

Columbia Basin College

Professional & Technical programs



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Apprenticeship Programs

Apprenticeship is one of the best ways for a worker to acquire the experience and training needed to get established in a career. Columbia Basin College, in conjunction with labor unions, offers eight registered apprenticeship programs. Upon completion of a prescribed program of technical classes and on-the-job training, the worker receives a completion certificate and is recognized as a Journeyman nationwide. Apprentices pay substantially reduced tuition to the college.

More information is available on CBC's Web site at www.columbiabasin.edu/apprenticeship

Welcome *to* Professional *and* Technical Programs

The goal of Columbia Basin College's professional and technical programs is to prepare students for employment in a rapidly changing society and work environment.

To meet this goal, CBC's professional and technical programs work closely with local and regional business and industry to provide high quality educational opportunities.

Community professionals serving on advisory committees work with faculty and administrators to shape new programs and modify existing ones, helping insure the college's offering are responsive to community and industry needs. These community partners also advise on work-based learning experiences and provide CBC students with employment opportunities.

Students who choose the professional and technical career path at CBC experience a world of challenging and rewarding careers.

Donna Campbell
Executive Dean
Career Development Division



Tech Prep program

Do you know that high school students can earn college credits through the Tech Prep program? CBC's Professional and Technical program faculty and administrators work with each school district's teachers and administrators to align curriculum standards and establish articulation agreements which enable high school students to start earning college credits before graduating from high school. Tech Prep encourages the exploration of career pathways and reduces time and tuition costs for post-secondary education.

Tech Prep is a statewide dual-credit program. Currently, there are 22 Tech Prep consortia throughout the state. To be eligible for Tech Prep college credits, high school students must:

1. Be currently enrolled in an approved high school Career and Technical Education (CTE) class and achieve an 85% or better final class grade.
2. Register online by visiting the Web site www.techprepwa.org/wa/cbcl during the annual registration period.
3. Complete the registration process by mailing a copy of the completed form along with the annual registration fee to the Columbia Basin Tech Prep Consortium Coordinator by the registration deadline.

The Tech Prep articulated credits are Professional & Technical course credits in the Washington state technical and community college system. However, many transfer degree students may be able to use up to 15 of the professional and technical course credits to fulfill the elective credit requirements. Those who plan to attend the four-year colleges/universities directly are advised to check with the individual four-year school's transcript evaluation office for credit transferability as it varies from school to school.

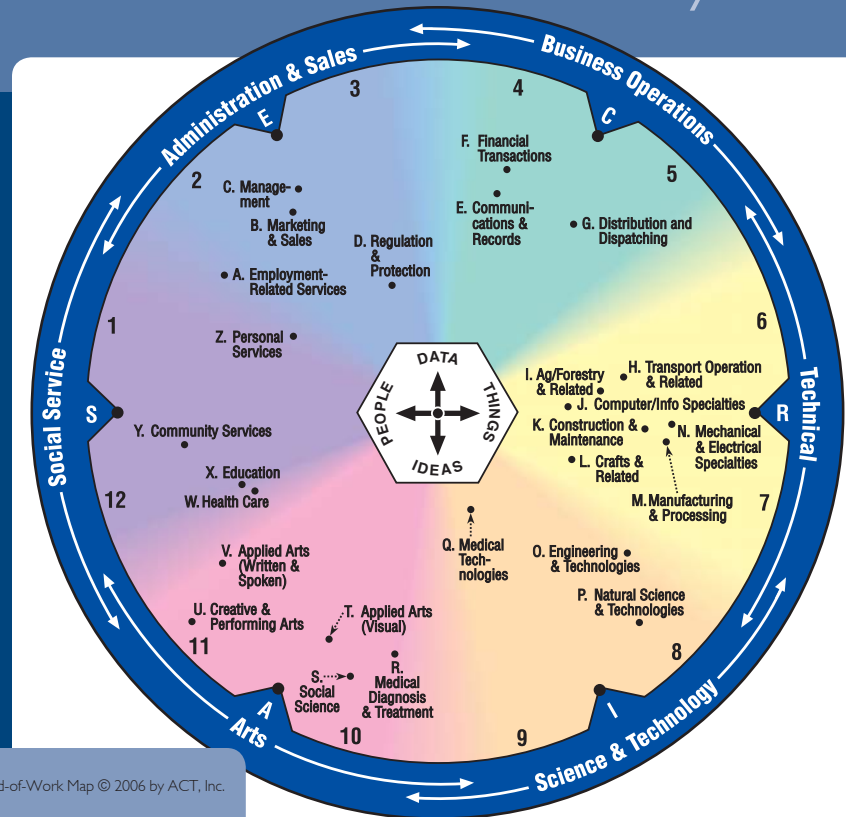
Currently the following CBC Professional and Technical programs offer Tech Prep college credit opportunities:

Administrative Office Technology	Early Childhood Education
Autobody Technology	Engineering Technology
Automotive Technology	Fire Science
Business Administration (Marketing)	Machine Technology
Computer Science	Nursing Assisting

Culinary Art, Dental Assisting and Radio Broadcasting credits are available for Tri-Tech Skills Center students only.

