



North

Seattle Community College



Welcome

When our students talk about North, they talk about excellent instruction and student support services. They praise the faculty's and staff's knowledge of their areas, pride in work, and true concern for student learning. They also cite North's safe campus, diverse student population, vibrant learning communities, robust technology, and convenient location in the Northgate area, five miles north of the Seattle city center in a quiet residential neighborhood. The campus occupies 62 acres, including 11 acres of environmentally sensitive wetlands.

Many of our students transfer successfully to four-year colleges and universities. North's "College Pathways Program" offers events, publications, resources and advising especially designed for transfer students. Our small classes and emphasis on learning skills and critical thinking help our students to succeed. Online classes provide a convenient option, as do evening courses.

Other students find success in the workplace by choosing from more than 40 career training programs. All of these programs are developed and refined in cooperation with employers. As a result, training matches employers' needs and leads to employment opportunities.

North also helps adults earn their GED, learn English, enhance their basic skills and/or pursue a new skill or leisure time interest.

North also provides a rich student life. Concerts, plays, intercollegiate basketball, fitness programs, an award-winning literary magazine, and special events that highlight North's diverse student population add depth to the students' experiences.

President, North Seattle Community College



GETTING STARTED at North

- Admissions** (206) 527-3663
- Financial Aid** (206) 527-3688
- Registration** (206) 527-3663
- TTY** (206) 526-0079

VISION

North Seattle Community College is a progressive educational resource, actively engaged with its community and known for innovation and responsiveness.

MISSION

North Seattle Community College is committed to changing lives through education. We achieve our mission by

- offering comprehensive educational opportunities
- creating a highly supportive learning environment
- engaging in effective and enduring partnerships.



FACTS at a Glance*

Annual attendance 2004-2005

17,349

FALL 2005 PROFILES

Students**

Median age	29.6
Ethnic diversity	37%
Male / female	37%/63%
With bachelor or higher degrees	24%
Employed	66%
full-time	38%
With dependents	26%
single parents	6%
Full-time / part-time attendance	32% / 68%

Programs

Academic Transfer	37%
Workforce Education	33%
Basic Skills	9%
Continuing Education and Others	20%

Courses

State-funded	79%
Contract-supported	6%
Student-supported	15%

Special Enrollments

Distance Learning	2375
Running Start	370
International Students	404
Worker Retraining	356

* Source: State Board for Community and Technical Colleges Data Warehouse ** State-funded

Specialized TRAINING CENTERS

Sand Point Education Center

Sand Point Education Center houses more than 100 Continuing Education classes. The former elementary school's gymnasium, auditorium and stage, and spacious grounds facilitate a variety of classes that promote both professional and personal growth. In addition to weekday and evening schedules, classes are also held on Friday nights, Saturdays and Sundays.

Academic & Student SUPPORT SERVICES

ADVISING Center

(206) 527-3658

The Advising Center provides resources and assistance for students who are planning to transfer to a four-year college or those preparing for a career. Advisors help students to select courses and programs to reach their educational goals. Students seeking degrees or certificates attend new student orientation sessions, where they receive information about North and their program of study, and are assisted in selecting classes. Currently enrolled students work with advisors to develop educational plans based on the degrees or certificates they are pursuing. The Advising Center is open to all current and potential students on a drop-in basis. Visit www.northseattle.edu/enroll/advise/.

CAREER SERVICES and INTERNSHIPS

Career Services

(206) 527-3685

Career Services provides students with full-time and part-time job listings, job search training, labor market information, and assistance clarifying career and occupational goals. Career Services also has a computer lab with Internet access to support student job searches and career planning. Visit www.northseattle.edu/services/career/.

Internships

(206) 527-3686

Internships provide students with the opportunity to earn college credit while gaining practical work experience in their field of study. The Internship Program begins with CWE 101, which is a 2-credit course designed to assist students in developing an internship. Once an internship is developed, CWE 110 provides 3 credits for the internship. Visit www.northseattle.edu/services/career/serecruit.htm.

COMPUTER Labs

(206) 527-3630

Students at North have access to 40 computers in the Library and 50 more in the open computer lab in IB3303. In addition, all students with a properly equipped laptop who have paid the computer lab fee can access the North wireless network. Visit www.northseattle.edu/kiosk/netid/netidfaq.htm.

COUNSELING Center

(206) 527-3676

The Counseling Center offers individual appointments, classes and workshops, and online self-help to help students identify career interests, select programs of study and investigate careers and majors. It also offers students help to improve concentration, study skills, test taking, time management, and other academic skills; to manage stress, crisis, and communication; and to strengthen emotional and social skills. Visit www.northseattle.edu/services/counseling/.

DISABILITY Services Office

(206) 527-3697

FAX (206) 527-3635

The Disabilities Services Office was created to establish a campus environment that is inclusive of students with disabilities. Students who have a disability are encouraged to meet with the Disability Services staff as early as possible to discuss appropriate accommodations. Contact Disability Services prior to registration and provide certified documentation. Students are expected to take an active role in talking with faculty and staff members about their disability, adaptation and accommodation needs.

Support services include advocacy, sign language interpreters, counseling, notetakers, readers, special testing accommodation and consultation with faculty. Requests for services must be made in a timely fashion: 4 weeks for interpreters and 6 weeks for Braille or books on tape. Students must be registered for the classes in which they are receiving services.

These same services are also available for staff, faculty and campus events (at least 3 days advance notice needed). The Office also sponsors awareness workshops, faculty training, and gives referrals to disability resources. Visit www.northseattle.edu/services/ds.htm.

DISTANCE Learning

See page 88 for D.L. at North, and page 16 for detailed information on district-wide D.L. options.

FINANCIAL AID

See page 27 for information about Financial Aid.

INTERNATIONAL Programs

(206) 527-3672
 FAX (206) 527-3794
 isp@sccd.ctc.edu

International Programs (IP) oversees admissions, activities and services for students who have non-resident visas. IP processes admission applications for international students and assists them after admission. Contact this office for information about admissions, or for assistance with academic issues, immigration regulations, housing or personal concerns. Field trips and other student activities promoting intercultural communication and enhanced experience of American culture are provided by this office. Visit www.northseattle.edu/services/intl.htm.

See page 22 for more information.

LIBRARY and MEDIA SERVICES

(206) 527-3607

Library and Media Services offers a wide range of books, journals, magazines, videos, CDs, and DVDs for checkout or use in the library or classroom. Computer workstations provide access to the online library catalog, the Internet, databases, magazines, journals, newspapers, encyclopedias, and more. Students have access to the collections of all Seattle Community Colleges and a national library collection database. Librarians can help students take full advantage of library resources. The librarians also offer non-credit and for-credit classes in information literacy.

Media equipment available includes VCRs, televisions, DVD and CD players, slide projectors, sound systems, video cameras, and computers with data projectors. Listening/viewing carrels, individual study carrels and group study rooms are available throughout the library. Visit <http://dept.sccd.ctc.edu/nslib/>.

MULTICULTURAL Programs

See page 80.

SENIOR ADULT EDUCATION Programs

(206) 527-3783

Because North Seattle Community College believes that learning is a lifelong process, the college offers classes especially for senior citizens. Classes are normally held during daytime hours on and off campus. Tuition ranges from \$21.40 to \$75 per five- to ten-week course. Students can register by mail or on campus. Visit www.northseattle.edu/senior/.

TESTING Center

(206) 527-3674

Students seeking a degree or certificate or enrolling in most English or mathematics classes must take placement tests prior to registration. These tests help the student and advisor to select appropriate classes. The placement tests are offered during weekly drop-in hours and at other posted times. ESL placement tests and GED exams require appointments. Contact the Testing Center. Visit www.testing.northseattle.edu.

TUTORING Services

The Loft (206) 526-0078
 Math Learning Center (206) 527-3746

There are two major tutoring centers at North Seattle Community College, and many departments offer subject-specific tutoring arranged through the department secretary.

The Loft Writing Center is located in the Library and offers tutoring assistance on reading, writing, listening or speaking assignments for any class offered at North. The multimedia lab in the Loft offers computer software intended to strengthen skills in reading, writing, listening, vocabulary, spelling and pronunciation in English and other languages. Visit www.northseattle.edu/services/loft/.

The Math Learning Center is located in ED1845A and offers tutoring assistance to all students enrolled in math, science or computer science classes. Videotapes in basic math, algebra and trigonometry are available.

VETERANS Services

(206) 527-3699

The Veterans Affairs office assists veterans, reservists and eligible family members to receive VA educational benefits. Visit www.northseattle.edu/services/veteran.htm.

See page 28 for financial aid information.

WOMEN'S Center

(206) 527-3696

The Women's Center assists students, both women and men, who need information and referrals regarding scholarships, childcare, low cost housing, rental assistance, and affordable health care. The center provides referrals for domestic violence, sexual assault, divorce, and personal and family counseling. It also sponsors programs on gender issues. Visit www.northseattle.edu/services/women/.

Worker RETRAINING

See page 89 for North's program and page 24 for the district-wide program.

WORKFIRST Programs

(206) 527-7655

The state-funded WorkFirst Program is designed for students receiving cash assistance from Temporary Assistance for Needy Families (TANF) and for low-income working parents who wish to upgrade their skills to prepare for better jobs. Participating students receive funding for tuition and books. North's WorkFirst Program has three components, described below. Visit www.northseattle.edu/programs/workforce/index.htm.

Family Literacy

This full-time program offers students the opportunity to learn English as a Second Language, earn their GED, prepare for professional/technical programs, learn parenting skills, improve basic technology skills, learn life skills and time management, and develop skills to prepare for employment.

Individualized Customized Job Skills Training (CJST)

CJSTs are short-term job training certificate programs 2-3 quarters in length. These certificate programs enable students to build a college credit base as they acquire solid industry-focused skills.

High-Wage/High-Demand Job Training Program

The High-Wage/High-Demand Program provides certificates in programs that require a minimum of 5 to 6 quarters. These certificate programs are for demand occupations in the Seattle/King County area that offer average starting wages of more than \$15 an hour.

Student LIFE

ART Gallery

(206) 528-4557

The Art Gallery offers exhibits and activities from October through June. It is located in IB 1322A, near the Bookstore. Visit www.northseattle.edu/services/art.htm.

Hours: 11:00-3:00 Weekdays
5:00-8:00 W-Th evenings

BOOKSTORE

(206) 527-3637

The Bookstore is well-stocked with new and used textbooks, supplemental course materials, general interest books, school supplies, and sundry items. The Bookstore offers a year-round textbook buy-back service. Visit www.northseattle.edu/services/bookstore.htm.

CHILDCARE Center

(206) 527-3644

Funded by the Associated Student Body and parent fees, the Child Care Center provides an affordable, convenient, and educational child care setting for the children of North students. Licensed by the Department of Health & Human Services, the Center serves children from 18 month to 5 years. Call for a tour and fee information. Visit www.northseattle.edu/services/childcare/

Hours: 7:30 a.m. - 4:00 p.m. Monday through Friday

COPY Center

(206) 527-3616

Copying is done by Copy Center staff or on a self-service copier. Various sizes and colors of paper, including résumé-quality, are available. The Copy Center also creates transparencies for classroom presentations. U.S. Fax service is also available. The Copy Center is located next to the Bookstore.

FOOD Services

(206) 528-4401

North provides three dining areas: the Cafeteria, Munch Mart, and Espresso Area. Food service is available in the cafeteria during the academic quarter, but not during quarter breaks. Limited food service is available in the Munch Mart during quarter breaks.

HOUSING

(206) 527-3641

On-campus housing is not available. However, a bulletin board lists various accommodations that are available in the local area. Call if you need housing or if you have a room or apartment available for students to rent.

SAFETY

(206) 527-3636

The well-being and safety of students are of utmost importance. The office provides notices of possible threats and maintains a campus crime log. In the event of an on-campus crime, serious accident or injury, students should call 911 first, and then notify campus Security. Contact the office for non-life threatening incidents or injuries as well. Campus pay phones are programmed for one-button, free calls to security and 911. Visit <http://www.northseattle.edu/services/security.htm>.

See page 38 for additional information on personal safety.

STAGE ONE THEATER

(206) 527-3636

Stage One Theater presents a major theatrical production each quarter. These productions offer students the opportunity to work as performers, designers, stage managers, technicians and other positions, often learning alongside professional directors and guest performers.

Student ATHLETICS

(206) 527-3745 Men's Basketball Program

(206) 527-3773 Women's Basketball Program

The intercollegiate men's and women's basketball teams, the Seattle Community Colleges Storm, are based at North. Storm teams compete in the 33-member Northwest Athletic Association of Community Colleges conference. Students from all three Seattle Community Colleges are eligible to try out for the teams. Athletic scholarships are available to qualified students. Visit www.northseattle.edu/services/athletics.

Student CLUBS

(206) 527-3641

Clubs provide students with opportunities to develop leadership skills and to cultivate personal and intellectual growth. Participation provides practical experience in planning, organizing and working in teams. For information about the types of student clubs, contact the program coordinator or visit the Student Government Office in room 1353B, College Center building.

Student GOVERNMENT

(206) 527-3641

Student Government members work and collaborate with campus staff to represent and advocate for the interests and concerns of the student body. Members receive a stipend and provide an opportunity to learn, practice and strengthen leadership skills. Visit www.northseattle.edu/services/govt.htm.

Student INSURANCE

For information on Student Health Insurance, contact the Cashier's Office at 206-527-3627.

See page 32 for information on Student Accident Insurance.

Student LEADERSHIP & MULTICULTURAL Programs

(206) 527-3643

These programs provide opportunities for students to develop leadership skills, foster intellectual and personal growth, and network and grow friendships through participating in co-curricular and leisure activities in a welcoming, supportive environment that values, celebrates and reflects diversity.

The program designs student-centered programs that complement learning, build leadership skills, shape campus policies and procedures, promote student participation, instill personal confidence, and encourage goal setting and values clarification to develop responsible citizens for a multicultural and global society. Visit www.northseattle.edu/services/sleaders.htm.

Student NEWS / POLARIS

(206) 527-3645

Polaris is written, edited, and published for and by students, who are paid a stipend. A publications board comprised of students, faculty, and administrative staff sets policy guidelines and provides advice. Students interested in joining the editorial or production staff should contact the Polaris Office. Visit www.northseattle.edu/services/polaris.htm.

TRANSPORTATION & PARKING

(206) 526-0060

North is served by several Metro bus routes. Carpooling, walking, busing, biking and van pooling are encouraged and possibly rewarded. Contact the transportation coordinator in security at 526-0060 for more information. Student Metro bus passes can be purchased at the Cashier's Office at special discounted rates.

Parking

(206) 527-3636

On-campus parking is available to those students who buy a permit. Due to space limitations, students are advised to buy a parking permit when registering. State motor vehicle laws and city traffic codes are strictly enforced. The campus speed limit is 15 m.p.h. Visit www.northseattle.edu/services/transport.htm.

WELLNESS CENTER / Student Recreation

(206) 527-3631

Information Line (206) 527-3649

The Wellness Center offers a variety of fitness activities such as yoga, Pilates, resistance training and cardiovascular training. The center is available to all students who have paid the Wellness Center fee. Visit www.northseattle.edu/services/wellness.

AFFILIATE Organizations

Alumni Association

(206) 527-3604

The Alumni Association at North Seattle Community College was established to build and sustain meaningful relationships with past students in order to foster the success of current and future students. All students who have attended the college, even if they did not complete a certificate or degree, are considered alumni. The goals of the Alumni Association are to provide alumni recognition; encourage participation in lifelong learning; offer professional development and networking opportunities; establish volunteer opportunities, including mentorship for current students; and gather feedback to enhance college programs and services. Membership is free. Visit www.northseattle.edu/info/alumni.htm.

North Seattle Community College Education Fund

(206) 527-3604

A non-profit 501(c)(3) organization guided by a board of community and business leaders, the Education Fund works to provide support for the college in the form of scholarships, tutoring, equipment, program grants, professional development for faculty and staff, as well as campus enhancements. Since its establishment in 1986 as the NSCC Foundation, the Education Fund has distributed more than \$4 million in scholarships and annually distributes over \$125,000 in scholarships to deserving students. Students interested in scholarship opportunities should contact the Education Fund office. Visit www.northseattle.edu/info/foundation.htm.

8 Educational Directions

- 1 Academics **College Transfer**
- 2 **Adult Basic Education** ESL
- 3 Careers **Professional/Technical**
- 4 **Continuing** Education
- 5 **Distance** Learning
- 6 **High School** Programs GED
- 7 **International** Programs
- 8 **Worker** Retraining

Definition and Rationale OF GENERAL EDUCATION

See page 4.

GENERAL EDUCATION

Learning Outcomes

Students will...

