - Programming I with C++
- C SCI 152 - Data Structures with C++ and .NET
- C SCI 201 - Website Development with WordPress
- C SCI 202 - Web Development II
- C SCI 212 - Web Development with Javascript
- C SCI 215 - Web/Database Programming II
- C SCI 216 - Web/Database Capstone
- C SCI 221 - Mobile App Development
- C SCI 242 - Object-Oriented Programming III with Java
- C SCI 243 - Mobile Programming for Android
- C SCI 255 - Advanced Programming with C++

### Engineering

- ENGR& 214 - Statics
- ENGR& 204 - Electrical Circuits
- ENGR& 215 - Dynamics
- ENGR& 225 - Mechanics of Materials

### General Science

- ENV& 101 - Introduction to Environmental Science (L)
- GE SC 100 - Roots of Science
- GE SC 101 - Backyard Science
- GE SC 106 - SCUBA I: The Science Behind SCUBA
- GE SC 120 - Tropical Ecology of Belize (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 Environmental Issues and Impact (L)
- GEO 125 - Introduction to Geologic Field Methods (L)
- GEO 130 - Introduction to Pacific Northwest (L)
- GEO 151 - Geology of Mount St. Helens Field Trip
- \* GEO 153 - Ice Age Geology
- GEO 154 - Lavas, Floods and Forest
- GEO 155 - Geology of the Cascades Field Trip
- GEO 157 - Seattle Fault Field Trip
- GEO 158 - Puget Sound Landslides
- GEO 210 - Rocks and Minerals (L)
- GEO 220 - Pacific Northwest Geology (L)
- GEO 225 - Advanced Geological Field Methods (L)

### Mathematics

- MATH& 107 - Math in Society
- MATH 111 - College Algebra
- MATH& 141 - Pre Calculus I
- MATH& 142 - Precalculus 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 K-8 Teachers
- MATH 181 - Geometry for K-8 Teachers
- MATH 220 - Linear Algebra
- MATH 230 - Differential Equations
- MATH& 254 - Calculus IV

Note:

*Mathematics courses used to satisfy the Quantitative Skills requirement may not be applied toward the Distribution requirement.*

### Oceanography

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

### Physical Science

- ASTR& 100 - Survey of Astronomy

### Physics

- PHYS& 110 - Physics for Non-Science Majors w/Lab (L)
- PHYS 201 - Mechanics (L)
- PHYS 202 - Electricity and Magnetism (L)
- PHYS 203 - Waves, Thermodynamics and Modern Topics (L)

### Psychology

- PSYCH 202 - Biopsychology

## 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.*

### Learning Outcomes

#### Written Communication/Communication Studies

After successfully completing the Written Communication/Communication Studies requirement, students will:

- Effectively communicate orally and in writing to and with diverse audiences in public and human communication contexts.

#### 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:

- Identify and assess factors that influence personal and community health and wellness while employing lifestyle choices to enhance life-long well-being and quality of life.

#### Quantitative Skills

After successfully completing the Quantitative Skills requirement, students will:

- Draw logical conclusions using symbolic or quantitative methods. This includes comprehending, analyzing, representing, calculating, and communicating information presented using numbers, words, graphs, and/or symbols.

#### Social Science, Area I

After successfully completing the Social Science Area I requirement, students will:

- Analyze and interpret evidence using social science framework.

#### Social Science, Area II

After successfully completing the Social Science Area II requirement, students will:

- Explain the relationships between social structures and human behavior.

#### Humanities, Area I & II

After successfully completing the Humanities Area I & II requirement, students will:

- Analyze and/or produce forms of creative expression, applying critical thinking and exhibiting cultural competence.

#### Sciences

After successfully completing the Sciences requirement, students will:

- Use scientific, analytic, or logical methods, modes of inquiry, and terminology to demonstrate knowledge, comprehension, and application of science concepts and insights.
- Collect and analyze data quantitatively using appropriate tools within a discipline specific setting (i.e., lab or field).

## 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

- 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.

### Requirements

**Importance of Advising:** *Advising is a critical element in the completion of the Associate in Biology 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 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 and 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: 3 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 with Lab I
- CHEM& 162 - General Chemistry with Lab II
- CHEM& 163 - General Chemistry with 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.

### Specific Requirements

**Communications Requirement: 15 credits**

Complete the following:

- ENGL& 101 - English Composition I
- ENGL 205 - Research and Persuasive Writing

Plus at least one of the following courses:

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

**Quantitative Skills Requirement: 10 credits**

Proficiency in intermediate algebra must be demonstrated through placement testing, completion of Intermediate Algebra or consultation with a mathematics instructor.

Complete the following:

- MATH& 148 - Business Calculus
- or • MATH& 151 - Calculus I
- Any college level MATH\*

**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:

- Any Science course from the distribution list\*\*\*\*

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.

**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: 10 credits**

Complete the following course:

- BUSN 210 - Statistical Analysis \*\*\*

Plus at least one of the following courses:

- BUS& 201 - Business Law \*\*
- POLS& 200 - Introduction to Law \*\*

Note:

\* This course will most likely be the prerequisite for MATH& 148 (MATH 111) or the prerequisite for MATH 151. If you do not require a prerequisite, please see a faculty advisor to help choose the appropriate course.

\*\*Business 201 preferred.

\*\*\*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. BUSN 210: Business Statistics is preferred by most institutions. If needed, MATH 146 may be used as the statistics requirement, consult with a faculty member.

\*\*\*\*WSU requires a computer science class which can count towards this requirement.

## 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 and Persuasive Writing
- CMST& 220 - Public Speaking

#### Quantitative Skills Requirement: 5 credits

Proficiency in intermediate algebra must be demonstrated through placement testing or completion of Intermediate Algebra.

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 - Lifespan Developmental 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 with 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

### 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.

### 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 restricted (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category. (See AA Option A, elective requirement section)

At least one sequence course - e.g., the three-quarter physics sequence - should be completed at Highline 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 restricted (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.

## 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 with Lab I
- CHEM& 162 - General Chemistry with Lab II
- CHEM& 163 - General Chemistry with Lab III
- CHEM& 261 - Organic Chemistry with Lab I
- CHEM& 262 - Organic Chemistry with Lab II
- CHEM& 263 - Organic Chemistry with 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 restricted (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category. (See AA Option A, elective requirement section)

At least one sequence course - e.g., the three-quarter physics sequence - should be completed at Highline 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; and
- 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 restricted (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 with Lab I
- CHEM& 162 - General Chemistry with Lab II
- CHEM& 163 - General Chemistry with Lab III
- CHEM& 261 - Organic Chemistry with Lab I
- CHEM& 262 - Organic Chemistry with Lab II
- CHEM& 263 - Organic Chemistry with Lab III
- PHYS 201 - Mechanics
- PHYS 202 - Electricity and Magnetism
- PHYS 203 - Waves, Thermodynamics and Modern Topics

**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 restricted (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category. (See AA Option A, elective requirement section)

At least one sequence course - e.g., the three-quarter physics sequence - should be completed at Highline 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 restricted (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 with Java
- C SCI 143 - Object-Oriented Programming II
- CHEM& 161 - General Chemistry with Lab I \*
- PHYS 201 - Mechanics
- PHYS 202 - Electricity and Magnetism
- PHYS 203 - Waves, Thermodynamics and Modern Topics

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 to Web Development
- C SCI 116 - Web/Database Programming I
- C SCI 151 - Programming I with C++
- C SCI 152 - Data Structures with C++ and .NET
- C SCI 212 - Web Development with Javascript
- C SCI 215 - Web/Database Programming II
- C SCI 216 - Web/Database Capstone
- C SCI 242 - Object-Oriented Programming III with Java
- C SCI 255 - Advanced Programming with 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 restricted (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category. (See AA Option A, elective requirement section)

At least one sequence course - e.g., the three-quarter physics sequence - should be completed at Highline 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 restricted (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.

### 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 with Lab I
- PHYS 201 - Mechanics
- PHYS 202 - Electricity and Magnetism
- PHYS 203 - Waves, Thermodynamics and Modern Topics

#### 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 with Lab II
- CHEM& 163 - General Chemistry with Lab III
- CHEM& 261 - Organic Chemistry with Lab I
- CHEM& 262 - Organic Chemistry with Lab II
- C SCI 142 - Object-Oriented Programming I with Java
- C SCI 143 - Object-Oriented Programming II

- C SCI 151 - Programming I with C++
- C SCI 152 - Data Structures with 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
- MATH 220 - Linear Algebra
- MATH& 254 - Calculus IV
- 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 restricted (often called "Gray Area") college-level courses will be accepted in the Remaining Credits category. (See AA Option A, elective requirement section)

At least one sequence course - e.g., the three-quarter physics sequence - should be completed at Highline 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 restricted (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 with Lab I
- CHEM& 162 - General Chemistry with Lab II
- PHYS 201 - Mechanics
- PHYS 202 - Electricity and Magnetism
- PHYS 203 - Waves, Thermodynamics and Modern Topics
- C SCI 142 - Object-Oriented Programming I with 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, AAS

<http://accounting.highline.edu>

#### Program Description

The study of Accounting affords students the opportunity to apply real life applications. Certified Public Accountants manage the finance of business big and small, make a competitive wage salary and are always in need. During times of high unemployment, accounting jobs are always readily available.

#### 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 and Payroll Accounting
- ACCT& 201 - Principles of Accounting I
- ACCT& 203 - Principles of Accounting III
- ACCTG 215 - Accounts Receivable/Accounts Payable
- ACCTG 217 - Income Tax Procedures

**Total Core Credits: 35**

##### Supporting Courses

- BUS& 101 - Introduction to Business
- BSTEC 118 - 10-Key Mastery
- ECON 110 - Global Economic Issues
- BUS& 201 - Business Law
- BUSN 190 - Business Ethics & Sustainability
- BUSN 218 - Spreadsheet Construction
- BUSN 216 - Microcomputer Applications
- BUSN 270 - Principles of Management and Supervision

**Total Supporting Course Credits: 37**

##### 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: 92**

### Accounting, Certificate

<http://accounting.highline.edu>

#### Program Description

The study of Accounting affords students the opportunity to apply real life applications. Certified Public Accountants manage the finance of business big and small, make a competitive wage salary and are always in need. During times of high unemployment, accounting jobs are always readily available.

#### 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 and Payroll Accounting
- ACCTG 217 - Income Tax Procedures

**Total Core Credits: 15**

#### *Supporting Courses*

- \* BUS& 101 - Introduction to Business
- \* BUSN 216 - Microcomputer Applications
- \* BSTEC 118 - 10-Key Mastery

**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: 20**

**Total Program Credits: 47**

## Accounts Receivable/ Payable, 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 and Payroll Accounting
- ACCT& 201 - Principles of Accounting I
- ACCTG 215 - Accounts Receivable/Accounts Payable

**Total Core Credits: 25**

#### *Supporting Courses*

- BSTEC 118 - 10-Key Mastery
- BSTEC 110 - Keyboarding & Document Processing
- BSTEC 185 - Business Correspondence
- BUS& 101 - Introduction to Business
- BUS& 201 - Business Law
- BUSN 190 - Business Ethics & Sustainability
- BUSN 216 - Microcomputer Applications
- BUSN 218 - Spreadsheet Construction

**Total Supporting Course Credits: 37**

#### *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: 77**

## Administrative Assistant, Certificate

<https://bstec.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

- BSTEC 105 Introduction to Computers/Windows: 3 credits
- BSTEC 118 10-Key: 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

- BSTEC 100 - Fundamentals of Office Management
- BSTEC 110 - Keyboarding & Document Processing
- BSTEC 185 - Business Correspondence
- BSTEC 120 - Introduction to MS Office Software
- BSTEC 139 - Pre-internship Seminar (*Must be taken one quarter before BSTEC 140/141*)
- BSTEC 140 - Internship (3-5) (*Must take with BSTEC 141*)
- BSTEC 141 - Internship Seminar (*Must take with BSTEC 140*)
- BSTEC 150 - Microsoft Word 3
- BSTEC 165 - Microsoft Excel 3

**Total Core Credits: 30**

##### 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: 50**

## Administrative Management, AAS

<https://bstec.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.
- BSTEC 105 Introduction to Computer/Windows: 3 credits
- BSTEC 118 10-Key - 2 credits
- BSTEC 120 Introduction to MS Office: 5 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

- BSTEC 100 - Fundamentals of Office Management
- BSTEC 110 - Keyboarding & Document Processing
- BSTEC 185 - Business Correspondence
- BSTEC 155 - Microsoft PowerPoint
- BSTEC 139 - Pre-internship Seminar (*Must be taken one quarter before BSTEC 240 /BSTEC 241*)
- BSTEC 240 - Internship (*Must take with BSTEC 241*)
- BSTEC 241 - Internship Seminar (*Must take with BSTEC 240*)
- BSTEC 160 - Microsoft Outlook
- BSTEC 165 - Microsoft Excel
- BSTEC 150 - Microsoft Word
- BSTEC 170 - Microsoft Access
- BSTEC 190 - Web Design
- BSTEC 195 - Social Media for Business
- BSTEC 230 - MS SharePoint for Office
- BSTEC 215 - Microsoft Visio
- BSTEC 260 - Integrated Office Management

**Total Core Credits: 64**

##### Supporting Courses

- BUSN 165 - Managing Customer Service
- BUSN 270 - Principles of Management and Supervision
- BUSN 268 - Leadership

**Total Supporting Course Credits: 13**

**Related Instruction Courses**

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

**Total Related Instruction Credits: 15**

**Total Program Credits: 92**

## 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 and Payroll Accounting
- ACCT& 201 - Principles of Accounting I
- ACCTG 217 - Income Tax Procedures

**Total Core Credits: 20**

##### *Supporting Courses*

- BUS& 101 - Introduction to Business
- BSTECH 118 - 10-Key Mastery
- BUSN 190 - Business Ethics & Sustainability
- BUSN 218 - Spreadsheet Construction
- BUSN 216 - Microcomputer Applications

**Total Supporting Course Credits: 22**

**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: 62**

## Business Technology Management, AAS

<http://accounting.highline.edu/>; <https://bstec.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.
- BSTECH 105 Introduction to Computers/Windows: 3 credits
- BSTECH 118 10-Key Mastery: 2 credits
- BSTECH 120 Introduction to MS Office: 5 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*

- BUSN 165 - Managing Customer Service
- ACCTG 124 - Accounting with Microcomputers
- ACCTG 145 - Business Taxes and Payroll Accounting
- ACCT& 201 - Principles of Accounting I

- BSTEM 100 - Fundamentals of Office Management
- BSTEM 185 - Business Correspondence
- BSTEM 139 - Pre-internship Seminar
- BSTEM 240 - Internship (3 credits)
- BSTEM 241 - Internship Seminar
- BSTEM 165 - Microsoft Excel
- BSTEM 150 - Microsoft Word
- BUSN 270 - Principles of Management and Supervision
- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction to Web Development
- CIS 150 - OS and Hardware Fundamentals

**Total Core credits: 66**

#### Elective Courses

Must take 10 credits

##### BSTEM

- BSTEM 195 - Social Media for Business
- BSTEM 230 - MS SharePoint for Office
- BSTEM 170 - Microsoft Access
- BSTEM 260 - Integrated Office Management

##### C SCI

- C SCI 201 - Website Development with WordPress
- C SCI 212 - Web Development with Javascript
- ACCTG 215 - Accounts Receivable/Accounts Payable

##### TRANSFER OPTION \*

- MATH& 107 - Math in Society
- PHIL& 120 - Symbolic Logic
- GEO 101 - Physical Geology
- GEOG 100 - Survey of Geography
- SOC& 101 - Introduction to Sociology

\* Transfer Option Courses to Central Washington University as Information Technology and Administrative Management for BAS all required.

- ACCT& 203 - Principles of Accounting III

**Total Elective Courses: 10**

#### Related Instruction Courses

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

**Total Related Instruction Credits: 15**

**Total Program Credits: 91**

## 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.
- 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
- Utilize current industry technology in business applications to efficiently and effectively create actionable information.

## Requirements

### Important Notes

- Business degrees are not intended for business majors planning to transfer to a traditional four-year program but will transfer to Applied Bachelor's degrees offered by Highline and other colleges.
- 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 102 - Entrepreneurial Thinking for Success
- BUSN 110 - Business, Government and Society
- BUSN 133 - Basic Money Management
- BUSN 135 - Business Mathematics
- or** • BUSN 210 - Statistical Analysis (Required for Applied Bachelors pathway)
- BUSN 138 - Principles of Marketing
- BUSN 139 - Pre-internship Seminar
- BUSN 140 - Cooperative Education (3 cr)
- BUSN 165 - Managing Customer Service
- BUSN 190 - Business Ethics & Sustainability
- BUSN 205 - International Business
- or** • DGS 260 - International Business
- BUSN 216 - Microcomputer Applications
- BUSN 270 - Principles of Management and Supervision
- BUSN 268 - Leadership
- BUSN 218 - Spreadsheet Construction

**Total Core Credits: 66**

#### Supporting Courses

- ECON 110 - Global Economic Issues
- or** • ECON& 201 - Microeconomics (Required for BAS pathway)

**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
- or** • DGS 207 - Cultural Awareness & Business Etiquette

**Total Related Instruction Credits: 20**

**Total Program Credits: 91**

## 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 certification requirements. For information about chemical dependency professional certification requirements, visit [www.doh.wa.gov](http://www.doh.wa.gov).
- The program allows you to earn an AAS degree in Human Services and complete the educational requirements needed to become certified as a chemical dependency professional in Washington State.
- Upon enrolling in the Chemical Dependency Professional Program and beginning your preparation to become a Chemical Dependency Professional (CDP), complete and submit an application to become a Chemical Dependency Professional Trainee (CDP-T). The Chemical Dependency Professional Trainee application can be accessed at <http://www.doh.wa.gov/>.

### Specific Requirements

#### Professional-Technical Core Courses

- H SER 101 - Introduction to Human Services
- H SER 102 - Physiology of Psychoactive Drugs \*\*
- H SER 106 - Chemical Dependency Case Management \*\*
- H SER 104 - Relapse Prevention \*\*
- H SER 105 - Individual, Couple and Family CD Counseling \*\*
- H SER 113 - Adolescent CD Counseling \*\*
- H SER 119 - Laws, Professionalism, and Ethics \*\*
- H SER 109 - Chemical Dependency Group Counseling \*\*
- H SER 140 - Field Practicum I
- H SER 141 - Practicum Seminar I

- H SER 222 - Introduction to Substance Abuse \*\*
- H SER 240 - Practicum II
- H SER 241 - Practicum Seminar II
- H SER 260 - Culturally Competent Practices \*\*
- H SER 211 - Adulthood and Aging
- or • H SER 221 - Adolescent Development
- or • H SER 223 - Principles of Youth Empowerment
- or • H SER 108 - Social Issues in Mental Health

**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 and AED
- PSYC& 200 - Lifespan Developmental 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](http://www.doh.wa.gov).

## Clinic Service Representative, Certificate

<http://medicalassistant.highline.edu>

### Learning Outcomes

- 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.
- Demonstrate competency in Vital Signs.
- Demonstrate administrative tasks in the medical using therapeutic communication and customer service skills.

### 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 all HEAL courses and pass required competencies to graduate with their Clinic Service Representative 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 more than one year to complete program.

## Specific Requirements

### Professional-Technical Core Courses

- HEAL 102 - Introduction to Healthcare Professions
- HEAL 104 - Medical Terminology & Anatomy
- HEAL 106 - Human Diseases & Pharmacology
- HEAL 160 - Law & Ethics for Healthcare Professionals
- HEAL 162 - Medical Office Procedures II
- HEAL 211 - Clinical Procedures AMA
- HEAL 226 - Healthcare Communication
- HEAL 251 - Medical Assistant Patient Navigator
- HEAL 239 - Job Readiness
- HEAL 240 - Externship

**Total Core Credits: 38**

### Supporting Courses

- BSTEC 120 - Introduction to MS Office Software

**Total Supporting Course Credits: 5**

### 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
- or • MATH- Any 100 level or higher

**Total Related Instruction Credits: 15**

**Total Program Credits: 58**

# Community Health & Wellness, Specialization Direct Care, AAS

[healthcare.highline.edu](http://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, healthcare interpreting, care navigation or global and public health issues according to the area of emphasis
- 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
- English 101 eligible

- 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 102 - Introduction to Healthcare Professions
- HEAL 104 - Medical Terminology & Anatomy
- HEAL 106 - Human Diseases & Pharmacology
- BSTEC 120 - Introduction to MS Office Software
- HEAL 160 - Law & Ethics for Healthcare Professionals
- HEAL 162 - Medical Office Procedures II
- H SER 231 - Disability Issues and Practices
- H SER 260 - Culturally Competent Practices
- H SER 211 - Adulthood and Aging
- HEAL 239 - Job Readiness
- H SER 240 - Practicum II

**Total Professional-Technical Courses: 47 credits**

### Supporting Courses

- NUR A 100 - Nurse Assistant Theory
- NUR A 101 - Nurse Assistant Practicum

*Choose 15-16 credits from below:*

- HEAL 103 - Dementia Care
- NUTR& 101 - Nutrition
- H SER 270 - Adult Family Home Provider
- H SER 108 - Social Issues in Mental Health
- PSYCH 130 - Death and Life
- PSYCH 131 - Suicide Intervention
- PSYCH 152 - Understanding AIDS
- Elective- (5 credits)

**Total Supporting Course Credits: 23**

### Related Instruction Courses

- BUSN 160 - Human/Labor Relations
- or • PSYCH 120 - Psychology of Human Relations
- or • BUSN 207 - Cultural Awareness & Business Etiquette
- 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**

## Community Health & Wellness, Specialization Global and Public Health, AAS

[healthcare.highline.edu](http://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, healthcare interpreting, care navigation or global and public health issues according to the area of emphasis.
- 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
- English 101 eligible
- 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 102 - Introduction to Healthcare Professions
- HEAL 104 - Medical Terminology & Anatomy
- HEAL 106 - Human Diseases & Pharmacology
- BSTEC 120 - Introduction to MS Office Software
- HEAL 160 - Law & Ethics for Healthcare Professionals
- HEAL 162 - Medical Office Procedures II
- H SER 231 - Disability Issues and Practices
- H SER 260 - Culturally Competent Practices
- H SER 211 - Adulthood and Aging

- P E 160 - First Aid, CPR and AED
- HEAL 239 - Job Readiness
- H SER 240 - Practicum II

**Total Professional-Technical Courses: 50 credits**

##### Supporting Courses

- P E 101 - Global Health Issues

Choose 15 credits for the list of courses below:

- HEAL 121 - Medical Interpreting
- P E 100 - Personal Health Science
- SUST 150 - Food as Medicine
- DGS 110 - Global Studies
- CMST 200 - Intercultural Communication
- DGS 116 - Food Justice: Urban Agriculture and Food Security
- H SER 108 - Social Issues in Mental Health
- PSYCH 152 - Understanding AIDS
- PSYCH 130 - Death and Life
- PSYCH 131 - Suicide Intervention
- Elective (2 credits)

**Total Supporting Course Credits: 20**

##### Related Instruction Courses

- BUSN 160 - Human/Labor Relations
- or • PSYCH 120 - Psychology of Human Relations
- or • BUSN 207 - Cultural Awareness & Business Etiquette
- 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**

## Community Health & Wellness, Specialization Patient Advocate, AAS

[healthcare.highline.edu](http://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, healthcare interpreting, care navigation or global and public health issues according to the area of emphasis.
- 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
- English 101 eligible
- 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 102 - Introduction to Healthcare Professions
- HEAL 104 - Medical Terminology & Anatomy
- HEAL 106 - Human Diseases & Pharmacology
- BSTE 120 - Introduction to MS Office Software
- HEAL 160 - Law & Ethics for Healthcare Professionals
- HEAL 162 - Medical Office Procedures II
- H SER 231 - Disability Issues and Practices
- H SER 260 - Culturally Competent Practices
- H SER 211 - Adulthood and Aging
- P E 160 - First Aid, CPR and AED
- HEAL 239 - Job Readiness
- H SER 240 - Practicum II

**Total Professional-Technical Courses: 50 credits**

#### *Supporting Courses*

- HEAL 251 - Medical Assistant Patient Navigator

*Choose 15 credits for the list of courses below:*

- HEAL 121 - Medical Interpreting
- H SER 103 - Case Management
- NUTR& 101 - Nutrition
- BUSN 165 - Managing Customer Service
- HEAL 151 - Patient Care Advocate
- H SER 108 - Social Issues in Mental Health
- PSYCH 152 - Understanding AIDS
- PSYCH 130 - Death and Life
- PSYCH 131 - Suicide Intervention

**Total Supporting Course Credits: 20**

#### *Related Instruction Courses*

- BUSN 160 - Human/Labor Relations
- or** • PSYCH 120 - Psychology of Human Relations
- or** • BUSN 270 - Principles of Management and 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 Credits**

## 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 - Intro 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 - Cooperative Education
- C J 121 - Introduction to Homeland Security
- C J 122 - Intelligence Analysis and Security Management
- C J 123 - Transportation and Border Security
- C J 212 - Fundamentals of Policing
- C J 213 - Law of Arrest, Search, and Seizure
- C J 215 - Conflict Management
- C J 217 - Administration of Justice Communication
- C J 219 - Intelligence -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 and 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

<https://bstec.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.
- BSTEC 105 Introduction to Computers/Windows: 3 credits
- BSTEC 118 10-Key: 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*

- BSTEC 100 - Fundamentals of Office Management
- BSTEC 110 - Keyboarding & Document Processing
- BSTEC 120 - Introduction to MS Office Software
- BUSN 125 - Exploring E-Commerce
- or • BUSN 134 - Principles of Salesmanship

- BSTEC 139 - Pre-internship Seminar (*Must be taken one quarter before BSTEC 140/BSTEC 141*)
- BSTEC 140 - Internship (*Must be taken with BSTEC 141*)
- BSTEC 141 - Internship Seminar (*Must be taken with BSTEC 140*)

**Total Core Credits: 26**

#### 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: 46**

## Digital Forensics & Investigations, 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 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 166 - Network Intrusion Detection
- CIS 190 - Intro to Cyber Design & Impl Internship
- CIS 215 - Introduction to UNIX/Linux
- CIS 217 - UNIX/Linux System Administration
- CIS 221 - Network Scripting
- 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
- ENGL& 235 - Technical Writing
- C SCI 131 - Introduction to Python
- or • C SCI 116 - Web/Database Programming I
- or • PHIL& 120 - Symbolic Logic

**Total Supporting Course Credits: 15**

### Related Instruction Courses

- CMST& 101 - Introduction to Communication
- or • CMST& 220 - Public Speaking
- BUSN 160 - Human/Labor Relations
- ENGL& 101 - English Composition I
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Credits: 20**

**Total Program Credits: 91**

## Digital Forensics & Investigations, Certificate

<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 - Introduction to Data Recovery/Forensics
- CIS 166 - Network Intrusion Detection
- CIS 235 - Computer Forensics I
- CIS 236 - Computer Forensics II
- LEGAL 220 - Computer Search and Seizure

**Total Professional-Technical Courses: 25 credits**

## Dispensing Opticians Apprenticeship, Certificate

<http://optician.highline.edu>

### Program Description

The Optician-Licensed Dispensing apprenticeship program will help you develop skills necessary to deal effectively with an increasingly complex eye care business environment and aid in developing the skills necessary to pass the Washington State Optician Board Examination. Highline offers one online class per quarter, with hands-on modules, designed for you to supplement your learning, or learn new skills.

### 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 and Pharmacology
- OPTIC 103 - Optical Product Knowledge
- OPTIC 104 - Ophthalmic Dispensing
- OPTIC 105 - Contact Lens Theory
- OPTIC 106 - Ophthalmic Laboratory
- OPTIC 107 - Contact Lens Fitting

- OPTIC 108 - Optical Office & Business Management
- OPTIC 109 - Program Overview, Exam Preparation

*Total Core Credits 45*

**Total Program Credits: 45**

## Drafting Design, AAS

<http://drafting.highline.edu>

### Program Description

Channel your creativity as well as your mathematical, science and engineering skills into a career as a drafter. Using the latest industry software, students learn to create technical drawings that feature details, dimensions, materials and procedures used to build manufactured products, plus residential/commercial buildings and architectural drafting.

### 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 135 - Manufacturing Drafting
- DRAFT 168 - SketchUp
- DRAFT 186 - Manual Drafting
- DRAFT 224 - Architectural Drafting I
- DRAFT 225 - Architectural Drafting Revit
- DRAFT 226 - Architectural Drafting III
- DRAFT 240 - Internship
- DRAFT 254 - Sustainable Design
- DRAFT 270 - Portfolio Development

*Total Professional-Technical Courses: 55 credits*

##### *Supporting Courses*

- ART 101 - Design I: Two Dimensional
- ART 228 - Design Drawing I
- BSTEC 120 - Introduction to MS Office Software

- BUSN 155 - Entrepreneurship
- or • BUSN 238 - E-Marketing
- VICOM 230 - Photoshop I

*Total Supporting Course Credits: 21-23*

##### *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: 91-95**

## 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
- DRAFT 168 - SketchUp
- DRAFT 186 - Manual Drafting
- DRAFT 224 - Architectural Drafting I
- DRAFT 225 - Architectural Drafting Revit
- DRAFT 226 - Architectural Drafting III
- DRAFT 240 - Internship
- DRAFT 254 - Sustainable Design
- DRAFT 270 - Portfolio Development

*Total Professional-Technical Courses: 55 credits*

##### *Supporting Courses*

- ART 101 - Design I: Two Dimensional
- ART 228 - Design Drawing I
- BUSN 155 - Entrepreneurship
- or • BUSN 238 - E-Marketing
- ENV& 101 - Introduction to Environmental Science
- or • PHYS& 110 - Physics for Non-Science Majors w/Lab
- \* VICOM 230 - Photoshop I

*Total Supporting Course Credits: 21-23 credits*

**Related Instruction Courses**

- ENGL& 101 - English Composition I
- MATH - a Math course numbered above 100
- Social Science - Choose from one of the following: PSYC& 100, PSYCH 120, 130; SOC& 101; ANTH& 206

**Total Related Instruction Credits: 15**

**Total Program Credits: 91-93 credits**

## Drafting Design, Certificate

### Program Description

Channel your creativity as well as your mathematical, science and engineering skills into a career as a drafter. Using the latest industry software, students learn to create technical drawings that feature details, dimensions, materials and procedures used to build manufactured products, plus residential/commercial buildings and architectural drafting.

### 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
- 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

- ENGR& 114 - Engineering Graphics
- DRAFT 124 - SolidWorks
- DRAFT 168 - SketchUp
- DRAFT 186 - Manual Drafting
- DRAFT 224 - Architectural Drafting I
- DRAFT 225 - Architectural Drafting Revit
- DRAFT 254 - Sustainable Design

**Total Core Credits: 35**

##### Supporting Courses

- BSTEC 120 - Introduction to MS Office Software

**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: 52**

## 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 102 - Entrepreneurial Thinking for Success
- BUSN 125 - Exploring E-Commerce
- BUSN 138 - Principles of Marketing
- BUSN 155 - Entrepreneurship
- BUSN 190 - Business Ethics & Sustainability
- BUSN 216 - Microcomputer Applications
- BUSN 238 - E-Marketing

**Total Core Credits: 38**

##### Supporting Courses

- CIS 218 - Database Concepts
- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction to Web Development
- C SCI 202 - Web Development II
- C SCI 212 - Web Development with Javascript
- ECON 110 - Global Economic Issues
- BSTEC 195 - Social Media for Business

**Total Supporting Course Credits: 35 credits**

##### 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: 93 Credits**

## 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

- Agencies will require students to complete a criminal background check through MERIT and the Department of Early Learning prior to being offered an internship or employment.

- This information does not substitute for a meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

### Specific Requirements

#### Professional-Technical Core Courses

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum
- ECED& 160 - Curriculum Development
- ECED& 170 - Environments for Learning
- ECED& 180 - Language and Literacy Development
- ECED& 190 - Observation and Assessment
- EDUC& 115 - Child Development
- EDUC& 130 - Guiding Behavior
- EDUC& 204 - Exceptional Child
- EDUC 240 - Education Practicum
- EDUC 258 - Integrated Curriculum
- EDUC 230 - The Democratic Classroom
- EDUC 281 - Professional Education Development

*Select one course below (3 credits) for specialization.*

*Talk to an adviser.*

- ECED& 132 - Infants and Toddlers
- ECED& 134 - Family Child Care
- ECED& 139 - Administration of Early Learning
- EDUC& 136 - School Age Care

**Total Core Credits: 56-59**

#### Supporting Courses

- DGS 152 - Critical Thinking For Equity
- Science Course- Talk to an adviser (5)
- Social Science Course- Talk to an adviser (5)
- Electives/ Humanities Course- Talk to an adviser (3-6)

**Total Supporting Course Credits: 18-21**

#### Related Instruction Courses

- ENGL& 101 - English Composition I
- MATH& 107 - Math in Society
- or* • MATH 180 - Number Theory for K-8 Teachers
- or* • MATH 181 - Geometry for K-8 Teachers
- EDUC& 150 - Child, Family and Community

**Total Related Instruction Credits: 13**

**Total Program Credits: 90**

## Educational 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

- Students will be required to pass a criminal history background check specified by each school district.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

## Specific Requirements

### Professional-Technical Core Courses

- EDUC 102 - Instructional Roles of Paraeducator
- EDUC& 115 - Child Development
- EDUC& 130 - Guiding Behavior
- EDUC& 202 - Introduction to Education
- EDUC& 204 - Exceptional Child
- EDUC 230 - The Democratic Classroom
- EDUC 240 - Education Practicum (5 credits)
- EDUC 258 - Integrated Curriculum
- EDUC 281 - Professional Education Development

**Total Core Credits: 40 credits**

### Supporting Courses

- P E 160 - First Aid, CPR and AED
- DGS 152 - Critical Thinking For Equity
- Science Course- Talk to an adviser (10)
- Social Science Course- Talk to an adviser (10)
- Humanities Course- Talk to an adviser (10)

**Total Supporting Course Credits: 38**

### Related Instruction Courses

- ENGL& 101 - English Composition I
- MATH& 107 - Math in Society
- or • MATH 180 - Number Theory for K-8 Teachers
- or • MATH 181 - Geometry for K-8 Teachers
- EDUC& 150 - Child, Family and Community

**Total Related Instruction Credits: 13**

**Total Program Credits: 91 credits**

# Hospitality and Tourism Management, 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.
- 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

*The following courses are required for all AAS HOST degrees:*

- HOST 100 - Introduction to Hospitality/Tourism
- HOST 139 - Pre-internship Seminar
- HOST 140 - Cooperative Education
- HOST 165 - Managing Customer Service

### Professional- Technical Operation Courses

*Work with your adviser to choose a total of 35 credits from the following courses.*

- HOST 105 - Travel Counselor
- HOST 110 - Front Office Operations
- HOST 115 - Cruise Operations
- HOST 130 - Food and Beverage Operations
- HOST 155 - Destination Marketing
- HOST 174 - Sustainable Ecotourism and Park Operations
- HOST 209 - Event/Meeting/Conference
- HOST 216 - Airline & Airport Operations
- HOST 276 - Beverage Management
- HOST 278 - Casino Management

- HOST 160 - Human Resources Management in Hospitality/Tourism
- HOST 248 - Hospitality/Tourism Marketing
- HOST 170 - Legal Issues in Hospitality/Tourism
- HOST 200 - Hospitality/Tourism Capstone
- HOST 210 - Revenue Management
- HOST 104 - The Art of Negotiation
- HOST 109 - Nonprofit Event Planning
- HOST 120 - Housekeeping Management and Operations
- HOST 129 - Menu Design
- HOST 156 - Travel Geography II
- HOST 166 - Global Excellence in Customer Service
- HOST 215 - Cruise Experience

**Total Professional-Technical Courses: 53 credits**

#### Supporting Courses

Choose 10 elective credits with your advisor. A second language is highly advised.

- P E 160 - First Aid, CPR and AED
- BSTEC 120 - Introduction to MS Office Software
- or • BSTEC 165 - Microsoft Excel
- or • BUSN 216 - Microcomputer Applications
- or • BUSN 218 - Spreadsheet Construction

**Total Supporting Course Credits: 18**

#### Related Instruction Courses

Choose 2 of the following Communication courses:

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

Choose 1 of the following Computation courses:

- ACCTG 121 - Practical Accounting
- ACCTG 128 - Not-for-Profit Accounting
- BUSN 135 - Business Mathematics
- BUSN 210 - Statistical Analysis
- MATH& 107 - Math in Society
- MATH 111 - College Algebra

Choose 1 of the following Human Relations courses:

- BUSN 160 - Human/Labor Relations
- ANTH& 206 - Cultural Anthropology
- DGS 207 - Cultural Awareness & Business Etiquette
- PSYC& 100 - General Psychology
- PSYCH 120 - Psychology of Human Relations
- PSYCH 130 - Death and Life
- SOC& 101 - Introduction to Sociology

**Total Related Instruction Credits: 20**

**Total Program Credits: 91**

## Hospitality and Tourism Management, 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.
- 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- Technical Core Courses

- HOST 100 - Introduction to Hospitality/Tourism
- HOST 139 - Pre-Internship Seminar
- HOST 165 - Managing Customer Service

##### Professional- Technical Operation Courses

Choose a total of 22 credits from the following courses:

- HOST 105 - Travel Counselor
- HOST 110 - Front Office Operations
- HOST 115 - Cruise Operations
- HOST 130 - Food and Beverage Operations
- HOST 140 - Cooperative Education
- HOST 155 - Destination Marketing
- HOST 174 - Sustainable Ecotourism and Park Operations
- HOST 209 - Event/Meeting/Conference
- HOST 216 - Airline & Airport Operations
- HOST 276 - Beverage Management
- HOST 278 - Casino Management
- HOST 160 - Human Resources Management in Hospitality/Tourism
- HOST 248 - Hospitality/Tourism Marketing
- HOST 170 - Legal Issues in Hospitality/Tourism
- HOST 200 - Hospitality/Tourism Capstone
- HOST 210 - Revenue Management
- HOST 104 - The Art of Negotiation
- HOST 109 - Nonprofit Event Planning
- HOST 120 - Housekeeping Management and Operations
- HOST 129 - Menu Design
- HOST 156 - Travel Geography II
- HOST 166 - Global Excellence in Customer Service
- HOST 215 - Cruise Experience

**Total Professional-Technical Courses: 34 credits**

#### Supporting Courses

- P E 160 - First Aid, CPR and AED
- or • BSTEC 120 - Introduction to MS Office Software

**Total Supporting Course Credits: 3**

**Related Instruction Courses**

Choose 1 of the following Human Relations courses:

- BUSN 160 - Human/Labor Relations
- ANTH& 206 - Cultural Anthropology
- DGS 207 - Cultural Awareness & Business Etiquette
- PSYC& 100 - General Psychology
- PSYCH 120 - Psychology of Human Relations
- PSYCH 130 - Death and Life
- SOC& 101 - Introduction to Sociology

Choose 1 of the following Communication courses:

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

Choose 1 of the following Computation courses:

- ACCTG 121 - Practical Accounting
- ACCTG 128 - Not-for-Profit Accounting
- BUSN 135 - Business Mathematics
- BUSN 210 - Statistical Analysis
- MATH& 107 - Math in Society
- MATH 111 - College Algebra

**Total Related Instruction Credits: 15**

**Total Program Credits: 52**

## Human Resource, Certificate

<https://business.highline.edu/>

**Learning Outcomes**

- Define human resource management and outline human resource planning
- Demonstrate critical thinking and employ an ethical approach in HR management planning.
- Develop strategies to aid in HR planning and decision making processes.
- Explain and apply the legal principles that apply to a wide range of workplace issues
- Using knowledge of diversity and cultural differences, apply appropriate communication strategies in an HR environment
- Analyze, manage and problem solve to deal with the complexities of HR activities and responsibilities

**Requirements****Specific Requirements****Professional- Technical Core Courses**

- BUSN 204 - Introduction to Human Resource Management
- BUSN 208 - Employment Laws, Regulations & Compliance
- BUSN 209 - HR Talent Acquisition and Retention
- BUSN 213 - HR: Workforce Development
- BUSN 221 - HR Mgmt: Compensation/Benefits
- BUSN 223 - Employee and Labor Relations
- BUSN 224 - HR Capstone
- BUSN 226 - HR Mgmt: Technology & Data Analytics

**Total Professional-Technical Courses: 33 credits**

**Related Instruction Courses**

- BUSN 135 - Business Mathematics
- CMST& 101 - Introduction to Communication
- BUSN 207 - Cultural Awareness & Business Etiquette

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 48**

## 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 - Interviewing and Counseling
- H SER 120 - Group Process
- H SER 140 - Field Practicum I
- H SER 141 - Practicum Seminar I
- H SER 240 - Practicum II
- H SER 241 - Practicum Seminar II
- H SER 260 - Culturally Competent Practices

**Total Core Credits: 35**

**Supporting Courses**

Select 15 credits from the following electives:

- 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
- H SER 108 - Social Issues in Mental Health

Plus the following:

- PSYCH 152 - Understanding AIDS
- P E 160 - First Aid, CPR and 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**

- CIS 150 - OS and Hardware Fundamentals
- CIS 155 - Introduction to Data Recovery/Forensics
- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 166 - Network Intrusion Detection

**Total Core Credits: 25**

**Supporting Courses**

- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (4 cr)
- ENGL& 235 - Technical Writing
- BUSN 233 - Financial Management
- BSTEM 120 - Introduction to MS Office Software
- BSTEM 260 - Integrated Office Management
- BUSN 268 - Leadership
- BUSN 270 - Principles of Management and Supervision
- BSTEM 225 - Microsoft Project
- LEGAL 105 - Contracts

**Total Supporting Course Credits: 45**

**Related Instruction Courses**

- CMST& 101 - Introduction to Communication
- or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Credits: 20**

**Total Program Credits: 90**

## 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

- CIS 218 - Database Concepts
- CIS 166 - Network Intrusion Detection
- CIS 217 - UNIX/Linux System Administration
- CIS 230 - Database Security
- CIS 160 - Introduction to Networking and Cisco IOS

**Total Core Credits: 25**

### Supporting Courses

- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (4 cr)
- ENGL& 235 - Technical Writing
- BUSN 233 - Financial Management
- BSTEC 120 - Introduction to MS Office Software
- BSTEC 260 - Integrated Office Management
- BUSN 268 - Leadership
- BUSN 270 - Principles of Management and Supervision

- BSTEC 225 - Microsoft Project
- LEGAL 105 - Contracts

**Total Supporting Course Credits: 45**

### Related Instruction Courses

- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Credits: 20**

Total Program Credits: 90

## 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
- CIS 218 - Database Concepts
- BUSN 125 - Exploring E-Commerce
- C SCI 201 - Website Development with WordPress
- C SCI 116 - Web/Database Programming I

**Total Core Credits: 25**

### Supporting Courses

- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (4 cr)
- ENGL& 235 - Technical Writing
- BUSN 233 - Financial Management
- BSTEC 120 - Introduction to MS Office Software
- BSTEC 260 - Integrated Office Management
- BUSN 268 - Leadership
- BUSN 270 - Principles of Management and Supervision
- BSTEC 225 - Microsoft Project
- LEGAL 105 - Contracts

**Total Supporting Course Credits: 45**

### Related Instruction Courses

- CMST& 101 - Introduction to Communication
- or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

**Total Related Instruction Credits: 20**

Total Program Credits: 90

## 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**

- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 262 - MS OS Infrastructure and Advanced Cisco
- CIS 150 - OS and Hardware Fundamentals
- CIS 166 - Network Intrusion Detection

**Total Core Credits: 25**

**Supporting Courses**

- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship
- ENGL& 235 - Technical Writing
- BUSN 233 - Financial Management
- BSTE 120 - Introduction to MS Office Software
- BSTE 260 - Integrated Office Management
- BUSN 268 - Leadership
- BUSN 270 - Principles of Management and Supervision
- BSTE 225 - Microsoft Project
- LEGAL 105 - Contracts

**Total Supporting Course Credits: 45**

**Related Instruction Courses**

- CMST& 101 - Introduction to Communication
- or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

**Total Related Instruction Credits: 20**

**Total Program Credits: 90**

## 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 II
- C SCI 142 - Object-Oriented Programming I with Java
- C SCI 212 - Web Development with Javascript

**Total Core Credits: 25**

**Supporting Courses**

- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (4 cr)
- ENGL& 235 - Technical Writing
- BUSN 233 - Financial Management
- BSTE 120 - Introduction to MS Office Software
- BSTE 260 - Integrated Office Management
- BUSN 268 - Leadership
- BUSN 270 - Principles of Management and Supervision
- BSTE 225 - Microsoft Project
- LEGAL 105 - Contracts

**Total Supporting Course Credits: 45**

**Related Instruction Courses**

- CMST& 101 - Introduction to Communication
- or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

**Total Related Instruction Credits: 20**

**Total Program Credits: 90**

## 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 ActionScript.
- 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 201 - Website Development with WordPress
- C SCI 212 - Web Development with Javascript
- C SCI 116 - Web/Database Programming I
- C SCI 202 - Web Development II

**Total Core Credits: 25**

#### *Supporting Courses*

- C SCI 100 - Survey of Computing
- CIS 140 - CIS Internship (4 cr)
- ENGL& 235 - Technical Writing
- BUSN 233 - Financial Management
- BSTEC 120 - Introduction to MS Office Software
- BSTEC 260 - Integrated Office Management
- BUSN 268 - Leadership
- BUSN 270 - Principles of Management and Supervision
- BSTEC 225 - Microsoft Project
- LEGAL 105 - Contracts

**Total Supporting Course Credits: 45**

#### *Related Instruction Courses*

- CMST& 101 - Introduction to Communication
- or • CMST& 220 - Public Speaking
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 141 - Pre Calculus I

**Total Related Instruction Credits: 20**

**Total Program Credits: 90**

## Interior Design AAS-T

### 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 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.
- Not all classes are offered every quarter or at night.
- Students must achieve a minimum 2.0 GPA in core classes to attain an AAS-T

#### Specific Requirements

##### *Professional-Technical Core Courses*

- INT D 122 - Introduction to Interior Design
- INT D 125 - Interior Design: Residential Studio
- INT D 128 - History of Design
- INT D 140 - Internship
- 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 Revit
- INT D 168 - SketchUp

**Total Core Credits: 55**

##### *Supporting Courses*

- ART 101 - Design I: Two Dimensional
- ART 228 - Design Drawing I
- ART 238 - Design Drawing: Perspective
- BUSN 155 - Entrepreneurship
- or • BUSN 238 - E-Marketing
- ENV& 101 - Introduction to Environmental Science
- VICOM 230 - Photoshop I

**Total Supporting Course Credits: 26- 28 credits**

##### *Related Instruction Courses*

- ENGL& 101 - English Composition I
- Math- above 100 level
- Social Science - Choose from one of the following: PSYC& 100, PSYCH 120, 130; SOC& 101; ANTH& 206

**Total Related Instruction Credits: 15**

**Total Program Credits: 96-98**



## 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 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 Studio
- INT D 128 - History of Design
- 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 Revit

**Total Core Credits: 55**

#### 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
- DRAFT 226 - Architectural Drafting III

**Total Supporting Course Credits: 21-25**

#### 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: 91-95**

## 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 102 - Entrepreneurial Thinking for Success
- BUSN 105 - Introduction to Logistics
- BUSN 106 - Freight Forwarding
- BUSN 138 - Principles of Marketing
- 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 - Microcomputer Applications
- BUSN 218 - Spreadsheet Construction

- BUSN 270 - Principles of Management and Supervision
- or** • BUSN 210 - Statistical Analysis (*Required for Applied Bachelor's pathway*)

**Total Core Credits: 54**

#### **Supporting Courses**

- BUSN 139 - Pre-internship Seminar
- BUSN 140 - Cooperative Education
- ECON& 201 - Microeconomics
- GEOG 120 - World Geography
- ENGL& 235 - Technical Writing (*Required for Applied Bachelor's pathway*)
- or** • BSTEM 185 - Business Correspondence

**Total Supporting Course Credits: 20 credits**

#### **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 Applied Bachelor's pathway*)
- DGS 207 - Cultural Awareness & Business Etiquette

**Total Related Instruction Credits: 20**

**Total Program Credits: 94**

## 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 102 - Entrepreneurial Thinking for Success
- BUSN 105 - Introduction to Logistics
- BUSN 106 - Freight Forwarding

- BUSN 188 - Importing and Exporting
- BUSN 205 - International Business
- or** • DGS 260 - International Business
- BUSN 216 - Microcomputer Applications

**Total Core Credits: 29 credits**

#### **Supporting Courses**

- GEOG 120 - World Geography
- BUSN 139 - Pre-internship Seminar
- BUSN 140 - Cooperative Education

**Total Supporting Course Credits: 10 credits**

#### **Related Instruction Courses**

- ENGL& 101 - English Composition I
- BUSN 135 - Business Mathematics
- or** • MATH 111 - College Algebra (*Required for Applied Bachelor's pathway*)
- DGS 207 - Cultural Awareness & Business Etiquette

**Total Related Instruction Credits: 15**

**Total Program Credits: 54**

## Library & Information Services-Public 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.
- 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**

- 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.