For questions, call 509-547-0511, ext. 2559 or e-mail techprep@columbiabasin.edu or visit www.columbiabasin.edu/techprep

Career Clusters/Pathways



The World-of-Work Map © 2006 by ACT, Inc.

The World-of-Work map is used here with the permission of ACT, Inc. The CBC Professional and Technical programs are listed under each related career cluster/pathway.

Administration & Sales Career Cluster
Business Administration, Criminal Justice

Business Operations Career Cluster
Accounting, Administrative Office Technology

Science & Technology Career Cluster
Engineering Technology, Forensic Science, Medical Assistant, Nursing, Radiologic Sciences

Social Service Career Cluster
Dental Hygiene, Early Childhood Education, Fire Science, Human Services, Paramedic, Paralegal

Technical Career Cluster
Autobody Technology, Automotive Technology, Computer Science, Machine Technology, Welding Technology

Accounting

Business and Information Technology Division

Web link: www.columbiabasin.edu/accounting
 Contact: Tammy Wend
 Phone: (509) 547-0511, ext. 2376
 Email: twend@columbiabasin.edu
 Office: B Building

Using theory and practice, the Accounting program prepares students for entry-level book-keeping in public and private accounting.

The accounting curriculum is generally for those who are already working in the field and need a certificate or degree in addition to experience. Specialty courses are a practical foundation for students pursuing bachelor's degrees or planning on becoming certified Public Accountants.



At the end of the program successful students will be able to:

- Understand** basic business principles, including accounting, computers, investments and finance.
- Apply** accounting concepts to learn software for processing accounting information.
- Use** practical skills and knowledge to understand and prepare financial statements.

Successful students also will have obtained transfer credits in accounting, business law and economics and will be prepared for advanced course work.

Administrative Office Technology

Career Development Division

Web link: www.columbiabasin.edu/aot
 Contact: Lupe Martinez, Coordinator
 Phone: (509) 547-0511, ext. 2648
 Email: lmartinez@columbiabasin.edu
 Office: W Building
 (CH2M Hill Technology Education Center)

The Administrative Office Technology (AOT) program offers Associate in Applied Science degrees and several certificates to prepare students for employment in office-related careers. AOT combines academic and technical education to prepare students for the diverse responsibilities of office professionals.

All AOT students are afforded the opportunities to integrate classroom learning with a work-based learning experience through involvement in Supervised Employment (AOT 195.2) at a supervised worksite in a program-specific discipline. Some disciplines require criminal history background checks that must be satisfactorily met.

Certification preparation courses are offered and the related tests can be taken on-site.

Degrees Offered:

Associate of Applied Science in Administrative Assistant
 Associate of Applied Science AAS-T Administrative Office Technology
 Associate of Applied Science in Medical Reimbursement and Coding
 Associate of Applied Science in Medical Transcription

Certificates Offered:

Agricultural Business Office - offered in conjunction with the Agriculture Program
 Bookkeeping Clerk
 Health Unit Coordinator
 Legal Office Clerk
 Medical Office Receptionist
 Medical Billing Clerk
 Medical Coding Specialist
 Medical Transcription Specialist
 Receptionist

Degree Offered:

Associate of Applied Science in Accounting

Certificate Offered:

Accounting One-Year Certificate

Career Opportunities:

Accounts Payable Clerk
 Accounts Receivable Clerk
 Payroll Clerk
 Office Manager
 Bookkeeping/Accounting Assistant
 Income Tax Preparer
 Payroll Department Assistant
 Manager

At the end of the program successful students will be able to:

- Communicate** effectively both in writing and orally.
- Think** critically and problem solve.
- Apply** appropriate technology in the business workplace.
- Apply** and self-assess career management techniques.
- Assess** and apply appropriate societal and work ethics in the global environment.

Career Opportunities include:

Administrative Assistant, Secretary, Administrative Coordinator, Program Assistant, Medical Secretary, Medical Billing Clerk, Medical Coder, Hospital Coder, Medical Transcriptionist, Accounting Clerk, Bookkeeper, Office Assistant, Hospital Unit Coordinator, Legal Secretary and Legal Assistant.

Autobody Technology

Career Development Division

Web link: www.columbiabasin.edu/autobody
 Contact: Rhody Hayes, Instructor
 Phone: (509) 547-0511, ext. 2269
 Email: rhayes@columbiabasin.edu
 Office: V Building

This two-year program instructs students in techniques needed to repair the "New Design Automobile" to factory specifications in bodywork and painting. Time in Autobody courses is divided between laboratory experience and lecture, ensuring that students get practical knowledge and employable skills.



