



NORTH SEATTLE COLLEGE

One of the Seattle Colleges

Welcome

For students who intend to transfer to a four-year college or university, starting at North Seattle College offers real advantages—strong academic preparation and advising services, small classes, an innovative integrated studies program, broad eLearning options and a variety of partnerships with four-year schools. While many graduates have continued their studies at universities such as Dartmouth, Penn State, and UC Berkeley, most North students transfer to the University of Washington. In fact, North consistently ranks among the highest of all community colleges in the number of students who are accepted to the University of Washington's main campus. And North graduates fare well—for three of the last five years, a North transfer student has won the top academic award at the University of Washington or Seattle University.

North also provides outstanding career training in more than 50 certificate and degree programs including those in emerging fields such as nanotechnology, sustainable and conventional energy and control technology, and fraud accounting. North helps students earn GEDs, learn English, enhance basic skills and pursue a new skill or personal interest.

North's Bachelor of Applied Science (B.A.S.) degree in International Business began in Fall Quarter of 2013 for students who have business and accounting associate degrees. In Fall 2014 North will offer a new B.A.S. degree in Application Development, to students with Information Technology or related A.A.S. degrees

The college also provides a rich student life. Concerts, plays, intramural sports, fitness programs, an award-winning literary magazine, and diverse student population add depth to students' experiences. Conveniently located in a quiet residential neighborhood five miles north of downtown, the campus includes environmentally sensitive wetlands which have inspired a college-wide commitment to sustainability.

Come for a visit and learn how North changes lives.

VISION

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



GETTING STARTED at North

Admissions	(206) 934-3663
Financial Aid	(206) 934-3688
Registration	(206) 934-3663
TTY	(206) 934-0079

MISSION

North Seattle College is committed to changing lives through education. We achieve our mission by offering comprehensive educational opportunities, creating a highly supportive learning environment, and engaging in effective and enduring partnerships.

CORE THEMES

- Excelling in Teaching and Learning
- Advancing Student Success
- Building Community

Academic & Student SUPPORT SERVICES

NORTH

82

Welcome



FACTS at a Glance*

2012–2013 ANNUAL PROFILES

Annual attendance 2012–2013 15,295

Special Enrollments

Distance Education	6,775
Running Start	292
International Students	1,457
Worker Retraining	608

FALL 2013 PROFILES

Students **

Median age	30
Ethnic diversity	40%
Male/Female	39%/61%
With bachelor or higher degrees	33%
Employed	64%
full-time	38%
With dependents	31%
single parents	7%
Full-time/Part-time attendance	30%/70%

Programs

Academic Transfer	45%
Workforce Education	33%
Basic Skills	15%
Pre-college and Others	7%

Courses

State-funded	88%
Contract-supported	0%
Student-supported	12%

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

** State-funded

ADVISING

(206) 934-3658 ■ advisornorth@seattlecolleges.edu
northseattle.edu/advising

Advising provides resources and educational planning for students seeking college transfer degrees, career training degrees and certificates in the BEIT division (except Watch Technology), and students enrolled in Adult Basic Education (ABE), English as a Second Language (ESL), General Education Development (GED) and Adult High School Completion programs. Students pursuing certificates or degrees in Early Childhood Education, Health & Human Services, and Watch Technology programs should contact the division office for advising and information.

Advisors help students 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. Advising provides resources and workshops on college transfer planning and provides opportunities for students to meet with four-year college representatives.

CAREER SERVICES and INTERNSHIPS

Career Services

(206) 934-6074 ■ CareerServices@seattlecolleges.edu
northseattle.edu/career-services

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 can also provide Career Search workshops in the classroom or work with students one-to-one. The WorkSource Affiliate North Seattle, located in the Opportunity Center for Employment and Education, offers a wealth of job search resources, workshops, and events designed to help students and all job seekers find employment.

Internships

(206) 934-3787
northseattle.edu/services/internships/

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 two-credit course designed to assist students in developing an internship. Once an internship is developed, CWE 110 provides three credits for the internship.

CLASS SCHEDULE Quarterly

northseattle.edu/schedule

Each college produces a quarterly Class Schedule listing the specific courses being offered that quarter. This schedule is available online approximately six weeks before the start of each quarter. View the online class schedule or download a PDF of the printed schedule at the website above.

COMPUTER Labs

(206) 934-3630

itservices.northseattle.edu/content/open-computer-lab

Students at North have access to 70 computers in the Library and 50 more in the open computer lab in IB3303. In addition, all students with a NSCC NetID account can access the North wireless network from many areas on campus.

COUNSELING

(206) 934-3676

northseattle.edu/counseling

Counseling offers North students individual appointments, classes and workshops, and online self-help to identify career interests, select programs of study, and investigate careers and majors. Counseling also helps students improve concentration, study skills, test taking, time management and other academic skills; locate referral resources; and manage stressful situations.

DISABILITY Services

(206) 934-3697 ■ FAX (206) 934-3958

TTY (206) 934-0079

northseattle.edu/disability-services

The Disability Services office provides reasonable accommodations so that qualified students with documented disabilities have an equal opportunity to participate at North. Accommodations include, but are not limited to, sign language interpreters, adaptive equipment and software, testing modifications, note taking, and books in alternative format. Students are encouraged to contact Disability Services six weeks prior to the quarter in which accommodations are needed in order to avoid delays in accommodations.

This office also offers consultations to faculty and staff to help design course content that provides equal access.

For specific details and additional information on eligibility and policies, see page 46.

DISTANCE LEARNING/eLearning

(206) 934-3738

North's eLearning Support Center provides logistical support and information to distance learners as well as on-campus students in hybrid and web-enhanced classes. Academic divisions offer many credit courses and curricula through several non-traditional delivery modes, including fully online and blended learning. 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 25 for complete information on eLearning options.

INTERNATIONAL Programs

(206) 934-3672

international@seattlecolleges.edu

FAX (206) 934-3794

ip.northseattle.edu

International Programs (IP) oversees admissions of international students for study in the U.S. as well as Study Abroad Programs for domestic students. IP provides international student 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 international 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 also provided. Students interested in Study Abroad should contact the IP office to learn about programs and scholarship opportunities.

See page 27 for more information.

LIBRARY SERVICES and STUDENT MEDIA CENTER

(206) 934-3607

library.northseattle.edu

Library Services offers a wide range of books, eBooks, journals, magazines, DVDs, videos, CDs, digital cameras and digital voice recorders for checkout or use in the library or classroom. Computer workstations provide access to the online library catalog, the Internet, databases, magazines, eJournals, journals, newspapers,

encyclopedias and more. Students have access to the collections of all Seattle Colleges and a national library collection database. Librarians can help students take full advantage of library resources. The librarians also offer for-credit classes in information literacy.

The Student Media Center (SMC) is on the upper floor of the NSC Library. The SMC provides students with access to media resources and basic instruction, enabling them to incorporate audiovisual and print media into their course assignments and presentations.

North's Teaching and Learning Center (TLC) is dedicated to the professional development of its faculty and staff. We actively support and encourage the continuous improvement of teaching and learning at NSC.

Opportunity Center for EMPLOYMENT & EDUCATION

(206) 934-6199
northseattle.edu/ocee

The Opportunity Center for Employment & Education (OCE&E) brings together multiple state agencies, community-based organizations and community colleges to help customers achieve self-sufficiency through education and employment.

The Center offers an enhanced experience for the unemployed, the underemployed, students and their families. It provides access to WorkSource employment services, Department of Social & Health Services benefits, North's Workforce Education resources, and numerous other employment, education and social services organizations—all conveniently located in one building at North Seattle College.

TESTING Center

(206) 934-3674
northseattle.edu/testing

Students seeking a degree or certificate or enrolling in most English or mathematics classes (or classes with English or mathematics prerequisites) must take the COMPASS 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. ESL placement tests and GED exams require appointments. For testing schedule and detailed information, visit the website or the Testing Center.

Prepare for the Test

www.beforeyoutest.org

Preparing for the COMPASS Test helps to ensure the most accurate test results and the best course placement.

The website provides the information you need about COMPASS and on-line resources for test preparation.

Current cost for the COMPASS Test is \$19 (2013–2014).

TUTORING Services

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

Page One Writing & Language Center

(206) 934-0164 Top of the Library
northseattle.edu/tutoring/page-one-writing-center

The Page One Writing & Language 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 at Page One offers computer software intended to strengthen skills in reading, writing, listening, vocabulary, spelling and pronunciation in English and other languages.

The Math/Science Learning Center (MLC)

(206) 934-3945 Room CC1353A
northseattle.edu/tutoring/math-learning-center

The Math/Science Learning Center (MLC) offers free tutoring assistance to all North students currently enrolled in math, physics, chemistry or computer science classes. Biology tutoring is also offered in a lab setting. In addition to peer tutors, the MLC provides computers and various references. Students are encouraged to use the MLC as an avenue to start a study group and to share ideas.

Accounting and Business Learning Center

(206) 934-3730
northseattle.edu/tutoring/business-accounting-tutoring

The Accounting & Business Learning Center offers students coaching on accounting and business statistics questions and problems. Other Business Engineering & Information Technology (BEIT) Division programs that offer tutoring help include Real Estate, Electronics and Information Technology. Contact your BEIT faculty or the BEIT Division Office for information on tutoring locations and times.

VETERANS Services

(206) 934-7309

<https://northseattle.edu/office-veterans-services>

The Office of Veterans Services at North Seattle College offers a range of assistance to veterans, reservists, active duty personnel and eligible family members who receive Veterans Affairs education benefits.

We provide help with any issues having to do with veteran status and serve as a resource for military personnel transitioning into civilian life.

We also offer certification services for anyone eligible for: Chapter 33 Post 9/11 GI Bill; Chapter 30 Montgomery GI Bill; Chapter 31 Vocational Rehabilitation; Chapter 35 Aid for Eligible Family Members and Chapter 1606/1607 Selective Reservists.

See page 33 for financial aid information.

WOMEN'S Center

(206) 934-3696

northseattle.edu/womens-center

The Women's Center connects current and prospective students to resources, referral, and information such as housing assistance, health care, childcare, intimate partner/domestic violence, and contraception. To foster diversity, equity, and care, the Women's Center also helps organize, plan, and sponsor campus events and initiatives on gender and sexuality to support a welcoming campus environment. In collaboration with Student Leadership, the Women's Center connects students to clubs such as the Feminist Alliance, the LGBTQ Club, and Sexes and Scholars Book Club.

WORKFORCE EDUCATION Programs

(206) 934-3787

nscwfe@seattlecolleges.edu

northseattle.edu/workforce-education

WorkFirst

(206) 934-3769

North Seattle College is a WorkFirst contractor that provides tuition assistance and support for eligible students through the programs listed below. Participants must be receiving TANF benefits from DSHS and have a referral.

Opportunity Grant (OG)

Opportunity Grant helps low-income Washington residents increase job skills and knowledge to become eligible for living-wage, high-demand careers in nursing, medical assisting, phlebotomy, accounting, or HVAC (heating and cooling systems.) Students must be in one of these programs, be income eligible, have less than 45 college credits and complete a Free Application for Federal Student Aid (FAFSA) every year. Qualified students may receive funds to cover tuition and mandatory fees for 45 credits, up to \$1,000 for books per year and a bus pass or parking permit.

Basic Food Employment and Training

The Basic Food Employment & Training (BFET) program is available to individuals who receive basic food assistance from DSHS, meet program eligibility guidelines, and are not receiving TANF cash assistance. Students who participate in BFET are eligible to receive tuition assistance and other support services. Students can pursue a career training certificate or degree, English as a Second Language (ESL) classes, or a high school completion or high school equivalency certificate.

Worker Retraining

Worker Retraining provides tuition assistance for students who are eligible for Unemployment Insurance (UI) benefits; have exhausted UI benefits within the past two years; are formerly self-employed (closed down business in last two years due to economic downturn); displaced homemakers or students separated from the U.S. Armed Services within the past two years with honorable discharge.

Student LIFE

ART Gallery

(206) 934-4557
northseattle.edu/programs/art

The NSC Art Gallery is a professional art gallery featuring artwork by regional artists working in a range of media. The gallery hangs six different exhibitions annually, including a student show in spring. It is located next to the bookstore in IB1430.

11am–3pm, Mon-Fri
5pm–8pm, Wed and Thurs evenings

BOOKSTORE

(206) 934-4678
northsc.bkstore.com/

The Bookstore carries textbooks, supplemental course materials, food and drinks, school supplies, and North clothing. Rent textbooks and save an average of 50%. Purchase books online to get first pick of the used books, and save time in line. The Bookstore also offers a year-round textbook buy-back service.

Hours: 8am-6pm, Mon & Tues; 8am-4:30, Wed-Fri

CHILDCARE Center

(206) 934-3644
northseattle.edu/child-care

For the children of students at North, the ASB Child Care Center provides a safe, supportive, welcoming and diverse environment that fosters student access, retention and success. The childcare center is licensed by the Department of Early Learning of Washington state and participates in the City of Seattle's Child Care Assistance Program. It serves children ages 18 months through five years old. Call for tours or fee information.

Hours: 7:30am–4pm, Mon–Fri

FOOD Services

(206) 934-3728
northseattle.edu/dining-services

The Espresso Lounge features Caffe Vita coffee, other drinks, an array of fresh pastries and sweets, and healthy, locally-prepared breakfast items. The North Star Cafe serves breakfast and lunch and features a rotating menu of regional and international entrées, gourmet pizza and burgers, and a selection of vegetarian and dietary-friendly options. Both venues feature local, sustainable ingredients. The Espresso Lounge can be opened for special events, and Food Services also offers special event catering services.

HOUSING

(206) 934-3641

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 & SECURITY

(206) 934-3636
northseattle.edu/safety

The well-being and safety of students are of utmost importance. The office provides security services, maintains a campus crime log and provides notices of possible threats. 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.

See page 43 for additional information on personal safety.

STAGE ONE THEATER

(206) 934-3661
northseattle.edu/programs/theater/stage-one-theater

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

Student CLUBS

(206) 934-3641

studentleadership.northseattle.edu/clubs

Clubs provide students with opportunities to develop leadership skills and to promote personal and intellectual growth. Participation provides experience in planning, organizing and working in teams. For information about the types of student clubs, see the website or visit the Student Leadership and Multicultural Programs office located on the north end, ground floor of the College Center building.

STUDENT ADMINISTRATIVE COUNCIL (SAC)

(206) 934-3641

studentleadership.northseattle.edu

The SAC identifies and represents the interests of the student body to the college administration. Members work collaboratively with campus staff to provide programs and services that enhance and support students' academic success. Members receive an hourly wage and training and mentoring designed to strengthen their leadership skills and to provide a foundation for success.

Student INSURANCE

Brochure information on student injury and sickness insurance is available at the Cashier's Office (206-934-3627) or at northseattle.edu/cashiers-office/student-insurance.