- Think critically in reading and writing
- Use quantitative reasoning processes
- Communicate creative and critical ideas in writing
- Access, evaluate and apply information from a variety of sources
- Apply computer competency to goals
- Work and communicate effectively in groups
- Deal constructively with diversity issues and conflict
- Understand ideas that shape human history and cultures
- Understand artistic expression as an essential human phenomenon
- Identify and understand principles of physical and life sciences
- Understand the individual and his/her relationship to community
- Understand the United States as a multicultural society
- Understand the elements of a global society

An expanded version of these outcomes is available at www.northseattle.edu/info/outcomes.htm.

ASSOCIATE OF SCIENCE DEGREE

Learning Outcomes

Students completing the Associate of Science Degree should:

- Recognize the interdisciplinary nature of the sciences and use scientific inquiry to critically evaluate a proposal, claim, process or theory.
- Generate significant questions about the physical world and use the tools of science or engineering to design and conduct an experiment; draw conclusions based on a systematic collection and analysis of qualitative and quantitative data.
- Recognize and interpret the meaning of quantitative and mathematical symbols and apply appropriate logic, tools, and processes to make meaningful decisions and solve problems. Utilize multiple representations, including graphical, symbolic, numerical, and narrative, to analyze and solve problems.
- Obtain, comprehend, analyze, evaluate, internalize and act upon knowledge in order to understand and communicate complex scientific systems and reasoning.
- Use appropriate documentation to exchange spoken, written, and visual information in order to communicate effectively and to participate as an effective team member within the scientific community and other appropriate settings.
- Apply scientific or technical knowledge and practice to a variety of disciplines in order to understand issues, solve problems and engage in responsible practices.
- Apply modes of inquiry from the social sciences to issues and problems found in individuals' lives and work, in their local, national, and global communities, and to find effective and ethical solutions to society's problems and challenges.
- Explore, interpret and represent human experience through the arts.

1 | ACADEMICS

College Transfer at North

ACADEMIC PROGRAMS

(206) 527-7306

North Seattle Community College offers a full range of college transfer courses that apply toward a four-year program of study. In addition to the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees, North also offers an Associate in Business (A.B.) degree, and Associate of Fine Arts (A.F.A.) degrees in Art and Music.

For complete information on the A.A. degree, see pages 7-10.

Students are encouraged to complete a two-year degree program for greater ease of transfer to a four-year institution, but can take individual classes for transfer. It is strongly recommended that students confer with an academic advisor to ensure course transferability.

Students planning to earn an A.A., A.F.A., A.B. or A.S. degree must meet minimum standards of preparation. Those whose records and test scores indicate a need for additional preparation may be required to complete preliminary work in the college preparatory program.

College transfer courses are offered in several disciplines, including:

- American Ethnic Studies
- Anatomy & Physiology
- Anthropology
- Art
- Astronomy
- Biology
- Botany
- Business
- Chemistry
- Communications
- Computer Science
- Drama
- Earth Science
- Economics
- Engineering
- English
- Environmental Science
- Geography
- Geology
- Global Studies
- Health
- History
- Humanities
- Journalism
- Languages & Literature
- Mathematics
- Meteorology
- Music
- Nanotechnology
- Nutrition
- Oceanography
- Philosophy
- Physics
- Political Science
- Psychology
- Science
- Service Learning
- Social Science
- Sociology
- Women Studies

These fields of study are grouped into three Areas of Knowledge and are included throughout the A.A. degree curriculum.

See pages 7-10 for A.A. or A.S. degree requirements.

ASSOCIATE OF SCIENCE DEGREE (A.S.) Direct Transfer Agreement

The Associate of Science (A.S.) is also intended to be a transfer degree. However, there are certain major areas of study in which the student may not be able to take all the courses necessary to transfer with junior standing. Please contact an advisor for more information on this degree program.

A.S. Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 college level credits must be earned at the Seattle Community College granting the degree.

Associate of Science TRANSFER

The Associate of Science transfer degree is intended for students who wish to transfer as juniors to four-year institutions in the state of Washington.

A.S. degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 college level credits must be earned at the Seattle Community College granting the degree.

Two different study options are offered:

- (1) biological sciences, environmental/resources sciences, chemistry, geology and earth sciences
- (2) engineering, computer science, physics and atmospheric science.

Course requirements and GPAs vary from one transfer university to another. Contact an advisor.

ASSOCIATE IN BUSINESS (A.B.) Direct Transfer Agreement

This business degree is designed for students who plan to transfer in the area of business studies. It will satisfy the lower division general education (core) requirements and the lower division business requirements at Washington's public four-year colleges and universities.

Associate in Business Requirements

This degree shall be granted only to students who have completed 90 college level credits with a minimum cumulative grade point average of at least 2.0, and a 2.0 minimum in ENG 101 & 102, BUS 200 or 210 or MAT 109, ECO 200 & 201, MAT 117 or 124, ACC 210, 220, & 230. At least 15 college credits must be at North.

NOTE: While many Washington state universities accept transfer of this degree, each has individual requirements and/or acceptable course substitutions needed for their specific programs. Also, admission to many business schools is competitive and higher grades are often required. It is essential to learn the requirements of your transfer school and to consult the Advising Center.

GENERAL EDUCATION REQUIREMENTS

Communication Skills

ENG 101 Composition	5
ENG 102 Composition	5

Quantitative/Symbolic Reasoning Skills

BUS 210 Business & Economic Statistics - OR - MAT 109 Elementary Statistics	5
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Visual, Literary, and Performing Arts

Choose from a minimum of two different prefixes* 15

Individuals, Cultures, and Societies

ECO 200 Principles of Economics/Microeconomics	5
ECO 201 Principles of Economics/Macroeconomics	5
Non-ECO prefix course	5

The Natural World

MAT 117 Elements of Calculus**	5
Physical, biological, and/or earth sciences	10
<i>(at least one 5-credit laboratory course must be included)</i>	

BUSINESS REQUIREMENTS

ACC 210 Financial Accounting Fundamentals I	5
ACC 220 Financial Accounting Fundamentals II	5
ACC 230 Fundamentals of Managerial Accounting	5
BUS 200 Introduction to Law	5
General Electives***	10

TOTAL CREDITS 90

*A minimum of 5 credits must come from a US Cultures course in Visual, Literary, and Performing Arts or Individuals, Cultures, and Societies.

**MAT 124 Calculus with Analytic Geometry II may be substituted.

***Highly recommended as general electives: BUS 101 as early as possible and BUS 215.

Special Opportunities for UPPER DIVISION COURSES

UNIVERSITY OF WASHINGTON BOTHELL
(206) 527-3658

North and the University of Washington Bothell offer dual enrollment for students pursuing a bachelor's degree in business, computer science, or interdisciplinary studies. Contact the Advising Center. Students can enter the program after completing 45 credits toward their associate's degree, and then continue to complete their AA while taking upper-level courses at UWB.

WESTERN WASHINGTON UNIVERSITY AT NORTH SEATTLE COMMUNITY COLLEGE
(206) 527-3719

Western Washington University's Extended Education and Summer Program offers the following evening programs at North Seattle Community College: Elementary Teacher Education, B.A.E. and Elementary Teacher Certification (K-8); Secondary Teacher Education, M.I.T. and Secondary Teacher Certification (4-12). Contact the program office for more information.

Degrees & Certificates in FINE ARTS
Arts, Humanities and ABE Division
(206) 527-3709

A Certificate of Fine Arts is offered in Art and Drama, and an Associate of Fine Arts degree is offered in Art and Music. Students must complete at least 15 college transfer level credits (numbered 100 or above) with a GPA 2.0 or better at North Seattle Community College.

Certificate of Fine Arts in Art

Candidates for the Certificate of Arts (C.F.A.) in the field of Art must complete a minimum of 85 credits in college transfer-level courses (numbered 100 and above) with a GPA of 2.0 or better. At least 15 of these credits must be taken at North. The C.F.A. certifies completion of approved work and is suitable for art professionals, but it is not a transfer certificate. Please see the Associate of Fine Arts degree for transfer information.

Art students are required to be advised by a full-time art faculty member. Some art courses are offered only once a year, so consultation is critical. Any course substitutions require approval. Faculty recommends two studio courses per quarter as maximum. Although it may be possible to complete the C.F.A. in two years, more time is encouraged to better assimilate skills and allow for more flexible scheduling. Students must submit a portfolio of at least 8 pieces during their final quarter, for final approval by faculty, in order to be granted the C.F.A..

Most General Education requirements are met by art course content (communication by ART 251, 252, 253; human relations by ART 290); however, students must take a 5-credit computation course.

REQUIRED ART COURSES

ART 101 Design	5
ART 102 3-D Design	5
ART 111 Drawing	5
ART 112 Figure Drawing	5
ART 113 Figure Drawing	5

ART 251/252/253 Art History (5 ea.)	15
ART 290 The Art Business.	5
ART ELECTIVES (either group)	4-5
ART Electives – group 1	15
ART Electives – group 2	12-15

GENERAL EDUCATION REQUIREMENT

Computation Course.	5
<i>Select from MAT 107 or higher, BUS 116 or ACC 101 or higher.</i>	

TOTAL CREDITS	76-80
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*APPROVED ART ELECTIVES

Approved Art Electives must be taken in sequence; however, completion of a sequence is not required.

Group 1: 2-Dimensional Art

ART 110 Practical Scientific Illustration	5
ART 114,115 Digital Photography	5 ea.
ART 121,122,123 Printmaking	5 ea.
ART 202,202,203 Painting	5 ea.
ART 205,206,207 Watercolor	5 ea.
ART 210,214 Computer Art	5 ea.

Group 2: 3-Dimensional Art

ART 211,212,213 Sculpture	5 ea.
ART 221,222,223 Ceramics	5 ea.
ART 281,282,283 Jewelry Design	5 ea.
ART 285 Metal Techniques for Small-Scale Sculpture	4

Associate of Fine Arts Degree in Art (A.F.A.)

Candidates for the Associate of Fine Arts in Art must complete a minimum of 100 college transfer-level course credits (numbered 100 or above) with a GPA of 2.0 or higher. At least 15 credits must be earned at North Seattle Community College.

The A.F.A degree does not currently transfer with the same transfer rights to area colleges as the A.A. degree does. However, it is accepted by The Evergreen State College and some other colleges. Students seeking a Bachelor of Arts or Bachelor of Fine Arts degree should consult North's A.A. degree requirements, their art advisor, and the university to which they intend to transfer about equivalency requirements.

All A.F.A. students in art must have an art advisor to plan their program. All studio art courses must be taken in sequence. Not all courses are offered each quarter. Substitutions require approval.

Along with the art course requirements, the A.F.A. in Art has General Education requirements. During the final quarter students must submit a portfolio of at least 8 pieces for evaluation.

REQUIRED ART COURSES

ART 101 Design	5
ART 102 3-D Design	5
ART 111 Drawing	5
ART 112 Figure Drawing	5
ART 113 Figure Drawing	5
ART 251,252,253 Art History (5 ea.)	15
ART 290 The Art Business.	5
APPROVED ART ELECTIVES*	20-25

GENERAL EDUCATION REQUIREMENTS

ENG 101/102 Composition (5 ea.)	10
Computation course	5
<i>Select from MAT 107 or higher, BUS 116, BUS 152 or ACC 110 or higher.</i>	
Visual, Literary & Performing Arts course (non-Art)	5
Individuals, Cultures & Societies course	5
The Natural World course	5
TOTAL CREDITS	95-100

*APPROVED ART ELECTIVES

Approved Art Electives must be taken in sequence; however, completion of a sequence is not required.

Group 1: 2-Dimensional Art

ART 110 Practical Scientific Illustration	5
ART 114,115 Digital Photography	5 ea.
ART 121,122,123 Printmaking	5 ea.
ART 202,202,203 Painting	5 ea.
ART 205,206,207 Watercolor	5 ea.
ART 210,214 Computer Art	5 ea.

Group 2: 3-Dimensional Art

ART 211,212,213 Sculpture	5 ea.
ART 221,222,223 Ceramics	5 ea.
ART 281,282,283 Jewelry Design	5 ea.
ART 285 Metal Techniques for Small-Scale Sculpture	4

Certificate in Fine Arts (C.F.A.) in Acting

Candidates for the Certificate in Fine Arts in Acting must have successfully completed 90 credits in college transfer-level (numbered 100 and above) courses with a GPA of 2.0 or better. At least 15 credits must be earned at North Seattle Community College.

The C.F.A. in Acting is not a transfer program, so students seeking a B.A. or B.F.A. in Drama should consult the degree requirements for the Associate of Arts degree at North and the graduation requirements for the university to which they intend to transfer. C.F.A. students in drama must work with a drama advisor to plan their two-year program. Any course substitutions require approval. C.F.A. in Acting students must submit a portfolio of work and/or a special performance during their final quarter for evaluation by the drama faculty.

The C.F.A. in Acting includes General Education requirements of 5 credits each of communication, computation and human relations courses.

REQUIRED ACTING COURSES

DRA 121	Beginning Acting	5
DRA 100	Introduction to Theatre	5
DRA 121,123	Intermediate Acting (5 ea.)	10
DRA 221,222,223	Advanced Acting (5 ea.)	15
DRA 298	Portfolio or Public Performance	5

DRAMA-RELATED ELECTIVES

**Select 20 credits from the Drama-related list below.*

TECHNICAL THEATER ELECTIVES

***Select 15 credits from Technical Theater list below.*

GENERAL EDUCATION REQUIREMENTS

All General Education credits should be completed by 4th quarter.

Communication course	5
<i>Select from CMN 100, 120, 150, or 210 (5 ea.)</i>	
Computation course	5
<i>Select from MAT 107, BUS 116 or ACC 132 (5 ea.) or MAT 110 (3 credits)</i>	
Human Relations course	5
<i>Select from PSY/SOC 245, SOC 102 or PSY 110 (5 ea.)</i>	

TOTAL CREDITS 90

*DRAMA-RELATED ELECTIVES

Choose 20 credits from

ART 100, 105, 251, 252, 253	5 ea.
ART 104	3
DRA 115	5
DRA 108, 109, 110, 200, 201, 202, 271, 272, 273, 291, 292, 293, 298	variable 2-5
ENG 133, 141, 142, 211, 212, 213, 221, 222, 223, 228	5 ea.
HUM 104, 110, 200	5 ea.
MUS 100	5
MUS 120, 121, 122, 123	2 ea.
MUS 140	variable 2-5
MUS 142 OR MUS 143	variable 1-2

**TECHNICAL THEATER ELECTIVES

To be taken for 2-5 credits each, in at least 3 different quarters. Students should arrange their credit needs before enrolling.

DRA 211, 224, 231, 241, 251, 261. variable 2-5

Associate of Fine Arts in Music (A.F.A. Degree)

Candidates for the Associate of Fine Arts in Music must complete at least 92 credits in college transfer-level courses (numbered 100 and above) with a GPA of 2.0 or higher. At least 15 credits must be earned at North Seattle Community College.

The A.F.A. in Music is a degree that not only allows music majors to obtain required transfer courses, but also rewards successful students for their work at North. The A.F.A. is not universally recognized as a transfer degree like the A.A. degree, but all courses are currently transferable. Students seeking a Bachelor of Arts degree with a music major should consult both the Seattle Community Colleges A.A. degree requirements and those of university to which they intend to transfer. All A.F.A. in Music candidates must have a music advisor. During the final quarter students must present a special performance/project/recital for evaluation by the music faculty.

REQUIRED MUSIC COURSES

MUS 101	First Year Theory & Ear Training	5
MUS 102, 103	First Year Theory (5 ea.)	10
MUS 123,201,202,203	Piano Class* (2 ea.)	8
MUS 201, 202, 203	Second Year Theory** (3 ea.)	9
MUS 299	Practicum in Music	1
Piano Class*		4
Performance Group***		12-30
Applied Music		5-10
Related Elective		5

GENERAL EDUCATION ELECTIVES

Computation course	3-5
Visual, Literary & Performing Arts course	5
<i>Suggested course: DRA 121 Acting</i>	
Individuals, Cultures & Societies course	5
The Natural World	5
U.S. Cultures or Global Studies	5

TOTAL CREDITS 92-117

**Piano proficiency required; if proficient, may substitute vocal or instrumental classes; choose MUS 121, 122, 123 or MUS 221, 222, 223.*

***Currently this requirement is met by MUS 130 and 299. See advisor for information.*

****Majors are urged to participate in more than one performance group for added ensemble experience.*

2 | ADULT BASIC EDUCATION ESL

Arts, Humanities & Adult Basic Education Division
(206) 527-3709

ADULT BASIC EDUCATION

(206) 527-7303

Adult Basic Education (ABE) provides instruction for those who want to improve basic English and math skills or earn a GED in order to get better jobs, continue their education, and improve their lives.

Students must attend an orientation session and meet with the adult education advisor to enroll and to receive details. See course descriptions under Adult Basic Education for details and call the office for fees.