At the end of the program successful students will be able to:

- Identify** damages to and repair autobody and automotive systems.
- Work** effectively with various paint products in matching, blending, tinting and applying.
- Work** effectively under shop-simulated deadline conditions.
- Work** effectively with maximum straightening jobs and installation of welded parts.

Automotive Technology

Career Development Division

Web link: www.columbiabasin.edu/automotive
 Contact: Dan VonHolten, Instructor (ext. 2770)
 Monty Prather, Instructor (ext. 2746)
 Phone: (509) 547-0511
 Email: dvonholten@columbiabasin.edu
mprather@columbiabasin.edu
 Office: V Building

The Automotive Technology program is a comprehensive two-year course combining classroom instruction and work experience. The program teaches the operation and repair of the eight Automotive Service Excellence (ASE) topics in the National Technicians Certification Program.



At the end of the program successful students should be able to:

- Evaluate**, maintain, repair and diagnose automotive systems based on industry standards.
- Gather**, interpret and use technical information.
- Work** in a team environment using professional ethics and personal accountability.
- Communicate** effectively with others.
- Document** repair procedures clearly.
- Take** up to eight of the ASE certification tests.

Business Administration

Business and Information Technology Division

Web link: www.columbiabasin.edu/businessadmin
 Contact: Gene Holand, Instructor
 Phone: (509) 547-0511, ext. 2355
 948-1300 (cell)
 Email: gholand@columbiabasin.edu
 Office: B Building

The Business Administration program combines academic and vocational education to prepare students for leadership roles in public and private enterprise. Accounting, advertising, graphics, marketing and management are just some of the fields graduates enter.

Students may select a career track based on personal skills and interests. Business faculty will individualize a program to help students succeed with their employment goals.

A range of organization and industries actively recruit Columbia Basin College business graduates for challenging positions in management. CBC graduates are employed in almost every major Tri-City business, and many have successfully started their own business.

At the end of the program successful students will be able to:

- Use** critical thinking skills to analyze business related problems.
- Understand** the importance of and apply interpersonal skills to business situations.
- Understand** how human resources are organized into systems and solve problems within those systems.
- Apply** the latest technology within business situation.
- Understand** efficient resource allocation, accounting and finance operations.

Computer Science

Business and Information Technology Division

Web link: www.columbiabasin.edu/computerscience
 Contact: Tym Robbins, Instructor
 Phone: (509) 547-0511, ext. 2734
 Email: trobbs@columbiabasin.edu
 Office: T Building

Degrees Offered:

Associate of Applied Science in Help Desk Technician
 Associate of Applied Science in Database Administrator
 Associate of Applied Science in Internet Specialist
 Associate of Applied Science in Multimedia
 Associate of Applied Science in Network Administrator
 Associate of Applied Science in Programmer

Certificates Offered:

C#.Net Programming
 C++ Programming
 VB.Net Programming

Career Opportunities:

Help Desk
 Help Desk Analyst
 Programmer
 Network Support
 Database Administrator
 Database Programmer
 Web Designer
 Flash Developer
 PC Tech / Network Technician
 Technical Support Analyst
 Internet-Web-IT – Technology
 Software Developer

Degree Offered:

Associate of Applied Science in Business Administration

Certificate Offered:

Business Administration One-Year Certificate

Career Opportunities:

Accounting
 Advertising
 Graphics
 Marketing
 Sales
 Management
 Human Resources
 Art
 Photography
 Automotive
 Media Sales

The Computer Science program offers students with the training, academic studies, and valuable hands-on experience necessary for employment in the Information Technology field. To ensure current and relevant curriculum in this dynamic field and further its commitment to excellence, the department actively pursues partnerships with state and area employers, other colleges and baccalaureate institutions, and advisory committee members from IT related fields.

Students may earn a two-year Associate in Applied Science (AAS) degree, which has six options: Internet Specialist, Database Administrator, Network Administrator, Programmer, Help Desk Tech, and Multimedia. Furthermore, students may earn a one-year programming certificate in VB.Net, C#.Net, or C++.

Students may also take individual classes for finding immediate employment, retraining, or maintaining and updating existing IT skills. In addition, students may take Computer Science classes to help prepare for various IT industry certifications. The certification classes may be taken in conjunction with one of the degree programs, or on an individual basis.

Students are encouraged to visit
www.columbiabasin.edu/computerscience
 for more details.

Criminal Justice

Social Sciences and Foreign Languages Division

Web link: www.columbiabasin.edu/criminaljustice
Contact: Rick Corson, Coordinator
Phone: (509) 547-0511, ext. 2246
Email: rcorson@columbiabasin.edu
Office: B Building

This program prepares students for a career in criminal justice by providing them with the background needed to function in entry-level positions, develop professionally or continue their education at a four-year institution. Instruction includes traffic control, criminal investigation, criminal justice, criminal law, organization and administration, constitutional law, alcohol/drug pharmacology, criminal evidence, delinquent behavior and administration of justice.