See page 37 for information on Student Insurance.

Student LEADERSHIP & MULTICULTURAL Programs

(206) 934-3643

northseattle.edu/student-programs

The department of Student Leadership and Multicultural Programs (SLMP) at North is administered by four permanent staff who provide training, guidance and support to student clubs and student leaders working in six areas:

- Student Administrative Council (SAC)
- Student Fee Board (SFB)
- Student Cabinet (Cabinet)
- Research and Advocacy Board (RAB)
- Arts, Lectures, and Activities Board (ALA Board)
- Communications Board (CB)

Each branch works closely with college staff, faculty and administration on behalf of their constituents, the student body.

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 opportunities 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.

TRANSPORTATION & PARKING

(206) 934-0060

northseattle.edu/transportation

North is served by several Metro bus routes. Carpooling, walking, busing, biking, and van pooling are encouraged. Students registered for 10 or more credits are eligible to purchase a discounted ORCA transit pass issued by the college through the Cashier's Office. ORCA passes may be used to ride Community, Everett, Kitsap, Metro, Pierce and Sound Transit systems. Call (206) 934-3646 for more information.

Parking

(206) 934-3636

Students may purchase a parking permit 30 days prior to start of the quarter online at seattlecolleges.edu/parkingpermit. Carpool parking is also available. Campus speed limit is 15 mph. Purchase daily parking at Cashier's Office or permit machines on the parking lots.

WELLNESS CENTER / Student Recreation

(206) 934-3631

Information Line (206) 934-3649

northseattle.edu/wellness-center

The Wellness Center offers a variety of fitness activities such as yoga, Pilates, resistance training and cardiovascular training. The facility also includes a well-equipped strength and conditioning room, a running track and gym for playing basketball or volleyball. The Wellness Center fee of \$1.25 per credit up to 10 credits entitles students to use the facility and to participate in free, drop-in sessions. The current schedule is available on the website.

Affiliate Organizations

ALUMNI ASSOCIATION

(206) 934-3604

www.facebook.com/nsccalumni

The Alumni Association of North Seattle College was established to build and sustain meaningful relationships with our former 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. Join online at nsccf.ejoinme.org/alumni.

NORTH

88

Student Life

North Seattle College EDUCATION FUND

(206) 934-3604

NSCCEducationFund@seattlecolleges.edu

northseattle.edu/edfund

A non-profit 501(c)(3) organization guided by a volunteer board of directors comprised of community and business leaders, the Education Fund provides support for North students through scholarships and emergency assistance, and for faculty and staff through professional development grants. The Education Fund also assists with the purchase of classroom equipment and supports other college programs that benefit students. Student scholarships are awarded annually and faculty mini-grants are awarded on a quarterly basis.

PROGRAMS OF STUDY at North

8 Educational Directions

- 1 **College Transfer**
- 2 **Professional & Technical** Programs
- 3 **Bachelor's** Degrees
- 4 **Continuing & Contract** Education
- 5 **Bridge to College / Pre-College** Programs
- 6 **eLearning** /Distance Education
- 7 **International** Programs
- 8 **Worker Retraining** Program

GENERAL EDUCATION Definition and Rationale

See page 4.

GENERAL EDUCATION Essential Learning Outcomes

North Seattle College serves a diverse student population with a wide variety of education backgrounds and goals. As a learning community, we foster and promote the following outcomes:

KNOWLEDGE

- facts, theories, perspectives and methodologies within and across disciplines

INTELLECTUAL AND PRACTICAL SKILLS, INCLUDING

- critical thinking and problem-solving
- communication and self-expression
- quantitative reasoning
- information literacy
- technological proficiency
- collaboration: group and team work

PERSONAL AND SOCIAL RESPONSIBILITY, INCLUDING

- civic engagement: local, global, and environmental
- intercultural knowledge and competence
- ethical awareness and personal integrity
- lifelong learning and personal well-being

INTEGRATIVE AND APPLIED LEARNING

- synthesis and application of knowledge, skills, and responsibilities to new settings and problems

ASSOCIATE OF ARTS DEGREE

Learning Outcomes

See page 5.

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 | COLLEGE TRANSFER

Academic Programs

(206) 934-7306

North Seattle 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 an Associate of Fine Arts (A.F.A.) degree in Art.

For detailed information on the A.A. degree, see pages 7-9.

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:

- Accounting
- Anthropology
- Art
- Astronomy
- Biology
- Business
- Chemistry
- Communication
- Computer Science
- Earth Science
- Economics
- English
- Environmental Science
- General/Biological Science
- Geography
- Geology
- Health
- History
- Humanities
- Journalism
- Mathematics
- Music
- Nutrition
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Theater
- World Languages

ASSOCIATE OF ARTS DEGREE (A.A.) Direct Transfer Agreement

The Associate of Arts (A.A.) Degree is a 90-credit transfer degree that fulfills the general education requirements for most four-year degrees in arts and sciences. To earn the A.A. degree, students must achieve a cumulative GPA of 2.0 or better in courses numbered 100 and above, complete at least 15 credits at the Seattle College (Central, North or South) awarding the degree and meet all of the degree requirements. Students should contact an advisor to develop their individual programs of study.

See pages 7-9 for college transfer course requirements for A.A. or A.S. degree.

ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree

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 College awarding 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 OF SCIENCE (A.S.)

The Associate of Science (A.S.) is 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 College awarding the degree.

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

Students who complete the A.B. can fulfill many of the general education and business major prerequisites required for many Washington state public four-year college and university business programs.

Associate in Business Requirements

This degree shall be granted only to students who have completed 90 college level credits with a minimum cumulative 2.0 GPA.

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 Advising.

GENERAL EDUCATION REQUIREMENTS

Communication Skills

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II	5

Quantitative/Symbolic Reasoning Skills

MATH 116	Application of Math to Management, Life and Social Sciences	5
MATH 148	Elements of Calculus	5
-OR-		
MATH& 141	Pre-Calculus I	5
MATH& 142	Pre-Calculus II	5
MATH& 151	Calculus I	5

Visual, Literary, and Performing Arts

Choose from a minimum of two different prefixes*		15
<i>*One U.S. Cultures class. See advisor for other electives.</i>		

Individuals, Cultures, and Societies

ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
Non-ECON& prefix course		5

The Natural World

Physical, biological, and/or earth sciences		10
<i>(at least one 5-credit laboratory course must be included)</i>		
BUS 210	Business & Economic Statistics	5
-OR-		
MATH& 146	Intro to Statistics	5

BUSINESS REQUIREMENTS

ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
BUS& 201	Business Law	5
General Electives		5

TOTAL CREDITS		90
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Degrees & Certificates in FINE ARTS Arts, Humanities and Social Sciences Division

(206) 934-3709
northseattle.edu/programs/art

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

Certificate of Fine Arts in Art

Candidates for the Certificate of Fine Arts (C.F.A.) in the field of Art must complete a minimum of 85 credits in college transfer-level courses 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 or workforce 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. The faculty recommend 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 eight pieces during their final quarter for approval by faculty in order to be granted the C.F.A. Portfolio review should begin two quarters before graduation with three art faculty members guiding the process.

Most General Education requirements are met by art course content: ART 251, 252 or 255 [Communication] and ART 290 [Human Relations]. However, students must take a 5-credit computation course.

Not all art classes are offered each quarter. Check with advisor.

REQUIRED ART COURSES 45 CREDITS

ART&	101	2-D Design	5
ART	102	3-D Design (Spring Quarter only)	5
ART	111	Drawing	5
ART	112	Figure Drawing	5
ART	210	Computer Art.	5
ART	121	Printmaking.	5
-OR-			
ART	201	Painting	5
-OR-			
ART	211	Sculpture	5
ART	253	Art History: 17th-20th Century	5
ART	251	Art History: Ancient (offered at Central)	5
-OR-			
ART	252	Art History: Medieval (offered at Central)	5
-OR-			
ART	255	Art History: Art of Asia	5
ART	290	The Art Business	5
REQUIRED ART TOTAL			45

STUDIO ART 35 CREDITS

Approved ART Electives – Group I – minimum 15		15
Approved ART Electives – Group 2 – minimum 15		15
Approved ART ELECTIVES – either Group – minimum 5		5

GENERAL EDUCATION REQUIREMENT

Computation Course	5
<i>Select from MATH& 107 or higher, BUS 116 or ACCT 110 or higher.</i>	
TOTAL CREDITS	85

APPROVED ART ELECTIVES

Approved Art Electives must be taken in order.

Group 1: 2-D Studio Art (minimum 15)

ART	113	Adv Figure Drawing	5
ART	114, 115	Digital Photography sequence	5 ea.
ART	121, 122, 123	Printmaking sequence	5 ea.
ART	201, 202, 203	Painting sequence	5 ea.
ART	214, 215	Adv. Digital & Graphic Art sequence.	5 ea.
ART	204	Mural Art.	5 ea.
ART	210, 214	Digital & Graphic Art	5 ea.

Group 2: 3-D Studio Art (minimum 15)

ART	211, 212, 213	Sculpture sequence	5 ea.
ART	221, 222, 223	Ceramics sequence	5 ea.
ART	281, 282, 283, 284	Jewelry Design sequence	5 ea.
ART	285	Metal Techniques	5 ea.

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

Candidates for the Associate of Fine Arts degree in Art must complete a minimum of 100 credits of college transfer-level courses (numbered 100 and above) with a GPA of 2.0 or higher. Art classes must be taken at North, though some transfer credits may be considered.

The Associate of Fine Arts (AFA) degree certifies completion of approved course work. It is suitable for students currently working in art but may transfer differently than the Associate of Arts (A.A.) degree. Students seeking a Bachelor of Arts or a Bachelor of Fine Arts should consult the A.A. degree requirements, their art and campus advisors and the university in which they intend to enroll about admission and equivalency requirements. Since university requirements for admission may change annually, the students must keep themselves informed of these changes.

All AFA students in art must communicate their plan with an art faculty member and choose three faculty that will mentor them in building their portfolio. All studio art courses must be taken in sequence; however, art history courses may be taken in any order. Substitutions may be made only with the approval of the art faculty and Arts, Humanities & Social Sciences dean. Requests for such substitutions must be made on the request for waiver form.

REQUIRED ART COURSES 45 CREDITS

ART	101	2D Design	5
ART	102	3D Design	5
ART	111	Drawing	5
ART	112	Figure Drawing	5
ART	210	Digital & Graphic Art	5
ART	121	Printmaking.	5
-OR-			
ART	201	Painting	5
-OR-			
ART	211	Sculpture	5
ART	253	Art History: 17th – 20th Century	5
ART	251	Art History: Ancient – (at Central).	5
-OR-			
ART	252	Art History: Medieval (at Central).	5
-OR-			
ART	255	Art History: Art of Asia	5
ART	290	Art Business	5

Note: Students must complete 3 sequential courses in one chosen medium. Consult with advisor.

REQUIRED ART TOTAL	45*
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**AFA students must complete three sequential courses in one chosen medium. Choice of medium may add to total credits required. Consult an advisor.*

REQUIRED STUDIO ART (FROM GROUPS 1 AND 2) 25

Group 1: 2-D Studio Art(minimum 5)

ART 113	Adv Figure Drawing	5
ART 114, 115	Digital Photography sequence	5 ea.
ART 121, 122, 123	Printmaking sequence	5 ea.
ART 201, 202, 203	Painting sequence	5 ea.
ART 214, 215	Adv. Digital & Graphic Art sequence . . .	5 ea.
ART 204	Mural Art.	5 ea.
ART 210, 214	Digital & Graphic Art	5 ea.
GROUP 1 TOTAL		5-20

Group 2: 3-D Studio Art(minimum 5)

ART 211, 212, 213	Sculpture sequence	5 ea.
ART 221, 222, 223	Ceramics sequence	5 ea.
ART 281, 282, 283, 284	Jewelry Design sequence	5 ea.
ART 285	Metal Techniques	5 ea.
GROUP 2 TOTAL		5-20

GENERAL EDUCATION REQUIREMENTS 15

ENGL&101 and ENGL&102	10
Computation skills.	5
<i>met by MATH 107 (or above), or BUS 116, or ACCT 110 (or above)</i>	
Areas of Knowledge Requirements	15
Visual, Literary & Performing Arts – (non-Art)	5
Individuals in Culture & Society.	5
The Natural World	5

Associate of Fine Art: Art

Required Art Classes	45
Studio Art (Groups I & II).	25
General Education Requirements	15
Areas of Knowledge	15

OTHER ELECTIVES

+ Portfolio Presentation

TOTAL CREDITS (MINIMUM) PLUS ART PORTFOLIO	100*
<i>*AFA students must complete three sequential courses in one chosen medium. Choice of medium may add to total credits required. Consult an advisor</i>	

Certificate in Jewelry Design (C.J.D.)

Candidates for the Certificate in Jewelry Design must complete 60 credits in college transfer-level courses with a GPA of 2.5 or better. The required jewelry design classes (25 credits) must be taken at North. The Certificate in Jewelry Design certifies completion of approved work, and is suitable for students currently working in art, but it is not a transfer or workforce certificate. Students seeking a B.A. or B.F.A. should consult North Associate of Arts (A.A.) degree requirements and the graduation requirements of the university to which they intend to transfer.

All C.J.D. students must plan their program with an art advisor. Some of the art courses are offered only once a year, so consultation is critical. This certificate is a four-quarter program that can be completed the following Summer Quarter. Substitution may be made only with the approval of the art advisor and the Dean of Arts, Humanities & Social Sciences. At completion of the required courses, students must mount an exhibition of their work either on campus or at an approved venue. This should be a solid body of work expressing their mastery of materials and content. Final approval and recommendation to award the C.J.D. rests with the art faculty.

Not all art classes are offered each quarter. Check with advisor.

REQUIRED JEWELRY DESIGN COURSES

ART 281	Jewelry Design I	5
ART 282	Jewelry Design II	5
ART 283	Intro to Alloying & Casting.	5
ART 284	Bench Techniques & Practices in Metal	5
ART 285	Metal Techniques.	5

REQUIRED ART COURSES

ART 251, 252, 253 or 255	Art History*	5 ea
<i>*Check times & location of courses with advisor</i>		
ART 101	Design	5
ART 111	Drawing.	5
ART 210	Computer Art.	5
ART 290	The Art Business	5

GENERAL EDUCATION REQUIREMENTS

Communication	5
<i>Met by ART 251, 252, 253</i>	
Human Relations	5
<i>Select from CMST& 210 or 230</i>	
Computation	5
<i>Select ACCT 110 or above</i>	

TOTAL CREDITS	60
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Certificate in Fine Arts (C.F.A.) in Acting

The Certificate in Fine Arts in Acting is a 36-credit certificate built upon the principle that in order for actors to be successful they must have knowledge, experience, and context. Knowledge is gained through three basic acting courses (15 credits). Experience is obtained through acting in three productions (6 credits). Context is provided by an introductory theater course, work on a production as either a stage manager or director, and an additional elective theater course (15 credits).