- 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**

## Licensed Dispensing Opticians Apprenticeship, AAS

<http://optician.highline.edu>

### Program Description

The Optician-Licensed Dispensing apprenticeship program will help you develop skills necessary to deal effectively with an increasingly complex eye care business environment and aid in developing the skills necessary to pass the Washington State Optician Board Examination. Highline offers one online class per quarter, with hands-on modules, designed for you to supplement your learning, or learn new skills.

### 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 and Pharmacology
- OPTIC 103 - Optical Product Knowledge
- OPTIC 104 - Ophthalmic Dispensing
- OPTIC 105 - Contact Lens Theory
- OPTIC 106 - Ophthalmic Laboratory

- OPTIC 107 - Contact Lens Fitting
- OPTIC 108 - Optical Office & Business Management
- OPTIC 109 - Program Overview, Exam Preparation
- OPTIC 140 - Optic Cooperative Education
- OPTIC 240 - Cooperative Education

**Total Core Credits: 56**

**Supporting Courses**

- Talk to a faculty advisor regarding alternate class choices.
- BUSN 175 - Retailing \*
- BSTEC 120 - Introduction to MS Office Software
- Electives- Choose 10 credits\*

**Total Supporting Credits: 20**

**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: 91**

## Medical Assistant, AAS

<http://healthcare.highline.edu>

### Learning Outcomes

- Perform administrative tasks in the ambulatory care setting.
- Explain general office policies and establish and maintain patient records.
- Perform clinical tasks in the ambulatory care setting.
- 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](http://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 Healthcare Professions
- HEAL 104 - Medical Terminology & Anatomy
- HEAL 106 - Human Diseases & Pharmacology
- HEAL 160 - Law & Ethics for Healthcare Professionals
- HEAL 162 - Medical Office Procedures II
- HEAL 210 - Med Assist Clinical Skills I
- HEAL 212 - Clinical Procedures II
- HEAL 214 - Clinical Procedures III
- HEAL 218 - CPR & BLS for Healthcare Providers
- HEAL 226 - Healthcare Communication
- HEAL 228 - Nutrition for Healthcare Professions
- HEAL 251 - Medical Assistant Patient Navigator
- HEAL 239 - Job Readiness
- HEAL 240 - Externship
- HEAL 241 - HEAL 241 Medical Assistant Coop Seminar

**Total Core Credits: 61**

### Supporting Courses

- Select 5 credits from the DG options
- Select 5 credits from any discipline
- BSTEC 120 - Introduction to MS Office Software

**Total Supporting Course Credits: 15**

### 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 Level or Higher

**Total Related Instruction Credits: 15**

**Total Program Credits: 91**

## Medical Assistant, Certificate

<http://healthcare.highline.edu>

### Learning Outcomes

- Perform administrative tasks in the ambulatory care setting.
- Explain general office policies and establish and maintain patient records.
- Perform clinical tasks in the ambulatory care setting.
- 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 2.0 GPA in all HEAL courses and pass required competencies to graduate with their MA certificate.

- The MA certificate and AAS degree 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](http://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 Healthcare Professions
- HEAL 104 - Medical Terminology & Anatomy
- HEAL 106 - Human Diseases & Pharmacology
- HEAL 160 - Law & Ethics for Healthcare Prof
- HEAL 162 - Medical Office Procedures II
- HEAL 210 - Med Assist Clinical Skills I
- HEAL 212 - Clinical Procedures II
- HEAL 214 - Clinical Procedures III
- HEAL 218 - CPR & BLS for Healthcare Providers
- HEAL 226 - Healthcare Communication
- HEAL 228 - Nutrition for Healthcare Professions
- HEAL 251 - Medical Assistant Patient Navigator
- HEAL 239 - Job Readiness
- HEAL 240 - Externship
- HEAL 241 - Medical Assistant Coop Seminar

**Total Core Credits: 61**

### Supporting Course

- BSTEC 120 - Introduction to MS Office Software

**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: 81**

## Medical Insurance Coding Specialist, Certificate

<https://healthcare.highline.edu/>

### Learning Outcomes

- Assign codes using diagnosis and procedural coding manuals.
- Demonstrate the importance of medical documentation and coding
- Apply medico-legal knowledge to identify and respond to issues of confidentiality.
- Prepare for successful completion of national certification exam through the American Association of Professional Coders (AAPC).

### 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.
- Not all classes are offered every quarter or at night.

### 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.

### Specific Requirements

#### *Professional-Technical Core Courses*

- HEAL 104 - Medical Terminology & Anatomy
- HEAL 106 - Human Diseases & Pharmacology
- HIT 141 - Outpatient Diagnostic Coding
- HIT 170 - CPT Coding
- HIT 152 - Advanced Outpatient Coding
- HEAL 216 - Medical Insurance
- HEAL 239 - Job Readiness
- HEAL 240 - Externship

**Total Professional-Technical Courses: 35 credits**

#### *Supporting Courses*

- BSTEC 120 - Introduction to MS Office Software

**Total Supporting Courses: 5 Credits**

#### *Related Instruction Courses*

- ENGL& 101 - English Composition I
- or • CMST& 101 - Introduction to Communication
- BUSN 160 - Human/Labor Relations
- BUSN 135 - Business Mathematics
- or • Math- any course above 100 level

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 55**

## Mobile Technology Expert, AAS

<https://cis.highline.edu/>

### Program Description

Building mobile apps, architecting mobile strategies, and securing those devices are the top concerns facing the enterprises today. This degree will provide students the skill sets needed from development, Security, as well as hardware support. Jobs will include Wireless Technical Support as well as other devices in the workforce.

### Learning Outcomes

- Implement and build basic mobile applications
- Access data from the device database as well as the cloud
- Demonstrate and understand mobile security
- Able to build web based and mobile based applications
- Problem solve and diagnosis mobile devices
- Part identification as well as repair of mobile devices
- Identify and implement data recovery from mobile devices
- Understand and identify various Mobile device Operating Systems

### 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 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

### Specific Requirements

#### *Professional-Technical Core Courses*

- C SCI 100 - Survey of Computing
- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 162 - Mobile Device Repair & OS
- CIS 230 - Database Security
- CIS 155 - Introduction to Data Recovery/Forensics
- CIS 235 - Computer Forensics I
- C SCI 142 - Object-Oriented Programming I with Java
- C SCI 121 - Mobile Game Development
- C SCI 221 - Mobile App Development
- C SCI 243 - Mobile Programming for Android
- C SCI 116 - Web/Database Programming I
- C SCI 255 - Advanced Programming with C++

**Total Professional-Technical Courses: 70 credits**

#### *Supporting Courses*

- BSTEC 120 - Introduction to MS Office Software
- CIS 140 - CIS INTERNSHIP (2 credits)

**Total Supporting Course Credits: 7**

#### *Related Instruction Courses*

- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics
- or • BUSN 210 - Statistical Analysis

**Total Related Instruction Credits: 15**

**Total Program Credits: 92**

## Multimedia Design, AAS

### Learning Outcomes

- Demonstrate awareness of the career options, current issues and professional practices of the multimedia artist profession.
- Apply effective interpersonal communications with clients, co-workers, managers, suppliers, workrooms and subcontractors within the multimedia profession.
- Know the professional resources that a multimedia artist would use in keeping current with the profession.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the multimedia profession.
- Develop and implement solutions to interactive communication problems.
- Identify and use differences in audiences and cultures when creating the multimedia product.
- Initiate projects and use technology appropriate to audience needs.
- Use trade practices, ethics and copyright laws related to multimedia design.

### 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.

## Requirements

### Specific Requirements

#### Professional-Technical Core Courses

- MMD 101 - Digital Storytelling/Scriptwriting (T)
- MMD 110 - Multimedia Production
- MMD 210 - Multimedia Light, Sound and Music
- MMD 125 - Internet Trends/Media Criticism
- MMD 140 - Internship (3 credits)
- or • MMD 240 - Internship (3 credits)
- MMD 130 - Multimedia for the web
- MMD 135 - Motion Graphics
- MMD 150 - Media Project Management (M)
- MMD 160 - Advanced Multimedia Production

**Total Professional-Technical Core Courses: 39 credits**

#### Supporting Course

- ART 101 - Design I: Two Dimensional
- VICOM 110 - Graphic Design I
- VICOM 100 - Introduction to Web Design
- VICOM 200 - Web Design II
- VICOM 211 - Introduction to Animation
- ART 147 - Introduction to Digital Photography
- BUSN 125 - Exploring E-Commerce
- or • BUSN 155 - Entrepreneurship

**Total Supporting Course Credits: 36-38 credits**

#### Related Instruction

- CMST& 101 - Introduction to Communication
- BUSN 160 - Human/Labor Relations
- BUSN 135 - Business Mathematics
- or • ACCTG 121 - Practical Accounting

**Total Related Instruction Credits: 15**

**Total Program Credits: 90-92 credits**

## Multimedia Design, AAS-T

### Learning Outcomes

- Demonstrate awareness of the career options, current issues and professional practices of the multimedia artist profession.
- Apply effective interpersonal communications with clients, co-workers, managers, suppliers, workrooms and subcontractors within the multimedia profession.
- Know the professional resources that a multimedia artist would use in keeping current with the profession.
- Identify suitable employment opportunities by matching personal and professional interests and abilities with positions within the multimedia profession.
- Develop and implement solutions to interactive communication problems.
- Identify and use differences in audiences and cultures when creating the multimedia product.
- Initiate projects and use technology appropriate to audience needs.
- Use trade practices, ethics and copyright laws related to multimedia design.

### Important Notes

- This information does not substitute for meeting with a faculty adviser.
- Students must achieve minimum overall GPA of 2.0.
- AAS-T degrees transfer to specific colleges, please meet with faculty adviser.
- Not all classes are offered every quarter or at night.

## Requirements

### Specific Requirements

#### Professional-Technical Core Courses

- MMD 101 - Digital Storytelling/Scriptwriting (T)
- MMD 110 - Multimedia Production
- MMD 210 - Multimedia Light, Sound and Music
- MMD 125 - Internet Trends/Media Criticism
- MMD 130 - Multimedia for the web
- MMD 135 - Motion Graphics
- MMD 140 - Internship (3 credits)
- or • MMD 240 - Internship (3 credits)
- MMD 150 - Media Project Management (M)
- MMD 160 - Advanced Multimedia Production

**Total Professional-Technical Courses: 39 credits**

#### Supporting Courses

- ART 147 - Introduction to Digital Photography
- ART 101 - Design I: Two Dimensional
- VICOM 110 - Graphic Design I
- VICOM 100 - Introduction to Web Design
- VICOM 211 - Introduction to Animation
- Choose 10 credits of Lab Science- above 100 level

**Total Supporting Course Credits: 33**

#### Related Instruction Courses

- ENGL& 101 - English Composition I
- CMST& 101 - Introduction to Communication
- MATH- Math course above 100
- Choose 10 credits from the following course: PSYC& 100, PSYCH 120, 130; SOC& 101; ANTH& 206

**Total Related Instruction Courses: 25 Credits**

**Total Program Credits: 97 credits**

## Network Scripting and Automation

<https://cis.highline.edu/>

### Program Description

This certificate will give students a firm foundation in how to automate processes in the network environment. This includes automating of installations, launching of virtual machines/networks, monitoring of system status.

### Learning Outcomes

- Install and harden Linux operating systems and networks
- Install and harden database management systems
- Create scripts in Linux bash shell and Windows Powershell that monitor network status and perform standard tasks
- Install and harden virtual networks
- Create programs in Python that interface with the scripts for powerful automation of networks
- Atomizing network operation with scripting

### 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.
- 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 215 - Introduction to UNIX/Linux
- CIS 217 - UNIX/Linux System Administration
- CIS 221 - Network Scripting
- CIS 210 - Operating Systems Principles
- CIS 230 - Database Security

**Total Professional-Technical Courses: 25 credits**

### Supporting Courses

- C SCI 131 - Introduction to Python

**Total Supporting Courses: 5 Credits**

### Related Instruction Courses

- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics
- ENGL& 101 - English Composition I

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 45 Credits**

# Network Security and Cisco CCNA

<https://cis.highline.edu/>

## Program Description

The Network Security and Cisco CCNA Track certificates form the foundation for understanding hardware, installing operating systems, routers, switches and the network backbone. Students can qualify to take the CCNA and CCENT industry certifications.

## Learning Outcomes

- Install, configure, manage and harden operating systems
- Explain and identify computer hardware
- Explain IP addressing and configure, manage and troubleshoot IP routed network
- Design secure networks and perform vulnerability assessment
- Design IP Routed network and configure/manage routing
- Prepares student to take A+ and CCNA certification exams.
- Perform network penetration testing and install, configure and manage network security devices

## 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.
- 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

#### Prerequisites

- C SCI 100 - Survey of Computing

**Total Prerequisites: 5 Credits**

#### Professional-Technical Core Courses

- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 166 - Network Intrusion Detection

- CIS 262 - MS OS Infrastructure and Advanced Cisco
- CIS 265 - WAN Technologies and VPN Security

**Total Professional-Technical Courses: 30 credits**

#### Related Instruction Courses

- BUSN 160 - Human/Labor Relations
- ENGL& 101 - English Composition I
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 50 credits**

# 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 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 166 - Network Intrusion Detection
- CIS 210 - Operating Systems Principles
- CIS 215 - Introduction to UNIX/Linux
- CIS 217 - UNIX/Linux System Administration
- CIS 221 - Network Scripting

- CIS 230 - Database Security
- CIS 262 - MS OS Infrastructure and Advanced Cisco
- CIS 265 - WAN Technologies and VPN Security

**Total Core Credits: 56**

#### *Supporting Courses*

- C SCI 100 - Survey of Computing
- C SCI 131 - Introduction to Python
- ENGL& 235 - Technical Writing

**Total Supporting Course Credits: 15**

#### *Related Instruction Courses*

- CMST& 101 - Introduction to Communication
- or • CMST& 220 - Public Speaking
- BUSN 160 - Human/Labor Relations
- ENGL& 101 - English Composition I
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Credits: 20**

**Total Program Credits: 91**

## Online Marketing & Social Media Architect, AAS

<https://cis.highline.edu/>

### **Program Description**

This program will equip students to be exposed to creating good quality content and utilizing effective online marketing strategies - SEO (Search Engine Optimization) and social media. In order to carry out these tasks students should be knowledgeable in numerous technical aspects of web development, coupled with good content creation skills and business principles.

### **Learning Outcomes**

- Understand and be able to build websites based on current technologies.
- Able to utilize graphics and animation into websites.
- Understand front end and server side scripting.
- Able to manage numerous projects via project management.
- Demonstrate marketing and salesmanship skills.
- Identify data via website analytics / statistical analysis.
- Problem solve and diagnosis of best methods needed for SEO.
- Demonstrate an understanding of SEO and implementation of best practices.
- Be able to present analytical data to the client .
- Understand and demonstrate a Content Management System as well as how to integrate SEO.

### **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 2.0 GPA in each core course to attain an AAS degree.
- Not all classes are offered every quarter or at night.

#### **Specific Requirements**

##### *Professional-Technical Core Courses*

- C SCI 102 - Introduction to Web Development
- C SCI 112 - Animation with Scripting

- C SCI 116 - Web/Database Programming I
- C SCI 201 - Website Development with WordPress
- C SCI 202 - Web Development II
- VICOM 110 - Graphic Design I
- CIS 140 - CIS Internship (3 credits)
- CIS 218 - Database Concepts

**Total Professional-Technical Courses: 38 credits**

#### *Supporting Courses*

- ENGL& 235 - Technical Writing
- ENGL 205 - Research and Persuasive Writing
- BSTEM 120 - Introduction to MS Office Software
- BSTEM 195 - Social Media for Business
- BUSN 134 - Principles of Sales
- BUSN 155 - Entrepreneurship
- BUSN 238 - E-Marketing
- ART 147 - Introduction to Digital Photography

**Total Supporting Course Credits: 38**

#### *Related Instruction Courses*

- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- BUSN 210 - Statistical Analysis

**Total Related Instruction Credits: 15**

**Total Program Credits: 91 Credits**

## Paralegal Plus, Certificate

<http://legal.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- BA must be completed prior to completion of certificate.
- BSTEC 120 (formerly BTECH 111) or (demonstrate competency) must be taken before LEGAL 135
- Some or all of the following are required. Talk to a faculty adviser.
- Some classes have entry requirements not listed here.

### Important Notes

- 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 I
- LEGAL 102 - Civil Procedures I
- LEGAL 103 - Civil Procedures II
- LEGAL 135 - Law Office Technology
- LEGAL 139 - Getting Started: Paralegal Orientation
- LEGAL 140 - Cooperative Work Experience
- LEGAL 141 - Cooperative Work Experience Seminar
- LEGAL 199 - Legal Research and Writing I
- LEGAL 200 - Legal Research and Writing II
- POLS& 200 - Introduction to Law

**Total Core Credits: 40 credits**

#### Supporting Courses

Select 15-17 credits from courses listed below. Talk to a faculty adviser.

- LEGAL 106 - Torts
- LEGAL 107 - Property
- LEGAL 119 - Criminal Law and Procedure
- LEGAL 120 - Forming and Maintaining a Nonprofit Organization
- LEGAL 136 - Advanced Law Office Technology
- LEGAL 162 - Constitution Law and Issues
- LEGAL 164 - Sports Law and Issues of Diversity
- LEGAL 166 - Immigration Law and the Rights of Non-Citizens
- LEGAL 168 - Legal Issues of Civil Rights Theory and Law
- LEGAL 201 - Estate Planning and Probate
- LEGAL 202 - Contracts & Negotiations
- LEGAL 210 - Family Law
- LEGAL 211 - Intellectual Property
- LEGAL 220 - Computer Search and Seizure
- LEGAL 240 - Cooperative Education Work Experience
- LEGAL 241 - Cooperative Work Experience Seminar
- LEGAL 252 - Legal Investigation
- LEGAL 262 - Professional Development Seminar

- LEGAL 281 - Special Topics in Law
- or • LEGAL 285 - Special Topics in Law 1-5
- BUS& 201 - Business Law

**Total Supporting Course Credits: 15-17**

**Total Program Credits: 55-57 credits**

## Paralegal, AAS

<http://legal.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.
- Minimum COMPASS reading score of 77.

#### Important Notes

- BSTEC 120 (formerly 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.
- The paralegal program is approved by the American Bar Association. See statement in the college catalog.
- Students are required to take at least 15 quarter hours of legal specialty courses through traditional classroom instruction. This can be determined through advising and at your graduation evaluation meeting.

### Specific Requirements

#### Professional-Technical Core Courses

- LEGAL 101 - Introduction to Ethics I
- LEGAL 102 - Civil Procedures I
- LEGAL 103 - Civil Procedures II
- LEGAL 135 - Law Office Technology
- LEGAL 139 - Getting Started: Paralegal Orientation
- LEGAL 140 - Cooperative Work Experience (3-5 credits)
- LEGAL 141 - Cooperative Work Experience Seminar
- LEGAL 199 - Legal Research and Writing I
- LEGAL 200 - Legal Research and Writing II
- POLS& 200 - Introduction to Law

**Total Core Credits: 38-40 credits**

#### Supporting Courses

- BSTEC 120 - Introduction to MS Office Software  
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 - Forming and Maintaining a Nonprofit Organization
- LEGAL 136 - Advanced Law Office Technology
- LEGAL 162 - Constitution Law and Issues
- LEGAL 164 - Sports Law and Issues of Diversity
- LEGAL 166 - Immigration Law and the Rights of Non-Citizens
- LEGAL 168 - Legal Issues of Civil Rights Theory and Law
- LEGAL 201 - Estate Planning and Probate
- LEGAL 202 - Contracts & Negotiations
- LEGAL 210 - Family Law
- LEGAL 211 - Intellectual Property
- LEGAL 220 - Computer Search and Seizure
- LEGAL 240 - Cooperative Education Work Experience
- LEGAL 241 - Cooperative Work Experience Seminar
- LEGAL 252 - Legal Investigation
- LEGAL 262 - Professional Development Seminar
- LEGAL 281 - Special Topics in Law
- 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
- 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

**Total Related Instruction Credits: 20**

**Total Program Credits: 98-102 credits**

## Personal Fitness Trainer, AAS

<http://pft.highline.edu>

### Learning Outcomes

- Practice effective oral and written communication skills, including listening and accurate documentation.
- Explain and employ principles of professionalism and best practices relevant to the personal training industry.
- Apply evidence-based health and fitness knowledge in teaching safe, effective, and individualized exercise programs to diverse populations.
- Identify and practice all legal and ethical behaviors relevant to personal training settings.
- Apply sound business and marketing principles in a fitness setting.
- Be prepared for successful completion of a nationally recognized personal trainer certification (e.g. ACSM-CPT, NSCA-CPT, NASM, etc.).

### 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 requires a high level of physical activity, including standing for extended periods of time, demonstrating exercises, and spotting. Ability to lift a minimum of 40 pounds is essential. For more details please visit [www.wois.org](http://www.wois.org)

### Specific Requirements

#### Professional-Technical Core Courses

- PFT 100 - Personal Fitness Trainer Orientation
- PFT 105 - Program Design
- PFT 115 - Client Consultation and Assessment
- PFT 120 - Components of Exercise
- PFT 130 - Exercise Fundamentals
- PFT 140 - Fitness Center Internship I
- PFT 145 - Safety, Emerg. Procedures and Legal Issues
- PFT 155 - Business of Personal Training
- PFT 211 - Exercise Science
- PFT 215 - Functional Movement
- PFT 225 - Athletic Performance
- PFT 230 - Group Exercise
- PFT 235 - Training Special Populations
- PFT 240 - Fitness Center Internship II
- PFT 250 - Care and Prevention of Athletic Injuries

**Total Core Credits: 44**

#### Supporting Courses

- NUTR& 101 - Nutrition
- BSTEC 120 - Introduction to MS Office Software
- BUSN 134 - Principles of Sales
- P E 160 - First Aid, CPR and AED
- BIOL& 175 - Human Biology with Lab
- Elective (3-5)

**Total Supporting Course Credits: 26-28**

**Related Instruction Courses**

- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- BUSN 135 - Business Mathematics
- or • ACCTG 121 - Practical Accounting
- or • MATH - Any MATH above 100 (5)

**Total Related Instruction Credits: 20**

**Total Program Credits: 90-92**

## Personal Fitness Trainer, Certificate

<http://pft.highline.edu>

### Learning Outcomes

- Practice effective oral and written communication skills, including listening and accurate documentation.
- Explain and employ principles of professionalism and best practices relevant to the personal training industry.
- Apply evidence-based health and fitness knowledge in teaching safe, effective, and individualized exercise programs to diverse populations.
- Identify and practice all legal and ethical behaviors relevant to personal training settings.
- Apply sound business and marketing principles in a fitness setting.
- Be prepared for successful completion of a nationally recognized personal trainer certification (e.g. ACSM-CPT, NSCA-CPT, NASM, etc.).

### 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 receive the certificate.
- Not all classes are offered every quarter or at night.
- Being a personal trainer requires a high level of physical activity, including standing for extended periods of time, demonstrating exercises, and spotting. Ability to lift a minimum of 40 pounds is essential. For more details please visit [www.wois.org](http://www.wois.org)

### Specific Requirements

#### Professional-Technical Core Courses

- PFT 100 - Personal Fitness Trainer Orientation
- PFT 105 - Program Design
- PFT 115 - Client Consultation and Assessment
- PFT 120 - Components of Exercise
- PFT 130 - Exercise Fundamentals
- PFT 140 - Fitness Center Internship I
- PFT 145 - Safety, Emergency Procedures and Legal Issues
- PFT 155 - Business of Personal Training

**Total Core Credits: 26**

#### Supporting Courses

- P E 160 - First Aid, CPR and AED

**Total Supporting Courses: 3**

#### Related Instruction Courses

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

- or • ACCTG 121 - Practical Accounting
- or • MATH- Any Math above 100 (5 credits)

**Total Related Instruction Credits: 15**

**Total Program Credits: 44**

## 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 with Lab
- BIOL& 241 - Human Anatomy And Physiology I
- BIOL& 242 - Human Anatomy And Physiology II
- PSYC& 100 - General Psychology
- PSYC& 200 - Lifespan Developmental Psychology

*Also see courses marked with an asterisk (\*)*

#### Important Notes

Currently the Polysomnography program is being restructured. Visit the following website for updates: <https://respiratory.highline.edu/programs/polysomnography/> Please contact faculty for advising.

### 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 Globalism in Healthcare
- R C 111 - Practicum I
- R C 112 - Practicum II
- R C 113 - Practicum III
- R C 114 - Practicum IV
- PSG 102 - Basic Polysomnography
- PSG 103 - Therapeutic Modalities I
- PSG 104 - Fundamentals of Sleep Monitoring Equipment
- PSG 204 - Clinical Sleep Disorders
- PSG 205 - Advanced Polysomnography
- PSG 206 - Polysomnography Scoring and Analysis
- PSG 207 - Therapeutic Modalities II

- PSG 208 - Preparation for RPSGT Examination
- PSG 221 - Physician Series
- 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 with Lab \*
- ENGL& 101 - English Composition I \*
- PSYC& 100 - General Psychology \*

**Total Related Instruction Credits: 20 credits**

**Total Program Credits: 120 credits**

## 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

- BIOL& 175 - Human Biology with 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

Currently the Polysomnography program is being restructured. Visit the following website for updates: <https://respiratory.highline.edu/programs/polysomnography/> Please contact faculty for advising.

#### Specific Requirements

##### Professional- Technical Core Courses

- PSG 102 - Basic Polysomnography
- PSG 103 - Therapeutic Modalities I

- PSG 104 - Fundamentals of Sleep Monitoring Equipment
- PSG 204 - Clinical Sleep Disorders
- PSG 205 - Advanced Polysomnography
- PSG 206 - Polysomnography Scoring and Analysis
- PSG 207 - Therapeutic Modalities II
- PSG 208 - Preparation for RPSGT Examination
- PSG 221 - Physician Series
- PSG 230 - Polysomnography Practicum

**Total Professional-Technical Courses: 43 credits**

#### Supporting Courses

- BIOL& 175 - Human Biology with 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: 13-15 credits**

**Total Program Credits: 61-63**

## Professional Coding, Certificate

This 1-year certificate program prepares students for careers in professional coding in medical groups and physician practices. Students wishing to continue to earn their Associate of Applied Science (AAS) degree will articulate with Tacoma Community College's Health Information Technology (HIT) program. This program is designed to go from web-enhanced to hybrid in preparation for the online courses at TCC. Graduates will be prepared to sit for the professional coding certification.

<https://healthcare.highline.edu/>

### Learning Outcomes

- Identify and adhere to systems that ensure the protection of health information, to include health law, data privacy, confidentiality and security, and the release of information.
- Explain data and use technology found in health information technologies.
- Apply policies and procedures for the use of data required in healthcare reimbursement and evaluate the revenue cycle management process.
- Demonstrate understanding of medical code sets to include ICD-10-CM and CPT.
- Identify policies and apply procedures for compliance of healthcare regulatory requirements, to include medical coding, fraud surveillance, and clinical documentation improvement.
- Identify major concepts in supporting body of knowledge to include pathophysiology and pharmacology, anatomy and physiology, medical terminology, and computer applications.
- Prepare effective written and oral communication.

### Requirements

#### Important Notes

*Professional Coding Certificate will:*

- Assist students in becoming certified as professional coders through either the American Academy of Professional Coders (AAPC) or the American Health Information Management Association (AHIMA).

- Prepare students for a career in professional coding.
- Provide a pathway for students to continue their education.

### Prerequisites

See courses with Asterisks (\*)

### Specific Requirements

#### Professional-Technical Core Courses

- HIT 110 - Healthcare Delivery Systems
- HIT 125 - Health Data Structure, Content & Standards
- HIT 141 - Outpatient Diagnostic Coding
- HIT 150 - Anatomy and Physiology for Pro-Fee Coding
- HIT 152 - Advanced Outpatient Coding
- HIT 160 - Pathophysiology for Coders
- HIT 170 - CPT Coding
- HIT 186 - Exam Preparation (AAPC)
- HIT 195 - Health Law and Ethics
- HEAL 239 - Job Readiness

**Total Professional-Technical Courses: 44 Credits**

#### Supporting Courses

- HEAL 104 - Medical Terminology & Anatomy \*
- BSTEC 120 - Introduction to MS Office Software \*

**Total Supporting Courses: 10 Credits**

#### Related Instruction Courses

- BUSN 135 - Business Mathematics \*
- ENGL& 101 - English Composition I \*
- BUSN 160 - Human/Labor Relations

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 69**

## Professional Sales, 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

- BUSN 102 - Entrepreneurial Thinking for Success
- BUSN 125 - Exploring E-Commerce
- BUSN 132 - Advertising
- BUSN 134 - Principles of Sales
- BUSN 135 - Business Mathematics
- BUSN 138 - Principles of Marketing
- BUSN 165 - Managing Customer Service
- BUSN 175 - Retailing
- BUSN 190 - Business Ethics & Sustainability
- BUSN 234 - Sales Management
- BUSN 238 - E-Marketing
- BUSN 268 - Leadership
- BUSN 270 - Principles of Management and Supervision
- BUSN 204 - Introduction to Human Resource Management

**Total Core Credits: 67**

#### Supporting Courses

- BSTEC 120 - Introduction to MS Office Software
- or • BUSN 216 - Microcomputer Applications
- BUSN 139 - Pre-internship Seminar

**Total Supporting Course Credits: 7**

#### Related Instruction Courses

- 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: 94**

## 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 3.0
- 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 75.
- 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](http://www.certifiedbackground.com).

### Prerequisites

- This program has special admissions procedures. For information, visit <http://rn.highline.edu> or contact [admissions@highline.edu](mailto: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 Seminar
- NURS 201 - Level IV: Complex Care
- NURS 202 - Level V: Critical Care
- NURS 203 - Leadership/Trans to Practice
- NURS 211 - Practicum IV: Complex Care
- NURS 212 - Practicum V: Critical Care
- NURS 213 - Practicum VI: Preceptorship
- NURS 224 - Culture, Health and Illness

**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/](http://flightline.highline.edu/nursing/), or contact [admissions@highline.edu](mailto:admissions@highline.edu).

- ENGL& 101 - English Composition I \*
- PSYC& 200 - Lifespan Developmental Psychology \*
- MATH& 146 - Introduction 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 checks in addition to those performed by the Washington State Patrol. You can order your background check from this website: [www.certifiedbackground.com](http://www.certifiedbackground.com).

#### Prerequisites

- This program has special admissions procedures. For information, visit <http://rn.highline.edu> or contact [admissions@highline.edu](mailto:admissions@highline.edu).
- Courses marked with an asterisk must be completed as a prerequisite(\*)

### Specific Requirements

#### Professional-Technical Core Courses

- NURS 101 - Level I: Introduction to Nursing
- NURS 102 - Level II: Alterations in Wellness
- NURS 103 - Level III: Acute Care
- NURS 111 - Practicum I: Wellness Settings
- NURS 112 - Practicum II: Alterations in Wellness
- NURS 113 - Practicum III: Acute Care
- NURS 201 - Level IV: Complex Care
- NURS 202 - Level V: Critical Care

- NURS 203 - Leadership/Trans to Practice
- NURS 211 - Practicum IV: Complex Care
- NURS 212 - Practicum V: Critical Care
- NURS 213 - Practicum VI: Preceptorship
- NURS 224 - Culture, Health and Illness

**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 - Lifespan Developmental Psychology \*
- MATH& 146 - Introduction to Statistics \*

**Total Related Instruction Credits: 15**

**Total Program Credits: 109**

## Residential Interior 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 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 Studio

- INT D 140 - Internship
- 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 128 - History of Design

**Total Professional-Technical Core Credits: 28**

#### Supporting Courses

- ART 228 - Design Drawing I
- ART 238 - Design Drawing: Perspective

**Total Supporting Course Credits: 15**

#### Related Instruction Courses

- CMST& 101 - Introduction to Communication
- 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: 58**

## 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

Each of the following asterisked (\*) prerequisite courses require a minimum 2.5 GPA:

- BIOL& 241 - Human Anatomy and Physiology I \*
- BIOL& 242 - Human Anatomy and Physiology II \*
- MATH& 146 - Introduction to Statistics \*
- ENGL& 101 - English Composition I \*
- PSYC& 100 - General Psychology \*

**Total Prerequisites: 25**

#### 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 program is fully accredited by the Commission on Accreditation for Respiratory Care. See accreditation statement.

*Special Note: See other important program updates and student requirements on the Respiratory Care website - <http://respiratory.highline.edu>.*

### 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 Globalism in Healthcare
- R C 111 - Practicum I
- R C 112 - Practicum II
- R C 113 - Practicum III
- R C 114 - Practicum IV
- R C 130 - AIDS Education for the 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 - Advances in 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 V
- R C 232 - Practicum VI
- R C 233 - Practicum VII

**Total Core Credits: 84**

#### *Supporting Courses*

*Each of the following asterisked (\*) prerequisite courses require a minimum 2.5 GPA while the remaining support courses require a minimum 2.0 GPA and can be taken within the program of study:*

- BIOL& 260 - Microbiology
- CHEM& 121 - Introduction to Chemistry
- PSYCH 130 - Death and Life

**Total Supporting Course Credits: 13**

#### *Related Instruction Courses*

*The following related instruction course are also prerequisites.*

- ENGL& 101 - English Composition I \*
- PSYC& 100 - General Psychology \*
- MATH& 146 - Introduction to Statistics \*

**Total Related Instruction Credits: 15**

**Total Program Credits: 122**

## 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 138 - Principles of Marketing
- BUSN 175 - Retailing
- BUSN 270 - Principles of Management and Supervision
- BUSN 204 - Introduction to Human Resource Management

**Total Core Credits: 19**

#### *Supporting Courses*

- BUSN 216 - Microcomputer Applications
- or • BSTEM 120 - Introduction to MS Office Software

**Total Supporting Course Credits: 5**

#### *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: 39**

## 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 102 - Entrepreneurial Thinking for Success
- BUSN 125 - Exploring E-Commerce
- BUSN 134 - Principles of Sales
- BUSN 135 - Business Mathematics
- BUSN 155 - Entrepreneurship
- BUSN 156 - Small Business Seminar (3 cr)
- or** • BUSN 140 - Cooperative Education (3 cr)
- BUSN 165 - Managing Customer Service
- BUSN 190 - Business Ethics & Sustainability
- BUSN 216 - Microcomputer Applications
- BUSN 238 - E-Marketing

**Total Core Credits: 46**

##### *Supporting Courses*

- ACCTG 124 - Accounting with Microcomputers
- Choose 20 electives credits with the help from an advisors:

**Total Supporting Course Credits: 25**

##### *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: 91 credits**

## 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 102 - Entrepreneurial Thinking for Success
- BUSN 125 - Exploring E-Commerce
- BUSN 134 - Principles of Sales
- BUSN 155 - Entrepreneurship
- BUSN 156 - Small Business Seminar (3 cr)
- or** • BUSN 140 - Cooperative Education (3 cr)
- BUSN 165 - Managing Customer Service
- BUSN 216 - Microcomputer Applications

**Total Core Credits: 31**

##### *Supporting Course*

- ACCTG 124 - Accounting with Microcomputers

**Total Supporting Credits: 5**

##### *Related Instruction Courses*

- CMST& 101 - Introduction to Communication
- or** • CMST& 220 - Public Speaking
- ACCTG 121 - Practical Accounting
- BUSN 160 - Human/Labor Relations

**Total Related Instruction Credits: 15**

**Total Program Credits: 51**

## State Early Childhood Education Certificate

<https://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**

- Agencies may require students to complete a criminal background check through MERIT and the Department of Early Learning prior to being offered an internship or employment.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

**Specific Requirements****Professional-Technical Core Courses**

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum
- ECED& 160 - Curriculum Development
- ECED& 180 - Language and Literacy Development
- ECED& 190 - Observation and Assessment
- EDUC& 115 - Child Development

**Choose one of the courses below**

- EDUC& 130 - Guiding Behavior
- ECED& 132 - Infants and Toddlers
- ECED& 134 - Family Child Care

- EDUC& 136 - School Age Care
- ECED& 139 - Administration of Early Learning

**Total Core Credits: 31**

**Supporting Courses**

- EDUC& 130 - Guiding Behavior
- or • ECED& 170 - Environments for Learning

**Total Supporting Courses: 3**

**Related Instruction Courses**

- ENGL& 101 - English Composition I
- EDUC& 150 - Child, Family and Community
- MATH& 107 - Math in Society
- or • MATH 180 - Number Theory for K-8 Teachers
- or • MATH 181 - Geometry for K-8 Teachers

**Total Related Instruction Credits: 13**

**Total Program Credits: 47**

## Technical Communication, AAS

<https://cis.highline.edu/>

**Program Description**

This program will equip students to be exposed to creating good quality content needed by the likes of /for technical staff as well as end users. Numerous job areas with such skill set would be technical documentation, specifications writer, user documentation, marketing and sales literature, learning and training materials, and technical editor. In order to carry out these tasks students should be knowledgeable in numerous technical aspects of I.T. technical tools coupled with communication and writing skills. Jobs with these skillsets will fall under Technical Author, Technical Writer.

**Learning Outcomes**

- Be able to articulate technical code into clear concise readable form
- Be able to demonstrate understanding of various technical languages/diagrams and designs
- Demonstrate understanding of computer hardware, networking
- Understand and demonstrate various web based technologies
- Be able to deliver technical code into a presentable format, be it written/graphics, and/or animation
- Show a clear understanding of editing other authors work
- Utilize numerous tools to convey and communicate across to various levels of people
- Communicate both verbally, and in written form

**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.

**Specific Requirements****Professional-Technical Core Courses**

- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction to Web Development
- C SCI 116 - Web/Database Programming I
- C SCI 112 - Animation with Scripting
- C SCI 201 - Website Development with WordPress

- CIS 140 - CIS Internship
- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 218 - Database Concepts

**Total Professional-Technical Courses: 45 credits**

#### Supporting Courses

- PHIL& 120 - Symbolic Logic
- ENGL& 235 - Technical Writing
- ENGL 205 - Research and Persuasive Writing
- CMST& 230 - Small Group Communication
- BSTEC 120 - Introduction to MS Office Software
- BSTEC 215 - Microsoft Visio

**Total Supporting Course Credits: 28 credits**

#### Related Instruction

- BUSN 160 - Human/Labor Relations
- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Credits: 20**

**Total Program Credits: 93**

## Urban Agriculture/ Food Security

<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

- SUST 141 - Spring Practicum: Urban Agriculture
- SUST 142 - Summer Practicum: Urban Agriculture
- SUST 143 - Fall Practicum: Urban Agriculture
- SUST 152 - Indoor Growing
- SUST 150 - Food as Medicine
- SUST 154 - Farm Business Administration/Farm Tour
- SUST 175 - Permaculture: Urban Focus

**Total Professional-Technical Courses: 22 credits**

#### Supporting Courses

- GE SC 101 - Backyard Science
- or** • BUSN 156 - Small Business Seminar
- DGS 116 - Food Justice: Urban Agriculture and Food Security

**Total Supporting Course Credits: 9-10 Credits**

#### Related Instruction Courses

- ENGL& 101 - English Composition I
- or** • CMST& 101 - Introduction to Communication
- BUSN 135 - Business Mathematics
- or** • ACCTG 121 - Practical Accounting
- or** • Math- any level course above 100
- BUSN 160 - Human/Labor Relations

**Total Related Instruction Courses Credits: 15**

**Total Program Credits: 46-47**

## Visual Communications AAS-T

### 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 minimum grade of 2.0 in each core course.
- 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 - Drawing for Illustration I
- VICOM 133 - Drawing for Illustration II

- VICOM 140 - Cooperative Education / 240 Cooperative Education 3-5
- VICOM 152 - Typography
- VICOM 165 - InDesign Layout
- VICOM 200 - Web Design II
- VICOM 230 - Photoshop I
- VICOM 250 - Designing with Illustrator
- VICOM 236 - Portfolio Presentation
- VICOM 211 - Introduction to Animation
- VICOM 231 - Photoshop II
- VICOM 117 - Principles of Electronic Imaging

**Total Core Credits: 66-68**

#### Supporting Courses

For the AAS-T degree students must choose up to 15 credits of the following. Talk to a faculty adviser.

- ART 147 - Introduction to Digital Photography
- or • ART 228 - Design Drawing I
- ENV5& 101 - Introduction to Environmental Science
- ART 101 - Design I: Two Dimensional

**Total Supporting Course Credits: 15**

#### Related Instruction Courses

Other related instruction course credits may also qualify. Talk to a faculty adviser.