Degree Offered:
Associate of Applied Science in Criminal Justice

Career Opportunities:
County Sheriff Department
County Corrections Officer
Municipal Police Department
Evidence Technician
Court Bailiff
WA State Game
WA State Liquor Control Investigator
WA State Corrections Officer
WA Probation and Parole Office
U.S. Marshall
F.B.I.
Federal Drug Enforcement
Federal Secret Service
Attorney
Deputy Sheriff

At the end of the program successful students will be able to:

Successfully compete for entry-level jobs in criminal justice.
Apply criminal justice theories to contemporary policy and practice.
Resolve conflict in a variety of situations.
Identify cultural differences and how those differences affect decisions and behavior.
Apply high ethical standards to criminal justice case studies and simulations.
Apply criminal laws as a criminal justice worker in a variety of case studies or simulations.

Criminal Justice Forensic Science

Social Sciences and Foreign Languages Division

Web link: www.columbiabasin.edu/criminaljustice
Contact: Rick Corson, Coordinator
Phone: (509) 547-0511, ext. 2246
Email: rcorson@columbiabasin.edu
Office: B Building

This program prepares the student for a career in criminal justice forensic science by providing the student with the academic education and background to transfer to a university for a degree in biochemistry. This degree combines the scientific knowledge of forensic science with the criminal justice knowledge of investigation and evidence.

Degree Offered:
Associate of Applied Science in Criminal Justice Forensic Science

Career Opportunities:
Crime Lab Forensic Scientist
Law Enforcement Department
Evidence Specialist



Successful completion of the program will enable the student to:

Compete for entry-level positions in law enforcement as evidence specialist.
Apply criminal justice theories to contemporary policy and practice.
Apply scientific knowledge to forensic evidence handling.
Apply criminal law to forensic science.
Continue education in biochemistry at a university.

Dental Hygiene

Health Sciences Division

Web link: www.columbiabasin.edu/dentalhygiene
 Contact: Janet Ogden, Coordinator
 Phone: (509) 547-0511, ext. 2295
 Email: jogden@columbiabasin.edu
 Office: T Building Dental Clinic

CBC Dental Hygiene students learn to perform routine dental hygiene practice, advanced non-surgical procedures, delivery of local anesthesia and more. The program balances classroom and clinical instruction to prepare students for providing oral healthcare to individuals. By the end of the program, students will be prepared to take both state licensing exams – the National Written Examination Board and the Eastern Regional Clinical Examination.



At the end of the program, successful students will be able to:

- Provide** oral health care to the diverse community within Washington.
- Apply** scientific and theoretical principles relevant to dental hygiene practice.
- Perform** various procedures necessary for a career in dental hygiene. Examples include: teeth cleaning, advanced non-surgical periodontal therapy procedures, delivery of local anesthesia and nitrous oxide sedation and restorative functions.
- Demonstrate** a commitment to life-long learning, self-evaluation and contributing to the challenging health needs of society.

Early Childhood Education

Basic Skills Division

Web link: www.columbiabasin.edu/ece
 Contact: Carolyn Fazzari, Director
 Phone: (509) 547-0511, ext. 2640
 Email: carolyn.fazzari@columbiabasin.edu
 Office: A Building

Early Childhood Education (ECE) is a vocational program designed to prepare students for employment in a variety of early childhood settings. Course content focuses on the educational and development needs of children from birth to age eight. The ECE program combines theory and practical experience with emphasis placed on active student involvement. Coursework includes participation, observation and practical experience.

Students may enroll in the ECE program at the beginning of any quarter on either a full or part-time basis. Most courses are offered in the evening or on Saturdays to accommodate the varied schedules of working students.

Degree Offered:
 Associate of Applied Science in Dental Hygiene

Career Opportunities:
 Dental Hygienist

Degrees Offered:
 Associate of Applied Science in Early Childhood Education
 Associate of Applied Science Transfer Degree in Early Childhood Education

Certificates Offered:
 Early Childhood Education Certificate
 Early Childhood Education Child Care Certificate
 Child Development Associate (CDA) Certificate of Educational Hours
 STARS 20-Hour Basic Training Certificate
 STARS 10-Hour Continuing Education Certificate

Career Opportunities:
 Child Care Center – all positions
 Home Child Care Provider
 Early Head Start Teacher
 Head Start Teacher/Family Service Advocate
 Early Childhood Education Assistance Program (ECEAP) Teacher
 Washington State Migrant Council (WSMC) Teacher
 Preschool Teacher
 Teacher's Aide



Engineering Technology

Math and Science Division

Web link: www.columbiabasin.edu/ent
 Contact: Steve Jette, Instructor (ext. 2274)
 Paige Wyatt, Instructor (ext. 2707)
 Phone: (509) 547-0511
 Email: steve.jette@columbiabasin.edu
pwyatt@columbiabasin.edu
 Office: N Building

The Engineering Technology curriculum prepares students to work on a variety of engineering teams in several sup-

portive functions. Graduates may specialize in mechanical, architectural, electrical, chemical, civil and construction engineering. Instructors emphasize real-world problems to develop applicable knowledge and skills.