The Certificate in Fine Arts in Acting is awarded to students who have successfully completed the program of study outlined below with a GPA of 2.0 or better. At least 20 credits must be earned in the Theater Department at North Seattle College and the final quarter of enrollment must be at North.

Although many of the courses in the Certificate in Fine Arts in Acting are transferable, the certificate is NOT a transfer program. The certificate works well with the schedules of students who are seeking Associate of Arts degrees, but these students should consult the degree requirements for the A.A. degree at North and the graduation requirements for the university or college to which they intend to enroll. C.F.A. in Acting students must have a drama advisor who will help plan the course sequence and recommend final certification. Substitutions may be made only with the approval of the drama advisor and Humanities dean.

REQUIRED COURSES		31 CREDITS
DRMA& 101	Intro to Theater	5
-OR-		
DRMA 105	Intro to World Theater	5
DRMA 108	Rehearsal and Performance*	2
DRMA 109	Rehearsal and Performance*	2
DRMA 110	Rehearsal and Performance*	2
<i>*DRMA 108, 109, and 110 are variable credit courses connected to theatrical production. Students may take these courses for up to 5 credits, but only 2 credits from each course will apply to the C.F.A. in Acting.</i>		
DRMA 121	Acting	5
DRMA 122	Acting	5
DRMA 123	Acting	5
-OR-		
DRMA 116	Fundamentals of Acting for the Camera	5
DRMA 224	Production and Stage Management	5
-OR-		
DRMA 281	Directing	5
DRMA	Elective (see below)	5
TOTAL CREDITS FOR CERTIFICATE		36

ELECTIVE COURSES		
DRMA 103	Fundamentals of Theatrical Design	5
DRMA 131	Intro to Technical Theater	5
DRMA 200	Special Projects in Drama	5
DRMA 201 or 202	Special Studies	5 ea
DRMA 211	Theater Management	5
DRMA 224	Production & Stage Management	5
DRMA 231	Props & Sound	5
DRMA 241	Costuming	5
DRMA 251	Stage Scenery	5
DRMA 261	Stage Lighting	5
DRMA 284, 285 or 286	Playwriting	5 ea
DRMA 291, 292 or 293	Theatrical Internship	5 ea
DRMA 298	Individual Projects in Theater	5

Special Opportunities for UPPER DIVISION COURSES

Eastern Washington University at North Seattle College

(509) 359-6254 (EWU Dept of Engineering & Design)
www.ewu.edu/CSHE/Programs/Engineering/NSCCEE

EWU and North offer an ABET-accredited Bachelor of Science degree in Electrical Engineering on the North campus. Coursework is taught by faculty members from both schools through a series of distance education and regular classroom courses that include hands-on laboratories. To qualify, students must apply directly to EWU.

Washington State University Online

(206) 934-7306 North Advising

North and Washington State University (WSU) Online offer co-admission to North students who have earned an associate degree within 16 consecutive quarters and meet the minimum cumulative GPA. WSU Online offers a number of degrees that are earned completely through online classes.

Western Washington University at North Seattle College

(206) 934-3719

<http://wce.wvu.edu/teop/north-seattle>

Western Washington University's Teacher Education Outreach program offers the following evening programs at North Seattle College: Elementary Teacher Education, B.A.E., with Special Education major and Elementary Teacher Certification.

2 | PROFESSIONAL & TECHNICAL Programs

See page 99 for details about North's programs.

3 | BACHELOR'S Degrees

North Seattle College offers two Bachelor of Applied Science degrees—International Business and Application Development. These degrees build on associate degrees that provide workplace skills in specific career areas. When compared to traditional bachelor's degrees, applied baccalaureate degrees incorporate more applied, hands-on learning focused on a particular industry. They are designed with strong internship components.

Tuition rates are different for upper division courses; see the rate chart on page 19.

B.A.S. APPLICATION DEVELOPMENT

(206) 934-7025

northseattle.edu/bas-app-development

The Bachelor of Applied Science in Application Development at North Seattle College provides a bachelor's degree opportunity for students who already have Information Technology degrees (IT) such as Associate of Applied Science (A.A.S.). The B.A.S. degree focuses on the industry-relevant education and skills needed by software developers and programmers who develop, create, and modify general computer applications software, mobile applications, or specialized utility programs. Students learn to analyze user needs and develop software solutions and design or customize software. The emphasis is on solving real world application problems through industry-based projects that meet customer needs and emerging software trends.

Applications are accepted in spring and summer for Fall Quarter entry. A minimum of 2.5 cumulative GPA is required for application; however, acceptance is competitive. Contact the program office for further information.

Prerequisites: An Associate of Applied Science (A.A.S. or A.A.S.-T) or equivalent degree preferably in an Information Technology-related field such as programming, database development or web development.

Bachelor of Applied Science – Application Development

AD	300	Component Software	5
AD	310	Software Lifecycle	5
AD	315	Discrete Math for Computer Science	5
AD	320	Web Application Development	5
AD	325	Data Structures and Algorithms	5
AD	330	Professional Communication	5
AD	340	Mobile Application Development	5
AD	350	Relational Database Technology	5
AD	400	Project Management in Software Development	5
AD	410	Web Application Practicum	5
AD	420	Cloud Computing – Software as Service	5
AD	430	Mobile Application Practicum	5
AD	440	Cloud Computing Practicum	5
AD	490	Capstone/Internship	5
		Credits from approved list of courses	20
TOTAL			90

B.A.S. INTERNATIONAL BUSINESS

(206) 934-7794

northseattle.edu/programs/bas-international-business

The Bachelor of Applied Science (B.A.S.) in International Business at North Seattle College is a pathway for students who have completed a two-year technical degree or approved associate degree to pursue a bachelor's degree. The program leverages existing business/accounting coursework and adds a combination of upper division courses in international business and hands-on learning experiences to prepare graduates to work in the international business industry. Students will complete a practicum as well as an internship, giving them important real world experience and cultural awareness.

Applications are accepted in the winter and early spring for Fall Quarter entry. Contact the International Business BAS manager for more information.

Prerequisites: An Associate of Applied Science degree or other approved associate degree (90-120 credits), and the following prerequisite courses: ENGL& 101; ACCT& 201, 202, 203; BUS& 201; BUS 210; See IB-BAS manager for more information and a full list of General Education courses and electives required for graduation.

Bachelor of Applied Science – International Business

IBN	301	International Management	5
IBN	302	International Marketing	5
IBN	303	Ethics in the International Environment	3
IBN	310	Operations Management	5
IBN	311	International Business Law	3
IBN	320	International Finance	5
IBN	350	International Business Practicum	8
IBN	401	International Project Management	3
IBN	402	Management of Information Systems	5
IBN	410	International Entrepreneurship	3
IBN	420	Business Strategy	5
IBN	490	Research Skills	1
CWE	495	Internship	9
TOTAL UPPER DIVISION CREDITS			60
Related Electives			60

60 additional credits from approved lists. See Division Contact.

4 | CONTINUING and CONTRACT Education

CONTINUING EDUCATION CLASSES

(206) 934-3705
learnatnorth.org

Continuing Education is committed to enriching lives by:

- Expanding Horizons
- Serving the Community
- Offering Opportunities for Lifelong Learning

Continuing Education encourages lifelong learning through non-credit classes for fun, professional development and personal enrichment. Class offerings change quarterly and cover a range of interests: computer skills, design, business, arts, cooking, fitness, entertainment, language, cultural experiences and more. All Continuing Education classes qualify as clock hours for teachers and CEUs for au pairs.

CUSTOMIZED BUSINESS TRAINING

(206) 934-6075

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 North.

5 | BRIDGE to COLLEGE/ PRE-COLLEGE Programs

Basic & Transitional Studies Division
(206) 934-3709

Basic Studies provide instruction for those who want to improve their English, improve basic verbal and math skills, earn a high school diploma or GED in order to get better jobs, continue their education and prepare for college-level work, or enter college while still in high school. Each of the programs in this area is designed to meet a particular set of student needs.

BRIDGE TO COLLEGE PROGRAMS:

- Developmental Education
- Transitional English as a Second Language
- Concurrent High School / College Programs

PRE-COLLEGE PROGRAMS:

- Adult Basic Education
- English as a Second Language – Beginning & Intermediate
- GED Preparation
- High School Completion

Bridge to College Programs:

DEVELOPMENTAL EDUCATION English, Mathematics and Human Development Courses

(206) 934-7303

northseattle.edu/programs/pre-college-english
northseattle.edu/programs/pre-college-math

Many students entering college or returning after some time away from studies need additional work to prepare for college-level courses. For these students, the Seattle Colleges offer a series of courses in English, mathematics and human development. Placement in one or more of these courses is determined by performance on placement tests required for admission to the specific college program or courses. Courses in this category are those numbered below 100. They are described in the course description sections for English (ENGL), mathematics (MATH) and human development (HDC).

TRANSITIONAL ESL English as a Second Language

(206) 934-7303

Placement in transitional ESL classes (advanced levels 5-6) is done by the CASAS Test. These courses prepare students for college-level work with increasing emphasis on note-taking, composition, oral presentation, and class discussion at high levels. These classes do not count as credit for college-level work. Tuition for these classes is \$25 per quarter (subject to change).

NOTE: International Students should take ESL classes through International Programs, page 270.

CONCURRENT High School/ College Programs

Running Start

(206) 934-3682

northseattle.edu/running-start

Running Start is a program that allows qualified high school juniors and seniors to register for college level courses while remaining enrolled at their local high school. Full to partial tuition is paid for by the state; students pay mandatory fees, buy their own books, and provide their own transportation. To qualify students must take a placement test and be ready for college level coursework. As a dual enrollment program, students receive both high school and college credit, thus accelerating their progress through the education system. Running Start is a good option for high school students who are ready to start college early.

See page 22 for more information.

Pre-College Programs:

ADULT BASIC EDUCATION

(206) 934-7303

northseattle.edu/programs/abe-ged

Adult Basic Education (ABE) classes are for adults who already know English but wish to improve their basic reading, writing, and math skills. Students can start at a level matching their current skills and progress at their own pace. Classes in basic math and reading, writing and communication skills are designed to help adults become more self-sufficient, improve their job prospects, prepare for the General Education Development (GED) or qualify for entry into post-secondary education programs. Course descriptions are listed under ABE. Classes are non-credit. Tuition is low, currently \$25 per quarter (subject to change).

ENGLISH as a Second Language (ESL)

(206) 934-7303

northseattle.edu/programs/esl

ESL classes, levels 1-4, are offered to help non-native speakers communicate in English and increase their understanding of American culture. Conversation, pronunciation, reading, writing, and grammar are taught with special emphasis on the English skills needed for survival and employment. These non-credit courses cost \$25 per quarter (subject to change). Course descriptions are found under ESL. When students test high enough, they can move on to Transitional ESL, levels 5 and 6, which concentrate on college-preparation skills.

GED Preparation

(206) 934-7303

northseattle.edu/programs/abe-ged

The General Educational Development (GED) is a certificate of successful completion of the four-part GED test. It is 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, social studies, science and test-taking. Tuition is \$25 per quarter (subject to change.)

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 23 for additional information.

HIGH SCHOOL COMPLETION

(206) 934-7303

northseattle.edu/programs/high-school-completion

For students who have not completed work for a high school diploma, High School Completion offers the opportunity to earn the diploma through two options: the Standard High School Diploma and the Associate Degree Conversion Diploma. Students planning to work toward a high school diploma should meet with the High School Advisor for information.

See page 24 for details and possible tuition waiver for high school completion.

6 | eLEARNING/ Distance Education

(206) 934-3738
www.virtualcollege.org

North offers many credit courses that do not require any campus visits. Online classes are designed so students can keep in close contact with their instructors using virtual bulletin boards, discussion rooms and/or email. Hybrid courses blend on-campus and “virtual” classroom instruction, saving travel time and expense. Student/teacher ratios in these classes are the same as classes held on campus. All distance education classes transfer the same as on-campus credit classes. Students can earn an A.A. degree completely online or with many fewer campus visits.

See page 25 for complete information on all eLearning options.

7 | INTERNATIONAL Programs

(206) 934-3672
Fax (206) 934-3794
international@seattlecolleges.edu
https://ip.northseattle.edu

North Seattle College serves over 1,000 students from 50 countries who study in North’s Intensive English Program, career training or college transfer programs. Many are also active in campus activities and organizations. New students must take either the ESL COMPASS Placement Test or the COMPASS (college level) Test before starting school. Students who take the TOEFL or IELTS must have scores sent directly to North.

A three-day orientation program prepares students to begin a successful academic experience. The International Programs office is dedicated to helping students succeed in their studies and adjust to life in Seattle, offering assistance with admissions, academic and immigration advising, scholarships and housing.

Students study at different levels based on their English proficiency. Quarterly classes develop skills in conversation, listening, reading, writing, grammar, study skills, note-taking, vocabulary and American culture.

Advanced students may take regular college classes. Upon successful completion of the Intensive English Program (IEP) or testing into college-level English, students may enter one of the college’s academic or technical programs.

See page 27 for more information.

TRAVEL/STUDY ABROAD

(206) 934-3672
northseattle.edu/programs/study-abroad

Students interested in Study Abroad should contact the International Programs Office to learn about programs and scholarship opportunities.

8 | WORKER RETRAINING Program

(206) 934-3787
northseattle.edu/workforce-education

Worker retraining at North Seattle College is a package of services, opportunities, and specialized instructional programs to help you return to work as soon as possible. A person may be eligible for Worker Retraining Assistance if he or she:

- Is unemployed and is collecting Washington State Unemployment Benefits
- Has exhausted unemployment benefits in the past two years
- Has been working in the home, experiences a significant loss of income and needs to re-enter the work force
- Has received a WARN letter
- Has closed a business due to economic downturn
- Is working in a not-in-demand job
- Has lost a job because of a disaster
- Separated from the military with an honorable discharge within the last 24 months
- Suffered a loss of more than 50% of household income due to a divorce, separation, or death of a spouse or partner within the last 24 months

Worker Retraining benefits include:

- Priority registration
- Tuition assistance career planning services
- High wage, high demand training programs
- Tutoring assistance
- Employment Security staff on campus
- Assistance with TAA and CAT/TB paperwork
- Liaison to other agencies, programs and funding

See page 29 for additional information.

Professional Technical PROGRAMS

North Seattle College offers degrees and certificates in more than 40 workforce education areas. The programs vary in length from one to seven quarters of full time course work and are designed to prepare students for careers and/or to expand skills in their career area. Several professional technical programs offer short-term training certificates. Students may build skills and add certificates over time to progress in their fields. Contact the program office for information on short-term certificates. North Seattle College, including these programs, is accredited by the Northwest Commission of Colleges and Universities.

