



# SEATTLE COLLEGES



SEATTLE CENTRAL  
COLLEGE



SOUTH SEATTLE  
COLLEGE



NORTH SEATTLE  
COLLEGE



SEATTLE VOCATIONAL  
INSTITUTE

2014 - 2016 CATALOG



**Seattle College District**

Siegal Administrative Center  
 1500 Harvard Avenue  
 Seattle, Washington 98122  
 206.934.4100  
[seattlecolleges.edu](http://seattlecolleges.edu)

**Seattle Central College**

1701 Broadway  
 Seattle, Washington 98122  
 206.934.3800  
[seattlecentral.edu](http://seattlecentral.edu)

**North Seattle College**

9600 College Way N  
 Seattle, Washington 98103  
 206.934.3600  
[northseattle.edu](http://northseattle.edu)

**South Seattle College**

6000 16th Avenue SW  
 Seattle, Washington 98106  
 206.934.5300  
[southseattle.edu](http://southseattle.edu)

**Seattle Vocational Institute (SVI)**

2120 S Jackson  
 Seattle, Washington 98144  
 206.934.4950  
[sviweb.sccd.ctc.edu](http://sviweb.sccd.ctc.edu)

**Specialized Training Centers**

Georgetown Campus  
 NewHolly Learning Center  
 Seattle Maritime Academy  
 Wood Technology Center

**eLearning /Distance Education**

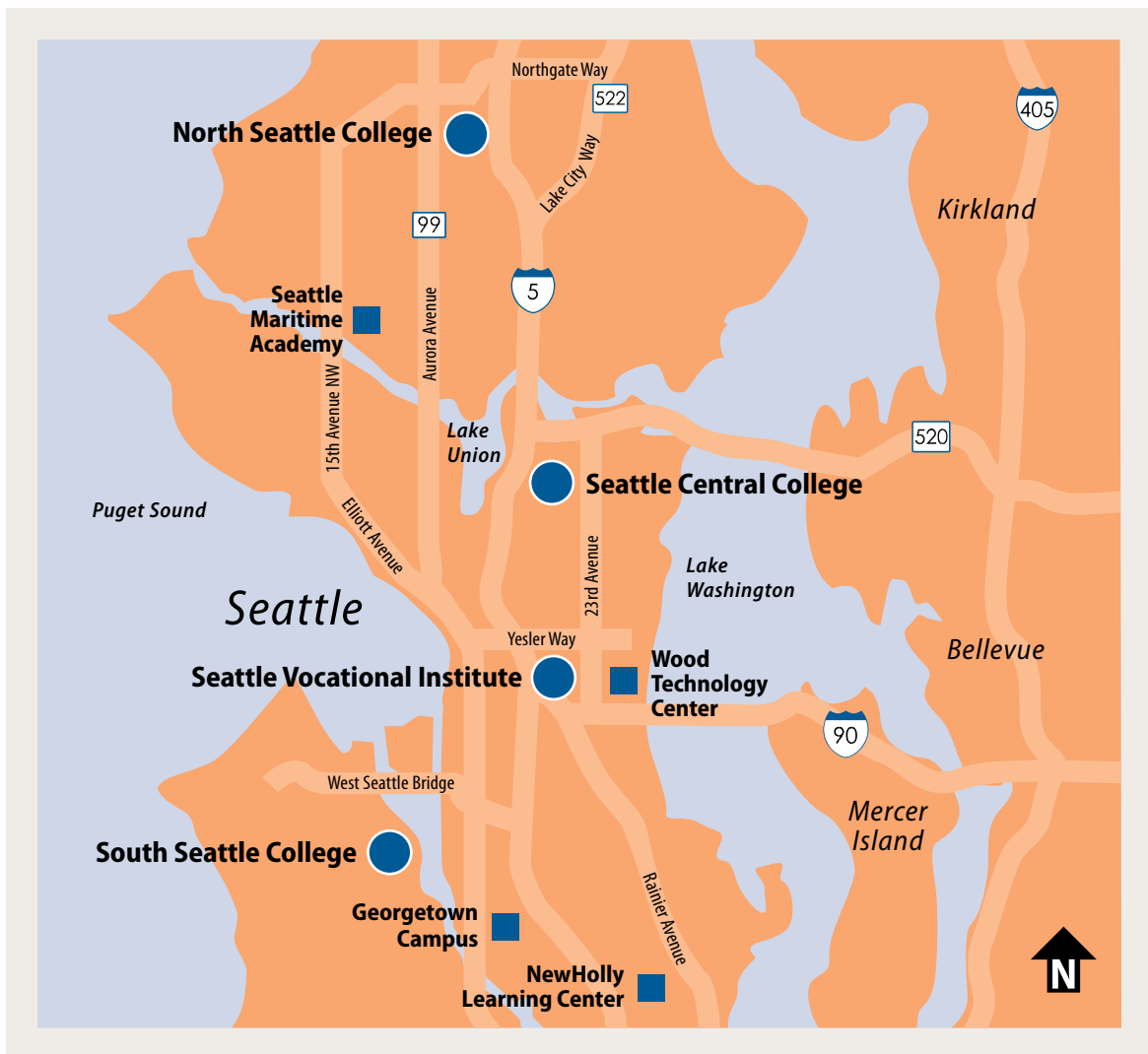
Worldwide Virtual Campus  
[seattlecolleges.edu/distance](http://seattlecolleges.edu/distance)

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**About the catalog:** This catalog is published for information purposes and is designed to assist prospective students in program planning. The information in this catalog reflects current programs, requirements, and costs as of May 2014. Every effort is made to ensure accuracy at the time of publication; however, the catalog is not an irrevocable contract between the student and the Seattle Colleges. The colleges reserve the option to amend, modify or revise any content or provisions of this catalog without notice, because of changes in policies, personnel, curricula or funding. For the most current information, go to [www.seattlecolleges.edu](http://www.seattlecolleges.edu).