- MATH - Math 100 or above
- ENGL& 101 - English Composition I
- Social Science - Choose from one of the following:  
Choose from one of the following: PSYC& 100, PSYCH 120, 130; SOC& 101; ANTH& 206

**Total Related Instruction Credits: 15**

**Total Program Credits 96-98**

## 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 - Drawing for Illustration I
- VICOM 133 - Drawing for Illustration II
- VICOM 140 - Cooperative Education (3-5 credits)
- or • VICOM 240 - Cooperative Education (3-5 credits)
- VICOM 152 - Typography
- VICOM 200 - Web Design II
- VICOM 165 - InDesign Layout
- VICOM 230 - Photoshop I
- VICOM 250 - Designing with Illustrator
- VICOM 117 - Principles of Electronic Imaging
- VICOM 211 - Introduction to Animation
- VICOM 231 - Photoshop II
- VICOM 236 - Portfolio Presentation

**Total Core Credits: 66-68**

#### Supporting Courses

- ART 101 - Design I: Two Dimensional
- BUSN 138 - Principles of Marketing
- or • BUSN 238 - E-Marketing
- ART 147 - Introduction to Digital Photography
- or • ART 228 - Design Drawing I

**Total Supporting Course Credits: 15**

#### 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: 96-98**

## 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 credits)
- VICOM 132 - Drawing for Illustration I
- VICOM 152 - Typography
- VICOM 230 - Photoshop I
- VICOM 250 - Designing with Illustrator
- VICOM 165 - InDesign Layout

**Total Core Credits: 36**

#### *Supporting Courses*

- ART 101 - Design I: Two Dimensional

**Total Supporting Course Credits: 5**

#### *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: 56**

## Web Design, AAS

This program will equip students to be exposed to creating good quality front end website designs and integration into backend code. In order to carry out these tasks students should be knowledgeable in the design aspects and be able to use numerous tools ranging from wire framing through graphic design when designing front end websites. In addition they should have some exposure and be able to identify and integrate designs into server side scripting as well as client side scripting code.

### Learning Outcomes

- Be able to create mockups and present designs to potential customers.

- Understand and be able to build and design websites using current technologies.
- Able to utilize graphics and animation into websites.
- Understand front end design and scripting.
- Identify data via website analytics / statistical analysis.
- Integrate front end designs into Content Management Systems.

### 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.

## Requirements

### Specific Requirements

#### *Professional-Technical Core Courses*

- C SCI 100 - Survey of Computing
- C SCI 102 - Introduction to Web Development
- C SCI 202 - Web Development II
- C SCI 116 - Web/Database Programming I
- C SCI 112 - Animation with Scripting
- C SCI 201 - Website Development with WordPress
- C SCI 212 - Web Development with Javascript
- CIS 218 - Database Concepts
- CIS 140 - CIS Internship (4 Credits)

**Total Professional-Technical Courses: 44 credits**

#### *Supporting Courses*

- VICOM 110 - Graphic Design I
- VICOM 120 - Graphic Design II
- ART 147 - Introduction to Digital Photography
- VICOM 132 - Drawing for Illustration I
- VICOM 230 - Photoshop I
- VICOM 231 - Photoshop II
- ENGL 205 - Research and Persuasive Writing

**Total Supporting Course Credits: 31 credits**

#### *Related Instruction Courses*

- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 90**

## Web Design, Certificate

<https://cis.highline.edu/>

### Program Description

The Web Design certificate forms the foundation for understanding front end website design, from the basics of website mockup, graphic design, HTML/CSS, JavaScript to content Management Systems. Students will gain the skill set to be able to design, develop and customize front end websites and back end website development.

### Learning Outcomes

- Be able to create mockups and present designs to potential customers.
- Understand and be able to build and design websites using current technologies.
- Able to utilize graphics websites.
- Understand front end design and scripting.

- Integrate front end designs into Content Management Systems.

## 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.
- 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 102 - Introduction to Web Development
- C SCI 202 - Web Development II
- C SCI 116 - Web/Database Programming I
- C SCI 201 - Website Development with WordPress
- CIS 218 - Database Concepts

**Total Professional-Technical Courses: 25 credits**

#### *Supporting Courses*

- VICOM 230 - Photoshop I

**Total Supporting Courses: 5 Credits**

#### *Related Instruction Courses*

- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 45 Credits**

- 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 102 - Introduction to Web Development
- C SCI 116 - Web/Database Programming I
- CIS 140 - CIS Internship
- C SCI 201 - Website Development with WordPress
- C SCI 202 - Web Development II
- C SCI 215 - Web/Database Programming II
- C SCI 216 - Web/Database Capstone
- CIS 218 - Database Concepts
- C SCI 212 - Web Development with Javascript
- C SCI 131 - Introduction to Python
- C SCI 112 - Animation with Scripting

**Total Core Credits: 53**

#### *Supporting Courses*

Work with your faculty adviser to select 25 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.

**Total Supporting Course Credits: 25**

#### *Related Instruction Courses*

- ENGL& 101 - English Composition I
- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics

**Total Related Instruction Credits: 15**

**Total Program Credits: 93**

## Web 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.

## Web Developer, Certificate

<https://cis.highline.edu/>

### Program Description

The Web/Database Developer certificate allow students to gain the skill sets for back end and front end website development and database design.

### 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 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 102 - Introduction to Web Development
- C SCI 116 - Web/Database Programming I
- C SCI 201 - Website Development with WordPress
- C SCI 215 - Web/Database Programming II
- C SCI 212 - Web Development with Javascript

**Total Professional-Technical Courses: 25 credits**

**Supporting Courses**

- CIS 218 - Database Concepts

**Total Supporting Courses: 5 Credits**

**Related Instruction Courses**

- ENGL& 101 - English Composition I
- MATH& 146 - Introduction to Statistics
- BUSN 160 - Human/Labor Relations

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 45**

- 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****Prerequisites**

- C SCI 100 - Survey of Computing

**Total Prerequisites: 5 Credits**

**Professional-Technical Core Courses**

- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 210 - Operating Systems Principles
- CIS 215 - Introduction to UNIX/Linux
- CIS 217 - UNIX/Linux System Administration

**Total Professional-Technical Courses: 30 credits**

**Related Instruction Courses**

- BUSN 160 - Human/Labor Relations
- MATH& 146 - Introduction to Statistics
- ENGL& 101 - English Composition I

**Total Related Instruction Courses: 15 Credits**

**Total Program Credits: 50**

## Windows/Unix/Linux and Network Virtualization

<https://cis.highline.edu/>

**Program Description**

Students learn the foundation skills for installing operating systems, network design, Managing and troubleshooting Unix and Linux operating systems and network virtualization. Each of these topics plays a key role in keeping information safe. Students learn operating system vulnerabilities, network security issues and how to create virtual machines and how this impacts the management of a network. They are also exposed to hypervisors and basic cloud technology. The main focus of this program is to deliver the necessary skills to manage and troubleshoot Network problems associate with Windows and Unix/Linux systems.

**Learning Outcomes**

- Install Windows OS, Unix OS and Linux OS
- Explain IP addressing manage IP routed network
- Create and manage virtual machines
- Explain and identify computer hardware
- Manage and troubleshoot switched network
- Administrating, managing and troubleshooting various operating systems including Windows and Linux
- Design secure networks with VLAN

**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.

## Professional Technical Short Certificates—

### 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 - Microcomputer Applications
- ACCTG 124 - Accounting with Microcomputers

**Total Professional-Technical Courses: 20 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/Accounts Payable
- BUS& 101 - Introduction to Business
- BUSN 218 - Spreadsheet Construction
- ACCT& 201 - Principles of Accounting I

*Total Professional-Technical Courses: 20 Credits*

## Adult Family Home Certificate

### Program Description

This course is a required training for those who wish to become licensed as adult family home providers. The course covers the roles and responsibilities of a licensed provider, the licensing process, business operations of the home, staff management, laws and regulations pertaining to adult family home management, resident care issues and resident rights. Upon successful completion of this course, the administrator/provider will be able to manage an adult family home.

### Learning Outcomes

- Define the adult family home program and describe what is required to manage it.
- Demonstrate the ability to plan for and operate the business aspects of an AFH.
- Create the components of an effective marketing plan.
- Create a system to maintain resident records.
- 5 define all major components of the resident assessment process and develop a negotiated care plan.
- Explain all required medication administration systems, methods of storage and legal implications of documentation.
- Describe all essential steps, guidelines, policies and procedures for the hiring and supervision of quality AFH staff.
- Describe the techniques and requirements for ensuring that the resident's dietary needs and preferences are met.
- Identify all resident rights and demonstrate the ability to take appropriate action to promote and respect the resident's legal and human rights.
- Be able to complete all steps required to license the AFH.
- Develop social and recreational activities that meet residents' needs and preferences.
- Will identify other legal requirements such as advance directives and elements of risk management.

### Requirements

#### Professional-Technical Core Courses

- H SER 270 - Adult Family Home Provider

*Total Professional-Technical Courses: 5 credits*

## Animation

<http://cis.highline.edu>, <http://vc.highline.edu>

### Program Description

This certificate will allow students to gain the skills needed in designing and developing animation that is interactive both in 2D and 3D. Student will also gain hands on experience in a number of tools and scripting used during design and development when creating 2D and 3D Animation.

### 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 2D and 3D models, and maintain expandable 3d environments.
- Design, build, and create an aesthetically pleasing 2D and 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 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 - Drawing for Illustration I
- VICOM 230 - Photoshop I
- C SCI 112 - Animation with Scripting
- CIS 111 - Introduction to 3D Graphics & Animation
- CIS 211 - Advanced 3D Graphics & Animation

*Total Professional-Technical Courses: 23 credits*

## Back End Website Development

<http://cis.highline.edu>

### Program Description

These classes form the foundation for understanding server side scripting, and developing dynamic websites based on the backend development. Students will gain a solid foundation in back end programming and database design and development. The program places a great deal of emphasis on real life projects.



### 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.

#### Prerequisites

- C SCI 100 - Survey of Computing

*Total Prerequisites: 5 Credits*

#### Professional- Technical Core Courses

- C SCI 131 - Introduction to Python
- C SCI 116 - Web/Database Programming I
- C SCI 215 - Web/Database Programming II
- C SCI 216 - Web/Database Capstone
- CIS 218 - Database Concepts
- CIS 140 - CIS Internship

*Total Professional-Technical Courses: 26 credits*

**Total Program Credits: 31**

## 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 Drafting Revit
- BSTEC 120 - Introduction to MS Office Software
- VICOM 230 - Photoshop I

*Total Professional-Technical Courses: 24 credits*

## Caregiving Pathways- Home Care Aide

### Learning Outcomes

- Students will be able to pass the Fundamentals 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 by 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 - Fundamentals of Caregiving

*Total Professional-Technical Core Credits: 5*

## CompTIA A+ and Cisco CCENT

<https://cis.highline.edu/>

### Program Description

Students learn the foundation skills for installing operating systems, network design, network intrusion detection and virtualization. Each of these topics play a key role in keeping information safe. Students learn PC hardware and operating systems, network technologies and terminologies, network hardening, create virtual machines, design VLAN and manage VLAN. They are also exposed to hypervisors and basic cloud technology.

### Learning Outcomes

- Install and harden operating systems.
- Explain and identify computer hardware.
- Explain IP addressing and perform subnetting.
- Create virtual machines.
- Use and determine the strengths of various of virtual machines.
- Design, create, manage and troubleshooting VLAN.
- Prepares students to take compTIA A+ exam and Cisco CCENT certification exam.

## 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 Courses
- C SCI 100 - Survey of Computing
  - CIS 150 - OS and Hardware Fundamentals
  - CIS 160 - Introduction to Networking and Cisco IOS
  - CIS 161 - MS Operating System and Cisco Networking Integration
  - CIS 210 - Operating Systems Principles

**Total Professional-Technical Courses: 25 credits**

## Digital Forensics & Protection, Certificate

<https://cis.highline.edu/>

### Program Description

This certificate program validates student's ability to gather and secure digital evidence, document a digital crime scene, retrieve lost files, retrieve deleted files and e-mails and reconstruct data from various computer storage media. In addition, student will have ability to detect the vulnerability of the computer system, identify threats and assess the risk. They will also be able to track the digital footprints of an intruder. This certificate credits can be applied to the AAS degree or used as admission requirement for the BAS in Cybersecurity and Forensics.

### Learning Outcomes

- Identify and discuss different user needs and environment.
- Deploy standard software forensics tools and analyze the outcome.
- Evaluate new software forensic tools.
- Create an evidence file and perform recovery check list.
- Document investigation of forensic images.
- Identify internal and external threats.
- Differentiate logical threats from physical threats.
- Apply network system hardening.
- Conduct system audit.
- Generate incident report.
- Identify and describe the recognized domains of Common Body of Knowledge (CBK) of security professionals.
- Conduct a vulnerability analysis.

### 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.

#### Prerequisites

- C SCI 100 - Survey of Computing

**Total Prerequisites: 5 Credits**

#### Professional- Technical Core Courses

- CIS 155 - Introduction to Data Recovery/Forensics
- CIS 166 - Network Intrusion Detection
- CIS 150 - OS and Hardware Fundamentals

- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration

**Total Professional-Technical Courses: 25 credits**

**Total Program Credits: 30**

## Employment Professional Certificate

<https://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

#### 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 126 - Foundations of Supported Employment
- H SER 265 - Essentials to Marketing and Job Development
- H SER 266 - Job Support and Retention
- H SER 140 - Field Practicum I

**Total Professional-Technical Courses: 15 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

*Total Professional-Technical Courses: 9 credits*

## Front End Website Development

<http://cis.highline.edu/>

### Program Description

These classes form the foundation for understanding front end website development, from the basics of HTML/CSS, JavaScript to content Management Systems. Students will gain the skill set to be able to design, develop and customize front end websites including Content Management Systems such as WordPress.

### 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.

#### 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.

### Requirements

#### Professional- Technical Core Courses

- C SCI 102 - Introduction to Web Development
- C SCI 202 - Web Development II
- C SCI 212 - Web Development with Javascript
- C SCI 112 - Animation with Scripting
- C SCI 201 - Website Development with WordPress
- CIS 140 - CIS Internship

*Total Professional-Technical Courses: 26 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.

### Requirements

#### Professional- Technical Core Courses

- HEAL 121 - Medical Interpreting

*Total Professional-Technical Courses: 10 credits*

## Hospitality and 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 100 - Introduction to Hospitality/Tourism
- Any combination of HOST courses totaling 11 credits

*Total Professional-Technical Courses: 18 credits*

## International Trade & 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 188 - Importing and Exporting
- BUSN 205 - International Business

*Total Professional-Technical Courses: 19 credits*

## Introduction to BTECH in Spanish

<https://bstec.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 version 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

- BSTEC 108 - Online Learning with Canvas
- BSTEC 105 - Intro to Computers & Windows
- BSTEC 282 - Special Topics
- ESL- Saturdays (4 Non-credits)

#### Quarter 2

- BSTEC 110 - Keyboarding & Document Processing
- BSTEC 120 - Introduction to MS Office Software
- BSTEC 283 - Special Topics
- ESL- Saturdays (4 Non-credits)

*Total Professional- Technical Courses: 26*

## Introduction to Business Technology

<https://bstec.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 version 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 Courses

- BSTEC 105 - Intro to Computers & Windows
- BSTEC 110 - Keyboarding & Document Processing
- BSTEC 120 - Introduction to MS Office Software
- BSTEC 282 - Special Topics

*Total Professional-Technical Courses: 15 credits*

## Introduction to Customer Service

<https://bstec.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

##### Quarter 1

- BSTEC 105 - Intro to Computers & Windows
- BSTEC 110 - Keyboarding & Document Processing (3 credits)
- BSTEC 118 - 10-Key Mastery
- BSTEC 120 - Introduction to MS Office Software (3 credits)
- BSTEC 282 - Special Topics

##### Quarter 2

- BUSN 165 - Managing Customer Service
- BSTEC 100 - Fundamentals of Office Management
- BSTEC 110 - Keyboarding & Document Processing (2 credits)
- BSTEC 139 - Pre-internship Seminar
- HOST 166 - Global Excellence in Customer Service

**Total Professional-Technical Courses: 28 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 to Homeland Security
- C J 122 - Intelligence Analysis and Security Management
- C J 123 - Transportation and Border Security
- C J 219 - Intelligence -led Policing
- HSEM 102 - Introduction to Emergency Management
- C J 222 - Terrorism Today

**Total Professional-Technical Core Credits: 25**

## Introduction to Office Assistant

<https://bstec.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.

#### Entry Requirements

- Minimum ESL level 5 required.
- GED or high school diploma not required, but strongly recommended.

#### Professional- Technical Core Courses

##### Quarter 1

- BSTEC 105 - Introduction to Computers & Windows
- BSTEC 110 - Keyboarding & Document Processing (3 credits)
- BSTEC 118 - 10-Key Mastery
- BSTEC 120 - Introduction to MS Office Software (3 credits)
- BSTEC 282 - Special Topics

##### Quarter 2

- BSTEC 100 - Fundamentals of Office Management
- BSTEC 110 - Keyboarding & Document Processing (2 credits)
- BSTEC 120 - Introduction to MS Office Software (2 credits)
- BSTEC 139 - Pre-internship Seminar
- BSTEC 150 - Microsoft Word

**Total Professional-Technical Courses: 29 credits**

## Introduction to Web Support

<https://bstec.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

##### Quarter 1

- BSTEC 105 - Intro to Computers & Windows
- BSTEC 110 - Keyboarding & Document Processing (3 credits)
- BSTEC 118 - 10-Key Mastery
- BSTEC 120 - Introduction to MS Office Software (3 credits)
- BSTEC 282 - Special Topics

##### Quarter 2

- VICOM 230 - Photoshop I
- C SCI 102 - Introduction to Web Development
- BSTEC 139 - Pre-internship Seminar
- BSTEC 190 - Web Design

**Total Professional-Technical Courses: 28 credits**

## LAN Operation and Cisco CCENT Track

<http://cis.highline.edu>

### Program Description

Students learn the foundation skills for installing operating systems, network design, network intrusion detection and virtualization. Each of these topics play a key role in keeping information safe. Students learn PC hardware and operating systems, network technologies and terminologies, network hardening, create virtual machines, design VLAN and manage VLAN. They are also exposed to hypervisors and basic cloud technology.

### Learning Outcomes

- Install and harden operating systems.
- Explain and identify computer hardware.
- Explain IP addressing and perform subnetting.
- Create virtual machines.
- Use and determine the strengths of various of virtual machines.
- Design, create, manage and troubleshooting VLAN.
- Prepares student to take CompTIA A+ exam and Cisco CCENT certification exam.

### 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 100 - Survey of Computing
- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 210 - Operating Systems Principles

**Total Professional-Technical Courses: 25 credits**

## Library & 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

- 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.
- 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 & Cataloging for Small
- LIBR 179 - Cataloging I & Cataloging II
- LIBR 140 - Cooperative Education
- or • LIBR 240 - Cooperative Education

*Total Professional-Technical Courses: 13-15 credits*

## Microsoft Network and Cisco CCNA

<https://cis.highline.edu/>

### Program Description

These classes form the foundation for understanding hardware, installing operating systems, routers, switches and the network backbone. Students can qualify to take the CCNA and CCENT industry certifications. Good network design, security, user permissions, and work ethic are stressed.

### Learning Outcomes

- Install and harden operating systems
- Explain and identify computers
- Explain IP addressing and perform subnetting
- Design secure networks
- Perform packet tracing

### 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.
- AAS degree programs emphasize preparation in specific job skills required for entry-level employment.
- Not all classes are offered every quarter or at night.

#### Prerequisites

- C SCI 100 - Survey of Computing

*Total Prerequisites: 5 Credits*

#### Professional-Technical Core Courses

- CIS 150 - OS and Hardware Fundamentals
- CIS 160 - Introduction to Networking and Cisco IOS
- CIS 161 - MS Operating System and Cisco Networking Integration
- CIS 262 - MS OS Infrastructure and Advanced Cisco
- CIS 265 - WAN Technologies and VPN Security

*Total Professional-Technical Courses: 25 credits*

**Total Program Credits: 30 Credits**

## Mobile Development

<http://cis.highline.edu>

### Program Description

Students will gain the skills needed in designing, developing, and testing native based mobile applications. Areas covered will include, data access, storage, GPS, and accessing various hardware features found on mobile devices.

### 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 front-end.
- Design, write and maintain client- and server-side program codes to implement appropriate functionality and security to Web applications.
- 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 112 - Animation with Scripting
- C SCI 121 - Mobile Game Development
- C SCI 221 - Mobile App Development
- C SCI 142 - Object-Oriented Programming I with Java
- C SCI 243 - Mobile Programming for Android

*Total Professional-Technical Courses: 25 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 - Forming and Maintaining a Nonprofit Organization
- ACCTG 128 - 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/Cultivating Donors
- HOST 109 - Nonprofit Event Planning

**Total Professional-Technical Courses: 19 credits**

## Nursing Assistant Certificate

<https://nursingassistant.highline.edu/>

### Program Description

Train for an exciting and rewarding career in 4 weeks. Highline College Nursing Assistant Certified program combines classroom theory, skills laboratory, and clinical experience to prepare students to take the Washington State licensure exam for a Certified Nursing Assistant.

### Learning Outcomes

- Provides safe personal care to clients
- Incorporates principles and skills of restorative nursing in providing care
- Demonstrates behaviors that maintain and respect client rights and promotes client independence
- Demonstrates effective communication skills
- Uses procedures and techniques to prevent the spread of microorganisms
- Demonstrates the ability to identify and use safety and emergency procedures.
- Practices within the legal/ethical rule and responsibilities of a nursing assistant.
- Performs basic nursing skills accurately
- Demonstrates the ability to work cooperatively as a member of a health care team.
- Delivers sensitive care to the dying patient and the family.
- Recognizes nutrition needs of clients and changes in behavior that may lead to improper nutrition
- Follows facility procedure for accurate reporting, charting and documentation of care.

### Requirements

#### Important Notes

- Training Site will accept placement of only those students who are insured against malpractice liability for actions or inactions occurring in the clinical setting.
- In order to be eligible for state certification exam, you must have completed and passed (with an 80% score) the Nursing Assistant Certified Training Program class at Highline College.
- Students participating in the clinical education program will be covered either by a student medical malpractice policy offered through the College, or acquired by the student through another source.

- The limits of such coverage shall be, at a minimum, \$1,000,000 per occurrence.
- Certificates of such coverage purchased by the student will be provided to Training Site upon request. Should any student lack adequate proof of insurance, Training Site can refuse to accept the student for placement.

### Specific Requirements

#### Professional-Technical Core Courses

- NUR A 100 - Nurse Assistant Theory
- NUR A 101 - Nurse Assistant Practicum

**Total Professional-Technical Courses: 7 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

- HEAL 151 - Patient Care Advocate

**Total Professional-Technical Courses: 10 credits**

## Private Security Academy Certificate

### Program Description

This program is designed for those individuals who have made the career decision to become professional private security officers in the State of Washington. The Private Security Academy (PSA) curriculum meets or exceeds the recommended training guide put forth by the Washington State Department of Licensing. Students participate in specialized training which enhances their experience and background, providing greater career opportunities.

### Learning Outcomes

- Define Cultural Intelligence.
- Define Ethics and its relationship to Private Security work.
- Determine the proper goal in using verbal alternatives to confrontation to be described as "control of Behavior."
- Identify and understand Security officer's role in Homeland Security and Terrorism prevention.
- Define "minimum force" as the amount of force that should be used to control a confrontation.
- Identify and respond to a medical emergency.
- Identify and use the crisis intervention model.
- Identify and demonstrate elements of a proper incident reports.
- Identify legal and/or financial penalties of exceeding authority as a security officer.
- Respond to various types of emergencies.



## Requirements

### Professional-Technical Core Courses

- C J 290 - Private Security Academy

*Total Professional-Technical Courses: 8 credits*

## Short State Certificate of Specialization- General

<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

- Students will be required to pass a criminal history background check specified by each school district.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

### Prerequisites

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

### Specific Requirements

#### *Professional- Technical Core Courses*

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum
- EDUC& 115 - Child Development
- EDUC& 130 - Guiding Behavior

*Total Professional-Technical Courses: 20 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**

- Students will be required to pass a criminal history background check specified by each school district.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

**Prerequisites**

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

**Specific Requirements***Professional- Technical Core Courses*

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum
- EDUC& 115 - Child Development
- EDUC& 139 - Administration of Early Learning

*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 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**

- Students will be required to pass a criminal history background check specified by each school district.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

**Prerequisites**

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

**Specific Requirements***Professional- Technical Core Courses*

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum
- EDUC& 115 - Child Development
- EDUC& 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**

- Students will be required to pass a criminal history background check specified by each school district.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

**Prerequisites**

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

**Specific Requirements****Professional- Technical Core Courses**

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum
- EDUC& 115 - Child Development
- EDUC& 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 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**

- Students will be required to pass a criminal history background check specified by each school district.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

**Prerequisites**

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

**Specific Requirements***Professional- Technical Core Courses*

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum
- EDUC& 115 - Child Development
- EDUC& 136 - School Age Care

*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**

- Students will be required to pass a criminal history background check specified by each school district.
- This information does not substitute for meeting with a faculty adviser.
- Students must achieve a minimum 2.0 GPA in each required class to attain a certificate or 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.

**Prerequisites**

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

**Specific Requirements***Professional- Technical Core Courses*

- ECED& 105 - Introduction To Early Childhood Education
- ECED& 107 - Health, Safety and Nutrition
- ECED& 120 - Early Childhood Practicum

*Total Professional-Technical Courses: 12 credits*

## Visual Communications Adobe Suite

<http://vc.highline.edu>

**Program Description**

The Visual Communications Adobe Suite Certificate, prepares students for jobs that require knowledge of the Adobe Suite Programs (Photoshop, InDesign, Illustrator and Flash). This certificate can be paired with other degree's to enhance a student's resume.

**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 Imaging
- VICOM 211 - Introduction to Animation
- VICOM 165 - InDesign Layout
- VICOM 230 - Photoshop I
- VICOM 250 - Designing with Illustrator

*Total Professional-Technical Courses: 21 credits*

## ACHIEVE Comprehensive Transition Certificate

[achieve.highline.edu](http://achieve.highline.edu)

### Learning Outcomes

Through campus, classroom, and career experiences, students will have increased self-advocacy, independence, and competence in:

1. Setting and communicating needs, wants, and long and short-term goals;
2. Identifying and developing transferable and marketable occupational and job attainment skills;
3. Community responsibility and membership through activities which foster and support engagement, sustainability, and social reciprocity;
4. Critical thinking skills including self-reflection of learning and information gathering and analysis; and
5. Collaborating effectively with others, demonstrating respect for diversity and global perspectives, and recognizing and responding to varying levels of interpersonal relationships.

### Requirements

#### Important Notes

- All ACHIEVE students build an individual Program of Study with an ACHIEVE Advisor that outlines which courses and activities helped the student achieve the certificate learning outcomes.
- Students may opt to take courses for credit or audit a course depending on their ability meet the course prerequisites and their specific desired learning outcomes. Students who choose to audit do not earn a final grade nor credit for the course in the traditional manner; rather, they earn credits toward an individualized, college-approved certificate. Students auditing courses work in partnership with course faculty to develop measurable learning outcomes and a plan to evaluate progress with the support of their ACHIEVE Advisor.

#### General Requirements

- Seventy-two (72) total credits in class, campus and career activities; with a 2.0 minimum GPA in graded courses and CR (pass) in approved audited coursework.

#### Specific Requirements

- Credits are distributed across three core competency areas: classroom, campus and career. Students build an individual Program of Study with an ACHIEVE Advisor that outlines how the student met the classroom, campus and career requirements.
  1. Classroom - thirty-six (36) credits
  2. Campus - eighteen (18) credits
  3. Career - twelve (12) credits
- ACHV 011 - ACHIEVE Orientation and Success Seminar.
- ACHV 099 - ACHIEVE Advising Seminar is required quarterly.
- Complete and present a Capstone portfolio outlining progress toward goals identified Program of Study and the achievement of programmatic learning outcomes. Three (3) credits.

**Total Program Credits: 72**

## ACHIEVE Fast-Track to Employment Certificate

[achieve.highline.edu](http://achieve.highline.edu)

### Learning Outcomes

Through campus, classroom and workplace experiences, students will have increased independence, self-determination and competence in:

1. Setting and communicating long and short-term goals;
2. Identifying and developing transferable and marketable occupational and job attainment skills;
3. Critical thinking skills including self-reflection of learning and information gathering and analysis.

### Requirements

#### Important Notes

- All courses apply to the ACHIEVE Comprehensive Transition Certificate.
- All ACHIEVE students build an individual Program of Study with an ACHIEVE Advisor that outlines which courses and activities helped the student achieve the certificate learning outcomes.
- Students may opt to take courses for credit or audit a course depending on their ability meet the course prerequisites and their specific desired learning outcomes. Students who choose to audit do not earn a final grade nor credit for the course in the traditional manner; rather, they earn credits toward an individualized, college-approved certificate. Students auditing courses work in partnership with course faculty to develop measurable learning outcomes and a plan to evaluate progress with the support of their ACHIEVE Advisor.

#### General Requirements

- Thirty-six (36) total credits in class, campus and career activities; with a 2.0 minimum GPA in graded courses and CR (pass) in approved audited coursework.

#### Specific Requirements

- Credits are distributed across three core competency areas: classroom, campus and career. Students build an individual Program of Study with an ACHIEVE Advisor that outlines how the student met the classroom, campus and career requirements.
  1. Classroom - eighteen (18) credits
  2. Campus - nine (9) credits
  3. Career - six (6) credits
- ACHV 011 - ACHIEVE Orientation and Success Seminar.
- ACHV 099 - ACHIEVE Advising Seminar.
- Complete and present a Capstone portfolio outlining progress toward goals identified Program of Study and the achievement of programmatic learning outcomes. Three (3) credits.

**Total Program Credits: 36**

# Certificate of Arts and Sciences (CAS)

## *Requirements*

For general information about this certificate choice, see Transferable 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 Intercollegiate 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 Behavioral Science in Youth Development

#### Learning Outcomes

The Bachelor of Applied Behavioral Science - Youth Development is designed to fully equip developing professionals to identify, assess, and treat, with evidence-based interventions, youth at risk, and to ensure that all youth receive the opportunities and supportive environments they need to successfully transition to adulthood. Graduates of the Bachelor of Applied Behavioral Science - Youth Development will be able to

- Apply youth development theoretical perspectives to current real-world issues, problems and circumstances;
- Apply current and tested practices, with the full consideration of individual differences and environmental context and with an understanding of the history of youth development theories and practices;
- Design and deliver thoughtful and intentional youth programs that fully consider all dimensions of diversity and build on the strengths of that diversity;
- Effectively and accurately apply a range of practical research skills necessary for the continuous improvement of services, program evaluation and accountability, and the competent meeting of individual, family, and community needs.
- Demonstrate the leadership, group, and collaborative skills necessary for successful intra and inter-agency cooperation, community partnerships, and supportive youth/adult relationships.

#### Program Eligibility

To qualify for admission to Highline's BAS Youth Development Program, eligible applicants must have:

- Completed a regionally accredited AAS degree or higher (or its equivalent), in one of the following: Chemical Dependency, Human Services, Criminal Justice, Early Childhood Education, Paraeducator, Paralegal or Community Health and Wellness. Other associate degrees will be considered on a case by case basis;
- Official transcripts from an accredited college or university;
- A cumulative grade point average of 2.0 or better.

#### Application Process

To be considered for the bachelor of applied science program prospective students must submit the following:

- Completed Highline bachelor application form.
- Students who have completed related AAS degree or within thirty credits of completion of AAS degree. Other associate degrees will be considered on a case by case basis.
- Nonrefundable application fee.
- Official transcripts from a regionally accredited college.

#### Requirements

Please contact Faculty Advisor or Program Manager for most updated information.

Students must have a total of 60 credits of general education courses to be awarded the BAS degree.

#### General Education Requirements (60 credits)

##### Communication Requirements

- ENGL& 101 - English Composition I
- ENGL 205 - Research and Persuasive Writing

##### Quantitative Skill Requirements

- QUANT 346 - Applied Statistics for Youth Development

##### Humanities Requirements

- CMST 330 - Communication and Organizational Behavior
- PHIL 346 - Professional Ethics

##### Social Science Requirements

- PSYC& 100 - General Psychology
- PSYCH 320 - Social Psychology

##### Natural Science Requirements

- Any college-level science distribution.
- and** • ENVS 301 - Environmental Sustainability: An Exploration of Current Issues

##### Additional General Education Requirements

- CMST 320 - Presentation Skills
- SOC 340 - Research Methods and Program Evaluation
- POL S 360 - Politics of Youth Development

#### Additional Program Specific Requirements (40 credits)

- H SER 401 - Theoretical Foundations of Youth Development
- H SER 421 - Contemporary Youth Issues
- H SER 423 - PYD Program Design and Implementation
- H SER 430 - Program Management, Supervision and Leadership
- H SER 435 - Community Youth Development
- H SER 440 - Global Youth Perspectives
- H SER 443 - Advanced Practicum I
- H SER 445 - Advanced Practicum II
- H SER 446 - Final Capstone

#### Additional Coursework (20 credits)

Coursework in Human Services, Early Childhood Education, Chemical Dependency, Criminal Justice, Paralegal, Community Health & Wellness, or Paraeducator courses.

#### Associate Degree/Related Credits (60 Credits)

Applicable credits from an associate degree issued by a regionally accredited institution.

## 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.
- Evaluate, plan and implement cloud security for the variation of cloud environments including public, private and hybrid.
- Evaluate, implement and maintain mobile security for SOHO to enterprise level operation.

- Securely install and maintain the popular database products - such as MySQL, MS SQL Server and Oracle - while being able to evaluate the appropriate operating system for the situation, perform security audits, and apply the knowledge to new technology such as big data installations and analytics.
- Design, install and maintain a secure database using one or more of the popular database products on various operating systems to industry standards.
- Evaluate, implement and use big data architectures such as Cloudera, Hortonworks, or Map-R to utilize Hadoop Distributed File Systems.
- Able to effectively perform the tasks related to penetration testing on various platforms, applications and network designs including pre-evaluation, setting of parameters, evaluate/report results, and give recommendations on remediation of findings.
- Plan, conduct and report on the digital analysis of networks, cloud deployments, desktop and mobile devices using proper forensics techniques and determining the appropriate legal parameters that should be adhered to.
- Design and conduct an e-discovery investigation, while applying the appropriate legalities such as litigation holds, HIPAA standards, etc.
- Apply knowledge of professional ethics when dealing with sensitive and confidential information or when making a decision on what path or methodology to use.

### Program Eligibility

To qualify for admission to Highline's BAS Cybersecurity and Forensics Program, eligible applicants must have:

- Completed or within 30 credits of completion a regionally accredited AAS degree (or its equivalent), in one of the following Web/Database Development, Network Security Engineer or Data Recovery Forensics, or related fields. Other associate degrees will be considered on a case by case basis.
- Official transcripts from an accredited college or university, and
- A cumulative grade point average of 2.5 or better.

### Application Process

To be considered for the bachelor of applied science program prospective students must submit the following:

- Completed Highline bachelor application form;
- Students who have completed related AAS degree or within thirty credits of completion of AAS degree. Other associate degrees will be considered on a case by case basis.;
- Nonrefundable application fee;
- Official transcripts from a regionally accredited college.

### Requirements

Please contact Faculty Advisor or Program Manager for most updated information.

Students must have a total of 60 credits of general education courses to be awarded BAS degree.

### Prerequisite Requirements

- Associate degree in IT-related field or equivalent or within 30 credits of completion (90cr)
- Must have coursework in:
  - ENGL& 101 (5cr)
  - College Level Math (5cr)
  - CIS 150, A+ certification or equivalent
  - CIS 160, CISCO I, Network+ or equivalent
  - CIS 161 Cisco II or equivalent
  - CIS 166 or equivalent - Security+, GSEC, and a variety of others

- Students who have not taken an introductory digital forensics course may take it after admissions.
- Students who have not taken an introductory programming course such as CSCI 131 may take it after admissions.

### General Education Requirements (60 credits)

#### Communication Requirements

- ENGL& 101 - English Composition I
- CMST& 101 - Introduction to Communication

#### Quantitative Skill Requirements

- CIS 389 - Big Data Analytics

As well as one of the following:

- MATH& 146 - Introduction to Statistics
- or • MATH 111 - College Algebra
- or • MATH& 141 - Pre Calculus I

#### Humanities Requirements

- ENGL& 235 - Technical Writing
- PHIL 346 - Professional Ethics

As well as:

- CMST 320 - Presentation Skills
- or • ENGL 335 - Advanced Technical Writing
- or • CMST 330 - Communication and Organizational Behavior

#### Social Science Requirements

Please check with your advisor to see which courses you need.

- PSYC& 100 - General Psychology
- PSYCH 320 - Social Psychology
- SOC 115 - Crime and Society
- or • Other Sociology or Psychology offerings

#### Natural Science Requirements

- ENV5 301 - Environmental Sustainability: An Exploration of Current Issues

As well as one of the following:

- C SCI 100 - Survey of Computing
- or • C SCI 131 - Introduction to Python
- or • C SCI 142 - Object-Oriented Programming I with Java

### 300 and 400 Level Emphasis Courses: 65 credits

#### Business Skill Requirement

- BUSN 318 - Project Management

#### Database Security Certificate

- CIS 310 - Database Installation & Configuration Management
- CIS 412 - Database Security and Audit
- CIS 414 - Advanced Database Security

#### Digital Forensics and Investigations Certificate

- CIS 360 - Mobile Forensics
- CIS 370 - Network Forensics and Investigations
- CIS 440 - e-Discovery Infrastructure and Practice

#### Advanced Network Security Certificate

- CIS 320 - Secure Routers and Switches Architecture
- CIS 420 - Cloud Security
- CIS 430 - Mobile Security

#### Penetration Testing Certificate

- CIS 450 - Penetration Testing I
- CIS 460 - Penetration Testing II

#### Cooperative Learning/ Internship

- CIS 480 - BAS Cybersecurity and Forensics Internship
- CIS 490 - Cyber Design & Implementation Internship

### Associate Degree/Related Credits (55 credits)

Applicable credits from an associate degree issued by a regionally accredited institution.



## Bachelor of Applied Science in Global Trade & 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.

### Program Eligibility

To qualify for admission to Highline's BAS Global Trade Program, eligible applicants must have:

- Be within 30 credits of a regionally accredited Associates degree (or its equivalent).
- Official transcripts from an accredited college or university;
- A cumulative grade point average of 2.25 or better.

### Application Process

To be considered for the bachelor of applied science program prospective students must submit the following:

- Completed Highline bachelor application form;
- Students who have completed related Associates degree or within thirty credits of completion of Associates degree. Other associate degrees will be considered on a case by case basis.;
- Nonrefundable application fee;
- Official transcripts from a regionally accredited college or university.

### Requirements

Please contact Faculty Advisor or Program Manager for most updated information.

Students must have a total of 60 credits of general education to be awarded the BAS degree.

### General Education Requirements (65 credits)

#### Communication Requirements

- CMST& 101 - Introduction to Communication
- ENGL& 101 - English Composition I
- ENGL 335 - Advanced Technical Writing

#### Quantitative Skill Requirements

- MATH 111 - College Algebra

#### Humanities Requirements

- CMST 320 - Presentation Skills
- CMST 330 - Communication and Organizational Behavior
- PHIL 346 - Professional Ethics

#### Social Science Requirements

- ECON& 201 - Microeconomics
- ECON 273 - Introduction to International Economics
- Social Science Elective (5 credits)

#### Natural Science Requirements

- ENVS 301 - Environmental Sustainability:  
An Exploration of Current Issues
- MATH& 148 - Business Calculus (for Masters Pathway)  
or • Science elective

### Additional Program Specific Requirements (60 credits)

- ACCT& 201 - Principles of Accounting I
- ACCT& 202 - Principles of Accounting II
- ACCT& 203 - Principles of Accounting III
- BI 348 - Business Analytics: Data Analysis and Decision Making
- BUSN 305 - International Regulatory Environment
- BUSN 310 - Supply Chain Management
- BUSN 318 - Project Management
- BUSN 338 - Global Marketing Management
- BUSN 420 - Lean Six Sigma Processes
- BUSN 425 - Purchasing & Supply Chain Management
- BUSN 440 - Cooperative Education
- BUSN 475 - Global Supply Chain Management

### Associate Degree/Related Credits (60 credits)

Applicable credits from an associate degree issued by a regionally accredited institution.

## Bachelor of Applied Science in Respiratory Care

### Learning Outcomes

A student earning a Bachelor of Applied Science in Respiratory Care will be able to:

- Develop patient education curriculum using education concepts, learning theories and teaching philosophies.
- Apprise treatment plans using advanced adult, pediatric, and neonatal Respiratory Care concepts.
- Interpret and apply fundamental scientific research information within the health care field.
- Practice team collaboration, leadership, and management skills in a variety of health care settings.
- Critique advanced practitioner competencies in the delivery of care in specialty cardiopulmonary areas.
- Demonstrate ethical respiratory care practices for decision making in the delivery of patient care.
- Provide care that is culturally responsive by considering and respecting multiple dimensions of human diversity.

## Program Eligibility

To qualify for admission to Highline's BAS Respiratory Care Program, eligible applicants must have:

- Completed a CoARC accredited Respiratory Care program (or its equivalent), in Respiratory Care;
- Current RRT credential;
- Official transcripts from an accredited college or university;
- A cumulative grade point average of 2.0 or better.

## Application Process

To be considered for the Bachelor of Applied Science program, prospective students must submit the following:

- Completed Highline bachelor "Application for Program Admission" forms;
- Nonrefundable application fee;
- Copy of transcript from a CoARC accredited Respiratory Care program;
- Proof of current RRT credential.

## Important Note

For the most current curriculum information, contact the program faculty.

- All courses must be successfully completed at a regionally accredited college or university.
- Any course taken in the BAS major core must be a 2.0 GPA or higher.

## Requirements

### General Education Requirements (60 credits)

#### Communication Requirements

- ENGL& 101 - English Composition I
- ENGL 335 - Advanced Technical Writing

#### Quantitative Skill Requirements

- MATH& 146 - Introduction to Statistics

#### Humanities Requirements

- PHIL 346 - Professional Ethics
- CMST 330 - Communication and Organizational Behavior

#### Social Science Requirements

Choose ten (10) credit hours of lower level Social Science courses from Psychology and/or Sociology.

#### Science Requirements

Choose ten (10) credit hours of lower level Natural Science courses; minimum of one laboratory course.

#### Additional Program Requirements

Choose fifteen (15) hours of the following:

- English - Any 100 level or higher
- Humanities - Any 100 level or higher
- Mathematics - Any 100 level or higher
- Natural Science - Any 100 level or higher
- Social Science - Any 100 level or higher

Plus 9 credits of the following:

- CMST 320 - Presentation Skills
- SOC 340 - Research Methods and Program Evaluation
- R C 408 - Professional Project

#### Additional Program Specific Requirements: 36 credits

- R C 400 - Healthcare Education Principles
- R C 401 - Cardiopulmonary Disease Management
- R C 402 - Medical Law and Ethics
- R C 403 - Advanced Adult Critical Care
- R C 404 - Healthcare Research and Statistics
- R C 405 - Advanced Neonatal-Pediatric Respiratory Care

- R C 406 - Healthcare Leadership and Management
- R C 407 - Cardiopulmonary Diagnostics Rehabilitation

### AAS Core/Related Credits: 75 credits

Includes Respiratory Care credit towards the AAS degree in Respiratory Care.

**Total Program Credits: 180**

## Bachelor of Applied Science in Teaching and Early Learning

### Learning Outcomes

A student earning a Bachelor of Applied Science in Teaching and Early Learning will be able to:

- Examine their own cultural values, beliefs, and biases; articulate and apply an understanding of how people differ in their perspectives and approaches; and create learning opportunities that are culturally responsive for children and their families.
- Articulate the importance of relationships with children, families, colleagues, and community agencies and be able to create and maintain those relationships to support children's learning and development.
- In collaboration with colleagues, develop plans based on theory, regularly analyze, evaluate, and synthesize results of his/her teaching practice and make appropriate changes that more fully serve each and every infant and/or young child and their family.
- Demonstrate professionalism by accessing professional organizations and publications and other resources to insure their continued professional development and ensure that their practices are consistent with the NAEYC, CEC, and Washington State (WAC 181-87) Code of Ethics and applicable laws, policies and regulations.
- Apply child development theory, including knowledge of typical and atypical developments, to plan and implement lessons that support each and every child's growth across all developmental domains.
- Recognize and apply the central concepts of the arts, English language arts, health and fitness, mathematics, science, and social studies, and identify resources to support personal and children's growth across disciplines.
- Incorporate a variety of evidence-based instructional strategies that are individually, culturally, and developmentally appropriate into his/her teaching practices, within and across disciplines.
- Utilize a variety of assessment, diagnosis, and evaluation practices in collaboration with colleagues and families to guide the learning and holistic development of each and every child and use that data in individual and aggregate form to inform decisions about instruction, services, programs, interventions, and practices.
- Create a welcoming, supportive, challenging environment for each and every child and his/her family and advocates for services and supports to be received in the least restrictive environment or within natural learning environments.
- Analyze children's behavior and effectively choose strategies to maximize each child's success in the learning community.

