



CORRECTIONS EDUCATION CLASS CATALOG

ACADEMIC YEAR 2026-2027

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Welcome!

Through a long, vibrant partnership between the Washington Department of Corrections (DOC), the Washington State Board for Community and Technical Colleges, and Washington's community and technical Colleges, Washington has built an educational system that provides opportunities for incarcerated adults to complete high school diplomas, GED®, prepare for college and reentry, learn workforce skills, and earn college degrees.

The following colleges offer services at the Department of Corrections facilities:

- Airway Heights Corrections Center — Spokane Colleges
- Cedar Creek Corrections Center — Centralia College
- Clallam Bay Corrections Center — Peninsula College
- Coyote Ridge Corrections Center — Walla Walla Community College
- Monroe Correctional Complex — Edmonds College
- Olympic Corrections Center — Peninsula College
- Stafford Creek Corrections Center — Grays Harbor College
- Washington Corrections Center — Centralia College
- Washington Corrections Center for Women — Grays Harbor College
- Washington State Penitentiary — Walla Walla Community College

This catalog includes a list of all the programs and classes offered at each facility.

Common course numbering (CCN) makes it easier for students to transfer courses between community and technical colleges in Washington State. About a quarter of all community and technical college students graduate from a two-year college with credits transferred in from another college. Common course numbering eases that process because equivalent courses are labeled the same across all colleges.

Common Course Numbering classes are designated by an ampersand (&) followed by a common 3-digit number.

Register for Classes

Please contact your education staff via kiosk or kite. Education staff can help you get transcripts and enroll in your class.

Airway Heights Corrections Center

Programs at this facility are offered through Spokane Community College.

Business AAS-T

The objective of this program is to permit the student maximum flexibility in designing a two-year program of study in business. The student may specialize in a particular area of business, such as marketing, management, project management, or entrepreneurship, or select courses that provide a general exposure to several areas of business. **(92 Credits)**

BT 152–College and Career Strategies (3.0 Credits)

Students learn to identify and develop behaviors that lead to personal and academic success. Students learn skills to increase their success in college and to help them achieve their academic and professional goals.

BUS 103–Basic Business Mathematics and Electronic Calculators (5.0 Credits)

Students work with numbers and solve business problems using a 10-key pad including special features found on most modern business desk calculators and apply basic business math formulas.

BUS 280–Human Relations in Business (5.0 Credits)

The needs of the business or other formal work institutions and how they interact with individual needs are covered in this course. Leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how humans act in a work environment are emphasized. The manager's role in creating an acceptable and satisfying organizational climate is covered.

CATT 120–Microsoft Word I (2.5 Credits)

Students learn and apply fundamental functions of word processing software to create documents. Students learn to apply basic formatting and editing features to graphics, characters, and paragraphs.

BUS& 101–Intro to Business (5.0 Credits)

Students are introduced to the broad field of business and its organization, operation and management. Business opportunities, ownership, marketing, physical factors, human resources, finance, regulations and decision-making processes are emphasized.

BUS 104–Business Mathematics (5.0 Credits)

Practical problems in the various fields of business, including a review of fundamentals, are emphasized in this course. Financial statements, buying and selling goods, simple and compound interest and discounts, annuities, sinking fund and amortization, consumer credit, and stocks and bonds are presented.

ENGL& 101–English Composition I (5.0 Credits)

This course develops and sharpens the basic principles of writing college-level essays.

Students work on a series of essays to improve their ability to write clear, detailed prose and to use texts to support their claims. Competence in mechanics and standard English usage is assumed of all students taking ENGL& 101.

CATT 138–Microsoft Excel I (2.5 Credits)

Students learn and apply the fundamental functions of Microsoft Excel required to create, modify, format, and print spreadsheets.

MIS 211 Information Technology in Business (5.0 Credits)

This course provides the basic concepts of the use of information technology in business, both globally and locally, to collect, organize, distribute and present information in a business environment. Students will learn how to collect information from external sources, such as libraries and the Internet, and from internal functional areas. Productivity tools such as databases, spreadsheets, word processors and presentation software will then be used to consolidate, organize, synthesize and present the external and internal information to business decision makers.

MMGT 101 Principles of Management (5.0 Credits)

Fundamental principles of management as applied to business enterprise. Actual business situations are studied by applying basic management principles.

MMGT 211–Marketing (5.0 Credits)

Introduction to the field of merchandise marketing; distribution of goods and services from producer to consumer and the place of marketing in our economy.

Electives

Group A, B, or C Elective (8.0 Credits)

Group C – Business Related Elective (5.0 Credits)

ACCT 151 College Accounting (5.0)

Students learn the basic concepts of accounting for office, sales and small business personnel. The basic accounting cycle, use of general journals, worksheets, adjusting and closing entries, and complete financial statement preparation are emphasized. Payroll processing, employer payroll tax calculations, and reporting are also covered. These courses must be taken in sequence. These courses do not fulfill requirements for students majoring in accounting.

ECON 100 Fundamentals of Economics (5.0)

A general introduction covering microeconomics (small sections of the economy), macroeconomics (economic system as a whole), and comparative economic systems.

Group B – Quantitative Analysis Elective (5.0)

MMGT 100 Supervised Volunteer Experience (1.0 Credit)

Approved supervised volunteer community service experience in a nonprofit, government or service organization that teaches students the value of contributing back to the community in which they live and work. Students may receive variable

credits for hours of approved supervised experience during a quarter. One credit is given for every 33 hours of volunteer experience documented. Grade option: Pass/fail.

Group A – Marketing & Management Elective (5.0 Credits)

Carpentry Certificate

This certificate teaches the fundamental skills required for those seeking a career in construction or career advancement. **(45 credits)**

APLED 112–Applied Mathematics (3.0 Credits)

This course is an introduction to mathematical theory and its application to the professional/technical fields. Topics include an overview of general mathematical concepts, geometry, trigonometry, and algebra, and how they are successfully utilized in practical situations.

APLED 121–Applied Written Communication (4.0 Credits)

This course is an introduction to written communication skills and their application to vocational and academic studies. Development of writing skills necessary to plan and write technically formatted documents is emphasized.

APLED 125–Employment Preparation (3.0 Credits)

This course provides advanced communication concepts that focus on resume writing, job interviewing, team building, problem solving and presentational skills. Course content varies depending on the needs of individual departments.

CARP 101–Carpentry Mathematics

Carpentry Math is a course designed to teach fundamental mathematical concepts as they pertain to the carpentry trade.

CARP 102–Carpentry Tools and Safety

Carpentry Tools and Safety includes an introduction to the carpentry field as well as fundamentals of construction safety and tools. Throughout this course, students will be introduced to hand tools and power tools as well as the proper uses and maintenance for each.

CARP 103–Carpentry Materials of the Trade

Carpentry Materials of the Trade introduces students to the various materials used in the carpentry field. Throughout this course, students will identify and determine the appropriate uses for specific types of wood and panel products, fasteners, and adhesives.

CARP 104–Carpentry Shop

The Carpentry Shop includes an in-depth study of framing floors, walls, and basic roofing. This course gives students real-world, hands-on practice with interior wall finishes, building a flight of stairs, and cabinet construction.

CARP 110–Carpentry Blueprint Drafting and Reading

The course is designed to teach the various drawings used in the construction trade. Classroom work includes basic drafting, interpretation of symbols, abbreviations, views, and scale size. Students will gain a basic hands-on application of the drawing process.

CARP 115–Carpentry Advanced Framing

Throughout this course, students will use blueprints to create structures using advanced framing applications.

CARP 120–Carpentry Advanced Interior Finishes

Provides practical application in the installation of interior molding, trims, and door casings. Throughout this course, the student will gain hands-on experience finishing floors and ceilings and estimating materials for residential construction.

CARP 125–Carpentry Advanced Cabinetry

The course is designed to teach the various drawings used in the construction trade. Classroom work includes basic drafting, interpretation of symbols, abbreviations, views, and scale size. Students will gain a basic hands-on application of the drawing process.

HVAC One-Year Certificate

AIRC 103 – Fundamentals of Electricity in HVAC/R (4.0 Credits)

Students explore the fundamental concepts of electricity and magnetism, and basic applications in the HVAC/R trade. Theory includes voltage, direct and alternating current, resistance, series and parallel circuits, electrical symbols and schematic diagrams, electrical safety, and basic electrical components. Emphasis will be placed on the skills to interpret basic schematics for gas heat, electric heat, and air conditioning systems.

AIRC 106 – HVAC/R Electrical Applications (6.0 Credits)

Students further explore electrical applications in the HVAC/R field. Topics include motors, line voltage and low voltage controls, relays, transformers, and thermostats. Special emphasis is placed on the development and use of schematic and wiring diagrams for troubleshooting gas and electric furnaces.

AIRC 107 – HVAC/R Electrical Applications Lab (8.0 Credits)

Topics will include wiring, testing, and troubleshooting of series and parallel circuits, low voltage and line voltage controls, interpretation of schematic diagrams, and electrical safety. Emphasis will be placed on wiring, testing, and troubleshooting an electric and gas furnace.

APLED 112 – Applied Mathematics (5.0 Credits)

This course is an introduction to mathematical theory and its application to the professional/technical fields. Topics include an overview of general mathematical concepts, geometry, trigonometry, and algebra, and how they are successfully utilized in practical situations.

AIRC 108 – Fundamentals of Heating Systems (6.0)

This course introduces the fundamentals of heating with forced air fuel gas burning appliances and electric heating appliances. Students will explore gas codes, venting, gas piping, the combustion process, and components of residential and light commercial heating systems. Emphasis will be placed on the sequence of operation, troubleshooting, and the relationship of the electrical and mechanical functions as a complete system.

AIRC 137 – Fundamentals of Heating Systems Lab (8.0 Credits)

Students will wire, troubleshoot, and repair residential and light commercial heating systems. Emphasis will be placed on developing skills to identify system problems, troubleshooting strategies, and repair procedures.

APLED 121 – Applied Written Communication (4.0 Credits)

This course is an introduction to written communication skills and their application to vocational and academic studies. Development of writing skills necessary to plan and write technically formatted documents is emphasized.

AIRC 109 – Fundamentals of Refrigeration (5.0 Credits)

Students will explore the physics and theory governing the vapor-compression refrigeration cycle, human comfort and psychometrics, and practical applications of refrigeration systems.

AIRC 110 – Fundamentals of Refrigeration Lab (10.0 Credits)

Students will focus on the proper use of refrigeration tools, evaluating refrigeration system performance, analyzing ladder diagrams, and troubleshooting electrical components.

AIRC 136 – HVAC/R Safety (1.0 Credits)

This course will introduce students to the safety requirements mandated by the Washington Department of Labor and Industries and OSHA. Topics include safety standards, fall protection, electrical safety, struck-by, caught-in or between, PPE, HAZMAT, and health hazards in construction.

AIRC 203 – Fundamentals of Air Conditioning (7.0 Credits)

This course continues refrigeration instruction to also include comfort cooling and air conditioning. Students will explore techniques for proper refrigerant handling, recovery, recycling, reclaim, and evacuation, in preparation for the EPA 608 Refrigerant Handling License. Electrical skills will be further developed, exploring the use of electric motors, capacitors, motor protective devices, additional controls, and code compliance.

AIRC 204 – Fundamentals of Air Conditioning Lab (7.0 Credits)

Students will focus on the proper use of refrigeration tools, evaluating refrigeration and air conditioning system performance, analyzing ladder diagrams, troubleshooting electrical components, recovery and evacuation procedures, and brazing techniques.

ENGL&101 – English Composition (5.0 Credits)

This course develops and sharpens the basic principles of writing college-level essays. Students work on a series of essays to improve their ability to write clear, detailed prose and

to use texts to support their claims. Competence in mechanics and standard English usage is assumed of all students taking ENGL& 101.

MMGT 223–Customer Service (3.0 Credits)

The needs of the business or other formal work institutions and how they interact with individual needs are covered in this course. Leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how humans act in a work environment are emphasized. The manager's role in creating an acceptable and satisfying organizational climate is covered.

Machinist–CNC Technology Certificate

This program teaches students basic to intermediate processes on new, state-of-the-art manual mills, lathes, and a CNC milling machine, to complete a variety of projects in numerous industries. Students also acquire the skills to read blueprints to build or repair parts and equipment and are trained in the importance of shop and tool safety, and how it is applied in multiple industries. **(52 credits)**

APLED 112–Applied Mathematics (3.0 Credits)

This course is an introduction to mathematical theory and its application to the professional/technical fields. Topics include an overview of general mathematical concepts, geometry, trigonometry, and algebra, and how they are successfully utilized in practical situations.

APLED 121–Applied Written Communication (4.0 Credits)

This course is an introduction to written communication skills and their application to vocational and academic studies. Development of writing skills necessary to plan and write technically formatted documents is emphasized.

APLED 125–Employment Preparation (3.0 Credits)

This course provides advanced communication concepts that focus on resume writing, job interviewing, team building, problem solving and presentational skills. Course content varies depending upon the needs of individual departments.

MACH 140–Blueprint I (2.0 Credits)

Students learn basic blueprint reading with emphasis on the accurate interpretation of blueprints and sketches.

MACH 141–Machine Theory I (2.0 Credits)

Students are introduced to shop safety, mechanical hardware, drilling machine, bandsaw machine and engine lathe theory.

MACH 142–Shop I (10.0 Credits)

Students are introduced to the manufacturing processes, equipment and hardware used to shape and form materials. Basic layout techniques, the use of measuring tools and shop safety practices are stressed, as well as basic operations on the Engine Lathe, drill press, and bandsaw.

MACH 143–Machine Tools (2.0 Credits)

Students are introduced to the hand tools, measuring tools, equipment, and processes common to a machine shop with emphasis on their proper selection and use.

MACH 151–Machine Theory II (2.0 Credits)

The theory of manual milling machines and the operations performed on these machines are introduced. Vertical bandsaw setup and operation is stressed as well as job planning.

MACH 152–Shop II (10.0 Credits)

This course continues from MACH 142, diving deeper into the operation of the engine lathe and its uses. The vertical milling machine is introduced in this course and further instruction in the use of measuring tools and shop safety practices are stressed.

MACH 160–Blueprint III (2.0 Credits)

This course continues with the concepts introduced in MACH 140 and 150. Practical experience in the interpretation and generation of special view drawings is emphasized.

MACH 162–Shop III (10.0 Credits)

This course continues with the concepts introduced in MACH 152 with application on the engine lathe and its attachments. Further milling machine techniques are emphasized.

MACH 211–CNC Theory I (2.0 Credits)

Students learn concepts required to accurately program and set up a CNC Milling Machine. Handwriting basic G & M Code programs using the manual method will be emphasized.

MACH 212–Shop IV (10.0 Credits)

Students work in the Machine shop environment, gaining hands-on experience programming, setting up, and operating CNC Mills.

MACH 221–CNC Theory II (2.0 Credits)

Students learn concepts required to accurately program and set up a CNC Lathe. Handwriting basic G & M Code programs using the manual method will be emphasized.

Adult Basic Education–GED®

Provides a foundational education in reading, writing, critical thinking, and math skills to study for the GED® test. 145 score is required for all four tests.

There are four independent GED® sub-exams that address the academic subject areas of:

English Language Arts (Reasoning Through Language Arts)

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn reading and writing concepts, including grammar. You'll need to read excerpts from a

variety of informational and literary sources and show your understanding, draw conclusions, and write clearly. Your writing will demonstrate your ability to analyze two passages, decide which argument has more convincing evidence and explain why the evidence supports your choice.

Science (including Chemistry and Physics)

- Reading for meaning in science
- Designing and interpreting science experiments
- Using numbers and graphics in science

Learn to understand science concepts, know how to read graphs and charts displaying scientific data, and use reasoning to interpret science information. The science exam is not about memorization. You won't need to memorize the periodic table of elements, but you will need to recognize names and symbols of key elements in answering some questions.

Social Studies

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn to apply American social studies concepts, know how to read graphs and charts displaying social studies data, and use reasoning to interpret information. The social studies exam is not about memorization. You won't need to memorize the capitals of countries or dates when those events occurred but given some information about an event you might need to use that in drawing conclusions.

Mathematical Reasoning

- Basic math
- Geometry
- Basic algebra
- Graphs and functions

Learn math concepts, measurements, equations, and applying math concepts to solve real-life problems. You don't have to memorize formulas and will be provided a formula sheet to use on the exam.

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate competencies in reading, writing and math contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning.

English Language Acquisition

ELA classes are offered to limited English proficient students to develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community. Course pathways include Adult High School programs GED® tests, college, or current or future work. Offered at AHCC, CBCC, CRCC, SCCC, WCCW, and WSP

Cedar Creek Corrections Center

Programming at this facility is offered through Centralia College.

Construction Trades Apprenticeship Preparedness

This state-recognized pre-apprenticeship program prepares students to enter apprenticeship programs directly related to trades or for employment in the construction sector. The program includes math, blueprint reading and drawing, health and safety, work readiness, industry awareness, tool training, construction basics, and basic electrical and plumbing. Students will also create a capstone project that will demonstrate the link between theory and practice and skills acquired throughout the program. **(20 Credits)**

CTAP 110 (20 credits) Includes:

Introduction to the Trades

This course will provide exposure to a variety of different building trades and applications to the jobsite. These include Laborers, Iron Workers, Cement Masons, Carpenters, Plumbers and Pipefitters, and Electricians. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trades. Students will be provided with the physical requirements needed, application requirements, wages, benefits, job opportunities, and any other information pertinent to that specific trade.

Construction Trades Math

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to, laborers, ironworkers, carpenters, Cement masons, Electricians, Finish Trades and Pipe Trades. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

Work Behavior and Safety

This course will provide instruction in worksite behaviors and expectations: preparing for the workday, communications skills, teamwork skills, proactive attitude, attendance expectations, integrity, resume writing, mock job interviews, appropriate work attire, and what employers are really looking for when hiring. To include, but not limited to, behaviors and actions that could disqualify, lead to disciplinary actions, or even terminate an individual from a job. Also, to be included is the health and safety needed for the trades. Topics include physical fitness, healthy eating habits, worksite assessment, identifying workplace hazards, hazard prevention and DOC safety training. Proper use and fit of personal protective equipment will be discussed.

Tools and Blueprints

This course focuses on identification, maintenance and safe usage of tools and equipment used in the trades. Students will understand job safety importance and requirements. Tool and job safety will be taught and practiced throughout the entire program. This course will also provide exposure to construction basics via skill building activities and trades related agility courses. The course will include footings and foundations (slab and grade, post and

beam, footings and stem wall). This course also covers framing to include floor framing, wall framing, and roofing framing. Students will receive roofing and siding exposure as well as experience with interior and exterior finishes. Students will interpret the signs and symbols on construction blueprints. Students will demonstrate their skills by drawing their own basic construction blueprint.

Capstone Project

In this capstone course, students will experience the link between theory and practicum through completing a relevant project. This project will integrate the skills and abilities acquired during the program and demonstrate the competencies learned.

Drywall, Roofing, and Siding

This TECH Certificate program prepares students to enter apprenticeship programs directly related to the trades or for employment in the construction sector. **(20 Credits total)**

TECH 160 – Drywall Install (3.0 Credits)

This course is designed to teach students basic safety procedures, techniques, framing skills, and drywall installation that may be used in the Construction industry. This class is a pre-req to TECH 161.

TECH 161–Drywall Finishing (4.0 Credits)

This course is designed to teach students light commercial and residential drywall finishing techniques such as taping, mudding, and sanding that can be used in the construction industry.

TECH 165–Roofing Installation (7.0 Credits)

This course will teach students safety techniques and basic commercial and residential roofing installation techniques, including preparation and installation that may be used in the construction trade.

TECH 166–Siding installation (7.0 Credits)

Teaches commercial and residential siding installation techniques, such as: removing existing materials, selecting tools for the job, and math skills needed to measure and cut materials that may be used in the construction industry.

Adult Basic Education–GED®

The GED® Program covers 4 core subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. Students must pass all four GED® exams with a score of 145 or better to earn their GED® Certificate, and exams can be taken in English or Spanish. Colleges will identify students' needs when enrolling in basic skills, including past GED® exam history.

There are four independent GED® sub-exams that address the academic subject areas of:

- English Language Arts (Reasoning Through Language Arts)
- Science (including Chemistry and Physics)

- Social Studies
- Mathematical Reasoning

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate competencies in reading, writing and math contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning.

Pre-College Coursework

Pre-college courses prepare students for college courses through English and Math courses. English provides a foundation for comprehension and critical reading skills, basic composition methods, rhetorical principles, and approaches to college discussion. Math courses introduce the concepts of algebra including operations on signed numbers, solutions of linear equations, exponents and algebraic fractions, and basic operations on polynomials. Includes a review of some properties and operations of arithmetic.

AA-DTA: Associate of Arts, Direct Transfer Agreement

Students are required to earn a minimum of 90 college-level credits with a 2.0 grade point average. A minimum of 63 credits for general education/CORE courses are required. The DTA provides a student with a minimum of 90 quarter or 60 semester credits upon entry to a baccalaureate program. DTA completion satisfies the completion of general education requirements. **(90 Credits)**.

Communications (10.0)

At least 13 credits, including ENGL& 101, ENGL& 102, or ENGL& 235 and a communication studies course.

Humanities (15.0 Credits)

A Minimum of 15 credits from three different subject areas, one course must be from the English Literature courses, only five credits allowed in Modern Language, only five credits allowed in Performance/Fine Arts

Social Sciences (15.0 Credits)

A minimum of 15 credits from three different subject areas. One course must be from Anthropology, Psychology, Sociology, or History.

Quantitative Skills (5.0 Credits)

Each of these courses requires a prerequisite of intermediate Algebra Proficiency.