# What Kind of **Education** Do **You** Want?

## Seattle Colleges Offer Many Paths to Success

- 5    **1 | COLLEGE TRANSFER**  
Take courses or earn a two-year A.A. or A.S. degree and transfer to a four-year university.
- 13    **2 | PROFESSIONAL & TECHNICAL PROGRAMS**  
Choose from more than 135 short-term, one- or two-year degree or certificate programs in many professional technical fields.
- 18    **3 | BACHELOR DEGREES**  
Earn a Bachelor of Applied Science (B.A.S.) degree in several different fields.
- 20    **4 | CONTINUING AND CONTRACT EDUCATION**
  - **Lifelong Learning:** Find hundreds of diverse, non-credit courses for personal or professional growth.
  - **Corporate or Contract Training:** Business and industry create individualized contract instruction for employees.
- 21    **5 | BRIDGE TO COLLEGE / PRE-COLLEGE /  
CONCURRENT PROGRAMS**
  - **Adult Education:** Improve your English, math or reading skills or prepare for future college-level work.
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- 25    **6 | eLearning / DISTANCE EDUCATION**  
Fit your time and location with online, hybrid or video courses.
- 27    **7 | INTERNATIONAL PROGRAMS**  
International students study ESL, Intensive English, or pursue career or college transfer courses. Local students study, volunteer or do internships abroad.
- 29    **8 | WORKER RETRAINING PROGRAM**  
Explore opportunities for laid-off or displaced workers to get training for new high-demand jobs.

**GETTING STARTED** See page 30 for enrollment and financial aid information.

# Seattle Colleges

## Mission

The Seattle Colleges will provide excellent, accessible educational opportunities to prepare our students for a challenging future.

## Vision

The Seattle Colleges will be learning-centered

- in providing high-quality and innovative education
- in preparing our students for success and lifelong learning

## Values

We value

- teaching and learning
- students
- diversity
- partnerships

## ACCREDITATION

The Seattle Colleges include North Seattle College, South Seattle College, and Seattle Central College. Seattle Vocational Institute is accredited jointly with Seattle Central College. Each college is a state-supported public institution individually accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate education programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NWCCU is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by NWCCU should be directed to the administrative staff of the individual institution. Individuals may also contact: NWCCU, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052 – (425) 558-4224 – or [www.nwccu.org](http://www.nwccu.org).

## 2012–2013\* annual profiles

**Annual Attendance** **45,857**

### SPECIAL ENROLLMENTS 2012–2013

*(Unduplicated headcount across the district)*

Distance Education/eLearning	12,802
Running Start	913
International Students	4,218
Worker Retraining	1,989

### DEGREES & CERTIFICATES 2012–2013

Annual awarded **4,395**

### EMPLOYEES 2012–2013\*\*

Total	1,879
Teaching faculty	1,168
full-time/part-time	331/837
Non-teaching faculty	26
Classified	430
Exempt	255

## FALL 2013 profiles

### Students

Median age	29
Ethnic diversity	51%
Male/Female	46%/54%
With bachelor or higher degrees	18%
Employed	53%
full-time	30%
With dependents	27%
single parents	8%
Full-time/Part-time attendance	41%/59%

### Programs

College Transfer	37%
Workforce Education	37%
Basic Skills	18%
Pre-college & other	8%

### Courses

State-funded	88%
Contract-supported	4%
Student-supported	8%

*NOTE: Duplicated enrollment across the district may result in totals different from 100%.*

*\* Source: Seattle College District database. Fall Quarter based on state-funded enrollment unless otherwise noted.*

*\*\* Source: State Board for Community and Technical Colleges 2010–2011 Annual Report: state-funded employees.*

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## Academic Calendar

Summer 2014–Spring 2016 . . . . . inside back cover

See the most current information on programs and courses at

**WWW.SEATTLECOLLEGES.EDU**



## LEARNING COMMUNITIES/ INTEGRATED STUDIES at the Seattle Colleges

The three Seattle Colleges offer students opportunities to study in learning communities, also called integrated studies, through a variety of approaches that link or cluster classes, often around a theme. A major objective of learning communities is to help students discover the interdisciplinary and integrative nature of knowledge by experiencing several different perspectives. Students learn how to collaborate in problem-solving groups, experience the importance of writing in the learning process, and develop independent and critical thinking skills through seminars, exploring books, small group work and visual media. Examples of learning communities are Coordinated Studies courses and linked courses.

### Coordinated Studies

An alternative to the traditional individual course model, Coordinated Studies courses integrate two or more disciplines into one team-taught course in which students meet for longer periods during the week and earn 8-10 or more credits. Although students receive credit for standard Seattle College courses such as ENGL& 101 (English Composition I), ANTH 201 (Contemporary Issues in Anthropology), or GEOL 108 (Minerals, Gems and Fossils), they concentrate on exploring a theme, problem or question, such as “Escaping the Matrix: Discourse of Power,” “Ways of Knowing: How We Choose What to Believe,” “Inheriting the Future,” “Insatiable Appetites: Food, Culture and Power” or “Minerals and Metal Arts.”

### Linked Courses

In linked courses, students choose from a list of designated paired classes whose content is coordinated by the instructors through common assignments. Students need to register for both “linked” classes. While not as intensive as the Coordinated Studies model, linked courses also provide integrated learning.

## COMMON COURSE NUMBERING and “&” Courses

[seattlecolleges.edu/district/catalog/ccn.aspx](http://seattlecolleges.edu/district/catalog/ccn.aspx)

As of Summer Quarter 2008, all Washington state community and technical colleges are using a Common Course Numbering (CCN) system. The system identifies courses that are equivalent at community colleges throughout the state to make it easier for students who may transfer between two-year colleges. Some course numbers, prefixes and titles have been changed to comply with these new standards. The courses with an ampersand “&” after the prefix code are part of the Common Course Numbering system. However, courses without an “&” will continue to transfer between two-year and four-year colleges under individual Direct Transfer Agreements, as in the past.