ACCOUNTING

**Business, Engineering & Information Technologies Division
(206) 934-3730**

The Accounting program provides in-depth study in the field of accounting and advanced accounting studies for those preparing to take professional examinations. The accounting certificate and associate degree prepare graduates for employment in the industry. The Accounting program also offers short-term certificates in Accounting Office Assistant I & II, Not-for-Profit Management, Accounting Fraud, Accounting Achievement and Accounting/Bookkeeping I-Best. Contact the office for information on these short-term certificates.

It is recommended that three-quarter accounting sequences (e.g., 201, 202, 203) be completed at the same campus.

Bookkeeping Certificate in Accounting

This program prepares graduates for bookkeeping careers and general office employment. Normally completed in three quarters, the curriculum includes critical thinking, values, and cultural understanding. Related instruction courses support skills and knowledge used in accounting and general office fields.

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting/Bookkeeping I	5
ACCT	120	Intro to Accounting/Bookkeeping II	5
ACCT	131	QuickBooks	5
ACCT	257	Business Tax Accounting	5
ACCT	267	Not-for-Profit Management	5

RELATED INSTRUCTION

BUS	124	Excel for Business	5
BUS	169	Using Computers in Business *	5
BUS	236	Interpersonal Communications for the Workplace	5
CWE	110	Internship	3

*IT 101 may be substituted for BUS 169

TOTAL CREDITS 43

Computerized Accounting Technology

This certificate provides computerized accounting skills using popular accounting software. The program bridges the gap between manual and computerized accounting systems with students gaining practical experience and expertise on the computer. Graduates gain viable entry to and/or advancement in the accounting job market.

Certificate

REQUIRED COURSES

ACCT	110	Intro to Accounting/Bookkeeping I	5
ACCT	120	Intro to Accounting/Bookkeeping II	5
ACCT	131	QuickBooks	5
ACCT	257	Business Tax Accounting	5
ACCT	260	Peachtree Accounting	5
ACCT	261	Accounting Information Systems	5
ACCT	267	Not-for-Profit Financial Management	5
ACCT	268	Computerized Accounting Simulations	5
BUS	115	Computational Skillbuilding	2
BUS	124	Excel for Business	5
BUS	169	Using Computers in Business	5
BUS	236	Interpersonal Communications in the Workplace	5
CWE	110	Internship	3
ENGL&	230	Technical Writing	3
TOTAL CREDITS			63

Certificate of Accountancy

This program is designed for those who already have a four-year degree and want to meet the educational requirements to take the Certified Public Accounting (CPA) Examination.

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	251	Intermediate Accounting I	5
ACCT	252	Intermediate Accounting II	5
ACCT	254	Advanced Accounting	5
ACCT	256	Taxation of Corporations and Partnerships	5
ACCT	265	Accounting for Not-For-Profit & Governmental Entities	5
ACCT	270	Cost Accounting	5
ACCT	271	Ethics in Accounting	5
ACCT	275	Auditing	5
TOTAL CREDITS			40

**Associate of Applied Science Degree (A.A.S.)
in Accounting**

This two-year program in Accounting prepares students for immediate employment in a variety of accounting positions. The program includes accounting and business skills as well as college transfer and supporting courses designed to strengthen students' confidence.

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting/Bookkeeping I	5
ACCT	131	QuickBooks	5
ACCT&	201	Principles of Accounting I	5
ACCT&	202	Principles of Accounting II	5
ACCT&	203	Principles of Accounting III	5
ACCT	255	Individual Income Tax I	5
ACCT	257	Business Tax Accounting	5
ACCT	260	Peachtree Accounting	5
ACCT	261	Accounting Information Systems	5
ACCT	267	Not-For-Profit Financial Management	5
ACCT	271	Ethics in Accounting	5

RELATED INSTRUCTION

BUS	124	Excel for Business	5
BUS	131	Integrated Communications I	5
BUS	169	Using Computers in Business*	5
BUS	200	Law & Society**	5
BUS	210	Business & Economic Statistics	5
BUS	236	Interpersonal Communications in the Workplace	5
CWE	110	Internship	3

GENERAL EDUCATION COURSES ELECTIVES 10

Must be selected from approved list of General Education courses; 5 credits in Multicultural, U.S. Cultures or Global Studies and 5 from remaining areas

** IT 101 may be substituted for BUS 169*

*** BUS& 201 may be substituted for BUS 200*

TOTAL CREDITS 98

ALLIED HEALTH SCIENCES

Health & Human Services Division
(206) 934-3790
northseattle.edu/health/aas

North Seattle College offers an Associate of Applied Science degree (A.A.S.) in Allied Health Sciences for graduates of certificate programs in Medical Assisting, Practical Nursing, and Pharmacy Technician.

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

DEGREE CRITERIA INCLUDE:

1. A North 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 or Related Instruction.
3. Completion of 90 credit hours.
4. An overall GPA of 2.0.

Other requirements may be established by faculty or administrative policies.

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

1. 45 (minimum) - 70 (maximum) vocational-technical credits.
2. 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 Multicultural, U.S. Cultures or Global Studies.
3. Up to 20 elective credits may be taken as necessary to complete the 90 credits required for the degree.

Healthcare Technology Management

Business, Engineering & Information Technologies Division
(206) 934-3730

North Seattle College offers a unique opportunity to enter the field of Healthcare Technology Management, part of Allied Health Sciences. Healthcare Technology Management is appropriate for students interested in the operation, maintenance and repair of medical equipment (a program formerly titled Biomedical Equipment Technology). It increases the marketable skills and areas of knowledge for students who are studying Electronics and thus offers more employment possibilities in the health and medical repair fields.

PREREQUISITES:

Placement into ENGL 097/098 or higher; placement into MATH 084 or higher, or have taken an equivalent; and BUS 169 or equivalent computer experience.

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

TECHNICAL SPECIALTY COURSES

AHI	100	Intro to Medical Vocabulary	3
BIOL	128	Survey of Human Anatomy & Physiology*	5
CHEM&	121	Intro to Chemistry*	5
EET	105	Intro to Technology	2
EET	112	Multicultural Issues in the American Workplace*	5
EET	114	Applied Physics*	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials II – A+ Certification Advanced.	5
EET	137	Intro to Robotics	5
EET	138	Robotic Applications.	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics.	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II.	5
EET	166	Advanced Analog Circuits	5
EET	170	Digital Circuits I	5
EET	286	Biomedical Equipment I	5
EET	287	Biomedical Equipment II.	5
EET	297	Biomedical Technician Externship	4

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace*	5
BUS	236	Interpersonal Communication for the Workplace*.	5

*Course has *acceptable substitutes*. See *Advising*.

ENGL&	101	English Composition I.	5
EET	109	Mathematical Applications for Circuit Analysis	5
-OR-			
MATH	141	Pre Calculus (or higher).	5
IT		IT courses (IT 122 or higher)	10

TOTAL CREDITS 119

IT for Healthcare

**Health & Human Services Division
 (206) 934-3790**

The AAS Degree in IT for Healthcare is part of Allied Health Sciences and gives a well-rounded curriculum that will enable graduates to work in the medical field in hospitals, home health, and ambulatory care facilities. The IT for Healthcare curriculum is designed to meet the emerging demand for skilled healthcare workers and aims to equip students and workers with the skills to utilize technology in healthcare careers. LPN, Pharmacy Technology or Medical Assistants may align their Allied Health Associate of Applied Science with IT Healthcare curriculum to obtain this degree.

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

PREREQUISITES

**Prerequisites must be completed within 10 years of date of application.*

The COMPASS placement test for math must be taken if those prerequisites are older than 10 years.

BUS	106	Keyboarding/Skillbuilding	3
MATH	098	Intermediate Algebra.	5

TECHNICAL SPECIALTY COURSES 59

AHE	232	Intro to Clinical Software.	5
AHE	233	Intro to Health Informatics	5
AHE	234	HIPAA and Network Security	5
AHM	118	Intro to Patient History Medical Records and Doc	1
AMA	102	Legal Concepts	1
AMA	103	Ethical Concepts	1
AMA	121	Patient Scheduling	1
AMA	125	Intro to Medical Insurance & Coding	2
AMA	226	Medical Insurance Coding 1	1
AMA	227	Medical Insurance Billing	2
BUS	118	Project Management Intro & Overview	5
BUS	125	Access for Business.	5
BUS	229	Project Management Tools Techniques & Control	5
CWE	101	Portfolio, Job Search & Interviewing	2
CWE	110	Internship	3
EET	131	IT Essentials 1 - A+ Certification	5
IT	101	Software Applications.	5
-OR-			
BUS	169	Using Computers in Business	5
IT	102	Intro to Programming	5

RELATED INSTRUCTION 20

Choose 5 credits from Global Studies OR U.S. Cultures	5		
BUS	210	Business & Economic Statistics	5
-OR-			
MATH&	146	Intro to Statistics	5
BUS	236	Interpersonal Communications for the Workplace.	5
Engl&	101	English Composition I.	5

ELECTIVES 13

AMA	170-181	Medical Terminology sequence	13
-OR-			
AHI	100	Intro to Medical Vocabulary.	3
ACCT&	201	Principles of Accounting	5
EET	132	IT Essentials A+ Certification Advanced	5

TOTAL CREDITS 92

BUSINESS

Business, Engineering & Information Technologies Division
(206) 934-3730

The Business programs prepare students for the workplace demands of the local community and the economic challenges of the global marketplace. Day and evening programs offer a number of college transfer business courses, information technology and highly technical courses. Areas of specialization include management, professional office support, customer service, information technology support, project management and entrepreneurship. All programs strongly support the development of interpersonal skills.

Business also offers several short-term certificates. Contact the office for more information.

Administrative Assistant

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

This program prepares students for employment as office support professionals, secretaries and administrative assistants with computer literacy in information processing, spreadsheets, databases, presentation graphics and word processing. Advanced placement testing, work experience, and transfer of credits MAY result in course waivers, credit transfer, and advanced program standing.

TECHNICAL SPECIALTY COURSES

BUS&	101	Intro to Business	5
BUS	106	Keyboarding/Skillbuilding	3
		<i>Prereq: 25 wpm or BUS 105; may test out at 40+ wpm</i>	
BUS	112	Multicultural Issues in the American Workplace.	5
BUS	117	Records Management	2
BUS	119	Leadership & Management.	3
BUS	140	Customer Relations	5
BUS	156	Intro to e-Business/Commerce	5
-OR-			
IT	111	Internet & Web Authoring Using XHTML	5
BUS	170	Information Technology I.	5
BUS	171	Information Technology II	5
BUS	172	Information Technology III	5
BUS	181	Desktop Publishing	5
BUS	205	Human Resource Management	5
BUS	230	Business Communications	5
CWE	101	Portfolio, Job Search and Interviewing	2
CWE	102	Job Shadow.	2
CWE	110	Internship	3

RELATED INSTRUCTION

BUS	116	Business Math/Spreadsheets	5
		<i>Prereq: MATH 081 or placement into MATH 084 or higher</i>	
BUS	131	Integrated Communications I	5
		<i>Prereq: Eligible for ENGL 095/096 or higher</i>	
BUS	236	Interpersonal Communications for the Workplace.	5

GENERAL EDUCATION COURSES

10

10 credits from approved list. See Advising Center.

TOTAL CREDITS

90

Customer Service

Customer Service certificates combine office support training in communications, customer relations, information technology, and on-the-job work experience to prepare students for entry-level positions as customer service representatives.

Certificate

TECHNICAL SPECIALTY COURSES

BUS	106	Keyboarding/Skillbuilding	3
		<i>Prereq: BUS 105; take 105 and 106 concurrently, or 25 wpm accurate keyboarding. May be repeated</i>	
BUS	131	Integrated Communications I**	5
		<i>Test eligible for ENGL& 101 or complete ENGL 097/098</i>	
BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CWE	110	Internship	3

TOTAL CREDITS

21

General Business

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

Several courses have pre-requisites or English placement requirements. Check with Business Advisor.

TECHNICAL SPECIALTY COURSES

ACCT&	201	Principles of Accounting I	5
ACCT&	202	Principles of Accounting II	5
BUS&	101	Intro to Business	5
BUS	112	Multicultural Issues in the American Workplace.	5
BUS	114	Intro to Marketing	5
BUS	169	Using Computers in Business	5
-OR-			
BUS	171	Information Technology II	5
BUS&	201	Business Law	5
BUS	210	Business & Economic Statistics	5
BUS	230	Business Communications	5
BUS	236	Interpersonal Communication for the Workplace.	5

GENERAL EDUCATION COURSES

10

U.S. Cultures or Global Studies.	5
VLPA, ICS or Natural World	5

ELECTIVES (LISTED BELOW) 30
 Business Pathway Electives 8-10
 General Business Electives 20-22

TOTAL CREDITS 90

APPROVED BUSINESS PATHWAY ELECTIVES 8-10
Consult with Advisor when selecting courses

ACCT& 203 Principles of Accounting III - Managerial 5
 BUS 118 Intro to Project Management 5
 BUS 151 Intro to Entrepreneurship 3
 -OR-
 BUS 154 Exploring Entrepreneurship 5
 BUS 186 Sustainable Business 5
 BUS 205 Human Resource Management 5
 BUS 215 Intro to International Business 5
 ECON& 201 Principles of Economics - Microeconomics 5
 RES 100 Real Estate Fundamentals 5

APPROVED GENERAL BUSINESS ELECTIVES 20-22
Consult with Advisor when selecting courses

ACCT 131 QuickBooks 5
 ACCT& 203 Principles of Accounting - Managerial 5
 ACCT 261 Accounting Information Systems 5
 BUS Various Business Courses Varies
 CMST Courses in CB&M Certificate Varies
 ECON& 201 Principles of Economics - Microeconomics 5
 ECON& 202 Principles of Economics - Macroeconomics 5
 ENVS 160 Intro to Sustainability 5
 RES 100 Real Estate Fundamentals 5
 RES 202 Multi-Family Property Management 5
 -OR-
 RES 203 Property Management - Commercial 3

TOTAL CREDITS 90

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

Several courses have pre-requisites or English placement requirements. Check with Business Advisor.