Physical Ed (3.0 Credits)

Three activity credits required. Waived by physician recommendation only. Military service may satisfy this requirement. For students in Department of Corrections Campuses (HPER 264 – Stress Management) satisfies this requirement.

Natural Sciences (15.0 Credits)

A minimum of 15 credits from three different subject areas. One course must have a lab, only five credits in math allowed.

Electives (27.0 Credits)

27 credits total. Nine credits must be fully transferable as defined by the ICRC (intercollegiate relations Commission) standard.

Clallam Bay Corrections Center

Programs at this facility are offered through Peninsula College.

Business Administration Certificate

Peninsula College at Clallam Bay Corrections Center offers a one-year certificate in business administration that provides a foundation in the field that can be used as the first 45 credits in an AAS degree in Business Administration. This is a 45-credit certificate and includes Business, Accounting, English, and Math classes. This certificate will prepare students for employment in the business environment and /or transfer to an AAS degree. Students who participate will work with advisors to plan classes and review transcripts.

ACCT& 201–Principles of Accounting I (5.0 credits)

Emphasis on the nature of accounting as a system of information for decision making. Specific topics include basic financial statements, the accounting cycle, forms of business organization, financial assets, inventories, and depreciation. This class may include students from multiple sections.

ACCT& 202–Principles of Accounting II (5.0 Credits)

Study of accounting is continued through specific topics, including liabilities, stockholder's equity, statement of cash flows, financial statement analysis, and global and management accounting. This class may include students from multiple sections.

AMATH 121–Applied Math and Prof Tech I (5.0 Credits)

College mathematics is used in professional and technical programs. Content includes mathematical modeling and applications employing numerical operations; measurements; geometry; linear and nonlinear equations; exponent, radical, and polynomial operations; functions; formulas; plane analytical geometry with graphing; and an introduction to trigonometry. This class may include students from multiple sections.

BUS& 101–Intro to Business (5.0 Credits)

Introduction to business systems, processes, and the general business environment. Students explore marketing, management, finance, accounting, business law, information technology, human resources, entrepreneurship, and emerging business topics. This class may include students from multiple sections.

BUS& 201–Business Law (5.0 credits)

Introduction to the fundamentals of business law and the principles of the American legal

system including criminal, tort, and business law, contracts, sales, Uniform Commercial Code, and employment. Familiarity with Washington's RCWs (Revised Codes of Washington) and WACs (Washington Administrative Codes) emphasized through researching regional business law cases. This class may include students from multiple sections.

BUS 205–Principles of Management (5.0 Credits)

An introduction to management concepts, including topics of planning, organizing, leading, managing, and motivating available human resources and business assets to optimally and ethically accomplish performance goals. This class may include students from multiple sections.

CAT 140–Intro Excel (5.0 credits)

Introduction to spreadsheets. Create, format, edit, and print worksheets; formula and function capabilities; analyze, link, and summarize data; create charts and tables; images and diagrams; work with multiple worksheets; use templates and galleries. Keyboarding and file management skills are recommended. This class may include students from multiple sections.

BUS 270– Management Information Systems (5.0 Credits)

Introduces the fundamental concepts about management information systems and the integral role they play in a successful business. Course objectives embrace the notion that management of a modern organization requires knowledge of information systems to gain a competitive advantage, defining what they are, how they affect the organization and its employees, their strategic importance, and the role of emerging technologies in business processes. Students will develop and demonstrate proficiency in the use of key business application technologies.

ENGL& 101–English Composition (5.0 credits)

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. This class may include students from multiple sections. (Communication Skills)

Business Administration: Business Technology Short-Term Certificate

The Business program is designed to allow students to pursue three different career options: Accounting, Management, and Entrepreneurship. Students develop a foundation of knowledge in common computer application used in businesses of all sizes. Students can enroll in Business Technology classes along with any vocational program. Learn to keep track of your business finances, payroll and taxes with QuickBooks software. Learn the fundamentals of payroll and taxes to support any future business endeavor.

CAT 140–Intro Excel (5.0 credits)

Introduction to spreadsheets. Create, format, edit, and print worksheets; formula and function capabilities; analyze, link, and summarize data; create charts and tables; images and diagrams; work with multiple worksheets; use templates and galleries. Keyboarding and file management skills are recommended. This class may include students from multiple

sections.

ACCT 215–QuickBooks (5.0 credits)

Learn the fundamentals of QuickBooks Pro, a popular general ledger software package for small and medium-sized businesses. Coverage of vendors and customers' transactions, inventory activities, bank transactions, financial reports, end-of-period procedures, payroll, and other key accounting procedures.

BUS 247–Payroll and Business Taxes (5.0 Credits)

A study of current payroll and Washington State excise tax laws, record-keeping requirements, preparing payrolls, payroll reporting, and accounting procedures. Addresses such issues as excise tax and business taxes, employee vs independent contractor, Fair Labor Standards Act, and statutory federal and state reporting requirements. Uses computer-simulation software.

Business Administration: Business Entrepreneurship Short Term Certificate

Are you thinking about starting your own business? Take this series of classes designed for entrepreneurs to learn how to own and operate your own small business. Learn to evaluate your readiness to manage a business and to develop a business and marketing plan. Learn to keep track of your business finances, payroll and taxes. Study basic accounting principles/processes and improve your business math skills.

BUS 135–Bookkeeping Small Business Foundations (6.0 credits)

Learn the fundamentals of small business accounting and bookkeeping. Topics include analyzing transactions, inventories, receivables, and cash flow, financial statement analysis, budgeting, product pricing and capital investment analysis. Review and implement key accounting concepts and procedures including setting up new company, establishing a chart of accounts, beginning balance, customers, vendors and product/services. Recording operating activities: sales and cash receipts, purchases and cash payments, investing and financing activities, as well as payroll. Establishing budgets and preparing bank reconciliations, analysis and recording of adjusting entries, and preparation of financial statements and reports.

BUS 245–Entrepreneurship and New Innovation (5.0 credits) Learn how to become a small business owner. Students will analyze entrepreneurship and perspectives for success in their chosen field or service. Class features business scenario simulations as a key component of entrepreneurialism and startups. Other topics include entrepreneurship life, commitment to integrity, quality performance, innovation, motivations of owning a business, and influences on decision-making.

BUS 282–Principles of Marketing (5.0 credits)

Examines the role of marketing in general business activities. Students will learn the marketing process that develops products and services, methods and techniques of market research, target markets, market segmentation, product planning, distribution, pricing, and promotion.

Computer Programming

This program has been revised to include additional courses in computer programming including database, mobile, and game design. In addition, students learn how to build, upgrade, troubleshoot, and repair PCs. Earn a Game Development Fundamentals Certificate. Then, with support classes, earn either a one-year Game Development Certificate or a one-year Game Design Certificate. (60 Credits)

Game Development Fundamentals (20.0 Credits)

CSE 101–Computer Basics/Software Eng. (5.0 Credits)

Learn about computer systems and the physical components that make them work.

CSE 102–Foundation of Game Development (5.0 Credits)

Games are complex systems that use software code to simulate your fantasy world.

CSE 103–Game Design Fund/Story Development (5.0 Credits)

Since good games don't just happen, it is important to create a comprehensive script defining your game world and what the player should experience.

MEDIA 170–Graphic Design Fundamentals (5.0 Credits)

Introduction to the formal elements of graphic design. Explore contemporary design issues and examine the history and psychology behind design communications. Use page layout software to create materials for publication and produce a final printed portfolio of student work. This class may include students from multiple sections.

Game Development: CSE 101, CSE 102, CSE 103, MEDIA 170 AND:

BUS 205–Principles of Management (5.0 credits)

An introduction to management concepts, including topics of planning, organizing, leading, managing, and motivating available human resources and business assets to optimally and ethically accomplish performance goals. This class may include students from multiple sections.

CSE 111: Game Dev I/2D Programming (5.0 Credits)

Write software to simulate 2 Dimensional environments and build virtual worlds.

CSE 121–Game Dev II/3D Programming (5.0 Credits)

Moving to the third dimension is quite a jump from 2D game development. Learn about the math involved and how to create 3D models for use in 3D worlds.

CSE 131–Game Dev III/Mobile Game Dev (5.0 Credits)

Mobile devices are the fastest-growing segment of computer use. Learn how to make mobile games and about the new app stores where customers can find and purchase your software.

CSE 140–Team Project I/Side Scroll Game (5.0 Credits)

Learn to create your own 2D video game.

CSE 141–Team Project II/1st Person Game (5.0 Credits)

Learn to create your own 3D video game.

ENGL& 101–English Composition I (5.0 Credits)

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. This class may include students from multiple sections.

MATH& 107–Math in Society (5.0 Credits)

A study of a variety of mathematical topics for non-science majors. The topics covered may differ between sections, but may include problem-solving strategies, logic, set theory, number theory, mathematics of finance, probability and statistics, or geometry. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences).

Game Design: CSE 101, CSE 102, CSE 103, MEDIA 170 AND:

BUS 205–Principles of Management (5.0 credits)

An introduction to management concepts, including topics of planning, organizing, leading, managing, and motivating available human resources and business assets to optimally and ethically accomplish performance goals. This class may include students from multiple sections.

CSE 110: Game Dev I/Drawing Animation (5.0 Credits)

Creating art assets for video games can be a demanding process. It is impossible to build good concept art for games without basic drawing skills.

CSE 120–Game Dev II/3D Modeling (5.0 Credits)

Learn to take your sketches and turn them into 3D objects.

CSE 130–Game Dev III/3D Animation Tech (5.0 Credits)

Modern 3D games employ many techniques such as motion capture, inverse kinematics and key frame animation to achieve realistic movement for game characters.

CSE 140–Team Project I/Side Scroll Game (5.0 Credits)

Learn to create your own 2D video game.

CSE 141–Team Project II/1st Person Game (5.0 Credits)

Learn to create your own 3D video game.

ENGL& 101–English Composition I (5.0 Credits)

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. This class may include students from multiple sections.

MATH& 107–Math in Society (5.0 Credits)

A study of a variety of mathematical topics for non-science majors. The topics covered may differ between sections, but may include problem solving strategies, logic, set theory, number theory, mathematics of finance, probability and statistics, or geometry. This class may include students from multiple sections. (Quantitative Skills, Natural Sciences).

Facilities Maintenance Short Term Certificate

This program prepares students to provide facility maintenance procedures for heating, ventilation, air-conditioning, plumbing, and electrical systems. Students will learn to follow systematic, diagnostic, and troubleshooting practices. This program provides students with a background to be a facilities maintenance technician.

CONST 114– Residential Remodel and Retrofit (5.0 Credits)

Prepares individuals to perform basic first aid procedures in cases of emergencies. Learn how to prevent accidents in the home and on the job. Adult CPR. Provides two-year certification.

CONST 105 – Blueprint Reading (5.0 Credits)

Introduction on how to read and use blueprints to construct residential and commercial structures. Course emphasis will be on learning to read blueprints and how to apply different types of foundations, framing, and interior and exterior finishes. Learn how building codes apply to various stages of construction. This is a required course for the Carpentry one-year certificate.

CONST 136 – Building Permits and Codes (3.0 Credits)

Learn building codes and standards applicable to building construction and the inspection process. The class will focus on a variety of local jurisdictions and differences in the permit and inspection process. Students will study the basic building codes necessary for carpentry, plumbing, electrical, and heating, ventilation and cooling (HVAC) as well as where to locate advanced code requirements.

CONST 195–Facilities Maintenance (3.0 Credits)

Learn basic facilities maintenance skills in plumbing, HVAC, carpentry tools, electrical, building codes, and permits. Class emphasizes safety and standards necessary to repair and maintain residential homes, buildings, and facilities.

Pastry and Specialty Baking

Learn to become a professional baker. In this course students will learn breads, cakes, cookies, laminated dough and pastries and decorating. The course includes combined business management

with vocational training to better prepare students for work or starting a small business. The complete program includes business, English and math support classes. Earn a Baking Fundamentals certificate and a Specialty Baking Fundamentals certificate. Then, along with support classes, earn a one-year Pastry and Specialty Baking certificate.

AMATH 121–Applied Math/Prof Tech I (5.0 Credits)

College mathematics is used in professional and technical programs. Content includes mathematical modeling and applications employing numerical operations; measurements; geometry; linear and nonlinear equations; exponent, radical, and polynomial operations; functions; formulas; plane analytical geometry with graphing; and an introduction to trigonometry. This class may include students from multiple sections.

BUS 205–Principles of Management (5.0 credits)

An introduction to management concepts, including topics of planning, organizing, leading, managing, and motivating available human resources and business assets to optimally and ethically accomplish performance goals. This class may include students from multiple sections.

CUL 100–Food Safety and Sanitation (3.0 Credits)

Examine and practice the principles of FATTOM (Food, acidity, time, temperature, oxygen and moisture). Students will learn about different facilities and equipment, understand food processing, distribution environments and formal sanitation and food safety programs.

CUL 160–Pastry Orientation (2.0 Credits)

This course prepares students for entry into the pastry courses. During this course the student will learn trade terminology, an overview of the hospitality industry with special emphasis on pastry production, job opportunities, professional organizations, and selection and use of the tools of the trade. Orientation about the program and facility, metric and US measurement conversions and calculations will be covered. Demonstration of mixing skills will be observed.

CUL 166–Bread (5.0 Credits)

The student will be introduced to the basic mixing methods of yeast doughs, the preparation of enrobed doughs, and shaping of a variety of rolls, basic and specialty breads, breakfast and savory items. During this course, the student will gain an understanding of ingredients and their uses, correct scaling, baking and finishing methods, and practice safety & sanitation procedures.

CUL 167–Cookies (4.0 Credits)

The students will be introduced to basic mixing methods for making cookies. The student will prepare assorted cookie doughs using the one stage creaming and sponge methods and prepare basic types of cookies and their assorted finishes. During this course, the student will gain an understanding of ingredients and their uses, correct scaling, baking and finishing methods. Selection, care and handling of equipment will be emphasized.

CUL 168–Cakes (5.0 Credits)

The student will be introduced to the following mixing methods: two stages, flour batter, sponge, high ration, chiffon, angel food and modified sponge methods. The student will prepare assorted breakfast items, fill, mask, pour and finish basic cakes and roulades. During this course, the student will gain an understanding of ingredients and their uses, correct scaling and baking methods.

CUL 169–Pies (5.0 Credits)

The student will be introduced to a variety of pie dough, pie fillings, decorative finishes of single and double crusted pies, baked and unbaked pies, custards, curds, strudels and simple desserts.

CUL 175–French Pastry I (5.0 Credits)

This course is designated to give the student a practical exposure to the fundamentals of assorted enrobed, non-yeasted doughs, basic creams, fillings and cooked doughs.

CUL 176–Dessert I (5.0 Credits)

This course is designated to give the student the ability to design and produce basic individual plated desserts. Skills in planning, organization, portion control and plate presentation are developed.

CUL 177–French Pastry II

CUL 178–Decorating I (5.0 Credits)

This course will introduce the student to the practicality and techniques of basic cake mixing, filling assembling, masking, icing and decorating cakes. Basic tool handling and piping skills will be taught. Assorted cheesecake fillings, as well as curds and tarts will also be introduced.

ENGL& 101–English Composition I (5.0 Credits)

Active reading, effective writing, and critical thinking, using subjective and objective approaches. Introduction to research techniques. This class may include students from multiple sections.

Adult Basic Education–GED®

Provides a foundational education in reading, writing, critical thinking, and math skills to study for the GED® test. 145 score is required for all four tests.

There are four independent GED® sub-exams that address the academic subject areas of:

English Language Arts (Reasoning Through Language Arts)

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn reading and writing concepts, including grammar. You'll need to read excerpts from a variety of informational and literary sources and show your understanding, draw conclusions, and write clearly. Your writing will demonstrate your ability to analyze two passages, decide which argument has more convincing evidence and explain why the evidence supports your choice.

Science (including Chemistry and Physics)

- Reading for meaning in science
- Designing and interpreting science experiments
- Using numbers and graphics in science

Learn to understand science concepts, know how to read graphs and charts displaying scientific data, and use reasoning to interpret science information. The science exam is not about memorization. You won't need to memorize the periodic table of elements, but you will need to recognize names and symbols of key elements in answering some questions.

Social Studies

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn to apply American social studies concepts, know how to read graphs and charts displaying social studies data, and use reasoning to interpret information. The social studies exam is not about memorization. You won't need to memorize the capitals of countries or dates when those events occurred but given some information about an event you might need to use that in drawing conclusions.

Mathematical Reasoning

- Basic math
- Geometry
- Basic algebra
- Graphs and functions

Learn math concepts, measurements, equations, and applying math concepts to solve real-life problems. You don't have to memorize formulas and will be provided with a formula sheet to use on the exam.

Adult Basic Education–HS+

The High School + program allows students to complete requirements for a high school diploma and improve skills to enroll in a college transfer or professional/technical program.

Pre-College Coursework

MATH 64 – Introduction to Algebra (5.0 Credit)

Fundamentals of arithmetic using integers, fractions, decimals, exponents, and square roots; solving basic linear equations; solving problems using percents, and basic geometry. This class may include students from multiple sections.

MATH 91 – Essentials of Intermediate Algebra (5.0 Credits)

This course develops proficiency with solving linear equations and inequalities, simplifying expressions using the rules of exponents, adding/subtracting/multiplying polynomials, graphing various types of equations and linear inequalities, solving systems of linear equations and inequalities, and finding the equations of lines. This class may include students from multiple sections.

MATH 98 – Intermediate Algebra for Calculus (5.0 Credits)

This course will expose students to a variety of algebraic techniques that will prepare them for precalculus and calculus. Focus will be placed on quadratic, rational, radical, exponential, and logarithmic expressions and equations. Techniques will include factoring, simplifying (adding/subtracting/multiplying/dividing) polynomials, rational, radical, exponential, and logarithmic expressions.

ENGL 90 – Fundamentals of English (5.0 Credits)

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on Accuplacer score.

Coyote Ridge Corrections Center

Programs at this facility are offered through Walla Walla Community College.

AAS Business Administration

The Business Administration curriculum is designed for students who wish to gain the technology and skills necessary for employment and advancement in the business management environment in a variety of industries including: health, legal, computer support and information technology. Students will be prepared to own their own business or work in a leadership role within an existing company. **(93 Credits)**

ACCT& 201–Principles of Accounting (5.0 Credits)

Addresses the fundamentals of accounting theory and practice, including: study of the accounting cycle, use of special journals, and use of accounting in management decisions.

ACCT 115–QuickBooks (5.0 Credits)

Computerized accounting systems, emphasizing various elements of an integrated general ledger package will be discussed. Special attention to hands-on operation of related accounting software packages.

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral communication prepares students to communicate effectively and professionally in the workplace. Students explore fundamentals of maintaining productive interpersonal interactions in workplace settings through experiential learning activities. This course contributes to the student's workplace communication skills as the student learns to give and receive constructive criticism from others in the classroom and on-line discussion and activities.

OR CMST 201–Intercultural Communication (5.0 Credits)

Theory and practice of intercultural communication; understanding culture and cultural differences, both internationally and domestically, while working to develop the skills necessary to improve effective communication and relationships across cultures.

OR CMST& 210–Interpersonal Communications (5.0 Credits)

Theory and practice of communication; understanding self and others while working to improve effective communication and conversation in one-on-one interactions in academic, professional and interpersonal settings.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing classes prepare students to be effective technical writers. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. The emphasis of the course is on the use of language and graphics to communicate technical and procedural information clearly and precisely.

OR ENGL& 101–English Composition I (5.0 Credits)

Focuses on the development of structural and stylistic writing skills with concentration on expository, critical, analytical, and persuasive essay techniques.

BUS& 101–Introduction to Business (5.0 Credits)

This course provides an overview of business, focusing on the world of business today within the context of our global society. Basic principles and concepts include; business models, entrepreneurship, functional areas of business, management, organizational structure, human resources, marketing, information systems, finance, ethics and social responsibility, as well as emerging business topics. Key themes woven throughout the course include exploration of career options and development of business problem-solving skills.

BUS 102–Sales and Customer Services (5.0 Credits)

Examines concepts of Customer Relations Management (CRM) and customer servicing skills. Topics covered include understanding customer service levels, designing appropriate service delivery methods, evaluating customer satisfaction, creating effective customer experiences, identifying cultural differences, and understanding eCommerce transactional technologies. Emphasizes the importance of trust in customer relationships when partnering to create value, including privacy policies and use of personal data.

BUS 112–Business Mathematics (5.0 Credits)

Develops competency in common business calculations for use in financial decision-making including: percentages, trade and cash discounts, pricing, simple and compound interest, discounting, annuities, and sinking funds. Calculations performed on a calculator and formulas developed for use in spreadsheet software.

BUS 151–Microsoft Excel (5.0 Credits)

Develop advanced business-related spreadsheet skills, including the ability to prepare, format, maintain and enhance an Excel worksheet for common business needs. Integrate formulas, functions and pivot tables, manage multiple worksheets and workbooks, utilize filtering, conditional formatting, sorting and other advanced features used to understand how to make important business decisions.

BUS 157–Human Relations in Business (5.0 Credits)

Assess and develop human relations skills through a skill building approach with an emphasis on self-esteem and maintaining positive attitudes. Topics include understanding human relations, behavior, and performance; diversity in personality and learning styles; perception; attitudes; values; communication skills; motivation; leadership; transactional analysis; assertiveness and conflict resolution; power, politics, and ethics; teams; problem-solving and decision-making, change; productivity and participative management.

BUS 194–Small Business Management (5.0 Credits)

Introduction to small business management and entrepreneurship. The course will include the role of small business in the economy, forms of business ownership, and the main causes for business failure and success. Students will review the steps for opening a business and complete elements of a business plan clearly evaluating and illuminating the

opportunity for entrepreneurial enterprise.