At the end of the program, successful students will be able to:

- Demonstrate** proficiency with computer-aided drafting techniques.
- Complete** field surveying projects.
- Use** engineering calculations for statics, strength of materials, structures and electricity related problems.
- Apply** construction estimation and specification concepts.
- Demonstrate** teamwork on architectural, mechanical and structural design projects.

Fire Science

Health Sciences Division

Web link: www.columbiabasin.edu/firescience
 Contact: Ken Williams, Coordinator
 Phone: (509) 946-8548
 Email: kwilliams@columbiabasin.edu
 Office: E Building - Richland campus

Fire service is a challenging profession requiring firefighters to work in dangerous, but rewarding careers. Today's professional not only fights fires but also may respond to medical or hazardous materials emergencies, confined space rescues, high angle rescues and other emergency situations.

CBC's Fire Science program teaches students about the duties and responsibilities of a firefighter, and instills the firefighter's primary mission: preservation of life and property. The CBC program prepares firefighters to be computer literate, knowledgeable in new skills involving science and technology, and to succeed in a team environment.

At the end of the program successful students will be able to:

- Conduct** fire investigations relating to fire origin, fire causes, fire spread, aspects of fire behavior, accidental or incendiary fires, and securing and preserving evidence.
- Conduct** fire code inspections.
- Identify** specific fire vulnerabilities in new and existing construction.
- Identify** basic company response firefighting tactics, including size-up, rescue, exposure, ventilation and fire problem.
- Have** a working knowledge of hydraulics and fire protection systems.
- Be** knowledgeable about special firefighting issues relating to hazardous material.

Note: CBC offers a day and evening Fire Science program. The day program focuses on entry-level fire fighting skills. The evening program is designed for firefighters seeking promotions.



Human Services Chemical Dependency

Social Sciences and Foreign Languages Division

Web link: www.columbiabasin.edu/humanservices
 Contact: Kathleen Barr, Instructor
 Phone: (509) 547-0511, ext. 2439
 Email: kathleen.barr@columbiabasin.edu
 Office: L Building

CBC's Human Services program provides the necessary theory and practice for people interested in joining the helping profession and those currently in the field. Students can focus their course electives in criminal justice,

early childhood education, physical and mental health, intercultural studies, political science, sociology or other course areas. Student can earn an Associate of Applied Science degree in either Human Services or Chemical Dependency Counseling.

Degrees Offered:

Associate of Applied Science in Human Services
 Associate of Applied Science in Chemical Dependency

Career Opportunities:

Assistant Counselor
 Case Manager
 Counselor
 Group Home (Residence) Worker
 Personal Care Assistant
 Residential Counselor
 Shelter Worker
 Substance Abuse Counselor

Degree Offered:

Associate of Applied Science in Machine Technology

Career Opportunities:

Machinist
 Mold Maker
 Tool & Die Maker
 Computer Numerical Control Programmer
 Computer-Aided Drafter
 Machine Operator
 Computer-Aided Manufacturer
 Quality Control Inspector

Machine Technology

Career Development Division

Web link: www.columbiabasin.edu/machining
 Contact: Rob Walker, Instructor
 Phone: (509) 547-0511, ext. 2267
 Email: rwalker@columbiabasin.edu
 Office: V Building

From an airplane's wings to a toy alligator's computer chip, it was a machinist who made the first product, made the prototype of the product and made the machine or tooling to make the product again and again. With recent advances in machine technology and computers now a part of the machinist's day-to-day process, the industry is expanding, creating more job opportunities for skilled employees.

The CBC Machine Technology curriculum includes trade support theory courses in conjunction with laboratory training and general education courses.



By the end of the program successful students will be able to:

- Apply** understanding of social and health issues that may affect clients.
- Use** intervention skills in crisis and non-crisis situations.
- Effectively** use counseling/helping theory and practice in professional situations.
- Respond** ethically within the field of Human Services.
- Communicate** successfully with people of diverse backgrounds.

At the end of the program successful students will be able to:

- Operate** manual lathe and manual milling machines.
- Read** blueprints and understand Geometric Dimensioning & Tolerancing (GF&T).
- Program**, setup, and operate Computerized Numerical Controlled (CNC) machine.
- Design** and program using Solid Modeling and Computer Aided Machining (CAM).