## GENERAL EDUCATION at the Seattle Colleges

### Definition

General Education is college-level work that introduces students to the content and methods of major areas of knowledge including humanities and fine arts, the natural sciences, mathematics, and the social sciences. General Education emphasizes the following outcomes:

- Attitudes necessary to function as a citizen and lifelong learner
- Intellectual skills required for college level inquiry and competence
- Knowledge and awareness of the complex world in which we live

### Rationale

The purpose of General Education is to provide educational depth and breadth through development of essential skills in reading and writing, research and information literacy, critical thinking, problem-solving, understanding individuals and cultures, creative expression, and quantitative and scientific reasoning. These transferable skills support students as they continue in higher education, move forward in careers, and continue the process of lifelong learning.

### Learning Outcomes

Each college has developed learning outcomes and specific degree requirements to support these General Education goals.

# 1 | College Transfer

The College Transfer program offers courses in a wide range of academic fields common to undergraduate study in colleges and universities. These courses meet requirements for associates' degrees and will transfer to four-year institutions within guidelines established by those schools. The courses and programs offered are designed to enable the student to make a successful transition to a baccalaureate (four-year) institution.

Students who plan to transfer to a specific college or university should work with a transfer advisor, and also request information from the baccalaureate institution(s) they want to attend.

## ASSOCIATE OF ARTS (A.A. – DTA) Degree

The Associate of Arts (A.A.) degree DTA (Direct Transfer Agreement) 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 grade point average of 2.0 or better in courses numbered 100 and above, complete at least 15 credits at the Seattle College awarding the degree, and meet the requirements outlined below.

Students should contact college advising offices for listings of courses that satisfy degree requirements. Students planning to transfer to a four-year institution should be aware that they must complete all admission requirements for their destination institution. In addition, students are encouraged to give early consideration to possible majors and obtain information about requirements for these majors at their destination college or university.

### A.A. Degree Learning Outcomes

The Seattle Colleges A.A. degree is designed to fulfill a set of seven desired learning outcomes for the general education of a college undergraduate in the United States in the 21st century. Students completing the Associate of Arts degree should:

1. Have college-level knowledge and skills in critical thinking, quantitative analysis, and written composition
2. Have college-level mastery of information literacy and technology literacy
3. Have effective skills for in-person and media-based interactions with individuals and within groups
4. Understand methods and modes of inquiry specific to traditional and contemporary areas of knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences
5. Understand the interdisciplinary nature of knowledge
6. Understand the United States as a multicultural society

## TRANSFER DEGREES Summary

C-Central N-North S-South

DTA – Direct Transfer Agreement

**Associate of Arts (A.A. – DTA)** C,N,S

Two-year degree designed to transfer to a baccalaureate college or university.

**Associate in Business (A.B. – DTA)** C,N,S

Two-year degree designed to transfer to a baccalaureate (four-year) college or university.

**Associate of Science – Transfer Degree (A.S.)** C,N,S

Two-year degree designed to transfer to a four-year college or university in two major areas of science.

**Option 1** biological sciences, environmental/resource sciences, chemistry, geology & earth sciences

**Option 2** engineering, computer science, physics & atmospheric science

**Associate of Science (A.S.)** C,N,S

Two-year degree designed to transfer to a four-year college or university.

**Associate in Fine Arts (A.F.A.)** N

**Associate of Applied Science (A.A.S. and A.A.S.-T) Degrees** C,N,S

7. Understand the global society and processes of globalization from mostly, but not exclusively, non-Western and indigenous perspectives.

*See pages 7-9 for detailed A.A. Degree Requirements at the Seattle Colleges.*

### Associate of Arts or Sciences: Special Emphasis Areas

Students planning to transfer to a baccalaureate (four-year) institution and pursue a specific field of study should work closely with their advisor to plan their A.A. or A.S. degrees. In addition to the A.A. or A.S. degree, special courses of study have been designed for the following areas of emphasis at the Seattle Colleges.

#### ■ ASIAN PACIFIC ISLANDER STUDIES – SOUTH

This interdisciplinary transfer degree program examines history and contemporary issues affecting Asians, Asian Americans and Pacific Islanders. Asian Pacific Islander Studies students can transfer to a four-year institution offering programs and degrees in a number of fields, including American/Comparative Ethnic Studies or Asian Studies. Degree requirements for this degree differ from the general A.A. Degree requirements. Contact South Advising Office for details.

- **DEAF STUDIES – CENTRAL**

The Deaf Studies emphasis offers two years of intensive study in American Sign Language and Deaf culture, providing a cultural and communication foundation about deafness and deaf culture. It is designed for students who plan to work in agencies which provide services for the deaf and hard of hearing; for students seeking further degrees in fields such as education, social work, counseling or linguistics; and for those seeking enhanced communication and relationships with Deaf relatives, co-workers, friends and consumers. Contact Central Advising Office for further information.

- **GLOBAL HEALTH – CENTRAL**

The Global Health emphasis can be completed within either the A.A. or A.S. transfer degrees and places a priority on improving health and achieving health equity. The focus is on worldwide health access and improvement, reduction of disparities, and protection against global health challenges. It prepares students to work with diverse populations, provide international service and understand the nuances of global healthcare. Contact Central Advising Office for further information.

- **GLOBAL STUDIES – CENTRAL**

This emphasis can be completed within either the A.A. or A.S. transfer degrees and integrates the study of politics, economics and the arts with the analyses of cultural practices, beliefs and social systems. Students learn to appreciate and understand world cultures, focus on themes of global significance and develop an interdisciplinary approach to International issues. Contact Central Advising Office for further information.