OR MATH& 146–Introduction to Statistics (5.0 Credits)

Study of both descriptive and inferential statistics. Topics include data presentation and analysis, measures of central tendency and dispersion, sampling distributions, parameter estimation, hypothesis testing, and linear regression.

BUS& 201–Business Law (5.0 Credits)

Introduction to law with an analysis of its origin and development and its interaction with business, including: legal procedures, contractual capacity, negotiable instruments, constitutional authority, business tort, product liability, bankruptcy, security regulations, anti-trust, Uniform Commercial Code, and principles of consumer protection

BUS 210–Principles of Marketing (5.0 Credits)

Examine the business activities of marketing, product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy.

BUS 215–Digital Marketing (5.0 Credits)

Provides an in-depth understanding of the principles and practices of using the Internet to market goods and services. Includes ethical, social, cultural, and legal issues surrounding digital marketing. Students will have an opportunity to develop and present a comprehensive digital marketing plan for a business.

BUS 287–Business Project (3.0 Credits)

Provides the student an opportunity to synthesize the knowledge gained through their degree coursework in the form of a final project. Students will plan and propose a workplace or research project and explore workplace leadership skills. Students will prepare and present their final project. Recommended students take in their last quarter of program.

CS 110–Intro to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

ECON& 201–Microeconomics (5.0 Credits)

Introduction to microeconomics as applied to production, consumption, and marketing issues in the business and production sectors of the economy. Topics include supply/demand theory, consumer choice theory, production theory, and costs of production.

Approved Electives (15.0 Credits)

15 credits total of approved elective courses.

AA-DTA: Associate of Arts, Direct Transfer Agreement

Students are required to earn a minimum of 90 college-level credits with a 2.0 grade point average.

A minimum of 63 credits for general education/CORE courses are required. The DTA provides a student with a minimum of 90 quarter or 60 semester credits upon entry to a baccalaureate program. DTA completion satisfies completion of general education requirements. **(90 Credits).**

Communications (13.0)

At least 13 credits, including ENGL& 101, ENGL& 102, or ENGL&235 and a communication studies course.

Humanities (15.0 Credits)

A Minimum of 15 credits from three different subject areas, one course must be from the English Literature courses, only five credits allowed in Modern Language, only five credits allowed in Performance/Fine Arts

Social Sciences (15.0 Credits)

A minimum of 15 credits from three different subject areas. One course must be from Anthropology, Psychology, Sociology, or History.

Quantitative Skills (5.0 Credits)

Each of these courses requires a prerequisite of intermediate Algebra Proficiency.

Physical Ed (3.0 Credits)

Three activity credits required. Waived by physician recommendation only. Military service may satisfy this requirement. For students in Department of Corrections Campuses (HPER 264 – Stress Management) satisfies this requirement.

Natural Sciences (15.0 Credits)

A minimum of 15 credits from two different subject areas. One course must have a lab, only five credits in math allowed.

Electives (24.0 Credits)

24 credits total. Nine credits must be fully transferable as defined by the ICRC (intercollegiate relations Commission) standard.

HPER 264–Stress Management (3.0 Credits)

Stress is a normal part of life. Some of the most common triggers associated with stress will be discussed. Students will learn techniques to manage these stressors in a healthy way. Both physical and mental coping skills will be explored.

AAS Graphic Design and Web Development

This AAS Degree is designed for students planning to enter their chosen career upon graduation. **(90 credits)**

CS 110 – Introduction to Computer Applications (5.0 Credits)

This course prepares students for comprehensive use of the Microsoft Office suite, with emphasis on basic proficiency in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

BUS 263 - Photoshop (5.0 Credit)

This course focuses on Adobe Photoshop, the industry standard photo-editing application used in the field of graphic design. Students learn to correct, enhance and transform pixel-based images using Adobe Photoshop. Students apply non-destructive editing where possible while combining multiple images by making complex, nuanced, and accurate selections and managing layers. Students correct images using retouching tools. Students simulate traditional art media by using the mixer brush tool and applying filters.

CS 224 – Computer Illustration (Illustrator) (5.0 Credits)

Introduces the tools, techniques, and theory of vector based illustration applications that allow designers to produce resolution-independent graphics. Students learn how to create illustrations and graphic elements using paths, shapes, bezier curves, strokes, fills, blends, gradients and type. Students learn how to manage groups, layers symbols and compound paths and how to apply filters and transformations. Students learn how to create complex illustrations by breaking down a given subject into component shapes, determining the relevant tools and techniques needed, then utilize these tools to complete the design.

CS 220 – Two Dimensional Design (5.0 Credits)

This course addresses the fundamental principles and elements of design as applied to digital imaging. Extending previously acquired skills in photo-editing and illustration applications with the “Why” of design. Students will learn numerous illustration techniques that rely on a developing understanding of abstraction, typography and other principles of design. Students will learn about copyright law as it impacts visual communication.

BUS 261 – Graphic Design: interface Design (5.0 Credits)

The Interface Design course is an introduction to Web and app design, using a software platform. This course focuses on the point of contact between the user and the system. Addresses aesthetics, user experience, user behavior, navigation, function, and accessibility. Students develop and revise various user interfaces as feedback informs design decisions.

CS 251 – HTML/CSS (5.0 Credits)

Students learn the fundamentals of responsive web design using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students build webpages by encapsulating content with tags appropriate for each content type. Students design the aesthetics of HTML pages by associating responsive CSS to control the visual qualities of each page element. Students analyze existing web pages and replicate them. Students conceive, design and code original, responsive web pages

CS 262 – Developer workflow tools (5.0 Credits)

Developer tooling allows web developers to offload much of the routine, tedious work of code optimization, file preparation and deployment to an intelligent, automatic workflow. Students optimize and deploy websites by configuring and maintaining dev-tooling pipelines. Style preprocessors and frameworks accelerate the creation and simplify the maintenance of design systems. Students construct design systems for web sites by extending Cascading

Style Sheets (CSS) with style preprocessors and frameworks. Content Management Systems (CMS) allow websites to be managed by a web-based centralized interface. Students configure a website using popular CMS platforms.

CS 140 – JavaScript (5.0 Credits)

Students learn the fundamentals of object orientated programming (OOP) in JavaScript (JS). Students apply an understanding of JS syntax, data structures, logic and dataflow to capture, process and transform user interactions in web pages. Students build projects using server-side JS, JS APIs and JS native modules in a cohesive codebase.

ACOM 102 – Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

AMATH 105 – Introduction to quantitative Problem solving for the trades (5.0 Credits)

The course series integrates critical thinking, problem solving and reasoning to match with math skills and critical thinking/problem-solving skills utilized in the workplace. Courses include guided and independent practical problem-solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure is followed in real-life math applications aligned to curriculum in professional technical programs.

AENG 100 – Writing in the Workplace (5.0 Credits)

Writing course prepares students to be effective writers in the workplace. The course focuses on career related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. An emphasis of the course is on the use of language to communicate information clearly, and precisely.

BUS 210 – Principles of Marketing (5.0 Credits)

Examine the business activities of marketing; product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy..

CS 235 – Introduction to Database Design and Theory (5.0 Credits)

This course offers in-depth study of database theory and concepts including data modeling, database design, normalization, and data integrity and security. Includes a survey of one or more modern database management systems (DBMS) and their associated query mechanisms.

CS 240 – JavaScript II (5.0 Credits)

This course covers the fundamentals of algorithm data structures within JavaScript (JS) and server-side JS. Students build template-assembled web pages, store and retrieve site information from databases, and build Restful API endpoints. Students perform data handling of forms, usage of middleware, and user-authentication.

CS 247 – User interface – Front End Development (5.0 Credits)

This course is designed to give students essential skills for building front-end User Interfaces (UI) for Web and mobile applications with current technology. Topics include designing, coding, and testing UI applications.

CS 231 – Capstone Application Development (5.0 Credits)

Students will create an application using an application project-based approach, utilizing and implementing system design, programming, and database skills acquired in prior classes. Students are also required to provide a project data model and schedule the project using the development life cycle.

BUS 250 – Design Thinking (5.0 Credits)

As everyday systems become more interdisciplinary, the challenges facing us require more creative and nuanced approaches to problem-solving. Design Thinking provides students a framework for: solving complex problems, innovation and creativity, and inclusivity in the design process. This course is built for those who will work in interdisciplinary contexts or simply desire to be more innovative.

BUS 265 – Graphic Design Advertising (5.0 Credits)

Advertising Design addresses the fine art and science of persuasion using electronic media. Students will demonstrate use of the formal creative process, taking their advertisements from Big Idea to final execution. Students will explore ideas; expand their creative arsenal; work, and rework projects to increase persuasive potency, and practical critical thinking. Projects will be practical, authentic, and may include real clientele.

AAS Heating, Ventilation, Air Conditioning, Refrigeration

Students prepare for entry-level employment in the heating, ventilation, air conditioning, and refrigeration industry. The technical skills acquired in this program may be applied in areas such as air conditioning, systems controls, energy management systems, heating and ventilation technicians, and sales. For those individuals already in the HVAC/R trade, customized training to upgrade skills is also provided, as well as applicable sustainable construction practices. **(90 credits)**

AMATH 107–Quantitative Problem Solving for the Trades (5.0 Credits)

Class This course series integrates critical thinking, problem solving and reasoning to match with math skills and critical thinking/problem-solving skills utilized in the workplace. Courses include guided and independent practical problem-solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure is followed in real-life math applications aligned to curriculum in professional technical

programs.

HVACR 197–Project Design (1.0 Credit)

Students will plan and propose a workplace (paid or volunteer) experience or research project to pursue and explore workplace leadership skills.

HVACR 225–Commercial Air Conditioning Systems (4.0 Credits)

This course explores commercial air conditioning systems. Topics will include high-pressure, low-pressure, and absorption chillers. Cooling towers, pumps, package rooftop units, variable refrigerant flow, and variable air volume systems will also be covered. Training will focus on the operation, maintenance and troubleshooting of these systems and components.

HVACR 260–Introduction to the National Electrical Code (2.0 Credits)

The course introduces students to the National Electrical Code (NEC), and the Washington Administrative Code (WAC), and Revised Code of Washington (RCW) as it relates to the electrical industry to familiarize students with legal code and electrical safety. May be taken as a preparation of industry technicians preparing to take the certification exam.

HVACR 266–Commercial Refrigeration II (4.0 Credits)

This course trains students in the installation, operation, and maintenance of commercial ice machines, specialty refrigeration applications. Topics will include transport, truck, marine, air-cargo, rail, flash-freezing, cascade, extra-low and cryogenic refrigeration systems. Emphasis will be on typical operating conditions and troubleshooting procedures of these types of systems. Students will take the national employment ready certification [ERC] exam for light commercial refrigeration.

HVACR 297–Special Projects (5.0 Credits)

Students will prepare and defend a poster or MS PowerPoint presentation (or similar) on a previously approved workplace or research project that they developed in EST 197.

AAS Welding

Students train and learn to meet the current certification requirements of manufacturing and construction industries and explore many career alternatives related to the welding industry. The program's technical training complies with American Welding Society (AWS) S.E.N.S.E. standards, increases the students' understanding of welding and the related science, meets employers' expectations, and increases the students' ability to compete in the employment marketplace. Training includes oxyacetylene cutting and welding, brazing, soldering, SMAW, GMAW, FCAW, GTAW, blueprint/layout standards and methods, welding procedure specifications, testing methods, quality control, metallurgy, and safe work practices. Welder certifications are conducted according to AWS/ASME and WABO (Washington Association of Building Officials) standards. Process certifications are available and include plate and pipe welding using shielded metal arc, gas metal arc, flux cored, and gas tungsten arc welding. **(90 credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the

workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AMATH 105–Intro to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

WELD 101- Oxy/Fuel Welding, Cutting and SMAW 1 (3.0 Credits)

Welding theory designed to explain welding safety, industry practices, and shield metal arc welding processes. Students will learn the safe handling and operation of Oxy/fuel welding, brazing, and cutting equipment; introduction to basic print reading and layout

WELD 102 – Gas Metal Arc Welding and Flux Core Arc Welding (3.0 Credits)

Welding theory is designed to explain Gas Metal Arc (GMAW) and Fluxed Cored Arc Welding with ferrous and nonferrous alloys, as well as discussions of filler metal identification, basic maintenance, and safety standards included in the processes.

WELD 103 – Structural Welder (1-3.0 Credits)

This course examines Welding theory and explains in detail the structural welder qualification for shielded metal arc welding, gas metal arc welding and flux core arc welding processes. It also includes filler metal identification, essential variables, thickness and position limitations, and basic machine maintenance.

WELD 111- Oxy/Fuel Welding, Cutting and SMAW Lab (1-12.0 Credits)

Welding theory is designed to explain welding safety, industry practices, and shield metal arc welding processes. Students will learn the safe handling and operation of Oxy/fuel welding, brazing, and cutting equipment, and an introduction to basic print reading and layout

WELD 112 – Gas Metal Arc Welding (1-6.0 Credits)

Introduce students to welding safety, industry practices, and Gas Metal Arc Welding processes in a laboratory setting. Students will learn, practice, and apply skills needed for the safe operations of high-pressure cylinders, and GMAW Equipment in various welding configurations.

WELD 113 – SMAW Structural Welder Qualification (1-6.0 Credits)

Students will practice and apply the skills needed to achieve structural qualification in a variety of SMAW operations. Students prepare the plate assembly for qualification using basic blueprint reading skills and complete potential qualification while employing safe, professional, and ethical welding shop behavior.

WELD 122 – Flux Core Arc Welding (1-6.0 Credits)

Introduce students to welding safety, industry practices, and Flux Core Arc Welding in a laboratory setting. Students will learn, practice, and apply skills needed for safe operation of both self-shielding and dual shielded FCAW, including the selection of correct parts, tools, and polarities to operate each process.

WELD 123 – FCAW & GMAW Structural Welder Qualification (1-6.0 Credits)

Students will practice and apply the skills needed to achieve structural qualification in a variety of FCAW and GMAW operations. Students prepare the plate assembly for qualification using basic blueprint reading skills and complete potential qualification while employing professional, ethical, and safe welding shop behavior.

WELD 152–Shielded Metal Arc Welding II (1-17 Credits)

Training in safe and proper SMAW arc welding procedures and techniques will be covered, including arc welding equipment setup, E-6010 and E-7018 electrode practice, shop work practice, demonstrations, and classroom presentations.

WELD 153–Shielded Metal Arc Welding III (1-17 Credits)

Additional experience and training in safe SMAW welding procedures and the opportunity to complete AWS/WABO certification tests.

WELD 199- Special Topics (1-10 Credits)

This course provides students the opportunity to study and train to meet established local needs in the welding industry, supplemental to courses currently offered.

WELD 270–Shielded Metal Arc–Pipe (1-17 Credits)

The focus of this course is on industry practices involving pipe welding and welder certification. Topics include welding procedures, specifications, preparation of test samples, testing, and acceptance standards.

Automotive Repair Technology Certificate

Automotive Repair Technology provides intensive career preparation through a combination of classroom instruction and hands-on application. The program is accredited and certified by the National Automotive Technicians Education Foundation (NATEF) and is led by Automotive Service Excellence (ASE) master certified instructors. Instructors provide students with the fundamental knowledge and experience needed to become entry level technicians in the automotive industry. **(55 Credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AENG 100*–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AMATH 105–Intro to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

AMM 100–Maintenance and Light Repair I Lecture (5.0 Credits)

Provides students with the basics of automotive maintenance including the identification of vehicle systems and basic repairs. Topics include workplace safety, basic shop procedures, tool identification, proper use of fasteners and precision measurement.

AMM 101–Maintenance and Light Repair I LAB (10.0 Credits)

Provides students with the basics of automotive maintenance including the identification of vehicle systems and basic repairs. Topics include workplace safety, basic shop procedures, tool identification, proper use of fasteners and precision measurement.

AMM 110–Maintenance and Light Repair II Lecture (5.0 Credits)

Provides students with the basics of automotive maintenance including the identification of vehicle systems and basic repairs. Topics include Electricity, Suspension and Steering, Passenger Comfort and Engine Performance.

AMM 111–Maintenance and Light Repair II LAB (10.0 Credits)

Provides students with the basics of automotive maintenance including the identification of vehicle systems and basic repairs. Topics include: Electricity, Suspension and Steering, Passenger Comfort and Engine Performance.

AMM 161–Electrical and Electronics (1-19 Credits) (Advanced Automotive Certificate)

Introduction to electricity and electronics used in the automotive industry. Students will study voltage, resistance, amperage, ohms law, circuits, wiring diagrams and use of electrical and electronics test equipment. This course will cover major and accessory electrical devices used on today's vehicles. Emphasis will be placed on theory, diagnosis, service and repair of all electrical components. This course is structured to provide competency-based application of NATEF automotive repair tasks in a working shop environment and will provide students with the background and knowledge to take the ASE certification examinations.

AMM 200–Engines Lecture (2.5 Credits)

The student will receive information concerning the complete rebuilding of the automobile engine. This instruction will include checking guides, and installing rod, main and cam bearings, timing gears and chain, pistons and rings. emphasis is on proficiency in the use of the micrometer to measure wear of cylinders, pistons, and crankshafts. This class is structured to provide the student with the background and knowledge to pass the A-1 ASE certification examinations.

AMM 201–Engines Lab (5.0 credits)

The student will receive a practical application concerning the complete rebuilding of the automobile engine. This instruction will include checking guides, and installing rod, main and cam bearings, timing gears and chain, pistons and rings. emphasis is on proficiency in the use of the micrometer to measure wear of cylinders, pistons, and crankshafts. This class is structured to provide the student with the background and knowledge to pass the A-1 ASE certification examinations.

AMM 210- Electricity Lecture (2.5 Credits)

This course is on basic electricity designed to give the student an understanding of electrical theory to include amp flow, voltage, resistance, Ohms Law, electrical circuits, reading wiring diagrams and how to read and use digital or analog volt/ohm/amp meters. Emphasis is placed on diagnosis and repair of electrical systems and their components. This class is structured to provide the student with background and knowledge for the A-6 ASE certification examinations.

AMM 211–Electricity Lab (5.0 Credits)

This course is on basic electricity designed to give the students an understanding of electrical theory to include amp flow, voltage, resistance, Ohms Law, electrical circuits, reading wiring diagrams and how to read and use digital or analog volt/ohm/amp meters. Emphasis is placed on diagnosis and repair of electrical systems and their components. This class is structured to provide the student with background and knowledge for the A-6 ASE certification examinations.

Construction Trades Apprenticeship Preparedness

This state recognized pre-apprenticeship program prepares students to enter apprenticeship programs directly related to the trades or for employment in the construction sector. The program

includes math, blueprint reading and drawing, health and safety, work readiness, industry awareness, tool training, construction basics, and basic electrical and plumbing. Students will also create a capstone project that will demonstrate the link between theory and practice and skills acquired throughout the program. **(20 Credits)**

CTAP 120–Construction Trades Math (3.0 Credits)

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to, laborers, ironworkers, carpenters, Cement masons, Electricians, Finish Trades and Pipe Trades. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

CTAP 130–Work Behavior and Safety (5.0 Credits)

This course will provide instruction in worksite behaviors and expectations: preparing for the workday, communications skills, teamwork skills, pro-active attitude, attendance expectations, integrity, resume writing, mock job interviews, appropriate work attire, and what employers are really looking for when hiring. To include, but not limited to, behaviors and actions that could disqualify, lead to disciplinary actions, or even terminate an individual from a job. Also, to be included is health and safety needed for the trades. Topics include physical fitness, healthy eating habits, worksite assessment, identifying workplace hazards, hazard prevention and DOC safety training. Proper use and fit of personal protective equipment will be discussed.

CTAP 140–Tools and Blueprints (5.0 Credits)

This course focuses on identification, maintenance and safe usage of tools and equipment used in the trades. Students will understand job safety importance and requirements. Tool and job safety will be taught and practiced throughout the entire program. This course will also provide exposure to construction basics via skill building activities and trades related agility courses. The course will include footings and foundations (slab and grade, post and beam, footings and stem wall). This course also covers framing to include floor framing, wall framing, and roofing framing. Students will receive roofing and siding exposure as well as experience with interior and exterior finishes. Students will interpret the signs and symbols on construction blueprints. Students will demonstrate their skill by drawing their own basic construction blueprint.

CTAP 150–Introduction to the Trades (5.0 Credits)

This course will provide exposure to a variety of different building trades and applications to the jobsite. These include Laborers, Iron Workers, Cement Mason, Carpenters, Plumbers and Pipefitters, Electricians. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trade. Students will be provided with physical requirements needed, application requirements, wages, benefits, job opportunities, and any other information pertinent to that specific trade..

CTAP 160–Capstone Project (2.0 Credits)

In this capstone course, students will experience the link between theory and practicum through completing a relevant project. This project will integrate the skills and abilities

acquired during the program and demonstrate competencies learned.

Digital Design Certificate

This certificate provides basic knowledge in the field of digital publishing for the web. **(60 credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Class Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AMATH 105–Introduction to Quantitative Problem Solving for the Trades (5.0 Credits)

Class An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

BUS 261–User Interface Design (5.0 Credits)

The Interface Design course is an introduction to Web page design and development, using a software platform. This course focuses on the point of contact between the user and a system. Addresses aesthetics, user experience, user behavior, navigation, function, and accessibility. Students develop and revise various user interfaces as feedback informs design decisions.

BUS 263–Photoshop (5.0 Credits)

Provides a solid foundation in Photoshop for students looking to employ the tools of the design trade, or for those simply wanting to learn how to create digital art. Real-world, practical examples, step-by-step instruction, and creative freedom throughout offer well-rounded, comprehensive coverage.