To take an ABE classes, a student must be a U.S. citizen, have permanent resident status, or have a green card. Students with different visa status, for example B2, F2, or J2, should visit the Office of International Students Programs in room CC 2461E, or call (206) 527-3672.

Each of the programs in this area is designed to meet a particular set of student needs.

See page 11 for further information.

PRE-COLLEGE COURSES

(206) 527-7303

Many students entering college or returning after some time need additional work to prepare for college courses. Seattle Community Colleges offer a series of courses in English, mathematics and human development. Placement is determined by performance on entrance tests required for admission to the specific college program. Courses in this category are those numbered below 100. Look in the course description sections for English, mathematics and human development.

ENGLISH AS A SECOND LANGUAGE

(206) 527-7303

English as a Second Language classes are offered to help non-English speaking persons understand, speak, read and write English in order to carry out daily personal activities, to get, keep or advance in a job, continue their educational goals, or increase their understanding of American culture.

Classes are designed for pre-literate to high-intermediate levels. For a student to be eligible for ESL classes, he or she must be a U.S. citizen, have permanent resident status, or be a refugee or immigrant. Emphasis is on improving skills for listening, speaking, reading and writing. See course descriptions under English as a Second Language for details. Students may begin at any time during the quarter as space becomes available. Contact the ESL advisor or Testing Office for placement test information and fees. Contact the ESL advisor or the Admissions/Registration Office to begin classes.

Note: International Students take ESL classes through International Programs, page 22.

3 | CAREERS

Professional-Technical Programs

See pages 90 - 116 for this list of programs.

4 | CONTINUING Education

COMMUNITY SERVICE CLASSES

(Non-credit and non-graded classes)

(206) 527-3705

Community Service classes are non-credit and non-graded. Believing that learning is a life-long process of discovery and adventure, North's Continuing Education program provides non-credit courses to adults who wish to update or learn a new skill or explore a new interest. Students can select from more than 300 classes in the areas of art and crafts, business, cooking, computers, personal finance, music and drama, photography, travel, and sports and exercise. In addition to classes, North's Continuing Education sponsors monthly business networking breakfasts. For more information and a full class listing, visit www.learnatnorth.org.

COMPUTER TRAINING PROGRAMS

(206) 527-3705

North offers a broad selection of non-credit computer classes ranging from Cisco, Web Designer and .Net applications to entry-level computer use. Continuing Education has a class for all skill levels.

CUSTOMIZED BUSINESS TRAINING

(206) 985-3980

Customized training allows a company to respond to the need to upgrade and expand the technical and professional skills of its employees. Classes are provided at the company's site or at one of our convenient locations.

5 | DISTANCE Learning

Distance Learning

(206) 527-3738

The Distance Learning Office at North provides logistical support and information to "distance learners," as well as campus students in web-enhanced classes. Academic divisions and workforce education programs offer many credit courses and curricula through several non-traditional delivery modes, including fully online and hybrid online instruction, videocassette and video streamed media, and two-way live teleconferencing. These delivery modes bring new learning options and opportunities to students who have diverse learning styles, those who require flexibility in their schedules, and those who do not live within commuting distance. Students can earn an A.A. Degree and/or receive specific certificates through fully online courses.

See page 16 for complete information on all distance learning options.

6 | HIGH SCHOOL— COLLEGE GED

North offers several options for high school students who would like to begin college classes during high school, and other options for those who have not completed high school.

HIGH SCHOOL / COLLEGE LINKS

Running Start

(206) 527-3682

The Running Start program gives academically motivated high school students who are at the 11th or 12th grade level, and whose test scores place them in college-level coursework, the opportunity to take college level courses for high school and college credit at the same time. Visit <http://www.runstart.northseattle.edu>

See page 19 for more detail.

TechPrep

(206) 903-3222

Tech Prep is a dual-credit national educational program that awards community college workforce education credits to students by recognizing comparable learning in the high school.

See page 19 for more detail.

Upward Bound

(206) 527-7762

Upward Bound, a program funded by the Department of Education, provides high school students with services that support better academic performance during high school and prepares them for college admissions. The program serves high school students from four area high schools: Franklin, Roosevelt, Summit K-12 and Indian Heritage Middle College.

Upward Bound offers support to its program participants throughout the year. Academic year services include after school sessions, tutoring, academic advising, college preparation, field trips and cultural events. In the summer, students gather on the North campus for seven weeks of academic classes and activities to simulate the experience of college.

See page 20 for more detail.

Career Link Academy

(206) 528-4517 or (206) 527-3743

North Seattle Community College offers a unique educational program for young people 16-21 years old who have left high school without graduating. The Academy provides progress and support towards high school credit and support for GED completion as well as open entry/open exit enrollment. The program features career and education exploration, applied academics, short-term technical skills classes, work-based learning, access to college technical programs and advising/support services. There is no charge for tuition. Visit www.northseattle.edu/services/cla/.

GED PREPARATION

Arts, Humanities & Adult Basic Education Division
(206) 527-7303

The General Educational Development (GED) is a certificate of successful completion of the five-part GED test (reading, writing, social studies, science, and math). It is as an equivalent of a high school education and is usually accepted in place of a diploma. The GED Preparation program prepares adult students 18 and older to take the exams. Students review reading, math, grammar, writing, and test-taking. GED students generally have between 8th- and 12th-grade level skills. These classes stress math for practical problem-solving, English usage, and reading comprehension and test-taking skills.

PREREQUISITE: Placement by orientation coordinator or instructor permission.

GED 050	GED Test Preparation
GED 051	GED Math
GED 060	Advanced GED Preparation
GED 061	Advanced GED Math

See page 20 for additional information.

HIGH SCHOOL COMPLETION

Arts, Humanities & Adult Basic Education Division
(206) 527-7303

High School Completion offers students 19 years of age and older who have not completed work for a high school diploma, the opportunity to earn a diploma by taking specific courses at North and the other Seattle Community Colleges for high school credit. Also visit www.northseattle.edu/programs/prep/highschl.htm.

See pages 20-21 for details on two options for high school completion. Also see Career Link Academy, above.

7 | INTERNATIONAL Programs

TRAVEL / STUDY ABROAD

(206) 587-3806

See page 23 for information on district-wide Travel/Study Abroad courses.

INSTITUTE OF ENGLISH

(206) 527-3672

The North Seattle Institute of English (NSIE) is an intensive English and college bridge program for international students. NSIE prepares non-native speakers of English to enter American colleges and universities. NSIE also offers English as a Second Language classes for non-university bound students, such as business and technical professionals, summer quarter students, spouses of students and other visitors on non-student visas.

Students study at different levels based on their English proficiency. Quarterly classes develop skills in conversation, listening, reading, writing, grammar, study skills, note-taking, academic paper writing, vocabulary and idioms, and American culture. An additional class is offered in computer applications and a computerized language laboratory is available.

Advanced students may take a regular college class. Successful completion of the NSIE program enables those who plan to become North Seattle Community College students to enter one of the college's academic or technical programs without a TOEFL requirement.

See page 22 for more information on international programs.

8 | WORKER RETRAINING Program

WORKER RETRAINING

(206) 527-3787

The Worker Retraining program offers a variety of services to individuals who have been laid off and are collecting unemployment insurance, are displaced homemakers, or had to close a small business due to the economic downturns. To get started on a new career, interested individuals should attend a Worker Retraining orientation session. The Worker Retraining Program offers:

- Tuition assistance (subject to availability of funds)
- Educational planning
- Interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job placement

Visit www.northseattle.edu/wrp or see page 24 for additional information on the Worker Retraining Program.

Professional / Technical PROGRAMS

North Seattle Community College offers more than 40 degrees and certificates in workforce education areas. The programs (varying in length from one to seven quarters) are designed to prepare students for careers and/or to expand skills in their career area. North Seattle Community College, including these programs, is accredited by the Northwest Commission of Colleges and Universities.

ACCOUNTING

Business, Engineering, and Information Technologies Division
(206) 527 3730

The Accounting program provides indepth study in the field of accounting and advanced accounting studies for those preparing to take professional examinations. It leads to an accounting certificate or associate's degree and prepares graduates for employment in the industry.

It is recommended that three quarter accounting sequences (e.g., 210, 230) be completed at the same campus.

Accounting

This two year program prepares students for immediate accounting and future supervisory positions. The program includes accounting and business skills as well as college transfer and supporting courses designed to strengthen the students' self-assurance and leadership qualities.

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

ACC 110	Intro to Accounting/Bookkeeping I	5
ACC 131	QuickBooks	5
ACC 210	Financial Accounting Fundamentals I	5
ACC 220	Financial Accounting Fundamentals II	5
ACC 230	Fundamentals of Managerial Accounting	5
ACC 251	Intermediate Accounting I	5
ACC 255	Federal Income Tax I	5
ACC 257	Business Tax Accounting	5
ACC 260	Peachtree Accounting	5
ACC 261	Advanced Computerized Accounting	5
ACC 265	Accounting for Not-For-Profit & Governmental Entities	5

RELATED INSTRUCTION

BUS 124	Excel for Business	5
BUS 131	Integrated Communications I	5
BUS 169	Using Computers in Business	5
BUS 200	Intro to Law	5
BUS 210	Business & Economic Statistics	5

BUS 236	Interpersonal Communications in the Workplace	5
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3

GENERAL EDUCATION COURSES

Electives*	10
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**Must be selected from approved list of General Education courses; 5 credits US Cultures or Global Studies and 5 from remaining areas. Recommended: ECO 200 or ECO 201.*

TOTAL CREDITS	97-100
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Accounting Paraprofessional

This program prepares graduates for bookkeeping careers and general office employment. Normally completed in four quarters, the curriculum includes critical thinking, values & cultural understanding. Courses outside accounting support skills and knowledge used in accounting and general office fields.

Certificate

TECHNICAL SPECIALTY COURSES

ACC 110	Intro to Accounting/Bookkeeping I	5
ACC 131	QuickBooks	5
ACC 210	Financial Accounting Fundamentals I	5
ACC 220	Financial Accounting Fundamentals II	5
ACC 255	Federal Income Tax I	5
ACC 257	Business Tax Accounting	5

RELATED INSTRUCTION

BUS 116	Business Math/Spreadsheets	5
BUS 124	Excel for Business	5
BUS 131	Integrated Communications I	5
BUS 169	Using Computers in Business*	5
BUS 236	Interpersonal Communications for the Workplace**	5
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3

** IT 101 may be substituted for BUS 169*

*** BUS 235 may be substituted for BUS 236.*

TOTAL CREDITS	57-60
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Computerized Accounting Technology

The Computerized Accounting Technology certificate is a four-quarter program designed to provide students with computerized accounting skills using state-of-the-art accounting software. The program bridges the gap between manual and computerized accounting systems with students gaining and expertise with basic, mid-range, and sophisticated accounting systems. This program will provide graduates with viable entry and/or advancement in the accounting job market with both large and small organizations.

Certificate

REQUIRED COURSES

ACC 110	Intro to Accounting/Bookkeeping I	5
ACC 131	QuickBooks	5
ACC 210	Financial Accounting Fundamentals I	5
ACC 220	Financial Accounting Fundamentals II	5
ACC 230	Fundamentals of Managerial Accounting	5
ACC 257	Business Tax Accounting	5
ACC 260	Peachtree Accounting	5
ACC 261	Advanced Computerized Accounting	5
ACC 265	Accounting for Not-For-Profit & Governmental Entities	5
BUS 124	Excel for Business	5
BUS 169	Using Computers in Business	5
BUS 236	Interpersonal Communications in the Workplace	5
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3
EGR 231	Technical Writing	3

NOTE: IT 101 may be substituted for BUS 169; BUS 235 may be substituted for BUS 236; ACC 262 may be substituted for ACC 261.

TOTAL CREDITS 65-68

ALLIED HEALTH SCIENCES

**Health and Human Services Division
(206) 527-3790**

North Seattle Community College offers an Associate of Applied Science (A.A.S.) degree in Allied Health Sciences for graduates of certificate programs in Medical Assisting, Practical Nursing, and Pharmacy Technician. These programs are listed in alphabetical order in this section of the catalog.

Associate of Applied Science Degree (A.A.S.)

DEGREE CRITERIA INCLUDE:

1. A NSCC health occupation certificate with a minimum of 45 technical credits specific to that occupation. Graduates from similar programs at other Washington community colleges or accredited vocational-technical schools may also be candidates.
2. Completion of specific technical courses, related General Education and liberal studies.
3. Completion of 90 credit hours.
4. An overall grade point average of 2.0. Other requirements may be established by faculty or administrative policies.

PROGRAM REQUIREMENTS FOR MEDICAL ASSISTING, PHARMACY TECHNICIAN & PRACTICAL NURSING:

- a. 45 (minimum) - 60 (maximum) vocational-technical credits.
- b. Minimum of 25 credits in General Education or related instruction courses: Communication (5); Computation/Quantitative Reasoning (5); Human Relations (5); and 10 credits from the list of approved courses for the A.A. degree, which must include 5 credits from U.S. Cultures or Global Studies.
- c. Up to 20 elective credits may be taken as necessary to complete the 90 credits required for the degree.

For more information on healthcare programs, see www.seattlecolleges.com/healthcare.

ARCHITECTURAL ENGINEERING DRAFTING

**Business, Engineering, and Information Technologies Division
(206) 527-3730**

Training provided in this program is directed toward the construction and design industry, and prepares students for a growing number of entry-level jobs in engineering, construction firms and public agencies. Coursework includes both computer drafting and conventional hand drafting, as well as basic applied mechanics, cost estimating, shop drawing preparation and construction materials and processes. The two-year sequence leads to an Associate of Applied Science degree. A one-year certificate is also offered. The program includes General Education requirements, providing a well-rounded educational experience.

Certificate

TECHNICAL SPECIALTY COURSES

TDR 109	Architectural Engineering Drafting Lab*	3
TDR 111	Basic CAD Drafting for Construction & Design	5
TDR 112	Intermediate CAD Drafting for Construction & Design	5
TDR 113	Basic Drafting	5
TDR 115	Civil & Site Drafting	5
TDR 124	Materials & Methods of Construction	5
TDR 144	Design & Construction Environment	5
TDR 134	Systems in Buildings	5

RELATED INSTRUCTION

BUS 236 Interpersonal Communication in the Workplace**3-5
 ENG 101 Composition *** 5
 MAT 102 College Algebra..... 5
** May be repeated each quarter.
 ** May be substituted by any 100-level approved human relations course.
 *** May be substituted with 3 credits ENG 105 & 5 credits Gen. Ed.*

TOTAL CREDITS 51-53

Associate of Applied Science Degree (A.A.S.)

Completion of Certificate Requirements 51-53

TECHNICAL SPECIALTY COURSES

TDR 109 Architectural Engineering Drafting Lab*..... 2
 TDR 160 Applied Mechanics I 5
 TDR 161 Applied Mechanics II 5
 TDR 258 Contract Drawing Preparation I 5
 TDR 259 Contract Drawing Preparation II 5
 TDR 269 Construction Estimating 5
 IT Computer Skill Classes** 5
** May be repeated each quarter.
 **A minimum of 5 credits in computer skill classes required.*

COMMUNICATIONS COURSES

EGR 231 Technical Writing3

GENERAL EDUCATION COURSES5

Five General Education credit must be selected from approved list of General Education categories. See the Advising Center.

TOTAL CREDITS 91-93

Certificate (evening program)

TECHNICAL SPECIALTY COURSES

TDR 113 Basic Drafting 5
 TDR 124 Materials & Methods of Construction 5
 TDR 134 Systems in Buildings 5
 TDR 144 Design & Construction Environment 5
 TDR 174 Intro to CAD for Architectural & Engineering Drafting 4
 TDR 175 Intermediate CAD for Engineers & Architects .. 4
 TDR 176 Engineering Drafting 4

GENERAL EDUCATION COURSES

ENG 101 Composition 5
 MAT 102 College Algebra..... 5
 Electives 5

Contact the Advising Center for a list of acceptable courses. Cooperative Work Experience (2-4 credits) is recommended.

TOTAL CREDITS 47

BIOMEDICAL EQUIPMENT TECHNOLOGY

**Business, Engineering, and Information Technologies Division
 (206) 527-3730**

North Seattle Community College has offered a comprehensive program in Biomedical Equipment Technology for more than 10 years, with courses from the Electronics Technology program serving as a strong foundation.