- **SUSTAINABLE AGRICULTURE (SagE) – CENTRAL**

This innovative emphasis offers interdisciplinary courses, hands-on service learning and internship opportunities in the emerging field of urban agriculture. The emphasis provides a foundation of knowledge and skills for students interested in pursuing related education at four-year institutions or entering the green workforce. For details, contact Central Advising Office or visit [seattlecentral.edu/learn/sage](http://seattlecentral.edu/learn/sage).

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## **ASSOCIATE IN BUSINESS (A.B. – DTA) Degree**

### **Central, North, South**

The Associate in Business Degree is designed to satisfy lower division general education and business requirements at Washington's public four-year colleges and universities.

## **ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree**

The Associate of Science (A.S.) is a transfer degree for students who wish to transfer as juniors to baccalaureate institutions in the state of Washington.

Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA; however, certain transfer institutions may require a GPA higher than 2.0. At least 15 credits in college-level courses (100 or above) must be earned at the Seattle College granting the degree.

Two different study options are offered:

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

Students should contact an advisor for specific program requirements.

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## **ASSOCIATE OF SCIENCE (A.S.) Degree**

The Associate of Science (A.S. – DTA) is 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 in his/her major. Contact an advisor for more information on this degree program. For specific courses leading to a premajor in a number of science fields, refer to the College Transfer section for each college.

Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA; however, certain transfer institutions may require a GPA higher than 2.0. At least 15 credits in college-level courses (100 or above) must be earned at the Seattle College granting the degree.

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## **ASSOCIATE OF FINE ARTS (A.F.A.) Degree**

North Seattle College offers an Associate of Fine Arts (A.F.A.) degree. This degree requires at least two years of study and includes many of the A.A. degree requirements as well as specific requirements in art. While the A.F.A. degree prepares students to transfer to four-year institutions, the only college to which an A.F.A. recipient can currently transfer with junior standing is The Evergreen State College.

*See North, page 91.*



# COLLEGE TRANSFER A.A. Degree Requirements

<b>Basic Requirements</b>	<b>15 credits</b>
<b>Electives</b>	<b>30 credits</b>
<b>Areas of Knowledge Distribution Requirements</b>	<b>45 credits</b>

## A.A. DEGREE TOTAL 90 CREDITS

### Special Requirements included within the 90-credit total

Within the 90 credits required for the A.A. degree, students must complete special requirements in Integrated Studies, Communication, U.S. Culture and Global Studies, as listed below. Students should consult their college advising office for a current listing of these courses. Specially designated courses that satisfy these requirements differ by college. Special designation credit for courses taken at one of the Seattle Colleges will transfer to other colleges in the district.

- At least 8 credits of Integrated Studies. (This requirement may be met through specially designated individual courses, linked courses, or coordinated studies programs.)
- At least one course in Communication.
- At least one course in U.S. Cultures.
- At least one course in Global Studies.

## BASIC REQUIREMENTS 15 CREDITS

<b>English &amp;101 and &amp;102</b>	<b>10 credits</b>
<b>Quantitative/Symbolic Reasoning</b>	<b>5 credits</b>

Students completing the QSR requirement will be able to use quantitative or symbolic reasoning to understand, analyze, interpret and solve problems. Successful completion of any of the following classes satisfies the QSR requirement for Seattle Colleges. These courses may also satisfy the QSR requirement at baccalaureate institutions. Students should check the requirements of their destination institution.

- MATH &107\*, 109, 116, 120\*\*, &131\*\*, &132\*\*, 136†, &141, &142, &146, &148, &151, &152, &163, 220, 224, 238, 239

(\* If using MATH &107 to meet both the IA proficiency requirement and the QSR requirement, students must earn a minimum 2.0 grade in the course.)

(\*\* MATH 120, &131 and &132 do not meet the QSR requirement at University of Washington.)

(† MATH 136 fulfills the QSR requirement until the end of Fall Quarter 2015.)

- PHIL &120

## ELECTIVES 30 CREDITS

Electives include -

- All college transfer courses numbered 100 or above
- Accounting, business administration and transfer engineering classes
- Physical education activity courses (3 credit maximum)
- A maximum of 15 credits from a combination of the following:
  - Workforce Education Professional Technical courses numbered 100 and above
  - Human Development courses (HDC) numbered 100 and above (6-credit maximum)
  - Library research courses (6-credit maximum)
  - Cooperative Work Experience (CWE) courses numbered 100 and above (5-credit maximum)

## College Transfer A.A. Degree Requirements (continued)

### AREAS OF KNOWLEDGE DISTRIBUTION REQUIREMENTS

**45 CREDITS**

This listing may change. Students should confer with their college advising office for the most current information.

### VISUAL, LITERARY, AND PERFORMING ARTS (Humanities and Arts)

**15 CREDITS**

Choices must include a minimum of two different course prefixes, and no more than 5 credits each of a world language at the 100 level and a studio/performance class (\*asterisked below) may be applied to the distribution requirements.

**Arabic: ARAB** 101, 102, 103

**Art: ART** &100, 101\*, 102\*, 103\*, 104, 105, 110\*, 111\*, 112\*, 113\*, 114\*, 115\*, 121\*, 122\*, 123\*, 163, 166\*, 170, 201\*, 202\*, 203\*, 205\*, 206\*, 207\*, 209\*, 210\*, 211\*, 212\*, 213\*, 214\*, 215\*, 216\*, 217\*, 221\*, 222\*, 223\*, 231\*, 232\*, 251, 252, 253, 254, 255, 281\*, 282\*, 283\*, 284\*, 285\*, 290, 291

**American Sign Language: ASL** &121, &122, &123, 210, &221, &222, &223

**Chinese: CHIN** &121, &122, &123, &221, &222, &223

**Communication: CMST** &101, &102, 115, 145, 155, 175, 185, 195, 205, &210, 215, &220, &230, 235, 245, 255, 265, 275, 285, 295

**Drama: DRMA** &101, 103, 105, 108\*, 109\*, 110\*, 112, 114\*, 116\*, 120\*, 121\*, 122\*, 123\*, 131, 180\*, 182\*, 204\*, 205\*, 206\*, 221\*, 222\*, 223\*, 284, 285, 286