CS 110–Intro to Computers and Applications (5.0 Credits)

Application of the software currently used in home and work environments. Computer Software Principles emphasizes proficiency in using basic functions in word processing, spreadsheets, databases, presentations, Internet, and Microsoft Windows.

CS 140–JavaScript I (5.0 Credits)

Introduction to programming using the JavaScript programming language. This CIW JavaScript Specialist course material prepares you for the CIW JavaScript Specialist certification exam.

CS 220–2-Dimensional Design (5.0 Credits)

This course addresses the fundamental elements of art and principles of design, as applied to digital imaging. This course focuses on developing image-creation skills using Adobe Illustrator, but also addresses the "Why" of design, so that students are thoughtful in their approach to image-creation. Students work through a series of self-branding exercises, copyright scenarios, image-mode conversions, and practice image-generation and editing.

CS 224–Computer Illustration (Illustrator) (5.0 Credits)

Introduces the techniques, technology, and theory of vector digital images in web, multimedia, digital video, and animation applications. Provides fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and Web applications using programs like Illustrator or similar vector software.

CS 251–HTML/CCS (5.0 Credits)

The HTML/CSS course teaches basic Web technologies: Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students will practice building pages, writing code, placing objects, developing responsive layouts, validating code, and troubleshooting problems. They will also analyze award-winning design, applying what they learn to their own work.

CS 262–Responsive Web Design and Technology (5.0 Credits)

Responsive Web Design is an intermediate-level web development course focusing on the design of interfaces that respond intelligently to a wide variety of device limitations. Students will learn the coding methods and technologies required to create adaptable web site designs and practice building fluid interfaces that effectively convey a given message regardless of a user device size and type.

BUS 288–Marketing Project (5.0 Credits)

Provides the student an opportunity to synthesize the knowledge gained in E-Marketing, Design, and Business Marketing coursework in the form of a final project. Students will plan and propose a workplace or research project and explore workplace leadership skills. Students will prepare and present their final project. Recommended students take in their last quarter of the program.

Entrepreneurship Certificate

This is a one-year certificate that shows you have to start, run, and maintain a successful business. Courses in marketing, management, communication, and accounting will prepare you for a variety of business settings. **(60 credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral communication prepares students to communicate effectively and professionally in the

workplace. Students explore fundamentals of maintaining productive interpersonal interactions in workplace settings through experiential learning activities. This course contributes to the student's workplace communication skills as the student learns to give and receive constructive criticism from others in the classroom and on-line discussion and activities.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing classes prepare students to be effective technical writers. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. The emphasis of the course is on the use of language and graphics to communicate technical and procedural information clearly and precisely.

OR ENGL& 101–English Composition I (5.0 Credits)

Focuses on the development of structural and stylistic writing skills with concentration on expository, critical, analytical, and persuasive essay techniques.

ACCT 115–QuickBooks (5.0 Credits)

Computerized accounting systems, emphasizing various elements of an integrated general ledger package will be discussed. Special attention to hands-on operation of related accounting software packages.

ACCT& 201–Principles of Accounting I (5.0 Credits)

Addresses the fundamentals of accounting theory and practice, including: study of the accounting cycle, use of special journals, and use of accounting in management decisions.

BUS& 101–Introduction to Business (5.0 Credits)

This course provides an overview of business, focusing on the world of business today within the context of our global society. Basic principles and concepts include; business models, entrepreneurship, functional areas of business, management, organizational structure, human resources, marketing, information systems, finance, ethics and social responsibility, as well as emerging business topics. Key themes woven throughout the course include exploration of career options and development of business problem-solving skills.

BUS 112–Business Mathematics (5.0 Credits)

Develops competency in common business calculations for use in financial decision-making including: percentages, trade and cash discounts, pricing, simple and compound interest, discounting, annuities, and sinking funds. Calculations performed on calculations and formulas developed for use in spreadsheet software.

OR MATH& 146–Introduction to Statistics (5.0 Credits)

Study of both descriptive and inferential statistics. Topics include data presentation and analysis, measures of central tendency and dispersion, sampling distributions, parameter estimation, hypothesis testing, and linear regression.

BUS 157–Human Relations in Business (5.0 Credits)

Assess and develop human relations skills through a skill building approach with an emphasis on self-esteem and maintaining positive attitudes. Topics include understanding human relations, behavior, and performance; diversity in personality and learning styles; perception; attitudes; values; communication skills; motivation; leadership; transactional analysis; assertiveness and conflict resolution; power, politics, and ethics; teams; problem-solving and decision-making, change; productivity and participative management.

BUS 194–Small Business Management (5.0 Credits)

Introduction to small business management and entrepreneurship. The course will include the role of small business in the economy, forms of business ownership, and the main causes for business failure and success. Students will review the steps for opening a business and complete elements of a business plan clearly evaluating and illuminating the opportunity for entrepreneurial enterprise.

BUS 210–Principles of Marketing (5.0 Credits)

Examine the business activities of marketing, product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy.

OR BUS 102–Sales and Customer Services (5.0 Credits)

Examines concepts of Customer Relations Management (CRM) and customer servicing skills. Topics covered include understanding customer service levels, designing appropriate service delivery methods, evaluating customer satisfaction, creating effective customer experiences, identifying cultural differences, and understanding eCommerce transactional technologies. Emphasizes the importance of trust in customer relationships when partnering to create value, including privacy policies and use of personal data.

CS 110–Introduction to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

Graphic Design Certificate

The Graphic Design one-year certificate consists of 45 credits taken over 4 quarters. Beginning with basic computer concepts, productivity and creative application skills, design theory and creative practice then moving to more advanced topics including marketing, branding, packaging, advertising design, this program prepares graduates for employment in creative agencies, in-house creative departments and freelance opportunities in Washington State.

Assuming no prior computer experience, students are introduced to computer literacy, operating systems, file management and Office productivity software.

Students then develop skills and techniques using the two most prevalent applications

used in the graphic design field; Adobe Photoshop for image editing and Adobe Illustrator for vector-based design. Students learn design theory, creative practice and marketing then apply these principles to the fields of branding, packaging and advertising design in order to create compelling visual communications.

Throughout the program students will practice what they have learned by creating illustrations, corporate identities, advertising campaigns, marketing plans. **(45 credits)**

BUS 263–Photoshop (5.0 Credits)

Provides a solid foundation in Photoshop for students looking to employ the tools of the design trade, or for those simply wanting to learn how to create digital art. Real-world, practical examples, step-by-step instruction, and creative freedom throughout offer well-rounded, comprehensive coverage.

CS 110–Introduction to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

CS 220–2-Dimensional Design (5.0 Credits)

This course addresses the fundamental elements of art and principles of design, as applied to digital imaging. This course focuses on developing image-creation skills using Adobe Illustrator, but also addresses the "Why" of design, so that students are thoughtful in their approach to image-creation. Students work through a series of self-branding exercises, copyright scenarios, image-mode conversions, and practice image-generation and editing.

CS 224–Computer Illustration (Illustrator) (5.0 Credits)

Introduces the techniques, technology, and theory of vector digital images in web, multimedia, digital video, and animation applications. Provides fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and Web applications using programs like Illustrator or similar vector software.

BUS 210 – Principles of Marketing (5.0 Credits)

Examine the business activities of marketing; product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy.

- **Choose Two:**

BUS 250 – Design Thinking (5.0 Credits)

As everyday systems become more interdisciplinary, the challenges facing us require more creative and nuanced approaches to problem solving. Design Thinking provides students a framework for: solving complex problems, innovation and creativity, and inclusivity in the design process. This course is built for those who will work in interdisciplinary contexts or

simply desire to be more innovative.

OR

BUS 265 – Graphic Design Advertising (5.0 Credits)

Advertising Design addresses the fine art and science of persuasion using electronic media. Students will demonstrate use of the formal creative process, taking their advertisements from Big Idea to final execution. Students will explore ideas; expand their creative arsenal; work, and rework projects to increase persuasive potency, and practical critical thinking. Projects will be practical, authentic, and may include real clientele.

OR

BUS 266 - Graphic Design: Branding and Packaging (5.0 Credits)

The Graphic Design: Branding and Packaging course explores the discipline of graphic design with a focus on branding, packaging and printing. Strong emphasis is placed on identifying and focused messaging toward target segments. Practice includes the creation of logos, basic design systems, and labels.

OR

BUS 267 - Graphic Design: Typography and Layout (5.0 Credits)

The Graphic Design: Typography and Layout course explores the discipline of graphic design with a focus on layout and typography. Emphasis is placed on page design, and developing an understanding of the aesthetic and voice of type. Practice includes the creation of page layout and experimentation with color and composition.

OR

BUS 288–Marketing Project (5.0 Credits)

Provides the student an opportunity to synthesize the knowledge gained in E-Marketing, Design, and Business Marketing coursework in the form of a final project. Students will plan and propose a workplace or research project and explore workplace leadership skills. Students will prepare and present their final project. Recommended students take in their last quarter of the program.

Graphic Design Essentials Short Certificate

The Graphic Design Essentials mini-certificate consists of 20 credits taken over two quarters.

Focusing on basic computer concepts, productivity and creative application skills, design theory and creative practice, this program prepares graduates for entry-level employment in creative agencies, in-house creative departments and freelance opportunities in Washington State.

Assuming no prior computer experience, students are introduced to computer literacy, operating systems, file management and Office productivity software. Students then develop skills and techniques using the two most prevalent applications used in the graphic design field; Adobe Photoshop for image editing and Adobe Illustrator for vector-based design. Building on those skills students learn design theory and how to employ the fundamental principles and elements of design

to create compelling visual communications. **(20 credits)**

BUS 263–Photoshop (5.0 Credits)

Provides a solid foundation in Photoshop for students looking to employ the tools of the design trade, or for those simply wanting to learn how to create digital art. Real-world, practical examples, step-by-step instruction, and creative freedom throughout offer well-rounded, comprehensive coverage.

CS 110–Introduction to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

CS 220–2-Dimensional Design (5.0 Credits)

This course addresses the fundamental elements of art and principles of design, as applied to digital imaging. This course focuses on developing image-creation skills using Adobe Illustrator, but also addresses the "Why" of design, so that students are thoughtful in their approach to image-creation. Students work through a series of self-branding exercises, copyright scenarios, image-mode conversions, and practice image-generation and editing.

CS 224–Computer Illustration (Illustrator) (5.0 Credits)

Introduces the techniques, technology, and theory of vector digital images in web, multimedia, digital video, and animation applications. Provides fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and Web applications using programs like Illustrator or similar vector software.

Heating, Ventilation, Air Conditioning, and Refrigeration Local Certificate

Students prepare for entry-level employment in the heating, ventilation, air conditioning, and refrigeration industry. The technical skills acquired in this program may be applied in areas such as air conditioning, systems controls, energy management systems, heating and ventilation technicians, and sales. For those individuals already in the HVAC/R trade, customized training to upgrade skills is also provided, as well as applicable sustainable construction practices. **(48 Credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AHSE 022–AHA Heart Saver First Aid (4.0 Credits)

A fundamental training program in emergency care that incorporates CPR and other emergency skills into a single course. Emphasizes utilizing the priorities of care and approach to the patient as demonstrated by professional emergency care providers. The core program provides minimum information and skills for a variety of environments and can be supplemented with additional first aid topics specific to the needs of the course participants. Available on-campus as well as on a contract basis throughout Walla Walla and Columbia counties.

AMATH 106–Quantitative Problem Solving for the Trades (5.0 Credits)

The course series integrates critical thinking, problem solving and reasoning to match with math skills and critical thinking/problem-solving skills utilized in the workplace. Courses include guided and independent practical problem-solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure is followed in real-life math applications aligned to curriculum in professional technical programs.

HVACR 100- Refrigeration Basics I (4.0 Credits)

This course provides students with a basic understanding of the properties and laws of physics which are applicable to the electrical and refrigeration industries. Students will also be taught the core competencies of the HVACR industry.

HVACR 101–Refrigeration Basics II (4.0 Credits)

This course explores the basics of calibrating trade instruments and environmental management of refrigerants and refrigeration oils. Labs will include window air conditioners, PTAC and PTHP operation, recovery, evacuation and charging techniques in the lab. Use of digital temperature meters and a gauge manifold will be used to determine operating parameters. Students will learn the operations of a digital multi meter (DMM) and be able to identify and use all aspects of those meters in the troubleshooting of components and systems. Students will learn electrical related components, read and draw schematics, and wiring related to the NEC. Students will take the Federal EPA-068 Technician Refrigerant Certification Exam.

HVACR 110–Refrigeration Components (5.0 Credits)

This course covers the mechanical equipment used in the refrigeration and air conditioning industry. Students will be introduced to the proper troubleshooting techniques and practice using those techniques to repair this equipment. The proper application and repair of evaporators, condensers, compressors, expansion devices, and special components will be

studied and practiced.

HVACR 120–Air Conditioning and Heating Systems (5.0 Credits)

Air Condition-Heating Systems trains students in the basics of residential and light commercial packaging and split comfort systems. Students will be introduced to installation, operation, maintenance, and troubleshooting of comfort systems and how to maximize energy efficiency. This course will emphasize safety, code compliance in electrical and mechanical installations, system anatomy, operation, maintenance, and troubleshooting of typical residential and light commercial heating and cooling equipment.

HVACR 131–Principles of Electricity Theory (5.0 Credits)

Introduction to electrical theory and terminology, electrical safety, direct current (DC), electrical energy sources, conductors, resistance, circuit types, ohm's law, circuit calculations and measuring instruments, magnetism, alternating current (AC) single and three phase generation and circuits, and introduction to the National Electrical Code.

HVACR 144–Industrial Safety in the Workplace (3.0 Credits)

Industry OSHA-10 Safety Certified Training, Workforce Safety Modules for personal and equipment safety. Along with practical teaching on how to be safe in an industrial environment will be taught.

HVACR 150–Electric Motors and Motor Maintenance (3.0 Credits)

This course teaches electrical and motor safety, motor applications and characteristics, installation, operation, performance, maintenance, and repair of all AC and DC series motors. Wiring for wye and delta applications is also covered. Electronically Commutated Motors (ECM) will be included in the instruction. NEMA and NEC codes will be applied for motor installation, operations, and maintenance. Other topics will include nameplate data, torque, efficiency, connections, reversing rotation, and instruments used for motor maintenance and testing.

Heating, Ventilation, Air Conditioning, and Refrigeration State Certificate

Students prepare for entry-level employment in the heating, ventilation, air conditioning, and refrigeration industry. The technical skills acquired in this program may be applied in areas such as air conditioning, systems controls, energy management systems, heating and ventilation technicians, and sales. For those individuals already in the HVAC/R trade, customized training to upgrade skills is also provided, as well as applicable sustainable construction practices. **(16 credits)**

HVACR 200–Duct Design and Fabrication (4.0 Credits)

Demonstrate a heat loss/gain calculation to determine proper load for a residence, students will perform equipment sizing and selection, use duct calculator to design supply and return ductwork. Air distribution and air balance, duct component fabrication and installation, duct sealing duct PTSA duct testing will be covered to give students understanding and application for energy savings using green technology.

HVACR 263–Electric Heat, Heat Pumps, and Solar (4.0 Credits)

This course covers electric heat and heat pump technology for air-to-air, geothermal water-to-air, and water-to-water heat pumps, and solar heating. Students will learn installation, electrical components, operation, maintenance, service, and repair of electric heat, heat pumps. An introduction to solar hydronic heating systems will also be included. Applicable Codes NEC, UMC, IMC will be discussed. Students will take the national electric heat and heat pump certification exams.

HVACR 264–Fossil Fuel Heating, and Boiler Systems (4.0 Credits)

This course provides training for the installation, operation, maintenance, and repair of fossil fuel fired heating systems. Hydronic boilers for residential, light commercial, and steam boilers for commercial and industrial operations will be covered. Safety, operational sequence, maintenance, and troubleshooting of these systems will be taught. Applicable national electrical code, international mechanical code, the national fuel-gas code for operation, installation, and service will be included. Fuel piping and venting is also covered. Students are required to take national certification ER exams for gas heat, combustion analysis, and fuel efficiency.

HVACR 265–Commercial Refrigeration I (4.0 Credits)

This course explores design and operational requirements of low and medium temperature commercial refrigeration systems. It provides a basic understanding of typical commercial and supermarket refrigeration systems with emphasis on operation and system analysis to determine faults. National certification exam will be given.

Welding Certificate

Students train and learn to meet the current certification requirements of manufacturing and construction industries and explore many career alternatives related to the welding industry. The program's technical training complies with American Welding Society (AWS) S.E.N.S.E. standards, increases the students' understanding of welding and the related science, meets employers' expectations, and increases the students' ability to compete in the employment marketplace. Training includes oxyacetylene cutting and welding, brazing, soldering, SMAW, GMAW, FCAW, GTAW, blueprint/layout standards and methods, welding procedure specifications, testing methods, quality control, metallurgy, and safe work practices. Welder certifications are conducted according to AWS/ASME and WABO (Washington Association of Building Officials) standards. Process certifications are available and include plate and pipe welding using shielded metal arc, gas metal arc, flux cored, and gas tungsten arc welding. **(69 credits) Variable**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AMATH 105–Intro to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

BLPT 112–Blueprint Reading (2.0 Credits)

Introduction to basic construction plan interpretation. Emphasis is on symbol usage, line types, dimensioning, section views, axillary views, and integration of construction plans from various trades.

WELD 151 Shielded Metal Arc Welding I (1-17 Credits)

Entry-level student training in safe practices of fuel gas cutting/welding and shielded metal arc welding. Topics include equipment operation, industry practices, arc welding fundamentals, material preparation methods, basic electricity, metals and electrodes, shop work ethics, and print reading/layout procedures. Prerequisite: Instructor permission.

WELD 255–Gas Tungsten Arc Welding (1-17 Credits)

This course explores Gas Tungsten Arc Welding (GTAW) processes on ferrous and nonferrous materials. Topics include safe and proper GTAW equipment setup requirements, process variables, material requirements, and welding procedures.

WELD 256–Gas Metal Arc Welding (1-17 Credits)

This course provides Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) experience on ferrous and nonferrous alloys. Topics include welding equipment setup and safety procedures, welding practices and procedures for various applications, and equipment maintenance procedures.

Adult Basic Education–GED®

The GED® Program covers 4 core subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. Students must pass all four GED® exams with a score of 145 or better to earn their GED® Certificate, and exams can be taken in English or Spanish. Colleges will identify students' needs when enrolling in basic skills, including past GED® exam history. Offered at all 11 facilities, including Intensive Management Units, Intensive Treatment Units, Skill Builder Units, and the Sky River Treatment Unit.

- There are four independent GED® sub-exams that address the academic subject areas of:
 - English Language Arts (Reasoning Through Language Arts)
 - Science (including Chemistry and Physics)
 - Social Studies
 - Mathematical Reasoning.

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate reading, writing, and math competencies contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning. Offered at all 11 facilities, including Intensive Management Units, Intensive Treatment Units, Skill Builder Units, and the Sky River Treatment Unit.

English Language Acquisition

ELA classes are offered to limited English proficient students to develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community. Course pathways include Adult High School programs GED® tests, college, or current or future work. Offered at AHCC, CBCC, CRCC, SCCC, WCCW, and WSP

Pre-College Coursework

Pre-college courses prepare students for college courses through English and Math courses. English provides a foundation for comprehension and critical reading skills, basic composition methods, rhetorical principles, and approaches to college discussion. Math courses introduce the concepts of algebra including operations on signed numbers, solutions of linear equations, exponents and algebraic fractions, and basic operations on polynomials. Includes a review of some properties and operations of arithmetic. Offered at CBCC, CCCC, CRCC, MCC, OCC, SCCC, WCC, WCCW, and WSP.

Monroe Correctional Complex

Programs at this facility are offered through Edmonds College.

AAS-T Business Management

MSU & TRU. The Business Management associate in applied science-Transfer (AAS-T) degree program is designed for the person who wants to advance into a managerial role, and for experienced students who wish to advance a management career or move to a new industry. Students will acquire up-to-date managerial skills and learn critical thinking, communication, teamwork, and technology. This AAS-T is designed for a direct transfer to the BAS in Information Technology and Administrative Management at Central Washington University. This degree requires successful completion of a minimum of **90 credits as outlined**.

BUS& 101–Introduction to Business (5.0 Credits)

An introduction to business history, concepts, principles, and operations. Examines the relationship among business, government, and society. Covers concepts from a variety of disciplines, including economics, marketing, accounting, finance, management, and global business.

ENVS& 101–Introduction to Environmental Science (5.0 Credits)

A combination of information from biology, chemistry, physics and geology that stresses a scientific approach towards understanding the nature and scope of current environmental issues.

MGMT 106–Retail Management (5.0 Credits)

Examine the critical role retail business plays in our economy. Learn the functions of a retail business, the terminology used and gain an understanding of the various jobs and their requirements within the industry. Emphasis is on practical application of retail concepts.

MGMT 107–Event Planning (5.0 Credits)

Overview of event planning including types of meetings and events, site location and suitability, logistics of the planning process, market and sales research, and careers in the event planning industry.

MGMT 122–Customer Relations Management (3.0 Credits)

Customer service is essential to business success. Learn the basics of customer needs and retention and skills in problem-solving, communication, and critical thinking that enhance career opportunities and organizational success.

MGMT 134–Leadership (2.0 Credits)

Students strengthen personal and organizational leadership skills. Course increases understanding of and experience with decision making, problem solving, communication, and goal setting.

MGMT 234–Facilitation Skills (5.0 Credits)

To facilitate is to make a meeting, project, or group decision run smoothly and effectively. Practice methods that increase participation, minimize conflict, and keep groups on track to achieve shared goals. These skills are important for managers, project managers, effective team members, and assistants.