Medical Assistant

Health Sciences Division

Web link: www.columbiabasin.edu/medicalassistant
Contact: Heidi Clarke, Instructor
Phone: (509) 946-9660
Email: hclarke@columbiabasin.edu
Office: Health Sciences Center - Richland campus

The Medical Assistant program prepares a student to work in a medical office. Medical assistants help doctors by performing a variety of clinical and administrative duties. The scope of their duties generally depends on the size of the practice in which they are employed, with those in larger practices tending to be more specialized. This diverse program includes courses focusing on office administration skills and clinical hands-on courses focusing on patient care skills.

Degree Offered:

Associate of Applied Science in
Medical Assistant

Certificate offered:

Medical Assistant One-Year
Certificate

Career Opportunities:

Medical Assistant

At the end of the program, successful students will be able to:

Perform administrative functions including general clerical tasks, book-keeping procedures, and insurance claim processing.

Perform fundamental clinical procedures including specimen collection, diagnostic testing, and patient care.

Demonstrate knowledge of professional communication, legal concepts, patient instruction, operational functions, and resource assessment.

Demonstrate the skills and knowledge necessary to seek employment as a medical assistant.

Nursing

Health Sciences Division

Web link: www.columbiabasin.edu/nursing
Contact: Mary Hoerner, Coordinator
Phone: (509) 547-0511
Email: mhoerner@columbiabasin.edu
Office: Health Sciences Center - Richland campus

The CBC Nursing program prepares qualified men and women to become registered nurses. The two-year program includes a balance of general education courses, nursing theory and clinical practice. Graduates are prepared for employment as registered nurses in home healthcare, hospitals, long-term care and community based agencies. Graduates will be eligible to take the National Council Licensure Examination (NCLEX) for licensure as a registered nurse.

Students who receive the practical nursing certificate are also prepared for employment in the above fields and are eligible to take the NCLEX for licensure as a practical nurse.

Degree offered:

Associate of Applied Science in
Nursing (A.D.N.)

Certificate offered:

Certificate of Practical Nursing
(LP.N.)

Career Opportunities:

Registered Nurse
Licensed Practical Nurse
Certified Nursing Assistant

At the end of the program, successful students will be able to:

Use the nursing process and critical thinking to:

Assess patient's needs

Plan nursing care based upon data gathered

Implement the nursing care plan developed

Evaluate the effectiveness of the nursing care given

Use appropriate communication skills in one-on-one interactions and in group settings.

Develop and implement teaching plans that address common health problems geared toward health maintenance, restoration or rehabilitation.

Assume a leadership role in healthcare settings.

Carry out ongoing nursing research, including applying selected research findings, assisting in identifying research problems and assisting with data collection under supervision of a skilled researcher.

Paralegal

Career Development Division

Web link: www.columbiabasin.edu/paralegal
Contact: Cindy Walker, Coordinator
Phone: (509) 547-0511
Email: cindy.walker@columbiabasin.edu
Office: Richland campus

A good paralegal must have initiative, technical competency and excellent communications skills in addition to being able to work with precise limits or standards and make ethical decisions. CBC's program contains a mix of theory and hands-on practice in legal matters. Designed to help students with these qualities obtain certification from the National Association of Legal Assistants.

CBC's paralegal courses are prepared and taught by skilled professionals working under the guidance of an advisory committee of attorneys, practicing paralegals and individuals knowledgeable in the field.

At the end of the program successful students will be able to:

- Prepare** professional quality legal documents.
- Conduct** research relating to legal cases and judgments.
- Conduct** interviews of clients and witnesses.
- Prepare** probate inventories.
- Maintain** a professional office by organizing and indexing documents.
- Prepare** clients for court hearings.
- Assist** lawyers preparing for litigation.

Paramedic

Health Sciences Division

Web link: www.columbiabasin.edu/paramedic
Contact: Eric Nilson, Coordinator
Phone: (509) 547-0511
Email: eric.nilson@columbiabasin.edu
Office: Richland campus

With both a classroom and fieldwork component, CBC's Paramedic program provides students with the theory and the practical application necessary for success in paramedic work. Clinical time, which is spent in hospitals and with ambulance services, is flexible and can be arranged to meet a student's work schedule. Enrollment for the Paramedic program is limited to students who have one year of experience – either paid or voluntary – as an emergency medical technician.

Degree Offered:
Associate of Applied Science in
Paralegal

Career Opportunities:
Paralegal
Legal Assistant

Degree Offered:
Associate of Applied Science in
Paramedicine

Certificate Offered:
Short-Term Paramedic Certificate

Career Opportunities:
Emergency Service Providers
Fire Department



At the end of the program successful students will be able to:

- Demonstrate** the skills and knowledge necessary to seek employment as a paramedic.
- Deliver** first aid and advanced life support care to individuals in pre-hospital trauma and other life threatening situations.
- Become** eligible to take the national EMT-P certification exams.