**English: ENGL** 104, 109, &111, &112, &113, &114, 117, 151, 152, 153, 201, 204, 205, 214, 218, 219, &224, &225, &226, &227, &228, 231, 232, 233, &235, 240, 241, &244, &245, &246, 251, 252, 253, &254, &256, 257, 258, 259, 260, 263, 265, 266, 267, 270, 291, 292, 293

**French: FRCH** &121, &122, &123, 204, 205, 206, 212, &221, &222, &223, 231, 232, 233

**German: GERM** &121, &122, &123

**Humanities: HUM** 104, 105, 110, 115, &116, &117, &118, 120, 125, 130, 135, 140, 150, 155, 160, 200, 210, 234, 261, 270

**Italian: ITAL** 121, 122, 123

**Japanese: JAPN** &121, &122, &123, &221, &222, &223

**Journalism: JRN** 101, 102, 103

**Linguistics: LAN** 101, 110

**Literature: LIT** 236, 238

**Music: MUSC** 100, &105, 106, 109, 110, 113, 116, 117, 119\*, 120\*, 125, 126\*, 127\*, 128\*, 130\*, 134 - 140\*, &141, &142, &143, 144\*, 145\*, 146\*, 147\*, 148\*, 150\*, 151\*, 156\*, 157\*, 158\*, 160, 161, 163, 164\*, 165\*, 166\*, 171\*, 172\*, 173\*, 182\*, 185, 204, 205, 213, 221\*, 222\*, 223\*, &231, &232, &233

**Russian: RUSS** &121, &122, &123

**Spanish: SPA** &121, &122, &123, &221, &222, &223, 236, 238

**Vietnamese: VIET** &121, &122, &123

### INDIVIDUALS, CULTURES, AND SOCIETIES (Social Sciences)

**15 CREDITS**

Choices must include a minimum of two different course prefixes.

**American Ethnic Studies: AME** 150, 151, 160, 201

**Anthropology: ANTH** &100, &106, 113, &125, 130, 135, 201, &206, &210, 211, 212, 213, &216, &227, &228, 275

**American Sign Language: ASL** 120, 125

**Biology: BIOL** 150

**Economics: ECON** 100, 101, 102, &201, &202, 240

**Environmental Science: ENVS** &101, 150, 160, 170, 200, 202, 206, 208, 214, 294

**Geography: GEOG** &100, &200, 207, 230, 260

**History: HIST** 105, 106, 108, 120, &126, &127, &128, 131, 132, &136, &137, 138, 140, 145, &146, &147, &148, 150, 191, 200, 208, 210, 211, 212, &214, &219, 221, 230, 241, 242, 251, 268, 269, 273

**International Studies: ISP** 101, 105, 110, 120, 160, 170, 201, 200, 205, 210, 220, 234, 251, 255, 260, 261, 270

**Philosophy: PHIL** &101, 102, 110, 111, 118, 160, 215, 220, 240, 245, 250, 255, 267

**Political Science: POLS** &101, 111, 112, 170, &200, &202, &203, 205, 206, 213, 220, 255

**Psychology: PSYC** &100, 120, &200, 205, 207, 209, 210, 217, &220, 230, 235, 245, 250, 255, 257, 260, 294

**Religion: REL** 150, 151

**Sociology: SOC** &101, 102, 105, 106, 107, 120, 130, 150, 170, &201, 220, 230, 245, 250, 253, 265, 275, 280

**Social Science: SSC** 101, 103, 187

**Social Welfare: SWF** 200

**Women's Studies: WMN** 140, 200, 205, 213, 257

**THE NATURAL WORLD (Natural and Physical Sciences, Mathematics)****15 CREDITS**

Choices must include a minimum of two different prefixes; 5 credits must be in a lab science (\*asterisked below). Students may choose up to 5 credits from the following list of courses: Anthropology, Computer Science, Engineering, Geography, Mathematics, Philosophy OR Psychology (see specific courses below).

**Anatomy & Physiology:** BIOL 128\*, &241\*, &242\***Astronomy:** ASTR &100, 102, 104\*, &110\*, &115\*, 201**Biology:** BIOL &100\*, 102\*, 106\*, 107\*, 109, 120\*, 125\*, 130\*, 150, &160\*, 161\*, 195, 196, &211\*, &212\*, &213\*, 228\*, 229\*, 239\*, &260\*, 282\*, 285\*, 286\*, 287\*, 290, SPS 201\***Botany:** BOT 110\*, 112\*, 113\***Chemistry:** CHEM 106\*, &110\*, &121\*, &122\*, &123\*, &131\*, &139, &161\*, &162\*, &163\*, 191\*, 192\*, 211\*, &241, &242, &243, &251\*, &252\*, 255, 256, &261, &262, &263**Environmental Science:** ENVS &101\*, 150, 160, 170, 201, 202\*, 203, 204\*, 205, 206\*, 208, 216\*, 221**Geology:** GEOL &101\*, &103\*, 104\*, 105\*, 106, 108\*, &110\*, 111\*, &115\*, 118\*, 202\*, 207\*, &208\***Health:** HEA 125, 150, 160, 225, 228**Meteorology:** MEY 100**Material Science:** MSC 101**Nanotechnology:** NANO 101\***Nutrition:** NTR 105\*, 150, 155**Psychology:** PSYC 222**Oceanography:** OCEA &100, &101\***Physics:** PHYS &100, 107\*, &114\*, &115\*, &116\*, &121\*, &122\*, &123\*, &221\*, &222\*, &223\***Science:** SCI 100, 101\*, 104, 107\*, 110\*, 111\*, 112\*, 113\*, 114\*, 115\*, 116\*, 117\*, 118\*, 119\*, 121\*, 129\*, 131\*, 132\*, 133\***Sustainability:** SUST 101**Up to 5 credits total allowed from the following group:****Anthropology:** ANTH &204, &205, 275**Computer Science:** CSC 110, 111, 142, 143**Engineering:** ENGR 110, &111, 140, 142, &214, &215, &224, &225, 240, 271**Geography:** GEOG 205**Math:** All MATH college transfer courses number 102 and above.  
*Technical math courses NOT usable for transfer purposes.***Philosophy:** PHIL &106, &120**Psychology:** PSYC 222**TOTAL CREDITS REQUIRED FOR ASSOCIATE OF ARTS DEGREE****90 CREDITS**