TECHNICAL SPECIALTY COURSES

ACCT& 201 Principles of Accounting I 5
 ACCT& 202 Principles of Accounting II 5
 BUS& 101 Intro to Business 5
 BUS 112 Multicultural Issues in the American Workplace 5
 BUS 114 Intro to Marketing 5
 BUS& 201 Business Law 5
 BUS 210 Business & Economic Statistics 5
 BUS 215 Intro to International Business 5
 BUS 236 Interpersonal Communication for the Workplace 5
 ECON& 201 Principles of Economics - Micro 5
 ECON& 202 Principles of Economics - Macro 5

GENERAL EDUCATION COURSES 20

ENGL& 101 Composition I 5
 MATH 116 Applications of math to Management, Life and Social Sciences 5
 U.S. Cultures or Global Studies 5
 Natural World 5

ELECTIVES 15
 Approved Electives 15

TOTAL CREDITS 90

APPROVED GENERAL BUSINESS ELECTIVES 15
Consult with Advisor when selecting courses

ACCT& 203 Principles of Accounting - Managerial 5
 ACCT 255 Federal Income Tax I 5
 -OR-
 ACCT 267 Financial Management 5
 BUS Various Business Courses Varies

TOTAL CREDITS 90

Office Professional

This certificate prepares students for jobs as secretaries, credit authorizers and event coordinators.

Prerequisite: Placement Exam or completion of ENGL 095/096; 25 wpm accurate keyboarding; completion of MATH 081 or placement into MATH 084.

Certificate

TECHNICAL SPECIALTY COURSES

BUS 117 Records Management 2
 BUS 119 Leadership & Management 3
 BUS 172 Information Technology III 5
 BUS 181 Desktop Publishing 5
 BUS 205 Human Resource Management 5
 BUS 230 Business Communications 5
 CWE 110 Internship 2

TOTAL CREDITS 27

Retail Management Certificate

The Retail Management Certificate provides a solid foundation in basic business management skills and an added course in retail management. This certificate was developed in collaboration with other community colleges around the state and the Western Association of Food Chains (WAFC). Two classes are taken online through Skagit Valley College.

Certificate

TECHNICAL SPECIALTY COURSES

ACCT 110 Intro to Accounting/Bookkeeping 5
 BUS 114 Intro to Marketing 5
 BUS 116 Business Math/Spreadsheets 5
 BUS 119 Leadership and Management Skills 5
 BUS 169 Using Computers in Business 5

-OR-

IT	101	Software Applications	5
BUS	205	Human Resource Management	5
BUS	230	Business Communications	5
BUS	236	Interpersonal Communications for the Workplace	5
BMT	140	Management Skills (SVC online)*	5
BMT	213	Retailing (SVC online)*	3
TOTAL CREDITS			48

*Classes are taken online from Skagit Valley College.
Check with an advisor for more information.

COMMUNICATION, BUSINESS AND MEDIA

Arts, Humanities, and Social Sciences Division
(206) 934-3709

Business, Engineering & Information Technologies Division
(206) 934-3730

CB&M integrates Communication and Art (two transfer programs) with Business (a professional program), and offers a balance of training and studies in media management, marketing, sales, public information, news, and media design and production.

Communication, Business and Media Certificate

TECHNICAL SPECIALTY COURSES

BUS	114	Intro to Marketing	5
BUS	210	Business & Economic Statistics+	5
CMST	195	Media Management & Operations	5
CMST	255	Writing for Organizations & the Media*	5
BUS	112	Multicultural Issues in the American Workplace.	5
-OR-			
CMST	265	Media Relations & Ethics*	5
BUS	156	Intro to e-Business & Commerce	5
-OR-			
CMST	235	Media Research, Marketing, & Sales*	5
BUS	118	Project Management	5
-OR-			
CMST	290	Media Project Management Practicum*	5
BUS	236	Interpersonal Communication for the Workplace.	5
-OR-			
CMST&	220	Public Speaking	5
-OR-			
CMST	275	Online Communication*	5
CMST	291	Internet & Print Practicum*	5
-OR-			
CMST	292	Radio & Audio Practicum*	5
-OR-			
CMST	293	Television & Video Practicum*	5

-OR-

CMST	294	News & Public Information Practicum*	5
Optional Internship & Certificate Portfolio**			5

TOTAL CREDITS 45-50

+ BUS 210 prereq: MATH 098 or 116

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

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

Communication and Media Arts

Certificate

TECHNICAL SPECIALTY COURSES

ART	101	Design	5
ART	102	Design	5
ART	111	Drawing.	5
ART	114	Intro to Digital Photography	5
-OR-			
ART	210	Computer Art.	5
CMST&	101	Intro to Communication	5
-OR-			
CMST	275	Online Communication	5
CMST&	220	Public Speaking	5
CMST	290	Media Project Management Practicum	5
CMST	295	Studies & Works in Communication	5

RELATED INSTRUCTION

MATH&	107	Math in Society*	5
ENGL&	101	Composition I*	5

*For acceptable substitutes, see Advising Center.

TOTAL CREDITS 50

Communication, Business and Media Associate of Applied Science – T Degree (A.A.S.-T)

BUS&	101	Intro to Business	5
BUS	114	Intro to Marketing*	5
CMST&	101	Intro to Communication	5
CMST	195	Media Management & Operations	5
CMST	255	Writing for Organizations & the Media**	5
BUS	112	Multicultural Issues in the American Workplace.	5
-OR-			
CMST	265	Media Relations & Ethics**	5
BUS	131	Integrated Communications I*	5
-OR-			
ENGL&	102	Composition II	5
BUS	156	Intro to e-Business & Commerce	5
-OR-			
CMST	235	Media Research, Marketing & Sales**	5
BUS	197	Work Experience - Business	5
-OR-			
BUS	299	Special Topics - Business	5
-OR-			
CMST	295	Studies & Works in Communication**	5

BUS	200	Law & Society	5
-OR-			
CMST	245	Media Communication & Criticism**	5
BUS	118	Project Management	5
-OR-			
CMST	290	Media Project Management Practicum**	5
BUS	236	Interpersonal Communications for the Workplace.	5
-OR-			
CMST&	220	Public Speaking**	5
-OR-			
CMST	275	Online Communication**	5

RELATED INSTRUCTION

BUS	210	Business & Economic Statistics+	5
CMST	205	Multicultural Communication**	5
ENGL&	101	English Composition I*	5
Individuals, Cultures & Societies Elective++			
Natural World Elective			
Communication, Business & Media Electives***			

TOTAL CREDITS 95

- * Must be eligible for ENGL& 101 through English Placement Exam or complete ENGL 097/098.
- ** Consult advisor regarding individual course prereqs or individual advanced student status.
- *** Take 10 credits not already taken from this list: CMST 291, 292, 293, 294.
- + BUS 210 prerequisite: MATH 098 or 116.
- ++ Select from approved list. See Advisor.

DRAFTING— ARCHITECTURAL ENGINEERING DRAFTING

Business, Engineering & Information Technologies Division
 (206) 934-3730

This program prepares students for a variety of entry-level jobs in engineering, construction firms, and public agencies in the construction and design industry. Students learn basics of conventional hand drafting, CAD and Building Information Modeling (BIM), 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. Students may also take short-term certificate programs in 3-D Modeling Techniques using BIM or Autocad.

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	134	Systems in Buildings	5
TDR	144	Design & Construction Environment	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication in the Workplace**	5
ENGL&	101	English Composition I***	5
EET	109 or MATH 102 or higher		5

- * May be repeated each quarter.
- ** May be substituted by any 100-level approved human relations course.
- *** 3 credits ENGL 105 and 5 credits Gen. Ed. may substitute for ENGL& 101.

TOTAL CREDITS 53

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

COMPLETION OF CERTIFICATE REQUIREMENTS 53

TECHNICAL SPECIALTY COURSES

TDR	100	Basic BIM for Design & Construction	5
TDR	101	Intermediate BIM for Design & Construction	5
TDR	102	Advanced BIM for Design & Construction	5
TDR	109	Architectural Engineering Drafting Lab*	2
TDR	160	Applied Mechanics I	5
TDR	161	Applied Mechanics II	5
IT Computer Skill Classes**			5

- * May be repeated each quarter.
- ** A minimum of 5 credits in computer skill classes required.

COMMUNICATIONS COURSES

ENGL&	230	Technical Writing	3
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GENERAL EDUCATION COURSES

			5
Multicultural, U.S. Cultures or Global Studies			5

TOTAL CREDITS 93

EARLY CHILDHOOD EDUCATION

Health & Human Services Division
 (206) 934-3783
Northseattle.edu/programs/early-childhood

North offers certificates and an Associate of Applied Science degree in early childhood education. The A.A.S. degree 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 nanny.

Certificates

The initial certificate* is a point of entry or a continuation of professional development based on Level 1 on the Washington State Career Lattice. The Initial Certificate (Level 1 Step 5) is the first “stackable” certificate of a series which provides a foundation for the ECE State Credential and Associate degree.

**This certification meets minimum childcare licensing standards or registered apprentice in high school or equivalent and 20 hours Basic STARS/MERIT training or 2 college credits in Basics of Child Care course, with at least 2 hours of training in each of the ECE Core Competency areas.*

INITIAL STATE CERTIFICATE	TOTAL: 12
ECED& 105 Intro to Early Childhood Education	5
ECED& 107 Health, Safety, and Nutrition	5
ECED& 120 Practicum: Relationships	2

Short State Specialization Certificate Options

The Short State Specialization Certificate is the second in a series of three stackable certificates designed to meet the Washington State Career lattice guidelines for those individuals interested in working in settings structured specifically for the young child (early education programs such as licensed childcare and Head Start.) Credits earned are part of the stackable certificate courses working toward the State Credential Certificate or A.A.S. degree. The 8-credit options below combine with the 12 credit Initial State Certificate above to comprise the 20 credits of the Short Specialization Certificate. Students choose one option for their Specialization Certificate.

SHORT STATE CERTIFICATE OF SPECIALIZATION GENERAL	TOTAL: 8
EDUC& 115 Child Development	5
EDUC& 130 Guiding Behavior	3
OR	

SHORT STATE CERTIFICATE OF SPECIALIZATION INFANT AND TODDLERS	TOTAL: 8
EDUC& 115 Child Development	5
ECED& 132 Infant and Toddler	3
OR	

SHORT STATE CERTIFICATE OF SPECIALIZATION SCHOOL-AGE CARE	TOTAL: 8
EDUC& 115 Child Development	5
EDUC& 136 School Age Care	3
OR	

SHORT STATE CERTIFICATE OF SPECIALIZATION FAMILY CHILD CARE	TOTAL: 8
EDUC& 115 Child Development	5
ECED& 134 Family Child Care	3
OR	

SHORT STATE CERTIFICATE OF SPECIALIZATION ADMINISTRATION	TOTAL: 8
EDUC& 115 Child Development	5
EDUC& 136 Administration of Early Learning	3

SHORT STATE CERTIFICATE OF SPECIALIZATION STATE EARLY CHILDHOOD EDUCATION CERTIFICATE
 This certificate is under development and will be in place by Fall Quarter, 2014. Visit the website or contact the office for further information.

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

The degree described below is currently still in effect. However, it will be replaced by a new A.A.S. sequence in Winter 2015. The new sequence will build on the three certificates described above, and lead to the A.A.S. Visit the website or contact the office for further details.

GENERAL EDUCATION	20
<i>Select 5 credits from each of the following categories (total of 20 credits). Contact the Health and Human Services Division for the list of approved courses.</i>	

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

RELATED INSTRUCTION	20
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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 292 Classroom Research	12

REQUIRED COURSES	30
CCE 102 Issues & Trends in Early Childhood Education	3
EDUC& 203 Exceptional Child	3
CCE 125 Program Planning	5
CCE 135 Foundations of Early Learning	5
CCE 159 Behavior Management*	4
CCE 166 Cultivating Conversation*	3
CCE 232 Parent Involvement in Early Childhood Education*	4
CCE 234 Staff Relationships*	3

*Human Relations included in these required courses.

ELECTIVE COURSES **20**

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	200	Children & Nature	3
CCE	204	Autism & Related Disorders	2
CCE	240	Multicultural Dialogues	3
CCE	261	Readings in Early Childhood Education	1-6
CCE	285	The Project Approach	5
TOTAL CREDITS			90

ELECTRONICS

Business, Engineering & Information Technologies Division (206) 934-3730

Electronics and associated technologies 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 learning, the use of sophisticated test equipment unique to each discipline, and a solid base of electronics/electrical theory. These programs provide high-skill learning opportunities, including professional certification and Associate of Applied Science degree options. Also see the Sustainable & Conventional Energy & Control Technology program. Students can take a short-term certificate in Green Energy.

Aviation Electronics II: Electronics Technician

This certificate program prepares students for entry-level positions in aerospace-related technologies.

Certificate

PREREQUISITES

Eligible for ENGL 097/098 or higher; eligible for MATH 084 or higher or successful completion of equivalent class; BUS 169 or equivalent computer experience.

TECHNICAL SPECIALTY COURSES

EET	105	Intro to Technology	2
EET	107	Intro to Avionics	4
EET	108	Fiber Optics	5
EET	109	Mathematical Applications for Circuit Analysis	5
EET	112	Fluid Power & Alternative Energy Sources	5
EET	131	IT Essentials I – A+ Certification	5
EET	137	Intro to Robotics	5
EET	161	DC Principles of Electronics	5

EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	170	Digital Circuits I	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace	5
ENGL&	101	Composition	5
-OR-			
ENGL&	230	Technical Writing	3
-OR-			
ENGL&	235	Technical Writing	5
TOTAL CREDITS			59-61

Broadband Cable

This certificate program prepares students for entry-level positions in the broadband cable TV industry.

Certificate

TECHNICAL SPECIALTY COURSES

EET	108	Intro to Fiber Optics	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials I – A+ Certification Advanced	5
EET	135	Intro to Broadband	5
EET	160	Survey of Electricity & Electronics	5
-OR-			
EET	161	DC Principles of Electronics	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace	5
TOTAL CREDITS			30

**ELECTRONICS
ENGINEERING TECHNOLOGY**

Business, Engineering & Information Technologies Division (206) 934-3730

This two-year program prepares students for advanced technical training and transfer into B.S. degree programs in electronics engineering technology at selected institutions such as Western Washington University or Central Washington University.

The program focuses on teaching practical engineering applications and skills, and provides a good foundation for those who wish to seek employment after the two-year program.

Because of the complexity of course prerequisites and course sequences, students need advanced planning assistance with an advisor. Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

PREREQUISITES

Eligible for ENGL& 101 or higher; eligible for MATH& 141 or higher or successful completion of equivalent; BUS 169 or equivalent computer experience.

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

TECHNICAL SPECIALTY COURSES

EET 105	Intro to Technology	2
EET 108	Intro to Fiber Optics	5
EET 137	Intro to Robotics	5
EET 138	Robotic Applications.	5
EET 161	DC Principles of Electronics	5
EET 162	AC Principles of Electronics.	5
EET 163	Solid State Electronics	5
EET 165	Analog Circuits & Devices I	5
EET 166	Analog Circuits & Devices II.	5
EET 170	Digital Circuits I	5
EET 171	Digital Circuits II	5
PHYS& 221	Engineering Physics I	5
PHYS& 222	Engineering Physics II.	5
PHYS& 223	Engineering Physics III	5

TECHNICAL ELECTIVE **5**
5 credits from approved list. See advising.