## Program Eligibility

To qualify for admission to Highline's BAS in Teaching and Early Learning, eligible applicants must have:

- Completed a regionally accredited AAS degree in one of the following: Early Childhood Education or Paraeducation. Other associate degrees will be considered on a case by case basis;
- Official transcripts from an accredited college or university;
- A cumulative grade point average of 2.5 or better with no class lower than a 2.0.

## Application Process

To be considered for the Bachelor of Applied Science program, prospective students must submit the following:

- Completed Highline bachelor "Application for Program Admission" forms;
- Submitted official transcripts from a regionally accredited college showing that the candidate has completed a related AAS degree or are within thirty credits of completion of an AAS degree, or that they have completed the prerequisite coursework. Other associate degrees will be considered on a case by case basis;
- Nonrefundable application fee.

## Requirements

Please contact Faculty Advisor or Program Manager for most updated information.

## General Education Requirements (60 credits)

Candidates in the BAS in T&EL will take 60 credits of general education courses spread across the AAS and BAS in T&EL programs. These requirements are designed, along with the program concentrations, to provide the necessary depth and breadth of knowledge needed to be a successful educator. These requirements are also an opportunity for the candidate, with faculty advice in certain elective choices, to deepen their knowledge of certain areas. The elective selection will be carefully monitored to make sure that the electives contribute to the career goals of the candidates. The Diversity and Globalism Studies (DGS) courses are of particular assistance in addressing our conceptual framework which has a strong focus on cultural responsiveness. Some of the DGS courses will fulfill the Humanities Distribution requirement and others the Social Science Distribution requirement. DGS courses are fully transferable to other institutions. The course distribution will be:

### General Education Course AAS in ECE

- ENGL& 101 - English Composition I
- MATH& 107 - Math in Society
- DGS 152 - Critical Thinking For Equity
- Social Science elective (with advisor approval)
- Natural Science elective (with advisor approval)

### General Education Course BAS in T&EL

- CMST& 220 - Public Speaking
- ENV5 301 - Environmental Sustainability:  
An Exploration of Current Issues
- DGS Elective (with advisor approval)
- MUS 300 - Music for Educators\*
- ART 300 - Visual Art for Educators\*
- DGS 310 - Global Studies for Educators\*

### Additional Program Specific Requirements (60 credits)

- EDUC 320 - Math Methods\*
- EDUC 330 - Science Methods\*
- EDUC 340 - Assessment\*
- EDUC 345 - Development and Methods Birth-3 years\*\*
- EDUC 400 - Seminar: Guiding Behavior\*
- EDUC 401 - Seminar: Guiding Behavior\*\*
- EDUC 405 - Seminar: Assessment/Portfolio\*

- EDUC 406 - Seminar: Assessment/Portfolio\*\*
- EDUC 410 - Seminar: Capstone/Professionalism\*
- EDUC 411 - Seminar: Capstone/Professionalism\*\*
- EDUC 420 - Special Education Methods\*
- EDUC 421 - Early Childhood Special Education Methods\*\*
- EDUC 430 - Advanced Language and Literacy/ELL Methods\*
- EDUC 431 - Emerging Literacy/ELL Methods\*\*
- EDUC 440 - STEM Math/Science Methods\*
- EDUC 441 - Emerging Numeracy and Science Methods\*\*
- EDUC 470 - Fall Residency: Certification\*
- EDUC 471 - Fall Residency: Non-Certification\*\*
- ECED 480 - Winter Residency: Certification\*
- EDUC 481 - Winter Residency: Non-Certification\*\*
- ECED 490 - Spring Residency: Certification\*
- EDUC 491 - Spring Residency: Non-Certification\*\*

\*School Certification Pathway

\*\*Early Childhood Pathway

## ACCOUNTING

### ACCT& 201 - Principles of Accounting I

#### 5 Credits

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.

*Previously ACCTG 201. Recom: Sophomore standing and ACCTG 121.*

### ACCT& 202 - Principles of Accounting II

#### 15 Credits

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.

*Prerequisite(s) ACCT& 201 min 2.0. Previously ACCTG 202.*

### ACCT& 203 - Principles of Accounting III

#### 5 Credits

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.

*Prerequisite(s) ACCTG 121 min 2.0 or ACCT& 201 min 2.0. Previously ACCTG 203.*

### 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 Microcomputers

#### 5 Credits

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.

*Prerequisite(s) ACCTG 121 min 2.0.*

### ACCTG 128 - Not-for-Profit Accounting

#### 5 Credits

Basics of accounting for not-for-profit organizations; topics include accounting for restricted, partly restricted, and unrestricted assets; accounting for donations and volunteer hours, required financial disclosure, and notes to the not-for-profit financial statements.

### ACCTG 139 - Pre Co-Op Work Seminar

#### 1 Credits

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.

*Instructor Permission Required. This course requires work experience to be coordinated with the instructor.*

### ACCTG 140 - Co-Op Work Experience

#### 5 Credits

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.

*Instructor Permission Required. This course requires work experience to be coordinated with the instructor.*

### ACCTG 145 - Business Taxes and Payroll Accounting

#### 5 Credits

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.

*Recom: ACCTG 121.*

### ACCTG 215 - Accounts Receivable/Accounts Payable

#### 5 Credits

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.

*Prerequisites ACCTG 121 min 2.0 or ACCT& 201 min 2.0.*

### ACCTG 217 - Income Tax Procedures

#### 5 Credits

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.

*Prerequisite(s) ACCTG 121 min 2.0 or ACCT& 201 min 2.0.*

### ACCTG 240 - Co-Op Work Experience

#### 5 Credits

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.

*Instructor Permission Required. This course requires work experience to be coordinated with the instructor.*

### ACCTG 291 - Special Studies

#### 1 Credits

An individual study project developed by student and instructor in an area approved by the instructor.

*Prerequisites ACCTG 121 min 2.0 or ACCT& 201 min 2.0. Instructor Permission Required.*

### ACCTG 293 - Special Studies

#### 1 Credits

An individual study project developed by student and instructor in an area approved by the instructor.

*Prerequisites ACCTG 121 min 2.0 or ACCT& 201 min 2.0. Instructor Permission Required.*

### ACCTG 294 - Special Studies

#### 1 Credits

An individual study project developed by student and instructor in an area approved by the instructor.

*Prerequisites ACCTG 121 min 2.0 or ACCT& 201 min 2.0. Instructor Permission Required.*

**ACCTG 295 - Special Studies****5 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Pre-requisites ACCTG 121 min 2.0 or ACCT& 201 min 2.0.  
Instructor Permission Required.*

**ACHIEVE****ACHV 010 - ACHIEVE 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 and Success Seminar****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 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 053 - ACHIEVE 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 082 - Asst Tech Lab/Academic Success Seminar****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: Synthesis, Analysis, and Capstone****3 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.

**ADULT BASIC EDUCATION****ABE 002 - ESL Pre-Literacy****10 Credits**

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.

*Instructor Permission Required.*

**ABE 008 - ABE Math 1****10 Credits**

To aid adults who need instruction in basic math skills. Instruction is delivered in a variety of formats including lecture and group activities. ABE Level 1 is equivalent to CASAS scores below 201.

*Instructor Permission Required.*

**ABE 009 - ESL Civics Literacy****3 Credits**

A study of United States history and government to prepare students who wish to pass a civics test for permanent residency.

*Instructor Permission Required.*

**ABE 010 - ABE Language Arts 1****10 Credits**

To aid adults who need instruction in basic English 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.

*Instructor Permission Required.*

**ABE 011 - Adult Basic Education Integrated Skills 1****10 Credits**

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.

*Instructor Permission Required.*

**ABE 012 - ABE Math 2****10 Credits**

To aid adults who need instruction in basic numeracy skills. Instruction is delivered in a variety of formats including lecture and group activities. ABE Math level 2 is equivalent to CASAS scores between 201 and 210.

*Instructor Permission Required.*

**ABE 013 - Adult Basic Education Integrated Skills 2****10 Credits**

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.

*Instructor Permission Required.*

**ABE 014 - ABE Language Arts 2****10 Credits**

To aid adults who need instruction in basic English 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.

*Instructor Permission Required.*

**ABE 015 - Adult Basic Education Integrated Skills 3****10 Credits**

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.

*Instructor Permission Required.*

**ABE 016 - ABE Math 3****10 Credits**

To aid adults who need instruction in numeracy skills. Instruction is delivered in a variety of formats including lecture and group activities. ABE Level 3 is equivalent to CASAS scores between 211-220.

*Instructor Permission Required.*

**ABE 017 - ABE Language Arts 3****10 Credits**

To aid adults who need instruction in basic English 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.

*Instructor Permission Required.*

**ABE 018 - ABE Math 4****10 Credits**

To aid adults who need instruction in intermediate 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.

*Instructor Permission Required.*

**ABE 019 - Adult Basic Education Integrated Skills 4****10 Credits**

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.

*Instructor Permission Required.*

**ABE 020 - ABE Language Arts 4****10 Credits**

To aid adults who need instruction in basic English skills. Instruction is delivered in a variety of formats including lecture, group activities, and individualized instruction. ABE Language Arts level 4 is equivalent to CASAS scores between 221-235.

*Instructor Permission Required.*

**ABE 021 - ABE High School U. S. 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.

*Instructor Permission Required.*

**ABE 022 - High School Washington State History****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.

*Instructor Permission Required.*

**ABE 023 - ESL Literacy Level 1****10 Credits**

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 between 181-193.

**ABE 024 - ABE HS Contemporary World Issues****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. This course fulfills the social studies contemporary world issues credit for a high school diploma.

*Instructor Permission Required.*

**ABE 025 - ESL Level 2 Beginning****10 Credits**

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 194-206.

**ABE 027 - ESL 3: Low Intermediate****10 Credits**

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.

*Instructor Permission Required.*

**ABE 028 - Survey of Life Principles****5 Credits**

Examines major unifying concepts and methods of the life sciences from the cell to evolution. Includes laboratory.

*Instructor Permission Required.*

**ABE 029 - ESL 4: High Intermediate****10 Credits**

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.

*Instructor Permission Required.*

**ABE 030 - ABE 030 High School 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. This course fulfills the 1 credit general science requirement for a high school diploma.

*Instructor Permission Required.*

**ABE 031 - ESL 5: Low Advanced****10 Credits**

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.

*Instructor Permission Required.*

**ABE 032 - ABE High School 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. This course fulfills .5 credits of health science for a high school diploma.

*Instructor Permission Required.*

**ABE 034 - Introduction to Theatre****5 Credits**

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.

*Instructor Permission Required.*

**ABE 035 - ABE High School Writing Skills****5 Credits**

Designed for high school completion 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.

*Instructor Permission Required.*

**ABE 037 - ESL Math****10 Credits**

To aid non-native English speakers who need instruction in numeracy skills. Instruction is delivered in a variety of formats including lecture and group activities. ESL Math is equivalent to CASAS scores between 211-220.

*Instructor Permission Required.*

**ABE 040 - ABE College Preparation Reading I****5 Credits**

Emphasis on reading for comprehension and vocabulary development. Topics include vocabulary, information literacy, and literal, inferential and critical level comprehension. Fulfills one credit of English towards a high school diploma.

*Instructor Permission Required.*

**ABE 041 - ABE College Preparation Reading III****5 Credits**

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. Fulfills one credit of English towards a high school diploma.

*Instructor Permission Required.*

**ABE 043 - ABE College Preparation Reading II****5 Credits**

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.

*Instructor Permission Required.*

**ABE 051 - ABE Digital Literacy****15 Credits**

Designed for current ABE students enrolled in an ABE course who want to increase their digital literacy skills. Integrates the instruction of listening, speaking, reading, writing and technology skills.

*Instructor Permission Required.*

**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.

*Instructor Permission Required.*

**ABE 063 - ABE Math 5****5 Credits**

To aid adults who need instruction in beginning algebraic 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 and group activities. ABE Math level 5 is equivalent to CASAS scores between 236 and 245.

*Prerequisites Department Permission - CASAS score between 236-245.*

**ABE 064 - ABE Language Arts 5****10 Credits**

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 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.

*Instructor Permission Required.*

**ABE 065 - ABE Integrated Skills 5****10 Credits**

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.

*Instructor Permission Required.*

**ABE 066 - ABE Math 6***5 Credits*

To aid adults who need instruction in algebraic 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 and group activities. ABE Math level 6 is equivalent to CASAS scores between 246 and 255.

*Department Permission.*

**ABE 067 - ABE Integrated Skills 6***10 Credits*

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 6 is equivalent to CASAS scores between 246 and 255.

**ABE 068 - ABE Language Arts 6***10 Credits*

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 career 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.

*Instructor Permission Required.*

**ABE 069 - ABE HS21+ English 4***5 Credits*

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 ABE 069 with a 2.0 or better will earn credit towards their high school diploma.

*Instructor Permission Required.*

**ABE 070 - ABE/ESL Technology Lab***1 Credits*

This course is designed for students needing help with English language skills such as pronunciation, reading, and writing to prepare for the 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 and 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.

*Instructor Permission Required.*

**ABE 071 - ABE 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.

*Instructor Permission Required.*

**ABE 081 - ABE Introduction to Algebra***5 Credits*

A beginning algebra course that develops proficiency in fraction and signed number arithmetic, evaluation of expressions, and solving linear equations in one variable.

*Instructor Permission Required.*

**ABE 086 - ABE Essentials of Geometry***5 Credits*

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.

*Instructor Permission Required.*

**ABE 090 - Transition to College***10 Credits*

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.

*Instructor Permission Required.*

**ABE 091 - ABE Essentials of Intermediate Algebra***5 Credits*

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.

*Instructor Permission Required.*

**ABE 098 - HS 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.

*Instructor Permission Required.*

**ABE P 002 - ESL Pre-Literate***10 Credits*

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 180 and below.

## AMERICAN ETHNIC AND IDENTITY STUDIES

**AEIS 136 - African-American Roots***5 Credits*

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.

*Previously CGG 136, & DGS 136.*



**AEIS 137 - African-American Experience****5 Credits**

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.

*Previously CGG 137 & DGS137.*

**AEIS 142 - Asian-American Roots****5 Credits**

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.

*Previously CGG 205 and DGS 140.*

**AEIS 143 - Asian-American Experience: Post-WW II****5 Credits**

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.

*Previously CGG 206, DGS 206, and DGS 141.*

**AEIS 150 - The Latino Experience****5 Credits**

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.

*Previously CGG175, DGS175 and DGS150*

**AEIS 156 - Northwest Native Peoples****5 Credits**

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.

*Previously CGG 156 and DGS 156*

**AMERICAN SIGN LANGUAGE****ASL 291 - Special Studies****1 Credits**

Exploration of deaf-blind community.

*Instructor Permission Required.*

**ASL 292 - Special Studies****2 Credits**

Exploration of deaf-blind community.

*Instructor Permission Required.*

**ASL 293 - Special Studies****3 Credits**

Exploration of deaf-blind community.

*Instructor Permission Required.*

**ASL 294 - Special Studies****4 Credits**

Exploration of deaf-blind community.

*Instructor Permission Required.*

**ASL 295 - Special Studies****5 Credits**

Exploration of deaf-blind community.

*Instructor Permission Required.*

**ASL& 121 - American Sign Language I****5 Credits**

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.

*Previously ASL 101.*

**ASL& 122 - American Sign Language II****5 Credits**

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.

*Prerequisites ASL& 121 min 1.5. Previously ASL 102.*

**ASL& 123 - American Sign Language III****5 Credits**

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.

*Prerequisites ASL& 122 min 1.5. Previously ASL 103.*

**ANTHROPOLOGY****ANTH& 100 - Survey of Anthropology****5 Credits**

Teaches various aspects of the human species, including evolutionary and cultural adaptation and diversity, prehistoric cultures and linguistics.

*Previously ANTHR 100. Fees.*

**ANTH& 104 - World Prehistory****5 Credits**

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, Indus Valley, sub-Saharan Africa, and other Old World cultures; Oceania; Peru, Mesoamerica, and other New World cultures.

*Previously ANTHR 105.*

**ANTH& 204 - Archaeology***5 Credits*

Studies the various ways in which archaeologists interpret material remains. Examines a variety of interdisciplinary approaches which are utilized in the attempt 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.

*Previously ANTHR 220.*

**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*

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.

*Previously ANTHR 202.*

**ANTH& 207 - Linguistic Anthropology***5 Credits*

Explores language in its social context, language structure and change, and intercultural explorations.

*Previously ANTHR 210.*

**ANTHR 291 - Independent Study***1 Credits*

Complete an independent study project developed by the student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**ANTHR 292 - Independent Study***2 Credits*

Complete an independent study project developed by the student and instructor in an area approved by the instructor. Complete an acceptable project demonstrating the above objectives.

*Instructor Permission Required.*

**ANTHR 295 - Independent Study***5 Credits*

Complete an independent study project developed by the student and the instructor in an area approved by the instructor.

*Instructor Permission Required.*

**ARABIC****ARAB 121 - Elementary Arabic***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 - Elementary Arabic***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.*

*Prerequisites ARAB 121 with min 1.5.*

**ARAB 123 - Elementary Arabic***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.

*Prerequisite(s) ARAB 121 with min 1.5*

**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*

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.

*Prerequisite(s) ART 101.*

**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 Drawing***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**

Intermediate life drawing.

*Figure Drawing I recommended.*

**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 Photography I****5 Credits**

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 Photography II****5 Credits**

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.

*35mm SLR film camera required.*

**ART 128 - History of Design: Greek to Federal****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: Industrial Revolution to Current****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 135 - Drawing for Illustration I****5 Credits**

Professional illustrators create visual images for advertising, design, retail, fashion, packaging, medical, scientific, publishing, editorial, digital, motion graphic to name a few. Illustrators create visually striking images with their ability to solve problems. This course will give you an introduction of fundamental techniques and overview of different types of illustration used in industry, contemporary and historical. Students will learn to design creative invented imagery, using various materials, references and freehand techniques.

**ART 147 - Introduction to Digital Photography****5 Credits**

This class will emphasize the steps to create beautiful and interesting photos. Students will learn the fundamentals of exposure and composition, as well as the digital photography workflow using Adobe Lightroom.

*Previously PRINT 148.*

**ART 148 - Professional Digital Photography****5 Credits**

Learn the fundamentals of professional digital photography. This class will focus on portrait and flash photography techniques as well as business principles of professional photography.

*Previously PRINT 149.*

**ART 149 - Digital Photography III****5 Credits**

Advanced digital photography with emphasis on design, lighting, Photoshop, workflow management and running a studio business.

*Prerequisites ART 147 and ART 148.*

**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**

Intermediate painting with emphasis on the use of color, composition, imagery and painting process in oil or acrylic media.

*Prerequisite ART 150.*

**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 156 - Watercolor Painting II****5 Credits**

Watercolor Painting with specific focus on color, composition and imagery while learning and practicing Intermediate Watercolor techniques

*Prerequisite ART 155.*

**ART 158 - Mural Design****5 Credits**

This course will combine design, student voices and public artwork into one class. With a focus on the way that public art reflects cultural, political and historical exchanges, course study will include examination of important mural artists and muralism movements in different cultures. As the culminating project, the students will design and create a mural on campus that will incorporate culturally relevant subjects.

**ART 171 - Ceramics I****5 Credits**

An introduction to the art and craft of clay. The class will focus on the potters wheel and hand building. Students will be introduced to the history of ceramics, explore conceptual concepts, learn the basics of working in a ceramics studio environment and explore glazing techniques.

*Class clustered with ART 172 and 173 for class limit. Additional lab hours required for day classes.*

**ART 172 - Ceramics II****5 Credits**

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.

*Prerequisite ART 171.*

**ART 173 - Ceramics III****5 Credits**

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.

*Prerequisites ART 172. Clustered with ART 171/173. Additional lab hours required for day classes.*

**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**

Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

*Instructor Permission Required.*

**ART 292 - Contractual Studies****2 Credits**

Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

*Instructor Permission Required.*

**ART 293 - Contractual Studies****3 Credits**

Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

*Instructor Permission Required.*

**ART 295 - Contractual Studies****5 Credits**

Individual activities under the direction of art instructor involving specialized and/or advanced projects related to the specific art area.

*Instructor Permission Required.*

**ART 300 - Visual Art for Educators****5 Credits**

Through this hands on visual art class, Pre-k through 8th grade educators will learn the developmental art stages of that age group. The educator will create an art assignment that reflect the skill level of each grade level through studio art practices. As we move through the class, the art lessons will become more complex and relevant to the grade level. The educators will be able to experience and reflect on each developmental phase. The culminating final project will be to develop an art lesson plan for a specific grade. The structure of the course will be divided into grade levels, with each lesson focusing on the evolution of color, shape, symbolism and how emotions turn into stories.

*Instructor Permission Required.*

**ART& 100 - Art Appreciation****5 Credits**

Students learn to appreciate art in terms of content, form and context. They develop the skills and vocabulary to make an informed interpretation of a work and to make art that demonstrates an understanding of the basic principles of design.

**ASTRONOMY****ASTR& 100 - Survey of Astronomy****5 Credits**

Introductory course with emphasis on the astronomical concepts fundamental to present understanding of the universe. Topics include the solar system, stars, galaxies and cosmology.

*Prerequisites MATH 081. Placement Eligibility Math 091 or higher. Previously P SCI 120.*

**BIOLOGY****BIOL 103 - Seabirds and Marine Mammals****5 Credits**

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.

*Prerequisites MATH 081 or higher min 2.0. Placement Eligibility Math 091 or higher.*

**BIOL 110 - Marine Biology****5 Credits**

A survey of the animals, algae, and plankton of Puget Sound. Includes field study and laboratory.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 114 - History of Life****5 Credits**

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

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 115 - Life in the Womb****5 Credits**

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.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 119 - Introduction to Plants****5 Credits**

Basic fundamentals of botany, including plant anatomy, reproduction, growth and development. Emphasis on Pacific Northwest plant structure and function.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 120 - Perspectives in Biology****5 Credits**

Lecture, reading and discussion course in biological concepts related to problems of current concern.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 121 - Genetic Revolution****5 Credits**

Introduction to genetics focusing on the genetic revolution.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 122 - Biology of Sex****5 Credits**

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.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 123 - Plants, People, and Culture****5 Credits**

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.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**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**

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**

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.

**Instructor Permission Required. Requires work experience coordinated with instructor and concurrent participation in associated biology class.**

**BIOL 145 - Field Ecology****5 Credits**

Field studies and special projects investigating the interrelationships between organisms and their environment. May include either day or overnight field trips.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher.

**BIOL 240 - Cooperative Education****11 Credits**

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.

**Instructor Permission Required. Requires work experience coordinated with instructor and concurrent participation in associated biology class.**

**BIOL& 100 - Survey of Biology****5 Credits**

Examines major unifying concepts and methods of the life sciences from the cell to evolution. Includes laboratory.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher. **Previously BIOL 100.**

**BIOL& 160 - General Biology with Lab****5 Credits**

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.

**Prerequisites** MATH 091 or higher min 2.0. **Placement Eligibility** Math 107, 111, 146, 180, 098 . **Previously** BIOL 230. **Previously** BIOL 151.

**BIOL& 175 - Human Biology with Lab****5 Credits**

Introduction to the function of human organ systems and their interactions.

**Prerequisites** MATH 081 or higher min 2.0. **Placement Eligibility** Math 091 or higher. **Previously** BIOL 118.

**BIOL& 211 - Majors Cell****5 Credits**

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.

**Prerequisites** MATH 091 or higher min 2.0 and CHEM& 161 or higher min 2.0. **Previously** BIOL 201.

**BIOL& 212 - Majors Animal****5 Credits**

A comparative study of the major animal groups including anatomy, physiology, development, behavior within an evolutionary and ecological framework. Laboratory includes student research.

**Prerequisites** MATH 091 or higher min 2.0 and BIOL& 211 min 1.7 and CHEM& 161 or higher min 2.0. **Previously** BIOL 202.

**BIOL& 213 - Majors Plant****5 Credits**

The study of plant structure and function and the general principles of ecology and evolution. Includes laboratory.

**Prerequisites** MATH 091 or higher min 2.0 and BIOL& 211 min 2.0. **Previously** BIOL 203.

**BIOL& 241 - Human Anatomy and Physiology I****5 Credits**

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.

**Prerequisites** MATH 091 or higher min 2.0 and BIOL& 160 min 2.0 or BIOL& 211 min 2.0. **Previously** BIOL 231.

**BIOL& 242 - Human Anatomy and Physiology II****5 Credits**

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.

**Prerequisites** MATH 091 or higher min 2.0 and BIOL& 241 min 2.0. **Previously** BIOL 232.

**BIOL& 260 - Microbiology****5 Credits**

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.

**Prerequisites** MATH 091 or higher min 2.0 and BIOL& 211 min 2.0 or BIOL& 160 min 2.0. **Previously** BIOL 250.

**BUSINESS****BUS& 101 - Introduction to Business****5 Credits**

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.

**Previously** BUSN 100.

**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 102 - Entrepreneurial Thinking for Success****5 Credits**

Success in any endeavor requires the ability to think creatively, solve problems, and a high degree of perseverance. This highly interactive course is designed to immerse students in the fundamental aspects of an entrepreneurial mindset and the unlimited opportunities and success it can provide regardless of ones chosen professional pathway.

**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 and 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**

Analysis 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 Sales****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**

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.

*Taken before student plans to do an internship.*

**BUSN 140 - Cooperative Education****5 Credits**

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.

*Instructor Permission Required. Requires work experience coordinated with instructor.*

**BUSN 151 - Language for the Workplace****2 Credits**

Language communication for 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 Seminar****4 Credits**

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.

*Instructor Permission Required.*

**BUSN 157 - Grant Writing/Cultivating Donors****4 Credits**

Raising money for non-profit entities. Includes strategies for identifying government and private foundations from which to seek funding; researching specific grants, writing letters of inquiry and preparing grant applications to maximize the chances of receiving funding, finding and cultivating individual donors. Includes relationship building and making the ask of the right person, for the right amount, at the right time. Maintaining a donor database

**BUSN 158 - Cultivating Individual Donors****2 Credits**

Finding and cultivating individual donors for non-profit entities. Relationship building and making the ask of the right person, for the right amount, at the right time. Maintaining a donor database

**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 204 - Introduction to Human Resource Management****4 Credits**

This course describes the Human Resource Management Certificate program, the role of human resource management and its practitioners in organizations and the specific disciplines within the human resource career field.

**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 & Business Etiquette****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 208 - Employment Laws, Regulations & Compliance****4 Credits**

This course is a survey of the federal and state statutes, regulations, and case law affecting the workplace. Topics include unlawful discrimination, employment at will, equal pay, wage and hour, workplace safety, union organizing and employee rights and the agencies that administer employment laws and regulations.



**BUSN 209 - HR Talent Acquisition and Retention****4 Credits**

This course discusses workforce planning in support of the organization's goals and the activities and techniques necessary to recruit and select new employees and existing employees for promotion or transfer and to retain those employees in a competitive employment market. Topics include sourcing applicants, candidate selection, interviewing techniques and other selection tools, background investigation, required documentation, and onboarding practices.

**BUSN 210 - Statistical Analysis****5 Credits**

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 applications for the solving of statistical analysis problems.

*Prerequisites* MATH 091. *Placement Eligibility Math 107, 111, 146, 180, 098.*

**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 213 - HR: Workforce Development****4 Credits**

This course explores the processes and techniques by which organizations assure that their employees have the requisite skills and maintain performance standards to accomplish the organization's business. Topics include workforce skills assessments, performance assessments, training and development activities, talent management, supervisory and management development and succession planning.

**BUSN 214 - Spreadsheet Construction****5 Credits**

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.

*Prerequisites* ACCTG 121 or BUSN 216 or BSTEM 105.

**BUSN 216 - Microcomputer 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**

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.

*Prerequisite* BUSN 216.

**BUSN 221 - HR Mgmt: Compensation/Benefits****5 Credits**

Part of the Human Resource Management Certificate. This course discusses the fundamental principles for workforce compensation and surveys compensation systems and forms of worker compensation including executive compensation. Also covered: types of employee benefits, their uses and the administrative issues related to employee benefits programs

**BUSN 222 - Employee Benefits Plans & Administration****4 Credits**

This course describes the types of employee benefits, their uses and the administrative issues related to employee benefits programs. Discussion includes insurance such as health and disability, leave programs, retirement plans, cafeteria plans, and applicable tax and legal implications and the use of such benefits for employee recruitment and retention.

**BUSN 223 - Employee and Labor Relations****4 Credits**

Part of the HR certificate program: This course examines employer/employee relations and the balancing of the employer's need to manage its workforce for the benefit of the organization and the employee's rights and sense of fairness. Issues discussed include the laws governing labor relations and employee rights, employee performance management, conflict and dispute resolution, and union organizing.

**BUSN 224 - HR Capstone****4 Credits**

Part of the HR Certificate Program. The course integrates all of the subject matter learned in the preceding courses of the Human Resource Management Certificate program using real world case studies that require application of the concepts, principles and practices the various HR functions consistent with the expectations of an HR generalist practitioner. Should be taken as close to the end as possible

**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 226 - HR Mgmt: Technology & Data Analytics****4 Credits**

Part of HR Certificate Program. This course explores the use of technology to address human resources administrative processes for service delivery and to acquire, access and analyze data that are used to assess business and organizational issues

**BUSN 233 - Financial Management****5 Credits**

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.

*Prerequisites* BUSN 216 or BSTEM 165 and ACCTG 121.

**BUSN 234 - Sales Management***5 Credits*

A focused look at the sales process from an account management perspective. Covers topics such as business development and key account management, B2B sales, negotiations and deal making, and skills and attributes needed for maintaining customer relationships.

*Prerequisites BUSN 134*

**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*

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.

*Instructor Permission Required.*

**BUSN 252 - Project Management Fundamentals***5 Credits*

Designed to teach current project management software and concepts, in accordance with PMI methodology. Highly interactive course requiring extensive team work and case study analysis.

**BUSN 262 - Microsoft Project***3 Credits*

Teaches Microsoft Project project-management software.

**BUSN 265 - HR Management Strategy & Workforce Development***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 and 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 268 - Leadership***3 Credits*

Leadership is not management, it is the ability to inspire and influence others towards a goal or vision. This course works to develop practical leadership skills to influence the organizational performance for managers and non-managers. Topics include leadership roles and styles; the communication process; team building and group interactions

**BUSN 269 - Leadership 2: Supervision***2 Credits*

Examines concepts and practical application of fundamental supervisory skills such as planning, staffing, communicating, leading, using technology, training, managing conflict, and problem solving.

**BUSN 270 - Principles of Management and 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 Regulatory Environment***5 Credits*

An overview of the international business regulatory environment with a focus on import and export compliance procedures, documentation and resources. Topics include: WTO, Trade Agreements, tariff rules and applications, anti-dumping regulation, subsidies and countervailing duties, trade in services, trade-related intellectual property, US Customs regulations and US Export regulations.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSN 310 - Supply Chain Management****5 Credits**

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

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN. Fees.*

**BUSN 318 - Project Management****5 Credits**

Introduces the principles and techniques used in the Project Management process. Students will develop the tools needed for each phase of the project management process: initiating, planning, executing, monitoring, controlling and closing.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSN 338 - Global Marketing Management****5 Credits**

Examines the impact of economic, cultural, political, legal and other environmental influences on international marketing decisions. Includes how to identify and analyze worldwide marketing opportunities and examine product, pricing, distribution and promotion strategies from a global perspective. Provides students with the opportunity to develop an international marketing plan.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSN 420 - Lean Six Sigma Processes****5 Credits**

Quality and continuous improvement is one of the foundations on which businesses survive and grow. It is no longer a luxury but a necessity for all businesses and economies to continuously improve the quality of goods and services produced by them. Quality improvement over time tends to increase customer satisfaction, lower the total cost of the goods and services, and enhance the reputation of the firm. Towards this end, the course aims to introduce the essential concepts, tools, and methodologies of Lean and Six Sigma.

*Prerequisite BUSN 310. Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSN 425 - Purchasing & Supply Chain Management****5 Credits**

Purchasing processes, procurement cycle analysis, research to support purchasing decisions, supplier relationship development and management, negotiations, commodity planning, costing, pricing, and value analysis related to the purchasing of products and services

*Prerequisite BUSN 310. Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSN 440 - Cooperative Education****5 Credits**

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.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN. Requires work experience coordinated with instructor.*

**BUSN 455 - Financial Management****5 Credits**

Course in corporate financial management that will study the 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. Also includes basic concepts of International Financial Management. Extensive practice with problem analysis, problem setup, making necessary calculations and making conclusions based on the calculations using Excel.

*Prerequisites BUSN 218 and ACCT& 202 and BUSN 210. Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSN 475 - Global Supply Chain Management****5 Credits**

This course is about global logistics and the role of logistics and other activities in global supply chain management. Global systems are represented by a complex web of carriers, forwarders, bankers, information and communications companies, traders and so on that facilitate international transactions, trades related to the movement of goods and services. This course covers practical aspects of global logistics and investigates the transactional, cultural, governmental and other factors that influence global commerce.

*Prerequisite BUSN 310. Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSN 495 - Independent Study****5 Credits**

An individual study project developed by the student and instructor in an area approved by the instructor

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - BUSN.*

**BUSINESS INTELLIGENCE****BI 348 - Business Analytics: Data Analysis and Decision Making****5 Credits**

Using Microsoft Excel and statistical analytic methods, learn how to convert real world large data sets into useful information for decision making. A hands on approach to learning business analytics using the latest version of Microsoft Excel to make meaning of the torrent of data that business people now handle. Descriptive and analytic statistical methods will be used, but with every case problem we will use large data sets and convert the unorganized raw data into useful information for decision making

*Prerequisites BUSN 210 and BUSN 218. Program Admission Required. Admitted Program BAS - BUSN. Acceptance to BAS in Global Trade & Logistics required.*

## BUSINESS TECHNOLOGY

### BSTEC 100 - Fundamentals of Office Management

#### 5 Credits

This class will provide the fundamental skills to work in any office administrative position supporting small and large businesses. The student will learn an overview of the types of organizations, administrative positions, and skills needed, effective telecommunication skills, how to organize and manage appointments, visitors, offices, time, meetings, events, travel arrangements, mail and office equipment, how to manage records and processing basic banking and accounting procedures in Administrative roles.

**Prerequisites** ENGL 081 min 2.0. **Placement Eligibility** English 091/Reading 091 or higher.

### BSTEC 105 - Intro to Computers & Windows

#### 3 Credits

Designed for the student who has limited or no computer skills. Students learn about personal computer hardware, system software including the Windows operating system, and file management systems. 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.

**Prerequisites** ENGL 081 min 2.0. **Placement Eligibility** English 091/Reading 091 or higher.

### BSTEC 108 - Online Learning with Canvas

#### 2 Credits

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 Canvas as it relates to online learning.

**Placement Eligibility** English 091/Reading 091 or higher.  
**Recommended:** BSTEC 105 or basic computer knowledge.

### BSTEC 110 - Keyboarding & Document Processing

#### 5 Credits

Mastery of the keyboard and speed and accuracy development. Students will use their word processing skills to format business documents.

**Prerequisites** ENGL 081 min 2.0. **Placement Eligibility** English 091/Reading 091 or higher.

### BSTEC 115 - Keyboarding Speed and Accuracy

#### 3 Credits

Touch keyboarding on the letter and numeric keyboard. Students will be able to properly utilize the keyboard more accurately and at a rate of speed over their baseline accuracy and speed.

**Prerequisites** BSTEC 110 and ENGL 081 min 2.0. **Placement Eligibility** English 091/Reading 091 or higher. **Instructor permission may be granted if student types a minimum of 30 words per minute (wpm) by touch using proper technique.**

### BSTEC 118 - 10-Key Mastery

#### 2 Credits

Continuous enrollment with one-on-one and group instruction. Student may work faster or slower in a self-paced environment. Touch keyboarding on the numeric key pad. Students will be able to properly utilize the 10-key pad by touch while increasing speed and accuracy.

**Basic computer knowledge and keyboarding skills recommended.**

### BSTEC 120 - Introduction to MS Office Software

#### 5 Credits

Variable credit with one-on-one and group instruction. Students may work faster or slower in a self-paced environment. Learn basic software features and their application in an office environment using the Microsoft Office Professional suite: Word, Excel, Access, PowerPoint, and Outlook.

**Prerequisite** ENGL 081 min 2. **Placement Eligibility** English 091/Reading 091 or higher. **Working knowledge of Windows Operating system and file management systems.**

### BSTEC 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 learning how to research and identify internship opportunities in the public and private sectors.

### BSTEC 140 - Internship

#### 5 Credits

The Internship 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.

**Prerequisites** BSTEC 139 and concurrent enrollment in BSTEC 141.

### BSTEC 141 - Internship Seminar

#### 1 Credits

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.

**Prerequisites** BSTEC 139 and concurrent enrollment in BSTEC 140.

### BSTEC 150 - Microsoft Word

#### 5 Credits

Students may work faster or slower in a self-paced variable credit environment. Designed for students who will use word processing software. Students will learn beginning to advanced features of the Microsoft Word program including to creating, editing, formatting, printing, saving and retrieving, enhancing and organizing documents. This course mirrors instruction required for MOS certification.

**Prerequisites** ENGL 081 min 2.0. **Placement Eligibility** English 091/Reading 091 or higher. **30 wpm typing speed recommended.**

### BSTEC 155 - Microsoft PowerPoint

#### 3 Credits

Designed for the office professional who will use presentation software. Students will learn beginning to advanced 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.

**Prerequisites** ENGL 081 min 2.0. **Placement Eligibility** English 091/Reading 091 or higher.

**BSTEC 160 - Microsoft Outlook****2 Credits**

Designed for the office professional who will use personal information management software. Students will learn to use e-mail, scheduling, contact lists, task lists, journals, tracking, notes, reminders and integration with other Microsoft software.

**BSTEC 165 - Microsoft Excel****5 Credits**

The student will gain the experience to work with Excel workbooks for common office business needs. The students will learn how to advance formulas and functions, insert tables, and create charts. Students will also learn how to create PivotTables and PivotCharts. Student will learn to manage multiple worksheets and workbooks, learn to use advanced filter, conditional formatting, sorting, and other advanced formatting features.

**Prerequisites** READ 081 or BSTEC 105. **Placement Eligibility** English 091/Reading 091 or higher. **Basic computer knowledge highly suggested.**

**BSTEC 170 - Microsoft Access****5 Credits**

This course is an introduction to intermediate to using Microsoft Access. The student will learn how to plan and create relational databases which includes: Creating and validating tables, Apply and enforce referential integrity between tables, Creating simple, filtered, and calculated queries, Create forms with related subforms, Create report with group subreports with calculated fields. Students will also learn how to manage the database and create backups. Students will also learn how to import and export data from other databases, spreadsheets, and text files.

**Prerequisites** READ 081 or BSTEC 105. **Placement Eligibility** English 091/Reading 091 or higher. **Basic computer knowledge highly suggested.**

**BSTEC 185 - Business Correspondence****5 Credits**

Learn to write effective business correspondence using correct spelling, grammar, punctuation and vocabulary in business documents.

**Prerequisites** READ 081 or BSTEC 105. **Placement Eligibility** English 091/Reading 091 or higher.

**BSTEC 190 - Web Design****5 Credits**

Introduction to Web design. Students will learn to design, develop and maintain personal and professional Webpages and Websites individually and in teams using HTML, CSS, and latest Web Authoring Software.

**Prerequisites** READ 081 or BSTEC 105. **Placement Eligibility** English 091/Reading 091 or higher. **Recom: Basic computer and Internet knowledge and keyboarding skills.**

**BSTEC 195 - Social Media for Business****5 Credits**

This class will provide the knowledge how to setup small business on Social Media sites, includes Facebook, LinkedIn, Google+, and Twitter. The student will learn the importance of Social Media for businesses. Students will learn how to create individual and group pages, identifying audience, posting and replying to messages, setting up events, and working with additional supported applications. Students will learn how to incorporate sharing pages on other pages and websites.

**Prerequisites** READ 081 and BSTEC 105. **Placement Eligibility** English 091/Reading 091 or higher.

**BSTEC 215 - Microsoft Visio****3 Credits**

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.

**Prerequisites** BSTEC 105. **Recom: Computer and Internet knowledge and keyboarding.**

**BSTEC 225 - Microsoft Project****3 Credits**

Teaches Microsoft Project project-management software.

**BSTEC 230 - MS SharePoint for Office****5 Credits**

This course is to provide students with the experience how to work with Microsoft SharePoint in office settings. In this class, students will learn how to create basic web pages with SharePoint and how to integrate and share MS Office documents and files among company server platform.

**Prerequisites** BSTEC 105. **Microsoft Office knowledge is highly recommended and completing BSTEC 190 or experience in Web Design.**

**BSTEC 240 - Internship****5 Credits**

The internship 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.

**Prerequisites** BSTEC 139 and concurrent enrollment in BSTEC 241.

**BSTEC 241 - Internship Seminar****1 Credits**

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.

**Prerequisites** BSTEC 139 and concurrent enrollment in BSTEC 240.

**BSTEC 260 - Integrated Office Management****5 Credits**

Based on previously learned Microsoft Office Skills, students will work in team-based projects to learn how to integrate Microsoft Office application to produce and support small and large projects. In this course, the student will grow in terms of software understanding, personal marketability, and developing greater confidence in their ability to manage applications. In the course, the student will have a better understanding of business works, including its departmental structure, guidelines for dealing with people, modern office equipment overview, scheduling appointments, and planning meetings.

**Prerequisites** BSTEC 105. **Recom: Completing or have extensive knowledge in Microsoft Office Suite (Word, Excel, PowerPoint, and Access).**

**BSTEC 281 - Special Topics****1 Credits**

Special topics in business technology.

**BSTEC 282 - Special Topics****2 Credits**

Special topics in business technology.

**BSTEC 283 - Special Topics***3 Credits*

Special topics in business technology.

**BSTEC 284 - Special Topics***4 Credits*

Special topics in business technology.

**BSTEC 285 - Special Topics***5 Credits*

Special topics in business technology.

**BSTEC 295 - Special Topics***5 Credits*

An individual study project developed by student and instructor in an area approved by the instructor.

## CAREER STUDIES

**CARER 101 - Individualized Career Exploration***1 Credits*

Individualized instruction designed to explore values, interests and skills as well as discover career planning resources and possible career options.

*Instructor Permission Required.***CARER 110 - Career Planning and 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*

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.

*Instructor Permission Required.***CARER 295 - Special Topics***1 Credits*

Student-instructor designed contract for special studies of topic related to career exploration and development.

*Instructor Permission Required.*

## CHEMISTRY

**CHEM 290 - Special Studies***5 Credits*

An individual or group project or special topic course in an area approved by the instructor.

*Instructor Permission Required.***CHEM& 110 - Chemical Concepts with Lab***5 Credits*

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.

*Prerequisites MATH 081. Placement Eligibility Math 091 or higher. Previously CHEM 110.***CHEM& 121 - Introduction to Chemistry***5 Credits*

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.

*Prerequisites MATH 091. Placement Eligibility Math 107, 111, 146, 180, 09. Previously CHEM 121.***CHEM& 131 - Introduction to Organic/Biochemistry***5 Credits*

An introductory organic chemistry course that fulfills the organic and biochemistry requirements for health science programs. Topics include molecular structures and bonding; functional group nomenclature, properties and reactions; and an introduction to biochemical compounds and reaction pathways. One credit of laboratory is included.

*Prerequisites CHEM& 121 min 1.5. Previously CHEM 122.***CHEM& 139 - General Chemistry Preparation***5 Credits*

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.

*Prerequisites MATH 091 or higher. Placement Eligibility Math 107, 111, 146, 180, 098. Previously CHEM 150.***CHEM& 161 - General Chemistry with Lab I***5 Credits*

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.

*Prerequisites CHEM& 121 min 1.5 or CHEM& 139 min 1.5.**Students who took one year of high school chemistry and have placement into math 098+ or took half a year of high school chemistry and placement into math 142. Can request an entry code for access to this class, in lieu of the prerequisite course.***CHEM& 162 - General Chemistry with Lab II***5 Credits*

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.

*Prerequisites CHEM& 161 min 1.5. MATH& 141 recommended. Previously CHEM 152.*

**CHEM& 163 - General Chemistry with Lab III****5 Credits**

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.

*Prerequisites* CHEM& 162 min 1.5. *Previously* CHEM 153. *Fees* CL.

**CHEM& 261 - Organic Chemistry with Lab I****5 Credits**

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.

*Prerequisites* CHEM& 163 min 1.5. *Previously* CHEM 201 and CHEM 204.

**CHEM& 262 - Organic Chemistry with Lab II****5 Credits**

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.

*Prerequisites* CHEM& 261 min 1.5. *Previously* CHEM 202 and CHEM 205.

**CHEM& 263 - Organic Chemistry with Lab III****5 Credits**

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.

*Prerequisites* CHEM& 262 min 1.5. *Previously* CHEM 203 and CHEM 206.

**CHINESE****CHIN& 121 - Chinese I****5 Credits**

A comprehensive beginning Chinese course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing.