## WASHINGTON 45

### First Year Transfer Courses

The “Washington 45” is a list of courses offered in the community and technical college system that satisfy general education core requirements at the state’s public universities and most of its private universities. It was developed at the direction of the 2011 Washington State Legislature, which passed a bill requiring community and technical colleges to work with four-year institutions of higher education on the list. However, the “Washington 45” does not replace any transfer degree or articulation agreement between your college and universities. For more information contact your campus advisor or the four-year institution where you are planning to transfer.

## TRANSFER POLICY and PROCESSES

### Transfer Assistance

Transfer services and information are available at all three Seattle Colleges through the campus Advising/Transfer Centers. During their first few quarters of study at the Seattle Colleges, students are encouraged to explore the various options for majors at four-year institutions and to become knowledgeable about admissions and graduation requirements for any majors they are considering.

Representatives from local four-year institutions visit all three Seattle Colleges campuses on a regular basis to provide information regarding admissions deadlines and transfer requirements.

Students are responsible for becoming knowledgeable about the admissions and graduation requirements of the four-year institution they plan to attend.

### Reciprocity Agreement

Washington community and technical colleges offer reciprocity to students transferring within the state’s community and technical college system who are pursuing A.A., A.B., A.S. or A.S.–T degrees. Students who complete an individual course that meets distribution degree requirements or fulfills entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact the Registrar’s Office at each college.

*See “Common Course Numbering” on page 4.*

### Transfer of Credits to Baccalaureate Institutions

Students who plan to transfer to a four-year college or university are advised to give careful consideration to the following information:

1. Students transferring to a four-year institution may apply a maximum of 90 (quarter) transferable community college credits to a baccalaureate degree. More credits may transfer at the discretion of the receiving institution.
2. It is possible to transfer with fewer than 90 credits, but special requirements may be imposed.
3. Students who plan to graduate with the A.A. or A.S. degree should make sure they have also met the admission requirements for the transfer institution. Completion of the A.A. degree alone may not necessarily fulfill admission requirements at some four-year institutions.
4. Transferable courses are numbered 100 and above, but not all courses so numbered are transferable. Receiving institutions determine which credits transfer into the college. Students planning to transfer should plan as early as possible, contacting those institutions to which they plan to transfer.
5. Unless a transfer agreement with the Seattle Colleges is in effect, the four-year school may impose additional general education requirements.
6. Graduation requirements for the bachelor’s degree are established by the four-year institution. Students at the college should choose courses according to graduation requirements of their chosen college or university. Students planning to transfer should plan as early as possible in their college programs using the following guide:
  - Consult a current catalog of the chosen school to determine entrance requirements and suggested freshman and sophomore programs in the major field of interest.
  - Confer with a college advisor about fulfilling these requirements.
  - Confer with an admissions officer at the baccalaureate institution regarding further curriculum and transfer regulations.
  - Check carefully a quarter or two before transfer to be sure all requirements will be met to the satisfaction of the four-year institution.



## Transfer Rights & Responsibilities

Source: Higher Education Coordinating Board  
www.hecb.wa.gov

### Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

### College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing (electronic or paper).

## Transfer Agreements

### Direct Transfer Agreements with Baccalaureate Institutions

The baccalaureate (four-year) colleges and universities in Washington state listed below subscribe to the Intercollege Relations Commissions (ICRC) Guidelines for direct transfer agreement (DTA). The Seattle Colleges offer both Associate of Arts and Associate of Science DTA degrees that meet ICRC Guidelines. The DTA associate degrees are recognized as fulfilling most, if not all, of the general education requirements for these institutions. Students who complete a DTA will normally be granted junior standing upon admission. Students should check with their intended transfer institution for further details regarding any additional general education, major prerequisites and admission requirements. This list is subject to change. See your advisor for updated information and details of transfer.

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts\*
- Eastern Washington University
- The Evergreen State College
- Gonzaga University
- Heritage University
- Northwest University
- Pacific Lutheran University
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- Trinity Lutheran College
- University of Washington
- University of Washington – Bothell
- University of Washington – Tacoma\*
- Washington State University
- Washington State University – Tri-Cities
- Washington State University – Vancouver
- Western Washington University
- Whitworth College

\*These institutions have restrictions and exceptions to the DTA.

### Online DTA institutions

- Ashford University
- Capella University
- Western Governor's University

**Transfer Agreements**

Seattle Colleges have partnerships and transfer agreements with the four-year institutions listed below, and are continually developing new ones. For the most accurate list of all transfer agreements, visit the Advising and Transfer Centers.