GENERAL EDUCATION / RELATED INSTRUCTION

MATH& 142	Precalculus II.	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II.	5
CMST& 210	Interpersonal Communication	5
ENGL& 101	English Composition I.	5
ENGL& 230	Technical Writing	3
-OR-		
ENGL& 235	Technical Writing	5

GENERAL EDUCATION ELECTIVES **10**
10 credits from approved list. See Advising.

TOTAL CREDITS **110-112**

ELECTRONICS TECHNOLOGY

Business, Engineering & Information Technologies Division (206) 934-3730

This program provides opportunities for students interested in the operation, maintenance and repair of a wide array of electronics equipment, creating a broad foundation in electronics training. Instruction emphasizes a hands-on approach, use of sophisticated test equipment, and a solid base of information concerning computer hardware and software for technical applications. This program offers job training directed toward immediate employment and future advancement with companies specializing in manufacturing or servicing all types of electronic equipment.

Contact the program advisor or the Advising Center before enrolling. Courses and programs are transferable to certain four-year institutions.

Certificate

TECHNICAL SPECIALTY COURSES

EET 105	Intro to Technology	2
EET 107	Intro to Avionics.	4
EET 108	Intro to Fiber Optics	5
EET 131	IT Essentials – A+ Certification	5
EET 132	IT Essentials – A+ Certification - Advanced	5
-OR-		
EET 135	Intro to Broadband	5
EET 137	Intro to Robotics	5
EET 161	DC Principles of Electronics	5
EET 162	AC Principles of Electronics.	5
EET 163	Solid State Electronics	5
EET 165	Analog Circuits & Devices I	5
EET 170	Digital Circuits I	5

RELATED INSTRUCTION

BUS 236	Interpersonal Communication for the Workplace*	5
ENGL& 230	Technical Writing*	3
-OR-		
ENGL& 235	Technical Writing	5
EET 109	Mathematical Applications for Circuit Analysis	5
-OR-		
MATH& 141	Pre-Calculus	5

TOTAL CREDITS **64-66**

**For acceptable substitutes, see Advising Center.*

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

TECHNICAL SPECIALTY COURSES

84

EET 105	Intro to Technology	2
EET 107	Intro to Avionics.	4
EET 108	Intro to Fiber Optics	5
EET 112	Fluid Power & Alternative Energy	5
EET 114	Applied Physics	5
EET 131	IT Essentials – A+ Certification	5
EET 132	IT Essentials II – A+ Certification - Advanced	5
EET 135	Intro to Broadband	5
EET 137	Intro to Robotics	5
EET 138	Robotic Applications.	5
EET 161	DC Principles of Electronics	5
EET 162	AC Principles of Electronics.	5
EET 163	Solid State Electronics	5
EET 165	Analog Circuits & Devices I	5
EET 166	Analog Circuits & Devices II.	5
EET 170	Digital Circuits I	5
EET 171	Digital Circuits II	5
EET 219	Metrology & Measurement Science	3

RELATED INSTRUCTION		20
BUS	112 Multicultural Issues in the American Workplace.	5
<i>May substitute course from approved list</i>		
BUS	236 Interpersonal Communications for the Workplace*.	5
ENGL&	101 English Composition I.	5
EET	109 Mathematical Applications for Circuit Analysis	5
-OR-		
MATH&	141 Pre-Calculus	5
TECHNICAL ELECTIVES*		10
<i>*from approved list. See Advising Center</i>		
TOTAL CREDITS		114

ELECTRONICS TELECOMMUNICATIONS TECHNOLOGY

Business, Engineering & Information Technologies Division
 (206) 934-3730

North Seattle College offers a comprehensive program in electronic communication technology 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 Intro to Technology*.	3
EET	109 Mathematical Applications for Circuit Analysis	5
EET	131 IT Essentials I - A+ Certification	5
EET	132 IT Essentials I - A+ Certification Advanced	5
EET	135 Intro to Broadband.	5
EET	161 DC Principles of Electronics	5
EET	162 AC Principles of Electronics.	5
EET	163 Solid State Electronics I	5
EET	165 Analog Circuits & Devices I	5
EET	166 Analog Circuits & Devices II.	5
EET	170 Digital Circuits I	5
EET	171 Digital Circuits II	5
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	124 Network OS 2 – Win2K Server	5
IT	134 Network Communications – TCP/IP	5
IT	138 Unix for Network Administration.	5
IT	142 Network Management – CISCO I	5
IT	144 Network Management – CISCO II	5

RELATED INSTRUCTION

BUS	112 Multicultural Issues in the American Workplace*	5
BUS	236 Interpersonal Communications for the Workplace*.	5
ENGL&	101 English Composition I**.	5
TOTAL CREDITS		118

**This course has acceptable substitutes. See Advisor.*

***Students must test into ENGL 093 to start the degree, and must complete ENGL& 101 to finish.*

EMERGENCY MEDICAL TECHNICIAN (EMT)

Health & Human Services Division

(206) 934-3790

northseattle.edu/programs/emergency-medical-technician

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 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 advanced first aid entrance exam is required and attendance at a mandatory information session.

AHE	190 Emergency Medical Technician (EMT)	12
AHE	192 Basic Life Support for Healthcare Providers	1
TOTAL CREDITS		13

ENTREPRENEURIAL TRAINING

Business, Engineering & Information Technologies Division
 (206) 934-3730

This program explores the challenges of starting a new business. It includes solid business planning, feasibility studies, financial structuring, market research, and other areas of knowledge for creating a successful venture. It emphasizes the importance of a responsible and professional work ethic and leadership qualities.

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	215	Accounting for Small Business Owners	3
BUS	118	Project Management Intro & Overview	5
BUS	151	Intro to Entrepreneurship	3
-OR-			
BUS	154	Entrepreneurship: Overview	5
BUS	152	Entrepreneurship: Product, Service, Selection, Pricing & Marketing.	5
BUS	153	Entrepreneurship: Planning, Business Financials.	5
BUS	156	Intro to e-Business/Commerce	5
-OR-			
IT	101	Software Applications.	5
BUS	186	Sustainable Business	5
BUS	236	Interpersonal Communication for the Workplace.	5

TOTAL CREDITS 36-38

HVAC

Business, Engineering & Information Technologies Division
(206) 934-3730

The HVAC program, in partnership with HVAC Learning Systems and Lennox, provides systems training in heating, ventilation, air-conditioning and refrigeration. The only one of its kind in the country available at a two-year college, North's HVAC program tailors skills to employer needs and can help students get an internship or entry-level job with career potential. Two certificate options and a degree are offered.

HVAC Core Certificate

This short-term certificate of the core HVAC classes is designed for people with a background in electronics, construction, the military, or those with a previous degree. The certificate incorporates only the essential skills for becoming employable in the Heating, Ventilation, and Air Conditioning (HVAC) field as a technician or installer.

PREREQUISITES

EET 109; BUS 169 or IT 101 or instructor's permission.

TECHNICAL SPECIALTY COURSES

EET	160	Intro to Electricity & Electronics	5
HVC	101	Essentials of HVAC.	5
HVC	210	Cooling & Heating Systems 1	5
HVC	211	Cooling & Heating Systems 1 & 2B	5
HVC	212	Cooling & Heating Systems 2A & NATE Prep . . .	5
HVC	220	Green HVAC.	3

TOTAL CREDITS 28

HVAC Service Certificate:

PREREQUISITES

ENGL 097/098 or higher; MATH 084 or higher; BUS 169 or IT 101 or equivalent.

TECHNICAL SPECIALTY COURSES

EET	160	Intro to Electricity & Electronics	5
HVC	101	Essentials of HVAC.	5
HVC	210	Cooling & Heating Systems 1	5
HVC	211	Cooling & Heating Systems 1 & 2B	5
HVC	212	Cooling & Heating Systems 2A & NATE Prep . . .	5
HVC	220	Green HVAC.	3

RELATED INSTRUCTION

BUS	131	Integrated Communications I	5
BUS	140	Customer Relations	5
BUS	236	Interpersonal Communications for the Workplace.	5
CWE	110	Internship	3
EET	109	Mathematical Applications for Circuit Analysis .	5

TOTAL CREDITS 51

**HVAC Tech & Project Management
Associate of Applied Science – T Degree**

Graduates with this degree in Heating, Ventilation, and Air Conditioning (HVAC) Project Management are prepared to work as project managers in residential and light commercial settings. This degree is designed to provide all the skills needed to successfully compete for HVAC project manager at entry level positions or transfer those skills to a four-year institution.

PREREQUISITES

Placement into English 097/098 or higher; test into Math 097/98 or higher.

TECHNICAL SPECIALTY COURSES

EET	160	Intro to Electricity & Electronics	5
HVC	101	Essentials of HVAC.	5
HVC	210	Cooling & Heating Systems 1	5
HVC	211	Cooling & Heating Systems 1 & 2B	5
HVC	212	Cooling & Heating Systems 2A & NATE Prep . . .	5
HVC	220	Green HVAC.	3

RELATED INSTRUCTION

BUS	118	Project Management Introduction & Overview . .	5
BUS	119	Leadership & Management Skills	5
BUS	229	Project Management Tools, Techniques & Control	5
CMST&	210	Interpersonal Communication	5
ENGL&	101	Composition I	5
ENGL&	102	Composition II.	5
ENGL	230	Technical Writing	3
ENVS	150	Environmental Issues & Problems I	5
EET	109	Mathematical Applications for Circuit Analysis .	5

MATH& 107	Math in Society	5
PHYS& 114	General Physics with Lab	5
ELECTIVES		9
<i>From approved list. See Advising Center.</i>		
<hr/>		
TOTAL CREDITS		90

INDUSTRIAL POWER & CONTROL TECHNOLOGY

Business, Engineering & Information Technologies Division
(206) 934-3730

The Industrial Power & Control Program offers a one-year certificate in Sustainable and Conventional Energy and Control Technology and a two-year Associate of Applied Science degree in Industrial Power & Control Technology. This program prepares students for entry level employment in companies or government organizations that manufacture, service, sell, design or support electrical and electronic systems that control machinery, automation, and/or processes. Emphasis is placed on the control of large electrical currents and large electromechanical systems through solid state, digital, and microprocessor devices. The program involves in-depth study of industrial controls, fluid power, AC and DC rotating equipment, instrumentation and measurement, and system control principles. Sustainable and Conventional Energy and Control differs from Electronics in the scale and application of electrical, electronic and mechanical systems, and may be considered "Industrial Electronics."

PREREQUISITES

Eligible for ENGL 097/098 or higher to start degree; to finish, must complete ENGL& 101; eligible for MATH 084 or successful completion of equivalent or higher class; and BUS 169 or equivalent computer experience.

Certificate in Sustainable & Conventional Energy & Control Technology

TECHNICAL SPECIALTY COURSES

EEL	201	Energy Generation, Conversion & Sustainability	5
EEL	202	Industrial Motor Controls	5
EEL	203	Industrial Motor Drives	5
EET	109	Mathematical Applications For Circuit Analysis*	5
-OR-			
MATH&	141	Pre-Calculus	5
EET	105	Intro to Technology	2
EET	112	Fluid Power & Alternative Energy Sources	5
EET	114	Applied Physics*	5

EET	137	Intro to Robotics	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	170	Digital Circuits I	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for The Workplace*	5
ENGL&	230	Technical Writing	3
-OR-			
ENGL&	235	Technical Writing	5

TOTAL CREDITS		70-72
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** See Advising Center for acceptable substitutes.*

Associate of Applied Science Degree (A.A.S.) in Industrial Power & Control Technology

TECHNICAL SPECIALTY COURSES

EEL	201	Energy Generation, Conversion & Sustainability	5
EEL	202	Industrial Motor Controls	5
EEL	203	Industrial Motor Drives	5
EET	105	Intro to Technology	2
EET	108	Intro to Fiber Optics	5
EET	112	Fluid Power & Alternative Energy Systems.	5
EET	114	Applied Physics*	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials I – A+ Certification Advanced	5
EET	137	Intro to Robotics	5
EET	138	Robotic Applications.	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II.	5
EET	170	Digital Circuits I	5
EET	219	Measurement Science	3

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace*	5
BUS	236	Interpersonal Communications for the Workplace*	5
ENGL&	101	English Composition I	5
EET	109	Mathematical Applications for Circuit Analysis*	5
-OR-			
MATH&	141	Pre-Calculus	5

** See Advising Center for acceptable substitutes.*

TECHNICAL ELECTIVES		10
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IT electives. *See Advising for approved list.*

INFORMATION TECHNOLOGIES

Business, Engineering & Information Technologies Division
(206) 934-3730

In addition to certificates and degrees in IT Controlled Electronic Systems and Network Infrastructure & Security Support Specialist, North's IT Department offers short-term certificates in these areas: Computer Maintenance Fundamentals,; Computer Maintenance with Networking; CISCO Certified Network Associate; Linux/Unix Completion Certificate and Microsoft Windows. Contact the Division for further information.

IT Controlled Electronic Systems

The two-year degree program focuses on the skills needed to install, maintain and monitor information technology systems and IT-controlled electronic systems such as security systems, entertainment systems and HVAC systems. Courses cover electronics computer networking and customer service skills.

The one-year certificate is intended for students who already have a two- or four-year degree or experience in the field. It is designed for students who are interested in pursuing employment in the IT-controlled Electronics Systems field as an applications engineer or technician.

Certificate

PREREQUISITE

IT 101 Software Applications 5

TECHNICAL SPECIALTY COURSES

BUS 118 Project Management Introduction & Overview . . 5

BUS 236 Interpersonal Communication
for the Workplace 5

EET 131 IT Essentials – A+ Certification 5

EET 137 Intro to Robotics 5

EET 160 Intro to Electricity & Electronics 5

-OR-

EET 161 DC Principles of Electronics 5

CHOOSE ONE TRACK:

WINDOWS:

IT 122 Network OS 1 – Windows Client OS 5

IT 126 Network OS 3 – Windows Network
Infrastructure 5

-OR-

CISCO:

IT 142 Network Management – CISCO I 5

IT 144 Network Management – CISCO II 5

IT 146 Network Management – CISCO III 5

-OR-

UNIX:

IT 135 Intro to UNIX 5

IT 138 UNIX for network Administration 5

TOTAL CREDITS 35-40

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

TECHNICAL SPECIALTY COURSES

EET 131 IT Essentials I – A+ Certification 5

EET 132 IT Essentials II – A+ Certification - Advanced . . . 5

EET 137 Intro to Robotics 5

EET 160 Intro to Electricity & Electronics 5

-OR-

EET 161 DC Principles of Electronics 5

EET 163 Solid State Electronics 5

EET 165 Analog Circuits & Devices I 5

EET 166 Analog Circuits & Devices II 5

IT 122 Network OS 1 – Windows Client OS 5

IT 126 Network OS 3 – Windows Network
Infrastructure 5

IT 135 Intro to UNIX 5

IT 138 UNIX for Network Administration 5

IT 142 Network Management – CISCO I 5

IT 144 Network Management – CISCO II 5

IT 146 Network Management – CISCO III 5

RELATED INSTRUCTION

BUS 236 Interpersonal Communication
for the Workplace 5

EET 109 Mathematical Applications for Circuit Analysis . 5

ENGL& 101 English Composition I 5

GENERAL EDUCATION COURSES

5

Select 5 credits from a list of approved Multicultural, U.S. Cultures/Global Studies courses. Contact the division office.