MGMT 270–Project Management I (5.0 Credits)

Learn the basics of working in a project team. Students create plans that identify project scope, constraints, stakeholders, and risks, then explore customer needs and requirements. Includes an introduction to scheduling. Team and communication skills strongly emphasized.

MGMT 275–Business Strategies Capstone (5.0 Credits)

This capstone course integrates skills gained from prior coursework in marketing, management, communications, mathematics, human relations, accounting, and technology. Class examines how businesses survive and thrive in a competitive marketplace. Issues include how to manage growth, achieve financial health, expand and operate globally, and use technology to improve performance. Recommended completion of 20 credits of business and management courses.

PSYC& 100–General Psychology (5.0 Credits)

Surveys major areas of psychology. Core topics include sensory processes, perception, personality, disorders and treatment, intelligence, research methods, learning, states of consciousness, language, cross-cultural psychology, and applied psychology.

Note: This includes 45 credit Entrepreneurship & Small Business Management Certificate listed below.

Entrepreneurship and Small Business Management Certificate

MSU & TRU. The Business Management Entrepreneurship and Small Business Management Certificate will give students a strong foundation of skills in entrepreneurship and small business management. Small businesses contribute a significant portion of job creation both nationally and locally. Running or starting a small business requires a unique combination of skills in management, finance, marketing, technology, and communication. This certificate requires successful completion of a minimum of **45 credits as outlined**.

ACCT& 101–Accounting Fundamentals (5.0 Credits)

Covers beginning accounting fundamentals, including journalizing, posting, financial statements and computer applications.

BSTEC 130–Computer Fundamentals (5.0 Credits)

Format emails, letters, and oral presentations using business style and strategy. Editing, collaboration, and diversity are emphasized, as well as written and oral communication.

MATH& 107 - Mathematics In Society(5.0 Credits)

A math course for students not planning to take additional math courses. Introduces math topics used in a variety of liberal arts disciplines, such as mathematical modeling, representational statistics, probability, and finance math.

ENGL& 101–English Composition I (5.0 Credits)

Emphasizes integrating critical reading, thinking, and writing in the development of analytic/argumentative essays. Covers composition methods, rhetorical principles, academic writing style, and conventions; textual analysis; and source integration and citation.

MGMT 100–Human Relations in Organizations CD* (5.0 Credits)

Successful organizations maximize human potential to meet organizational goals and objectives. Focus on leadership, team building, interpersonal skills and applying principles of organizational behavior to today's changing and diverse workplace.

MGMT 130–Principles of Marketing (5.0 Credits)

Class covers the fundamental skills marketers need to be successful in this rapidly changing, competitive environment. Students learn to analyze marketing opportunities, develop strategy, and create an integrated marketing mix, including pricing, advertising, promotions, distribution, and product development.

MGMT 134–Leadership (2.0 Credits)

Students strengthen personal and organizational leadership skills. Course increases understanding of and experience with decision making, problem solving, communication, and goal setting.

MGMT 214–Principles of Management (5.0 Credits)

Learn managerial skills in the areas of planning, organizational structure, leadership, and control systems. Class focuses on critical thinking and decision making. Students apply management skills through situational analysis.

MGMT 260–Entrepreneurship (Capstone) (5.0 Credits)

For students who want to start a business, grow an existing business, or learn to think creatively like an entrepreneur. Creating a business plan is an integral part of this class.

CIS Web Developer Application Certificate

Students will develop effective websites using HTML, client-side scripting, and server-side scripting. Specific emphasis is placed on developing interactive web pages that are used to process data from the internet or intranets. Topics are closely aligned with industry standards and certifications, such as the Certified Internet Web Professional (CIW). This certificate requires successful completion of a minimum of **44 Credits as outlined**.

ART 225–Introduction to Graphic Design (5.0 Credits)

Introduction to graphic design and Adobe InDesign for creating effective layouts for print and web.

CS 115–Introduction to Programming (5.0 Credits)

An introductory course in programming using VB.NET. No previous programming experience is expected. Topics include designing, creating and debugging interactive, event-driven programs with a graphical user interface and developing problem solving skills.

CIS 241–Web Development I (5.0 Credits)

Website development using HTML5, approached from a source code perspective. Covers tags, forms, linked objects, CSS3, frames, tables, and introduction to the use of scripting. Students build multi-page websites using GUI HTML editors, Git and GitHub.

CIS 242–Web Development II: JavaScript & jQuery (5.0 Credits)

Students will explore the topics of embedding, inline and external scripts, functions, form validation, loops, conditional statements, strings, numbers, DHTML, and an introduction to JavaScript Frameworks. Introduction to creating Node.js websites. Students build multi-page websites using JavaScript technologies.

CIS 243–Web Development III: Introduction to PHP (5.0 Credits)

Topics include server-side scripting for web pages using PHP. Students will learn fundamentals of PHP scripting including functions, logical structure, and database connectivity used in creating websites. Other topics include Object-Oriented PHP, MySQL, Ruby on Rail, and Django Python web frameworks.

CIS 244–Web Development IV: Intro to Joomla! And SEO (5.0 Credits)

Students will learn to work with open-source content management systems (CMSs) and search engine optimization (SEO). Topics include Joomla!, WordPress, installation of CMSs, creating and updating content, and SEO concepts and techniques. Students will apply these topics while building multi-page websites.

CIS 245–Web Development V: Introduction to CSS (5.0 Credits)

Students will learn the details required to combine CSS (Cascading Style Sheets) with HTML or XML to create rich, powerful websites. Topics include selectors, cascade and inheritance, text and font manipulation, layout, and positioning; SASS (Syntactically Awesome Style Sheets) and LESS (Leaner CSS) style sheet languages; and Bootstrap framework.

CIS 246–Web Development VI: JavaScript Frameworks (5.0 Credits)

Students will investigate and use the advanced techniques available in JavaScript frameworks (libraries) such as jQuery, AJAX, MooTools, AngularJS, ReactJS, and Prototype.

CIS 291–Capstone (4.0 Credits)

This variable credit course (1 to 10 credits) allows students to obtain an internship in the information technology field in order to further develop their skills and abilities in a hands-on environment.

Construction Trades Apprenticeship Preparation Certificate

Successful completion of this program leads to a certificate in Construction Trades Apprenticeship Preparation. The program includes math, blueprint reading and drawing, health and safety, work readiness, industry awareness, tool training, construction basics, basic electrical, and basic plumbing. Students will also create a capstone project that will demonstrate the link between theory and practice and skills acquired throughout the program. This certificate requires the successful completion of a minimum of **20 credits as outlined**.

CTAP 120–Construction Trades Math (3.0 Credits)

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades.

CTAP 130–Work Behavior & Safety (5.0 Credits)

This course will provide instruction in worksite behaviors and expectations.

CTAP 140–Tools & Blueprints (5.0 Credits)

This course focuses on identification, maintenance, and safe usage of tools and equipment in trade.

CTAP 150–Introduction to the trades (5.0 Credits)

This course will provide exposure to a variety of different building trades and applications to the jobsite.

CTAP 160–Capstone Project (2.0 Credits)

In this capstone course, students will experience the link between theory and practicum through completing a relevant project.

Adult Basic Education–GED®

Provides a foundational education in reading, writing, critical thinking, and math skills to study for the GED® test. 145 score is required for all four tests.

There are four independent GED® sub-exams that address the academic subject areas of:

English Language Arts (Reasoning Through Language Arts)

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn reading and writing concepts, including grammar. You'll need to read excerpts from a variety of informational and literary sources and show your understanding, draw conclusions, and write clearly. Your writing will demonstrate your ability to analyze two passages, decide which argument has more convincing evidence and explain why the evidence supports your choice.

Science (including Chemistry and Physics)

- Reading for meaning in science
- Designing and interpreting science experiments
- Using numbers and graphics in science

Learn to understand science concepts, know how to read graphs and charts displaying scientific data, and use reasoning to interpret science information. The science exam is not about memorization. You won't need to memorize the periodic table of elements, but you will need to recognize names and symbols of key elements in answering some questions.

Social Studies

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn to apply American social studies concepts, know how to read graphs and charts displaying social studies data, and use reasoning to interpret information. The social studies exam is not about memorization. You won't need to memorize the capitals of countries or dates when those events occurred but given some information about an event you might need to use that in drawing conclusions.

Mathematical Reasoning

- Basic math
- Geometry
- Basic algebra
- Graphs and functions

Learn math concepts, measurements, equations, and applying math concepts to solve real-life problems. You don't have to memorize formulas and will be provided with a formula sheet to use on the exam.

Pre-College Coursework

ENGLP 87 - College Prep Reading and Writing

College preparatory coursework including reading, vocabulary, college success skills, writing, and test preparation. Registration permitted first seven weeks (six in summer) as space is available. S/U grade option.

ENGLP 093 - Reading and Essay Development (5.0 Credits)

Focuses on the development of the full-length essay while improving students' reading, writing, sentence, and discussion skills. S/U grade option.

ENGLP 090 - Reading and Writing Improvement (5.0 Credits)

Improves reading comprehension, writing, and discussion skills for academic success and general educational needs. Covers summarizing and paragraph writing that reflects a basic command of English grammar and sentence skills. S/U grade option.

ENGL 099 – Critical Reading and Writing (5.0 Credits)

Prepares students for ENGL&101 and other college-level courses. Emphasizes comprehension and critical reading skills, basic composition methods, rhetorical principles, and approaches to college discussion. Helps students strengthen academic sentence-level conventions and introduces students to academic citation.

MATH 077 – Introductory Algebra (5.0 Credits)

Introduction to the concepts of algebra. Operations on signed numbers, solution of linear equations, exponents and algebraic fractions, and basic operations on polynomials. Includes a review of some properties and operations of arithmetic. Intended for students who have had little or no algebra recently.

MATH 087 – Essentials of Intermediate Algebra (5.0 Credits)

Introduction to the concepts of linear, exponential, and logarithmic functions. Operations on polynomials, solutions to linear and polynomial equations, and rules of exponents.

MATH 097 - Algebra for Precalculus (5.0 Credits)

Covers many topics of MATH 87 in greater depth. Operations on polynomials, algebraic functions, symbolic approaches for solving equations, and geometric formulas. Exponential, logarithmic, and quadratic functions.

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate competencies in reading, writing and math contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning.

English Language Acquisition

ELA classes are offered to limited English proficient students to develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community. Course pathways include Adult High School programs GED® tests, college, or current or future work. Offered at AHCC, CBCC, CRCC, MCC, SCCC, WCCW, and WSP

Olympic Corrections Center

Programs at this facility are offered through Peninsula College.

Adult Basic Education–GED®

Provides a foundational education in reading, writing, critical thinking, and math skills to study for the GED® test. 145 score is required for all four tests.

There are four independent GED® sub-exams that address the academic subject areas of:

English Language Arts (Reasoning Through Language Arts)

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn reading and writing concepts, including grammar. You'll need to read excerpts from a variety of informational and literary sources and show your understanding, draw conclusions, and write clearly. Your writing will demonstrate your ability to analyze two passages, decide which argument has more convincing evidence and explain why the evidence supports your choice.

Science (including Chemistry and Physics)

- Reading for meaning in science
- Designing and interpreting science experiments
- Using numbers and graphics in science

Learn to understand science concepts, know how to read graphs and charts displaying scientific data, and use reasoning to interpret science information. The science exam is not about memorization. You won't need to memorize the periodic table of elements, but you will need to recognize names and symbols of key elements in answering some questions.

Social Studies

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn to apply American social studies concepts, know how to read graphs and charts displaying social studies data, and use reasoning to interpret information. The social studies exam is not about memorization. You won't need to memorize the capitals of countries or dates those events occurred but given some information about an event you might need to use that in drawing conclusions.

Mathematical Reasoning

- Basic math
- Geometry
- Basic algebra
- Graphs and functions

Learn math concepts, measurements, equations, and applying math concepts to solve real-life problems. You don't have to memorize formulas and will be provided a formula sheet to use on the exam.

Pre-College Coursework

MATH 64 – Introduction to Algebra (5.0 Credit)

Fundamentals of arithmetic using integers, fractions, decimals, exponents, and square roots; solving basic linear equations; solving problems using percents, proportions, and basic geometry. This class may include students from multiple sections.

MATH 91 – Essentials of Intermediate Algebra (5.0 Credits)

This course develops proficiency with solving linear equations and inequalities, simplifying expressions using the rules of exponents, adding/subtracting/multiplying polynomials, graphing various types of equations and linear inequalities, solving systems of linear equations and inequalities, and finding the equations of lines. This class may include students from multiple sections.

MATH 98 – Intermediate Algebra for Calculus (5.0 Credits)

This course will expose students to a variety of algebraic techniques that will prepare them for precalculus and calculus. Focus will be placed on quadratic, rational, radical, exponential, and logarithmic expressions and equations. Techniques will include factoring, simplifying (adding/subtracting/ multiplying/dividing) polynomials, rational, radical, exponential and logarithmic expressions.

ENGL 90 – Fundamentals of English (5.0 Credits)

Review of sentence structure, grammar, usage, and punctuation. Introduction to essay writing. Placement based on Accuplacer score.

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate competencies in reading, writing and math contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning.

Stafford Creek Corrections Center

Programs at this facility are offered through Grays Harbor College.

AAS Business Management

Grays Harbor College has worked with industry to develop leading-edge programs in the business field. These programs provide knowledge and understanding of the field in areas such as: marketing, salesmanship, small business management, business law, retailing, business leadership, and common mathematical business functions. The associate in business degree is built upon the technical courses required for job preparation, but also includes a college-level general education component. This is consistent with the dual purpose of transfer and preparation for direct employment. **(90 Credits)**

BA 104–Mathematics for Business (5.0 Credits)

Review of basic arithmetic and algebraic fundamentals and their application to typical business problems. A practical mathematical approach to business problems, such as cash and trade discounts, commissions, simple and compound interest, markups and markdowns, net present values and future values, finance charges, loan and mortgage payments, various taxes and types of insurance will be employed.

BA 107–Introduction to Global Business (5.0 Credits)

This course provides a broad overview of international business and trade, and the impact of the international business environment on management decisions. The course will examine the rapid changes that have taken place in international trade and management in recent years. The class will focus on management activities that cross international borders; and their impact on domestic business practices and decision making. We will also examine the influences on domestic businesses: including technology, culture, law and economics.

BA 150–Fundamentals of Finance (5.0 Credits)

This course presents the basics of financial analysis, forecasting, operating and financial leverage, working capital, current asset management, short term financing, and investment options. Orientation will be towards small business and personal finance.

BA 174–Small Business Management (5.0 Credits)

A study of small business covering reasons for success and failure and a practical approach on how to start a small business and continue successfully.

BA 240–Principles of Marketing (5.0 Credits)

Learn how creativity and analytical skills combine to grow a business as we study fundamental concepts of marketing. Explore the way research and data are used to identify and inform marketing opportunities, develop strategy, and create an integrated comprehensive marketing plan. The class will also cover marketing mix, segmentation, branding, pricing, target audience, digital and traditional advertising mediums.

BA 258–Principles of Management (5.0 Credits)

This course seeks to discover qualities of great managers by exploring management and

leadership through individuals, teams and organizations. Research effective and efficient leadership through planning, organizing, leading and controlling use of key resources of an organization. Discusses relevant concepts and application of strategic planning, conflict management, sustainability, and change management. Delves into current issues such as ethical behavior, social responsibility and diversity in the workplace.

BUS& 101–Introduction to Business (5.0 Credits)

Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs.

Select two of the following courses:

BUS& 201–Business Law (5.0 Credits)

A study of the United States legal system, institutions and processes. Principles of the law of contracts, sales, property, negotiable instruments, secured transactions, agency and business organizations. Includes legal reasoning.

ECON& 201–Microeconomics (5.0 Credits)

An introduction to microeconomics. A study of the decision-making processes of individual economic units including businesses and consumers. Basic theoretical tools are applied to problems of current interest.

ECON& 202–Macroeconomics (5.0 Credits)

A macroeconomic study of the U.S. economy as a system for solving the fundamental problems of how a society uses its material resources. Emphasis is given to national income, inflation, unemployment, international trade, business cycles, and the monetary system.

Support courses (18 credits)

ACCT& 201–Principles of Accounting I (5.0 Credits)

A foundational course for accounting program students and students planning to transfer to a four-year institution. The theory and practice of financial accounting are introduced and developed. Involves the measuring of business income and expenses, the accounting cycle, merchandising transactions, and the relationship and preparation of the accounting statements. Includes emphasis on the accounting for current assets, property, plant and equipment.

ACCT& 202–Principles of Accounting II (5.0 Credits)

This course continues the study of financial accounting theory through the application of the basic concepts and principles of the partnerships and corporation form of business organization. Includes the study of fixed assets, intangibles, liabilities, statement of cash flow, additional financial reporting issues and the analysis and interpretation of financial statements.

BTECH 102–Introduction to Microsoft Office (3.0 Credits)

This course introduces Microsoft Office Suite and emphasizes hands-on experience. Students will work with various applications including electronic spreadsheets, word processing and presentation software.

BTECH 150–Excel (5.0 Credits)

This course teaches electronic spreadsheet capabilities in realistic private or business-related problems. The course emphasizes the skills necessary to create, modify and print a worksheet and includes the use of functions, graphics, data lists, and other enhancements.

General Education Course (credits):

CMST& 220–Public Speaking (5.0 Credits) OR

Presents the principles of effective oral communication including organization, content development, delivery, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches.

CMST& 230–Small Group Communication (5.0 Credits)

Explores effective communication in small groups. Students examine aspects of group processes including leadership, conflict management, decision-making, conformity, and critical thinking. Emphasis is given to practical experience in group discussion, participation, analysis, and process.

ENGL& 101–English Composition I (5.0 Credits) OR

ENGL& 101 focuses on strategies for reading and thinking critically to write logically developed college-level texts. ENGL& 101 covers rhetorical principles and the development of evidence-backed expository and argumentative texts. Students engage in a writing process to produce compositions that demonstrate audience awareness and use appropriate writing conventions.

ENGL& 150–Vocational/Technical and Business Writing (5.0 Credits)

This course is designed for both vocational/technical and business students. It emphasizes written and oral communication required in the world of work. Major topics include business letters and memorandums, formal and informal reports, computer graphics, basic principles of technical writing, and oral presentations.

PSYC& 100–General Psychology (5.0 Credits)

General Psychology provides a comprehensive introduction to psychology (the scientific study of behavior and mental experience). It is a prerequisite for all advanced psychology courses as well as a requirement for many other majors. This is a survey course of a diverse field. This course covers a broad range of topics, including research strategies, neuroscience, human development, learning, memory, cognition, personality, psychopathology, and social psychology.

PSYCH 106–Human Relations (5.0 Credits)

Applications of theory and current research in psychology with major topics of personality, decision making, communications, motivation, learning and the workplace. Focuses on individual and group thought and behavior in the world of work. Emphasis is placed on change, personal and professional growth.

SOC& 101–Introduction to Sociology (5.0 Credits)

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels.

Elective Courses (12 Credits)

Elective courses must be approved by the dean for Corrections Education at Grays Harbor College.

AA-DTA: Associate of Arts, Direct Transfer Agreement

Students are required to earn a minimum of 90 college-level credits with a 2.0 grade point average. A minimum of 63 credits for general education/CORE courses are required. The DTA provides a student with a minimum of 90 quarter or 60 semester credits upon entry to a baccalaureate program. DTA completion satisfies completion of general education requirements. **(90 Credits)**.

Communications (10.0)

At least 10 credits, including ENGL& 101, ENGL& 102, or ENGL&235 and a communication studies course.

Quantitative Skills (5.0 Credits)

Each of these courses requires a prerequisite of intermediate Algebra Proficiency

Humanities (15.0 Credits)

A Minimum of 15 credits from three different subject areas, one course must be from the English Literature courses, only five credits allowed in Modern Language, only five credits allowed in Performance/Fine Arts

Social Sciences (15.0 Credits)

A minimum of 15 credits from three different subject areas. One course must be from Anthropology, Psychology, Sociology, or History.

Natural Sciences (15.0 Credits)

A minimum of 15 credits from two different subject areas. One course must have a lab, only five credits in math allowed.

Electives (30.0 Credits)

30 credits total. Fifteen credits must be fully transferable as defined by the ICRC (intercollegiate relations Commission) standard.

Business Management Certificate of Completion

Grays Harbor College has worked with the industry to develop leading-edge programs in the business field. The Business Management Certificate of Achievement is designed to prepare students for employment as office assistants, payroll clerks, and progression to accounting positions. Provide students with an overview of accounting principles needed for small business operations and ownership. **(58 Credits)**

BA 240–Small Business Management I (5.0 Credits)

A study of small business covering reasons for success and failure and a practical approach on how to start a small business and continue successfully

BA 240–Principles of marketing I (5.0 Credits)

Inquiry into the institutions engaged in the movement of goods and services from producers to consumers. Primary emphasis on basic marketing with a managerial approach. Required for business management.

BA 258–Principles of Management I (5.0 Credits)

A study of leadership and executive behavior and how to develop a successful leadership style. Employee motivation, managerial environment, planning, controlling, and organizing are also studied. A “systems” approach to management is emphasized.

BUS& 101–Introduction to Business(5.0 Credits)

Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs.