Radiologic Sciences

Health Sciences Division

Web link: www.columbiabasin.edu/radiologicscience
 Contact: Patty Dean, Coordinator
 Phone: (509) 547-0511
 Email: pdean@columbiabasin.edu
 Office: Health Sciences Center - Richland campus

The Radiologic Technology program prepares students for a career as a radiologic technologist. A radiologic technologist uses x-ray equipment to produce images of the tissue, organs, bones and vessels of the body. They are responsible for preparing patients for x-ray procedures and creating images for analysis by a physician. The program includes courses in anatomy, biology, radiation safety and physics. Students learn to use computers to acquire and manipulate images and work with some of the most technologically advanced equipment in the medical field. Students also learn to communicate with patients, to solve problems, and to work with other members of the healthcare team. Graduates will be eligible to take the American Registry of Radiologic Technologist (ARRT) Certification Examination.

At the end of the program successful students will be able to:

- Explain** the relationship of radiology services in relation to patient's total healthcare.
- Apply** knowledge of anatomy to position patients correctly for a radiographic procedure.
- Use** radiographic equipment to produce films and digital images.
- Utilize** equipment and techniques to produce images for diagnosing patient diseases or injuries.
- Understand** career advancement and opportunities for the radiologic technologist.

Welding Technology

Career Development Division

Web link: www.columbiabasin.edu/welding
 Contact: T.C. McDowell, Instructor
 Phone: (509) 547-0511, ext. 2704
 Email: tmcdowell@columbiabasin.edu
 Office: V Building

Welding is a word used to describe numerous methods of joining metals involving many techniques and processes. Welding offers continuous employment with steady advancement, as well as travel and work in nearly any industry. It's a challenging and demanding occupation that can be both rewarding and profitable.

At the end of the program successful students will be able to:

- Degree Offered:**
Associate of Applied Science in Radiologic Technology
- Certificate Offered:**
Short-Term Certificate
- Career Opportunities:**
Radiologic Technologist
- Degree Offered:**
Associate of Applied Science in Welding Technology
- Certificate Offered:**
Short-Term Certificate in Welding Technology
- Career Opportunities:**
Boilermaker Welding
Carpenter Welding
Construction Welding
Electrical Welding
Ironworker Welding
Maintenance Welding
Millwright Welding
Sheet Metal Welding
Shipyards Welding
Steamfitter Welding
Structural Steel Welding
Pipe Welding
Fabrication Shop
Welding Inspection

- Practice** workplace safety policies and procedures skills.
- Safely** and accurately use a variety of basic hand tools and shop equipment to fabricate and prepare materials.
- Safely** demonstrate the knowledge and ability to use the following cutting and welding processes: oxy-fuel, plasma arc cutting (PAC), shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW) on structural steels, sheet metal and/or pipe.
- Read**, interpret and use blueprints, shop drawings and specifications in the classroom and for fabricating projects.
- Work** in a team environment and demonstrate responsible and dependable behavior in decision-making and task performance.
- Obtain** two welder qualification certifications in accordance with: American Welding Society (AWS), American Society of Mechanical Engineers (ASME), and Washington Association of Building Officials (WABO).

Student Services

Admissions
Ext. 2799

Columbia Basin College maintains an open door admission policy and grants admission to applicants who are 18 years of age and/or have graduated from high schools accredited by a regional accrediting association or who have a GED Certificate. Home school graduates and graduates from non-accredited high schools are admitted based on their COMPASS assessment scores. Applicants who do not meet Columbia Basin College admissions requirements may be admitted through a special admission process. Contact Admission and Registration Department for details. Individuals under the age of 16 years will not be admitted.



Admission to CBC does not guarantee admission to all degree or certificate programs. Typically, incoming students must meet minimum English and mathematics requirements before being admitted into a professional/technical program. Some programs have special applications and admission procedures, and limited entry dates and students should consult the current CBC catalog for more information.

Financial Assistance

Various forms of financial assistance that cover tuition, books and supplies, living expenses, child care, and travel expenses are available to students who can demonstrate financial need. Prospective and current students are encouraged to apply for financial aid as soon as they believe they may be attending Columbia Basin College.

The Student Financial Services Department (Ext. 2304) offers workshops for students and parents in completing the federal paperwork required for financial aid. This Department administers the awarding of:

Grant and Waiver programs such as Pell Grants, SEOG (Supplemental Education Opportunity Grants), State Need Grants, and Columbia Basin College Grants
Loan programs that include Federal Stafford Loans (both subsidized and unsubsidized) and Federal Plus Loans
Work Study funding
Scholarships
Veterans Benefits

The Career and Employment Services Center (Ext. 2224) places students in work study positions offered through the College and off-campus. A number of specialized programs at CBC offer financial and other assistance to students who meet eligibility criteria.