Associate of Applied Science Degree

TECHNICAL SPECIALTY COURSES

AHI 100 Introduction to Medical Vocabulary* 3
 ANP 128 Survey of Anatomy and Physiology* 5
 CHE 101 Chemistry* 5
 EET 105 Introduction to Technology** 3
 EET 107 Principles of Electronics** 4
 EET 108 Principles of Electronics Laboratory**..... 4
 EET 109 Mathematical Applications For Circuit Analysis*..... 5
 EET 114 Applied Physics*..... 5
 EET 117 Electronic Devices* 4
 EET 118 Electronics Devices Lab*..... 4
 EET 127 Intro. to Digital & Analog Circuits* 4
 EET 128 Intro. to Digital & Analog Circuits Lab*..... 4
 IT 120 Network Essentials - Comptia Network..... 5
 -OR-
 EET 135 Introduction to Broadband..... 5
 EET 112 Fundamentals of Fluid Power & Electromechanical Systems*..... 6
 EET 207 Advanced Principles of Electronics* 4
 EET 208 Advanced Principles of Electronics Lab* 4
 EET 217 Digital and Analog Circuits II* 4
 EET 218 Digital and Analog Circuits II, Lab* 4
 EET 251 Microprocessor Fundamentals I 5
 EET 286 BMET I 5
 EET 287 BMET II 5
 EET 297 BMET Externship 4

RELATED INSTRUCTION

BUS 236 Interpersonal Communications For The Workplace* 5
 EET 131 IT Essentials I - A+ Certification..... 5
 ENG 101 Composition*** 5
 General Education Requirement** 5
 Programming Elective*..... 5

TOTAL CREDITS 117-121

**This course has acceptable substitutes. See Advising Center.*

***Courses must be chosen from approved list. See Advising Center.*

****While students must test into ENG 093 to start the degree, they must complete ENG 101 to finish.*

BUSINESS

Business, Engineering, and Information Technologies Division
(206) 527-3730

The Business program prepares students to enter business in management trainee positions. Coursework encompasses most of the activities that fit within the realm of management responsibilities.

General Business

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

ACC 210	Financial Accounting Fundamentals I	5
ACC 220	Financial Accounting Fundamentals II	5
BUS 101	Intro to Business	5
BUS 112	Multicultural Issues in the American Workplace	5
BUS 114	Intro to Marketing	5
BUS 131	Integrated Communications I*	5
BUS 169	Using Computers in Business I	5
BUS 200	Intro to Law**	5
- OR -		
BUS 250	Business Law***	5
BUS 210	Business & Economic Statistics	5
BUS 201	Human Resource Management	5
BUS 215	Intro to International Business	5
BUS 216	Professional Development	5
BUS 230	Business Communications	5
- OR -		
BUS 132	Integrated Communications II	5
BUS 236	Interpersonal Communication for the Workplace	5

* Eligible for ENG 101 through English placement exam or completion of ENG 097/098.

** BUS 200 transfers to the University of Washington.

*** BUS 250 transfers to most four-year colleges/universities but DOES NOT transfer to the University of Washington.

GENERAL EDUCATION COURSES

10 credits from the following two lists: 10

At least 5 credits must be from the "A" List: ACC 131, BUS 124, 125, 156, 182, 269, IT 111

"B" List: ACC 230, 255, BUS 116, 197, 299, ECO 200, 201,

ELECTIVES

Select 10 credits from an approved list. Contact the Advising Center.

NOTE: Students transferring to a four-year college must take 10 credits in behavioral science.

TOTAL CREDITS 90

BUSINESS INFORMATION TECHNOLOGY – ADMINISTRATIVE ASSISTANT

Business, Engineering, and Information Technologies Division
(206) 527-3730

The Business Information Technology program prepares students for employment as office support professionals and administrative assistants with computer literacy in information processing, spreadsheets, databases, presentation graphics, and word processing.

Certificate

TECHNICAL SPECIALTY COURSES

BUS 106	Keyboarding/Skillbuilding*	3
BUS 112	Multicultural Issues in the American Workplace	5
BUS 116	Business Math/Spreadsheets	5
BUS 117	Records Management	2
BUS 123	Word for Business	5
BUS 124	Excel for Business	5
BUS 125	Access for Business	5
BUS 126	PowerPoint for Business	2
BUS 127	Outlook for Business	2-3
BUS 131	Integrated Communications I**	5
BUS 140	Customer Relations	5
BUS 216	Professional Development	5
BUS 230	Business Communications	5
BUS 270	Integrated Office Applications	5
BUS 197	Work Experience	3-5
-OR-		
CWE 101	Portfolio, Job Search & Interviewing	2
-AND-		
CWE 110	Internship	3

*Prereq: BUS 105 or concurrent enrollment in BUS 106 or 25 wpm accurate keyboarding. May be repeated twice to build required speed.

**Eligible for ENG 101 through English Placement Exam or completion of ENG 097/098.

TOTAL CREDITS 62-65

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

BUS 106	Keyboarding/Skillbuilding*	3
BUS 112	Multicultural Issues in the American Workplace	5
BUS 116	Business Math/Spreadsheets	5
BUS 117	Records Management	2
BUS 123	Word for Business	5
BUS 124	Excel for Business	5
BUS 125	Access for Business	5
BUS 126	PowerPoint for Business	2
BUS 127	Outlook for Business	2-3

BUS 131	Integrated Communications I**	5
BUS 230	Business Communications	5
BUS 140	Customer Relations	5
BUS 216	Professional Development	5
BUS 270	Integrated Office Applications	5
BUS 197	Work Experience	3-5
-OR-		
CWE 101	Portfolio, Job Search & Interviewing	2
-AND-		
CWE 110	Internship	3
<i>*Prereq: Keyboard at 25 wpm or satisfactory completion of BUS 104 or 105. BUS 105 may be waived by demonstrating 40 wpm.</i>		
<i>**Eligible for ENG 101 through English Placement Exam or completion of ENG 097/098.</i>		

RELATED INSTRUCTION

BUS 101	Intro to Business	5
BUS 156	Intro to e-Business/Commerce	5
-OR-		
IT 111	Internet and Web Authoring Using XHTML	5
BUS 201	Human Resource Management	5
BUS 236	Interpersonal Communications for the Workplace	5

GENERAL EDUCATION COURSES

Ten credits selected from approved list. See Advising Center.

TOTAL CREDITS	92-95
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Customer Service

These certificates combine office support training in communications, customer relations, information technology, skill-building, and on-the-job work experience — all designed to prepare students for entry-level positions as customer service representatives.

Certificate

TECHNICAL SPECIALTY COURSES

BUS 106	Keyboarding/Skillbuilding*	3
BUS 131	Integrated Communications I**	5
BUS 140	Customer Relations	5
BUS 169	Using Computers in Business I	5
BUS 197	Work Experience	3-5
-OR-		
CWE 101	Portfolio, Job Search & Interviewing	2
-AND-		
CWE 110	Internship	3
<i>*Prereq: BUS 10, concurrent enrollment in BUS 106, or 25 wpm accurate keyboarding. May be repeated twice to build speed.</i>		
<i>** Eligible for ENG 101 through English Placement Exam or completion of ENG 097/098.</i>		

TOTAL CREDITS	21-23
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Advanced Customer Service

Certificate

TECHNICAL SPECIALTY COURSES

BUS 106	Keyboarding/Skillbuilding*	3
BUS 112	Multicultural Issues in the American Workplace	5
BUS 123	Word for Business	5
BUS 124	Excel for Business	5
-OR-		
BUS 125	Access for Business	5
BUS 131	Integrated Communications I**	5
BUS 140	Customer Relations	5
BUS 169	Using Computers in Business I	5
BUS 230	Business Communications	5
BUS 197	Work Experience	3-5
-OR-		
CWE 101	Portfolio, Job Search & Interviewing	2
-AND-		
CWE 110	Internship	3
<i>*Prereq: BUS 10, concurrent enrollment in BUS 106, or 25 wpm accurate keyboarding. May be repeated twice to build speed.</i>		
<i>** Eligible for ENG 101 through English Placement Exam or completion of ENG 097/098.</i>		

TOTAL CREDITS	41-43
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Legal Administrative Assistant

Certificate

TECHNICAL SPECIALTY COURSES

BUS 116	Business Math	5
BUS 131	Integrated Communications	5
BUS 147	Intro to Legal Systems	5
BUS 169	Using Computers in Business	5
BUS 200	Intro to Law	5
BUS 207	Intro to Legal Resources and Office Procedures	5
BUS 236	Interpersonal Communications for the Workplace	5
BUS 255	Business Ethics	5
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3

TOTAL CREDITS	45
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COMMUNICATION, BUSINESS AND MEDIA

**Business, Engineering, and
Information Technologies Division
(206) 527-3730**

The CB&M program combines Business (a professional/technical program) and Communication (a transfer program) to create a unique program aimed at your own professional career.

Certificate

TECHNICAL SPECIALTY COURSES

BUS 114	Introduction to Marketing	5
BUS 210	Business & Economic Statistics	5
CMN 195	Media Management & Operations	5
CMN 255	Writing for Organizations & the Media*	5
BUS 112	Multicultural Issues in the American Workplace	5
-OR-		
CMN 265	Media Relations & Ethics*	5
BUS 156	Introduction to E-Business & Commerce	5
-OR-		
CMN 235	Media Research, Marketing, & Sales*	5
BUS 229	Project Management	5
-OR-		
CMN 290	Media Project Management Practicum*	5
BUS 236	Interpersonal Communication for the Workplace	5
-OR-		
CMN 135	Effective Presentations	5
-OR-		
CMN 275	Online Communication*	5
CMN 291	Internet & Print Practicum*	5
-OR-		
CMN 292	Radio & Audio Practicum*	5
-OR-		
CMN 293	Television Video Practicum*	5
-OR-		
CMN 294	News & Public Information Practicum*	5
Optional Internship & Certificate Portfolio**		5
TOTAL CREDITS		45-50

*Consult with advisor on individual course prereqs. or individual advanced student status.

**By permission and arrangement: BUS 197, CMN 295 or CWE 100

Associate of Applied Science – T Degree (A.A.S.-T)

BUS 101	Intro to Business	5
BUS 114	Intro to Marketing*	5
CMN 105	Perspectives on Communication	5
CMN 195	Media Management & Operations	5
CMN 255	Writing for Organizations & the Media**	5
BUS 112	Multi-Cultural Issues in the American Workplace	5
-OR-		
CMN 265	Media Relations & Ethics**	5
BUS 131	Integrated Communications I*	5
-OR-		
ENG 102	Composition	5
BUS 156	Intro to e-Business & Commerce	5
-OR-		
CMN 235	Media Research, Marketing & Sales**	5
BUS 197	Work Experience and Business Occupations	5
-OR-		
BUS 299	Special Topics & Independent Study	5
-OR-		
CMN 295	Studies and Works in Communication**	5
BUS 200	Introduction to Law	5
-OR-		
CMN 245	Media Communication & Criticism**	5
BUS 229	Project Management	5
-OR-		
CMN 290	Media Project Management Practicum**	5
BUS 236	Interpersonal Communications for the Workplace	5
-OR-		
CMN 135	Effective Presentations**	5
-OR-		
CMN 275	Online Communication**	5
RELATED INSTRUCTION		
BUS 210	Business & Economic Statistics+	5
CMN 205	Multicultural Communication**	5
ENG 101	Composition*	5
Individuals, Cultures & Societies Elective++		5
Natural World Elective		5
Communication, Business & Media Electives ***		10
TOTAL CREDITS		95

*must be eligible for ENG 101 through English Placement Exam or complete ENG 097/098.

**Consult advisor regarding individual course prereqs. or individual advanced student status.

***Take 10 credits not already taken from this list: CMN 291, 292, 293, 294.

+BUS 210 prerequisite: MAT 098, or MAT 116.

++Select from approved list. See Advisor.

CULINARY ARTS/ HOSPITALITY / FOOD SERVICE

North Seattle Community College's Culinary Arts program is no longer accepting new students.

We encourage you to check out the extensive culinary arts programs, certificates and Associate of Arts degrees offered by Seattle Central Community College and South Seattle Community College, both of which are part of the Seattle Community Colleges.

EARLY CHILDHOOD EDUCATION

Health and Human Services Division
(206) 527-3783

North offers both a certificate and an Associate of Applied Science degree in early childhood education. The A.A.S. degree in early childhood education is a two-year teacher preparation program focusing on the educational and developmental needs of children from birth to 8 years old. Career opportunities include positions as a childcare teacher, preschool teacher or instructional assistant in special education classrooms.

Early Childhood Education

Certificate and Associate of Applied Science Degree (A.A.S.)

GENERAL EDUCATION

Select 5 credits from each of the following categories (total of 20 credits). Contact the Advising Office for approved courses:

Communication (written or oral)	5
Computation/Quantitative Reasoning	5
US Cultures or Global Studies	5
Visual, Literary, Performing Arts or Natural World	5

RELATED INSTRUCTION

Professional Practice with Young Children

CCE 160D-Connecting to Children (2-credit modules):

D1 Expressing Warmth to Children	2
D2 Playing Responsively	2
D3 Talking Informatively	2
D4 Initiative, Cooperation, Perseverance	2

CCE 292B-Classroom Research 12

REQUIRED COURSES

CCE 102 Issues & Trends in Early Childhood Education	3
CCE 113 Human Exceptionalities	3
CCE 125 Program Planning	5
CCE 135 Foundations of Early Learning	5
CCE 166 Cultivating Conversation*	3
CCE 159 Behavior Management*	4
CCE 232 Parent Involvement*	4
CCE 234 Staff Relationships*	3

*Human Relations included in these required courses.

ELECTIVE COURSES

Select a minimum of 20 credits from the following:

CCE 101 Human Development	5
CCE 136 Signing with Young Children	2
CCE 145 Music & Creative Expression	4
CCE 165 Understanding Literacy	3
CCE 175 Mathematics & Design	3
CCE 180 Professional Development	1-6
CCE 185 Physical Education in Early Childhood	3
CCE 195 Art for Young Children	3
CCE 240 Multicultural Dialogues	3
CCE 261 Readings in Early Childhood Education	1-6
CCE 285 The Project Approach	5
CCE 170C Creating the Conditions for Learning	2-18

(2-credit modules)

C1 Exploration Activities	2
C2 Process Activities	2
C3 Construction	2
C4 Drama Area	2
C5 Writing & Enactment	2
C6 Science Center	2
C7 Making Center	2
C8 Cleaning & Restoration	2
C9 Songs & Games at Music	2
C10 Creative Dance	2
C11 Book Center	2
C12 Books & Oral Stories	2
C13 Workstation Activities	2
C14 Cooperative Games & Computers	2
C15 Physical Play Spaces	2
C16 Outdoor Games	2
C17 Painting and Clay	2
C18 Drawing to Learn	2
C19 Supporting Children with Behavior Difficulties	2
C20 Teaching Children with Special Needs	2

TOTAL CREDITS 90 - 116

Modular Equivalents:

- CCE 125 = three of C1-C8
- CCE 145 = C9 & C10
- CCE 165 = C11 & C12
- CCE 175 = C13 & C14
- CCE 185 = C15 & C16
- CCE 195 = C17 & C18

Early Childhood Education

Assistant Certificate

TECHNICAL SPECIALTY COURSES

CCE 160 Connecting to Children (2-credit modules):

D1	Expressing Warmth to Children	2
D2	Playing Responsively	2
D3	Talking Informatively	2
D4	Initiative, Cooperation, Perseverance	2
TOTAL CREDITS		8

Certificate

REQUIRED COURSES

CCE 160C Connecting to Children:

D1	Expressing Warmth to Children	2
D2	Playing Responsively	2
D3	Talking Informatively	2
D4	Initiative, Cooperation, Perseverance	2
CCE 125	Program Planning	5
- OR -		
CCE 170	Creating the Conditions for Learning (from C1 to C8) *	6
CCE 145	Music & Creative Expression	4
- OR -		
CCE 170	Creating the Conditions for Learning (C9 & C10)	4
CCE 165	Understanding Literacy	3
- OR -		
CCE 170	Creating the Conditions for Learning (C11 & C12)	4
CCE 175	Mathematics & Design	3
- OR -		
CCE 170	Creating the Conditions for Learning (C13 & C14)	4
CCE 185	Physical Education in Early Childhood Education	3
- OR -		
CCE 170	Creating the Conditions for Learning (C15 & C16)	4
CCE 195	Art for Young Children	3
- OR -		
CCE 170	Creating the Conditions for Learning (C17 & C18)	4

For individual module listing of C1-C18, see above.

ELECTIVE COURSES

Select a minimum of 3 credits from the following courses:

CCE 101	Human Development	5
CCE 135	Foundations of Early Learning	5
CCE 136	Signing with Young Children	2
CCE 166	Cultivating Conversations	3
CCE 159	Behavior Management	4
CCE 165	Understanding Literacy	3
CCE 234	Staff Relationships	3
CCE 240	Multicultural Dialogues	3
CCE 285	The Project Approach	5
TOTAL CREDITS		32-37

Paraeducator

Certificate

The Paraeducator Certificate is currently under revision. Contact the division office at (206) 527-3783 for additional information.