Support Courses (23 credits)

- ACCT& 201 Introduction to Accounting I (5.0 credits)
- ACCT& 202 Introduction to Accounting II (5.0 Credits)
- BA 104 Mathematics for Business (5.0 cr.) or Math& 107 Math in Society (5.0 cr.)
- BA 150 Fundamentals of Finance (5.0 credits)
- BTECH 102 Introduction to Microsoft Office (3.0 credits)

General Course (15 credits)

- ENGL& 101 - English Composition I 5 credits
- Or
- ENGL 150 - Vocational/Technical and Business Writing 5 credits
- PSYC& 100 - General Psychology 5 credits
- Or
- PSYCH 106 - Human Relations 5 credits
- Or
- SOC& 101 - Introduction to Sociology 5 credits

- CMST& 220 - Public Speaking 5 credits
- Or
- CMST& 230 - Small Group Communication 5 credits

Construction Trades Apprenticeship Preparedness

This state recognized pre-apprenticeship program prepares students to enter apprenticeship programs directly related to the trades or for employment in the construction sector. The program includes math, blueprint reading and drawing, health and safety, work readiness, industry awareness, tool training, construction basics, and basic electrical and plumbing. Students will also create a capstone project that will demonstrate the link between theory and practice and skills acquired throughout the program. **(20 Credits)**

CTAP 120–Construction Trades Math (3.0 Credits)

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to, laborers, ironworkers, carpenters, Cement masons, Electricians, Finish Trades and Pipe Trades. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

CTAP 130–Work Behavior and Safety (5.0 Credits)

This course will provide instruction in worksite behaviors and expectations: preparing for the workday, communications skills, teamwork skills, pro-active attitude, attendance expectations, integrity, resume writing, mock job interviews, appropriate work attire, and what employers are really looking for when hiring. To include, but not limited to, behaviors and actions that could disqualify, lead to disciplinary actions, or even terminate an individual from a job. Also, to be included is health and safety needed for the trades. Topics include physical fitness, healthy eating habits, worksite assessment, identifying workplace hazards, hazard prevention and DOC safety training. Proper use and fit of personal protective equipment will be discussed.

CTAP 140–Tools and Blueprints (5.0 Credits)

This course focuses on identification, maintenance and safe usage of tools and equipment used in the trades. Students will understand job safety importance and requirements. Tool and job safety will be taught and practiced throughout the entire program. This course will also provide exposure to construction basics via skill building activities and trades related agility courses. The course will include footings and foundations (slab and grade, post and beam, footings and stem wall). This course also covers framing to include floor framing, wall framing, and roofing framing. Students will receive roofing and siding exposure as well as experience with interior and exterior finishes. Students will interpret the signs and symbols on construction blueprints. Students will demonstrate their skill by drawing their own basic construction blueprint.

CTAP 150–Introduction to the Trades (5.0 Credits)

This course will provide exposure to a variety of different building trades and applications to the jobsite. These include Laborers, Iron Workers, Cement Mason, Carpenters, Plumbers

and Pipefitters, Electricians. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trade. Students will be provided with physical requirements needed, application requirements, wages, benefits, job opportunities, and any other information pertinent to that specific trade..

CTAP 160–Capstone Project (2.0 Credits)

In this capstone course, students will experience the link between theory and practicum through completing a relevant project. This project will integrate the skills and abilities acquired during the program and demonstrate competencies learned.

Welding Technology Certificate

Provides technical foundational skills in welding, cutting, gouging, blueprint reading, layout measuring, fabrication, and math. **(54 Credits)**

WLD 100–Welding Blueprint Reading (6.0 Credits)

Introduction to shop drawings, welding symbols, and basic blueprints. Emphasis is on interpretation of drawing information in order to determine individual part, join, and weld dimensions.

WLD 110–Beginning Welding (16.0 Credit)

A theory-lab course to introduce safe industrial work practices, work ethics, oxy-fuel cutting and common manual and semi-automatic welding processes.

WLD 120–Intermediate Welding (16.0 Credits)

A theory-lab course to build upon skills in WLD 110. This course promotes work habits and safe work practices. Training increases skills with oxy-fuel cutting and common manual and semi-automatic welding processes.

WLD 130–Advanced Welding (16.0 Credits)

A theory-lab course to build upon skills in WLD 120. Work habits and safety are emphasized. Advanced joint configurations are cut, fit and welded in all positions with common manual and semi-automatic cutting and welding processes.

Adult Basic Education–GED®

The GED® Program covers 4 core subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. Students must pass all four GED® exams with a score of 145 or better to earn their GED® Certificate, and exams can be taken in English or Spanish. Colleges will identify students' needs when enrolling in basic skills, including past GED® exam history. Offered at all 11 facilities, including Intensive Management Units, Intensive Treatment Units, Skill Builder Units, and the Sky River Treatment Unit.

- There are four independent GED® sub-exams that address the academic subject areas of:
 - English Language Arts (Reasoning Through Language Arts)
 - Science (including Chemistry and Physics)
 - Social Studies

- Mathematical Reasoning.

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate reading, writing, and math competencies contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning. Offered at all 11 facilities, including Intensive Management Units, Intensive Treatment Units, Skill Builder Units, and the Sky River Treatment Unit.

English Language Acquisition

ELA classes are offered to limited English proficient students to develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community. Course pathways include Adult High School programs GED® tests, college, or current or future work. Offered at AHCC, CBCC, CRCC, MCC, SCCC, WCCW, and WSP

Pre-College Coursework

Pre-college courses prepare students for college courses through English and Math courses. English provides a foundation for comprehension and critical reading skills, basic composition methods, rhetorical principles, and approaches to college discussion. Math courses introduce the concepts of algebra including operations on signed numbers, solutions of linear equations, exponents and algebraic fractions, and basic operations on polynomials. Includes a review of some properties and operations of arithmetic. Offered at CBCC, CCCC, CRCC, MCC, OCC, SCCC, WCC, WCCW, and WSP.

Washington Corrections Center

Programming at this facility is offered through Centralia College.

Construction Trades Apprenticeship Preparedness

This state recognized pre-apprenticeship program prepares students to enter apprenticeship programs directly related to the trades or for employment in the construction sector. The program includes math, blueprint reading and drawing, health and safety, work readiness, industry awareness, tool training, construction basics, and basic electrical and plumbing. Students will also create a capstone project that will demonstrate the link between theory and practice and skills acquired throughout the program. **(20 Credits)**

CTAP 110 (20 Credits) Includes:

Introduction to the Trades

This course will provide exposure to a variety of different building trades and applications to the jobsite. These include Laborers, Iron Workers, Cement Mason, Carpenters, Plumbers and Pipefitters, Electricians. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trade. Students will be provided with physical requirements needed, application requirements, wages, benefits, job opportunities, and any other information pertinent to that specific trade.

Construction Trades Math

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to, laborers, ironworkers, carpenters, Cement masons, Electricians, Finish Trades and Pipe Trades. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

Work Behavior and Safety

This course will provide instruction in worksite behaviors and expectations: preparing for the workday, communications skills, teamwork skills, pro-active attitude, attendance expectations, integrity, resume writing, mock job interviews, appropriate work attire, and what employers are really looking for when hiring. To include, but not limited to, behaviors and actions that could disqualify, lead to disciplinary actions, or even terminate an individual from a job. Also, to be included is health and safety needed for the trades. Topics include physical fitness, healthy eating habits, worksite assessment, identifying workplace hazards, hazard prevention and DOC safety training. Proper use and fit of personal protective equipment will be discussed.

Tools and Blueprints

This course focuses on identification, maintenance and safe usage of tools and equipment used in the trades. Students will understand job safety importance and requirements. Tool and job safety will be taught and practiced throughout the entire program. This course will also provide exposure to construction basics via skill building activities and trades related agility courses. The course will include footings and foundations (slab and grade, post and

beam, footings and stem wall). This course also covers framing to include floor framing, wall framing, and roofing framing. Students will receive roofing and siding exposure as well as experience with interior and exterior finishes. Students will interpret the signs and symbols on construction blueprints. Students will demonstrate their skill by drawing their own basic construction blueprint.

Capstone Project

In this capstone course, students will experience the link between theory and practicum through completing a relevant project. This project will integrate the skills and abilities acquired during the program and demonstrate competencies learned.

Adult Basic Education–GED®

The GED® Program covers 4 core subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. Students must pass all four GED® exams with a score of 145 or better to earn their GED® Certificate, and exams can be taken in English or Spanish. Colleges will identify students' needs when enrolling in basic skills, including past GED® exam history. Offered at all 11 facilities, including Intensive Management Units, Intensive Treatment Units, Skill Builder Units, and the Sky River Treatment Unit.

- There are four independent GED® sub-exams that address the academic subject areas of:
 - English Language Arts (Reasoning Through Language Arts)
 - Science (including Chemistry and Physics)
 - Social Studies
 - Mathematical Reasoning

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate reading, writing, and math competencies contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning.

English Language Acquisition

ELA classes are offered to limited English proficient students to develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community. Course pathways include Adult High School programs GED® tests, college, or current or future work.

Pre-College Coursework

Pre-college courses prepare students for college courses through English and Math courses. English provides a foundation for comprehension and critical reading skills, basic composition methods, rhetorical principles, and approaches to college discussion. Math courses introduce the concepts of algebra including operations on signed numbers, solutions of linear equations, exponents and algebraic fractions, and basic operations on polynomials. Includes a review of some properties and operations of arithmetic. Offered at CBCC, CCCC, CRCC, MCC, OCC, SCCC, WCC, WCCW, and WSP.

AA-DTA: Associate of Arts, Direct Transfer Agreement

Students are required to earn a minimum of 90 college-level credits with a 2.0 grade point average. A minimum of 63 credits for general education/CORE courses are required. The DTA provides a student with a minimum of 90 quarter or 60 semester credits upon entry to a baccalaureate program. DTA completion satisfies completion of general education requirements. **(90 Credits)**.

Communications (10.0)

At least 13 credits, including ENGL& 101, ENGL& 102, or ENGL&235 and a communication studies course.

Humanities (15.0 Credits)

A Minimum of 15 credits from three different subject areas, one course must be from the English Literature courses, only five credits allowed in Modern Language, only five credits allowed in Performance/Fine Arts

Social Sciences (15.0 Credits)

A minimum of 15 credits from three different subject areas. One course must be from Anthropology, Psychology, Sociology, or History.

Quantitative Skills (5.0 Credits)

Each of these courses requires a prerequisite of intermediate Algebra Proficiency.

Physical Ed (3.0 Credits)

Three activity credits required. Waived by physician recommendation only. Military service may satisfy this requirement. For students in Department of Corrections Campuses (HPER 264 – Stress Management) satisfies this requirement.

Natural Sciences (15.0 Credits)

A minimum of 15 credits from three different subject areas. One course must have a lab, only five credits in math allowed.

Electives (27.0 Credits)

- 27 credits total. Nine credits must be fully transferable as defined by the ICRC (intercollegiate relations Commission) standard.

Washington Corrections Center for Women

Programming at this facility is offered through Grays Harbor College

Adult Basic Education–GED®

Provides a foundational education in reading, writing, critical thinking, and math skills to study for the GED® test. 145 score is required for all four tests.

There are four independent GED® sub-exams that address the academic subject areas of:

English Language Arts (Reasoning Through Language Arts)

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn reading and writing concepts, including grammar. You'll need to read excerpts from a variety of informational and literary sources and show your understanding, draw conclusions, and write clearly. Your writing will demonstrate your ability to analyze two passages, decide which argument has more convincing evidence and explain why the evidence supports your choice.

Science (including Chemistry and Physics)

- Reading for meaning in science
- Designing and interpreting science experiments
- Using numbers and graphics in science

Learn to understand science concepts, know how to read graphs and charts displaying scientific data, and use reasoning to interpret science information. The science exam is not about memorization. You won't need to memorize the periodic table of elements, but you will need to recognize names and symbols of key elements in answering some questions.

Social Studies

- Reading for meaning
- Identifying and creating arguments
- Grammar and language

Learn to apply American social studies concepts, know how to read graphs and charts displaying social studies data, and use reasoning to interpret information. The social studies exam is not about memorization. You won't need to memorize the capitals of countries or dates when those events occurred but given some information about an event you might need to use that in drawing conclusions.

Mathematical Reasoning

- Basic math
- Geometry
- Basic algebra
- Graphs and functions

Learn math concepts, measurements, equations, and applying math concepts to solve real-life problems. You don't have to memorize formulas and will be provided a formula sheet to use on the exam.

English Language Acquisition

ELA classes are offered to limited English proficient students to develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community. Course pathways include Adult High School programs GED® tests, college, or current or future work. Offered at AHCC, CBCC, CRCC, SCCC, WCCW, and WSP.

Washington State Penitentiary

Programming at this facility is offered through Walla Walla Community College

AAS Business Administration

The Business Administration curriculum is designed for students who wish to gain the technology and skills necessary for employment and advancement in the business management environment in a variety of industries including: health, legal, computer support and information technology. Students will be prepared to own their own business or work in a leadership role within an existing company. **(95 credits)**

ACCT& 201–Principles of Accounting (5.0 Credits)

Addresses the fundamentals of accounting theory and practice, including: study of the accounting cycle, use of special journals, and use of accounting in management decisions.

ACCT 115–QuickBooks (5.0 Credits)

Computerized accounting systems, emphasizing various elements of an integrated general ledger package will be discussed. Special attention to hands-on operation of related accounting software packages.

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

OR CMST 201–Intercultural Communication (5.0 Credits)

Theory and practice of intercultural communication; understanding culture and cultural differences, both internationally and domestically, while working to develop the skills necessary to improve effective communication and relationships across cultures.

OR CMST& 210–Interpersonal Communications (5.0 Credits)

Theory and practice of communication; understanding self and others while working to improve effective communication and conversation in one-on-one interactions in academic, professional and interpersonal settings.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing classes prepare students to be effective technical writers. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, reports, descriptions,

instructions, and employment documents. The emphasis of the course is on the use of language and graphics to communicate technical and procedural information clearly and precisely.

OR ENGL& 101–English Composition I (5.0 Credits)

Focuses on the development of structural and stylistic writing skills with concentration on expository, critical, analytical, and persuasive essay techniques.

BUS& 101–Introduction to Business (5.0 Credits)

This course provides an overview of business, focusing on the world of business today within the context of our global society. Basic principles and concepts include; business models, entrepreneurship, functional areas of business, management, organizational structure, human resources, marketing, information systems, finance, ethics and social responsibility, as well as emerging business topics. Key themes woven throughout the course include exploration of career options and development of business problem-solving skills.

BUS 102–Sales and Customer Services (5.0 Credits)

Examines concepts of Customer Relations Management (CRM) and customer servicing skills. Topics covered include understanding customer service levels, designing appropriate service delivery methods, evaluating customer satisfaction, creating effective customer experiences, identifying cultural differences, and understanding eCommerce transactional technologies. Emphasizes the importance of trust in customer relationships when partnering to create value, including privacy policies and use of personal data.

BUS 112–Business Mathematics (5.0 Credits)

Develops competency in common business calculations for use in financial decision-making including: percentages, trade and cash discounts, pricing, simple and compound interest, discounting, annuities, and sinking funds.

BUS 151–Microsoft Excel (5.0 Credits)

Develop advanced business-related spreadsheet skills, including the ability to prepare, format, maintain and enhance an Excel worksheet for common business needs. Integrate formulas, functions and pivot tables, manage multiple worksheets and workbooks, utilize filtering, conditional formatting, sorting and other advanced features used to understand how to make important business decisions.

BUS 157–Human Relations in Business (5.0 Credits)

Assess and develop human relations skills through a skill building approach with an emphasis on self-esteem and maintaining positive attitudes. Topics include understanding human relations, behavior, and performance; diversity in personality and learning styles; perception; attitudes; values; communication skills; motivation; leadership; transactional analysis; assertiveness and conflict resolution; power, politics, and ethics; teams; problem-solving and decision-making, change; productivity and participative management.

BUS 194–Small Business Management (5.0 Credits)

Introduction to small business management and entrepreneurship. The course will include

the role of small business in the economy, forms of business ownership, and the main causes for business failure and success. Students will review the steps for opening a business and complete elements of a business plan clearly evaluating and illuminating the opportunity for entrepreneurial enterprise.

OR MATH& 146–Introduction to Statistics (5.0 Credits)

Study of both descriptive and inferential statistics. Topics include data presentation and analysis, measures of central tendency and dispersion, sampling distributions, parameter estimation, hypothesis testing, and linear regression.

OR AMATH 105 – Introduction to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

BUS& 201–Business Law (5.0 Credits)

Introduction to law with an analysis of its origin and development and its interaction with business, including: legal procedures, contractual capacity, negotiable instruments, constitutional authority, business tort, product liability, bankruptcy, security regulations, anti-trust, Uniform Commercial Code, and principles of consumer protection

BUS 205–Consumer Behavior (5.0 Credits)

Students will learn how to target different population segments for marketing efforts by using research and analysis. They will use data to create customer profiles and value propositions. Simulations will stimulate creativity and adaptation following market disruptions.

BUS 210–Principles of Marketing (5.0 Credits)

Examine the business activities of marketing, product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy.

BUS 215–Digital Marketing (5.0 Credits)

Provides an in-depth understanding of the principles and practices of using the Internet to market goods and services. Includes ethical, social, cultural, and legal issues surrounding digital marketing. Students will have an opportunity to develop and present a comprehensive digital marketing plan for a business.

BUS 287–Business Project (5.0 Credits)

Provides the student an opportunity to synthesize the knowledge gained through their degree coursework in the form of a final project. Students will plan and propose a workplace or research project and explore workplace leadership skills. Students will prepare and present their final project. Recommended students take in their last quarter of program.

CS 110–Intro to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

ECON& 201–Microeconomics (5.0 Credits)

Introduction to microeconomics as applied to production, consumption, and marketing issues in the business and production sectors of the economy. Topics include supply/demand theory, consumer choice theory, production theory, and costs of production.

Approved Electives (15.0 Credits)

15 credits total of approved elective courses.

Approved Elective courses include but are not limited to:

BUS 125 - Word Processing Applications (5.0 Credits)

Document processing using MS Word taught in conjunction with formatting theory for business documents. Continued development of keyboarding speed and accuracy is provided.

BUS 205 - Consumer Behavior (5.0 Credits)

Students will learn how to target different population segments for marketing efforts by using research and analysis. They will use data to create customer profiles and value propositions. Simulations will stimulate creativity and adaptation following market disruptions.

BUS 220 - Introduction to Finance (5.0 Credits)

Tools and concepts useful to making financial management decisions in business firms will be discussed. Topics include: the role of national economic policy and the ways in which different financial institutions are operated.

ECON& 202–Macroeconomics (5.0 Credits)

Theory and policy related to organization and operation of a market economy. Topics include supply and demand theory, government spending and taxation, money and banking, analysis of employment, inflation, aggregate output and economic growth, and fiscal and monetary policy tools.

AAS Graphic Design and Web Development

The AAS in Graphic Design and Web Development is a comprehensive two-year program that equips students with the technological, creative, and business skills needed for success in the tech industry. Students gain hands-on experience with graphic design applications, design principles, and marketing strategies, while also mastering web development skills including UX/UI, HTML, CSS, JavaScript, and full-stack development. This diverse skill set prepares graduates for roles as designers in creative agencies, freelancers and entrepreneurs or as front-end or full-stack developers in web development teams. The program's balanced approach ensures students are well-prepared to meet the evolving demands of the digital landscape. (90 credits)

CS 110 – Introduction to Computer Applications (5.0 Credits)

This course prepares students for comprehensive use of the Microsoft Office suite, with emphasis on basic proficiency in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

BUS 263 - Photoshop (5.0 Credit)

This course focuses on Adobe Photoshop, the industry standard photo-editing application used in the field of graphic design. Students learn to correct, enhance and transform pixel-based images using Adobe Photoshop. Students apply non-destructive editing where possible while combining multiple images by making complex, nuanced, and accurate selections and managing layers. Students correct images using retouching tools. Students simulate traditional art media by using the mixer brush tool and applying filters.

CS 224 – Computer Illustration (Illustrator) (5.0 Credits)

Introduces the tools, techniques, and theory of vector based illustration applications that allow designers to produce resolution-independent graphics. Students learn how to create illustrations and graphic elements using paths, shapes, bezier curves, strokes, fills, blends, gradients and type. Students learn how to manage groups, layers symbols and compound paths and how to apply filters and transformations. Students learn how to create complex illustrations by breaking down a given subject into component shapes, determining the relevant tools and techniques needed, then utilize these tools to complete the design.

CS 220 – Two Dimensional Design (5.0 Credits)

This course addresses the fundamental principles and elements of design as applied to digital imaging. Extending previously acquired skills in photo-editing and illustration applications with the “Why” of design. Students will learn numerous illustration techniques that rely on a developing understanding of abstraction, typography and other principles of design. Students will learn about copyright law as it impacts visual communication.

BUS 261 – Graphic Design: Interface Design (5.0 Credits)

The Interface Design course is an introduction to Web and app design, using a software platform. This course focuses on the point of contact between the user and the system. Addresses aesthetics, user experience, user behavior, navigation, function, and accessibility. Students develop and revise various user interfaces as feedback informs design decisions.

CS 251 – HTML/CSS (5.0 Credits)

Students learn the fundamentals of responsive web design using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students build webpages by encapsulating content with tags appropriate for each content type. Students design the aesthetics of HTML pages by associating responsive CSS to control the visual qualities of each page element. Students analyze existing web pages and replicate them. Students conceive, design and code original, responsive web pages.

CS 262 – Developer workflow tools (5.0 Credits)

Developer tooling allows web developers to offload much of the routine, tedious work of code

optimization, file preparation and deployment to an intelligent, automatic workflow. Students optimize and deploy websites by configuring and maintaining dev-tooling pipelines. Style preprocessors and frameworks accelerate the creation and simplify the maintenance of design systems. Students construct design systems for web sites by extending Cascading Style Sheets (CSS) with style preprocessors and frameworks. Content Management Systems (CMS) allow websites to be managed by a web-based centralized interface. Students configure a website using popular CMS platforms.

CS 140 – JavaScript I (5.0 Credits)

Students learn the fundamentals of object orientated programming (OOP) in JavaScript (JS). Students apply an understanding of JS syntax, data structures, logic and dataflow to capture, process and transform user interactions in web pages. Students build projects using server-side JS, JS APIs and JS native modules in a cohesive codebase..