WorkFirst (Ext. 2719) provides career and educational planning for low-income, working parents to assist in wage and skill progression.
Worker Retraining (Ext. 2443) provides training and services to unemployed persons so that they may re-enter the workplace.
College Assistance Migrant Program (CAMP) (Ext. 2507) helps students from migrant and seasonal farm worker backgrounds succeed in college.
Student Support Services (Ext. 2713) helps students who may be financially limited, have a documented disability, or when neither parent has a four-year degree.

Lastly, students may apply for child care and travel vouchers and for limited tuition and book loans through the Resource Center.

For additional information on each of these programs, please consult the CBC Web site at:

www.columbiabasin.edu/specialprograms

The Resource Center

Ext. 2325

The Resource Center assists students and community members to reach their personal and professional goals. The Resource Center is open to those who want to begin college but are not sure how to get started, as well as to currently enrolled students who need academic or personal support. The Resource Center offers services in three major areas:

Women and Family Services

Childcare Assistance
Don't Quit Workshop
Community Referrals
Holiday Program
Counseling /Advising
Networking
Support Groups

Disability Services

Testing Services
Sign Language Interpreters
Adaptive Equipment
Academic Accommodations
Counseling/Advocacy

Student Assistance

Tuition and Book Loans
Travel/Bus Passes
Fee Waivers
Learning Needs Assistance
Advising/Counseling

Assessment Center

Ext. 2370

The Assessment Center provides a wide variety of testing services to assist students:

COMPASS assessment of skills in English, reading and math for appropriate college course placement.

CLEP (College-level Examination Program) -- college credits may be earned by taking exams in a variety of subjects.

G.E.D Testing -- adults without a high school diploma may obtain a Certificate of Education Competency by passing the G.E.D. test.

T.E.A.S. (Test of Essential Academic Skills) required of nursing program applicants.

Registration

Ext 2799

After completing the admissions process, students are assigned a specific registration access date. Early application for admission is encouraged.

Student Success and Retention

Coordinates and develops programs that promote student success and retention in college. This office offers a mandatory 12-hour transition workshop for all new degree and certificate seeking students at CBC, called FYI - First Year Introduction.

Tutoring Center

Ext. 2676

Drop-in assistance is available for all CBC students in math and science courses and for writing assignments. Private tutoring is also available for students through the Tutoring Center. Drop-in tutoring is free for students and the first 10 hours per quarter of private tutoring is free (as budget permits).

Student Development Center

Ext. 2305

The Student Development Center assists students in their personal, educational and professional growth as well as planning. Counselors and advisors assist students in making decisions about academic or occupational goals and help students understand the processes, procedures and policies of the college. Counselors also offer student confidential sessions to assist with issues that may affect educational goals.

Career/Transfer Center

Ext. 2633

The Career/Transfer Center offers resources, counseling, and help for those students who are looking for career or transfer information. The center offers career assessments for students and non-students who are making occupational and educational decisions. Interest and personality inventories, career planning and college degree information, and advising are just some of the services provided. Computers and electronic resources are available for students to work on career and transfer related activities.

Student Employment Office

Ext. 2275

Student Employment provides employment information to CBC students, graduates and the community. Students may find part-time or full-time work through the office and on the web at jobs.columbiabasin.edu. Job Search Assistance helps individuals with job search strategies, resume writing, interviewing techniques and how and where to look for employment. Employment refers students to job openings throughout the Tri-Cities area. Interviews are scheduled on campus and resumes are forwarded for specific job openings.

Professional and Technical programs

listed by Division

Basic Skills Division

Early Childhood Education
(509) 547-0511, ext. 2636

Business and Information Technology Division

Accounting, Business Administration, Computer Science
(509) 547-0511, ext. 2245

Social Sciences and Foreign Languages Division

Criminal Justice and Forensic Science, Human Services
(509) 547-0511, ext. 2245

Career Development Division

Administrative Office Technology,
Autobody Technology, Automotive
Technology, Machine Technology,
Paralegal and Welding Technology
(509) 547-0511, ext. 2204

Health Sciences Division

Dental Hygiene, Fire Science, Medical
Assistant, Nursing, Paramedic, Radio-
logic Sciences
(509) 547-0511, ext. 2478

Math & Science Division

Engineering Technology
(509) 547-0511, ext. 2783




This booklet is published under the direction of CBC's Tech Prep office. Every effort has been made to ensure the accuracy of information provided herein. Information may change subsequent to this publication. Students are advised to consult with the counseling office or with the appropriate division for any corrections or revisions.

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Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 547-0511, ext. 2348.

 Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 547-0511, ext. 2252, or TTY/TDD at (509) 546-0400. This notice is available in alternative media by request.



Columbia Basin College

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