*Previously* CHIN 101.

**CHIN& 122 - Chinese II****5 Credits**

A comprehensive beginning Chinese course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing.

*Prerequisites* CHIN& 121 min 1.5. *Previously* CHIN 102.

**CHIN& 123 - Chinese III****5 Credits**

A comprehensive beginning Chinese course, which includes instruction and practice in all four language skills: listening, speaking, reading and writing.

*Prerequisites* CHIN& 122 min 1.5. *Previously* CHIN 103.

**CHIN& 221 - Chinese IV****5 Credits**

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.

*Prerequisites* CHIN& 123 min 1.5. *Previously* CHIN 201.

**CHIN& 222 - Chinese V****5 Credits**

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.

*Prerequisite* CHIN& 221 min 1.5. *Previously* CHIN 202.

**CHIN& 223 - Chinese VI****5 Credits**

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.

*Prerequisites* CHIN& 222 min 1.5. *Previously* CHIN 203.

**COLLEGE STUDIES****COL 098 - HSC 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, and discussing controversial issues and topics. Some class sections will focus on a special theme or introduce students to particular majors/career fields.

**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 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**

Teaches beginning speaking, listening and feedback skills. Includes intellectual, emotional, physical and cross-cultural aspects of communication.

*Previously* SPCH 080.

**CMST 091 - Beginning Communication Skills****5 Credits**

Introduces beginning communication skills, classroom discussion, basic speech organization. Examines communication apprehension.

*Prerequisites CMST 080.*

**CMST 103 - CSMT& 101 Completion****1 Credits**

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.

*Prerequisites CMST 101 min 2.0. Instructor Permission Required.*

**CMST 200 - Intercultural Communication****5 Credits**

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.

*Prerequisites CMST 080 min 2.0. Placement Eligibility English 091/Reading 091 or higher. Completion of CMST& 101 recommended. Previously SPCH 200.*

**CMST 205 - Nonverbal Communication****5 Credits**

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.

*Prerequisites CMST 080 min 2.0. Placement Eligibility English 091/Reading 091 or higher. Completion of CMST& 101 recommended. Previously SPCH 205.*

**CMST 291 - Contractual Studies****1 Credits**

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.

*Instructor Permission Required. Previously SPCH 291.*

**CMST 292 - Contractual Studies****2 Credits**

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.

*Instructor Permission Required. Previously SPCH 292.*

**CMST 293 - Contractual Studies****3 Credits**

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.

*Instructor Permission Required. Previously SPCH 293.*

**CMST 294 - Contractual Studies****4 Credits**

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.

*Instructor Permission Required. Previously SPCH 294.*

**CMST 295 - Contractual Studies****5 Credits**

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.

*Instructor Permission Required. Previously SPCH 295.*

**CMST 320 - Presentation Skills****5 Credits**

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. Note: If taking this course online, please note that recording of speeches with others will be required.

*Program Admission Required. Admitted Program BAS. Admission to a BAS program required.*

**CMST 330 - Communication and Organizational Behavior****5 Credits**

Exploration of the theories, theories, structure, and processes of communication in organizations. Applied practice utilizing communication competency as a foundation of organizational change and effectiveness at the individual, group, and organization-wide levels. Focuses on problem-solving, mediation, and resolution within various organizational roles. Note: If taking this course online, please note that recording of prompted conversations and speeches with others will be required.

*Program Admission Required. Admitted Program BAS. Admission to a BAS program required.*

**CMST& 101 - Introduction to Communication****5 Credits**

This course explores fundamental elements, characteristics, and processes of human communication, with emphasis on confident and competent dyadic and group discussions and introductory presentation skills. Students analyze and practice effective interaction strategies within interpersonal, intercultural, classroom, professional, and cyberspace contexts. Note: If taking this course online, please note that recording of prompted conversations and speeches with others will be required.

*Prerequisites READ 081 min 2.0 or CMST 080 min 2.0 or ENGL& 101 min 2.0. Placement Eligibility English 091/Reading 091 or higher. Previously SPCH 100.*

**CMST& 102 - Introduction to Mass Media****5 Credits**

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.

*Previously JRNL 100.*



**CMST& 210 - Interpersonal Communication****5 Credits**

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.

*Prerequisites* CMST 080 min 2.0. *Placement Eligibility* English 091/Reading 091 or higher. *Completion of CMST& 101 recommended. Previously SPCH 210.*

**CMST& 220 - Public Speaking****5 Credits**

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. Note: If taking this course online, please note that recording of speeches with others will be required.

*Prerequisites* CMST 080 min 2.0 or READ 081 min 2.0. *Placement Eligibility* English 091/Reading 091 or higher. *Completion of CMST& 101 recommended. Previously SPCH 213.*

**CMST& 230 - Small Group Communication****5 Credits**

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.

*Prerequisites* CMST 080 min 2.0. *Placement Eligibility* English 091/Reading 091 or higher. *Completion of CMST& 101 recommended. Previously SPCH 210.*

**COMPUTER INFORMATION SYSTEMS****CIS 111 - Introduction to 3D Graphics & Animation****5 Credits**

Students learn the basic concepts of the 3D GUI and will be able to design, model, texture-map, and render images with the use of various 3D software.

*Prerequisites* C SCI 100 min 2.0.

**CIS 113 - Introduction to 3D Graphics w/ Animation****5 Credits**

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.

*Prerequisites* CSCI 100.

**CIS 114 - 3D Technologies I****5 Credits**

Students learn the basic concepts of creating three-dimensional objects, starting from primitive shapes, or based off of two-dimensional drawings. Students will become well-versed in good practices with Wings 3D; how to effectively use the modeling tools, making new geometry, bridging objects, exporting/importing 3D models, and preparing the models for 3D printing.

*Prerequisites* C SCI 100 min 2.0.

**CIS 122 - Web Design & Wire Framing****5 Credits**

Teaches students how to design and create website designs from initial idea, wire framing, mockup, graphic design via current tools used in the field of web design.

*Placement Eligibility* English 081/Reading 081 or higher.

**CIS 140 - CIS Internship****1 Credits**

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.

*Instructor Permission Required.*

**CIS 150 - OS and Hardware Fundamentals****5 Credits**

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.

*Prerequisites* C SCI 100 min 2.0.

**CIS 155 - Introduction to Data Recovery/Forensics****5 Credits**

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.

*Prerequisites* CIS 150 min 2.0.

**CIS 160 - Introduction to Networking and Cisco IOS****5 Credits**

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.

*Prerequisites* C SCI 100 min 2.0.

**CIS 161 - MS Operating System and Cisco Networking Integration****5 Credits**

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.

*Prerequisites* CIS 160 min 2.0. *Concurrent enrollment in CIS 160 allowed.*

**CIS 162 - Mobile Device Repair & OS****5 Credits**

An entry level class in terminology, concepts and repair of various mobile devices. Students gain basic skills in the installation and repair of mobile devices through hands-on experience.

*Prerequisites C SCI 100 min 2.0.*

**CIS 166 - Network Intrusion Detection****5 Credits**

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.

*Prerequisites CIS 161 min 2.0.*

**CIS 190 - Intro to Cyber Design and Implementation Internship****10 Credits**

In this course AAS students learn the basics of designing a business network and evaluating vulnerabilities. They will work in a team with the BAS students designing the PRCCDC. This course can be taken in lieu of CIS 140 for a minimum of 1 credit per term for the AAS degrees in the CIS programs. Variable credit up to 10 credits.

*Instructor Permission Required.*

**CIS 210 - Operating Systems Principles****5 Credits**

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.

*Prerequisites CIS 161 min 2.0.*

**CIS 211 - Advanced 3D Graphics & Animation****5 Credits**

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 completed storyboard.

*Prerequisites CIS 111 min 2.0.*

**CIS 214 - 3D Technologies II****5 Credits**

This course will expand on the knowledge gained from 3D Tech I / CIS 114, which introduced students to the fundamentals of 3D modeling, and Wings 3D (polygonal modeling software.) Students will produce drawings, and create their own custom 3D model to be built with a 3D printer. Emphases includes project planning & research; using the internet; critical thinking; and working collaboratively.

*Prerequisites CIS 114 min 2.0.*

**CIS 215 - Introduction to UNIX/Linux****5 Credits**

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.

*Prerequisites CIS 161 min 2.0.*

**CIS 216 - Network Scripting****5 Credits**

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.

*Prerequisites CIS 217 min 2.0.*

**CIS 217 - UNIX/Linux System Administration****5 Credits**

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.

*Prerequisites CIS 215 min 2.0.*

**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 220 - Structured Query Language and Database Administration****5 Credits**

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.

*Prerequisites CIS 217 min 2.0 or CIS 218 min 2.0.*

**CIS 221 - Network Scripting****5 Credits**

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. Students will also use PHP, Python, Bash shell, PowerShell and similar scripting languages. The two primary platforms will be UNIX/Linux and Windows. Security issues, server load balancing and cloud servers will also be addressed.

*Prerequisite(s) CIS 217 min 2.0.*

**CIS 230 - Database Security****5 Credits**

Advanced course in database concepts and applications of database processing with emphasis on advanced database security, installation, data encryption, and database maintenance.

*Prerequisites CIS 166 min 2.0 and CIS 217 min 2.0.*

**CIS 235 - Computer Forensics I****5 Credits**

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.

*Prerequisites CIS 155 min 2.0.*

**CIS 236 - Computer Forensics II****5 Credits**

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.

*Prerequisites CIS 235 min 2.0 and concurrent enrollment in LEGAL 220.*

**CIS 262 - MS OS Infrastructure and Advanced Cisco****5 Credits**

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.

*Prerequisites CIS 161 min 2.0.*

**CIS 263 - Data Network Design/Management****3 Credits**

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.

*Prerequisites CIS 262 min 2.0.*

**CIS 264 - Advanced Network Applications/Security****3 Credits**

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.

*Prerequisites CIS 263 min 2.0.*

**CIS 265 - WAN Technologies and VPN Security****5 Credits**

CIS265 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.

*Prerequisites CIS 262 min 2.0.*

**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**

Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

*Instructor Permission Required.*

**CIS 292 - Independent Study****2 Credits**

Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

*Instructor Permission Required.*

**CIS 293 - Independent Study****3 Credits**

Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

*Instructor Permission Required.*

**CIS 294 - Independent Study****4 Credits**

Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

*Instructor Permission Required.*

**CIS 295 - Independent Study****5 Credits**

Designed to give the advanced CIS student the opportunity to pursue special projects in information technology beyond the scope of a regular CIS class.

*Instructor Permission Required.*

### CIS 310 - Database Installation & Configuration Management

#### 5 Credits

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.

*Program Admission Required. Admitted Program BAS - CIS.*

### CIS 320 - Secure Routers and Switches Architecture

#### 5 Credits

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.

*Program Admission Required. Admitted Program BAS - CIS.*

### CIS 360 - Mobile Forensics

#### 5 Credits

For completion of the BAS in CyberSecurity and Forensics. It is assumed students have had an introductory course in digital forensics. Students will learn the issues of forensics pertinent to mobile and wireless. This includes devices such as cell phones, palmtops, smart phones, iPhones, iPads, digital cameras, pagers, etc. Students will be exposed to commercial and shareware applications that can be used.

*Prerequisites CIS 155 min 2.0. Program Admission Required. Admitted Program BAS - CIS.*

### CIS 370 - Network Forensics and Investigations

#### 5 Credits

Students must be admitted to the appropriate BAS program to take this course. It is assumed that they have completed CIS 155 or its 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.

*Prerequisites CIS 155 min 2.0. Program Admission Required. Admitted Program BAS - CIS.*

### CIS 389 - Big Data Analytics

#### 5 Credits

This course focuses on developing a competency in Big Data Analysis techniques and to be able to apply data mining to solve complex business problems. A useful takeaway from the course will be the ability to construct predictive models and perform powerful data analysis. This is a hands-on class in which students will develop data mining models and present Big Data strategies for implementing them.

*Prerequisites MATH 111 min 2.0 or MATH& 141 min 2.0 or MATH& 146 min 2.0. Program Admission Required. Admitted Program BAS - CIS.*

### CIS 412 - Database Security and Audit

#### 5 Credits

Data breaches are a common occurrence in today's society. This course builds on the foundational knowledge from CIS 310 and the big data analytics course CIS 389. Students address design issues, along with user interface vulnerabilities and how these can be avoided, mitigated or detected. Learning modules will address web interfaces, cloud services and mobile application database vulnerabilities. Students will use tools to perform database audits and create policies and procedures to augment the same. The audits taught in this course pertain to both the database and operating system levels. Students also learn the challenges of big data security issues. Hands-on projects will take place in physical and virtual environments.

*Prerequisites CIS 310 min 2.0 and CIS 389 min 2.0. Program Admission Required. Admitted Program BAS - CIS.*

### CIS 414 - Advanced Database Security

#### 5 Credits

This course is the final one in the Database Security Certificate. Students continue with the industry standard databases (MS SQL Server, MySQL, Oracle, etc.) and will be exposed to the new / evolving ones coming on the market such as NO/ non-SQL (Not Only / non Sequential Query Language). They will use applications such as Hadoop, YARN, MapReduce, and related technologies for cloud based/distributed database systems. Students will employ encryption methodologies for databases, query analysis, load issues, data redaction and other topics. Hands-on projects and assignments will take place in physical and virtual environments. When appropriate, cloud services will be used for testing.

*Prerequisites CIS 412. Program Admission Required. Admitted Program BAS - CIS.*

### CIS 420 - Cloud Security

#### 5 Credits

Students must be admitted into Cybersecurity and Forensics BAS program to take this class. 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

*Prerequisites CIS 320. Program Admission Required. Admitted Program BAS - CIS.*

**CIS 430 - Mobile Security****5 Credits**

This course focuses on what is involved when wireless and mobile devices are incorporated on a network. BYOD (Bring Your Own Device) is extremely popular in the 21st century. Both employees and visitors attach a variety of devices to a network with such broad access, how does one protect the crucial elements of the network? In the case of a hospital, how does this workplace allow emergency medical equipment and visitors onto the wireless? Students will design and test their architecture against standard attacks.

*Prerequisites CIS 320 min 2.0. Program Admission Required. Admitted Program BAS - CIS.*

**CIS 440 - e-Discovery Infrastructure and Practice****5 Credits**

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. They learn how to create a business infrastructure that can respond effectively to e-discovery issues. This is a hands-on class in which they will use the techniques introduced. Students will have taken CIS 155 or its equivalent.

*Prerequisites CIS 155 min 2.0. Program Admission Required. Admitted Program BAS - CIS.*

**CIS 450 - Penetration Testing I****5 Credits**

This course is the first course in the Penetration Testing certificate. Students begin by reviewing the five fundamentals: information gathering, scanning, enumeration, exploitation and reporting. They will examine actual exploitation techniques and the business practices needed to prevent the same. The course focuses on the penetration testing of large network infrastructures with layer 2 and layer 3 attacks. Students will use basic and advanced tools to examine packets and network traffic. Students will be exposed to service provider level attacks, including VPN and SSL attacks -- and learn how to detect/defend against them. Students are introduced to creating a pen testing lab. Upon completing the course, students can sit for the Mile2.com Pen Testing Consultant certification exam.

*Prerequisites CIS 370 and CIS 414 and CIS 420. Program Admission Required. Admitted Program BAS - CIS.*

**CIS 460 - Penetration Testing II****5 Credits**

This course is the capstone course for the BAS in CyberSecurity and Forensics and the second in the Pen Testing certificate. Students will plan, design and create a pen testing lab. Then they will apply the techniques used on ripped from the headlines case scenarios. The environments will include Windows and Linux operating systems, DBMS, Hadoop, cloud servers, mobile devices, sensitive data and other topics covered in the prior courses. Students will be expected to demonstrate their processes, report on and explain the effectiveness of same.

*Prerequisites CIS 450. Program Admission Required. Admitted Program BAS - CIS.*

**CIS 480 - BAS Cybersecurity and Forensics****Internship****10 Credits**

This internship is for BAS students not currently working in the IT industry. It provides students with a practical, hands on and real world application of the concepts and tools used in the classroom. The student will learn self assessment and relate the work experience to their career goals and aspirations.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - CIS. 5 credits total required for graduation.*

**CIS 490 - Cyber Design & Implementation Internship****10 Credits**

In this course, students create business scenarios, cyber situations, do network design and perform threat analysis for the regional cyber competition. The best scenario will be voted on and implemented for the competition. The competition is meant to be real world for the competitors. Having to design a business network for use in a competition gives students an in-depth knowledge of what can go wrong and network vulnerabilities. This course can be taken in lieu CIS 480 for a minimum of 5 credits total over the course of the BAS in Cybersecurity and Forensics.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - CIS. This course provides a practical alternative to industry internship.*

**COMPUTER SCIENCE****C SCI 100 - Survey of Computing****5 Credits**

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; basic web page development, 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.

*Placement Eligibility English 081/Reading 081 or higher.*

**C SCI 102 - Introduction to Web Development****5 Credits**

Teaches students how to design and develop websites using HTML/CSS and Javascript. Additional topics include introductory server side scripting such as PHP.

**C SCI 112 - Animation with Scripting****5 Credits**

Students learn key concepts of animation and will be able to design, develop, test and deploy interactive animation and action scripting.

**C SCI 116 - Web/Database Programming I****5 Credits**

Learn to program an interactive, data-driven Website. Students will learn a server side scripting language, syntax, data types and operators, functions, control structures, arrays, and connecting a website to a database. Other areas include writing secure code and validation. Note: students should be familiar with HTML before taking this course.

*Prerequisites C SCI 102 min 2.0.*

**C SCI 121 - Mobile Game Development****5 Credits**

Students will learn to design, develop and maintain mobile games. The course will focus primarily on programming, graphical design and game development with specific hardware features only found on mobile devices. Note: Students should have access to a mobile Android device.

*Prerequisites* CSCI 112. *Instructor Permission Required.*

**C SCI 122 - Web Design & Wire Framing****5 Credits**

Teaches students how to design and create website designs from initial idea, wire framing, mockup, graphic design via current tools used in the field of web design.

*Placement Eligibility English 081/Reading 081 or higher.*

**C SCI 131 - Introduction to Python****5 Credits**

This is an introductory course in programming for non computer science majors. Students will use Python to learn loops, conditionals, functions, data types and variables. Students will learn the core values of good programming processes and problem solving. The course covers internal documenting, use of packages, syntax, and interfacing with SQL and SQL like databases. It also introduces packages such as RPY2.

*Prerequisites* MATH 091. *Placement Eligibility Math 107, 111, 146, 180, 098.*

**C SCI 139 - Introduction to Computer Science and Robotics****5 Credits**

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.

*Prerequisites* MATH 098. *Placement Eligibility Math 107, 111, 146, 180, 098.*

**C SCI 142 - Object-Oriented Programming I with Java****5 Credits**

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.

*Prerequisites* C SCI 100 min 2.0 or C SCI 116 min 2.0 or C SCI 131 min 2.0 or C SCI 139 min 2.0 or C SCI 212 min 2.0.

**C SCI 143 - Object-Oriented Programming II****5 Credits**

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.

*Prerequisites* C SCI 142 min 2.0.

**C SCI 151 - Programming I with C++****5 Credits**

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.

*Prerequisites* C SCI 142.

**C SCI 152 - Data Structures with C++ and .NET****5 Credits**

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.

*Prerequisites* C SCI 151.

**C SCI 201 - Website Development with WordPress****5 Credits**

This class will focus around WP (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 WP is at an all-time high. Students will learn how to use WP to build dynamic websites quickly and efficiently. Students will also be exposed to numerous plugins, short codes and e-commerce integration. Other CMS's, including Drupal and Joomla, may be introduced.

*Prerequisites* C SCI 102 min 2.0.

**C SCI 202 - Web Development II****5 Credits**

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).

*Prerequisites* C SCI 102 min 2.0.

**C SCI 212 - Web Development with Javascript****5 Credits**

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.

*Prerequisites* C SCI 102 or higher.

**C SCI 215 - Web/Database Programming II****5 Credits**

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.

*Prerequisites* C SCI 116 min 2.0.

**C SCI 216 - Web/Database Capstone****5 Credits**

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.

*Prerequisites C SCI 102 min 2.0 and C SCI 201 min 2.0 and CSCI 215 min 2.0 and CIS 218 min 2.0. Students may not drop this class without instructor permission.*

**C SCI 221 - Mobile App Development****5 Credits**

Students learn to design, develop and maintain mobile based applications geared towards devices such as the Android, iOS iPhone, and Blackberry.

*Prerequisites C SCI 116 min 2.0 or C SCI 121 min 2.0 or C SCI 215 min 2.0 or CIS 218 min 2.0.*

**C SCI 242 - Object-Oriented Programming III with Java****5 Credits**

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.

*Prerequisites C SCI 143.*

**C SCI 243 - Mobile Programming for Android****5 Credits**

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.

*Prerequisites C SCI 142 min 2.0.*

**C SCI 255 - Advanced Programming with C++****5 Credits**

Students will be exposed to iOS app development as well as exposure to hardware features available on devices using iOS

*Prerequisites C SCI 121.*

**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 to 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 and 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 124 - Business Crisis and Continuity Management****5 Credits**

An introduction to crisis management and organizational continuity from a private sector Business Crisis and Continuity Management (BCCM), and a public/private sector partnership perspective. Course content and sequence are based on the Federal Emergency Management Agency's (FEMA's) model of Comprehensive Emergency Management. The topics include comprehensive emergency management, public and private roles and partnerships for emergency and crisis management, the risk management process, strategic crisis management, contingency planning, training and exercises, emergency response, business continuity and recovery, the role of the crisis management team, and crisis communication.

**C J 139 - Co-Op Prep for Criminal Justice Career****2 Credits**

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, locate an internship, interview techniques in the criminal justice arena and internship options in the public and private sectors.

**C J 140 - Cooperative Education****5 Credits**

Internships within appropriate criminal justice agencies.

**C J 212 - Fundamentals of Policing****5 Credits**

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.

*Recom: ADM J 101/CJ& 101.*

**C J 213 - Law of 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 - Intelligence -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 290 - Private Security Academy****8 Credits**

The Private Security Academy (PSA) curriculum meets or exceeds the recommended training guide put forth by the Washington State Department of Licensing. Students participate in specialized training which enhances their experience and background, providing greater career opportunities.

*Completion results in a Private Security Level I Certificate. Credits count toward the AAS in Criminal Justice.*

**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**

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.

*Previously ADM J 101.*



**CJ& 106 - Juvenile Justice***5 Credits*

Washington State juvenile laws; juvenile court rules; investigative and interviewing guidelines; causation, treatment, control and prevention with regard to juvenile crime; agency services.

*Previously ADM J 104.*

**CJ& 110 - Criminal Law***5 Credits*

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.

*Previously ADM J 103.*

**CJ& 240 - Introduction to Forensic Science***5 Credits*

Crime scene investigation; collection, preservation of evidence; basic investigative techniques; lead development; forensic services; locating suspects; case and trial preparation.

*Previously ADM J 216.*

**DIVERSITY & GLOBALISM****DGS 110 - Global Studies***5 Credits*

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.

*Previously CGG 110.*

**DGS 112 - Culture, Gender, and Global Studies***5 Credits*

Introduces current topics in culture, gender and global studies. Lecture/discussion course.

*Previously CGG 112.*

**DGS 114 - The Middle East***5 Credits*

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.

*Previously CGG 165 and DGS 165.*

**DGS 116 - Food Justice: Urban Agriculture and Food Security***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*

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.

*Previously CGG 115 and DGS 115.*

**DGS 125 - Media Matters: Race, Class and Gender***5 Credits*

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.

*Previously CGG 118 and DGS 118.*

**DGS 152 - Critical Thinking For Equity***5 Credits*

This class explores personal identities and how our collective memberships impact our daily lives. It uses a variety of sources such as literature, film, art and/or social media to critically examine the political, social, and historical meanings of our cultural identities.

**DGS 155 - Native American Studies***5 Credits*

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.

*Previously CGG 155.*

**DGS 158 - Language, Culture and Power: The Politics of Language***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**

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.

*Previously CGG 160.*

**DGS 162 - Constitution Law 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**

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.

*Cross lists with Legal 164.*

**DGS 166 - Immigration Law and the Rights of Non-Citizens****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.

*Cross list with Legal 166.*

**DGS 168 - Legal Issues of Civil Rights Theory and 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.

*Cross list with Legal 168.*

**DGS 170 - International Human Rights, Policy and Laws****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 Queer 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 & Business Etiquette****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**

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.

*Previously CGG & DGS 200.*

**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**

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.

*Cross list with Busn 205*

**DRAFTING****DRAFT 124 - SolidWorks****5 Credits**

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.

*Prerequisites ENGR 123 or ENGR& 114. Previously ENGR 124.*

**DRAFT 135 - Manufacturing Drafting****5 Credits**

Principles and techniques of creating detail working drawings for manufactured parts. Course includes drawing formats, dimensioning and tolerance practices, design and rafting machined, cast forged and sheet metal details.

*Prerequisites DRAFT 124.*

**DRAFT 168 - SketchUp****5 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.

*Cross list with INT D 168.*

**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 Drafting Revit****5 Credits**

This class introduces basic skills in REVIT computer-aided drafting software. Students will produce architectural drawings for a commercial project, creating floor plans, elevations, sections, and details as well as a 3d model of the building. Students will create a coordinated drawing set on titleblock sheets, demonstrating industry standards for sheet layout, dimensions, annotations and schedules.

**DRAFT 226 - Architectural Drafting III****5 Credits**

Students will expand their knowledge gained in DRAFT 224 and 225, which introduced them to the current version of Autocad and architectural standards. Students will produce residential architectural 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 - Internship 5 Credits Provides an opportunity for students to combine classroom theory with practical experience gained in the workplace.

*Instructor Permission Required.*

**DRAFT 254 - Sustainable Design****5 Credits**

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.

*Hybrid Cross list with INT D 270.*

**DRAFT 270 - Portfolio Development****5 Credits**

This class will prepare Drafting 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.

## EARLY CHILDHOOD EDUCATION

### ECED& 100 - Introduction to Child Care

#### 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 Education

#### 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.

*Formerly EDUC 101.*

### ECED& 107 - Health, Safety and 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 - Early Childhood Practicum

#### 2 Credits

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.

*Instructor Permission Required. Pre- or co-requisite with ECED& 105.*

### 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 culturally relevant care.

*Formerly EDUC 250.*

### 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 Early Learning

#### 3 Credits

Develop administrative skills required to develop, open, operate, manage and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and National Association for the Education of Young Children (NAEYC) standard compliance.

*Formerly EDUC 198.*

### 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).

*Formerly EDUC 145.*

### ECED& 170 - Environments for Learning

#### 3 Credits

Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

*Formerly EDUC 143.*

### ECED& 180 - Language and Literacy Development

#### 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.

## ECONOMICS

### ECON 110 - Global Economic Issues

#### 5 Credits

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 120 - Economics of Entrepreneurship

#### 5 Credits

An introduction to entrepreneurial problem solving, with applications to small business and social issues. Includes identifying opportunities, data collection, strategic planning and plan revision.

### 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 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 273 - Introduction to International Economics

#### 5 Credits

A deeper exploration of the global economy including international trade, balance of payments, currency markets, exchange rates, government policies, and important institutions.

Prerequisites ECON& 201 or ECON& 202

**ECON 291 - Independent Study****1 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**ECON 292 - Independent Study****2 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**ECON 293 - Independent Study****3 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**ECON 294 - Independent Study****4 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**ECON 295 - Independent Study****5 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**ECON 303 - Survey of International Economics****5 Credits**

Survey of the global economy including international trade, balance of payments, currency markets, exchange rates, government policies, and important institutions.

*Prerequisites ECON& 201 or ECON& 202. Program Admission Required. Admitted Program BAS - BUSN.*

**ECON& 201 - Microeconomics****5 Credits**

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.

*Previously ECON 211.*

**ECON& 202 - Macroeconomics****5 Credits**

The modern economy, including such topics as national output, employment, inflation, money and banking, public finance, economic growth and international trade.

*Previously ECON 212.*

**EDUCATION****EDUC 101 - Introduction To Early Childhood Education****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.

**EDUC 102 - Instructional Roles of Paraeducator****5 Credits**

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. Course Note Meets competencies one through eleven of the Washington State Core Competencies for Paraeducators.

**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 199 - Tutor Training****5 Credits**

Instruction and experience for tutors in the tutoring program.

*Instructor Permission Required. This class is only for students who are currently hired as tutors.*

**EDUC 230 - The Democratic Classroom****5 Credits**

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**

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.

*Instructor Permission Required.*

**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.

*Formerly EDUC 253, 255, and 258.*

**EDUC 260 - Critical Thinking for 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**

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.

*Course to be taken the final quarter prior to graduation.*

**EDUC 291 - Special Projects I****1 Credits**

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.

*Instructor Permission Required.*

**EDUC 292 - Special Projects II****2 Credits**

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.

*Instructor Permission Required.*

**EDUC 293 - Special Projects III****3 Credits**

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.

*Instructor Permission Required.*

**EDUC& 115 - Child Development****5 Credits**

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.

*Previously EDUC 112.*

**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.

*Formerly EDUC 119.*

**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.

*Formerly EDUC 252.*

**EDUC& 150 - Child, Family and Community****3 Credits**

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

**EDUC& 202 - Introduction to Education****5 Credits**

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.

*Previously EDUC 110.*

**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.

**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 145 - Scientific Computing****5 Credits**

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.

*Prerequisites MATH 141. Placement Eligibility Math 142.*

**ENGR 240 - Cooperative Education****5 Credits**

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.

*Instructor Permission Required.*

**ENGR 250 - Applied Numerical Methods****5 Credits**

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.

*Prerequisites MATH 230.*

**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.

**ENGR& 114 - Engineering Graphics****5 Credits**

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.

*Previously ENGR 123.*

**ENGR& 204 - Electrical Circuits****6 Credits**

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.

*Prerequisites PHYS 202 min. 2.0 and MATH 230 or concurrent enrollment. Previously ENGR 215.*

**ENGR& 214 - Statics****5 Credits**

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.

*Prerequisites MATH&151 min 2.0; MATH&152 and PHYS 201 or concurrent enrollment. Previously ENGR 210.*

**ENGR& 215 - Dynamics****5 Credits**

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.

*Prerequisites ENGR& 214 min 2.0, MATH& 152 min 2.0 and PHYS 201 min 2.0. Previously ENGR 230.*

**ENGR& 225 - Mechanics of Materials****5 Credits**

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.

*Prerequisites ENGR& 214 min 2.0 and MATH& 152 min 2.0. Previously ENGR 220.*

**ENGLISH****ENGL 071 - Writing for Nonnative Speakers****5 Credits**

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.

*Previously WRIT 030/071.*

**ENGL 081 - Writing Skills****5 Credits**

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.

*Prerequisites ENGL 071 min 2.0. Placement Eligibility English 081/Reading 081 or higher. Previously WRIT 060/081.*

**ENGL 081R - Reading/Writing Link: Writing Skills****5 Credits**

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 separately 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 coordination 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.

*Prerequisites Concurrent enrollment in REWRI 081.*

**ENGL 091 - Preparatory College Writing I****5 Credits**

Students study and practice writing paragraphs and essays, achieving unity and developing ideas that are clearly and concisely expressed in topic and thesis sentences. Reviews the fundamentals of English sentence structure, usage and punctuation and provides practice in these areas. Students who pass five credits of ENGL 091 with a 2.0 or better should be prepared to begin ENGL& 101.

*Placement Eligibility English 091/Reading 091 or higher Course. Previously WRIT 091.*

**ENGL 091R - REWRI Link: Prep. College Writing I****5 Credits**

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. Prerequisites Concurrent enrollment in REWRI 091

**ENGL 098 - Preparatory College Writing II****5 Credits**

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.

*Prerequisites ENGL 091 min 0.7. Previously WRIT 098.*

**ENGL 104 - Editing Assessment and Strategies****2 Credits**

Provides instruction and practice in editing assessment and 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.

*Prerequisites ENGL 081 min 2.0. Placement Eligibility English 091/Reading 091 or higher.*

**ENGL 110 - College Writing Strategies****5 Credits**

This course focuses on advanced writing strategies, including 1) analyzing the relationship between audience and grammar, punctuation, and spelling rules, 2) practicing editing and proofreading techniques, 3) considering context in employing writing processes, 4) using technology effectively in writing, 5) reading closely and strategically in order to integrate source ideas effectively in writing, and 6) building vocabulary. Students will apply skills needed to write effectively in a variety of contexts: as students, as professionals, as citizens, and as individuals. Emphasis is on writing for critical thinking, e.g., analysis and synthesis.

*Prerequisites ENGL 081 min 2.0. Placement Eligibility English 091/Reading 091 or higher.*

**ENGL 115 - Introduction to the Short Story****3 Credits**

Critical reading of a wide variety of short fiction with emphasis on fictional techniques and literary interpretation.

*Previously LIT 134.*

**ENGL 121 - Introduction to World Literature****5 Credits**

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.

*Previously LIT 105.*

**ENGL 122 - Introduction to Children's Literature****5 Credits**

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.

*Previously LIT 110.*

**ENGL 123 - Introduction to American 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**

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.

*Previously WRIT 190.*

**ENGL 199 - Writing Consultant Practicum I****1 Credits**

Instruction in interpersonal and compositional principles and skills needed in responding to the other students' writing.

*Prerequisites ENGL& 101 min 3.5. Instructor Permission Required.*

**ENGL 200 - Creative Writing****5 Credits**

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.

*Prerequisites ENGL& 101 min 2.0. Previously WRIT 151.*

**ENGL 201 - Advanced Verse Writing****5 Credits**

Workshop in which students write, critique and revise poetry.

*Prerequisites ENGL 200. Previously WRIT 251.*

**ENGL 202 - Advanced Verse Writing****5 Credits**

Workshop in which students write, critique, and revise poetry.

*Prerequisites ENGL 201. Previously WRIT 252.*

**ENGL 203 - Advanced Verse Writing****5 Credits**

Workshop in which students write, critique and revise poetry.

*Prerequisites ENGL 202. Previously WRIT 253.*

**ENGL 204 - Advanced Editing Strategies****2 Credits**

Provides instruction and practice in editing assessment and 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.

*Prerequisites ENGL& 101 min 3.5.*



**ENGL 205 - Research and Persuasive Writing****5 Credits**

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.

*Prerequisites ENGL& 101 min 2.0. Previously WRIT 105.*

**ENGL 211 - Advanced Fiction Writing****5 Credits**

Workshop in which students write, critique and revise fiction.

*Prerequisites ENGL 200. Previously WRIT 255.*

**ENGL 212 - Advanced Fiction Writing****5 Credits**

Workshop in which students write, critique and revise fiction.

*Prerequisites ENGL 211. Previously WRIT 256.*

**ENGL 213 - Advanced Fiction Writing****5 Credits**

Workshop in which students write, critique and revise fiction.

*Prerequisites ENGL 212. Previously WRIT 257.*

**ENGL 234 - Advanced Nonfiction Writing****5 Credits**

Instruction and practice in nonfiction writing directed to a variety of audiences; discovering and using effective writing forms and techniques.

*Prerequisites ENGL& 101 min 2.0. Previously WRIT 201.*

**ENGL 247 - American Ethnic Literature****5 Credits**

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.

*Previously LIT 225.*

**ENGL 257 - Travel Literature****5 Credits**

Examines the inward and outward journey for women during their travels. Discusses journalistic accounts, stories and films about women on the road.

*Previously LIT 235.*

**ENGL 265 - Video Games as Literature****5 Credits**

Examines popular and cultural tastes using videogame narrative.

*Previously LIT 220.*

**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**

Introduction to and practice of editing skills through publication of *The Arcturus*. May be repeated for credit.

*Prerequisites ENGL& 101 min 2.0. Instructor Permission Required. Preferred completion of at least two ENGL courses. Excellent grammar and mechanical skills recommended. Previously WRIT 260.*

**ENGL 291 - Special Studies (Var 1)****1 Credits**

Individual writing project developed by the student and instructor.

*Previously WRIT 291.*

**ENGL 292 - Special Studies (Var 2)****2 Credits**

Individual writing project developed by the student and instructor.

*Previously WRIT 292.*

**ENGL 293 - Special Studies (Var 3)****3 Credits**

Individual writing project developed by the student and instructor.

*Previously WRIT 293.*

**ENGL 294 - Special Studies (Var 4)****4 Credits**

Individual writing project developed by the student and instructor.

*Previously WRIT 294.*

**ENGL 295 - Special Studies (Var 5)****5 Credits**

Individual writing project developed by the student and instructor.

*Previously WRIT 295.*

**ENGL 296 - Cooperative English****1 Credits**

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.

*Instructor Permission Required. Requires work experience to be coordinated with the instructor.*

**ENGL 299 - Writing Consultant Practicum II****1 Credits**

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.

*Prerequisites ENGL 199.*

**ENGL 335 - Advanced Technical Writing****5 Credits**

This course introduces undergraduates to the fundamental written communication processes associated with project management and writing for industry.

*Program Admission Required. Admitted Program BAS.*

**ENGL& 101 - English Composition I***5 Credits*

A general introduction to the principles of writing with emphasis on the writing process, thesis, context, purpose and audience.

*Prerequisites ENGL 091 min 2.0. Placement Eligibility English 101. Previously WRIT 101.*

**ENGL& 111 - Introduction to Literature***5 Credits*

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.

*Previously LIT 100.*

**ENGL& 112 - Introduction to Fiction***5 Credits*

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.

*Previously LIT 131.*

**ENGL& 113 - Introduction to Poetry***5 Credits*

Introduction to the study and analysis of the art, elements and techniques of poetry and its significance across different social contexts.

*Previously Lit 133.*

**ENGL& 220 - Introduction to Shakespeare***5 Credits*

An introductory course in Shakespeare, focusing mainly on his plays. Emphasis on both reading the script as literary document and on interpretations through performance.

*Previously LIT 270.*

**ENGL& 235 - Technical Writing***5 Credits*

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.

*Prerequisites ENGL& 101 min 2.0. Previously WRIT 143.*

**ENGL& 244 - American Literature I***5 Credits*

The study of American literature from the beginning of written expression in the New World through the Civil War.

*Previously LIT 221.*

**ENGL& 245 - American Literature II***5 Credits*

The study of American literature from the Civil War through 1945.

*Previously LIT 222.*

**ENGL& 246 - American Literature III***5 Credits*

The study of American literature from 1945 to the present.

*Previously LIT 223.*

**ENGL& 254 - World Literature I***5 Credits*

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.

*Previously LIT 230.*

**ENGLP 101 - English Composition I Plus Extra Support***10 Credits*

A general introduction to the principles of writing with emphasis on the writing process, thesis, context, purpose and audience. This class offers extra time and support for assignments and learning. Earns 5 credits as English 101 and 5 credits as English 110.

*Prerequisites ENGL 081 min 2.0 or ENGL 091 min 1.7. Placement Eligibility English 101Plus.*

**ENGLISH AS A SECOND LANGUAGE****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 Listening and Speaking***5 Credits*

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.

*Placement Eligibility English 081/Reading 081 or higher. Recommended for students who are concurrently registered in a college lecture class.*

**ESL 110 - 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 160 - Interactive Grammar***5 Credits*

This course is designed to serve multilingual students who want to improve their English language skills. It focuses on improving students' grammatical proficiency in the English language through contextualized and interactive listening, speaking, reading and writing activities.

*Placement Eligibility English 081/Reading 081 or higher. This course is offered in modular format and may be taken at variable credits. Students work on specific modules based on needs assessment.*

## ENVIRONMENTAL SCIENCE

### ENVS 102 - Local Environmental Issues and Impact

#### 5 Credits

Catalog Description: An in-depth look at local environmental issues and the individual's role in these issues. Includes topics such as waste-water treatment, solid and hazardous waste disposal, energy use and consumption, water and land use and contamination, transportation, diet, and other topics of local importance. Each student will undertake a detailed and wide-ranging examination of their own personal impact on the local environment.

*Prerequisites MATH 081 or higher.*

### ENVS 103 - Global Environmental Issues

#### 5 Credits

This course will deal with current global environmental issues, their underlying causes, human impacts and potential solutions. Students will research issues such as air and water pollution, climate change, population, food and agriculture and toxic chemicals from multiple perspectives and analyze potential solutions from environmental, social and economic perspectives.

*Prerequisites MATH 081 or higher min 2.0. Placement Eligibility Math 091 or higher.*

### ENVS 301 - Enviro Sustainability: An Exploration of Current Issues

#### 5 Credits

With over 7 billion people on a finite world, humans can already see the impact of our consumer lifestyle. By analyzing environmental problems and examining socioeconomic concerns with creating policy, Environmental Sustainability: An exploration of current issues will use a scientific approach to explore many of these global issues impacting our lives. Students will through hands-on activities collect, analyze, and synthesize real data and use the results to evaluate potential solutions to our current and future conditions.

*Program Admission Required. Admitted Program BAS.*

### ENVS& 101 - Introduction to Environmental Science

#### 5 Credits

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.

*Prerequisites MATH 081 or higher min 2.0. Placement Eligibility Math 091 or higher. Previously GE SC 105.*

## 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: Introduction to Genre

#### 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 - Women in Film

#### 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: Intro to Film Analysis

#### 5 Credits

This course will look at a collection of films from either a historical 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: Special Topics in Genre

#### 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 - Independent Studies (Var 1)

#### 1 Credits

An individual course of study about film to be developed by the student and the instructor.

### F S 292 - Independent Studies (Var 2)

#### 2 Credits

An individual course of study about film to be developed by the student and the instructor.

### F S 293 - Independent Studies (Var 3)

#### 3 Credits

An individual course of study about film to be developed by the student and the instructor.

### F S 294 - Independent Studies (Var 4)

#### 4 Credits

An individual course of study about film to be developed by the student and the instructor.

**F S 295 - Independent Studies (Var 5)****5 Credits**

An individual course of study about film to be developed by the student and the instructor.

**FRENCH****FRCH 291 - Special Studies in French****1 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required. Previously FREN 291.*

**FRCH 292 - Special Studies in French****2 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required. Previously FREN 229.*

**FRCH 293 - Special Studies in French****3 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required. Previously FREN 293.*

**FRCH 294 - Special Studies in French****4 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required. Previously FREN 294.*

**FRCH 295 - Special Studies in French****5 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required. Previously FREN 295.*

**FRCH& 121 - French I****5 Credits**

Students develop reading, writing, listening and speaking skills as well as cultural awareness of the global French speaking world.

*Previously FREN 101.*

**FRCH& 122 - French II****5 Credits**

Students continue to develop reading, writing, listening and speaking skills as well as cultural awareness of the global French speaking world.

*Prerequisites FRCH& 121 min 1.5. Previously FREN 102.*

**FRCH& 123 - French III****5 Credits**

Students continue to develop reading, writing, listening and speaking skills as well as cultural awareness of the global French speaking world.

*Prerequisites FRCH& 122 min 1.5. Previously FREN 103.*

**GENERAL SCIENCE****GE SC 100 - Roots of Science****5 Credits**

An introduction to the development of modern science is presented by integrating historical, philosophical and technological developments. A course in general science from a historical perspective. Emphasis on insights of key individuals to the development of proto-science and science. Major topics include brief histories of natural philosophy, medicine, geology, biology, and physics.

*Prerequisites MATH 081 or higher min 2.0. Placement Eligibility Math 091 or higher.*

**GE SC 101 - Backyard Science****5 Credits**

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.

*Prerequisites MATH 081 or higher. Placement Eligibility Math 091 or higher.*

**GE SC 106 - SCUBA I: The Science Behind SCUBA****1 Credits**

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 covered 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.

*Prerequisites MATH 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098.*

**GE SC 107 - SCUBA II: SCUBA Diving in Puget Sound****2 Credits**

Scuba 2: This class will develop mastery in the basic, fundamental skills of the PADI Open Water Course in both confined water pool dives and 4 open water dives. Students will practice techniques and methods for diving skills to include equipment usage, buoyancy control, underwater communication & diver safety. Completion of Scuba 1 & Scuba 2 will result in a PADI Open Water Diver certification, recognized world-wide.

*Prerequisites GE SC 107.*

**GE SC 110 - STEM 100 Success Seminar****2 Credits**

The STEM 100 Success Seminar helps students better understand 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-empowerment. Students will be introduced to industry speakers and 4 year university representatives.

**GE SC 120 - Tropical Ecology of Belize****5 Credits**

This is a two-week study-abroad course in Belize. One week will focus on tropical forest ecology and the other on tropical marine 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 ecosystems. 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.

*Prerequisites MATH 081 or higher. Placement Eligibility Math 091 or higher.*

**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 199 - Science Tutor Training 1 Credits Instruction and experience for tutors in science.

*Instructor Permission Required.*

**GE SC 290 - General Science Special Studies****5 Credits**

An individual or group project developed by the student(s) and instructor in an area approved by the instructor.

*Prerequisites MATH 081. Placement Eligibility Math 091 or higher Instructor. Permission Required. An individual or group project developed by the student(s) and instructor in an area approved by the instructor.*

**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 - Introduction 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 Geographic Information Systems****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**

An individual study project requiring independent study by the student in an area approved by the instructor.