ACOM 102 – Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

AMATH 105 – Introduction to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

AENG 100 – Writing in the Workplace (5.0 Credits)

Writing course prepares students to be effective writers in the workplace. The course focuses on career related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. An emphasis of the course is on the use of language to communicate information clearly, and precisely.

BUS 210 – Principles of Marketing (5.0 Credits)

Examine the business activities of marketing; product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy..

OR BUS 215–Digital Marketing (5.0 Credits)

Provides an in-depth understanding of the principles and practices of using the Internet to

market goods and services. Includes ethical, social, cultural, and legal issues surrounding digital marketing. Students will have an opportunity to develop and present a comprehensive digital marketing plan for a business.

CS 235 – Introduction to Database Design and Theory (5.0 Credits)

This course offers in-depth study of database theory and concepts including data modeling, database design, normalization, and data integrity and security. Includes a survey of one or more modern database management systems (DBMS) and their associated query mechanisms.

CS 240 – JavaScript II (5.0 Credits)

This course covers the fundamentals of algorithm data structures within JavaScript (JS) and server-side JS. Students build template-assembled web pages, store and retrieve site information from databases, and build Restful API endpoints. Students perform data handling of forms, usage of middleware, and user-authentication.

CS 247 – User interface – Front End Development (5.0 Credits)

This course is designed to give students essential skills for building front end User Interfaces (UI) for Web and mobile applications with current technology. Topics include designing, coding, and testing UI applications.

CS 231 – Capstone Application Development (5.0 Credits)

Students will create an application using an application project-based approach, utilizing and implementing system design, programming and database skills acquired in prior classes. Students are also required to provide a project data model and schedule the project using the development life cycle.

BUS 250 – Design Thinking (5.0 Credits)

As everyday systems become more interdisciplinary, the challenges facing us require more creative and nuanced approaches to problem solving. Design Thinking provides students a framework for: solving complex problems, innovation and creativity, and inclusivity in the design process. This course is built for those who will work in interdisciplinary contexts or simply desire to be more innovative.

BUS 265 – Graphic Design Advertising (5.0 Credits)

Advertising Design addresses the fine art and science of persuasion using electronic media. Students will demonstrate use of the formal creative process, taking their advertisements from Big Idea to final execution. Students will explore ideas; expand their creative arsenal; work, and rework projects to increase persuasive potency, and practical critical thinking. Projects will be practical, authentic, and may include real clientele.

BUS 266 – Graphic Design: Branding and Packaging (5.0 Credits)

The Graphic Design: Branding and Packaging course explores the discipline of graphic design with a focus on branding, packaging and printing. Strong emphasis is placed on identifying and focused messaging toward target segments. Practice includes the creation of logos,

basic design systems, and labels.

BUS 267 – Graphic Design: Typography and Layout (5.0 Credits)

This course explores the art and practice of typography and layout as core components of graphic design. Students examine the history and structure of letterforms, learn to identify and classify typefaces, and apply design principles to solve layout challenges. Emphasis is placed on understanding the visual voice of type, effective page design, and the integration of color, composition, and hierarchy. Through hands-on projects, students experiment with type and imagery to create visually compelling and cohesive design solutions.

AAS Welding

Students train and learn to meet the current certification requirements of manufacturing and construction industries and explore many career alternatives related to the welding industry. The program's technical training complies with American Welding Society (AWS) S.E.N.S.E. standards, increases the students' understanding of welding and the related science, meets employers' expectations, and increases the students' ability to compete in the employment marketplace. Training includes oxyacetylene cutting and welding, brazing, soldering, SMAW, GMAW, FCAW, GTAW, blueprint/layout standards and methods, welding procedure specifications, testing methods, quality control, metallurgy, and safe work practices. Welder certifications are conducted according to AWS/ASME and WABO (Washington Association of Building Officials) standards. Process certifications are available and include plate and pipe welding using shielded metal arc, gas metal arc, flux cored, and gas tungsten arc welding. **(90 credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AMATH 105–Intro to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

WELD 101- Oxy/Fuel Welding, Cutting and SMAW 1 (3.0 Credits)

Welding theory designed to explain welding safety, industry practices, and shield metal arc welding processes. Students will learn the safe handling and operation of Oxy/fuel welding, brazing, and cutting equipment; introduction to basic print reading and layout.

WELD 102 – Gas Metal Arc Welding and Flux Core Arc Welding (3.0 Credits)

Welding theory designed to explain Gas Metal Arc (gmaw) and Fluxed Cored Arc Welding with ferrous and nonferrous alloys, as well as discussions of filler metal identification, basic maintenance, and safety standards included in the processes.

WELD 103 – Structural Welder (1-3.0 Credits)

This course examines Welding theory and explains in detail the structural welder qualification for shielded metal arc welding, gas metal arc welding and flux core arc welding processes. It also includes filler metal identification, essential variables, thickness and position limitations, and basic machine maintenance.

WELD 111- Oxy/Fuel Welding, Cutting and SMAW Lab (1-12.0 Credits)

Welding theory designed to explain welding safety, industry practices, and shield metal arc welding processes. Students will learn the safe handling and operation of Oxy/fuel welding, brazing, and cutting equipment, introduction to basic print reading and layout

WELD 112 – Gas Metal Arc Welding (1-6.0 Credits)

Introduce students to welding safety, industry practices, and Gas Metal Arc Welding processes in a laboratory setting. Students will learn, practice, and apply skills needed for the safe operations of high-pressure cylinders, and GMAW Equipment in various welding configurations.

WELD 113 – SMAW Structural Welder Qualification (1-6.0 Credits)

Students will practice and apply the skills needed to achieve structural qualification in a variety of SMAW operations. Students prepare the plate assembly for qualification using basic blueprint reading skills and complete potential qualification while employing safe, professional, and ethical welding shop behavior.

WELD 122 – Flux Core Arc Welding (1-6.0 Credits)

Introduce students to welding safety, industry practices, and Flux Core Arc Welding in a laboratory setting. Students will learn, practice, and apply skills needed for safe operation of both self-shielding and dual shielded FCAW, including the selection of correct parts, tools, and polarities to operate each process.

WELD 123 – FCAW & GMAW Structural Welder Qualification (1-6.0 Credits)

Students will practice and apply the skills needed to achieve structural qualification in a variety of FCAW and GMAW operations. Students prepare the plate assembly for qualification using basic blueprint reading skills and complete potential qualification while employing professional, ethical, and safe welding shop behavior.

WELD 141 Welding Basics (4 Credits)

Opportunity to select customized welding process instruction for application training, industry

practices, hobby uses, or skill development to meet employer/employment requirements.

WELD 199- Special Topics (1-10 Credits)

This course provides students the opportunity to study and train to meet established local needs in the welding industry, supplemental to courses currently offered.

WELD 201 – Gas Tungsten Arc Welding (1-3.0 Credits)

This course examines Welding theory in detail as it relates to Gas Tungsten Arc Welding (GTAW) with both direct and alternating currents on ferrous and nonferrous material. It also includes base metal identification, filler electrode selection, basic machine maintenance. Safety standards for all processes are covered.

WELD 202 – Pipe Welding (1-3.0 Credits)

This course examines Welding theory in detail as it relates to Gas Tungsten Arc Welding (GTAW) with both direct and alternating currents on ferrous and nonferrous material. It also includes base metal identification, filler electrode selection, basic machine maintenance. Safety standards for all processes are covered.

WELD 203 – Introduction to Fabrication (1-3.0 credits)

This course examines fabrication theory and explains in detail the process of concept, design, and drafting of fabrication weldments. In addition to layout, topics include assembly welding and thermal distortion. This class also explores limitations and practical applications of fabrication equipment as well as covering machine maintenance and safety standards..

WELD 211 – Gas Tungsten Arc Welding Ferrous Metals (1-6.0 credits)

This course introduces students to Gas Tungsten Arc Welding (GTAW) safety, industry practices, and processes in a laboratory setting. Students will learn, practice, and apply skills needed for the safe operation of high-pressure cylinders and GTAW equipment in various welding configurations on mild steel. Students will prepare projects to weld using basic blueprint reading skills and complete lab practice while employing professional, ethical, and safe welding shop behavior.

WELD 212 Pipe Welding Lab I (1-6.0 credits)

This course introduces students to Pipe Welding safety, industry practices, and processes in a laboratory setting. Students will learn, practice, and apply skills needed for Pipe Welding with the Shielded Metal Arc Welding process. Students will prepare projects to weld using basic blueprint reading skills and complete lab practice while employing professional, ethical, and safe welding shop behavior.

WELD 213 – Fabrication Concept and Design (1-6.0 credits)

This course examines the fabrication process of concept, design, and blueprinting of fabrication weldments. Students also learn to perform cost and time estimates while meeting safety standards and maintaining equipment.

WELD 221 – Gas Tungsten Arc Welding Special Metals (1-6.0 credits)

This course introduces students to Gas Tungsten Arc Welding (GTAW) safety, industry practices, and processes in a laboratory setting. Students will learn, practice, and apply skills needed for the safe operation of high-pressure cylinders and GTAW equipment in various welding configurations on stainless steel, aluminum, and various other special metals. Students will prepare projects to weld using basic blueprint reading skills and complete lab practice while employing professional, ethical, and safe welding shop behavior.

WELD 221 – Pipe Welding Lab II (1-6.0 credits)

This course introduces students to pipe welding safety, industry practices, and processes in a laboratory setting. Students will learn, practice, and apply skills needed for pipe welding with the Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GMAW), and Oxy Acetylene Welding processes. Students prepare projects to weld using basic blueprint reading skills and complete lab practice while employing professional, ethical, and safe welding shop behavior.

WELD 223 Fabrication Layout, Fitment, and Welding (1-6.0 credits)

This course examines the processes of fabrication and use of specialized fabrication equipment, including but not limited to: Computer Numerical Control (CNC) plasma cutter, press brakes, shears, band saws, drill press, plate rollers, and other welding shop equipment. This class also provides instruction on machine maintenance, shop housekeeping, and safety standards.

Construction Trades Apprenticeship Preparedness

This state recognized pre-apprenticeship program prepares students to enter apprenticeship programs directly related to the trades or for employment in the construction sector. The program includes math, blueprint reading and drawing, health and safety, work readiness, industry awareness, tool training, construction basics, and basic electrical and plumbing. Students will also create a capstone project that will demonstrate the link between theory and practice and skills acquired throughout the program. **(20 Credits)**

CTAP 120–Construction Trades Math (3.0 Credits)

This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to, laborers, ironworkers, carpenters, Cement masons, Electricians, Finish Trades and Pipe Trades. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

CTAP 130–Work Behavior and Safety (5.0 Credits)

This course will provide instruction in worksite behaviors and expectations: preparing for the workday, communications skills, teamwork skills, pro-active attitude, attendance expectations, integrity, resume writing, mock job interviews, appropriate work attire, and what employers are really looking for when hiring. To include, but not limited to, behaviors and actions that could disqualify, lead to disciplinary actions, or even terminate an individual

from a job. Also, to be included is health and safety needed for the trades. Topics include physical fitness, healthy eating habits, worksite assessment, identifying workplace hazards, hazard prevention and DOC safety training. Proper use and fit of personal protective equipment will be discussed.

CTAP 140–Tools and Blueprints (5.0 Credits)

This course focuses on identification, maintenance and safe usage of tools and equipment used in the trades. Students will understand job safety importance and requirements. Tool and job safety will be taught and practiced throughout the entire program. This course will also provide exposure to construction basics via skill building activities and trades related agility courses. The course will include footings and foundations (slab and grade, post and beam, footings and stem wall). This course also covers framing to include floor framing, wall framing, and roofing framing. Students will receive roofing and siding exposure as well as experience with interior and exterior finishes. Students will interpret the signs and symbols on construction blueprints. Students will demonstrate their skill by drawing their own basic construction blueprint.

CTAP 150–Introduction to the Trades (5.0 Credits)

This course will provide exposure to a variety of different building trades and applications to the jobsite. These include Laborers, Iron Workers, Cement Mason, Carpenters, Plumbers and Pipefitters, Electricians. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trade. Students will be provided with physical requirements needed, application requirements, wages, benefits, job opportunities, and any other information pertinent to that specific trade..

CTAP 160–Capstone Project (2.0 Credits)

In this capstone course, students will experience the link between theory and practicum through completing a relevant project. This project will integrate the skills and abilities acquired during the program and demonstrate competencies learned.

Diesel Technology Certificate

Learn basic shop fundamentals and safety. Offered only at WSP East Complex (MSU). (80 Credits)

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and applied them in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment

documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AMATH 105–Intro to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills.

DT 151–Shop Fundamentals/Forklift Training (9.0 Credits)

Designed to introduce, perfect, and evaluate basic safety and shop skills necessary for successful completion of the Diesel Mechanics program. Consists of instruction and shop performance exercises in safety; hand and machine tool operation, use, and maintenance; hardware identification; and other basic shop skills. Forklift driver certification is also taught. Students must be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 162–Machinery Repair (10.0 Credits)

Controlled laboratory experiences with static and live projects enhance instruction in engines, powertrains, electrical and air conditioning. Involves application of theory and skills associated with academic and skill instruction. This class will emphasize ASE/NATEF competency completion. Students must be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 163–Machinery Repair II (8.0 Credits)

Controlled laboratory experiences with static and live projects enhance instruction in engines, powertrains, electrical and air conditioning. Involves application of theory and skills associated with academic and skill instruction. Students must be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 180–Suspension and Alignment (5.0 Credits)

Study of suspensions as found on medium and heavy-duty vehicles. Alignment of axles and wheels is also covered. Topics include alignment principles and terminology, spring suspensions, air suspensions, beam suspensions, tire wear identification, and wheel safety. This class will emphasize ASE/NATEF competency completion. Students must be seeking a degree or certificate in Diesel Equipment Mechanics.

DT 181–Engines I (14.0 Credits)

In-depth study of diesel engines, including theory of operation, testing and rebuilding. Students must be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 183–Electronics I (5.0 Credits)

Theory, troubleshooting, and repair of electrical systems are covered. Topics include charging, starting, ignition, and accessory electrical systems. Students must be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 185–Drive Trains (5.0 Credits)

Study of the various components found in the powertrain system. Topics include theory, operation, troubleshooting, and repair of clutches, transmissions, torque converters, drive lines, differentials, and power take-off devices. This class will emphasize ASE/NATEF competency completion. Students must be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 187–Heating and Air Conditioning (5.0 Credits)

Heating and air conditioning on medium and heavy duty vehicles. Topics include theory, components, refrigerants, servicing and troubleshooting. Students must be seeking a degree or certificate in Diesel Equipment Mechanics.

DT 189–Preventive Maintenance (5.0 Credits)

Study of preventive maintenance on medium and heavy-duty vehicles. Topics include truck classifications, P.M. programs, out of service criteria, wheels and rims, frame and cross-members, trailer maintenance, and coupling devices. Students must be seeking a degree or certificate in Diesel Equipment Mechanics.

WELD 141–Welding Basics* (4.0 Credits)

Opportunity to select customized welding process instruction for application training, industry practices, hobby uses, or skill development to meet employer/employment requirements.

Advanced Diesel Certificate

Including all credits required for Diesel Technology Certificate (85 Credits) plus the following listed below. **(20 Credits)**

DT 266–Advanced Equipment Repair I (10.0 Credits)

On-campus job shop experience. Students work on equipment with a student service manager and under the supervision of an instructor. Students must have completed at least two quarters of Diesel Equipment Mechanics and be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 284–Hydraulics (5.0 Credits)

A study of hydraulic systems as found on mobile equipment. The course includes theory, operation, troubleshooting and service of pumps, cylinders, valves, motors, controls and accessories found on mobile hydraulic systems. Schematics and system design are also discussed. Students must be seeking a certificate or degree in Diesel Equipment Mechanics.

DT 280–Brakes and Air Systems (5.0 Credits)

An in-depth study of air and hydraulic brake systems as found on medium and heavy-duty vehicles. Topics include air and hydraulic systems, air drum brakes, air disc brakes, hydraulic drum brakes, hydraulic disc brakes, air system schematics, air valves and controls, air compressors and driers, troubleshooting and repair of brake systems. Students must be seeking a degree or certificate in Diesel Equipment Mechanics.

Digital Design Certificate

This certificate provides the basic knowledge in the fields of digital publishing for the web. (60 credits)

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AMATH 105–Introduction to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

BUS 263–Photoshop (5.0 Credits)

Provides a solid foundation in Photoshop for students looking to employ the tools of the design trade, or for those simply wanting to learn how to create digital art. Real-world, practical examples, step-by-step instruction, and creative freedom throughout offer well-rounded, comprehensive coverage.

BUS 288–Marketing Project (5.0 Credits)

Provides the student an opportunity to synthesize the knowledge gained in E-Marketing, Design, and Business Marketing coursework in the form of a final project. Students will plan and propose a workplace or research project and explore workplace leadership skills. Students will prepare and present their final project. Recommended students take in their last quarter of the program.

CS 110–Intro to Computers and Applications (5.0 Credits)

Application of the software currently used in home and work environments. Computer Software Principles emphasizes proficiency in using basic functions in word processing, spreadsheets, databases, presentations, Internet, and Microsoft Windows.

CS 140–JavaScript I (5.0 Credits)

Introduction to programming using the JavaScript programming language. This CIW JavaScript Specialist course material prepares you for the CIW JavaScript Specialist certification exam.

CS 220–2-Dimensional Design (5.0 Credits)

This course addresses the fundamental elements of art and principles of design, as applied to digital imaging. This course focuses on developing image-creation skills using Adobe Illustrator, but also addresses the "Why" of design, so that students are thoughtful in their approach to image-creation. Students work through a series of self-branding exercises, copyright scenarios, image-mode conversions, and practice image-generation and editing.

CS 224–Computer Illustration (Illustrator) (5.0 Credits)

Introduces the techniques, technology, and theory of vector digital images in web, multimedia, digital video, and animation applications. Provides fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and Web applications using programs like Illustrator or similar vector software.

CS 251–HTML/CCS (5.0 Credits)

The HTML/CSS course teaches basic Web technologies: Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Students will practice building pages, writing code, placing objects, developing responsive layouts, validating code, and troubleshooting problems. They will also analyze award-winning design, applying what they learn to their own work.

BUS 261–User Interface Design (5.0 Credits)

The Interface Design course is an introduction to Web page design and development, using a software platform. This course focuses on the point of contact between the user and a system. Addresses aesthetics, user experience, user behavior, navigation, function, and accessibility. Students develop and revise various user interfaces as feedback informs design decisions.

CS 262–Responsive Web Design and Technology (5.0 Credits)

Responsive Web Design is an intermediate-level web development course focusing on the design of interfaces that respond intelligently to a wide variety of device limitations. Students will learn the coding methods and technologies required to create adaptable web site designs and practice building fluid interfaces that effectively convey a given message regardless of a user device size and type.

Energy Systems Technology Certificate

This technical degree prepares the student to enter cooperative training in an energy-related field. Often these training experiences result in long-term employment with the training entity. This degree is also designed to be a pre-apprenticeship preparation for an electrical career. This concentration provides students opportunities to gain the knowledge and skills needed to: read blueprints and technical diagrams; install and inspect wiring, control and lighting systems, including transformers

and circuit breakers; and troubleshoot, diagnose, and repair or replace wiring and equipment safely to NEC standards using a variety of testing instruments, hand and power tools.(49.4 credits)

ESTE 103 – Principles of Electricity Theory (5.0 credits)

Introduction to electrical theory and terminology, electrical safety, direct current (DC), alternating current (AC), electrical energy sources, conductors, resistance, circuit types, Ohm's law, circuit calculations and measuring instruments, magnetism, magnetic inductance and capacitance.

ESTM 144 – Industrial Safety & Material Handling (5.0 credits)

This course provides students with training and practice to develop competencies in industrial safety and material handling. Students will be trained in the safe operation of industrial fork lifts and aerial lifts (not all sites). Students will complete OSHA-10 general and construction training modules (third party certification not provided). Students will complete additional workplace safety modules to develop personal and equipment safety skills and knowledge in an industrial environment. Techniques for safely lifting and moving loads of various shapes, sizes, and types with an overhead crane will be covered and opportunities for practice provided. Also covered is tooling, hand and radio signals, safety around equipment, and equipment operation.

AMATH 106 – Quantitative Problem Solving for the Trades (5.0 credits)

The course series integrates critical thinking, problem solving and reasoning to match with math skills and critical thinking/problem-solving skills utilized in the workplace. Courses include guided and independent practical problem-solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure is followed in real-life math applications aligned to curriculum in professional technical programs.

AHSE 022 – AHA Heartsaver First Aid/CPR (0.4 credits)

A fundamental training program in emergency care that incorporates CPR and other emergency skills into a single course. Emphasizes utilizing the priorities of care and approach to the patient as demonstrated by professional emergency care providers. The core program provides minimum information and skills for a variety of environments and can be supplemented with additional first aid topics specific to the needs of the course participants. Available on-campus as well as on a contract basis throughout Walla Walla and Columbia counties.

ESTE 104 – Principles of Electricity AC Application (5.0 Credits)

Provides a practical application of alternating current (AC) generation and operational circuits. Typical wiring practices of single and three phase wiring of plugs, receptacles, lighting, panel, disconnects, conduit, capacitors, power and control transformers, an introduction to DC generators and AC alternators. Formerly: EST 132.

ESTE 110 – Introduction to the National Electrical Code (2.0 Credits)

Course introduces student to the National Electrical Code (NEC), and the Washington Administrative Code (WAC), and Revised Code of Washington (RCW) as it relates to the electrical industry to familiarize students with legal code and electrical safety. May be taken as a preparation of industry technicians preparing to take the certification exam. Formerly: EST 260.