TOTAL CREDITS 90

Network and Server Administration Specialist

The Information Technology program offers both a certificate and an Associate of Applied Science–T degree in Information Technology (A.A.S.-T). Satisfactory completion of the Network Infrastructure & Security Support Specialist program qualifies a student for the A.A.S.-T. The program trains entry-level network and infrastructure support technicians and administrators in specific computer networking skills and general troubleshooting of hardware and software related problems. Please see a college advisor about taking any courses other than those that have been identified.

Graduates of the Network Infrastructure & Security Support program find jobs as network technician, assistant network administrator, PC technician, workstation support technician, technical support technician or computer systems technician.

Certificate

PREREQUISITE

EET 131 IT Essentials – A+ Certification 5

TECHNICAL SPECIALTY COURSES

IT	102	Intro to Programming	5
IT	122	Network OS 1 – Windows Client OS	5
IT	126	Network OS 3 – Windows Network Infrastructure	5
IT	128	Network OS 4 – Windows Active Directory.	5
IT	135	Intro to UNIX	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5
TOTAL CREDITS			40

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

TECHNICAL SPECIALTY COURSES

IT	101	Software Applications.	5
IT	102	Intro to Programming	5
IT	122	Network OS 1 – Windows Client OS	5
IT	126	Network OS 3 Windows Network Infrastructure.	5
IT	128	Network OS 4 – Windows Active Directory.	5
IT	135	Intro to UNIX	5
IT	138	UNIX for Network Administration	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5
IT	220	Desktop Management & Virtualization.	5

TECHNICAL ELECTIVES	5
<i>See advisor.</i>	

RELATED INSTRUCTION

BUS	236	Interpersonal Communication for the Workplace.	5
EET	109	Mathematical Applications for Circuit Analysis	5
EET	131	IT Essentials – A+ Certification	5
EET	132	IT Essentials – A+ Certification (Advanced).	5
ENGL&	101	English Composition I.	5

GENERAL EDUCATION COURSES	5
<i>Select 5 credits from a list of approved Multicultural, U.S. Cultures/Global Studies courses. Contact the division office.</i>	

TOTAL CREDITS	90
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INTERNATIONAL TRADE

**Business, Engineering & Information Technologies Division
 (206) 934-3730**

The International Trade Certificate leads to entry-level positions requiring knowledge of international business, including logistics, supply chain management, freight forwarding, port and trade operations and distribution networks. Career professionals and those interested in moving into the international field from other industries focus on current real-world, real-time events and developments in international trade.

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

INTERNSHIPS

**Business, Engineering and Information Technology
 (206) 934-3730**

Internships provide students with opportunities to earn college credit while gaining practical, “hands-on” work experience in their field of study. The Internship program consists of Coop Work Experience classes CWE 101, 102, 110 and 495. For more information regarding the Internship program at North, please contact the Internship Office directly.

MEDICAL ASSISTING

**Health & Human Services Division
 (206) 934-3790**

northseattle.edu/programs/medical-assistant

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs* (www.caahep.org), upon the recommendation of the Medical Assisting Review Board (MAERB). Graduates of this program are eligible to sit for the national CMA exam and are also eligible for the Washington State Medical Assistant Certified Credential.

**Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756 (727) 210-2350, www.caahep.org.*

The Medical Assisting options are all open-entry/open-exit, self-paced, variable-length. Each program option 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 are 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 instructional assistance is available.

Students will have additional expenses other than the fees charged by the college. A separate list is available from the Medical Assisting program coordinator.

It is possible to earn an Allied Health A.A.S. degree with a Medical Assisting Certificate as a base, by completing General Education courses and additional electives. See further information under Allied Health, page 100.

PREREQUISITES

All Medical Assisting Programs

Courses must be taken within the last 10 years of application date or the COMPASS test is required. Applicant should have oral English skills sufficient to communicate accurately with others in the medical field. Contact the Testing Center.

Applicants must have a high school diploma or GED or be 18 years of age. Certain TechPrep agreements can be accepted (see MA program advisor).

PREREQUISITES

11-13

AHE 103	Math for Health Careers	3
ENGL& 101	English Composition I.	5
-OR-		
ENGL& 230	Technical Writing	3
BUS 169	Using Computers in Business	5
-OR-		
IT 101	Software Applications.	5

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	2
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	Intro 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	Intro to Medical Insurance & Coding	2

AMA 170	AP/Terminology/Pathology 1 Intro	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 240	GYN/Pediatrics	1
AMA 241	Male Reproductive/Gerontology	1
AMA 242	Exams by Body Systems.	2
AMA 243	Rehabilitation	1
AMA 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	Lab Tests & Chemistry	1
AMA 290	Medical Assisting Externship*.	7

RELATED INSTRUCTION

BUS 236	Interpersonal Communications for the Workplace**.	5
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TOTAL CREDITS		70
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**All program courses must be successfully completed prior to taking the externship course.*

***BUS 236 is a non-modular (not self-study) course, but is required for the program.*

Clinical Lab Assisting

An option of the Medical Assisting program, this program is intended to prepare the student for clinical laboratory entry-level positions such as phlebotomist or clinical lab assistant. Students study basic anatomy and physiology, medical terminology and pathology, lab safety, regulations/legal requirements, specimen collection and preparation, phlebotomy, various 'CLIA-waived' tests and seven hours of HIV/AIDS. Students perform phlebotomy and lab testing procedures in the classroom. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available from the Medical Assisting program coordinator.

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	2
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 - Intro	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 AMA	252	Phlebotomy	2
AMA	253	Hematology	1		
AMA	254	Urinalysis	1		
AMA	255	Basic Microbiology	1		
AMA	256	Lab Tests & Chemistry	1		

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace*	5
TOTAL CREDITS			46

*BUS 236 is a non-modular (not self-study) course, but is 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 and management areas of an ambulatory care setting. It covers anatomy and physiology, terminology, pathology, safety, communication, professionalism and job search skills to enhance understanding in the clinic/office. No hands-on patient care tasks or procedures are included. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available from the Medical Assisting program coordinator.

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	2
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	123	Daily Financial Management	1
AMA	125	Intro to Medical Insurance & Coding	2
AMA	170	AP/Terminology/Pathology 1 Intro	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	236	Interpersonal Communications for the Workplace*	5
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TOTAL CREDITS			41
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**BUS 236 is a non-modular (not self-study) course, but is 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. Instruction includes safety, hygiene, communication, computation, professionalism, work habits and job search skills.

This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available from the medical assisting program coordinator.

PREREQUISITE:

Completion of Medical Terminology.

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	2
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	236	Interpersonal Communications for the Workplace*	5
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TOTAL CREDITS			21
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**BUS 236 is a non-modular (not self-study) course, but is required for the program.*

Medical Fundamentals for Clinical Research Professionals

An option of the Medical Assisting program, this program is for people who are already in the clinical research field. Instruction covers safety, hygiene, communication, computation, professionalism, work habits, and job search skills. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

PREREQUISITES:

Completion of Medical Terminology and Anatomy and Physiology. Both standard courses or the modules offered by the Medical Assisting program may qualify.

Certificate

TECHNICAL SPECIALTY COURSES

AHM	117	Intro to Lab & Clinical Safety	1
AHM	118	Intro to Patient History, Documentation, & Medical Records	1
AHM	151	OB/GYN/Pediatric Theory	1
AHM	152	Theory of Exams by Body Systems	1
AHM	153	Theory of Medication Calculation & Administration	1
AHM	154	EKG Theory	1
AHM	155	Phlebotomy Theory	1
AMA	107	Vital Signs & Measurements	1
AMA	109	Pharmacology	1
AMA	116	Principles of IV Therapy	1
AMA	241	Male Reproductive System/Gerontology	1
AMA	244	Intro to Imaging	1
AMA	253	Hematology	1
AMA	254	Urinalysis	1
AMA	255	Basic Microbiology	1
AMA	256	Lab Tests & Chemistry	1

TOTAL CREDITS			16
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NANOTECHNOLOGY

Mathematics & Sciences Division
 (206) 934-3746

Nanotechnology applies scientific and engineering principles to make new materials and observe structures by controlling matter on the nanoscale—the scale of atoms—one billionth of a meter. Cross-disciplinary in nature, the Nanotechnology program prepares you to work in the micro- or nanotechnology industries, including cleanroom environments, in a variety of fields ranging from cosmetics to aeronautics, electronics to water filtration.

Certificate

This year-long certificate is intended for people who already have work or academic experience in microelectronics, biotechnology, optics or similar technical fields. Through this program, students will become familiar with the field of nanoscience and proficient in nanotechnological protocols. Potential students who do not meet the prerequisites for this certificate, please see the AAS-T degree in nanotechnology.

PREREQUISITES:

Two quarters of college-level physics, all with a minimum GPA 2.0; either of the following chemistry sequences, all with a minimum 2.0 GPA: CHEM& 121 and 131; or CHEM& 161, 162 and 163.

TECHNICAL SPECIALTY COURSES

BUS	210	Business and Economics Statistics	5
CWE	101	Portfolio, Job Search & Interviewing	2
CWE	110	Internship	3
MSC	101	Intro to Materials Science	5
NANO	101	Intro to Nanotechnology	5
NANO	220	Nano/Microfabrication	5
NANO	230	Nano/Micro Characterization, Packaging and Testing	5
NANO	250	Capstone/Practicum 2	5
TOTAL CREDITS			35

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

This two-year program prepares graduates for entry level technician positions in the nano/micro-fabrication industry and related manufacturing industries. This is a cross-disciplinary program combining elements of material science, chemistry, biology, physics, engineering and electronics. The multi-disciplinary design of this program will provide graduates with the skills to enter a wide range of materials-based industries.

PREREQUISITES

Test into ENGL& 099 or higher and into MATH& 098 or higher.

GENERAL EDUCATION/REQUIREMENTS

ENGL& 101	English Composition	5
MATH& 141	Precalculus I	5
-OR-		
MATH& 142	Precalculus II	5
-OR-		
MATH& 151	Calculus I	5

TECHNICAL INSTRUCTION

BIOL& 160	General Biology w/Lab	5
-OR-		
BIOL& 211	Majors Cellular	5
BUS 210	Business and Economics Statistics	5
CHEM& 121	Intro to Chemistry	5
CHEM& 131	Intro to Organic & Bio-Chemistry	5
CSC 110	Intro to Computer Programming	5
-OR-		
CSC 111	Computers for Math & Science	5
CWE 101	Portfolio, Job Search & Interviewing	2
CWE 110	Internship	3
EET 160	Intro to Electricity & Electronics	5
MSC 101	Materials Science	5
NANO 101	Intro to Nanotechnology	5
NANO 220	Nano/Microfabrication	5
NANO 230	Nano/Micro Characterization, Packaging and Testing	5
NANO 250	Capstone/Practicum 2	5
PHYS& 114	General Physics I	5
PHYS& 115	General Physics II	5
-OR-		
PHYS& 116	General Physics III	5

RELATED INSTRUCTION

Human Relations Elective	5
Choose one: BUS 236; HUM 105; POLS 112; or SOC& 101	5
Multicultural, U.S. Cultures or Global Studies Elective	5
Choose from CSC 142; BIOL 161; EET 136; ENV 150 or 170; or PHYS& 122 or 123 (if not taken as required course)	5
Technical Elective	5
<i>Course must be chosen from approved list. See Advising Center.</i>	

TOTAL CREDITS	95
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NURSING

Health & Human Services Division
 (206) 934-3790
northseattle.edu/programs/nursing-assistant-certified

Nursing Assistant-Certified

This one-quarter program prepares students for the state certification examination for an entry-level position in the health care field. The courses cover theory, 104 hours of laboratory/clinical experience, CPR/AED and First Aid for the health care provider. Contact the Health and Human Services division office for entry requirements and application procedures. This program also has an I-BEST option.

Certificate

NUR 105	CPR & First Aid for the Healthcare Provider . . .	2
NUR 107	Nursing Assistant-Certified	12
TOTAL CREDITS		14

Nursing, Practical (LPN)

Northseattle.edu/programs/nursing

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 through classroom, laboratory and clinical studies. Emphasis is placed on nursing skills, general medical knowledge and behavior in various health care agencies.

New daytime classes currently begin in Fall and Winter Quarters. Contact the division office for entry requirements, information on approval procedures, the application process and the schedule for the required information session.

NOTE: If a student is in good standing (successful completion of all first and second quarter courses) at the start of the 3rd quarter and has fulfilled all LPN to RN prerequisites or will complete by the end of the 4th quarter of the LPN program, the student can request to be admitted directly into the LPN to RN Ladder program following the 4th quarter of the LPN program.

It is possible to earn an Allied Health A.A.S. degree with the License Practical Nursing Certificate as a base, by completing General Education courses and additional electives. See further information under Allied Health, page 100.

PREREQUISITES

Placement into MATH 107 or higher within two years of application date or successful completion of MATH 098 or higher within seven years of application date.

SUCCESSFUL COMPLETION OF AN ACCREDITED NURSING ASSISTANT PROGRAM.

BIOL& 241	Human Anatomy & Physiology I*	5
BIOL& 242	Human Anatomy & Physiology II*	5
CHEM& 121	Intro to Chemistry	5
ENGL& 101	English Composition I	5
PSYC& 200	Lifespan Psychology	5

TOTAL PREREQUISITES MINIMUM 20

**BIOL& 241 AND 242 and Math requirement must be taken within seven years of application date. All prerequisites must be completed with a minimum 2.8 grade or higher.*

RECOMMENDED ADDITIONAL PREREQUISITES:

AHI 100	Intro to Medical Vocabulary	3
AHE 103	Math for Health Careers	3

ADDITIONAL COURSES REQUIRED FOR PROGRESSION TO LPN TO RN LADDER PROGRAM:

BIOL& 260	Microbiology*	5
CHEM& 121	Intro to Chemistry	5

**Must be taken within 7 years of application date.*

COREQUISITES:

MATH& 146	Intro to Statistics	5
NTR 150	Human Nutrition	5
	U.S. Cultures & Global Studies	5

Certificate

TECHNICAL SPECIALTY COURSES

NUR 115	Intro to Patient Care	2
NUR 116	Nursing Fundamentals	6
NUR 117	Nursing Fundamentals – Laboratory	2
NUR 118	Clinical Nursing Skills I*	2
NUR 119	Clinical Nursing Skills II*	1
NUR 126	Role of the LPN*	3
NUR 127	Medical/Surgical Nursing – Child/Adult I	6.5
NUR 128	Medical/Surgical Nursing – Child/Adult II	6
NUR 130	Critical Thinking in Nursing Practice	2
NUR 131	Clinical Nursing Practice I*	3.5
NUR 133	Family Nursing Theory	1.5
NUR 134	Family Nursing Clinical	1.5
NUR 139	Transition to LPN Practice	4
NUR 141	Clinical Nursing Practice II*	2
NUR 154	Intravenous Therapy Skills*	1

TOTAL CREDITS 44

**Contains significant program-related topics in the areas of communication, computation, human relations and leadership.*

NOTE: To complete the program, a 2.0 grade or better is required in all nursing theory courses (NUR 116, 126, 127, 128, 130, 133) and an S (Satisfactory) in all lab and clinical courses (NUR 115, 117, 118, 119, 131, 134, 141, 154).