*Instructor Permission Required.*

**GEOG 292 - Independent Study****2 Credits**

An individual study project requiring independent study by the student in an area approved by the instructor.

*Instructor Permission Required.*

**GEOG 293 - Independent Study****3 Credits**

An individual study project requiring independent study by the student in an area approved by the instructor.

*Instructor Permission Required.*

# GEOLOGY

## GEO 100 - Geology and the Environment

### 5 Credits

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.

*Prerequisites* MATH 081 or higher. *Placement Eligibility* Math 091 or higher. *Previously* GEOL 100 and GEOL 110.

## GEO 101 - Physical Geology

### 5 Credits

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.

*Prerequisites* MATH 081 or higher. *Placement Eligibility* Math 091 or higher. *Previously* GEOL 101.

## GEO 103 - Introduction to Paleontology

### 5 Credits

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.

*Prerequisites* MATH 081 or higher. *Placement Eligibility* Math 091 or higher.

## GEO 104 - Earthquake!

### 5 Credits

Earthquakes and tsunamis 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. This class will also focus on the hazards from earthquakes, including tsunamis, and how to prepare for the big one.

*Previously* GEOL 104.

## GEO 105 - Shaping the Earth

### 5 Credits

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.

*Previously* GEOL 105.

## GEO 107 - Geologic Catastrophes

### 5 Credits

Volcanoes and landslides! Examine two geologic hazards that impact residents of the Pacific Northwest our volcanoes and mass movements. We will look at volcanic hazards and 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.

*Previously* GEOL 107.

## GEO 111 - Local Environmental Issues and Impact

### 5 Credits

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.

*Placement Eligibility* Math 091 or higher. *Students may not take this class if they have previously taken or are concurrently enrolled in Environmental Science 102. Some field trips will be required.*

## GEO 112 - Global Climate Change

### 3 Credits

For the average person, the global climate change debate can be very confusing. In this class you will examine the physical evidence for climate change, and how the scientific method is applied to studying the Earth's climate system. You will investigate current and future impacts of a warming climate and explore environmental, social, economic and political aspects related to this important issue.

## GEO 125 - Introduction to Geologic Field Methods

### 5 Credits

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.

*Prerequisites* MATH 081. *Placement Eligibility* Math 091 or higher. *Previously* GEOL 125.

## GEO 130 - Introduction to Pacific Northwest

### 5 Credits

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.

*Prerequisites* MATH 081 or higher. *Placement Eligibility* Math 091 or higher. *Previously* GEOL 130.

## GEO 140 - Cooperative Education

### 5 Credits

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.

*Instructor Permission Required. Previously* GEOL 140.

## GEO 151 - Geology of Mount St. Helens Field Trip

### 1 Credits

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.

*Previously* GEOL 151. *A field class that may require strenuous walking on uneven terrain. An additional fee.*

**GEO 153 - Ice Age Geology****1 Credits**

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.

*Previously GEO 153. A field class that may require strenuous walking on uneven terrain. An additional fee.*

**GEO 154 - Lavas, Floods and Forest****1 Credits**

This one-day trip explores some of the most amazing geologic sights in Washington. We will travel to eastern Washington to see the unusual Ginkgo 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.

*Previously GEO 154. A field class that may require strenuous walking on uneven terrain. An additional fee.*

**GEO 155 - Geology of the Cascades Field Trip****1 Credits**

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.

*Previously GEO 155. A field class that may require strenuous walking on uneven terrain. An additional fee.*

**GEO 157 - Seattle Fault Field Trip****1 Credits**

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.

*A field class that may require strenuous walking on uneven terrain. An additional fee.*

**GEO 158 - Puget Sound Landslides****1 Credits**

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.

*A field class that may require strenuous walking on uneven terrain. An additional fee.*

**GEO 210 - Rocks and Minerals****5 Credits**

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.

*Prerequisites GEO 101 and CHEM& 121 or higher. Geology lab fee; pre-requisites GEO 101; CHEM 121 or CHEM 151. Formerly GEO 210.*

**GEO 220 - Pacific Northwest Geology****5 Credits**

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.

*Prerequisites GEO 101 or GEO 105 and MATH 081 or higher. Placement Eligibility Math 091 or higher. Includes several overnight field trips, camping, and walking over uneven terrain.*

**GEO 225 - Advanced Geological Field Methods****5 Credits**

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.

*Prerequisites GEO 101. Previously GEO 225.*

**GEO 290 - Special Studies****1 Credits**

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.

*Instructor Permission Required. Formerly GEO 290.*

## HEALTH INFORMATION TECHNOLOGY

**HIT 110 - Healthcare Delivery Systems****5 Credits**

This course covers healthcare delivery systems in the United States. Students will identify laws, regulations, standards, initiatives, payment systems, policies and procedures applicable to the various healthcare organizations. Students will learn the roles and disciplines of providers through the continuum of healthcare in the United States.

*Prerequisites HEAL 104 and ENGL& 101 and BUSN 135 or MATH 098 or higher. Program Admission Required. Admitted Program HIT.*

**HIT 125 - Health Data Structure, Content & Standards****5 Credits**

Students will explore the structure and format of health records across various settings as well as storage systems used in health information management (HIM). Students will gain an insight into the numerous databases, registries, and indices used in HIM. Federal and state regulations involving HIM will also be addressed.

*Program Admission Required. Admitted Program HIT.*

**HIT 141 - Outpatient Diagnostic Coding****5 Credits**

This course is an introduction to the basic principles of diagnostic coding in outpatient care setting.

**HIT 150 - Anatomy and Physiology for Pro-Fee Coding****5 Credits**

This course is a one-quarter class of human anatomy and physiology. This course offers a brief overview of the human body for the non-science major specializing in outpatient coding.

*Program Admission Required. Admitted Program HIT.*

**HIT 152 - Advanced Outpatient Coding****5 Credits**

This course applies both ICD-1--CM and CPT. Course includes advanced practice using coding exercises and abstracted medical records in a virtual environment.

*Prerequisites HIT 141 min 2.0.*

**HIT 160 - Pathophysiology for Coders****5 Credits**

This course covers selected general medical conditions and diseases of specific body systems, including etiology, signs symptoms, diagnostic procedures, clinical course, therapy and prognosis.

*Program Admission Required. Admitted Program HIT.*

**HIT 170 - CPT Coding****5 Credits**

This course covers procedural coding for various health care settings. It provides an understanding of CPT-4 coding guidelines, rules and regulations, an understanding of HCPCS Level II Coding, and knowledge of E/M coding methods.

*Prerequisites HIT 141 min 2.0.*

**HIT 186 - Exam Preparation (AAPC)****4 Credits**

This is a capstone course for students to apply skills and knowledge acquired in order to prepare for and pass the American Association of Professional Coders (AAPC) exam.

*Instructor Permission Required.*

**HIT 195 - Health Law and Ethics****3 Credits**

Students will study the legislative and regulatory process, laws, regulations, and policies and procedures pertaining to confidentiality, privacy, release of information, and professional and practice-related ethical issues.

*Program Admission Required. Admitted Program HIT.*

**HEALTHCARE PROFESSIONS****HEAL 100 - Fundamentals of Caregiving****5 Credits**

Students learn about the role of a Home Care Aide (Caregiver) and the skills required to pass the WA State Home Care Aide written and skills exam. Upon successful completion, students will receive 2 certificates; 75-hour DSHS approved Long Term Care Worker and DSHS-Dementia Caregiver.

*Prerequisites ESL level 3 or above. Instructor Permission Required.*

**HEAL 102 - Introduction to Healthcare Professions****3 Credits**

Introduction to various healthcare professions and healthcare teams in an ambulatory care setting. History of traditional and non traditional medicine and influence of heritage and culture.

*Instructor Permission Required.*

**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 & 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.

*Instructor Permission Required.*

**HEAL 106 - Human Diseases & Pharmacology****5 Credits**

This class presents common diseases, diagnostic and treatment modalities, and pharmacology for each body system.

**HEAL 121 - Medical Interpreting****10 Credits**

This course discuss rolls and responsibilities of medical interpreting.

**HEAL 151 - Patient Care Advocate****10 Credits**

This course prepares students to be employed as a Patient Care Advocate

**HEAL 160 - Law & Ethics for Healthcare Professionals****4 Credits**

Designed to teach legal and ethical considerations in health care settings.

*Instructor Permission Required.*

**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.

*Instructor Permission Required.*

**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 - Med Assist Clinical Skills 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 211 - Clinical Procedures AMA****2 Credits**

Instruction and practice in medical asepsis, medical history, vital signs and measurements.



**HEAL 212 - Clinical Procedures II****5 Credits**

Covers medical specialty examinations and procedures for patients of all ages. Perform patient screening using established protocols including pulmonary function testing and specimen collection. Prepare items for autoclaving and perform sterilization procedures. Assist physician with patient care setting up and assisting with minor office surgery procedures. Prepare proper dosages of medication for both oral and parenteral administration. Select proper sites for and administer parenteral medications. Maintain laboratory tests results using flow sheets. Discuss 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.

*Instructor Permission Required.*

**HEAL 216 - Medical Insurance****5 Credits**

This course gives an overview and introduction of the medical insurance billing process.

*Instructor Permission Required.*

**HEAL 218 - CPR & BLS for Healthcare Providers****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.

*Instructor Permission Required.*

**HEAL 223 - Phlebotomy****5 Credits**

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.

*This course teaches phlebotomy skills to students enrolled the the Community Health & Wellness program.*

**HEAL 226 - Healthcare Communication****3 Credits**

This course covers therapeutic communication for healthcare professions.

*Instructor Permission Required.*

**HEAL 228 - Nutrition for Healthcare Professions****2 Credits**

The course is designed for students interested in nutrition in Healthcare settings.

*Instructor Permission Required.*

**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.

*Instructor Permission Required.*

**HEAL 240 - Externship****6 Credits**

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.

*Instructor Permission Required.*

**HEAL 241 - Medical Assistant Coop Seminar****4 Credits**

Capstone and certification preparation for students enrolled in the Medical Assistant Certificate and AAS degree programs.

*Instructor Permission Required. Capstone and certification preparation for students enrolled in the Medical Assistant Certificate and AAS degree programs.*

**HEAL 250 - AIDS Education for Practitioners****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.

*Instructor Permission Required.*

**HEAL 251 - Medical Assistant Patient Navigator****5 Credits**

This course covers coaching a patient as it relates to health maintenance, disease prevention, compliance with treatment, community resources, adaptations relevant to individual patient needs.

**HEAL 258 - Medical Coding Systems 2****4 Credits**

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 Professional Coding Certificate program.

*Prerequisites HEAL 206. Instructor Permission Required.*

**HEAL 291 - Special Studies****1 Credits**

An individual study project developed by student and the instructor in an area approved by the instructor.

*Instructor Permission Required.*

**HEAL 292 - Special Studies****2 Credits**

An individual study project developed by student and the instructor in an area approved by the instructor.

*Instructor Permission Required.*

**HEAL 293 - Special Studies****3 Credits**

An individual study project developed by student and the instructor in an area approved by the instructor.

*Instructor Permission Required.*

**HEAL 294 - Special Studies****4 Credits**

An individual study project developed by student and the instructor in an area approved by the instructor.

*Instructor Permission Required.*

**HEAL 295 - Special Studies****5 Credits**

An individual study project developed by student and the instructor in an area approved by the instructor.

*Instructor Permission Required.*

**HIGH SCHOOL COMPLETION****H S 012 - HS Contemporary World Issues****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.

*Instructor Permission Required.*

**H S 013 - High School 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 - High School 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 - High School Completion/United State****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 - High School Washington State History****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 Principles****5 Credits**

Examines major unifying concepts and methods of the life sciences from the cell to evolution. Includes laboratory.

**H S 019 - ELL Summer Success Academy****5 Credits**

CTC Credit 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 to career or college. Students learn about the American 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, self-empowerment, and self-advocacy.

*Instructor Permission Required.*

**H S 020 - College Prep Reading****5 Credits**

Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential and critical level comprehension; recall/study strategies; vocabulary; information literacy.

**H S 021 - College Prep Writing****5 Credits**

Designed for students who have serious nonnative grammar error patterns that interfere with clear written communication. Intended to prepare students for ExCel II. Focuses on correctly formatting one paragraph 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.

**H S 022 - Beginning Speaking and Listening****3 Credits**

Integrates the instruction of listening, speaking, reading, and writing and technology skills. ExCel Speaking and Listening is for students scoring below 209 on the CASAS exam.

**H S 023 - College Skills****2 Credits**

Overview of campus resources and academic assessment. Helps students better understand the college experience and develop tools for academic and personal success. Emphasis on learning styles, goal setting, decision making, time management, study skills, procrastination, test taking, college policies and resources that contribute to student success.

**H S 024 - College Prep Reading 2****5 Credits**

Emphasis on reading for comprehension and vocabulary development. Topics of study include literal, inferential and critical level comprehension; recall/study strategies; vocabulary; information literacy.

**H S 025 - College Prep Writing 2****5 Credits**

Designed for students who have serious nonnative grammar error patterns that interfere with clear written communication. Intended for students in the ELL high school diploma program. Focuses on correctly formatting one paragraph 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.

**H S 026 - Intermediate Speaking and Listening****3 Credits**

Integrates the instruction of listening, speaking, reading, and writing and technology skills. Speaking and Listening is for students scoring above 209 on the CASAS exam.

**H S 027 - College Skills 2****2 Credits**

Overview of campus resources and academic assessment. Helps students better understand the college experience and develop tools for academic and personal success. Emphasis on learning styles, goal setting, decision making, time management, study skills, procrastination, test taking, college policies and resources that contribute to student success.

**H S 030 - ESL Writing****5 Credits**

Designed for students who have serious non-native grammar error patterns that interfere with clear written communication. The course is intended to prepare students for English 081. The course focuses on correctly formatting multi-paragraph responses and on creating meaningful sentences with clear syntax. The course also focuses on learning to construct basic verb forms and verb tenses and using 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.

**H S 032 - ELL Ex.C.E.L. English 4****10 Credits**

Reviews and employs reading comprehension and critical thinking strategies. 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 HS 028 meet all the English requirements for their high school diploma.

*Instructor Permission Required.*

**H S 035 - Writing Skills****5 Credits**

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.

*Instructor Permission Required.*

**H S 036 - Introduction to College Writing****5 Credits**

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.

*Previously WRIT 091.*

**H S 040 - College Preparation Reading I****5 Credits**

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.

*Instructor Permission Required.*

**H S 045 - College Preparation Reading II****5 Credits**

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.

*Instructor Permission Required.*

**H S 047 - Reading Lab****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 Preparation Reading III****5 Credits**

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.

*Instructor Permission Required.*

**H S 050 - ELL Reading Collection of Evidence (COE)****2 Credits**

This course will allow students access to work on and submit a state approved Collection of Evidence in the content area of Reading. This is a state approved alternative assessment that, if passed, would demonstrate that students have met the high school reading assessment requirement for graduation.

**H S 051 - HS Yoga****5 Credits**

Learn basic yoga techniques that will allow students to release physical and emotional tension from the body, mind and spirit. The course can be used to earn PE credits towards a high school diploma.

**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.

*Instructor Permission Required Yes Course Note This course is designed for students needing a review of fractions, decimals, percents and 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**

A beginning algebra course that develops proficiency in fraction and signed number arithmetic, evaluation of expressions, and solving linear equations in one variable.

*Instructor Permission Required.*

**H S 086 - Essentials of Geometry****5 Credits**

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.

*Instructor Permission Required.*

**H S 091 - Essentials of Intermediate Algebra****5 Credits**

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.

*Instructor Permission Required.*

**H S 095 - Introduction to Theatre****5 Credits**

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.

*Includes performance attendance.*

**H S 097 - Seminar for College Success****3 Credits**

Students will build upon prior learning in topics including study skills, goal setting, college policies and resources, academic and career planning, time management, relationships and self-empowerment, and seminar/discussion/analysis of controversial issues and topics. Some class sections will focus on a special theme or introduce students to particular majors/career fields.

**H S 098 - HS 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 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 I****1 Credits**

Describes and interprets noteworthy historical topics, events, and people from all periods and geographical areas.

**HIST 191 - History Seminar II****1 Credits**

For those who have taken History Seminar I and wish to continue to enjoy the series. Describes and interprets noteworthy historical topics, events, and people from all periods and geographical areas.

*Prerequisites HIST 190.*

**HIST 225 - Civil War and Reconstruction****5 Credits**

Provides an overview of the causes of the American Civil War, 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 and social transitions resulting from the war.

*Previously American Civil War.*

**HIST 260 - Africa: Colonial Rule 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 in the Modern West****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**

An individual study project developed by the student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**HIST 292 - Independent Study****2 Credits**

An individual study project developed by the student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**HIST 293 - Independent Study****3 Credits**

An individual study project developed by the student and instructor in an area approved by the instructor.

**HIST& 116 - Western Civilization I****5 Credits**

Covers the history of the Ancient Mediterranean world, from the origins of human society to the early Middle Ages. Addresses all major political, social, cultural and religious developments.

*Ancient Western History.*

**HIST& 117 - Western Civilization II****5 Credits**

Covers the history of the Medieval West, from the High Middle Ages to the French Revolution. Addresses all major political, social, cultural and religious developments.

*Western Early Modern History.*

**HIST& 118 - Western Civilization III****5 Credits**

Covers the history of the Modern West, from the Industrial Revolution to the present. Addresses all major political, social, cultural and religious developments.

*Modern Western History.*

**HIST& 146 - U.S. History I****5 Credits**

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.

*To 1815. Previously HIST 121.*

**HIST& 147 - U.S. History II****5 Credits**

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.

*1815 to 1900. Previously HIST 122.*

**HIST& 148 - U.S. History III****5 Credits**

Explores development of American society and institutions since 1900. Examines and evaluates political, social, economic, cultural and religious aspects.

*Since 1900. Previously HIST 123.*

**HIST& 214 - Pacific Northwest History****5 Credits**

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 historical trends.

*Previously HIST 210.*

## HOMELAND SECURITY EMERGENCY MANAGEMENT

**HSEM 102 - Introduction to Emergency Management****5 Credits**

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years. Standard on Emergency Management and exposure to new and developing theories, practices, and technology in emergency management.

**HSEM 110 - Basic Incident Command System/NIMS****2 Credits**

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200/700/800 requirements).

**HSEM 120 - All Hazards Emergency Planning****3 Credits**

This course is designed to introduce students to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as Special Needs (Vulnerable Populations) or Animal Sheltering are included.

**HSEM 130 - Technology in Emergency Management****3 Credits**

This class provides a detailed overview of the technology used, and also clearly explains how the technology is applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts and they'll uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing/downlinks and Geographic Information System (GIS)/ Global Positioning System (GPS) capabilities.

**HSEM 157 - Public Information Officer****2 Credits**

The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by NFPA 1035.

**HSEM 160 - Emergency Response Awareness to Terrorism****5 Credits**

Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how to deal effectively with threats and the consequences of attacks. Student will gain insight into the key players involved in emergency management, local and state issues, particularly as they need to interact and work with FEMA and other federal agencies. Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse.

*CJ 222 Can be a substitute for this class.*

**HSEM 180 - HSEM Public Administration****3 Credits**

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

**HSEM 200 - Emergency Operations Center****2 Credits**

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations. Prerequisite: HSEM 110 Basic ICS/NIMS.

*Prerequisites HSEM 102 and HSEM 110.*

**HSEM 210 - Exercise Design and Evaluation****3 Credits**

This course provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability. Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation, and improvement planning. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).

*Prerequisites HSEM 102 and HSEM 120. Instructor Permission Required.*

**HSEM 220 - Developing and Managing Volunteer Resource****2 Credits**

This course will focus on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways which benefit both parties. The focus of the course is on maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting volunteers, training individuals who volunteer and motivation and maintenance of a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system.

*Prerequisites HSEM 102.*

**HSEM 230 - Disaster Recovery and Response****2 Credits**

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

*Prerequisites HSEM 102 and HSEM 120.*

**HSEM 240 - Homeland Security EM Work Study****5 Credits**

Provides students with real world experiences in homeland security and emergency management. Students learn to work within time constraints and are exposed to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum.

*Prerequisites HSEM 102. Instructor Permission Required.*

**HSEM 250 - Homeland Security Law and Ethics****3 Credits**

This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines emergency response, weapons of mass destruction, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002, and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

**HONORS****HONOR 100 - Honors Seminar****2 Credits**

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 to four-year institutions.

*Prerequisites Min GPA 3.2. For Honors Program student with min GPA of 3.2. Course may be repeated.*

**HONOR 101 - Contemporary Voices****1 Credits**

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. Open to all members of the Highline community. Required for Honors students.

*Course may be repeated each year.*

**HONOR 291 - Contractual Studies****1 Credits**

An individual or group project developed by student(s) and instructor in an area approved by the instructor. This project is designed to enhance other honors coursework.

*Instructor Permission Required.*

**HONOR 299 - Honors Interdisciplinary****2 Credits**

Group-based research seminar built around Honors in Action, a PTK national competition. Students will explore a topic linked to a contemporary world issue and develop a plan of action based on their research.

*Prerequisites Min GPA 3.5. For Honors Program student with min GPA of 3.5.*

**HOSPITALITY AND TOURISM MANAGEMENT****HOST 100 - Introduction to Hospitality/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/Tourism***5 Credits*

Introduction to careers in hospitality and tourism.

**HOST 104 - The Art of Negotiation***2 Credits*

We negotiate daily. Some of us negotiate during morning rush hour traffic when we are switching lanes and others negotiate at work with our colleagues. How are you faring in these negotiations? Learn to effectively negotiate with a toolbox that gives you the advantage. Learn the intricacies of negotiation theory and gain results in your day-to-day exchanges.

**HOST 105 - Travel Counselor***4 Credits*

Introduction to travel products and focusing on packaging products around itineraries 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***4 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***4 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 129 - Menu Design***2 Credits*

For hospitality and tourism majors and non-majors, especially entrepreneurs and managers of food and beverage establishments. The course provides an overview of menu design and creation including food cost, profit, a continuum of stars/dogs, par levels, recipe, up-selling/marketing, and purchasing (i.e. POs).

**HOST 130 - Food and Beverage Operations***4 Credits*

The course offers an introduction to aspects of successful food and beverage operations in a variety of different types of service outlets. Students will earn appropriate state-mandated certifications for working in food and beverage establishments while learning career pathways, supply chains, cost controls, upselling, and front-of-house operations.

**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*

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.

*Prerequisites HOST 139 and Min GPA 2.0. Instructor Permission Required. This course requires work experience to be coordinated with the instructor. Must have cumulative GPA of 2.0 or higher.*

**HOST 155 - Destination Marketing***4 Credits*

Introduction to world travel destinations from the destination marketing perspective to develop an understanding to a level where they are able to make marketing strategy recommendations for the promotion of tourism for a variety of visitors. 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 - Human Resources Management in Hospitality/Tourism***5 Credits*

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.

*For students in hospitality/tourism programs & industry professionals.*

**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 - Global Excellence in Customer Service***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/Tourism****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 from 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.

*Understanding Legal Issues in the Hospitality/Tourism Profession.*

**HOST 174 - Sustainable Ecotourism and Park Operations****4 Credits**

This course will cover the development and administration of park and recreational facilities in natural settings including ecotourism businesses, governmental approaches to natural resource management, and park existence in general. The development of community and community resources will be focal points of discussion and learning. This includes specifically land and water resources in communities as these resources provide recreational opportunities, lead to learning opportunities, and culminate in community and personal well-being. We will discuss and critically analyze resources, their usage, and their conservation and/or preservation. Finally, fundamental concepts of recreation and leisure and their roles in modern American culture and the global context will be discussed.

*This course includes a field trip to a recreation area. Students may be required to navigate terrain, climb, walk/hike on slippery surfaces, and commit themselves to long-distance hiking.*

**HOST 200 - Hospitality/Tourism Capstone****5 Credits**

The course provides information from a management perspective on every facet and department of the hospitality/tourism industry. 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 - Event Management Operations****4 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 209 - Event/Meeting/Conference****5 Credits**

How to plan, implement, and evaluate events & conferences.

**HOST 210 - Revenue Management****5 Credits**

The maximization of a business's revenue insinuates an individual has an ability to critically analyze a situation, apply a financial prowess in alignment with an accounting accumen, and leverage their computation skill set. This course discusses best practices in revenue management including asset management and real estate purchases, Excel spreadsheet use, formulas specific to asset management with case studies from the hotel and restaurant industries, and mathematical computation skills needed to success in financial endeavors are foci of this course.

**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 and Airport Operations****4 Credits**

Principles of customer service as an airline customer service agent, including ticket counter, flight check-in procedures and delayed and mishandled baggage. Learn how airports function as operational entities and expose students to the activities of airports.

**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**

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.

*Prerequisites HOST 130 or HOST 237.*

**HOST 237 - Food and Beverage Management Certificate****9 Credits**

Learn and understand all aspects of food and beverage management. National Restaurant Association Certification.

**HOST 240 - Cooperative Education****12 Credits**

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.

*Prerequisites HOST 139 and Min GPA 3.0. Instructor Permission Required. This course requires work experience to be coordinated with the instructor. Must have cumulative GPA of 3.0 or higher.*

**HOST 248 - Hospitality/Tourism Marketing****5 Credits**

Hospitality and marketing locally and internationally.

*For students and professionals in the hospitality industry.*



**HOST 276 - Beverage Management****5 Credits**

For hospitality and tourism majors and non-majors. The course provides an overview of the beverage industry including the history of primary drinks in restaurant service, product development, marketing, service, pairing, and tasting. During product tastings there is a focus on items offering beverage managers in the hospitality industry the largest profit margins: wines (e.g. red, white, sparkling), spirits (e.g. tequila, vodka, gin, whisky), beer, coffee, and soda.

*Alcohol is consumed in this course. Student must meet age requirement to enroll.*

**HOST 278 - Casino Management****8 Credits**

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.

*On-line certificate program.*

**HOST 281 - Special Topics****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 - Special Topics****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 - Special Topics****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 - Special Topics****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 - Special Topics****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 102 - Physiology of Psychoactive Drugs****3 Credits**

An overview of the physiological effects of alcohol and other psychoactive drugs on the individual, family, and society.

**H SER 103 - Case Management****5 Credits**

This course introduces the concept of generalist case management with an in-depth emphasis on roles, responsibilities, competencies, effective documentation and service coordination. Core topics also include collaborative process of assessment, action plan, implementation, monitoring, networking and referrals.

**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 - Individual, Couple and 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 106 - Chemical Dependency Case Management****5 Credits**

Addresses the critical components of chemical dependency case management and the knowledge, skills, and values necessary for the process to succeed. Includes a complete overview of the essential steps involved in case management, helper and client roles in the relationship, application of current instruments for diagnosis and assessment, and the development of effective treatment plans.

**H SER 108 - Social Issues in Mental Health****5 Credits**

This course focuses on mental health as a social issue, its impact and best practices. It examines the historical context, scope, role of culture, interventions, and the corresponding shift towards community care systems, wellness and empowerment, with an emphasis on managed care, service delivery, referrals and rehabilitation.

**H SER 109 - Chemical Dependency Group Counseling****5 Credits**

Introduces the student to the benefits and essential components involved in conducting treatment groups. Focuses on the knowledge, mindset, and skills required to lead successful groups that attain true outcomes. Students are expected to demonstrate these skills in role-play scenarios whenever appropriate.

**H SER 110 - Interviewing and Counseling****5 Credits**

Course will introduce students to the basic skills of counseling, interpersonal communication, client assessment, case management and advocacy.

**Prerequisites** H SER 101 or concurrent enrollment.

**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**

This course is an introduction to group counseling with a focus on understanding and applying the knowledge and skills required for group intervention using different theoretical orientations and strategies. Conflict resolution, negotiation and mediation skills, ethical and multicultural issues, skills for effectively starting, leading and terminating a session, as they apply to different group settings are examined.

**Prerequisites** H SER 101 or concurrent enrollment.

**H SER 126 - Foundations of 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 - Field Practicum I****1 Credits**

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.

**Instructor Permission Required.**

**H SER 141 - Practicum Seminar I****1 Credits**

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.

**Prerequisites** Concurrent enrollment in H SER 140. **Instructor Permission Required.**

**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 of 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**

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.

**Prerequisites** H SER 140 min 2.0. **Instructor Permission Required.**

**H SER 241 - Practicum Seminar II****1 Credits**

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.

*Prerequisites Concurrent enrollment in H SER 240. Instructor Permission Required.*

**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 - Culturally Competent 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 - Essentials to Marketing and 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 - Adult Family Home Provider****5 Credits**

Required training for those who wish to become licensed as adult family home providers. Topics include roles and responsibilities of a licensed provider, the licensing process, business operations of the home, staff management, laws and regulations pertaining to adult family home management, resident care issues and resident rights. Upon successful completion, the administrator/provider will be prepared to manage an adult family home.

*English language learning students must participate in CASAS assessment by Highline College ESL faculty prior to registration to demonstrate English proficiency.*

**H SER 291 - Independent Studies****1 Credits**

An individual study project developed by student and instructor in an area of human services approved by the instructor.

*Instructor Permission Required.*

**H SER 292 - Independent Studies****2 Credits**

An individual study project developed by student and instructor in an area of human services approved by the instructor.

*Instructor Permission Required.*

**H SER 293 - Independent Studies****3 Credits**

An individual study project developed by student and instructor in an area of human services approved by the instructor.

*Instructor Permission Required.*

**H SER 294 - Independent Studies****4 Credits**

An individual study project developed by student and instructor in an area of human services approved by the instructor.

*Instructor Permission Required.*

**H SER 295 - Independent Studies****5 Credits**

An individual study project developed by student and instructor in an area of human services approved by the instructor.

*Instructor Permission Required. Fees.*

**H SER 401 - Theoretical Foundations of Youth Development****5 Credits**

Addresses the importance of theory in guiding the process of positive youth development. Following a brief historical perspective, the course focuses on the analysis and application of the most current, effective, and tested approaches. Emphasis is on the understanding and integration of current conceptual approaches, the forces that impact the field, and the increasing professionalization of the field of youth development.

*Program Admission Required. Admitted Program BAS - H SER.*

**H SER 421 - Contemporary Youth Issues****5 Credits**

Investigates the challenges faced by youth today from an ecological perspective. Potential youth-related problems are viewed within the context of culture and other dimensions of diversity with an emphasis on the utilization of cultural strengths. The roles of public policy, education, equal and quality opportunities, inter-agency collaboration, and peer and adult relationships in insuring healthy development for all youth are addressed. The complexity of adolescent and young adult development, the environments in which they function, and the associated youth-related problems provide students with an opportunity to continue to develop essential critical thinking, problem-solving and decision-making skills.

*Program Admission Required. Admitted Program BAS - H SER.*

### H SER 423 - PYD Program Design and Implementation

#### 5 Credits

Addresses all aspects of the program design and delivery process for strength-based community youth development opportunities. The course examines existing model programs and evidence-based practices as well as the designing of new opportunities that engage participants in culturally sensitive high-quality programs, both within an established theoretical and methodological framework. Students become engaged in a data-driven process to assess program effectiveness and guide improvements.

*Program Admission Required. Admitted Program BAS - H SER.*

### H SER 430 - Program Management, Supervision and Leadership

#### 5 Credits

Explores all issues related to the oversight of youth development programming and the supportive, ethical, and productive supervision of agency personnel. This course takes the student through the process of developing a comprehensive agency plan including the development of clear policies and procedures and the components of resource development and budgeting. Included are strategies for the recruitment, development, and retention of diverse and high-quality employees.

*Program Admission Required. Admitted Program BAS - H SER.*

### H SER 435 - Community Youth Development

#### 5 Credits

The overarching theme of this course is the required engagement of all systems and stakeholders including youth, families, schools, youth-serving agencies, business, law enforcement, and government entities to ensure the healthy cognitive, social, and emotional development of all youth. Students learn how to work with funding sources and boards and to establish linkages and partnerships with other agencies. In addition, they investigate the impact of local, state, and national policy on youth development opportunities, programs and services. Students review and evaluate current collaborative models for their effectiveness and applicability and the role of all essential systems in the development of non-fragmented, sustainable, and equal opportunities.

*Program Admission Required. Admitted Program BAS - H SER.*

### H SER 440 - Global Youth Perspectives

#### 5 Credits

Presents an international perspective on modern youth issues and the involvement of youth, educational institutions, governments, social service agencies, and business in the search for solutions to violence, poverty, political unrest, climate change, cultural conflict, and a general lack of opportunities. Acknowledging the fact that youth are disproportionately affected by these circumstances, a major emphasis is placed on the clarification of young people's rights, roles, and responsibilities in interrupting the cyclical nature of these problems. Students will utilize both traditional and newer methods for researching and sharing information on the global youth movement.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - H SER.*

### H SER 443 - Advanced Practicum I

#### Variable Credits

The first of two advanced practicums requiring 120 hours of field experience each quarter working with agencies that promote positive youth development. Practicum experiences that place the student in challenging and key roles within high quality and established programs are approved by the current department coordinator. Students develop a comprehensive learning plan including measurable learning objectives, planned learning opportunities, and an evaluation method. Students monitor learning objectives throughout the quarter and engage in a reflective, integrative learning process. The practicum process requires the students to identify linkages and apply components of their academic program to the workplace.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - H SER.*

### H SER 445 - Advanced Practicum II

#### 4 Credits

The second of two advanced practicums requiring 120 hours of field experience each quarter working with agencies that promote positive youth development. Typically, students continue at their current site for this second practicum while developing a new set of learning objectives and focusing on additional opportunities to practice behaviors and apply models and concepts emphasized throughout the curriculum. During the Advanced Practicum II, students develop a draft proposal for an upcoming capstone project.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - H SER.*

### H SER 446 - Final Capstone

#### 2 Credits

To address the transition from school to work, students will compile, organize, and present a capstone project based on the Bachelor of Applied Behavioral Science - Youth Development degree outcomes. Within a clearly-defined framework, the capstone process allows students choice in the format of their project and how they document and share fulfillment of the degree outcomes. The capstone project provides students with the opportunity for an authentic demonstration of competence in the key outcome areas identified for the degree. Students are required to demonstrate that they have fully understood, synthesized, and are able to apply what they have learned to their practice. In addition to a focus on overall ability, students are encouraged to include an area of interest or specialization.

*Instructor Permission Required. Program Admission Required. Admitted Program BAS - H SER.*

## HUMANITIES

### HUM 100 - Phi Theta Kappa Seminar

#### 2 Credits

Seminar work on the Honors theme specified each year by the Phi Theta Kappa national organization. May be repeated for credit.

*Prerequisites Concurrent enrollment in HONOR 101 or HUM 101 and Min GPA 3.2.*

**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 - Topics in the 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 111 - Umoja Seminar Identity and the Self 2 Credits This seminar is part of the Umoja Black Scholars Core offerings. Topics will include student exploration of self-concept and self-identity socially, culturally, historically, and politically and how this relates to their journey as a member of the African Diaspora;

*Instructor Permission Required. Course is limited to students enrolled in the Umoja Black Scholars program.*

**HUM 112 - Umoja Seminar Our Community****2 Credits**

This seminar is part of the Umoja Black Scholars Core offerings. Students will explore the local, regional and national Black Communities. Develop individual definitions of community and civic engagement, leadership, social responsibility and collective action and how this relates to their journey as a member of the African Diaspora.

*Instructor Permission Required. Course is limited to students enrolled in the Umoja Black Scholars program.*

**HUM 120 - Biblical Traditions and the Arts****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**

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.

*Instructor Permission Required. Requires work experience coordinated with instructor.*

**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.

*Apply DG designation in Quarterly.*

**HUM 179 - Study Abroad Special Topics****5 Credits**

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**

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.

*Instructor Permission Required. Requires work experience coordinated with instructor.*

**HUM 281 - Special Project****1 Credits**

An individual project developed by the student and instructor in the area of humanities.

*Instructor Permission Required.*

**HUM 291 - Special Studies****1 Credits**

An individual or group project developed by the student and instructor in the area of humanities.

*Instructor Permission Required.*

**HUM 292 - Special Studies****2 Credits**

An individual or group project developed by the student and instructor in the area of humanities.

*Instructor Permission Required.*

**HUM 293 - Special Studies****3 Credits**

An individual or group project developed by the student and instructor in the area of humanities.

*Instructor Permission Required. Outcomes would be determined by the instructor as part of developing the contract with the student.*

**HUM 294 - Special Studies****4 Credits**

An individual or group project developed by the student and instructor in the area of humanities.

*Instructor Permission Required.*

**HUM 295 - Special Studies****5 Credits**

An individual or group project developed by the student and instructor in the area of humanities.

*Instructor Permission Required.*

**HUM& 116 - Humanities I****5 Credits**

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.

*Previously HUM 141.*

**HUM& 117 - Humanities II****5 Credits**

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.

*Previously HUM 142.*

**HUM& 118 - Humanities III****5 Credits**

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.

*Previously HUM 143.*

**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 Studio****5 Credits**

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.

*Prerequisites INT D 122 and INT D 186. Concurrent enrollment in INT D 196 recommended.*

**INT D 128 - History of Design****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 Greek and Roman Design through the 20th century.

**INT D 140 - Internship****5 Credits**

Provides an opportunity for students to combine classroom theory with practical experience gained in the workplace.

**Instructor Permission Required. Requires work experience coordinated with instructor.**

**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****5 Credits**

SketchUp will explain the basics of creating three-dimensional objects or buildings, either starting from scratch or based off two-dimensional CAD drawings. Students will also be introduced to rendering their SketchUp model in Podium.  
Fees CF

**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**

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.

*Prerequisites INT D 125 and INT D 196.*

**INT D 236 - Portfolio Presentation****5 Credits**

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.

*Prerequisites INT D 226 and INT D 280.*

**INT D 240 - Internship****5 Credits**

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

*Prerequisites INT D 122 and INT D 186. Instructor Permission Required.*

**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 "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.

**INT D 280 - Architectural Drafting Revit****5 Credits**

This class introduces basic skills in REVIT computer-aided drafting software. Students will produce architectural drawings for a commercial project, creating floor plans, elevations, sections, and details as well as a 3d model of the building. Students will create a coordinated drawing set on titleblock sheets, demonstrating industry standards for sheet layout, dimensions, annotations and schedules.

**JAPANESE****JAPN 291 - Special Studies****1 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Prerequisites JAPN& 123. Instructor Permission Required. Previously JAPAN 291.*

**JAPN 292 - Special Studies****2 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Prerequisites JAPN& 123. Instructor Permission Required. Previously JAPAN 292.*

**JAPN 293 - Special Studies****3 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Prerequisites JAPN& 123. Instructor Permission Required. Previously JAPAN 293.*

**JAPN 294 - Special Studies****4 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Prerequisites JAPN& 123. Instructor Permission Required. Previously JAPAN 294.*

**JAPN 295 - Special Studies****5 Credits**

Student-instructor designed contract for special studies at the intermediate level.

*Prerequisites JAPN& 123. Instructor Permission Required. Previously JAPAN 295.*

**JAPN& 121 - Japanese I****5 Credits**

A comprehensive beginning Japanese course, which includes instruction and practice in all four language skills: listening, speaking, reading and character writing.

*Previously JAPAN 101.*

**JAPN& 122 - Japanese II****5 Credits**

A comprehensive beginning Japanese course, which includes instruction and practice in all four language skills: listening, speaking, reading and character writing.

*Prerequisites JAPN& 121 min 1.5. Previously JAPAN 102.*

**JAPN& 123 - Japanese III****5 Credits**

A comprehensive beginning Japanese course, which includes instruction and practice in all four language skills: listening, speaking, reading and character writing.

*Prerequisites JAPN& 122 min 1.5. Previously JAPAN 103.*

**JAPN& 221 - Japanese IV****5 Credits**

Further study of Japanese grammar, vocabulary, kanji, and Japanese culture with emphasis on practical communication and the development of listening, reading, writing and speaking skills; Review of previously learned grammar and kanji when necessary. Instruction will be conducted only in Japanese, and students are also expected to use only Japanese in these second year Japanese courses.

*Prerequisites JAPN& 123. Previously JAPAN 201.*

**JAPN& 222 - Japanese V****5 Credits**

Review of Japanese grammar and language conventions; further study of kanji; continued reading, writing and speaking practice; and study of Japanese culture.

*Prerequisites JAPN& 221 min 1.5. Previously JAPAN 202.*

**JAPN& 223 - Japanese VI****5 Credits**

Review of Japanese grammar and language conventions; further study of kanji; continued reading, writing and speaking practice; and study of Japanese culture.

*Prerequisites JAPN& 222. Previously JAPAN 203.*

## JOURNALISM/MASS MEDIA

### JRNL 101 - Beginning Newswriting

**5 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.

**Prerequisites ENGL& 101 min 2.0. Counts as second writing course for degree distributions.**

### JRNL 105 - News Photography

**5 Credits**

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.

**Recom: ART 125 or equivalent.**

### JRNL 115 - Writing for the Media

**5 Credits**

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.

**Prerequisites ENGL& 101 min 2.0.**

### JRNL 140 - Cooperative Education

**1 Credits**

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.

**Instructor Permission Required.**

### JRNL 201 - Advanced Newswriting

**5 Credits**

Advanced instruction in researching, interviewing and writing on deadline for a regularly produced student publication.

**Prerequisites JRNL 101.**

### JRNL 202 - Advanced Newswriting

**5 Credits**

Advanced instruction in researching, interviewing and writing on deadline for a regularly produced student publication.

**Prerequisites JRNL 101.**

### JRNL 203 - Advanced Newswriting

**5 Credits**

Advanced instruction in researching, interviewing and writing on deadline for a regularly produced student publication.

**Prerequisites JRNL 101.**

### JRNL 215 - Newspaper Production Editing

**5 Credits**

Advanced instruction and practicum in editing a regularly scheduled publication.

**Prerequisites JRNL 201.**

### JRNL 216 - Newspaper Production Editing

**5 Credits**

Advanced instruction and practicum in editing a regularly scheduled publication.

**Prerequisites JRNL 201.**

### JRNL 217 - Newspaper Production Editing

**5 Credits**

Advanced instruction and practicum in editing a regularly scheduled publication.

**Prerequisites JRNL 201.**

### JRNL 240 - Cooperative Education

**1 Credits**

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.

**Instructor Permission Required.**

### JRNL 291 - Special Studies

**1 Credits**

Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

**Instructor Permission Required.**

### JRNL 292 - Special Studies

**2 Credits**

Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

**Instructor Permission Required.**

### JRNL 293 - Special Studies

**3 Credits**

Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

**Instructor Permission Required.**

### JRNL 294 - Special Studies

**4 Credits**

Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

**Instructor Permission Required.**

### JRNL 295 - Special Studies

**5 Credits**

Individual or group project developed by student(s) and instructor appropriate to Journalism/Mass Media program content.

**Instructor Permission Required.**

## LIBRARY & INFORMATION SERVICES

### LIBR 100 - Introduction to Library and Information 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**

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.

*Recom: LIBR 100.*

**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 Sources****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**

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.

*Instructor Permission Required.*

**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.

*Recognize the social and legal issues involved in providing reference and readers' advisory service.*

**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**

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..

*Recom: LIBR 100.*

**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: Introduction to Cataloging****5 Credits**

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.

*Recom: LIBR 100.*

**LIBR 175 - Cataloging II****5 Credits**

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.

*Recom: LIBR 100.*

**LIBR 178 - Technical Services & Cataloging 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 179 - Cataloging I & Cataloging II****5 Credits**

A continuation of LIBR 178, focusing on the cataloging of library collections with an emphasis 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.

*Prerequisites LIBR 178.*

**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**

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.

*Instructor Permission Required.*

**LIBR 291 - Independent Study****1 Credits**

An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

*Instructor Permission Required.*

**LIBR 292 - Independent Study****2 Credits**

An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

*Instructor Permission Required.*

**LIBR 293 - Independent Study****3 Credits**

An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

*Instructor Permission Required.*

**LIBR 294 - Independent Study****4 Credits**

An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

*Instructor Permission Required.*

**LIBR 295 - Independent Study****5 Credits**

An individual or group project developed by the student(s) and instructor in the area of library & information services or employment.

*Instructor Permission Required.*

**MATHEMATICS****MATH 051 - Math Success Seminar****5 Credits**

This course provides training in strategies for learning math well. Topics may include organization, reading effectively, improving retention and recall of information, preparing for exams, and learning from errors.

*Students in this class should also be enrolled in a math course for their degree or program.*

**MATH 071 - Review of Arithmetic****5 Credits**

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**

A beginning algebra course that develops proficiency in fraction and signed number arithmetic, evaluation of expressions, and solving linear equations in one variable.

*Placement Eligibility Math 081.*

**MATH 086 - Essentials of Geometry****5 Credits**

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.

*Prerequisites MATH 081 min 2.0. Placement Eligibility Math 091 or higher.*

**MATH 091 - Essentials of Intermediate Algebra****5 Credits**

An intermediate algebra course that develops understanding of functions (linear, exponential, and 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-84 recommended.