ELECTRONICS

Business, Engineering, and Information Technologies Division (206) 527-3730

Electronics and associated technologies taught at North prepare students for careers in this diverse and expanding field. Ongoing changes in the electronics technology programs reflect changing community and industry needs. Instruction emphasizes a hands on approach, the use of sophisticated test equipment unique to each discipline and a solid base of pertinent information. These programs provide high-skill learning opportunities, including professional certification and Associate of Applied Science Degree options.

To accommodate students in as many segments of the industry as possible, day (D) and evening (E) programs are offered in the following areas: Biomedical Equipment Technology, Electronic Telecommunications, Electronics Engineering Technology, Electronics Technology*, Electronics Technology Certificate*, Industrial Power & Control Technology and Industrial Power & Control Technology Certificate.

NOTE: Students interested in Electronics Technology should contact the program advisor at (206) 527-3757, or the Advising Center at (206) 527 3658 before enrolling. Courses and programs are transferable to certain four year institutions.

Broadband Cable

This certificate program will prepare students for entry level positions in the Broadband Cable TV industry.

Certificate

TECHNICAL SPECIALTY COURSES

EET 107	Principles of Electronics*	4
-AND-		
EET 108	Principles of Electronics Lab	4
-OR-		
EET 160	Survey of Electricity and Electronics	5
-OR-		
EET 161	DC Principles of Electronics	5
EET 131	IT Essentials I - A+ Certification	5
EET 135	Introduction to Broadband	5

*Enroll in EET 107 and 108 or enroll in EET 160 or EET 161.

RELATED INSTRUCTION

BUS 140	Customer Relations	5
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TOTAL CREDITS	20-23
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EET 241	Principles of Telecommunications I	5
EET 242	Principles of Telecommunications 2	5
EET 243	Principles of Telecommunications 3	5
EET 251	Microprocessor Fundamentals I	5
IT 120	Network Essentials - Comptia Network +	5
IT 122	Network OS 1 - Win2K Professional	5
IT 124	Network OS 2 - Win2K Server	5
IT 138	Unix for Network Administration	5

RELATED INSTRUCTION

BUS 236	Interpersonal Communications for the Workplace*	5
ENG 101	Composition***	5
General Education Requirement †		5
Technical Elective †		5

TOTAL CREDITS	115-118
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*This course has acceptable substitutes. See Advising Center.

† Courses must be chosen from approved list. See Advising Center.

***While students must test into ENG 093 to start the degree, they must complete ENG 101 to finish.

ELECTRONICS TELECOMMUNICATIONS TECHNOLOGY

Business, Engineering, and Information Technologies Division
(206) 527-3730

North Seattle Community College has offered a comprehensive program in Electronic Communication Technology for more than ten years, with courses from the Electronics Technology program serving as a strong foundation.

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

EET 105	Introduction to Technology *†	3
EET 107	Principles of Electronics *†	4
EET 108	Principles of Electronics Laboratory *†	4
EET 109	Mathematical Applications for Circuit Analysis	5
EET 117	Electronics Devices*	4
EET 118	Electronics Devices Lab*	4
EET 127	Intro to Digital & Analog Circuits*	4
EET 128	Intro to Digital & Analog Circuits Lab*	4
EET 131	IT Essentials I - A+ Certification	5
EET 135	Introduction to Broadband	5
EET 207	Advanced Principles of Electronics*	4
EET 208	Advanced Principles of Electronics Lab*	4
EET 217	Digital and Analog Circuits II*	4
EET 218	Digital and Analog Circuits II, Lab*	4

ELECTRONICS ENGINEERING TECHNOLOGY

Business, Engineering, and Information Technologies Division
(206) 527-3730

The Electronics Engineering Technology program is being significantly revised to reflect the American Electronics Association standards of a high-performance worker. The programs will include more choices for specialized study in the form of small credit modules of learning. During the revision, these programs will continue to provide skilled learning opportunities, including professional certification and Associate of Applied Science degrees.

This program provides a solid framework for advanced training in electronic engineering at a polytechnic or four-year institution. It also provides an excellent foundation in applied engineering for students who wish to enter the workforce immediately.

NOTE: Because of the complexity regarding course sequence and prerequisites, students should seek advanced planning assistance with an advisor.

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

EET 105	Intro to Technology	3
EET 107	Principles of Electronics	4
EET 108	Principles of Electronics Lab	4
EET 117	Electronic Devices	4
EET 118	Electronic Devices Lab	4

EET 127	Intro to Digital & Analog Circuits	4
EET 128	Intro to Digital & Analog Circuits – Lab	4
EET 207	Advanced Principles of Electronics	4
EET 208	Advanced Principles of Electronics – Lab	4
EET 217	Digital and Analog Circuits, II	4
EET 218	Digital and Analog Circuits II – Lab	4
EET 251	Microprocessor Fundamentals I	5
EET 285	Electronics Technology Project	3

RELATED INSTRUCTION

EGR/CSC 142	Computer Programming for Engineers	5
MAT 123	Pre-Calculus	5
MAT 124	Calculus w/Analytic Geometry	5
MAT 125	Calculus w/Analytic Geometry	5
PHY 101	General Physics I	5
PHY 102	General Physics II	5
PHY 103	General Physics III	5

COMMUNICATIONS COURSES

CMN 135	Effective Presentations	5
EGR 231	Technical Writing	3
ENG 101	Composition	5

GENERAL EDUCATION COURSES

Ten credits selected from approved list. See Advising Center.

TECHNICAL ELECTIVES

Select 8 – 10 credits. Contact the Advising Center.

TOTAL CREDITS	117-119
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ELECTRONICS TECHNOLOGY

Business, Engineering, and Information Technologies Division
(206) 527-3730

This newly updated program reflects the American Electronics Association (AEA) standards for a technician in a high-performance workplace. The program provides a solid concept base for students who seek specialized training in electronics, and leads to a certificate or Associate of Applied Science degree.

The certificate program provides basic entry-level training for a variety of electronic job positions such as production testing and service; technician assistance; automatic test equipment operation; prototype testing and assembly; specialized electronically controlled equipment; and other support positions.

Certificate

TECHNICAL SPECIALTY COURSES

EET 105	Introduction to Technology *†	3
EET 107	Principles of Electronics *†	4

EET 108	Principles of Electronics Laboratory *†	4
EET 109	Mathematical Applications for Circuit Analysis	5
EET 114	Applied Physics*	5
EET 117	Electronic Devices*	4
EET 118	Electronics Devices Lab*	4
EET 127	Intro. to Digital & Analog Circuits*	4
EET 128	Intro. to Digital & Analog Circuits Lab*	4
EET 131	IT Essentials – A+ Certification	5
EET 135	Introduction to Broadband	5

RELATED INSTRUCTION

BUS 236	Interpersonal Communication For The Workplace*	5
CSC 110	Introduction to Computer Programming*	5
EGR 231	Technical Writing*	3

TOTAL CREDITS	58-60
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*For acceptable substitutes, see Advising Center.

†Courses must be chosen from approved list. See Advising Center.

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

EET 105	Introduction to Technology *†	3
EET 107	Principles of Electronics *†	4
EET 108	Principles of Electronics Laboratory *†	4
EET 109	Mathematical Applications For Circuit Analysis*	5
EET 112	Fundamentals of Fluid Power & Electromechanical Systems*	6
EET 114	Applied Physics*	5
EET 117	Electronic Devices*	4
EET 118	Electronics Devices Lab*	4
EET 127	Intro. to Digital & Analog Circuits*	4
EET 128	Intro. to Digital & Analog Circuits Lab*	4
EET 131	IT Essentials I - A+ Certification	5
IT 120	Network Essentials - Comptia Network	

-OR-

EET 135	Introduction to Broadband	5
EET 207	Advanced Principles of Electronics*	4
EET 208	Advanced Principles of Electronics Lab*	4
EET 217	Digital and Analog Circuits II*	4
EET 218	Digital and Analog Circuits II, Lab*	4
EET 251	Microprocessor Fundamentals I	5
EET 271	Advanced Technical Modules in Electronics Technology *†	5
EET 285	Electronics Technology Project *†	3

RELATED INSTRUCTION

BUS 236	Interpersonal Communications for the Workplace*	5
ENG 101	– Composition***	5
	General Education Requirement*	5

Programming Elective*.....	5
Technical Electives †.....	15
TOTAL CREDITS	117

*For acceptable substitutes., see Advising Center.

† Courses must be chosen from approved list.
See Advising Center.

***While students must test into ENG 093 to start the degree, they must complete ENG 101 to finish.

EMERGENCY MEDICAL TECHNICIAN (EMT)

Health and Human Services Division
(206) 527-3790

The Department of Social and Health Services specifies the Emergency Medical Technician (EMT) knowledge and skills required to qualify as an EMT. In addition, a number of policies have been adopted by the faculty and administration at North Seattle Community College to fulfill the needs of the program's graduates and employers and to maintain accreditation with the Office of Emergency Medical Services for King County and the State Office of Emergency Medical Services, Washington State Department of Health in Olympia.

Students need to contact the Health and Human Services Division office to obtain specific requirements for enrollment in this course. A written entrance exam is required.

AHE 190 Emergency Medical Technician (EMT) 8

AHE 191 EMT Continuing Education.2-5

For more information about healthcare programs, see www.seattlecolleges.com/healthcare.

ENGINEERING DESIGN TECHNOLOGY

Business, Engineering, and
Information Technologies Division
(206) 527-3730

This program is currently under review. Please contact the division office for more information.

ENGINEERING DESIGN TECHNOLOGY / MECHANICAL DESIGN SPECIALIZATION

Business, Engineering, and
Information Technologies Division
(206) 527-3730

This program provides training in engineering, design and drafting practices and principles for mechanical manufacturing related industries. The curriculum covers materials drafting and design, industrial design, principles of design layout, costing, manufacturing breakdown and scheduling. Math, communication skills, CAD, machining fundamentals and CNC operations are included. It is recommended that students wishing to transfer to a four-year college also take MAT 120, EGR 210 and 220.

Program requirements and course offerings are revised periodically to reflect industry changes. Contact the division office for the latest information.

Certificate

TECHNICAL SPECIALTY COURSES

DSN 151 Intro to Engineering Graphics I 11

DSN 152 Engineering Graphics for
Mechanical Design II 11

DSN 153 Statics & Strengths of Materials
for Mechanical Design 11

DSN 163 Intro to AutoCAD for Mechanical Design 4

DSN 164 Intro to Pro/Engineer & Parametric
Solid Modeling 4

- OR -

DSN 165 Intro to SolidWorks & Parametric
Solid Modeling 4

DSN 261 Advanced AutoCAD for Mechanical Design 4

DSN 272 Mechanical Design Applications 11

DSN 274 Geometric Dimensioning & Tolerancing 4

RELATED INSTRUCTION

ENG 101 Applied Composition 5

MAT 102 College Algebra..... 5

BUS 236 Human Relations in the Workplace 5

GENERAL EDUCATION COURSES

Select 5 credits from approved list. See Advising Center.

TOTAL CREDITS **80**

Associate of Applied Science Degree (A.A.S.)

*Program Prerequisites: ENG 097, MAT 098, IT 101
or BUS 169.*

TECHNICAL SPECIALTY COURSES

DSN 151 Intro to Engineering Graphics I 11

DSN 152 Engineering Graphics for
Mechanical Design II 11

DSN 153 Statics & Strengths of Materials
for Mechanical Design 11

DSN 163	Intro to AutoCAD for Mechanical Design	4
DSN 164	Intro to Pro/Engineer & Parametric Solid Modeling	4
-OR-		
DSN 165	Intro to SolidWorks & Parametric Solid Modeling	4
DSN 261	Advanced AutoCAD for Mechanical Design	4
DSN 264	Advanced Pro-Engineer	4
- OR -		
DSN 266	Advanced SolidWorks & Parametric Solid Modeling	4
DSN 271	Drafting & Design for Polymers & Other Materials	11
DSN 272	Mechanical Design Applications	11
DSN 273	Mechanical Product Design Applications	7
DSN 274	Geometric Dimensioning & Tolerancing	4
DSN 275	Drafting & Design for Polymers & Other Materials - Lab	7

RELATED INSTRUCTION

BUS 236	Interpersonal Communications for the Workplace	5
EGR 231	Technical Writing	3
MAT 102	College Algebra	5

GENERAL EDUCATION COURSES

Select 10 credits from approved list. See Advising Center.

TOTAL CREDITS	112
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ENTREPRENEURSHIP

**Business, Engineering, and
Information Technologies Division
(206) 527-3730**

In this program, the importance of a responsible and professional work ethic is stressed. Factors leading to such a work ethic are identified and discussed. Instruction covers leadership and how it can enhance the work environment.

Certificate**TECHNICAL SPECIALTY COURSES**

ACC 210	Financial Accounting I	5
BUS 118	Project Management Intro & Overview	5
BUS 152	Entrepreneurship I	5
BUS 153	Entrepreneurship II	5
BUS 154	Exploring Entrepreneurship	5
BUS 156	Intro to e-Business/Commerce	5
-OR-		
IT 101	Software Applications	5
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3
BUS 236	Interpersonal Communication for the Workplace	5

TOTAL CREDITS	40
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**HOSPITALITY / FOOD SERVICE /
CULINARY ARTS**

The North Seattle Community College Culinary Arts program is no longer accepting new students.

We encourage you to check out the extensive culinary arts programs, certificates and Associate of Arts degrees offered by Seattle Central Community College and South Seattle Community College, both of which are part of the Seattle Community Colleges.

HVAC DESIGN

**Business, Engineering, and
Information Technologies Division
(206) 527-3730**

The HVAC Program is currently under revision. Contact the division office for additional information.

**INDUSTRIAL POWER &
CONTROL TECHNOLOGY**

**Business, Engineering, and
Information Technologies Division
(206) 527-3730**

The Industrial Power and Control Technology program offers both a two-year course of study leading to an Associate of Applied Science degree and a one-year course of study leading to a certificate. The program prepares students for immediate employment and future advancement in companies and organizations that manufacture, sell, service, design and support electrical and electronic systems that control machinery, automation and/or processes. Graduates work in areas such as industrial/maintenance electrician, technical sales specialist, field service technician, and substation operator apprentice.

The first year focuses on courses in the Electronics Technology program. Students learn DC fundamentals and circuit analysis, solid-state electronic devices and circuits, and analog and digital circuits. The second year of the program focuses on industrial power and control technologies. Subjects covered include AC fundamentals and circuits, fundamentals of fluid power and electromechanical systems, DC and AC rotating machinery, transformers, single-phase and three-phase circuits, motor control and programmable logic controllers (PLC's), electric drives, advanced digital and analog circuits, and microprocessor fundamentals.

Certificate

TECHNICAL SPECIALTY COURSES

EEL 201	Industrial Transformers & Motor	5
EEL 202	Industrial Motor Controls	5
EEL 203	Industrial Motor Drives	5
EET 107	Principles of Electronics*	4
EET 108	Principles of Electronics Laboratory*	4
EET 109	Mathematical Applications for Circuit Analysis	5
EET 117	Electronic Devices*	4
EET 118	Electronics Devices Lab*	4
EET 127	Intro to Digital & Analog Circuits*	4
EET 128	Intro to Digital & Analog Circuits Lab*	4
EET 207	Advanced Principles of Electronics*	4
EET 208	Advanced Principles of Electronics Lab*	4

RELATED INSTRUCTION

BUS 236	Interpersonal Communication For The Workplace*	5
CSC 110	Introduction to Computer Programming*	5
EGR 231	Technical Writing*	3

TOTAL CREDITS 65

**These programs have acceptable substitutes.
See Advising Center.*

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

EET 105	Introduction to Technology *†	3
EET 107	Principles of Electronics *†	4
EET 108	Principles of Electronics Laboratory *†	4
EET 109	Mathematical Applications For Circuit Analysis*	5
EET 114	Applied Physics*	5
EET 117	Electronic Devices*	4
EET 118	Electronics Devices Lab*	4
IT 120	Network Essentials - Comptia Network +	
-OR-		
EET 135	Introduction to Broadband	5
EEL 202	Industrial Motor Controls	5
EEL 203	Industrial Motor Drives	5
EET 112	Fundamentals of Fluid Power & Electromechanical Systems*	6
EET 127	Intro. to Digital & Analog Circuits*	4
EET 128	Intro. to Digital & Analog Circuits Lab*	4
EET 132	IT Essentials II - Network Operating Systems	5
EET 207	Advanced Principles of Electronics*	4
EET 208	Advanced Principles of Electronics Lab*	4
EET 217	Digital & Analog Circuits II*	4
EET 218	Digital & Analog Circuits II, Lab*	4
EET 251	Microprocessor Fundamentals I	5
EET 285	Electronics Technology Project*†	3

RELATED INSTRUCTION

BUS 236	Interpersonal Communications For The Workplace*	5
ENG 101	Composition***	5
General Education Requirement †		5
Programming Elective*		5
Technical Electives †		10

TOTAL CREDITS 117

**For cceptable substitutes, see Advising Center.*

*† Courses must be chosen from approved list.
See Advising Center.*

****While students must test into ENG 093 to start
the degree, they must complete ENG 101 to finish.*

INFORMATION TECHNOLOGIES

**Business, Engineering, and
Information Technologies Division
(206) 527-3730**

This program prepares students for entry-level positions in the computer field. Graduates normally find jobs as business programmers, systems analysts, or computer operators. To earn a Programming certificate, students must have completed 45 credits of non-technical General Education coursework. A two-year degree from an accredited college or university will satisfy this requirement

PROGRAM PREREQUISITES

IT 106 (3.0 or higher) and IT 111

Programming

Certificate

IT 115	Introduction to Object-Oriented Programming	5
IT 125	Using Structured Query Language & SQL Server	5
IT 135	Unix Operating Systems	5
IT 172	Visual Basic I	5
IT 217	Web Services Using XML	5
IT 236	Database Management	5
IT 256	Object Oriented Analysis & Design	5
IT 162	Java I *	5
IT 262	Java II	5

- OR -

IT 272	Visual Basic II	5
BUS 236	Interpersonal Communications for the Workplace	3
EGR 231	Technical Writing	3
IT 264	Computer Information Systems Lab **	2-3

** Students should take IT 162 if they plan to take IT 262 as
their advanced level programming course.*

***Lab may be repeated each quarter.*

TOTAL CREDITS 53-54

Information Technology Software and Database Concentration

Associate of Applied Science - T Degree (A.A.S.-T)

This program prepares students for entry-level positions in the computer field and includes technical computer information system, business, and college transfer courses. Graduates normally find jobs as business programmers or systems analysts.