**OUT-OF-STATE UNIVERSITIES**

- Ashford University – Online
- Boise State University – Idaho
- Capella University – Online
- Colorado State University - Global Campus
- Dickinson State University – North Dakota
- Hawaii Pacific University – Hawaii
- Humboldt State University – California
- Indiana University-Purdue University-Indianapolis – Indiana
- Indiana University-South Bend – Indiana
- Johns Hopkins University-Carey School of Business – Maryland
- Mayville State University – North Dakota
- North Central College – Illinois
- North Dakota University System – 10 schools in North Dakota
- Northern Arizona University – Arizona
- Oregon State University – Oregon
- San Francisco State University – California
- State University of New York (SUNY) – Oneonta and Oswego campuses, New York
- Thompson Rivers University – Kamloops, BC, Canada
- University of Alaska, Fairbanks – Alaska
- University of Findlay – Ohio
- University of Minnesota, Duluth – Minnesota
- University of Montana-Missoula – Montana
- University of North Texas – Texas
- University of Victoria – Victoria, BC, Canada
- University of Wisconsin-La Crosse – Wisconsin
- Western Governor's University – Online

**Transfer Opportunities at North and South****Bachelor's Degree Program Partnerships with North**

- Eastern Washington University: B.S. in Electrical Engineering
- Washington State University Online: various online degrees
- Western Washington University: Elementary Teacher Education (B.A.E.) with Special Education and Elementary Teacher Certification  
*See page 94 for details.*

**Bachelor's Degree Program Partnerships with South**

- Eastern Washington University: B.S. in Technology, Applied Technology Option  
*See page 138 for details.*

## 2 | Professional & Technical Programs

### DEGREES and CERTIFICATES

C-Central    N-North    S-South    V-SVI

#### **Certificates** C,N,S,V

More than 135 professional technical programs

#### **Associate of Applied Science Degree (A.A.S.)** C,N,S

Preparation and qualification for employment

#### **Associate of Applied Science – T Degree (A.A.S.-T)** C,N,S

Two-year degree in specific professional technical programs for transfer to specific four-year institutions or to some B.A.S. degree programs at Seattle Colleges.

#### **Bachelor of Applied Science (B.A.S.) Degree** C,N,S

Bachelor of Applied Science degrees are offered in several fields.

*See pages 18-19.*

The Seattle Colleges offer more than 135 workforce education and training programs. These programs offer certificates and/or degrees, and vary from 1 to 7 quarters in length. They are designed to prepare students for specific careers. Several professional technical programs also offer short-term training certificates; in some programs students may build skills and add certificates over time to progress in their fields. Contact the program office for further information.

### ASSOCIATE OF APPLIED SCIENCE (A.A.S.) Degree

The Associate of Applied Science (A.A.S.) degree prepares students to compete for employment through development of technical and related skills and instruction in academic subjects appropriate to the occupational field.

To earn a degree within the Seattle Colleges, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 15 credits must be earned at the Seattle College granting the degree. Students should consult an advisor or division counselor for specific GPA requirements in their programs of study.

Programs are designed and updated by advisory committees, made up of local industry leaders and labor representatives, to reflect current employment trends. Instructors bring industry experience as well as education and training to the classroom. All full-time instructors hold vocational instructor certificates and stay informed of industry changes.

A core of general education and/or related instruction courses is regarded as essential for all A.A.S. degree programs and all certificate programs of an academic year or more in length. College-level courses (100 and above) in communications, computation, human relations and selected courses from humanities, natural sciences and social sciences are required. Additional topics may include safety and environmental awareness.

Some A.A.S. programs and some courses in A.A.S. degree programs may transfer to four-year colleges or universities. Consult a program advisor or transfer institution concerning course transferability prior to enrollment.

### ASSOCIATE OF APPLIED SCIENCE-T (A.A.S.-T) Degree

The Associate of Applied Science–T degree is designed to assist students who initially enrolled for a professional technical degree and who then seek to transfer to a four-year institution for a bachelor's degree. Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 credits in college-level courses (100 or above) must be earned at the Seattle College granting the degree. The A.A.S.-T degree is based on technical courses required for job preparation but also includes transfer degree general education courses. In general, technical degree programs are not designed for general transfer to other colleges or universities; the A.A.S.-T degree prepares students for specific bachelor's degree programs at specific institutions. Students should contact the appropriate college division dean or Advising Office for a current list of baccalaureate institutions accepting the A.A.S.-T degree.

### BACHELOR OF APPLIED SCIENCE (B.A.S.) Degrees

*Please see pages 18-19.*

## CERTIFICATE Programs

Certificate programs of 2 – 7 quarters in length prepare graduates for employment in a wide variety of professional and technical careers. Requirements include satisfactory completion of an approved program of study with a minimum 2.0 cumulative grade point average. For admission to a certificate program, an applicant must be at least 18 or be a high school graduate.

Tests and a minimum proficiency may be required for certain programs. Waiting lists and application fees may be required of others. Education and work experience may be accepted to satisfy part of the certificate requirements if specifically related to the individual program of study.

Credits earned in certificate programs are generally applicable toward the A.A.S. degree.

*NOTE: Courses must be numbered 100 or above to count toward certificate programs.*

## SHORT-TERM and STACKABLE Certificates

[www.seattlecolleges.edu/shortcertificates](http://www.seattlecolleges.edu/shortcertificates)

Some programs offer short-term certificates (fewer than 20 credits) which address entry-level job preparation or a specific skill set leading to employment or increased skills for the workplace. Some of these short-term certificates are considered “stackable.” Designed specifically to build, or “stack” sequential skills and credits. On completion of each certificate students can return to the workplace with added skills or they can continue taking courses which build additional skills at the next level in the stackable certificate series.

## RELATED INSTRUCTION for Certificates and Degrees

### Definition

Each Professional Technical certificate or degree of 45 credits or more includes Related Instruction, the non-technical portion of study providing instruction in the areas of communication, computation, and human relations.

### Rationale

The purpose of Related Instruction is to provide educational depth and breadth through development of essential skills in reading and writing, research and information literacy, in-person and media-based communication, critical thinking, problem-solving, understanding individuals and cultures, and quantitative or symbolic reasoning. These

transferable skills support students as they continue in higher education, move forward in careers, and continue the process of lifelong learning.

### Certificates of 45 credits or more

Related Instruction may be taught as embedded content (33 hours in each area) or as separate courses aligned with program outcomes.

### Associate of Applied Science Degree

A.A.S. students will complete classes in Related Instruction college-level courses, including classes in communication, computation, and human relations. Individual programs identify courses which fulfill these requirements.