*Prerequisites MATH 081 min 2.0. Placement Eligibility Math 091 or higher. Graphing Calculator Required; TI-84 recommended.*

**MATH 098 - Intermediate Algebra for Calculus****5 Credits**

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.

*Prerequisites MATH 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098. Graphing Calculator Required; TI-84 recommended.*

**MATH 111 - College Algebra****5 Credits**

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).

*Prerequisites Math 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098. Graphing Calculator Required; TI-83/4 recommended.*

**MATH 180 - Number Theory for K-8 Teachers****5 Credits**

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.

*Prerequisites MATH 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098.*

**MATH 181 - Geometry for K-8 Teachers****5 Credits**

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.

*Prerequisites MATH 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098.*

**MATH 189 - Math Tutor Training****1 Credits**

Instruction in methodologies for tutoring mathematics for tutors in the Math Resource Center.

*Instructor Permission Required. Do not list in quarterly schedule.*

**MATH 220 - Linear Algebra****5 Credits**

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.

*Prerequisites MATH& 152 min 2.0. Math& 153 recommended.*

**MATH 230 - Differential Equations****5 Credits**

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.

*Prerequisites MATH& 152 min 2.0.*

**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& 107 - Math in Society****5 Credits**

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.

*Prerequisites MATH 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098.*

**MATH& 141 - Pre Calculus I****5 Credits**

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.

*Prerequisites MATH 098 min 2.0. Placement Eligibility Math 141. Graphing Calculator Required; TI-84 recommended.*

**MATH& 142 - Pre Calculus II****5 Credits**

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.

*Prerequisites MATH& 141 min 2.0. Placement Eligibility Math 142. Graphing Calculator Required; TI-84 recommended.*

**MATH& 146 - Introduction to Statistics****5 Credits**

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.

*Prerequisites MATH 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098. Graphing Calculator Required; TI-84 recommended.*

**MATH& 148 - Business Calculus****5 Credits**

A survey of topics in differential and integral calculus, emphasizing application to business management and social sciences.

*Prerequisites MATH 111 min 2.0 or MATH& 141 min 2.0. Placement Eligibility Math 148. Graphing Calculator Required; TI-84 recommended.*

**MATH& 151 - Calculus I****5 Credits**

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.

*Prerequisites MATH& 142 min 2.0. Placement Eligibility Math 151. Graphing Calculator Required; TI-84 recommended.*

**MATH& 152 - Calculus II****5 Credits**

Integral Calculus. Topics include indefinite and definite integrals, the Fundamental Theorem of Calculus, applications, techniques of integration, and an introduction to differential equations.

*Prerequisites MATH& 151 min 2.0. Graphing Calculator Required; TI-84 recommended.*

**MATH& 153 - Calculus III****5 Credits**

Third quarter of the Calculus sequence. Topics include calculus of parametric and polar functions, lines, planes and vectors in  $R^3$ , the calculus of vector-valued functions, sequences and infinite series, power series and Taylor expansions.

*Prerequisites MATH& 152 min 2.0. Graphing Calculator Required; TI-84 recommended.*

**MATH& 254 - Calculus IV****5 Credits**

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.

*Prerequisites MATH& 153 min 2.0.*

**MULTIMEDIA DESIGN****MMD 101 - Digital Storytelling/Scriptwriting (T)****5 Credits**

Students will learn to take ideas from concept to pre-production storyboard and script. Audience analysis to understand the impact of, and to best reach diverse, global audiences will be covered. Students will study writing styles, methods of organizing multimedia designs, scripts, copyright law and intellectual property. Leveraging social and collaborative media will be addressed as well.

**MMD 110 - Multimedia Production****5 Credits**

This course focuses on the foundations of digital filmmaking and multimedia production through single camera operation and composition, sound design, lighting techniques, and incorporating computer animation and graphics. Students will apply artistic elements in digital cinematography and post-production software suites with emphasis of narrative storytelling.

**MMD 115 - Multimedia Production and Editing II (M)****5 Credits**

This course covers advanced techniques for digital video and audio production. Students will learn lighting and proper audio capture for studio and location shoots, advanced techniques and camera management. Post-production techniques, editing, adding graphics and overlays, managing media, and other skills will be covered. Client and talent management and production planning will also be covered.

*Prerequisites MMD 110.*

**MMD 125 - Internet Trends/Media Criticism****3 Credits**

This course addresses the social, interactive, and societal challenges created by new media, including online multimedia, social media, and collaborative, participatory online environments. Students will develop strategies for critically analyzing online media and messaging campaigns and address differences in how media and technology impact global audiences and people from a variety of backgrounds. In addition, students will learn critical digital citizenship skills, and develop strategies for using new media to communicate client messages.

**MMD 130 - Multimedia for the Web***5 Credits*

Learn the workflow process of graphic design to video. Students will have hands on experience with Photoshop, Illustrator and InDesign for print and web. Examples of content will include banner ads, collateral, white papers and infographics. Design work will then be repurposed in commercial, promotional and informational videos. Students will also create how-to videos using onscreen capture tools to engage and educate their audience.

**MMD 135 - Motion Graphics***5 Credits*

This course will cover basic video production with a strong emphasis in motion graphics. Students will manipulate text, images and video during the post-production process to dynamically tell stories. In addition, students will develop the basic fundamental skills to visually engage the viewer through special effects.

**MMD 140 - Internship***5 Credits*

Provides students opportunities to combine classroom theory with practical experience gained in the workplace, workplace experience is related to students field of study or career goals.

*Instructor Permission Required.*

**MMD 150 - Media Project Management (M)***3 Credits*

This course focuses on project management skills for multimedia productions. Planning project requirements, creating milestones, and implementing plan will be covered. Students will also learn contracting and business techniques in the industry. Techniques for group communication in the industry will be discussed, as will client relations techniques.

**MMD 160 - Advanced Multimedia Production***5 Credits*

This course covers the final stages of post-production and content delivery. Adding captions, color and sound correction, and other skills will be taught. Students will learn techniques for delivering online video, including streaming, web site embedding, and DVD production. Students will learn to assess the impact of delivery methods on social media campaigns, global audiences, and diverse audiences.

*Prerequisites MMD 115.*

**MMD 210 - Multimedia Light, Sound and Music***5 Credits*

Students will produce full video projects with a strong understanding of light, sound and music. This course will cover the principals of lighting design in production, and the techniques of sound and music in post-production for digital storytelling. Students will learn how to use various lighting setups to create a mood and focal point. Additionally, students will edit with music, voice and sound effects to aurally enhance a story.

*Prerequisites MMD 110.*

**MMD 240 - Internship***5 Credits*

Provides students opportunities to combine classroom theory with practical experience gained in the workplace, workplace experience is related to students field of study or career goals.

*Instructor Permission Required.*

**MUSIC****MUSIC 100 - Introduction to Music***5 Credits*

An interdisciplinary, cross-cultural approach to the elements of music and the process of making music.

*Previously MUSIC 100.*

**MUSIC 106 - History of Rock Music***5 Credits*

A historical survey of the ever-transforming styles of rock music and the cultural, economic, political, social, technological and musical forces that shape them.

*Previously MUSIC 106.*

**MUSIC 107 - American Popular Music***5 Credits*

A cultural survey of the seven streams of American popular music: pop, country, rhythm and blues, jazz, folk, gospel and rock.

*Previously MUSIC 107.*

**MUSIC 108 - America's Musical Cultures***5 Credits*

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.

*Previously MUSIC 104..*

**MUSIC 109 - History of Jazz***5 Credits*

Traces the evolution of jazz from its African and European rhythmic and musical traditions through contemporary jazz.

*Previously MUSIC 105.*

**MUSIC 110 - Music Cultures of the World***5 Credits*

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.

*Previously MUSIC 110.*

**MUSIC 112 - 20th Century Concert Music***5 Credits*

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.

*Previously MUSIC 112.*

**MUSIC 113 - Introduction to Hip Hop***5 Credits*

A history of the development of hip hop, examining musical, historical, sociological and economic perspectives.

**MUSIC 114 - Introduction to Tango***5 Credits*

A survey of Argentine tango music, lyrics, and dance as they have developed over the last century. No previous musical or dance knowledge is required.

**MUSC 116 - Class Piano Level 1****2 Credits**

Group instruction for beginners; basic hand position, fingerings and their keyboard techniques; pitch and rhythmic notation; and rudimentary music theory.

*Previously MUSIC 116.*

**MUSC 117 - Class Piano Level 2****2 Credits**

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.

*Prerequisites MUSC 116. Previously MUSIC 117.*

**MUSC 118 - Class Piano Level 3****2 Credits**

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.

*Prerequisites MUSC 117. Previously MUSIC 118.*

**MUSC 125 - Beginning Class Guitar****2 Credits**

Group instruction for beginners; correct hand position and fingerings; rudimentary music theory including melodic, harmonic and rhythmic notation.

*Previously MUSIC 125. Recom: Spanish guitar with nylon strings and wide neck and foot stool.*

**MUSC 126 - Elementary Class Guitar****2 Credits**

Group instruction at the elementary level; accompaniment skills; correct hand positions and fingerings; fundamental theory including melodic, harmonic and rhythmic notation.

*Prerequisites MUSC 125. Previously MUSIC 126.*

**MUSC 127 - Intermediate Class Guitar****2 Credits**

Group instruction at the intermediate level; accompaniment skills; correct hand positions and fingerings; fundamental theory including melodic, harmonic and rhythmic notation.

*Prerequisites MUSC 126. Previously MUSIC 127.*

**MUSC 128 - World Percussion****3 Credits**

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.

*Previously MUSIC 128.*

**MUSC 130 - Vocal Jazz Ensemble****2 Credits**

Select mixed group. Sings literature ranging from vocal jazz to gospel and rock.

*Instructor Permission Required.*

**MUSC 134 - College Choir****2 Credits**

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.

*Previously MUSIC 134.*

**MUSC 150 - Performance Ensemble****2 Credits**

Musical groups will be formed to engage specific instrumentalizations, such as African drumming, strings or piano. Students will rehearse and perform during the quarter.

*Previously MUSIC 142.*

**MUSC 151 - Music Theory 1A****1 Credits**

Addresses music fundamentals such as reading pitches, scales, key signatures, rhythm and meter.

**MUSC 152 - Music Theory 1B****1 Credits**

Second module in the music theory sequence. Minor scales and key signatures. Intervals and their inversions. Triads and sevenths chords.

*Prerequisites MUSC 151.*

**MUSC 153 - Music Theory 1C****1 Credits**

Third module in the music theory sequence. Introduction to two-part counterpoint.

*Prerequisites MUSC 152.*

**MUSC 154 - Music Theory 2A****1 Credits**

Fourth module in the music theory sequence. Eighteenth century counterpoint. SATB and keyboard styles. Phrases and cadences.

*Prerequisites MUSC 153.*

**MUSC 155 - Music Theory 2B****1 Credits**

Fifth module in the music theory sequence. Dominant seventh chords. Predominant harmonies. Melodic harmonization. Expansions of the basic phrase. 6/4 chords.

*Prerequisites MUSC 154.*

**MUSC 162 - Tango Dance****2 Credits**

Introduction to the music, history, and basic dance movements and styles of Argentine tango. No previous musical or dancing experience required.

**MUSC 170 - Private Music Instruction****2 Credits**

Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

*Instructor Permission Required. 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.*

**MUSC 171 - Private Music Instruction****2 Credits**

Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

*Prerequisites MUSC 170. Instructor Permission Required. 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.*

**MUSC 172 - Private Music Instruction****2 Credits**

Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

*Prerequisites MUSC 171. Instructor Permission Required. 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.*

**MUSC 173 - Private Music Instruction****2 Credits**

Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

*Prerequisites MUSC 172. Instructor Permission Required. 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.*

**MUSC 174 - Private Music Instruction****2 Credits**

Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

*Prerequisites MUSC 173. Instructor Permission Required. 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.*

**MUSC 175 - Private Music Instruction****2 Credits**

Private lessons (10) with a college-approved instructor; lesson fee paid by student directly to the instructor.

*Prerequisites MUSC 174. Instructor Permission Required. 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.*

**MUSC 181 - Beginning Class Voice****2 Credits**

Beginning class instruction in vocal techniques and voice production. Students sing individually for grades. Song repertoire selected from song anthology text and personal choice.

*Previously MUSIC 181.*

**MUSC 182 - Intermediate Class Voice****2 Credits**

Class instruction in vocal techniques and voice production. Students sing individually for grades. Song repertoire selected from anthology of baroque English and Italian songs.

*Prerequisites MUSC 181. Previously MUSIC 182.*

**MUSC 183 - Advanced Art Song Class Voice****2 Credits**

Class instruction in master art song literature.

*Prerequisites MUSC 182. Previously MUSIC 183.*

**MUSC 185 - Vocal Technique and Performance I****2 Credits**

A preparatory class for stage, contest and concert work.

*Prerequisites MUSC 183. Previously MUSIC 185.*

**MUSC 186 - Vocal Technique and Performance II****2 Credits**

A preparatory class for stage, contest and concert work.

*Prerequisites MUSC 185. Previously MUSIC 186.*

**MUSC 187 - Vocal Technique and Performance III****2 Credits**

A preparatory class for stage, contest and concert work.

*Prerequisites MUSC 186. Previously MUSIC 187.*

**MUSC 204 - Improvisation****2 Credits**

Basic, intermediate and advanced elements of jazz theory, improvisation and repertoire. Open to all instrumentalists and qualified vocalists.

*Prerequisites MUSC 116. Previously MUSIC 204.*

**MUSC 205 - Improvisation****2 Credits**

Basic, intermediate and advanced elements of jazz theory, improvisation and repertoire. Open to all instrumentalists and qualified vocalists.

*Prerequisites MUSC 204. Previously MUSIC 205.*

**MUSC 206 - Improvisation****2 Credits**

Basic, intermediate and advanced elements of jazz theory, improvisation and repertoire. Open to all instrumentalists and qualified vocalists.

*Prerequisites MUSC 205. Previously MUSIC 206.*

**MUSC 210 - Highline Concert Chorale****2 Credits**

Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

*Instructor Permission Required. Previously MUSIC 230.*

**MUSC 211 - Highline Concert Chorale****2 Credits**

Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

*Instructor Permission Required. Previously MUSIC 231.*

**MUSC 212 - Highline Concert Chorale****2 Credits**

Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

*Instructor Permission Required. Previously MUSIC 232.*

**MUSC 213 - Highline Concert Chorale****2 Credits**

Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

*Instructor Permission Required. Previously MUSIC 233.*

**MUSC 214 - Highline Concert Chorale****2 Credits**

Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

*Instructor Permission Required. Previously MUSIC 234.*

**MUSC 215 - Highline Concert Chorale****2 Credits**

Students must audition for this ensemble, which will perform master literature on campus and at festivals and other competitive venues.

*Instructor Permission Required. Previously MUSIC 235.*

**MUSC 281 - Music Performance****1 Credits**

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.

*Instructor Permission Required. Director must submit official Highline grade form by the Friday before finals each quarter. Previously MUSIC 281.*

**MUSC 282 - Music Performance****2 Credits**

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.

*Instructor Permission Required. Director must submit official Highline grade form by the Friday before finals each quarter. Previously MUSIC 282.*

**MUSC 283 - Music Performance****3 Credits**

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.

*Instructor Permission Required. Director must submit official Highline grade form by the Friday before finals each quarter. Previously MUSIC 281.*

**MUSC 284 - Music Performance****4 Credits**

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.

*Instructor Permission Required. Director must submit official Highline grade form by the Friday before finals each quarter. Previously MUSIC 284.*

**MUSC 285 - Music Performance****5 Credits**

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.

*Instructor Permission Required. Director must submit official Highline grade form by the Friday before finals each quarter. Previously MUSIC 285.*

**MUSC 291 - Special Studies****1 Credits**

An individual or group project developed by student(s) and instructor in an area approved by the instructor.

*Instructor Permission Required. Previously MUSIC 291.*

**MUSC 292 - Special Studies****2 Credits**

An individual or group project developed by student(s) and instructor in an area approved by the instructor.

*Instructor Permission Required. Previously MUSIC 292.*

**MUSC 293 - Special Studies****3 Credits**

An individual or group project developed by student(s) and instructor in an area approved by the instructor.

*Instructor Permission Required. Previously MUSIC 293.*

**MUSC 294 - Special Studies****4 Credits**

An individual or group project developed by student(s) and instructor in an area approved by the instructor.

*Instructor Permission Required. Previously MUSIC 294.*

**MUSC 295 - Special Studies****5 Credits**

An individual or group project developed by student(s) and instructor in an area approved by the instructor.

*Instructor Permission Required. Previously MUSIC 295.*

**MUSC& 105 - Music Appreciation****5 Credits**

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.

*Previously MUSIC 111.*

**MUSC& 121 - Ear Training 1****2 Credits**

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.

*Previously MUSIC 113.*

**MUSC& 122 - Ear Training 2****2 Credits**

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.

*Prerequisites MUSC& 121. Previously MUSIC 114.*

**MUSC& 123 - Ear Training 3****2 Credits**

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.

*Prerequisites MUSC& 122. Previously MUSIC 115.*

**MUSC& 131 - Music Theory 1****3 Credits**

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.

*Prerequisites MUSC 100 or MUSC 116. 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. Previously MUSIC 101.*



**MUSC& 132 - Music Theory 2****3 Credits**

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.

*Prerequisites MUSC& 131. Concurrent enrollment in MUSC& 122 is strongly recommended until student can pass sight-singing proficiency exam. Previously MUSIC 102.*

**MUSC& 133 - Music Theory 3****3 Credits**

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.

*Prerequisites MUSC& 132. Concurrent enrollment in MUSC& 123 is strongly recommended until student can pass sight-singing proficiency exam. Previously MUSIC 103.*

**MUSC& 141 - Music Theory I****5 Credits**

The first quarter of a sequential study of the fundamentals of diatonic music. Topics include 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**

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.

*Prerequisites MUSC& 121 and MUSC& 131 and MUSC& 141.*

**MUSC& 241 - Music Theory 4****5 Credits**

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.

*Prerequisites MUSC& 123 and MUSC& 133. Previously MUSIC 201.*

**MUSC& 242 - Music Theory 5****5 Credits**

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.

*Prerequisites MUSC& 241. Previously MUSIC 202.*

**MUSC& 243 - Music Theory 6****5 Credits**

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 poly-tonality; and secundal, quartal, quintal and cluster harmonic structures. Introduction to atonality and serialism.

*Prerequisites MUSC& 242. Previously MUSIC 203.*

**NURSING****NURS 101 - Level I: Introduction to Nursing****7 Credits**

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.

*Program Admission Required. Admitted Program NURS. Must be accepted into the RN program.*

**NURS 102 - Level II: Alterations in Wellness****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: Acute Care****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 111 - Practicum I: Wellness Settings****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.

**NURS 112 - Practicum II: Alterations in Wellness****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: Acute Care****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 200 - LPN-RN Articulation Seminar****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

**NURS 201 - Level IV: Complex Care****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: Critical Care****7 Credits**

NURS 202 is the advanced women's 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 - Leadership/Transition to Practice****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: Complex Care****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: Critical Care****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: Preceptorship****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 224 - Culture, Health and Illness****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.

## NURSING ASSISTANT

### NUR A 100 - Nurse Assistant Theory

#### 5 Credits

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.

*Instructor Permission Required. Program Admission Required. Admitted Program NUR A. For students accepted into the Nursing Assistant program.*

### NUR A 101 - Nurse Assistant Practicum

#### 2 Credits

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.

*Instructor Permission Required. Program Admission Required. Admitted Program NUR A. For students accepted into the Nursing Assistant program.*

### NUR A 102 - 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.

## NUTRITION

### NUTR& 101 - Nutrition

#### 5 Credits

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.

*Previously NUTR 110.*

## OCEANOGRAPHY

### OCEA& 101 - Introduction to Oceanography

#### 5 Credits

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.

*Prerequisites MATH 081 or higher min 2.0. Placement Eligibility Math 091 or higher. Previously OCEAN 101.*

### OCEAN 105 - Oceanography Field Trips

#### 1 Credits

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.

*Prerequisites MATH 081 or higher min 2.0. Placement Eligibility Math 091 or higher.*

### OCEAN 290 - Special Studies

#### 5 Credits

An individual or group project developed by the student(s) and instructor in an area approved by the instructor.

*Instructor Permission Required.*

## 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 and 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 - Optical 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 Lens 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 Lens 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, riascope, keratometer and other contact lens devices.

### OPTIC 108 - Optical Office & 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, Exam Preparation****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 - Optic Cooperative Education****6 Credits**

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.

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**OPTIC 141 - Cooperative Work Experience Seminar****5 Credits**

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.

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**OPTIC 240 - Cooperative Education****5 Credits**

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.

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**OPTIC 281 - Special Topics****1 Credits**

Special Topics in Dispensing Optician Apprentices AAS program.

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**OPTIC 282 - Special Topics****2 Credits**

Special Topics In Dispensing Optician Apprenticeship AAS program

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**OPTIC 283 - Special Topics****3 Credits**

Special Topics in Licensed Dispensing Optician Apprenticeship AAS program

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**OPTIC 284 - Special Topics****4 Credits**

Special Topics in Licensed Dispensing Optician Apprenticeship AAS program

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**OPTIC 285 - Special Topics****5 Credits**

Special Topic in Licensed Dispensing Optician Apprenticeship AAS Program

*For students enrolled in the Licensed Dispensing Optician Apprentice AAS.*

**PARALEGAL****LEGAL 101 - Introduction to Ethics I****3 Credits**

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.

*Prerequisites LEGAL 100 or POLS& 200.*

**LEGAL 102 - Civil Procedures I****5 Credits**

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.

*Prerequisites LEGAL 100 or POLS& 200.*

**LEGAL 103 - Civil Procedures II****5 Credits**

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.

*Prerequisites LEGAL 102.*

**LEGAL 105 - Contracts****5 Credits**

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.

*Prerequisites LEGAL 100 or POLS& 200.*

**LEGAL 106 - Torts****5 Credits**

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.

*Prerequisites LEGAL 100 or POLS& 200.*

**LEGAL 107 - Property****5 Credits**

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.

*Prerequisites LEGAL 100 or POLS& 200.*

**LEGAL 119 - Criminal Law and Procedure****5 Credits**

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.

*Placement Eligibility English 101.*

**LEGAL 120 - Forming and Maintaining a Nonprofit Organization****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**

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.

*Prerequisites BSTEC 120.*

**LEGAL 136 - Advanced Law Office Technology****5 Credits**

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.

*Prerequisites LEGAL 135.*

**LEGAL 139 - Getting Started: Paralegal Orientation****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 - Cooperative Work Experience****5 Credits**

Students work as a paralegal intern in a law office or law department performing paralegal duties under the supervision of a lawyer or paralegal. 150 hours of work experience equals 5 credits. Experience is further monitored with on-site visits by classroom instructor and regular meetings in concurrent LEGAL 141 class.

*Prerequisites LEGAL 101 and LEGAL 139 and concurrent enrollment in LEGAL 141.*

**LEGAL 141 - Cooperative Work Experience Seminar****1 Credits**

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.

*Prerequisites Concurrent enrollment in LEGAL 140.*

**LEGAL 162 - Constitution Law 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.

*Cross list with DGS 162.*

**LEGAL 164 - Sports Law and Issues of Diversity****5 Credits**

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.

*Cross list with DGS 164.*

**LEGAL 166 - Immigration Law and the Rights of Non-Citizens****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 - Legal Issues of Civil Rights Theory and 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, Policy and Laws****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 and Writing I****5 Credits**

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.

*Prerequisites* LEGAL 100 or BUSN 255 or POLS& 200.

**LEGAL 200 - Legal Research and Writing II****5 Credits**

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.

*Prerequisites* LEGAL 199 and ENGL& 101.

**LEGAL 201 - Estate Planning and Probate****5 Credits**

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.

*Prerequisites* LEGAL 100 or BUSN 255 or POLS& 200.

**LEGAL 202 - Contracts & Negotiations****5 Credits**

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.

*Prerequisites* LEGAL 100 or POLS& 200.

**LEGAL 210 - Family Law****5 Credits**

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.

*Prerequisites* LEGAL 100 or POLS& 200.

**LEGAL 211 - Intellectual Property****5 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**

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.

*Prerequisites* Concurrent enrollment in CIS 236.

**LEGAL 240 - Cooperative Education Work Experience****1 Credits**

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.

*Prerequisites* LEGAL 139 and concurrent enrollment in LEGAL 241.

**LEGAL 241 - Cooperative Work Experience Seminar****1 Credits**

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.

*Prerequisites* Concurrent enrollment in LEGAL 240.

**LEGAL 252 - Legal Investigation****5 Credits**

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.

*Prerequisites* LEGAL 100 or POLS& 200.

**LEGAL 262 - Professional Development Seminar****2 Credits**

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.

*Prerequisites* LEGAL 100 or BUSN 255 or POLS& 200.

**LEGAL 281 - Special Topics in Law****1 Credits**

Topics such as alternative dispute resolution, business associations, 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 associations, 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 associations, 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 associations, 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 associations, 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**

An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

*Instructor Permission Required.*

**LEGAL 292 - Special Studies****2 Credits**

An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

*Instructor Permission Required.*

**LEGAL 293 - Special Studies****3 Credits**

An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

*Instructor Permission Required.*

**LEGAL 294 - Special Studies****4 Credits**

An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

*Instructor Permission Required.*

**LEGAL 295 - Special Studies****5 Credits**

An individual or group study project developed by the student(s) and the instructor in the legal area approved by the instructor.

*Instructor Permission Required.*

**PERSONAL FITNESS TRAINER****PFT 100 - Personal Fitness Trainer Orientation****1 Credits**

An introduction to the Personal Fitness Trainer program. Students will learn about the skills and knowledge necessary to be successful in the personal training industry. Topics will include; skills assessment, professional credentials, educational planning, college success skills, and basic fitness principles.

**PFT 105 - Program Design****4 Credits**

Students will learn how to design and implement appropriate workouts for clients.

*Intended for 1st year PFT students.*

**PFT 110 - Exercise Science****5 Credits**

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 metabolism; muscle contraction; specificity of training; individual responses to exercise; environmental stress; exercise nutrition; fatigue; and overtraining.

*Instructor Permission Required.*

**PFT 115 - Client Consultation and Assessment****4 Credits**

Students will learn proper client consultation and assessment procedures. Topics include: initial interview, health appraisal/medical history review, and fitness assessments, and goal setting.

*Intended for 1st year PFT students.*

**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****4 Credits**

Students will apply their personal-training skills and knowledge in a practical setting by serving an internship in the Highline College Fitness Center.

*Instructor Permission Required. Intended for 1st year PFT students.*

**PFT 145 - Safety, Emergency Procedures and Legal Issues****2 Credits**

Students will learn how to safely plan and maintain an exercise environment. Topics include safety and emergency procedures, and recognizing legal and ethical responsibilities.

*Intended for 1st year PFT students.*

**PFT 155 - Business of Personal Training****3 Credits**

Examines methods of establishing a personal training business, including developing a business plan, marketing, customer service, team work, diversity, work ethic, facility management and liability issues. Skills related to obtaining and maintaining employment will be discussed.

*Intended for 1st year PFT students.*

**PFT 205 - Program Design****4 Credits**

Students will apply their skills and knowledge of exercise to design workouts. Students will learn hands on while exploring case studies.

*Instructor Permission Required.*

**PFT 210 - Client Consultation and Assessment****4 Credits**

Students will learn the steps leading up to and including the first training session. Topics include: initial interview, health appraisal/medical history review, and fitness evaluation.

**PFT 211 - Exercise Science****5 Credits**

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 metabolism; muscle contraction; specificity of training; individual responses to exercise; environmental stress; exercise nutrition; fatigue; and overtraining.

*Instructor Permission Required. Intended for 2nd year PFT students.*

**PFT 215 - Functional Movement****4 Credits**

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.

*Instructor Permission Required.*

**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 Populations****3 Credits**

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.

*Instructor Permission Required.*

**PFT 240 - Fitness Center 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.

*Instructor Permission Required. Intended for 2nd year PFT students.*

**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 of Athletic 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**

An independent study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required. Not listed in quarterly.*

**PFT 292 - Special Projects II****2 Credits**

An independent study project developed by student and instructor in an area approved by the instructor

*Instructor Permission Required. Not listed in quarterly.*

**PFT 293 - Special Projects III****3 Credits**

An independent study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required. Not listed in quarterly.*



## 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 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 traditional 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, sufficient to support future research and learning. Addresses many universal issues, including religious pluralism and conflict.

### PHIL 291 - Directed Study in Philosophy

#### 1 Credits

An individual or group project developed by the student and instructor in the area of philosophy.

### PHIL 292 - Directed Study in Philosophy

#### 2 Credits

An individual or group project developed by the student and instructor in the area of philosophy.

### PHIL 293 - Directed Study in Philosophy

#### 3 Credits

An individual or group project developed by the student and instructor in the area of philosophy.

### PHIL 294 - Directed Study in Philosophy

#### 4 Credits

An individual or group project developed by the student and instructor in the area of philosophy.

### PHIL 295 - Directed Study in Philosophy

#### 5 Credits

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. Students 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 responsiveness, and sustainability.

*Program Admission Required. Admitted Program BAS.*

**PHIL& 101 - Introduction to Philosophy****5 Credits**

Develop the practical skills of philosophy: reading critically, recognizing and responding to lines of reasoning and communicating effectively about ideas. Examine personal and social philosophical issues with an emphasis on doing philosophy.

*Previously PHIL 100.*

**PHIL& 120 - Symbolic Logic****5 Credits**

Introduction to modern symbolic logic including syllogistic logic, propositional logic with translation and proofs, and predicate logic with translation and proofs.

*Prerequisites MATH 098 or higher min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098.*

**PHYSICAL EDUCATION****P E 100 - Personal Health Science****3 Credits**

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 developed in this class will empower students to make informed personal health decisions and encourage them to take responsibility for their own personal health.

**P E 101 - Global Health Issues****5 Credits**

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 nutrition concerns. The implications of these issues as they relate to developed countries will also be explored.

*Satisfies the three-credit Physical Education and Diversity and Globalism requirements.*

**P E 103 - Basketball****1 Credits**

Beginning and intermediate basketball skills, including passing, catching, dribbling, shooting, rebounding, scrimmages, tactics and strategy.

*May not be taken concurrently with PE 203.*

**P E 104 - Circuit Aerobics****1 Credits**

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.

*May not be taken concurrently with PE 204.*

**P E 105 - Cardio Kickboxing****1 Credits**

A cardiovascular 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.

*May not be taken concurrently with PE 205.*

**P E 107 - Step Aerobics****1 Credits**

A cardiovascular workout using adjustable step platforms and simple choreography.

*May not be taken concurrently with PE 207.*

**P E 111 - Hip Hop Aerobics****1 Credits**

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.

*May not be taken concurrently with PE 211.*

**P E 113 - Golf****1 Credits**

Beginning to intermediate golf skills and techniques, including grip, stance, pivot and follow-through, chipping, putting and rules.

*May not be taken concurrently with PE 213.*

**P E 114 - Badminton and Pickleball****1 Credits**

Two net games combined in a single class. Development of beginning to intermediate badminton/pickleball skills and techniques.

*May not be taken concurrently with PE 214.*

**P E 115 - Jogging****1 Credits**

Students will learn and apply basic cardiovascular conditioning principles through participation in a structured jogging program.

*May not be taken concurrently with PE 130 or PE 215.*

**P E 116 - Karate****1 Credits**

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.

*May not be taken concurrently with PE 216.*

**P E 117 - Tai Chi****1 Credits**

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.

*May not be taken concurrently with PE 217.*

**P E 118 - Yoga****1 Credits**

Learn basic yoga techniques that will allow students to release physical and emotional tension from the body, mind and spirit.

*May not be taken concurrently with PE 218.*

**P E 119 - Softball****1 Credits**

Beginning and intermediate softball skills, including, throwing, catching, hitting, bunting, base running, rules, strategy and tactics.

*May not be taken concurrently with PE 219.*

**P E 120 - Soccer****1 Credits**

Beginning and intermediate soccer skills, including passing, trapping, dribbling, heading, shooting, strategy, rules and small-sided games.

*May not be taken concurrently with PE 220.*

**P E 121 - Tennis****1 Credits**

Beginning and intermediate tennis skills, including grip, fore-hand, backhand, serve, lob, volley, rules, singles and doubles play and strategy.

*May not be taken concurrently with PE 221.*

**P E 123 - Weight Training****1 Credits**

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.

*May not be taken concurrently with PE 223, PE 186, or PE 286.*

**P E 125 - Wrestling****1 Credits**

Beginning and intermediate wrestling skills; including take-downs, breakdowns, rides, escapes, reversals, pinning holds and physical conditioning.

*May not be taken concurrently with PE 225.*

**P E 127 - Cross Country Running****1 Credits**

Cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running and training volume/intensity.

*May not be taken concurrently with PE 227.*

**P E 128 - Track: Running Events****1 Credits**

Beginning and intermediate running skills, including fitness development, sprints, middle distance, hurdles and relays.

*May not be taken concurrently with PE 228.*

**P E 130 - Aerobic Walking****1 Credits**

Students will learn and apply basic cardiovascular conditioning principles through participation in a structured walking program.

*May not be taken concurrently with PE 115 or PE 215.*

**P E 132 - Introduction to Swimming****1 Credits**

An introductory level swim class primarily for beginners that focuses on basic water safety and swim techniques that will enhance fitness and build confidence and enjoyment for aquatic activities.

*May not be taken concurrently with PE 232.*

**P E 135 - Zumba****1 Credits**

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.

*May not be taken concurrently with PE 235.*

**P E 138 - Volleyball****1 Credits**

Beginning and intermediate volleyball skills, including serving, bumping, hitting, volleying, rules, strategy and team play.

*May not be taken concurrently with PE 238.*

**P E 139 - Advanced Track and Field****2 Credits**

Advanced track and field skills, including sprints, middle distance, long distance, hurdles (intermediate and high), steeple-chase, 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.

*Instructor Permission Required. May not be taken concurrently with PE 239.*

**P E 143 - Advanced Basketball****2 Credits**

Advanced basketball skills, including individual skill development, team concepts, physical conditioning, and preparation for competitive play.

*Instructor Permission Required. May not be taken concurrently with PE 243.*

**P E 145 - Advanced Wrestling****2 Credits**

Intermediate to advanced wrestling skills, including take-downs, breakdowns, rides, escapes, reversals, pinning holds, competitive match situations, physical conditioning, and preparation for competitive play.

*Instructor Permission Required. May not be taken concurrently with PE 245.*

**P E 146 - Pilates****1 Credits**

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.

*May not be taken concurrently with PE 246.*

**P E 147 - Advanced Cross Country****2 Credits**

Advanced cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running, training volume/intensity, and competition.

*Instructor Permission Required. May not be taken concurrently with PE 247.*

**P E 148 - Advanced Volleyball****2 Credits**

Advanced volleyball skills, including serving, bumping, hitting, volleying, rules, team concepts, physical conditioning, game situations, and preparation for competitive play.

*Instructor Permission Required. May not be taken concurrently with PE 248.*

**P E 149 - Advanced Fastpitch****2 Credits**

Advanced fastpitch skills, including throwing, catching, hitting, bunting and base running, tactics and strategy, team concepts, and preparation for competitive play.

*Instructor Permission Required. May not be taken concurrently with PE 249.*

**P E 150 - Advanced Soccer****2 Credits**

Advanced soccer skills, including passing, trapping, dribbling, shooting, free kicks, corner kicks and throw-ins, team concepts, physical conditioning, and preparation for competitive play.

*Instructor Permission Required. May not be taken concurrently with PE 250.*

**P E 159 - Sports Conditioning****1 Credits**

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.

*Instructor Permission Required. May not be taken concurrently with PE 259.*

**P E 160 - First Aid, CPR and 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 American 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; including cardiorespiratory endurance, muscular strength and endurance, flexibility, special considerations in exercise, exercise psychology, basic nutrition, body composition and weight control.

**P E 172 - Self Defense****1 Credits**

An introduction to basic self-defense techniques and principles including prevention and awareness, strikes, kicks, blocks, and escapes.

*May not be taken concurrently with PE 272.*

**P E 173 - Fitness Boot Camp****1 Credits**

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.

*May not be taken concurrently with PE 273.*

**P E 179 - Combined Dance****1 Credits**

An introduction to jazz, ballet, hip-hop, and modern dance styles. Includes basic dance technique with an emphasis on choreography and physical fitness.

*May not be taken concurrently with PE 279.*

**P E 184 - Table Tennis****1 Credits**

Development of beginning to intermediate table tennis skills and techniques including different types of serves, strokes, racquet grips, and proper stance and footwork.

*May not be taken concurrently with PE 284.*

**P E 186 - Total Fitness****2 Credits**

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.

*May not be taken concurrently with PE 286, PE 123, or PE 223.*

**P E 189 - Introduction to Fitness and Nutrition****1 Credits**

Introduction to fitness and wellness, cardiorespiratory endurance, muscular strength and endurance, flexibility, basic nutrition, body composition and weight control.

*This class is only available to students in the Healthcare Exploration for Youth (HEY) program.*

**P E 203 - Basketball****1 Credits**

Beginning and intermediate basketball skills, including passing, catching, dribbling, shooting, rebounding, scrimmages, tactics and strategy.

*Prerequisites P E 103. May not be taken concurrently with PE 103.*

**P E 204 - Circuit Aerobics****1 Credits**

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.

*Prerequisites P E 104. May not be taken concurrently with PE 104.*

**P E 205 - Cardio Kickboxing****1 Credits**

A cardiovascular 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.

*Prerequisites P E 105. May not be taken concurrently with PE 105.*

**P E 207 - Step Aerobics****1 Credits**

A cardiovascular workout using adjustable step platforms and simple choreography.

*Prerequisites P E 107. May not be taken concurrently with PE 107.*

**P E 211 - Hip Hop Aerobics****1 Credits**

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.

*Prerequisites P E 111. May not be taken concurrently with PE 111.*

**P E 213 - Golf****1 Credits**

Beginning to intermediate golf skills and techniques, including grip, stance, pivot and follow-through, chipping, putting and rules.

*Prerequisites P E 113. May not be taken concurrently with PE 113.*

**P E 214 - Badminton/Pickleball****1 Credits**

Two net games combined in a single class. Development of beginning to intermediate badminton/pickleball skills and techniques.

*Prerequisites P E 114. May not be taken concurrently with PE 114.*

**P E 215 - Jogging****1 Credits**

Students will learn and apply basic cardiovascular conditioning principles through participation in a structured jogging program.

*Prerequisites P E 115. May not be taken concurrently with PE 115 or PE 130.*

**P E 216 - Karate****1 Credits**

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.

*Prerequisites P E 116. May not be taken concurrently with PE 116.*

**P E 217 - Introduction to Tai Chi****1 Credits**

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.

*Prerequisites P E 117. May not be taken concurrently with PE 117.*

**P E 218 - Yoga****1 Credits**

Learn basic yoga techniques that will allow students to release physical and emotional tension from the body, mind and spirit.

*Prerequisites P E 118. May not be taken concurrently with PE 118.*

**P E 219 - Softball****1 Credits**

Beginning and intermediate softball skills, including, throwing, catching, hitting, bunting, base running, rules, strategy and tactics.

*Prerequisites P E 119. May not be taken concurrently with PE 119.*

**P E 220 - Soccer****1 Credits**

Beginning and intermediate soccer skills, including passing, trapping, dribbling, heading, shooting, strategy, rules and small-sided games.

*Prerequisites P E 120. May not be taken concurrently with PE 120.*

**P E 221 - Tennis****1 Credits**

Beginning and intermediate tennis skills, including grip, forehand, backhand, serve, lob, volley, rules, singles and doubles play and strategy.

*Prerequisites P E 121. May not be taken concurrently with PE 121.*

**P E 223 - Weight Training****1 Credits**

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.

*Prerequisites P E 123. May not be taken concurrently with PE 123, PE 186, or PE 286.*

**P E 225 - Wrestling****1 Credits**

Beginning and intermediate wrestling skills; including take-downs, breakdowns, rides, escapes, reversals, pinning holds and physical conditioning.

*Prerequisites P E 125. May not be taken concurrently with PE 125.*

**P E 227 - Cross Country Running****1 Credits**

Cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running and training volume/intensity.

*Prerequisites P E 127. May not be taken concurrently with PE 127.*

**P E 228 - Track: Running Events****1 Credits**

Beginning and intermediate running skills, including fitness development, sprints, middle distance, hurdles and relays.

*Prerequisites P E 128. May not be taken concurrently with PE 128.*

**P E 232 - Swim Conditioning****1 Credits**

An intermediate level swim class for those who already have basic swimming skills. The course will help improve swimming ability and physical fitness using the four competitive swim strokes.

*Prerequisites P E 132. May not be taken concurrently with PE 132.*

**P E 235 - Zumba****1 Credits**

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.

*Prerequisites P E 135. May not be taken concurrently with PE 135.*

**P E 238 - Volleyball****1 Credits**

Beginning and intermediate volleyball skills, including serving, bumping, hitting, volleying, rules, strategy and team play.

**Prerequisites** P E 138. *May not be taken concurrently with PE 138.*

**P E 239 - Advanced Track and Field****2 Credits**

Advanced track and field skills, including sprints, middle distance, long distance, hurdles (intermediate and high), steeple-chase, 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.

**Prerequisites** P E 139. *Instructor Permission Required. May not be taken concurrently with PE 139.*

**P E 243 - Advanced Basketball****2 Credits**

Advanced basketball skills, including individual skill development, team concepts, physical conditioning, and preparation for competitive play.

**Prerequisites** P E 143. *Instructor Permission Required. May not be taken concurrently with PE 143.*

**P E 245 - Advanced Wrestling****2 Credits**

Intermediate to advanced wrestling skills, including take-downs, breakdowns, rides, escapes, reversals, pinning holds, competitive match situations, physical conditioning, and preparation for competitive play.

**Prerequisites** P E 145. *Instructor Permission Required. May not be taken concurrently with PE 145.*

**P E 246 - Pilates****1 Credits**

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.

**Prerequisites** P E 146. *May not be taken concurrently with PE 146.*

**P E 247 - Advanced Cross Country****2 Credits**

Advanced cross country running skills, including aerobic and anaerobic training, strength development, flexibility, interval training, hill running, training volume/intensity, and competition.

**Prerequisites** P E 147. *Instructor Permission Required. May not be taken concurrently with PE 147.*

**P E 248 - Advanced Volleyball****2 Credits**

Advanced volleyball skills, including serving, bumping, hitting, volleying, rules, team concepts, physical conditioning, game situations, and preparation for competitive play.

**Prerequisites** P E 148. *Instructor Permission Required. May not be taken concurrently with PE 148.*

**P E 249 - Advanced Fastpitch****2 Credits**

Advanced fastpitch skills, including throwing, catching, hitting, bunting and base running, tactics and strategy, team concepts, and preparation for competitive play.

**Prerequisites** P E 149. *Instructor Permission Required. May not be taken concurrently with PE 149.*

**P E 250 - Advanced Soccer****2 Credits**

Advanced soccer skills, including passing, trapping, dribbling, shooting, free kicks, corner kicks and throw-ins, team concepts, physical conditioning, and preparation for competitive play.

**Prerequisites** P E 150. *Instructor Permission Required. May not be taken concurrently with PE 150.*

**P E 259 - Sports Conditioning****1 Credits**

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.

**Prerequisites** P E 159. *Instructor Permission Required. May not be taken concurrently with PE 159.*

**P E 272 - Self Defense****1 Credits**

An introduction to basic self-defense techniques and principles including prevention and awareness, strikes, kicks, blocks, and escapes.

**Prerequisites** P E 172. *May not be taken concurrently with PE 172.*

**P E 273 - Fitness Boot Camp****1 Credits**

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.

**Prerequisites** P E 173. *May not be taken concurrently with PE 173.*

**P E 279 - Combined Dance****1 Credits**

An introduction to jazz, ballet, hip-hop, and modern dance styles. Includes basic dance technique with an emphasis on choreography and physical fitness.

**Prerequisites** P E 179. *May not be taken concurrently with PE 179.*

**P E 284 - Table Tennis****1 Credits**

Development of beginning to intermediate table tennis skills and techniques including different types of serves, strokes, racquet grips, and proper stance and footwork.

**Prerequisites** P E 184. *May not be taken concurrently with PE 184.*

**P E 286 - Total Fitness****2 Credits**

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.

**Prerequisites** P E 186. *May not be taken concurrently with PE 186, PE 123, or PE 223.*

## PHYSICS

### PHYS 139 - General Physics Preparation

#### 5 Credits

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.

*Prerequisites MATH& 141.*

### PHYS 201 - Mechanics

#### 5 Credits

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.

*Prerequisites MATH& 151 min 2.0 and PHYS 100 min 2.0 or PHYS 139 min 2.0. One year of HS Physics can substitute for Physics pre-requisite.*

### PHYS 202 - Electricity and Magnetism

#### 5 Credits

The study of electricity and magnetism. A calculus-based approach for students of science and engineering. Includes one credit of laboratory.