PROGRAM PREREQUISITES

English Placement Test Score of ENG 098 or above.

Math Placement Test Score of MAT 122 or above, or completion of MAT 098.

TECHNICAL SPECIALTY COURSES

IT 100	Intro to Computer Systems and Networks	5
IT 101	Software Applications	5
IT 102	Intro to Programming	5
IT 103	Intro to Database Use and Design	5
IT 111	Internet and Web Authoring Using XHTML	5
IT 115	Introduction to Object Oriented Programming	5
IT 125	Using Structured Query Language and SQL Server	5
IT 135	Unix Operating Systems	5
IT 172	Visual Basic I	5
IT 217	Web Services Using XML	5
IT 236	Database Management	5
IT 256	Object-Oriented Analysis & Design	5
IT 272	Visual Basic II	5
Elective*		5

* Students should take IT162 if they plan to take IT 262 as their advanced level programming course.

RELATED INSTRUCTION

ACC 210	Financial Accounting Fundamentals I	5
BUS 101	Intro to Business	5
BUS 210	Business and Economic Statistics	5
BUS 230	Business Communications *	5
BUS 236	Interpersonal Commsunications for the Workplace	3
EGR 231	Technical Writing	3
ENG 101	Composition	5
MAT 102	College Algebra **	5

*BUS 131 is a required prerequisite for BUS 230.

** Any calculus class may be substituted for MAT 102.

GENERAL EDUCATION COURSES

Select 5 credits from approved General Education course list; 5 credits from U.S. Cultures or Global Studies course list; and 5 from the remaining areas.

Contact the Advising Center for a list of these categories and acceptable courses.

TOTAL CREDITS 93-94

Information Technology Network Infrastructure and Security Support Specialist

Network Administration is a full-time program to be completed in four academic quarters for the certificate, and six (6) academic quarters for the degree. Network Technology programs begin with IT 190 – Introduction to Computer Organization and Architecture with DOS. Students with any of the following classes/certifications may transfer into the Network Administration Program.

Certificate

TECHNICAL SPECIALTY COURSES

EET 131	Computer Basics-IT Essentials 1	5
IT 100	Intro to Computer Systems and Networks	5
IT 101	Software Applications	5
IT 102	Intro to Programming	5
IT 124	Network OS 2-Win2K Server	5
IT 126	Network OS3-Win2K Network Infrastructure	5
IT 134	Network Communications – TCP/IP	5
IT 138	UNIX for Network Administration	5
IT 140	Network Management – Unix Shell Scripts	5
IT 150	Fundamentals of Security (CompTIA Security+ Cert)	5
IT 160	Wireless LAN	5
IT 218	Managing Win2K Network Environment	5
IT 230	Microsoft Small Business Server I	5
IT 232	Microsoft Small Business Server II	5

RELATED INSTRUCTION

BUS 236	Interpersonal Comms. for the Workplace *	3
EGR 231	Technical Writing	3
Math Elective **		5
General Education ***		5

* The 5-credit BUS 236 must be taken for the degree; either the 3- or 5-credit course will satisfy the certificate requirements.

** Any college-level math class: MAT 100 or greater. BUS 116 and EET 109 will also satisfy this math elective.

*** Not needed for the certificate.

TOTAL CREDITS 86

Associate of Applied Science Degree - T Degree (A.A.S.-T)

TECHNICAL SPECIALTY COURSES

IT 100	Intro to Computer Systems and Networks	5
IT 101	Software Applications	5
IT 102	Intro to Programming	5
IT 103	Intro to Database Use and Design	5
IT 124	Network OS 2 – Win2K Server	5
IT 126	Network OS3 – Win2K Network Infrastructure	5
IT 134	Network Communications – TCP/IP	5
IT 138	Unix for Network Administration	5
IT 140	Network Management – Unix Shell Scripts	5

IT 150	Fundamentals of Security (CompTIA Security+ Cert)	5
IT 160	Wireless LAN	5
IT 218	Managing Win2K Network Environment	5
IT 230	Microsoft Small Business Server I	5
IT 232	Microsoft Small Business Server II	5

RELATED INSTRUCTION

BUS 236	Interpersonal Comms. for the Workplace	5
EGR 231	Technical Writing	3
ENG 101	Composition	5
MAT 102	College Algebra	5

GENERAL EDUCATION COURSES 15

Select 15 credits from a list of approved General Education courses, including 5 credits from US Cultures/Global Studies and 5 credits from one Communications course (BUS 131, or BUS 230), and 5 credits from Quantitative Reasoning (MAT 107, 116, or 117). Contact the division office for a list of approved courses.

TOTAL CREDITS	118
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Information Technology Web Development and Database Concentration

The Web Development certificate program prepares students for entry-level positions in Web development. Graduates normally find jobs developing and maintaining Web sites for a wide range of organizations.

To earn a Web Development certificate, students must have completed 45 credits of non-technical General Education coursework. A two-year or four-year degree from an accredited college or university will satisfy this requirement.

PROGRAM PREREQUISITES

General: IT 101, 106 (3.0 or higher), and 111.

Certificate

TECHNICAL SPECIALTY COURSES

IT 115	Intro to Object-Oriented Programming	5
IT 125	Using Structured Query Language and SQL Server	5
IT 135	UNIX Operating System	5
EGR 231	Technical Writing	3
IT 162	Java I	5
-OR-		
IT 172	Visual Basic I	5
IT 168	Graphics for the Web	5
IT 211	DHTML and Java Script for Web Development	5
IT 212	Web Server Programming Using Databases	5
IT 213	Advanced Web Development	5
IT 217	Web Services Using XML	5
-OR-		
IT 262	Java II	5
IT 264	Computer Info Systems Lab	1-3

TOTAL CREDITS	49-51
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Associate of Applied Science - T Degree (A.A.S.-T)

This program prepares students for entry-level positions in Web development. The degree includes technical and supporting courses in computer information systems and Web design, as well as training in the business relations skills needed to function effectively as a Web developer. Graduates normally find jobs developing and maintaining websites for a wide range of organizations.

PROGRAM PREREQUISITES

English: Eligibility for ENG 093/094 is recommended.

Math: Math Placement Test Score of MAT 122 or above, or completion of MAT 098.

TECHNICAL SPECIALTY COURSES

IT 100	Intro to Computer Systems and Networks	5
IT 101	Software Applications	5
IT 102	Intro to Programming	5
IT 103	Intro to Database Use and Design	5
IT 111	Internet and Web Authoring Using XHTML	5
IT 125	Using Structured Query Language and SQL Server	5
IT 135	Unix Operating Systems	5
IT 168	Graphics for the Web	5
IT 211	DHTML & Java Script for Web Development	5
IT 212	Web Server Programming Using Databases	5
IT 213	Advanced Web Development	5
IT 217	Web Services Using XML	5
IT 236	Database Management	5
IT Elective	5

RELATED INSTRUCTION

BUS 101	Intro to Business	5
BUS 236	Interpersonal Comms. in the Workplace	5
BUS 240	Internet Law	5
EGR 231	Technical Writing	3
ENG 101	Composition	5
MAT 102	College Algebra	5

GENERAL EDUCATION COURSES 10

Remaining credits must be selected from the list of General Education courses. 5 credits must be from Global Studies, and the other 5 from any field except Global Studies.

TOTAL CREDITS	108
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IT Electives

Contact the division office for a list of program electives.

INTERNATIONAL TRADE

Business, Engineering, and
Information Technologies Division
(206) 527-3730

This certificate is designed for people who are interested in a career in international business and trade, a growing focus in the Northwest's position in the global marketplace.

Certificate

TECHNICAL SPECIALTY COURSES

BUS 215	Intro to International Business	5
BUS 245	Global Marketing	5
IBN 203	International Trade: Export	3
IBN 205	International Trade: Export	3
BUS 225	Global Logistics	3
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3

TOTAL CREDITS	24
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INTERNSHIPS

Internships/Cooperative Education
(206) 527-3686

Internships provide students with the opportunity to earn college credit while gaining practical, "hands on", work experience in their field of study. The Internship Program consists of CWE 101 "Portfolios, Job Search and Interviewing" and CWE 110 "Internships". CWE 101 is a 2-credit course designed to assist students in developing an internship and CWE 110 provides 3 credits for the actual internship itself. For more information regarding the Internship Program at North please contact the internship office directly.

MEDICAL ASSISTING

Health and Human Services Division
(206) 527-3790

North's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 1361 Park St., Clearwater, FL 33756), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Graduates of this program are also eligible for the Washington State Health Care Assistant (HCA) certificate at levels A, C and E, obtainable through an employer. State certification does NOT constitute a "certified" medical assistant. The CMA credential is obtained through a national exam (see the program advisor for details).

This is an open-entry/open-exit, self-paced, variable-length program. It combines traditional instruction with computer- and text-assisted and individualized learning appropriate to student needs. Students must practice hands-on procedures, take exams and complete competency check-offs in the classroom with an instructor. Instructors, classrooms and equipment will be available during scheduled hours. Students are encouraged to establish a regular schedule each quarter to foster successful completion of as much work as possible at the college where assistance is available.

For more information on healthcare programs, see www.seattlecolleges.edu/healthcare.

Certificate

PREREQUISITES

Courses taken within the last ten years or COMPASS test is required. Contact Testing Center.

Math: MAT 097 - Elementary Algebra.

English: ENG 101 - Composition, or EGR 231 - Technical Writing.

Computer: BUS 169 - Using Computers in Business I, or IT 101 - Software Applications.

General: A high school diploma or GED, or 18 years of age. Certain tech-prep agreements can be accepted (see MA program advisor). Applicant should have oral English skills sufficient to communicate accurately with others in the medical field.

TECHNICAL SPECIALTY COURSES

AMA 100	Intro to Healthcare	1
AMA 101	Communications in Healthcare	2
AMA 102	Legal Concepts	1
AMA 103	Ethical Concepts	1
AMA 104	Office Emergencies	1
AMA 105	Asepsis & Infection Control	1
AMA 106	Patient History, Documentation & Physical Exam	1

AMA 107	Vital Signs & Measurements	1
AMA 108	Nutrition & Development Basics	1
AMA 109	Pharmacology	1
AMA 110	Introduction to Lab Safety	1
AMA 112	Credentials & Employment	1
AMA 114	Basic Psychology Principles	1
AMA 115	HIV/AIDS	1
AMA 116	Principles of IV Therapy	1
AMA 120	Front Office Basics	1
AMA 121	Patient Scheduling	1
AMA 122	Medical Records & Correspondence	1
AMA 123	Daily Financial Management	1
AMA 125	Introduction to Medical Insurance & Coding	2
AMA 170	AP/Terminology/Pathology 1 Introduction	2
AMA 171	AP/Terminology/Pathology 2 Skin and Senses	1
AMA 172	AP/Terminology/Pathology 3 Digestive System	1
AMA 173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA 174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA 175	AP/Terminology/Pathology 6 Nervous System	1
AMA 176	AP/Terminology/Pathology 7 Endocrine System	1
AMA 177	AP/Terminology/Pathology 8 Musculoskeletal System	1
AMA 178	AP/Terminology/Pathology 9 Cardiovascular System	1
AMA 179	AP/Terminology/Pathology 10 Respiratory System	1
AMA 180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA 181	AP/Terminology/Pathology 12 Specialty Topics	1
AMA 226	Medical Insurance Coding I	1
AMA 227	Medical Insurance Billing	2
AMA 230	Medical Office Management	1
AMA 240	GYN/Pediatrics	1
AMA 241	Male Reproductive/Gerontology	1
AMA 242	Exams by Body Systems	2
AMA 243	Rehabilitation	1
AHM 244	Intro to Imaging	1
AMA 245	Minor Surgery	2
AMA 246	Patient Prioritizing & Instruction	1
AMA 250	Medication Calculations & Administration	2
AMA 251	EKG	1
AMA 252	Phlebotomy	2
AMA 253	Hematology	1
AMA 254	Urinalysis	1
AMA 255	Basic Microbiology	1
AMA 256	Specialty Lab Tests & Chemistry	1
AMA 290	Medical Assisting Externship & Seminar*	7

RELATED INSTRUCTION

BUS 140	Customer Relations**	5
- OR -		
BUS 236	Interpersonal Communications for the Workplace**	5

TOTAL CREDITS	69
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*All program courses must be successfully completed prior to taking the externship course.

**BUS 140 and BUS 236 are non-modular (not self-study) courses, but are required for the program.

Clinical Lab Assisting

An option of the Medical Assisting program, this program is intended to prepare the student for entry-level positions in a clinical laboratory such as phlebotomist or clinical lab assistant. Students study such topics as basic anatomy and physiology along with medical terminology and pathology, lab safety, regulations/legal requirements, specimen collection and preparation, phlebotomy, performing various 'CLIA-waived' tests and 7 hours of HIV/AIDS. Students gain hands-on experience in phlebotomy and lab testing by performing procedures in the classroom.

This is an open-entry/open-exit, self-paced, variable-length program. It combines traditional instruction with computer- and text-assisted and individualized learning appropriate to student needs. Students must practice hands-on procedures, take exams and complete competency check-offs in the classroom with an instructor. Instructors, classrooms and equipment will be available during scheduled hours. Students are encouraged to establish a regular schedule each quarter to foster successful completion of as much work as possible at the college where assistance is available.

For more information about healthcare programs, see www.seattlecolleges.edu/healthcare.

Certificate**TECHNICAL SPECIALTY COURSES**

AHM 140	Phlebotomy 2	1
AHM 141	Lab Equipment & Measurements	1
AHM 142	Non-Blood Specimen Collection	1
AMA 100	Intro to Healthcare	1
AMA 101	Communications in Healthcare	2
AMA 102	Legal Concepts	1
AMA 103	Ethical Concepts	1
AMA 104	Office Emergencies	1
AMA 105	Asepsis & Infection Control	1
AMA 106	Patient History, Documentation & Physical Exam	1
AMA 107	Vital Signs & Measurements	1
AMA 110	Intro to Lab Safety	1
AMA 112	Credentials & Employment	1
AMA 114	Basic Psychology Principles	1

AMA 115	HIV/AIDS	1
AMA 120	Front Office Basics	1
AMA 121	Patient Scheduling	1
AMA 122	Medical Records & Correspondence	1
AMA 125	Intro to Medical Insurance & Coding	2
AMA 170	AP/Terminology/Pathology - Introduction	2
AMA 171	AP/Terminology/Pathology 2 Skin & Senses	1
AMA 172	AP/Terminology/Pathology 3 Digestive System	1
AMA 173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA 174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA 175	AP/Terminology/Pathology 6 Nervous System	1
AMA 176	AP/Terminology/Pathology 7 Endocrine System	1
AMA 177	AP/Terminology/Pathology 8 Musculoskeletal System 1	1
AMA 178	AP/Terminology/Pathology 9 Cardiovascular System	1
AMA 179	AP/Terminology/Pathology 10 Respiratory System	1
AMA 180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA 181	AP/Terminology/Pathology 12 Specialties	1
AMA 252	Phlebotomy	2
AMA 253	Hematology	1
AMA 254	Urinalysis	1
AMA 255	Basic Microbiology	1
AMA 256	Specialty Lab Tests & Chemistry	1

RELATED INSTRUCTION

BUS 140*	Customer Relations	5
- OR -		
BUS 236*	Interpersonal Communications for the Workplace	5
TOTAL CREDITS		45

**BUS 140 and BUS 236 are non-modular (not self-study) courses, but are required for the program.*

Medical Transcription

An option of the Medical Assisting program, this program is intended to provide more in-depth training in transcription for current medical professionals who want to enhance their qualifications. Students with no medical training may complete the program and acquire entry-level medical transcription skills. Students will study basic anatomy and physiology, medical terminology and common pathology, as well as communication skills.