Nursing: Associate of Applied Science – T Degree

North Seattle College's LPN-to-RN Ladder program provides an option for LPNs to complete coursework for a three-quarter RN program that will make them eligible to take the Registered Nurse (RN) state boards.

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

PREREQUISITES 35

Minimum of 35 credits from an accredited Practical Nursing program

TECHNICAL SPECIALTY COURSES 36

NUR	223	Advanced Nursing Skills I	2
NUR	224	Health Promotion & Education in Nursing	2
NUR	225	Family Nursing	6
NUR	226	Care Management & Leadership in Nursing	2
NUR	227	Complex Medical Surgical Psychiatric Nursing	7
NUR	228	Complex Medical Surgical Psychiatric Nursing Clinical	5
NUR	231	Family Nursing Clinical	4
NUR	237	Advanced Medical Surgical Nursing Care	3
NUR	238	Transition to Registered Nursing Practice	5

NOTE: To complete the program, a 2.0 or better is required in all nursing theory courses (NUR 224, 225, 226, 227, 237) and 5 (Satisfactory) in all lab and clinical courses (NUR 223, 228, 231, 238).

GENERAL EDUCATION & RELATED INSTRUCTION REQUIREMENTS 45

BIOL&	241	Human Anatomy & Physiology I*	5
BIOL&	242	Human Anatomy & Physiology II*	5
BIOL&	260	Microbiology*	5
CHEM	121	Intro to Chemistry	5
ENGL&	101	English Composition I	5
PSYC&	200	Lifespan Psychology	5

COREQUISITES:

MATH&	146	Intro to Statistics	5
NTR	150	Human Nutrition	5
U.S. Cultures or Global Studies**		5

A 2.8 grade or better is required in all general education and related instruction prerequisite and corequisite requirements.

Corequisites may be taken while in the Nursing Program; however, all corequisites must be completed before eligibility for the AAS-T Degree in Nursing and RN NCLEX needed for RN licensure.

** BIOL& 241, 242 and BIOL& 260 must be taken within seven years of application date.*

*** Students may choose from either category.*

TOTAL CREDITS 116

PARENT EDUCATION

Health & Human Services Division

(206) 934-3783

northseattle.edu/programs/parent-education

North Seattle offers parent education programs each quarter with classes held on- and off-campus and online. 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. The student's child is enrolled from one to four days a week, depending on the child's age. 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; and share in their child's early development and group experiences.

PHARMACY TECHNICIAN

Health & Human Services Division

(206) 934-3790

northseattle.edu/programs/pharmacy-technician

Pharmacy technicians support pharmacists, who are legally responsible for all prescription orders and drug dispensing. The program emphasizes knowledge, skills and the varied responsibilities of the pharmacy technician. Students completing program requirements earn a certificate and are eligible to take the national certification exam, and apply to the Washington State Board of Pharmacy for a certificate to practice as a pharmacy technician. Graduates are employed in hospitals, home infusion, long-term care, independent and chain community pharmacies, out-patient 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 division office regarding enrollment and current information. The program begins in fall and spring.

It is possible to earn an Allied Health A.A.S. degree with a Pharmacy Technician Certificate base, by completing General Education courses and additional electives. See further information under Allied Health, page 100.

Certificate

TECHNICAL SPECIALTY COURSES

AHI	100	Intro to Medical Vocabulary	3
PHA	112	Pharmacy Law	2
PHA	115	Orientation to Pharmacy Practice	2
PHA	116	HIV/AIDS & HIPAA	1
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	146	Communications in Pharmacy Practice.	2
PHA	150	Pharmacology I	3
PHA	151	Pharmacology II	3
PHA	160	Pharmacy Technology I	3
PHA	161	Pharmacy Technology II.	2
PHA	170	Pharmacy Records Management	4
PHA	190	Pharmacy Technician Externship	13
PHA	191	Job Skills & National Exam Prep	1
TOTAL CREDITS			49

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

Completion of Certificate Requirements.	49
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COMMUNICATIONS COURSES 5

Any approved College Level Communication Course (CMST) . . .	5
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GENERAL EDUCATION COURSES 20

BUS 236 Interpersonal Communications in the Workplace	5
Any approved College-level Computation or Q Course	5
Any approved U.S. Cultures or Global Studies Course	5
Any approved Living World or other Approved Course.	5

ELECTIVES 16

Any college level electives	16
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TOTAL CREDITS	90
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PHLEBOTOMIST CERTIFICATE (I-BEST)

Health & Human Services Division
(206) 934-3790

northseattle.edu/programs/phlebotomist-technician

This two-quarter program is an I-BEST option that provides both basic education and workforce skills to become phlebotomists in clinical workplaces. Students will earn a Certificate of Completion from the Health and Human Services Division. Contact division for more information. All students must attend an information session.

PREREQUISITES

English placement documentation: CASAS 230 minimum score, Reading and Listening, within last 3 years or COMPASS English placement test 40 minimum score, Reading (within last three years) or college transcript for ENGL 097/098 or equivalent.

AHE 118 Intro to Phlebotomy 1	5
AHE 119 Intro to Phlebotomy 2	7

TOTAL CREDITS	12
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PROJECT MANAGEMENT

Business, Engineering & Information Technologies
(206) 934-3730

www.northseattle.edu/business/projman.htm

This program is designed for current and future business professionals who need to understand project management principles, may be part of a project team, or simply need to enhance their business skills. Students develop and manage project activities, resources and costs to meet project schedules and budgets. They also learn to produce a work plan including building and maintaining the project team, defining project scope and deliverables, and anticipating risks.

Contact the division office for enrollment and current information. The program begins in Fall and Winter Quarters.

PREREQUISITES:

BUS 236, BUS 169 or IT 101

Certificate

TECHNICAL SPECIALTY COURSES

BUS 118 Project Management Intro & Overview	5
BUS 119 Leadership and Management Skills	3
BUS 229 Project Management Tools, Techniques, Control	5
ENGL& 230 Technical Writing	3
CWE 110 Internship	3

TOTAL	19
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**Must be eligible for ENGL& 101 through Placement Exam or complete ENGL 097/098.*

REAL ESTATE

Business, Engineering & Information Technologies Division
 (206) 934-3730
northseattle.edu/res

North Seattle's Real Estate program prepares students for work in Residential and Commercial Real Estate Sales, Appraising, Property Management, Green Real Estate, Escrow, Finance, and Investment through a series of independent short certificates and an AAS degree program. The program provides the skills and educational clock hours necessary to satisfy Washington State Department of Licensing and industry and continuing education requirements. Students learn from industry experts in settings emphasizing experiential learning.

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	Intro to Commercial Real Estate	3
RES	125	Real Estate Math*	2
-OR-			
MATH&	107	Math In Society	5
-OR-			
MATH	116	Applications of Math to Management, Life & Social Sciences	5
RES	130	Green Real Estate	3
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	164	Real Estate Finance – Residential	5
RES	260	Real Estate Finance – Commercial.	2
RES	170	Real Estate Law.	3
RES	175	Intro to Title.	3
RES	177	Real Estate Taxes	1.5
RES	180	Basic Appraisal Principles.	3
RES	190	Real Estate Escrow I.	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	Residential Property Investments	3
RES	217	Real Estate Development & Sustainability	3
RES	220	Real Estate Economics.	3
RES	235	Sales & Marketing	3

REAL ESTATE ELECTIVES **13**

Choose any non-required courses with RES prefix.

TOTAL 73-78

RELATED INSTRUCTION

ACCT	215	Accounting for Small Business Owners	3
-OR-			
ACCT	110	Intro to Accounting/Bookkeeping I.	5
BUS	140	Customer Relations	5
BUS	236	Interpersonal Communication for the Workplace.	5
Multicultural, U.S. Culture or Global Studies Elective**			5
TOTAL CREDITS			91-96
<i>*Students may challenge by passing the RES 125 test and receive 2 credits.</i>			
<i>**Select 5 credits from approved list. See Advising Center.</i>			

North Seattle 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 College.

Certificate

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	164	Real Estate Finance – Residential	5
-OR-			
RES	260	Real Estate Finance – Commercial	2
RES	170	Real Estate Law.	3

APPROVED ELECTIVES* **3**

TOTAL CREDITS 18-21

**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	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.*

Commercial Real Estate

Certificate

TECHNICAL SPECIALTY COURSES

RES 141	Land Use Principles & Practice	3
RES 217	Real Estate Development & Sustainability	3
RES 260	Real Estate Finance – Commercial.	2
RES 295	Commercial Real Estate Investment Analysis	2
RES Electives	6

TOTAL CREDITS 16

Commercial Real Estate and Investment

Certificate

TECHNICAL SPECIALTY COURSES

RES 110	Intro to Commercial Real Estate	3
RES 125	Real Estate Math*	2
RES 141	Land Use Principles & Practice	3
RES 170	Real Estate Law.	3
RES 217	Real Estate Development & Sustainability	3
RES 220	Real Estate Economics.	3
RES 260	Real Estate Finance – Commercial.	2
RES 295	Commercial Real Estate Investment Analysis	2
Approved Elective*	5

TOTAL CREDITS 26

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

Real Estate Escrow

Certificate

TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 150	Residential Sales & Leasing Documentation	1.5
RES 170	Real Estate Law.	3
RES 175	Intro to Title.	3
RES 190	Real Estate Escrow I.	3
Approved Electives*	6

TOTAL CREDITS 22.5

**Choose any courses with RES prefix, CWE 101 or CWE 110.*

Real Estate Loan Processor

Certificate

TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 164	Real Estate Finance – Residential	5
RES 175	Intro to Title.	3
RES 190	Real Estate Escrow I.	3
Approved Elective*	6

TOTAL CREDITS 23

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

Real Estate Property Management

Certificate

TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 101	Technology for Real Estate	5
RES 120	Real Estate Principles of Maintenance & Repair	1.5
RES 170	Real Estate Law.	3

Choose two from 201, 202, 203 or 204:

RES 201	Principles of Real Estate Management	3
-OR-		
RES 202	Multi-Family Property Management	3
-OR-		
RES 203	Commercial Property Management	3
-OR-		
RES 204	Community Association 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	Real Estate Math*	2
RES 140	Real Estate Sales Practice	3
RES 142	Inspecting Real Estate	3
-OR-		
RES 175	Intro to Title.	3
-OR-		
RES 180	Basic Appraisal Principles.	3
-OR-		
RES 190	Real Estate Escrow I.	3
RES 150	Residential Sales & Leasing Documentation	1.5
RES 164	Real Estate Finance – Residential	5
-OR-		
RES 260	Real Estate Finance – Commercial.	2
RES 170	Real Estate Law.	3

TOTAL CREDITS 23.5

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

Real Estate Sales (Advanced)

Certificate

REAL ESTATE SALES CERTIFICATE 23.5

RES 101	Technology for Real Estate	5
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TOTAL CREDITS 28.5

APPROVED REAL ESTATE ELECTIVES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	120	Real Estate Principles of Maintenance & Repair	1.5
RES	130	Green Real Estate	3
RES	140	Real Estate Sales Practice	3
RES	142	Inspecting Real Estate	3
RES	150	Residential Sales & Leasing Documentation. .	1.5
RES	176	Using Tax-Deferred Exchanges.	1.5
RES	177	Real Estate Taxes	1.5
RES	178	Buyers Agency	1.5
RES	180	Basic Appraisal Principles.	3
RES	200	Seminar in Current Real Estate Issues.	5
RES	201	Principles of Real Estate Management.	3
RES	202	Multi-Family Property Management	3
RES	203	Commercial Property Management	3
RES	210	Residential Property Investments	3
RES	217	Real Estate Development & Sustainability.	3
RES	225	Current Trends in Real Estate Market Analysis	1.5
RES	235	Sales & Marketing	3
RES	280	Commercial Real Estate: Marketing & Income .	3
RES	281	National USPAP	1.5
RES	298	Special Projects/Internships.	2-6
CWE	101	Portfolio, Job Search, & Interviewing	2
CWE	110	Internship	3

**SUSTAINABLE & CONVENTIONAL
ENERGY & CONTROL TECHNOLOGY***See Industrial Power & Control Technology***WATCH TECHNOLOGY INSTITUTE**

**Business, Engineering &
Information Technologies Division
WTI Office (206) 934-0169**

The Watch Technology Institute (WTI) teaches watch making, watch repair, theory and practical applications. Rolex Watch USA, Inc. partnered with North to create a state-of-the-art facility for North's long-established watch-making program, the only one on the West Coast. Faculty members have industry experience and are industry-certified trainers. After the successful completion of the program, students will qualify to take the American Watchmakers & Clock-makers Institute (AWCI) CW21 exams for certification.

The Swiss American Watchmaking Training Alliance (SAWTA) curriculum is supported by Rolex Watch USA, Inc. to encourage the training of watchmakers in the U.S. The Watch Technology program has limited seats available. Contact the WTI office for more information.

Certificate**TECHNICAL SPECIALTY COURSES**

HIN	111	Watch Technology I – Intro.	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 & Setting Mechanisms & Gear Trains	6
HIN	132	Watch Technology III – Watch Gear Trains	6
HIN	133	Watch Technology III – Practicum	10
HIN	141	Watch Technology IV – Escapements	4
HIN	142	Watch Technology IV – External Parts	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 – Precision Timing 2	6
HIN	222	Watch Technology VI – Automatic Watches	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

ACCT	110	Intro to Accounting/Bookkeeping I.	5
BUS&	101	Intro to Business	5
CMST	185	Organizational Communication *	5
ENGL&	230	Technical Writing	3
ENGL&	101	English Composition I.	5

* Satisfies 5 General Education requirements.

GENERAL EDUCATION COURSES

Multicultural, U.S. Cultures or Global Studies 5

TOTAL CREDITS

192