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

CS 110–Introduction to Computers and Applications (1 - 5.0 Credits)

This course prepares students for comprehensive use of the Microsoft Office suite, with emphasis on basic proficiency in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

BLPT 112 – Blueprint Reading (2.0 Credits)

Introduction to basic construction plan interpretation. Emphasis is on symbol usage, line types, dimensioning, section views, axillary views, and integration of construction plans from various trades.

ESTE 150 – Introduction to Controls (5.0 Credits)

Students will practice electrical safety while being introduced to control principles, operation, symbols & electrical diagrams, wiring, adjustment, and testing procedures for pressure, temperature, level and flow controls used in application of operational and safety controls of all industries. Manual, electric-mechanical, mechanical-electric and electronic controls will be covered.

ESTE 105 – Principles of Power Generation and Distribution (5.0 Credits)

Introduction to the common components and applications of electrical generation and distribution systems. The operation and maintenance of those systems will also be covered.

ESTE 115 – Materials, Fasteners, and Raceways (5.0 Credits)

Learn to identify electrical materials and their applications. Students will classify, grade, and use fasteners, such as bolts, screws, and rivets. Proper torque values are explained. Provides training in electrical raceway types, tools, and procedures used in the electrical industry. Gain a working knowledge of appropriate tools and procedures in bending and installing various types of raceways in compliance with the NEC® and electrical safety.

Entrepreneurship Certificate

This is a one-year certificate that shows you how to start, run, and maintain a successful business. Courses in marketing, management, communication, and accounting will prepare you for a variety of business settings. **(50 credits)**

ACCT 115–QuickBooks (5.0 Credits)

Computerized accounting systems, emphasizing various elements of an integrated general ledger package will be discussed. Special attention to hands-on operation of related accounting software packages.

ACCT& 201–Principles of Accounting I (5.0 Credits)

Addresses the fundamentals of accounting theory and practice, including: study of the accounting cycle, use of special journals, and use of accounting in management decisions.

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in classroom and on-line discussion and activities. Students refine communication skills used in networking and applied in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing classes prepare students to be effective technical writers. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. The emphasis of the course is on the use of language and graphics to communicate technical and procedural information clearly and precisely.

OR ENGL& 101–English Composition I (5.0 Credits)

Focuses on the development of structural and stylistic writing skills with concentration on expository, critical, analytical, and persuasive essay techniques.

BUS& 101–Introduction to Business (5.0 Credits)

This course provides an overview of business, focusing on the world of business today within the context of our global society. Basic principles and concepts include; business models, entrepreneurship, functional areas of business, management, organizational structure, human resources, marketing, information systems, finance, ethics and social responsibility, as well as emerging business topics. Key themes woven throughout the course include exploration of career options and development of business problem-solving skills.

BUS 112–Business Mathematics (5.0 Credits)

Develops competency in common business calculations for use in financial decision-making including: percentages, trade and cash discounts, pricing, simple and compound interest,

discounting, annuities, and sinking funds. Calculations performed on calculations and formulas developed for use in spreadsheet software.

OR MATH& 146–Introduction to Statistics (5.0 Credits)

Study of both descriptive and inferential statistics. Topics include data presentation and analysis, measures of central tendency and dispersion, sampling distributions, parameter estimation, hypothesis testing, and linear regression.

BUS 157–Human Relations in Business (5.0 Credits)

Assess and develop human relations skills through a skill building approach with an emphasis on self-esteem and maintaining positive attitudes. Topics include understanding human relations, behavior, and performance; diversity in personality and learning styles; perception; attitudes; values; communication skills; motivation; leadership; transactional analysis; assertiveness and conflict resolution; power, politics, and ethics; teams; problem-solving and decision-making, change; productivity and participative management.

BUS 194–Small Business Management (5.0 Credits)

Introduction to small business management and entrepreneurship. The course will include the role of small business in the economy, forms of business ownership, and the main causes for business failure and success. Students will review the steps for opening a business and complete elements of a business plan clearly evaluating and illuminating the opportunity for entrepreneurial enterprise.

BUS 210–Principles of Marketing (5.0 Credits)

Examine the business activities of marketing, product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy.

OR BUS 102–Sales and Customer Services (5.0 Credits)

Examines concepts of Customer Relations Management (CRM) and customer servicing skills. Topics covered include understanding customer service levels, designing appropriate service delivery methods, evaluating customer satisfaction, creating effective customer experiences, identifying cultural differences, and understanding eCommerce transactional technologies. Emphasizes the importance of trust in customer relationships when partnering to create value, including privacy policies and use of personal data

CS 110–Introduction to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

Graphic Design Certificate

The Graphic Design one-year certificate consists of 45 credits taken over 4 quarters. Beginning with basic computer concepts, productivity and creative application skills, design theory and creative practice then moving to more advanced topics including

marketing, branding, packaging, advertising design, this program prepares graduates for employment in creative agencies, in-house creative departments and freelance opportunities in Washington State.

Assuming no prior computer experience, students are introduced to computer literacy, operating systems, file management and Office productivity software.

Students then develop skills and techniques using the two most prevalent applications used in the graphic design field; Adobe Photoshop for image editing and Adobe Illustrator for vector-based design. Students learn design theory, creative practice and marketing then apply these principles to the fields of branding, packaging and advertising design in order to create compelling visual communications.

Throughout the program students will practice what they have learned by creating illustrations, corporate identities, advertising campaigns, marketing plans. **(45 credits)**

BUS 263–Photoshop (5.0 Credits)

Provides a solid foundation in Photoshop for students looking to employ the tools of the design trade, or for those simply wanting to learn how to create digital art. Real-world, practical examples, step-by-step instruction, and creative freedom throughout offer well-rounded, comprehensive coverage.

CS 110–Introduction to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

CS 220–2-Dimensional Design (5.0 Credits)

This course addresses the fundamental elements of art and principles of design, as applied to digital imaging. This course focuses on developing image-creation skills using Adobe Illustrator, but also addresses the "Why" of design, so that students are thoughtful in their approach to image-creation. Students work through a series of self-branding exercises, copyright scenarios, image-mode conversions, and practice image-generation and editing.

CS 224–Computer Illustration (Illustrator) (5.0 Credits)

Introduces the techniques, technology, and theory of vector digital images in web, multimedia, digital video, and animation applications. Provides fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and Web applications using programs like Illustrator or similar vector software.

BUS 210 – Principles of Marketing (5.0 Credits)

Examine the business activities of marketing; product, place, price, and promotion. Understand the role of marketing in the economy and the process used to make effective business decisions. Emphasis on global business, including eCommerce as it relates to marketing strategy.

- **Choose Two:**

BUS 250 – Design Thinking (5.0 Credits)

As everyday systems become more interdisciplinary, the challenges facing us require more creative and nuanced approaches to problem solving. Design Thinking provides students a framework for: solving complex problems, innovation and creativity, and inclusivity in the design process. This course is built for those who will work in interdisciplinary contexts or simply desire to be more innovative.

OR

BUS 265 – Graphic Design Advertising (5.0 Credits)

Advertising Design addresses the fine art and science of persuasion using electronic media. Students will demonstrate use of the formal creative process, taking their advertisements from Big Idea to final execution. Students will explore ideas; expand their creative arsenal; work, and rework projects to increase persuasive potency, and practical critical thinking. Projects will be practical, authentic, and may include real clientele.

OR

BUS 266 - Graphic Design: Branding and Packaging (5.0 Credits)

The Graphic Design: Branding and Packaging course explores the discipline of graphic design with a focus on branding, packaging and printing. Strong emphasis is placed on identifying and focused messaging toward target segments. Practice includes the creation of logos, basic design systems, and labels.

OR

BUS 267 - Graphic Design: Typography and Layout (5.0 Credits)

The Graphic Design: Typography and Layout course explores the discipline of graphic design with a focus on layout and typography. Emphasis is placed on page design, and developing an understanding of the aesthetic and voice of type. Practice includes the creation of page layout and experimentation with color and composition.

OR

BUS 288–Marketing Project (5.0 Credits)

Provides the student an opportunity to synthesize the knowledge gained in E-Marketing, Design, and Business Marketing coursework in the form of a final project. Students will plan and propose a workplace or research project and explore workplace leadership skills. Students will prepare and present their final project. Recommended students take in their last quarter of the program.

Graphic Design Essentials Short Certificate

The Graphic Design Essentials mini-certificate consists of 20 credits taken over two quarters.

Focusing on basic computer concepts, productivity and creative application skills, design theory and creative practice, this program prepares graduates for entry-level employment in creative agencies, in-house creative departments and freelance opportunities in Washington State.

Assuming no prior computer experience, students are introduced to computer literacy, operating systems, file management and Office productivity software. Students then develop skills and techniques using the two most prevalent applications used in the graphic design field; Adobe Photoshop for image editing and Adobe Illustrator for vector-based design. Building on those skills students learn design theory and how to employ the fundamental principles and elements of design to create compelling visual communications. **(20 credits)**

BUS 263–Photoshop (5.0 Credits)

Provides a solid foundation in Photoshop for students looking to employ the tools of the design trade, or for those simply wanting to learn how to create digital art. Real-world, practical examples, step-by-step instruction, and creative freedom throughout offer well-rounded, comprehensive coverage.

CS 110–Introduction to Computers and Applications (5.0 Credits)

Application of software currently used in home and work environments. Emphasizes proficiency in using the basic functions in word processing, spreadsheets, databases, presentations, the Internet, and Microsoft Windows.

CS 220–2-Dimensional Design (5.0 Credits)

This course addresses the fundamental elements of art and principles of design, as applied to digital imaging. This course focuses on developing image-creation skills using Adobe Illustrator, but also addresses the "Why" of design, so that students are thoughtful in their approach to image-creation. Students work through a series of self-branding exercises, copyright scenarios, image-mode conversions, and practice image-generation and editing.

CS 224–Computer Illustration (Illustrator) (5.0 Credits)

Introduces the techniques, technology, and theory of vector digital images in web, multimedia, digital video, and animation applications. Provides fundamental skills in visual communication, screen design, and typography. Students learn to apply these skills to the development of on-screen, multimedia, and Web applications using programs like Illustrator or similar vector software.

Heating, Ventilation, Air Conditioning, and Refrigeration Local Certificate

Students prepare for entry-level employment in the heating, ventilation, air conditioning, and refrigeration industry. The technical skills acquired in this program may be applied in areas such as air conditioning, systems controls, energy management systems, heating and ventilation technicians, and sales. For those individuals already in the HVAC/R trade, customized training to upgrade skills is also provided, as well as applicable sustainable construction practices. **(48 credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the

workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AHSE 022–AHA Heart Saver First-Aid (0.4 Credits)

A fundamental training program in emergency care that incorporates CPR and other emergency skills into a single course. Emphasizes utilizing the priorities of care and approach to the patient as demonstrated by professional emergency care providers. The core program provides minimum information and skills for a variety of environments and can be supplemented with additional first aid topics specific to the needs of the course participants. Available on-campus as well as on a contract basis throughout Walla Walla and Columbia counties.

AMATH 106–Quantitative Problem Solving for the Trades (5.0 Credits)

The course series integrates critical thinking, problem solving and reasoning to match with math skills and critical thinking/problem-solving skills utilized in the workplace. Courses include guided and independent practical problem-solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure is followed in real-life math applications aligned to curriculum in professional technical programs.

HVACR 100–Refrigeration Basics I (4.0 Credits)

This course provides students with a basic understanding of the properties and laws of physics which are applicable to the electrical and refrigeration industries. Students will also be taught the core competencies of the HVACR industry.

HVACR 101–Refrigeration Basics II (4.0 Credits)

This course explores the basics of calibrating trade instruments and environmental management of refrigerants and refrigeration oils. Labs will include window air conditioners, PTAC and PTHP operation, recovery, evacuation and charging techniques in the lab. Use of digital temperature meters and a gauge manifold will be used to determine operating parameters. Students will learn the operations of a digital multi meter (DMM) and be able to identify and use all aspects of those meters in the troubleshooting of components and systems. Students will learn electrical related components, read and draw schematics, and wiring related to the NEC. Students will take the Federal EPA-068 Technician Refrigerant

Certification Exam.

HVACR 110–Refrigeration Components (5.0 Credits)

This course covers the mechanical equipment used in the refrigeration and air conditioning industry. Students will be introduced to the proper troubleshooting techniques and practice using those techniques to repair this equipment. The proper application and repair of evaporators, condensers, compressors, expansion devices, and special components will be studied and practiced.

HVACR 120–Air Conditioning and Heating Systems (5.0 Credits)

Air Condition-Heating Systems trains students in the basics of residential and light commercial packaging and split comfort systems. Students will be introduced to installation, operation, maintenance, and troubleshooting of comfort systems and how to maximize energy efficiency. This course will emphasize safety, code compliance in electrical and mechanical installations, system anatomy, operation, maintenance, and troubleshooting of typical residential and light commercial heating and cooling equipment.

HVACR 131–Principles of Electricity Theory (5.0 Credits)

Introduction to electrical theory and terminology, electrical safety, direct current (DC), electrical energy sources, conductors, resistance, circuit types, ohm's law, circuit calculations and measuring instruments, magnetism, alternating current (AC) single and three phase generation and circuits, and introduction to the National Electrical Code.

HVACR 144–Industrial Safety in the Workplace (3.0 Credits)

Industry OSHA-10 Safety Certified Training, Workforce Safety Modules for personal and equipment safety. Along with practical teaching on how to be safe in an industrial environment will be taught.

HVACR 150–Electric Motors and Motor Maintenance (3.0 Credits)

This course teaches electrical and motor safety, motor applications and characteristics, installation, operation, performance, maintenance, and repair of all AC and DC series motors. Wiring for wye and delta applications is also covered. Electronically Commutated Motors (ECM) will be included in the instruction. NEMA and NEC codes will be applied for motor installation, operations, and maintenance. Other topics will include nameplate data, torque, efficiency, connections, reversing rotation, and instruments used for motor maintenance and testing.

Welding Technology Certificate

Students train and learn to meet the current certification requirements of manufacturing and construction industries and explore many career alternatives related to the welding industry. The program's technical training complies with American Welding Society (AWS) S.E.N.S.E. standards, increases the students' understanding of welding and the related science, meets employers' expectations, and increases the students' ability to compete in the employment marketplace. Training includes oxyacetylene cutting and welding, brazing, soldering, SMAW, GMAW, FCAW, GTAW, blueprint/layout standards and methods, welding procedure specifications, testing methods, quality control, metallurgy, and safe work practices. Welder certifications are conducted according to

AWS/ASME and WABO (Washington Association of Building Officials) standards. Process certifications are available and include plate and pipe welding using shielded metal arc, gas metal arc, flux cored, and gas tungsten arc welding. **(60 credits)**

ACOM 102–Communication in the Workplace (5.0 Credits)

Oral Communication prepares students to communicate effectively and professionally in the workplace. Through experiential activities and assignments, students explore fundamentals of maintaining productive interpersonal interactions in workplace settings. This course contributes to the student's workplace communication skills as the student learns to give and receive support from others in the classroom and on-line discussion and activities. Students refine communication skills used in networking and apply them in informal and formal interviews.

AENG 100–Intro to Technical Writing in the Workplace (5.0 Credits)

Writing courses prepare students to be effective writers in the workplace. The course focuses on career-related writing, especially for students in a professional-technical career pathway. Students compose, design, revise, and edit effective letters, memos, and employment documents including a resume and cover letter. The emphasis of the course is on the use of language to communicate information clearly, and precisely.

AMATH 105–Intro to Quantitative Problem Solving for the Trades (5.0 Credits)

An introductory course in problem-solving for vocational and technical programs that uses basic computation (both without and with a calculator), pre-algebra, and introductory algebra and geometry skills. The course includes guided and independent practical problem solving, contextualized small-group classroom activities and open-ended projects. A prescribed problem-solving structure will be followed.

WELD 101 – Oxy/Fuel Welding, Cutting, and SMAW 1 (3.0 Credits)

Welding theory designed to explain welding safety, industry practices, and Shield Metal Arc Welding (SMAW) processes. Students will learn the safe handling and operation of Oxy/fuel welding, brazing and cutting equipment; contrast SMAW 6010, and 7018 electrodes; and material preparation methods. Introduction to basic print reading and layout. Discuss the importance of professional and ethical shop behavior and welding safety.

WELD 102 Gas Metal Arc Welding and Flux Core Arc Welding (3.0 Credits)

Welding theory designed to explain Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) with ferrous and nonferrous alloys, as well as discussions of filler metal identification, basic machine maintenance, and safety standards included in the processes.

WELD 103 – Structural Welder Qualifications (1-3.0 Credits)

This course examines Welding theory and explains in detail the Structural Welder qualifications for Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Flux Core Arc Welding (FCAW) processes. It also includes filler metal identification, essential variables, thickness and position limitations, and basic machine maintenance. Safety

standards for all processes are covered..

WELD 111 Oxy/Fuel Welding, Cutting, and SMAW 1 Lab (1-12 Credits)

Introduce students to welding safety, industry practices, and Shield Metal Arc Welding (SMAW) processes in a laboratory setting. Students will learn, practice, and apply skills needed for the safe operation of Oxy/fuel welding, brazing and cutting equipment as well as SMAW equipment including 6010 and 7018 electrodes. Students will prepare projects to weld using basic print reading skills. Lab practice will be completed while employing professional, ethical, and safe welding shop behavior.

WELD 112 Gas Metal Arc Welding (1-6.0 Credits)

Introduce students to welding safety, industry practices, and Gas Metal Arc Welding processes in a laboratory setting. Students will learn, practice, and apply skills needed for the safe operation of high-pressure cylinders, and GMAW equipment in various welding configurations. Students will prepare projects to weld using basic print reading skills. Lab practice will be completed while employing professional, ethical, and safe welding shop behavior.

WELD 113 SMAW Structural Welder Qualification (1-6.0 Credits)

This course provides the practical experience for qualification in Shielded Metal Arc Welding (SMAW) processes in a laboratory setting. Students will practice and apply the skills needed to achieve structural qualification in a variety of SMAW operations. Students prepare the plate assembly for qualification using basic blueprint reading skills and complete potential qualification while employing safe, professional, and ethical welding shop behavior.

WELD 122 – Flux Core Arc Welding (1-6.0 Credits)

Introduce students to welding safety, industry practices, and Flux Core Arc Welding in a laboratory setting. Students will learn, practice, and apply skills needed for the safe operation of both self-shielding, and dual shielded FCAW, including the selection of correct parts, tools, and polarities to operate each process. Students will prepare projects to weld using basic blueprint reading skills. Lab practice will be completed while employing professional, ethical, and safe welding shop behavior..

WELD 123 – FCAW & GMAW Structural Welder Qualification (1-6.0 Credits)

This course introduces students to the qualification of Flux Core Arc Welding (FCAW) and Gas Metal Arc Welding (GMAW) processes in a laboratory setting. Students will practice and apply the skills needed to achieve structural qualification in a variety of FCAW and GMAW operations. Students prepare the plate assembly for qualification using basic blueprint reading skills and complete potential qualification while employing professional, ethical, and safe welding shop behavior.

Adult Basic Education–GED®

The GED® Program covers 4 core subjects: Math, Science, Social Studies, and Reasoning Through Language Arts. Students must pass all four GED® exams with a score of 145 or better to earn their GED® Certificate, and exams can be taken in English or Spanish. Colleges will identify students' needs when enrolling in basic skills, including past GED® exam history. Offered at all 11 facilities, including Intensive Management Units, Intensive Treatment Units, Skill Builder Units, and the Sky River Treatment Unit.

- There are four independent GED® sub-exams that address the academic subject areas of:
 - English Language Arts (Reasoning Through Language Arts)
 - Science (including Chemistry and Physics)
 - Social Studies
 - Mathematical Reasoning

Adult Basic Education–HS+

HS+ is a competency-based High School Diploma Program for adult learners 18 and older who do not have a high school diploma or equivalent. Adults demonstrate reading, writing, and math competencies contextualized in science, history, government, occupational studies, and digital literacy. This information is gathered through high school and college transcript credits. Work, life, and military experience, credit for prior learning. Offered at all 11 facilities, including Intensive Management Units, Intensive Treatment Units, Skill Builder Units, and the Sky River Treatment Unit.

English Language Acquisition

ELA classes are offered to limited English proficient students to develop communication skills, function effectively in jobs, pursue a higher degree, and participate as members of the community. Course pathways include Adult High School programs GED® tests, college, or current or future work. Offered at AHCC, CBCC, CRCC, SCCC, WCCW, and WSP

Pre-College Coursework

Pre-college courses prepare students for college courses through English and Math courses. English provides a foundation for comprehension and critical reading skills, basic composition methods, rhetorical principles, and approaches to college discussion. Math courses introduce the concepts of algebra including operations on signed numbers, solutions of linear equations, exponents and algebraic fractions, and basic operations on polynomials. Includes a review of some properties and operations of arithmetic. Offered at CBCC, CCCC, CRCC, MCC, OCC, SCCC, WCC, WCCW, and WSP.

Disclaimer

The Washington State Board for Community and Technical Colleges has made reasonable efforts to ensure the accuracy of the information throughout this catalog. However, the colleges offering these programs and classes reserve the right to make appropriate changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of any such changes. Changes may apply not only to prospective students, but also to those who are currently enrolled. Nothing contained in this catalog shall be construed to create any offer to contract or any contractual rights.

We encourage readers to contact the college or appropriate office to obtain current information.

Non-Discrimination Statement

The Washington State Board for Community and Technical Colleges does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name, title, location of office/address, and phone number (Note: the notice must include all the information noted for both the Title IX (civil rights) and Title II (disability) coordinator. Inclusion of email is suggested but not required at this time).

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



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Washington State Board for Community and Technical Colleges