This is an open-entry/open-exit, self-paced, variable-length program. It combines traditional instruction with computer and text-assisted and individualized learning appropriate to student needs. Students must practice hands-on procedures, take exams and complete competency check-offs in the classroom with an instructor. Instructors, classrooms and equipment will be available during scheduled hours. Students are encouraged to establish a regular schedule each quarter to foster successful completion of as much work as possible at the college where assistance is available.

For more information on healthcare programs, see www.seattlecolleges.edu/healthcare.

Certificate**TECHNICAL SPECIALTY COURSES**

AHM 124	Intro to Medical Transcription	1
AHM 160	Proofreading & Editing	1
AHM 161	Medical Transcription Practice 1	1
AHM 162	Medical Transcription Practice 2	1
AHM 163	Medical Transcription Practice 3	1
AMA 100	Intro to Healthcare	1
AMA 101	Communications in Healthcare	2
AMA 102	Legal Concepts	1
AMA 103	Ethical Concepts	1
AMA 106	Patient History, Documentation & Physical Exam	1
AMA 112	Credentials & Employment	1
AMA 114	Basic Psychology Principles	1
AMA 115	HIV/AIDS	1
AMA 120	Front Office Basics	1
AMA 122	Medical Records & Correspondence	1
AMA 170	AP/Terminology/Pathology 1 Introduction	2
AMA 171	AP/Terminology/Pathology 2 Skin & Senses	1
AMA 172	AP/Terminology/Pathology 3 Digestive System	1
AMA 173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA 174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA 175	AP/Terminology/Pathology 6 Nervous System	1
AMA 176	AP/Terminology/Pathology 7 Endocrine System	1

AMA 177	AP/Terminology/Pathology 8 Musculoskeletal System	1
AMA 178	AP/Terminology/Pathology 9 Cardiovascular System	1
AMA 179	AP/Terminology/Pathology 10 Respiratory System	1
AMA 180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA 181	AP/Terminology/Pathology 12 Specialty Topics	1

RELATED INSTRUCTION

BUS 140*	Customer Relations	5
- OR -		
BUS 236*	Interpersonal Communications for the Workplace	5

TOTAL CREDITS	34
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**BUS 140 and BUS 236 are non-modular (not self-study) courses, but are required for the program.*

Medical Office Administration

An option of the Medical Assisting program, this program is intended to prepare the student for work in the administrative/clerical area in the ambulatory care setting. Students learn administrative skills from basic clerical to more advanced management. Anatomy and physiology, terminology and pathology are also studied to enhance understanding of the entire operation of the clinic/office. This program does not include hands-on patient care tasks or procedures.

This is an open-entry/open-exit, self-paced, variable-length program. It combines traditional instruction with computer- and text-assisted and individualized learning appropriate to student needs. Students must practice hands-on procedures, take exams and complete competency check-offs in the classroom with an instructor. Instructors, classrooms and equipment will be available during scheduled hours. Students are encouraged to establish a regular schedule each quarter to foster successful completion of as much work as possible at the college where assistance is available.

Instruction in additional areas that are vital in the medical field is provided. Some examples are safety, hygiene, communication, computation, human relations, professionalism, work habits and job search skills. Students will have additional expenses other than the fees charged by the college. A separate list is available at the division office or from an advisor.

For more information on healthcare programs, see www.seattlecolleges.edu/healthcare.

Certificate**TECHNICAL SPECIALTY COURSES**

AHM 124	Intro to Medical Transcription	1
AMA 100	Intro to Healthcare	1

AMA 101	Communications in Healthcare	2
AMA 102	Legal Concepts	1
AMA 103	Ethical Concepts	1
AMA 104	Office Emergencies	1
AMA 106	Patient History, Documentation & Physical Exam	1
AMA 112	Credentials and Employment	1
AMA 114	Basic Psychology Principles	1
AMA 115	HIV/AIDS	1
AMA 120	Front Office Basics	1
AMA 121	Patient Scheduling	1
AMA 122	Medical Records & Correspondence	1
AMA 123	Daily Financial Management	1
AMA 125	Intro to Medical Insurance & Coding	2
AMA 170	AP/Terminology/Pathology 1 Introduction	2
AMA 171	AP/Terminology/Pathology 2 Skin & Senses	1
AMA 172	AP/Terminology/Pathology 3 Digestive System	1
AMA 173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA 174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA 175	AP/Terminology/Pathology 6 Nervous System	1
AMA 176	AP/Terminology/Pathology 7 Endocrine System	1
AMA 177	AP/Terminology/Pathology 8 Musculoskeletal System	1
AMA 178	AP/Terminology/Pathology 9 Cardiovascular System	1
AMA 179	AP/Terminology/Pathology 10 Respiratory System	1
AMA 180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA 181	AP/Terminology/Pathology 12 Specialty Topics	1
AMA 226	Medical Insurance Coding I	1
AMA 227	Medical Insurance Billing	2
AMA 230	Medical Office Management	1
AMA 246	Patient Prioritizing & Instruction	1

RELATED INSTRUCTION

BUS 140*	Customer Relations	5
- OR -		
BUS 236*	Interpersonal Communications for the Workplace	5

TOTAL CREDITS	40
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**BUS 140 and BUS 236 are non-modular (not self-study) courses, but are required for the program.*

Basic Medical Reception

An option of the Medical Assisting program, this program prepares the student for entry-level positions such as front desk, receptionist, or file clerk. A student may return and complete additional courses to obtain additional certificates without repeating courses already taken within a specific period.

This is an open-entry/open-exit, self-paced, variable-length program. It combines traditional instruction with computer- and text-assisted and individualized learning. Students must practice hands-on procedures, take exams and complete competency check-offs in the classroom with an instructor during scheduled hours. Students are encouraged to establish a regular schedule each quarter.

Instruction in additional areas that are vital in the medical field is provided: safety, hygiene, communication, computation, human relations, professionalism, work habits and job search skills. Students will have additional expenses other than the fees charged by the college. A separate list is available at the division office or from an advisor. Program prerequisite: Completion of Medical Terminology.

For more information about healthcare programs, see www.seattlecolleges.edu/healthcare.

Certificate

TECHNICAL SPECIALTY COURSES

AMA 100	Intro to Healthcare	1
AMA 101	Communications in Healthcare	2
AMA 102	Legal Concepts	1
AMA 103	Ethical Concepts	1
AMA 104	Office Emergencies	1
AMA 106	Patient History, Documentation & Physical Exam	1
AMA 112	Credentials & Employment	1
AMA 114	Basic Psychology Principles	1
AMA 115	HIV/AIDS	1
AMA 120	Front Office Basics	1
AMA 121	Patient Scheduling	1
AMA 122	Medical Records & Correspondence	1
AMA 125	Intro to Medical Insurance & Coding	2

RELATED INSTRUCTION

BUS 140	Customer Relations*	5
- OR -		
BUS 236	Interpersonal Communications for the Workplace *	5

TOTAL CREDITS 20

**BUS 140 and BUS 236 are non-modular (not self-study) courses, but are required for the program.*

NANOTECHNOLOGY

Math, Science and Social Science Division
(206) 527-3746

The nanotechnology degree prepares graduates for entry level technician positions in the nano/micro-fabrication industry and related manufacturing industries. Nano/micro-technology is the basis for the manufacturing of a wide range of technology products such as computer chips, flat panel displays, solar power arrays, robotics, industrial parts, biological implants, and DNA monitoring, medical and pharmaceutical equipment. This is a cross-disciplinary program combining elements of materials science, chemistry, biology and physics, electronics and engineering. Students will be exposed to clean room procedures including an understanding and maintenance of nano/micro fabrication and characterization equipment. The multidisciplinary design of this program will provide graduates with the skills to enter a wide range of materials-based industries.

Associate of Applied Science – T Degree (A.A.S.-I)

TECHNICAL SPECIALTY COURSES

NANO 101	Intro to Nanotechnology	5
NANO 150	Internship/Practicum 1	5
NANO 210	Laboratory Procedures & Quality Control	5
NANO 220	Materials Deposition & Characterization	5
NANO 230	Nano/Micro Device Fabrication & Testing	5
NANO 250	Capstone/Practicum 2	5

RELATED INSTRUCTION

BIO 201	College Biology	5
BIO 280	Microbiology	5
BUS 236	Interpersonal Communications for the Workplace	3
CHE 101	Fundamentals of Inorganic Chemistry	5
CHE 102	Fundamentals of Organic Chemistry	5
CHE 103	Fundamentals of Biochemistry	5
CSC 111	Computers for Math and Science	5
EET 107	Principles of Electronics	4
EET 108	Principles of Electronics Lab	4
ENG 101	English Composition	5
MAT 245	Intro to Statistics & Quality Control	5
MSC 101	Materials Science	5
PHY 101	General Physics I	5
PHY 102	General Physics II	5
-OR-		
PHY 103	General Physics III	5
Global Studies Elective		5

TOTAL CREDITS 101

NURSING, PRACTICAL

Health and Human Services Division
(206) 527-3790

Candidates for the Practical Nursing certificate must meet specific course requirements established by the Washington State Board for Practical Nurse Examiners. The four quarter program prepares graduates for practical nursing careers in acute care, long-term care and out-patient services.

The first quarter is devoted to classroom and laboratory studies emphasizing nursing skills, general medical knowledge and behavior. The remaining program includes extensive clinical experience in health care agencies.

New daytime classes begin in fall and spring quarters. Contact the Health and Human Services division office for entry requirements, information on approval procedures, the application process and the schedule for orientation/advising sessions.

For more information on healthcare programs, see www.seattlecolleges.edu/healthcare.

PROGRAM PREREQUISITES

Math requirement: Compass test placement into MAT 098 within the last two (2) years or transcript showing successful completion of MAT 098 Intermediate Algebra or MAT 100 Math for Health Careers within the last 5 years.

ANP 213	Human Anatomy & Physiology I	5
ANP 214	Human Anatomy & Physiology II	5
ENG 101	Composition	5
NUR 099	Intro to Critical Thinking in Nursing Practice	2
PSY 160	Psycho Physical Development – The Life Span	5

TOTAL PREREQUISITES	22
<i>ANP 213, ANP 214 and Math requirement must be taken within 5 years of application date. All prerequisites must be completed with a minimum 2.0 grade and an overall GPA of 2.5 or higher.</i>	

Strongly recommended:

AHI 100	Introduction to Medical Vocabulary	3
MAT 100	Math for Health Careers	3

Certificate

TECHNICAL SPECIALTY COURSES

NUR 116	Nursing Fundamentals*	6
NUR 117	Nursing Fundamentals – Lab & Clinical Practice*	3
NUR 118	Clinical Nursing Skills I*	2
NUR 119	Clinical Nursing Skills II*	1
NUR 126	Legal Aspects/Career Opportunities	1
NUR 127	Medical/Surgical Nursing – Child/Adult I	6
NUR 128	Medical/Surgical Nursing – Child/Adult II	6
NUR 130	Critical Thinking in Nursing Practice	3
NUR 131	Clinical Nursing Practice I*	3.5
NUR 133	Family Nursing Maternal Theory	3

NUR 134	Family Nursing Clinical*	1.5
NUR 139	Senior Experience*	1
NUR 141	Clinical Nursing Practice II*	3.5
NUR 151	Basic Pharmacology I & Pharmacy Calculations*	2.5
NUR 152	Basic Pharmacology II*	2.5
NUR 153	Administration of Medications*	5
NUR 154	Intravenous Therapy Skills*	1

TOTAL CREDITS	47
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**Courses marked contain 33 hours of instruction in the area of computation.*

NOTE: To complete the program, a 2.0 grade or better is required in all nursing courses,

NURSING: ASSOCIATE OF ARTS TRANSFER DEGREE

North Seattle Community College's LPN-to-RN Ladder program provides an option for LPNs with a minimum of one year (20 hours or more per week) working experience to complete coursework for a 3-quarter part-time RN program that will make them eligible to take the Registered Nurse (RN) state boards.

Successful completion of the program earns an Associate of Arts Transfer Degree of Nursing. Students must first successfully complete an LPN certificate program and the general education and related instruction requirements.

For more information on healthcare programs, see www.seattlecolleges.edu/healthcare.

PREREQUISITES

Minimum of 45 credits from an accredited Practical Nursing Program

GENERAL EDUCATION & RELATED INSTRUCTION REQUIREMENTS

ANP 213	Human Anatomy and Physiology I*	5
ANP 214	Human Anatomy and Physiology II*	5
BIO 280	Microbiology*	5
ENG 101	Composition	5
NTR 150	Human Nutrition	5
PSY 110	General Psychology	5
PSY 160	Psycho Physical Development – The Life Span	5

-OR-

PSY 206	Developmental Psychology	5
	US Cultures or Global Studies **	5
	Computation or Quantitative/Symbolic Reasoning *	5

** ANP 213, ANP 214 and BIO 280 must be taken within five years of application date.*

*** Students may choose from either category*

TOTAL	45
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Certificate**TECHNICAL SPECIALTY COURSES**

NUR 221	Health Promotion/Wellness Maintenance	2
NUR 222	Nursing Process III	1.5
NUR 223	Advanced Nursing Skills III	1
NUR 224	Foundations of Education I	1.5
NUR 225	Psych/Soc. Nursing-Child/Adult III	2
NUR 226	Care Management and Leadership	1.5
NUR 227	Med/Surgical Nursing-Child Adult III	3
NUR 228	Clinical Nursing Practice III	3
NUR 231	Clinical Nursing Practice IV	3
NUR 232	Nursing Process IV	1.5
NUR 233	Advanced Nursing Skills IV	1
NUR 234	Foundations of Education II	1.5
NUR 235	Legal Aspects/Care Systems	1.5
NUR 237	Med/Surg Nursing/Child/Adult IV	3.5
NUR 238	Selective Services/Obstetrics	1
NUR 239	Senior Experience (4/8 hour shifts)	1.5

NOTE: To complete the program, a 2.0 grade or better is required in all nursing and prerequisite courses, with an overall GPA of 2.8.

TOTAL CREDITS	120
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PARENT EDUCATION**Health and Human Services Division
(206) 527-3783**

North Seattle Community College offers parent education programs with classes held on- and off-campus during fall, winter and spring quarters. In addition, parents may utilize online classes that are offered every quarter.

Parents who enroll in the "Parent Education Child Study Laboratory" participate once a week with their child in a parent operated cooperative preschool, pre-3, toddler or infant education program.

Enrolled parents also attend parenting classes and learn decision making and group management skills as officers or committee members in the cooperative.

The program gives parents the opportunity to:

- study child development and behavior.
- learn new ways to interact with children.
- share ideas and experiences with other adults.
- share in their child's early development and group experiences.

PHARMACY TECHNICIAN**Health and Human Services Division
(206) 527-3790**

Pharmacy technicians support pharmacists, who are legally responsible for all prescription orders and drug dispensing. The program emphasizes knowledge and skills associated with the varied responsibilities of the pharmacy technician. Graduates of the program are employed in hospitals, home infusion, long-term care, independent and chain community pharmacies, outpatient clinics, insurance carriers, and pharmacy software companies. Employment opportunities have remained strong in this health service occupation since its inception in 1975.

Applicants should contact the Health and Human Services division office regarding enrollment and current information about the program. The program begins in fall and spring quarters.

For more information about healthcare programs, see www.seattlecolleges.edu/healthcare.

Certificate**TECHNICAL SPECIALTY COURSES**

AHI 100	Intro to Medical Vocabulary	3
PHA 112	Pharmacy Law	2
PHA 115	Orientation to Pharmacy Practice	2
PHA 120	Pharmacy Calculations	3
PHA 130	Over-the-Counter Drugs	2
PHA 140	Sterile Products & Aseptic Technique I	2
PHA 141	Sterile Products & Aseptic Technique II	2
PHA 145	Pharmacy Ethics	1
PHA 150	Pharmacology I	3
PHA 151	Pharmacology II	3
PHA 155	Special Topics	4
PHA 160	Pharmacy Technology I	3
PHA 161	Pharmacy Technology II	2
PHA 170	Pharmacy Records Management	4
PHA 190	Pharmacy Technician Externship	13

TOTAL CREDITS	49
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RADIOLOGIC TECHNOLOGY

Health and Human Services Division
(206) 527-3790

North Seattle Community College, in cooperation with Bellingham Technical College, offers a Radiologic Technology A.A.S. degree to prepare students for careers in the high-demand field of Radiology Technologist. Students attend classes and complete their hands-on clinic training through North, but are enrolled through Bellingham Technical College. Students learn online, through computer lab activities, video conferencing, and radiology lab activities at clinical sites at various locations and in the traditional classroom at North.