*Prerequisites MATH& 152 and PHYS 201.*

### PHYS 203 - Waves, Thermodynamics and Modern Topics

#### 5 Credits

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.

*Prerequisites PHYS 202.*

### PHYS 290 - Special Studies

#### 1 Credits

An individual study project developed by student and instructor in an area approved by the instructor.  
Instructor Permission Required Yes  
PHYS& 110 - Physics for Non-Science Majors w/Lab 5 Credits An algebra-based introduction to physics intended for students not majoring in science. Topics include basic coverage of motion, force, energy, and momentum, gravity, electricity and magnetism, light, waves, and relativity. Course includes one lab credit.

*Prerequisites MATH 091 min 2.0. Placement Eligibility Math 107, 111, 146, 180, 098.*

## POLITICAL SCIENCE

### POL S 150 - State and Local Government

#### 5 Credits

Theory and practice of state and local government in America, with emphasis on state, metropolitan and urban problems and institutions.

*Placement Eligibility English 101.*

### 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 in 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 Systems

#### 5 Credits

Content varies from quarter to quarter. See individual instructor for information.

### POL S 190 - Critical Issues in World Politics II

#### 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 205 - Introduction to Political Economy

#### 5 Credits

An exploration of relations between business and government, and of economic relations between nations.

### POL S 217 - The Politics of Race & Ethnicity in the US

#### 5 Credits

Race and ethnicity continue to play a significant role in American politics and the goal of this course will be to deepen students' understanding of their continued effects in specific policy areas. We begin by exploring the early historical formation of racial categories, the role of policy in defining the boundaries of racial categories, and how past political decisions are reflected in modern racial hierarchies in the United States. We will then turn to an examination of the role of race in the political debate over immigration and crime policy, public opinion on policies seeking to address the effects of race and racism, and arguments that America has moved into a post-racial period as a result of the election of Barack Obama.

### POL S 291 - Independent Study

#### 1 Credits

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

### POL S 292 - Independent Study

#### 2 Credits

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

### POL S 293 - Independent Study

#### 3 Credits

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

### POL S 294 - Independent Study

#### 4 Credits

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**POL S 295 - Independent Study***5 Credits*

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**POL S 360 - Politics of Youth Development***5 Credits*

Exploration of U.S. government and economic systems with reference to youth development programs. National, state and local governments, with particular emphasis on public sector efforts to provide youth development programs.

*Program Admission Required. Admitted Program BAS - H SER.*

**POLS& 101 - Introduction to 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.

**POLS& 200 - Introduction to Law***5 Credits*

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)

*Previously BUSN 255 and also LEGAL 100.*

**POLS& 201 - Introduction to Political Theory***5 Credits*

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.

*Previously POL S 202.*

**POLS& 202 - American Government***5 Credits*

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 - Introduction to 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*

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.

*Previously POL S 130.*

**POLYSOMNOGRAPHY****PSG 102 - Basic Polysomnography***5 Credits*

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.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 103 - Therapeutic Modalities I***5 Credits*

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.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 104 - Fundamentals of Sleep Monitoring Equipment***5 Credits*

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.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 204 - Clinical Sleep Disorders***4 Credits*

Comprehensive examination of a wide range of sleep disorders, their etiology and treatment options.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 205 - Advanced Polysomnography***5 Credits*

Covers advanced sleep studies and treatment modalities in polysomnography.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 206 - Polysomnography Scoring and Analysis***5 Credits*

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.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 207 - Therapeutic Modalities II***2 Credits*

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.

*Acceptance to the Polysomnographic Technology program required.*



**PSG 208 - Preparation for RPSGT Examination****2 Credits**

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.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 221 - Physician Series****1 Credits**

Physician lectures on current topics in polysomnography and related areas of medicine. Case studies are presented by various physicians.

*Acceptance to the Polysomnographic Technology program required.*

**PSG 230 - Polysomnography Practicum****9 Credits**

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.

*Acceptance to the Polysomnographic Technology program required.*

**PSYCHOLOGY****PSYC& 100 - General Psychology****5 Credits**

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.

*Prerequisites ENGL& 101 min 2.0. Placement Eligibility English 101. Previously PSYCH 100.*

**PSYC& 180 - Human Sexuality****5 Credits**

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.

*Prerequisites ENGL& 101 min 2.0. Placement Eligibility English 101. Previously BEHAV 100.*

**PSYC& 200 - Lifespan Developmental Psychology****5 Credits**

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.

*Prerequisites PSYC& 100. Previously PSYCH 215.*

**PSYC& 220 - Abnormal Psychology****5 Credits**

Introduces the classification, diagnosis and treatment of psychological disorders. Traditional and nontraditional models of assessment and treatment are explored.

*Prerequisites PSYC& 100. Previously PSYCH 220.*

**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 121 - Love 101****1 Credits**

An overview of the concept of love with emphasis on intrapersonal, interpersonal, and societal factors that influence both one's ability to become more of a loving person and the formation of a romantic loving relationship between two people

**PSYCH 130 - Death and Life****3 Credits**

Studies death and dying in terms of definition, cross-cultural and cross-theological attitudes, suicide, homicide, death and the hospital staff, planning a funeral, legal issues, 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**

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.

*Formerly BEHAV 131 Class graded "pass/fail." Students must attend all hours of the two-day class to receive credit.*

**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 about the Paranormal****2 Credits**

Develop critical-thinking skills by contrasting the use of science versus pseudoscience in the investigation of paranormal claims.

*Previously BEHAV 142.*

**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.

**PSYCH 202 - Biopsychology****5 Credits**

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.

*Prerequisites PSYC& 100.*

**PSYCH 205 - Personality Psychology****5 Credits**

Explores the science of personality, how personality is researched and assessed. Covers multiple perspectives on personality, including traits, biology, social and cultural factors, intrapsychic factors, and cognitive and experiential factors. Additionally, personality development and how personality is expressed are also addressed.

*Prerequisites PSYC& 100.*

**PSYCH 250 - Research Methods****5 Credits**

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.

*Prerequisites PSYC& 100. Recommended: Math& 146.*

**PSYCH 292 - Special Studies****2 Credits**

An individual or group project developed by the student(s) and the instructor in an area of psychology approved by the instructor.

*Instructor Permission Required.*

**PSYCH 293 - Special Studies****3 Credits**

An individual or group project developed by the student(s) and the instructor in an area of psychology approved by the instructor.

*Instructor Permission Required.*

**PSYCH 320 - Social Psychology****5 Credits**

The scientific study of how people's thoughts, feelings, and actions influence, and are influenced by, other people.

*Prerequisites PSYC& 100. Program Admission Required. Admitted Program BAS. For students enrolled in a BAS program.*

**QUANTITATIVE REASONING****QUANT 346 - Applied Statistics for Youth Development****5 Credits**

This course focuses on data analysis techniques for practitioners in youth development programs. Students will learn standard techniques for collecting, organizing, visualizing, and interpreting data and statistics for use in reports, grant narrative, and program evaluation. Student will also learn how to access and interpret data and statistics contained in best practices research found in peer-reviewed articles and national databases, including the logic and results of hypothesis testing.

*Program Admission Required. Admitted Program BAS - H SER. For students in BAS in Youth Development.*

**READING****READ 071 - College Preparation Reading I****5 Credits**

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 Preparation Reading II****5 Credits**

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.

*Placement Eligibility English 081/Reading 081 or higher.*

**READ 085 - Basic Vocabulary****2 Credits**

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.

*Placement Eligibility English 081/Reading 081 or higher.*

**READ 090 - Reading Strategies For Writing****5 Credits**

This class is part of a READ 90/ENG 91 link that provides reading support to students enrolled in ENG 91.

*Prerequisites Concurrent enrollment in ENGL 091. Support class for ENGL 091.*

**READ 091 - College Preparation Reading III****5 Credits**

Emphasis on developing college reading skills. Topics of study include literal, inferential, and critical level comprehension; recall/study strategies; vocabulary; and information literacy.

*Prerequisites READ 081 min 2.0. Placement Eligibility English 091/Reading 091 or higher.*

**READ 095 - Intermediate Vocabulary****2 Credits**

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.

*Placement Eligibility English 091/Reading 091 or higher.*

**READ 100 - Reading and Study Skills****5 Credits**

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.

*Prerequisites READ 091 min 2.0. Placement Eligibility English 101.*

**READ 101 - Study Skills\*****2 Credits**

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.

*\*Content varies by quarter. Content is indicated in the title as it appears in the quarterly class schedule.*

**READ 105 - Advanced Vocabulary****2 Credits**

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.

*Prerequisites READ 081 min 2.0. Placement Eligibility English 091/Reading 091 or higher.*

**READ 110 - Academic Vocabulary****5 Credits**

This 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.

*Prerequisites READ 071 min 2.0. Placement Eligibility English 081/Reading 081 or higher. This course is offered in modular format and may be taken at variable credits. Students work in a self-paced environment.*

**READ 120 - Academic Readings Across the 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.

**READING/WRITING LINKED COURSES****REWRI 081 - Reading/Writing Link****10 Credits**

Item # is the master number for a reading and writing linked course. Registration for this item # will put you into a 5 credit writing class and a 5 credit reading class.

*Prerequisites ENGL 071 min 2.0 and READ 071 min 2.0. Placement Eligibility English 081/Reading 081 or higher.*

**REWRI 091 - Reading/Writing Link****10 Credits**

Item # is the master number for a reading and writing linked course. Registration for this item # will put you into a 5 credit writing class and a 5 credit reading class.

*Prerequisites ENGL 081 min 2.0 and READ 081 min 2.0. Placement Eligibility English 091/Reading 091 or higher.*

**RESPIRATORY CARE****R C 101 - Introduction to Respiratory Care****5 Credits**

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.

*Program Admission Required. Admitted Program R C. For students accepted to the Respiratory Care program.*

**R C 102 - Therapeutic Modalities****5 Credits**

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.

*Prerequisites R C 101.*

**R C 103 - Respiratory Care Science****4 Credits**

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.

*Prerequisites R C 102.*

**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.

*Program Admission Required. Admitted Program R C.*

**R C 105 - Introduction to Critical Care****3 Credits**

Presents basic principles of adult critical respiratory care. Introduces the student to the function, operation and application of mechanical ventilators.

*Prerequisites R C 103.*

**R C 106 - Cultural Diversity Globalism in Healthcare****3 Credits**

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 increase 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.

*Prerequisites R C 102.*

**R C 111 - Practicum I****3 Credits**

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.

*Program Admission Required. Admitted Program R C.*

**RC 112 - Practicum II****5 Credits**

The second of seven sequential laboratory courses, RC 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.

*Program Admission Required. Admitted Program R C.*

**RC 113 - Practicum III****5 Credits**

The third of seven sequential laboratory courses, RC 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.

*Prerequisites R C 112. Program Admission Required. Admitted Program R C.*

**RC 114 - Practicum IV****4 Credits**

Introduces basic ventilator management and critical respiratory care; skills learned in the lab are later applied in the hospital under supervised conditions.

*Prerequisites R C 113. Program Admission Required. Admitted Program R C.*

**RC 130 - AIDS Education for the Practitioner****1 Credits**

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.

*Program Admission Required. Admitted Program R C. For students accepted to the Respiratory Care program.*

**RC 201 - Pathophysiology I****3 Credits**

The first of three courses focusing on diseases affecting the cardiorespiratory system, RC 201 covers basic principles of pathology; fluid and electrolyte balance; obstructive respiratory disorders; occupational lung diseases; and cancer.

*Program Admission Required. Admitted Program R C. For students accepted to the Respiratory Care program.*

**RC 202 - Pathophysiology II****3 Credits**

The second in three courses focusing on diseases affecting the cardiorespiratory system, RC 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.

*Prerequisites R C 201.*

**RC 203 - Pathophysiology III****3 Credits**

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.

*Prerequisites R C 202.*

**RC 207 - Respiratory Care Seminar****3 Credits**

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.

*Prerequisites R C 202.*

**RC 211 - Patient Assessment****1 Credits**

Assessment and diagnostic skills for the respiratory care practitioner; use of relevant patient data for the purpose of better understanding diagnosis and medical intervention.

*Prerequisites R C 104 or R C 105.*

**RC 212 - Grand Rounds****1 Credits**

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.

*Prerequisites R C 211.*

**RC 213 - Advances in Pulmonary Medicine****1 Credits**

Presentation and discussion of latest research findings concerning diagnosis, prevention and treatment of cardiopulmonary diseases.

*Prerequisites R C 202.*

**RC 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.

**RC 224 - Adult Critical Care****3 Credits**

Clinical management of the adult patient requiring intensive respiratory care. Approaches to ventilation maintenance, weaning and monitoring will be presented and discussed.

*Prerequisites R C 105.*

**RC 228 - Pediatric Respiratory Care****3 Credits**

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.

*Prerequisites R C 105.*

**RC 231 - Practicum V****6 Credits**

Laboratory/clinical application of principles of adult respiratory care. Experiences include hospital rotations in critical care settings and/or pulmonary rehabilitation programs.

*Prerequisites R C 114.*

**RC 232 - Practicum VI****6 Credits**

Laboratory learning of pediatric or advanced-level adult respiratory care skills. Experiences include application of skills and principles in hospital setting.

*Prerequisites R C 231.*

**R C 233 - Practicum VII****6 Credits**

Laboratory learning of pediatric and advanced adult critical respiratory care skills. Provides the opportunity for application of these skills in a hospital setting.

*Prerequisites R C 232.*

**R C 234 - Clinical Practicum VIII****6 Credits**

Laboratory and clinical application of adult, pediatric and neonatal respiratory care modalities to include patient assessment, airway management, invasive and noninvasive ventilation and oxygenation strategies, advanced cardiac life support, invasive and noninvasive gas analysis, hemodynamic monitoring and patient education. Exposure to education and non-traditional therapist roles that serve a diverse healthcare community.

*Program Admission Required. Admitted Program R C.*

**R C 235 - Clinical Practicum IX****6 Credits**

Laboratory and clinical application of adult, pediatric and neonatal respiratory care modalities to include patient assessment, airway management, invasive and noninvasive ventilation and oxygenation strategies, advanced cardiac life support, invasive and noninvasive gas analysis, hemodynamic monitoring and patient education. Exposure to education and non-traditional therapist roles that serve a diverse healthcare community.

*Program Admission Required. Admitted Program R C.*

**R C 236 - Clinical Practicum X****6 Credits**

Laboratory and clinical application of adult, pediatric and neonatal respiratory care modalities to include patient assessment, airway management, invasive and noninvasive ventilation and oxygenation strategies, advanced cardiac life support, invasive and noninvasive gas analysis, hemodynamic monitoring and patient education. Exposure to education and non-traditional therapist roles that serve a diverse healthcare community.

*Program Admission Required. Admitted Program R C.*

**R C 237 - Clinical Practicum XI****6 Credits**

Laboratory and clinical application of adult, pediatric and neonatal respiratory care modalities to include patient assessment, airway management, invasive and noninvasive ventilation and oxygenation strategies, advanced cardiac life support, invasive and noninvasive gas analysis, hemodynamic monitoring and patient education. Exposure to education and non-traditional therapist roles that serve a diverse healthcare community.

*Program Admission Required. Admitted Program R C.*

**R C 291 - Independent Study****1 Credits**

Provides the student with an opportunity to pursue projects of special interest, which are not covered by other Respiratory Care courses.

*Instructor Permission Required.*

**R C 292 - Independent Study****2 Credits**

Provides the student with an opportunity to pursue projects of special interest, which are not covered by other Respiratory Care courses.

*Instructor Permission Required.*

**R C 293 - Independent Study****3 Credits**

Provides the student with an opportunity to pursue projects of special interest, which are not covered by other Respiratory Care courses.

*Instructor Permission Required.*

**R C 400 - Healthcare Education Principles****5 Credits**

This course will provide an introduction to education principles relevant to diverse learning communities within the healthcare setting, with an emphasis on curriculum design, instruction, assessment and learning needs of both child and adult learners.

*Program Admission Required. Admitted Program BAS - R C. For students accepted to the BAS in Respiratory Care.*

**R C 401 - Cardiopulmonary Disease Management****5 Credits**

This course will provide a study of disease management to include the pathophysiology, assessment, diagnosis, and treatment of chronic cardiopulmonary diseases, with an emphasis on developing, administering, and modifying respiratory care plans using evidence-based medicine, respiratory care protocols and clinical practice guidelines.

*Prerequisites R C 400. Program Admission Required. Admitted Program BAS - R C.*

**R C 402 - Medical Law and Ethics****4 Credits**

This course will provide a forum for discussion of current legal, ethical and professional issues relevant to healthcare practice. Topics will emphasize historical and current controversies in health care and the global society that influences the patient-care giver relationship. Instruction will focus on research and discussion of current issues.

*Prerequisites R C 400. Program Admission Required. Admitted Program BAS - R C.*

**R C 403 - Advanced Adult Critical Care****5 Credits**

This course will provide a study of advanced medical and respiratory care provided for critically ill patients. Emphasis is placed on cardiopulmonary assessment, noninvasive diagnostics, hemodynamic monitoring, mechanical ventilation waveform analysis and advanced cardiopulmonary pharmacology provided within the intensive care unit.

*Program Admission Required. Admitted Program BAS - R C.*

**R C 404 - Healthcare Research and Statistics****4 Credits**

This course will provide a review of exploratory data analysis using parametric methods and graphs. Topics will focus on common statistical methods used to serve diverse populations in health care, such as comparing means, proportions, and variances, chi-square tests and ANOVA. Students will be introduced to health care research literature and expected to plan a research project using proper statistical methods.

*Prerequisites R C 400 and MATH& 146 or BUSN 210. Program Admission Required. Admitted Program BAS - R C.*

**R C 405 - Advanced Neonatal-Pediatric Respiratory Care****5 Credits**

This course will provide an advanced study of neonatal and pediatric respiratory care, to include a focus on fetal and newborn cardiopulmonary development, pathophysiology, assessment, diagnostic procedures, pharmacology and emergency care. Students will also analyze relevant case studies and scientific literature.

*Program Admission Required. Admitted Program BAS - R C.*

**R C 406 - Healthcare Leadership and Management****4 Credits**

This course will provide an introduction to the basic principles of organizational leadership and management theories, systems and complexity theories, project management, fundamentals of sales and marketing, personal management skills, and professional relationship building with diverse, interdisciplinary healthcare team members.

*Prerequisites R C 401. Program Admission Required. Admitted Program BAS - R C.*

**R C 407 - Cardiopulmonary Diagnostics Rehabilitation****4 Credits**

This course will provide the student with cardiopulmonary diagnostic methods for evaluating the respiratory patient. An additional emphasis will be placed upon the multidisciplinary assessments and therapeutic techniques provided by the pulmonary rehabilitation team.

*Program Admission Required. Admitted Program BAS - R C.*

**R C 408 - Professional Project****9 Credits**

This project-based course will provide students the opportunity to explore professional career interests in the cardiopulmonary and related sciences through the use of mentoring, internship and professional development. Electronic submission of an oral presentation is required upon end of course.

*Program Admission Required. Admitted Program BAS - R C.*

**SOCIOLOGY****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 202 - Environmental Sociology****5 Credits**

This course examines the relationship between the environment and society. More specifically, this course explores how group and social structures impact the natural environment. Topics that will be addressed include but is not limited to environmental racism, deforestation, urban flooding, and pollution.

**SOC 291 - Independent Study****1 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**SOC 292 - Independent Study****2 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**SOC 293 - Independent Study****3 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**SOC 294 - Independent Study****4 Credits**

An individual study project developed by student and instructor in an area approved by the instructor.

*Instructor Permission Required.*

**SOC 340 - Research Methods and Program Evaluation****5 Credits**

Introduce students to qualitative research design. This course provides a foundational understanding of qualitative research methods and tools for program evaluation.

*Program Admission Required. Admitted Program BAS.*

**SOC& 101 - Introduction to Sociology****5 Credits**

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.

*Previously SOC 110.*

**SOC& 201 - Social Problems****5 Credits**

Analysis of the interpretation and reaction to social problems such as inequality, health care, crime and deviance, aging, family disorganization, etc. Presented through lectures, class discussions and small-group interaction.

*Previously SOC 120.*

## SPANISH

### SPAN 231 - Spanish for Heritage Speakers I

#### 5 Credits

This course is designed to build on the language base students already have by developing and improving oral and written literacy skills in Spanish. Students will explore their multilingual and multicultural heritage, improving their knowledge of English as well as Spanish and increasing their knowledge of Latin American cultures.

*Instructor Permission Required. Designed for native or heritage Spanish speakers with oral proficiency but little or no formal training in the language. Student must be a native or heritage Spanish speaker and have permission of instructor.*

### SPAN 232 - Spanish for Heritage Speakers II

#### 5 Credits

This course is designed to build on the language base students already have by developing and improving oral and written literacy skills in Spanish. Students will explore their multilingual and multicultural heritage, improving their knowledge of English as well as Spanish and increasing their knowledge of Latin American cultures.

*Prerequisites SPAN 231. Designed specifically for native or Spanish heritage speakers with oral proficiency but little or no formal training in the language.*

### SPAN 233 - Spanish for Heritage Speakers III

#### 5 Credits

This course is designed to build on the language base students already have by developing and improving oral and written literacy skills in Spanish. Students will explore their multilingual and multicultural heritage, improving their knowledge of English as well as Spanish and increasing their knowledge of Latin American cultures.

*Prerequisites SPAN 232. Designed specifically for native or Spanish heritage speakers with oral proficiency but little or no formal training in the language.*

### SPAN 291 - Special Studies

#### 1 Credits

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required.*

### SPAN 292 - Special Studies

#### 2 Credits

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required.*

### SPAN 293 - Special Studies

#### 3 Credits

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required.*

### SPAN 294 - Special Studies

#### 4 Credits

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required.*

### SPAN 295 - Special Studies

#### 5 Credits

Student-instructor designed contract for special studies at the intermediate level.

*Instructor Permission Required.*

### SPAN& 121 - Spanish I

#### 5 Credits

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.

*Previously SPAN 101.*

### SPAN& 122 - Spanish II

#### 5 Credits

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.

*Prerequisites SPAN& 121 min 1.5. Previously SPAN 102.*

### SPAN& 123 - Spanish III

#### 5 Credits

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.

*Prerequisites SPAN& 122 min 1.5. Previously SPAN 103.*

### SPAN& 221 - Spanish IV

#### 5 Credits

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.

*Prerequisites SPAN& 123 min 1.5. Previously SPAN 201.*

### SPAN& 222 - Spanish V

#### 5 Credits

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.

*Prerequisites SPAN& 221 min 1.5. Previously SPAN 202.*

### SPAN& 223 - Spanish VI

#### 5 Credits

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.

*Prerequisites SPAN& 222 min 1.5. Previously 203.*

## STUDENT SERVICES/CAREER STUDIES

### S SER 090 - College Skills Lab

#### 3 Credits

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.

*Instructor Permission Required. For students enrolled in 10 or more credits.*

### S SER 091 - TRiO Math 91 Foundations

#### 3 Credits

A supplementary course to intermediate algebra courses (Math 91) to include additional instruction, peer mentoring and group tutoring to foster a small learning community.

*Instructor Permission Required.*

### S SER 100 - College Survival

#### 3 Credits

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.

*Instructor Permission Required.*

### S SER 104 - Stress Management and Relaxation

#### 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.

### SUST 152 - Indoor Growing

#### 3 Credits

Explores the various modern systems used in growing crops indoors such as, hydroponics, aeroponics, aquaponics, and soil based Medias. The course will emphasize on hands-on learning through the construction of these systems in the campus greenhouse.

### SUST 154 - Farm Business Administration/Farm Tour

#### 5 Credits

Explores commonly used small farm administration tools to create and manage a profitable small farm. The course covers practical topics such as budgeting, marketing strategy, niche crop selection, and customer relations. The culmination of the course ends with a tour of local successful small farms.

### SUST 175 - Permaculture: Urban Focus

#### 5 Credits

Permaculture focuses on sustainable land use design. Through a mix of classroom discussion time, small group work and hands-on activities, this class will explore techniques for designing and establishing regenerative garden spaces. Though not exclusive to, the class will focus on applying skills to permaculture in an urban setting.

## VISUAL COMMUNICATIONS

### VICOM 100 - Introduction to Web Design

#### 5 Credits

Build your own creative and personal interactive website. Learn how to layout images, videos and text to capture audience's attention.

### 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 Imaging

#### 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**

Graphic Design 2 is an intermediate to advanced course that builds on the concepts learned in Graphic Design 1. Students will learn how to interpret clients needs and execute the steps required to create appropriate business and marketing collateral. Working individually and in groups, students will use both traditional and digital media (Adobe Creative Suite) to produce real-world design projects.

*Prerequisites VICOM 110.*

**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**

Event planning and portfolio preparation.

*Prerequisites VICOM 120.*

**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**

This course will continue to explore different types of illustration used in industry. Students will learn to design creative invented imagery, using various materials, references and freehand techniques. Students will learn methods to develop their ideas by using listening and recording skills, researching and collecting relevant data necessary to design effective and compelling images.

*Prerequisites VICOM 132.*

**VICOM 134 - Painting Techniques****3 Credits**

Study of a variety of techniques used in painting and the development of skills based on student's individual strengths and preferences.

*Prerequisites VICOM 133.*

**VICOM 140 - Cooperative Education****1 Credits**

Requires work experience coordinated with instructor.

*Instructor Permission Required. 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 - Typography****4 Credits**

This course provides a historical background of type usage and an exploration of the art form. Topics include typographic theory and its practical usage in graphic design. Projects will explore the design processes using visual identity and communication, thematic structure and hierarchy, creative problem solving and the basic design practice of critiques and discussions. It provides an in-depth view of the use and application of typographic concepts in both print and web media. Working individually and in groups, students use both traditional and digital media (Adobe Creative Cloud) to produce design projects.

**VICOM 153 - Typography II****2 Credits**

This course is an intermediate to advanced course that builds on the concepts learned in Typography 1. It provides an in-depth view of the use and application of typographic concepts in both print and web media. Subjects included in this course are: typographic information design, the fundamentals of designing typefaces, and motion graphics applications. Working individually and in groups, students will use both traditional and digital media (Adobe Creative Suite) to produce design projects.

*Prerequisites VICOM 152.*

**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****5 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 of 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**

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.

*Prerequisites VICOM 228. Was Intro to Pre-Press.*

**VICOM 200 - Web Design II****5 Credits**

In this class, students will learn both template based software and basic to intermediate coding skills. Students will develop the skills needed to create a professional portfolio website.

*Prerequisites VICOM 100.*

**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 - Three-Dimensional Design****5 Credits**

Practical problems in recycling; industrial design and presentation.

**VICOM 211 - Introduction to Animation****3 Credits**

Learn to create 2D characters and make them come to life with animation. You will learn how to get creative with the basic and animation software tools and bring graphics to life on the stage through motion, and shape tweens while incorporating images and audio to create a total interactive experience.

**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 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****3 Credits**

Intermediate to advanced training in Photoshop techniques.

*Prerequisites VICOM 230.*

**VICOM 236 - Portfolio Presentation****5 Credits**

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.

*Prerequisites VICOM 120.*

**VICOM 240 - Cooperative Education****1 Credits**

Learn on the job and earn academic credits. Internship practicum.

*Instructor Permission Required. Requires work experience coordinated with instructor.*

**VICOM 250 - Designing with Illustrator****3 Credits**

Covers use of electronic page layout software to solve visual and technical problems.

**VICOM 282 - Photo Studio****5 Credits**

Student will visit professional photo studio and work on projects with professionals.

*Prerequisites ART 147 and VICOM 231.*

**VICOM 285 - Visual Communication Capstone****5 Credits**

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.

*Prerequisites VICOM 130.*

**VICOM 295 - Independent Study****5 Credits**

Visual Communications students interested in exploring highly specialized areas of work

*Instructor Permission Required.*

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

JEFF WAGNITZ (2000)

*Interim President:* BA and MA, Eastern Washington University; EdD, University of Washington Tacoma.

## 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

DUSTY WILSON (2001)

*Mathematics:* BA, The Evergreen State College; MS, Western Washington University.

### Social Sciences

RUTH FRICKLE (2000)

*Psychology:* BA, Linfield College; MA, Antioch University.

## Faculty

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.

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.

NATALIE BJORGE (2013)

*Chemistry:* BS, University of Utah; MS, University of North Carolina-Chapel Hill.

LEANN BLANCO (2013)

*Healthcare Professions:* AAS, Wenatchee Valley College; AA, Yakima Valley Community College.

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.

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.

SHERRI CHUN (2005)

**Business Information Technology:** BA and MBA, University of Washington.

J. MICHAEL CICERO (1977)

**Business:** BA and MBA, Washington State University.

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.

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.

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.

SUE FRANTZ (2001)

**Psychology:** BA, Indiana University of Pennsylvania; MA, University of Kansas.

RUTH FRICKLE (2000)

**Psychology:** BA, Linfield College; MA, Antioch University.

SHAWNA FREEMAN (2014)

**Business:** BA & MBA, Augusta State University.

SHANA FRIEND (2012)

**Adult Basic Education:** BA, University of Victoria; MA, Penn State University.

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.

BENJAMIN GONZALEZ (2014)

**Political Science:** BA, University of Washington; MA, University of Victoria; PhD, University of Washington.

ALLISON GREEN (1994)

**English:** BA, The Evergreen State College; MFA, Emerson College.

DARRYL HARRIS (2009)

**Accounting:** BS, United States Military Academy; MA, Washington State University.

JACK HARTON (1994)

**Reference Librarian:** BS, Old Dominion University; MS, University of North Carolina.

SHARON HASHIMOTO (1990)

**English:** BA and MFA, University of Washington.

TAMARA HILTON (2007)

**Interior Design:** AAA, The Art Institute of Seattle.

BARBARA HUNTER (1995)

**Mathematics:** BS, St. Rita College, Philippines; MS, Centro Escolar University, Philippines.

HUI MING HUO (1997)

**Sociology:** BA and MA, Xian Foreign Language Institute, China; MA, Brigham Young University; PhD, University of Akron.

ELAINE IRONS-HUNT (2014)

**Nursing:** BSN, Wright State University; MSN, University of Cincinnati.

JENNIFER JOHNSTON (2012)

**Healthcare Professions:** BA, George Washington University; MPH, University of North Carolina.

JENNIFER JONES (1998)

**Geography:** BA, Carleton College; MA, University of Chicago; PhD, University of California.

KAYOKO KADO (2013)

**Respiratory Care:** AAS, Highline Community College; BA, Wayo Women's University; MA, California Lutheran University.

RAVINDER KANG (2001)

**Computer Information Systems, Computer Science:** BSc, Birmingham Polytechnic; MSc, University of Central England.

TOMMY KIM (2004)

**English/American Ethnic Literature:** BA, University of California; MA, University of Chicago; PhD, University of Minnesota.

CHRISTIE KNIGHTON (2008)

**ABE/ESL:** AA, Highline Community College; BAE, Pacific Lutheran University; MEd, University of Washington.

RASHMI KOUSHIK (2015)

**ABE/ESL:** BA & BA, University of Washington; MA, SIT Graduate School.

GLORIA ROSE KOEPPING (1988)

**Counseling:** BS, Washington State University; MA and PhD, Southern Illinois University at Carbondale.

DIANA LEE (1990)

**Mathematics:** AA, Green River Community College; BS, Pacific Lutheran University; MA, University of Washington.

MONICA LEMOINE (2007)

**English:** BA, Virginia Tech University; MA, University of Wisconsin.

STEPHEN LETTIC (2014)

**Criminal Justice:** AA & AAS, Highline College; MS, Central Washington University; PhD, Capella University.

HAN LIM (1997)

**Mathematics:** BS, Walla Walla College; MS, Washington State University.

LAUREL LUNDEN (2013)

**Healthcare Professions:** BA, DeVry University.

AMAL MAHMOUD (1998)

**English as a Second Language:** BA, Ain-Shams University, Cairo, Egypt; MA, The American University, Cairo; MS and PhD, Georgetown University.

MICHELE MANBER (1994)

**Psychology:** MA, San Francisco State University; PhD, University of Washington.

LAURA MANNING (2000)

**Communication Studies:** MA, University of Washington.

CORY MARTIN (2014)

**Respiratory Care:** BS, David Lipscomb University; Advanced Practitioner Certificate & Technical Certificate in Respiratory Care, Volunteer State University; EdS & MEd, Tennessee State University.

TARISA MATSUMOTO-MAXFIELD (2003)

**English/American Multicultural Literature:** BA, Drake University; MA, Iowa State University; MFA, University of Washington.

MAUREA MAYA (2004)

**ESL:** BA, University of Washington; MA, Seattle University.

PATRICIA MCDONALD (2006)

**Education:** BA, Western Washington University; MA, Pacific Oaks College NW.

TIMOTHY MCMANNON (2000)

**American History:** AA, College of Southern Idaho; BA and MA, Pepperdine University; PhD, University of Washington.

SHON MECKFESSEL (2014)

**English:** BA, St. John's College; MA & PhD, University of Washington.

TERESE MEERDINK (1997)

**Mathematics:** BS and MEd, Stanford University; MS and PhD, University of Idaho.

ANGELA MEYER (2008)

**ABE/ESL:** BS, University of Illinois; MEd, Seattle University.

AARON MODICA (2015)

**Sociology:** BA and MA, University of Nevada Reno; MEd, University of Washington.

MELISSA MOEHLIG (2014)

**Chemistry:** BS, University of California Los Angeles; PhD, University of California Riverside.

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.

STEWART MOUGHON (2011)

**Biology:** BSc & PhD, Molecular & Cellular Biology, University of Washington.

SARAH MUCHNICK (2006)

**Nursing:** BSN, Seattle Pacific University; MSN, University of Phoenix.

JESSICA NEILSON (2005)

**Paralegal:** BA, Whitworth College; JD, University of Oregon; LL.M., Harvard Law School

ANTHONY NEWTON (2004)

**Accounting:** BA and MA, University of Washington; DBA, University of Phoenix.

KHOI-NGUYEN NGUYEN (2014)

**Mathematics:** BS, Vanlang University; BS, Vietnam National University; MS, Washington State University.

MARIE NGUYEN (1999)

**Chemistry:** BS, University of San Francisco; MA and PhD, University of California, Santa Barbara.

SYEDA NIZAMI (2016)

**Computer Information Systems/Computer Science:** BS, University of Sargodha; MS, Fatimah Hinnah Women University.

STEPHANIE OJEDA ESPINOZA (2014)

**English:** BA & MA, California State University Bakersfield.

PAWLOS OKUBAGZI (2016)

**Respiratory Care:** AAS, Highline Community College; BA, Addis Ababa University; MA, Canisius College.

FRANCISCO OROZCO (2015)

**Music:** BA, San Francisco State University; MA and PhD, University of Washington.

TERESA PAN (2014)

**Human Services:** BA, York University; Certificate in Legal & Corporate Administration, Seneca College; MPA, Seattle University.

KEITH PATON (1994)

**Physical Education:** BSE and MSE, University of Kansas.

WEI PENG (2015)

**Engineering:** BS, Huazhong University of Science and Technology; MS and PhD, University of Alabama.

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; PhD, University of Alaska Fairbanks.

PAT PHILLIPS (1993)

**Reading:** BAE, Wayne State College; MEd, University of Washington.

SEAN PUNO (2015)

**Multimedia Design:** BA, Eastern Washington University.

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.

AUSTIN ROBERTS (2014)

**Mathematics:** BS, University of Puget Sound; PhD, University of Washington.

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.

STEVEN SIMPKINS (2015)

**Nursing:** AA, Highline Community College; BS and PhD, University of Washington.

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.

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.

JOY STROHMAIER (2002)

**Biology:** BS and MS, University of Wyoming.

LAURIE STUSSER-McNEIL (2015)

**ABE/ESL:** BA, Tufts University; MEd, Seattle University.

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.

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 Trainer:** BA, University of Tampa; MS, AT Still University.

AVERY VIEHMANN (2014)

**English:** BA, Kent State University; MA and MA, Missouri State University; MA, University of Washington.

AARON WARNOCK (2002)

**Mathematics:** BA, California State University, Stanislaus; MA, California State University, Fresno.

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.

ELIZABETH WORD (2013)

**Communication Studies:** BA & MS, Washington State 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.

JONATHAN BROWN (2001)

**Associate Dean, Student Programs:** BA and MA, Seattle University.

CATHY CARTWRIGHT (2002)

**Director, Financial Services:** AA, Highline Community College; BA & MA, Central Washington University.

TONI CASTRO (1996)

**Vice President of Student Services:** BA, University of the Pacific; MA, California State University, Stanislaus.

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)

**Interim Vice President for Academic Affairs:** 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.

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.

BARRY HOLLDORF (2009)

**Director, Facilities:** BS, Washington State University; MA, University of Washington.

L. MICHELLE KUWASAKI (2011)

**Director, Admissions:** BA, University of Oregon; MA, Gonzaga University.

MARC LENTINI (1997)

**Director, Instructional Design:** BS & MS, Cornell University.

KAO LEZHEO (2008)

**Director, Pathway to College:** BS, Oregon State University; MA, University of Washington.

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.

DAVID MENKE (2016)

*Director, Public Safety & Emergency Management:* BS, DeVry University.

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.*

MICHAEL PHAM (2015)

*Vice President for Administration:* BS, Central Washington University; MBA, City University.

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.

JENNIFER SANDLER (2001)

*Director, Access Services/ACHIEVE:* AA, Highline Community College; BA, University of Washington; MEd, Seattle University.

JENNIFER M. SCANLON (2014)

*Director, Advising & High School Programs:* BA, University of Texas at Austin; MPA, University of Washington.

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.

JEFF WAGNITZ (2000)

*Interim President:* BA and MA, Eastern Washington University; EdD, University of Washington Tacoma.

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)

*Executive Director, Information Technology Services:* BME, Pacific Lutheran University; MEd, University of Washington.



## College Policies and Procedures

[highline.edu/about-us/](http://highline.edu/about-us/)

Additional information about Highline's policies, procedures and statistics can be found online.

### Academic Standards

The purpose of the Academic Standards Policy is to assist students in the successful progression of completing credit-bearing, graded classes that lead to the completion of the student's program of study and educational goals. Satisfactory Academic Standing is defined as maintaining a cumulative GPA of 2.0 or above. The Academic Standards Policy provides for the following statuses and college actions.

#### *Early Notification and Academic Alert*

Early Notification is provided to students who are maintaining a 2.0 cumulative GPA, but whose quarterly GPA is below a 2.0. Students are placed on Academic Alert if their cumulative GPA is below a 2.0 but their quarterly GPA is 2.0 or above. In either case, affected students are notified to emphasize the importance of academic standards and the availability of campus support services.

#### *Academic Probation*

Students are on Academic Probation if both their cumulative and quarterly GPAs are below a 2.0. Students on probation are notified, and a hold is placed on their future registration. The holds will be lifted after either meeting with an academic advisor or attending a specified offering to develop an acceptable academic success plan.

#### *Academic Suspension*

Students are placed on Academic Suspension if their cumulative and quarterly GPAs are below 2.0 for two or more consecutive quarters. Students on suspension are notified, with appeal options. A hold is placed on their future registration.

To return from Suspension status, students should contact the Office of the Vice President for Student Services for enrollment requirements.

### 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.

### Advising

Advising is a teaching and learning process in which students, through a relationship with an advisor, are empowered to identify their life goals, understand the college, its curriculum, degree options, and resources and services, and use that knowledge to develop and refine short and long-term course-taking plans to reach their goals. Academic advising is a shared responsibility between student and advisor that includes certain learning outcomes as well as expectations of both student and advisor.

Advisors are disbursed widely across the college in order to meet the unique needs of our diverse student population. General advising is provided by both professional staff and faculty advisors. General advisors in the Advising Center are available on an appointment and drop-in basis. Professional advisors also provide group advising for current students and orientation sessions for new students.

Specialized advising is offered for the following programs and purposes: Athletics, Running Start, International Student Programs, TRIO Student Support Services, Assessment and Placement, Workforce Education Services, MESA (Math, Engineering Science Achievement) Program, English as a Second Language, Transfer, Veterans and WorkFirst/Womens Programs.

The Transfer Center on the lower level of Building 6 is open to students to explore transfer opportunities, attend workshops and receive help in preparing to transfer. Transfer fairs are held on a quarterly basis.

Students may request to be assigned a faculty advisor based on their academic program or intended transfer major by contacting the Advising Center on the lower-level of Building 6.

### 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 College provides equal opportunity in education and employment and does not discriminate on the basis of biological sex, gender identity and expression, sexual orientation, race, ethnic background, national origin, class, economic status, age, military and veteran status, disability, language, cultural and religious background.

### Debts to the College

College debts include, but are not limited to, such items as outstanding tuition and fees, returned 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 321-122.

### 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 Student Conduct Code codified at this printing in WAC 1321-125.

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 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](http://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 <https://secure.highline.edu/wts/student/stuaddr>.

### Students' Rights and Responsibilities/ Student Conduct Code

Highline College is committed to ensuring a welcoming, inclusive and safe learning environment for all students. The Student Conduct Code (SCC) is a contractual agreement between the enrolled student and the College, and it is important that students be informed and knowledgeable about behavioral expectations and responsibilities to ensure their academic success. A student's admission into Highline constitutes acceptance to comply with the Student Conduct Code. The process and procedures are not intended to be punitive, but rather to focus on students' development and learning. Conduct administrators are dedicated to ensure respect, due process and fundamental fairness in the administration of the SCC.

Highline students have guaranteed rights within the limitations of statutory law and college policy as deemed necessary to achieve the educational goals of the college. Know your rights!

For complete information on Student Rights and the Code of Conduct, visit <https://studentservices.highline.edu/srr.php>.

### 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.

*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 1.60505-1(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.

### 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.

### Auditing a Class

Students may enroll in a course and choose the audit option if they meet the course prerequisites. This option allows students to participate in courses to explore or review a subject and not receive a grade. An audit does not calculate into the quarterly or cumulative GPA and is not included in the number of credits attempted or completed. A grade of "N" will be reflected on the transcript. Regular tuition and fees are charged. Students interested in auditing a class must have their instructor sign a Registration Add/Drop Form approving the audit. This form must be submitted to the Registration and Records Office by the Friday of the first week of the quarter (or the Thursday of the first week of summer quarter). Students who choose to audit may participate in the course to the extent that they desire, and are encouraged to discuss their desired outcomes with the instructor early in the quarter. Courses approved for audit may not be changed to credit classes.

Audits may not satisfy the requirements of various special funding, visa status and dual-enrollment programs including Running Start, High School Completion, Adult Basic Education, English as a Second Language and is not an option for students who utilize funding from Veteran's Affairs (VA), Financial Aid, Workforce Education and/or Workfirst.

### 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 experience, 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](http://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 <https://secure.highline.edu/wts/student/waci002.php>.

### 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 certificate program completion or as prerequisites for higher-level courses. Per the college's General Degree Requirements, any course taken in an AA, AS, or AAS degree must be a D (1.0 GPA) or better.*

**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. The N does not carry decimal points.

**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 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](http://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](http://registration.highline.edu/fees.php).

For an unofficial copy of a transcript, visit <https://secure.highline.edu/wts/student/waci002.php>.

**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 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. Complaints must be initiated within 120 days of the end of the quarter in which the precipitating incident(s) occurred. 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. If after all attempts at an informal resolution have failed, the following steps must occur.

**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 interests of all are served by dealing with complaints in a timely manner. The division chair will promptly forward a copy of all these materials to the faculty member. In the exceptional case where the division chair feels that the interest of satisfactory resolution is best served by temporarily delaying processing of the complaint, the chair may delay forwarding the materials to the faculty member by a maximum of 12 months from the date of submission of the written complaint. After receiving the materials from the division chair, 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.

**Military Credit Acceptance**

The following procedures ensure that each active duty military service-member and veterans receive the maximum amount of college credit for military training possible:

1. Highline College evaluates every military transcript received from the service member and/or veteran pursuing an education at Highline.
2. Highline uses the American Council on Education (ACE), "A Guide to the Evaluation on Educational Experiences in the Armed Services" as a guide. ACE translates all military and occupations into academic credit recommendations, and provides guidelines to interpret and recommend credit for college courses.
3. Highline accepts ACE military course recommendations for both the amount of credit suggested, and the level of the credit recommended (upper or lower division credit) under the following circumstances where the military course must match a required course listed in the student's area or degree or pursuit.
4. ACE credits that do not match any courses in any degree of pursuit may be accepted as elective credits when possible (subject to limits of the degree program).
5. Prior Learning Assessment credit can also be attained from military training and experience.
6. This policy and resources will be widely and easily available to veterans and active duty military seeking enrollment at Highline College.

**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](http://financialaid.highline.edu/FormsResourcesPolicies.php).

**Student Complaint Policy**

The Student Complaint policy and process is published in the Washington Administrative Code (WAC) 1321-310, which is available online at [apps.leg.wa.gov/WAC/default.aspx?cite=1321-310-010](http://apps.leg.wa.gov/WAC/default.aspx?cite=1321-310-010).

**Veterans Credit**

See Military Credit Acceptance above.



# HIGHLINE COLLEGE

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