For more information about healthcare programs, see www.seattlecolleges.edu/healthcare.

REAL ESTATE

Business, Engineering, and Information Technologies Division
(206) 527-3730

The North Seattle Real Estate Program offers skills, degrees and certificates necessary to satisfy Washington State licensing requirements, industry continuing education requirements, and promotes excellence in the chosen real estate specialty. All courses are approved for Washington State and federal licensing continuing education requirements and are taught by industry experts.

Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals.	5
RES 101	Technology for Real Estate.	5
RES 106	Real Estate Fraud.	1
RES 110	Introduction to Commercial Real Estate.	3
RES 125	Applications of Real Estate Math*	2
-OR-		
MAT 107	Math for Liberal Arts.	5
-OR-		
MAT 116	Applications of Math to Management, Life and Social Science.	5
RES 140	Real Estate Sales & Practice	3
RES 141	Land Use Principles & Practice	3
RES 142	Inspecting the Condition of Real Estate	3
RES 150	Residential Sales & Leasing Documentation.	1.5
RES 165	Real Estate Loan Officer.	3
-OR-		
RES 166	Real Estate Loan Processing.	4
-OR-		
RES 260	Real Estate Finance – Commercial.	1.5
RES 170	Real Estate Law	3
RES 175	Introduction to Title	3

RES 180	Basic Appraisal Principles	3
RES 190	Real Estate Escrow I.	3
RES 200	Seminar in Current Real Estate Issues.	5
-OR-		
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3
RES 201	Principles of Real Estate Management.	3
-OR-		
RES 202	Multi-Family Property Management	3
-OR-		
RES 203	Commercial Property Management	3
RES 210	Real Estate Investments	3
RES 220	Real Estate Economics.	3

RELATED INSTRUCTION

BUS 111	Marketing to a Diverse Society	5
-OR-		
BUS 114	Introduction to Marketing	5
BUS 236	Interpersonal Comms. for the Workplace.	5
ENG 101	Composition	5
-OR-		
ENG 104	Advanced English Grammar	5
BUS 140	Customer Relations	5
Real Estate Electives**	15
Global Studies or US Culture Elective***	5
TOTAL CREDITS		94-99.5

**Students may challenge by passing the RES 125 test and receive 2 credits.*

***Choose any non-required course with RES prefix.*

****Select 5 credits from approved list. See Advising Center.*

Real Estate Appraiser

Associate of Applied Science-T Degree (A.A.S.-T)

TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals.	5
RES 101	Technology for Real Estate.	5
RES 106	Real Estate Fraud.	1
RES 125	Applications of Real Estate Math*	2
RES 141	Land Use Principles & Practice	3
RES 142	Inspecting the Condition of Real Estate	3
RES 150	Real Estate Sales & Leasing Documentation.	1.5
RES 165	Real Estate Loan Officer.	3
-OR-		
RES 166	Real Estate Loan Processing.	4
RES 170	Real Estate Law	3
RES 180	Basic Appraisal Principles	3
RES 183	Basic Appraisal Procedures.	3
RES 184	Residential Market Analysis & Highest and Best Use.	1.5
RES 185	Residential Appraiser Site Valuation & Cost Approach.	1.5
RES 186	Residential Sales Comparison & Income Approaches	3

RES 187	Residential Report Writing	1.5
RES 188	Statistics, Modeling & Finance	1.5
RES 189	Advanced Residential Applications	1.5
RES 220	Real Estate Economics	3
RES 241	Appraising Small Residential Income Properties	3
RES 281	National USPAP Course	1.5
RES	Electives	9

RELATED INSTRUCTION

BUS 140	Customer Relations	5
BUS 210	Business & Economic Statistics	5
ENG 101	Composition	5
-OR-		
ENG 104	Advanced English Grammar	5
MAT 107	Math for Liberal Arts	5
-OR-		
MAT 116	Applications of Mathematics to Management, Life and Social Sciences	5
	General Education Elective**	5
	Social Science, Humanities or Science Electives	10

TOTAL CREDITS 94.5-95.5

**Students may challenge by passing the RES 125 test.
**Select 5 credits from approved list. See Advising Center.*

North Seattle Community College Real Estate

This certificate program gives a strong basic background in real estate. The completion of six real estate courses entitles the student to a certificate in real estate issued by the Washington Department of Licensing and by North Seattle Community College.

Certificate

TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 101	Technology for Real Estate	5
RES 165	Real Estate Loan Officer	3
-OR-		
RES 166	Real Estate Loan Processing	4
-OR-		
RES 260	Real Estate Finance – Commercial	1.5
RES 170	Real Estate Law	3
	Approved Electives*	6

TOTAL CREDITS 20.5-23

**Choose any course with the Real Estate prefix of RES.*

Real Estate Appraisal Trainee

Certificate

TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 101	Technology for Real Estate	5
RES 106	Real Estate Fraud	1
RES 125	Applications of Real Estate Math*	2
RES 180	Basic Appraisal Principles	3
RES 183	Basic Appraisal Procedures	3
RES 281	National USPAP Course	1.5

TOTAL CREDITS 20.5

**Students may challenge by passing the RES 125 test.*

Real Estate General Appraisal

Certificate

TECHNICAL SPECIALTY COURSES

RES 125	Applications of Real Estate Math*	2
RES 170	Real Estate Law	3
RES 180	Basic Appraisal Principles	3
RES 181	Standards of Professional Practice In Real Estate Appraisal	1.5
RES 183	Basic Appraisal Procedures	3
RES 200	Seminar in Current Real Estate Issues	5
-OR-		
BUS 197	Work Experience/Business Occupations	5
RES 220	Real Estate Economics	3
RES 280	Commercial Real Estate: Analysis of Markets & Income	3
RES 281	National USPAP Course	1.5
RES 282	General Appraisal Applications	3
BUS 169	Using Computers in Business I	5
-OR-		
IT 101	Software Applications	5
BUS 236	Interpersonal Communications for the Workplace	5

TOTAL CREDITS 38

**Students may challenge by passing the RES 125 test.*

Certified Residential Appraiser**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 101	Technology for Real Estate.	5
RES 106	Real Estate Fraud.	1
RES 125	Applications of Real Estate Math*	2
RES 141	Land Use Principles & Practice	3
RES 142	Inspecting the Condition of Real Estate	3
RES 150	Residential Sales & Leasing Documentation	1.5
RES 165	Real Estate Loan Officer.	3
-OR-		
RES 166	Real Estate Loan Processor.	4
RES 170	Real Estate Law	3
RES 180	Basic Appraisal Principles	3
RES 183	Basic Appraisal Procedures.	3
RES 184	Residential Market Analysis & Highest & Best Use.	1.5
RES 185	Residential Appraiser Site Valuation & Cost Approach.	1.5
RES 186	Residential Sales Comparison & Income Approaches	3
RES 187	Residential Report Writing.	1.5
RES 188	Statistics, Modeling & Finance	1.5
RES 189	Advanced Residential Applications.	1.5
RES 220	Real Estate Economics.	3
RES 281	National USPAP Course	1.5

RELATED INSTRUCTION

BUS 140	Customer Relations	5
BUS 210	Business & Economic Statistics	5
ENG 101	Composition	5
-OR-		
ENG 104	Advanced English Grammar	5
MAT 107	Math for Liberal Arts.	5
-OR-		
MAT 116	Applications of Mathematics to Management, Life and Social Sciences	5

TOTAL CREDITS 67.5-68.5

**Students may challenge by passing the RES 125 test.*

Licensed Residential Appraiser**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 101	Technology for Real Estate.	5
RES 106	Real Estate Fraud.	1
RES 125	Applications of Real Estate Math*	2
RES 180	Basic Appraisal Principles	3
RES 183	Basic Appraisal Procedures.	3
RES 184	Residential Market Analysis & Highest & Best Use.	1.5

RES 185	Residential Appraiser Site Valuation & Cost Approach.	1.5
RES 186	Residential Sales Comparison & Income Approaches	3
RES 187	Residential Report Writing.	1.5
RES 220	Real Estate Economics.	3
RES 281	National USPAP Course	1.5
TOTAL CREDITS		31

**Students may challenge by passing the RES 125 test.*

Real Estate Brokerage**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 106	Real Estate Fraud.	1
RES 142	Inspecting the Condition of Real Estate	3
-OR-		
RES 175	Introduction to Title	3
RES 150	Real Estate Sales & Leasing Documentation.	1.5
RES 165	Real Estate Loan Officer.	3
-OR-		
RES 166	Real Estate Loan Processing.	4
-OR-		
RES 260	Real Estate Finance – Commercial.	1.5
RES 170	Real Estate Law	3
RES 190	Real Estate Escrow I.	3
RES 230	Professional Business Practices of Brokerage Management	5
Approved Elective*		3
TOTAL CREDITS		26-28.5

**Select 3 credits from any existing RES courses.*

Commercial Real Estate and Investment**Certificate****TECHNICAL SPECIALTY COURSES**

RES 110	Introduction to Commercial Real Estate	3
RES 125	Applications of Real Estate Math*	2
RES 141	Land Use Principles & Practice	3
RES 170	Real Estate Law	3
RES 220	Real Estate Economics.	3
RES 260	Real Estate Finance – Commercial.	1.5
RES 290	Commercial Sales & Leasing.	2
RES 295	Commercial Real Estate Investment Analysis	2
Approved Elective*		6
TOTAL CREDITS		25.5

**Choose 6 credits from approved list. See Advising Center.*

Real Estate Escrow**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 150	Real Estate Sales & Leasing Documentation.	1.5
RES 170	Real Estate Law	3
RES 175	Introduction to Title	3
RES 190	Real Estate Escrow I.	3
RES 195	Real Estate Escrow II	3
	Approved Electives*	6
TOTAL CREDITS		24.5

*Choose any courses with RES prefix, BUS 197 or 236, or CWE 100.

Real Estate Loan Officer**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 106	Real Estate Fraud	1
RES 125	Applications of Real Estate Math*	2
RES 165	Real Estate Loan Officer.	3
RES 180	Basic Appraisal Principles	3
RES 266	Real Estate Loan Underwriter	3
	Approved Electives**	6
TOTAL CREDITS		23

*Students may challenge by passing the RES 125 test.

**Choose 6 credits from approved list. See Advising Center.

Real Estate Loan Processor**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 106	Real Estate Fraud	1
RES 166	Real Estate Loan Processing.	4
RES 175	Introduction to Title	3
RES 190	Real Estate Escrow I.	3
RES 266	Real Estate Loan Underwriter	3
	Approved Elective*	3
TOTAL CREDITS		22

*Select from approved list. See Advising Center.

Real Estate Property Management**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 120	Real Estate Principles of Maintenance & Repair	1.5
RES 170	Real Estate Law	3

RES 101	Technology for Real Estate.	5
<i>Choose two:</i>		
RES 201	Principles of Real Estate Management.	3
-OR-		
RES 202	Multi-Family Property Management	3
-OR-		
RES 203	Commercial Property Management	3
RES 220	Real Estate Economics.	3
	Approved Elective*	3
TOTAL CREDITS		26.5

*Choose any non-required RES course or BUS 140, 197, 131, 230, 236 or CWE 100.

Real Estate Sales**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 106	Real Estate Fraud	1
RES 125	Applications of Real Estate Math*	2
RES 140	Real Estate Sales Practice.	3
RES 142	Inspecting the Condition of Real Estate	3
-OR-		
RES 175	Introduction to Title	3
-OR-		
RES 190	Real Estate Escrow I.	3
RES 150	Residential Sales and Leasing Documentation.	1.5
RES 165	Real Estate Loan Officer.	3
-OR-		
RES 166	Real Estate Loan Processing.	4
-OR-		
RES 260	Real Estate Finance - Commercial.	1.5
RES 170	Real Estate Law	3
TOTAL CREDITS		20-22.5

*Students may challenge by passing the RES 125 test.

Real Estate Sales (Advanced)**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals.	5
RES 101	Technology for Real Estate.	5
RES 106	Real Estate Fraud	1
RES 125	Applications of Real Estate Math*	2
RES 140	Real Estate Sales Practice.	3
RES 142	Inspecting the Condition of Real Estate	3
-OR-		
RES 175	Introduction to Title	3
-OR-		
RES 190	Real Estate Escrow I.	3
RES 150	Residential Sales & Leasing Documentation.	1.5

RES 165	Real Estate Loan Officer.	3
-OR-		
RES 166	Real Estate Loan Processing.	4
-OR-		
RES 260	Real Estate Finance – Commercial.	1.5
RES 170	Real Estate Law	3

TOTAL CREDITS 25-27.5
**Students may challenge by passing the RES 125 test.*

LIST OF APPROVED REAL ESTATE ELECTIVES

BUS 236	Interpersonal Communication For The Workplace	3-5
RES 101	Technology for Real Estate.	5
RES 110	Introduction to Commercial Real Estate	3
RES 125	Applications of Real Estate Math	2
RES 150	Residential Sales and Leasing Documentation.	1.5
RES 165	Real Estate Loan Officer.	3
RES 170	Real Estate Law	3
RES 177	Real Estate Taxes	1.5
RES 178	Buyers Agency.	1.5
RES 180	Basic Appraisal Principles	3
RES 195	Real Estate Escrow II	3
RES 200	Seminar in Current Real Estate Issues -OR-	
CWE 101	Portfolio, Job Search, and Interviewing.	2
CWE 110	Internship	3

WATCH TECHNOLOGY INSTITUTE

**Workforce Education Programs
 (206) 528-4620**

The Watch Technology Institute is the only watchmaking school on the West Coast. This program utilizes the same curriculum as the Watchmakers of Switzerland Training and Educational Program (WOSTEP), which is internationally regarded in the watchmaking industry. The Watch Technology program accepts 12 students per year and requires 3000 hours of instruction over 8 quarters. After the successful completion of the program, students may take the WOSTEP exams for certification. Interested students should contact Elaine Rolf at (206) 526-0169 or email her at erolf@sccd.ctc.edu.

Students can enroll in the following classes which are optional and not required for the certificate or degree: ART 281 (4cr), ART 282 (4cr), and ART 283 (4cr).

Certificate

TECHNICAL SPECIALTY COURSES

HIN 111	Watch Technology I – Introduction	6
HIN 112	Watch Technology I – Tools, Equipment/Measurement	6
HIN 113	Watch Technology I – Practicum	10

HIN 121	Watch Technology II – Professional Knowledge	6
HIN 122	Watch Technology II – The Watchmaker’s Lathe.	6
HIN 123	Watch Technology II – Practicum	10
HIN 131	Watch Technology III – Winding and Setting Mechanisms and Gear Trains	6
HIN 132	Watch Technology III – Escapements	6
HIN 133	Watch Technology III – Practicum	10
HIN 141	Watch Technology IV – Escapements 2	4
HIN 142	Watch Technology IV – Balance Springs	4
HIN 143	Watch Technology IV – Practicum	8
HIN 211	Watch Technology V – Intro to Precision Timing	6
HIN 212	Watch Technology V – Intro to Electronic Watches	6
HIN 213	Watch Technology V – Practicum	10
HIN 221	Watch Technology VI – Advanced Precision Timing	6
HIN 222	Watch Technology VI – Intro to Automatic Mechanisms	6
HIN 223	Watch Technology VI – Practicum	10
HIN 231	Watch Technology VII – Advanced Precision Timing	6
HIN 232	Watch Technology VII – Chronographs	6
HIN 233	Watch Technology VII – Practicum	10
HIN 241	Watch Technology VIII – After Sales Service.	4
HIN 242	Watch Technology VIII – Review of Course	4
HIN 243	Watch Technology VIII – Practicum	8

TOTAL CREDITS 164

Associate of Applied Science Degree (A.A.S.)

Completion of Certificate Requirements 164

TECHNICAL SPECIALTY COURSES

ACC 110	Intro to Accounting/Bookkeeping I	5
BUS 101	Intro to Business	5
CMN 185	Organizational Communication*	5
EGR 231	Technical Writing	3
ENG 101	Composition	5

**Satisfies 5 General Education requirements.*

GENERAL EDUCATION COURSES

*Select 5 more credits from approved list.
 See Advising Center.*

TOTAL CREDITS 192