## PROFESSIONAL TECHNICAL Programs

Degrees and certificates of 20 or more credits (2–7 quarters in length) are offered in the professional and technical career areas listed below, and several areas also offer Bachelor of Applied Science degrees. For the most current list please visit [seattlecolleges.edu/district/catalog/ccprotech.aspx](http://seattlecolleges.edu/district/catalog/ccprotech.aspx).

**C-Central N-North S-South V-SVI**

### Arts/Design/Graphics/Media

Apparel Design & Development . . . . .	C
Graphic Design . . . . .	C
Photography, Commercial . . . . .	C

### Automotive Technology/Diesel

Auto Body Collision Repair . . . . .	S
Automotive Technology. . . . .	S
Diesel & Heavy Equipment Technology. . . . .	S
NATEF Certificates . . . . .	S

### Aviation Maintenance/Aeronautical Technologies

Aeronautical Technology. . . . .	S
Aviation Maintenance/Aviation Airframe Mechanic . . . . .	S
Aviation Maintenance/Airframe & Powerplant. . . . .	S
Aviation Maintenance/Aviation Powerplant Mechanic . . . . .	S

### Business/Accounting

Accountancy (CPA Preparation) . . . . .	N
Accounting . . . . .	N,S
Administrative Assistant . . . . .	N
Bookkeeping. . . . .	N
Business Information Technology . . . . .	C,S
Computerized Accounting Technology . . . . .	N
Entrepreneurship. . . . .	N



Foundation Office Clerk . . . . .	V
General Business . . . . .	N
International Business BAS degree . . . . .	N
International Trade. . . . .	N
Medical Front Office . . . . .	V
Medical Office Clerk. . . . .	S
Project Management . . . . .	N
Retail Management . . . . .	N
Supervision and Management . . . . .	S

### Child and Family Studies . . . . . C

### Construction/Carpentry/Building Trades/ Apprentice Training

Pre-Apprentice Construction Training (PA.C.T.). . . . .	V
Building Trades Apprentice – Journey Level Programs . . . . .	S
<i>Includes courses for Bricklayers, Carpet &amp; Tile Layers, Construction Line Clearance/Tree Trimmers, Construction trades, Electrical workers, Traffic flaggers, Glassworkers, Ironworkers, Meatcutters, Painters, Welders</i>	
Cabinetmaking & Architectural Woodworking . . . . .	C
Carpentry . . . . .	C
Marine Carpentry/Boatbuilding (under revision) . . . . .	C
Sustainable Building Science Technology BAS degree . . . . .	S
Wood Technology. . . . .	C

### Cosmetology . . . . . V

### Communication

Communication, Business & Media . . . . .	N
Communication & Media Arts . . . . .	N

### Culinary Arts/Food Production/Wine Industry

Banquets & Catering . . . . .	S
Culinary Arts . . . . .	C,S
Hospitality Management BAS degree. . . . .	S
Pastry & Baking Arts . . . . .	S
Restaurant Production . . . . .	S
Specialty Desserts & Breads . . . . .	C
Wine Making . . . . .	S
Wine Marketing & Sales . . . . .	S
Wine & Food Pairing . . . . .	S

### Drafting Technologies

Architectural Engineering Drafting . . . . .	N
Engineering Graphics & Design Technology . . . . .	S

### Education

Early Childhood Education Initial State Certificate and Short State Certificates of Specialization. . . . .	N
Parent Education . . . . .	N
Professional Technical Teacher Education BAS degree . . . . .	S

### Electronics/Engineering/Telecommunications

Aviation Electronics Technician . . . . .	N
Broadband Cable Technology . . . . .	N
Electronics Engineering Technology . . . . .	N
Electronics Technology . . . . .	N
Electronics Telecommunications Technology . . . . .	N
Engineering Technology . . . . .	S
Industrial Power & Control Technology . . . . .	N
Sustainable & Conventional Energy & Control Technology . . . . .	N

### Health-Related Professions

Allied Health BAS degree . . . . .	C
Allied Health Sciences . . . . .	C,N
Applied Behavioral Science BAS degree. . . . .	C
Clinical Lab Assisting. . . . .	N
Community Health & Education / Allied Health BAS degree . . . . .	C
Dental Assistant . . . . .	V
Dental Hygiene / Allied Health BAS degree. . . . .	C
Emergency Medical Technician . . . . .	N
Expanded Function Dental Auxiliary . . . . .	C
Healthcare Services Management / Allied Health BAS degree . . . . .	C
Healthcare Technology Management . . . . .	N
IT for Healthcare . . . . .	N
Medical Administrative Specialist . . . . .	V
Medical Assisting/Medical Assistant. . . . .	N,V
Medical Fundamentals for Clinical Research Professionals . . . . .	N
Medical Office Administration . . . . .	N
Medical Reception, Basic . . . . .	N
Nursing Assistant – Certified . . . . .	C,N,S
Nursing Assistant – Certified (I-BEST) . . . . .	N
Nursing (Practical – LPN) . . . . .	N,S
LPN to RN. . . . .	C,N,S
Nursing (Registered – RN) (Associate's Degree) . . . . .	C,N,S
Opticianry . . . . .	C
Pharmacy Technician . . . . .	N
Phlebotomist (I-BEST)/Phlebotomy . . . . .	N,V
Respiratory Care / Allied Health BAS degree. . . . .	C
Surgical Technology . . . . .	C

### HVAC

HVAC Core . . . . .	N
HVAC Service . . . . .	N
HVAC Technology & Project Management . . . . .	N

**Information Technology**

Application Development BAS degree . . . . . N  
 Applications Support . . . . . C  
 Computer Support Technician (I-Best) . . . . . S,V  
 Computing Technology . . . . . S  
 Database Administration & Development . . . . . C  
 IT Controlled Electronic Systems . . . . . N  
 IT Systems Specialist . . . . . S  
 Mobile Product Development Specialist . . . . . C  
 Network Administration . . . . . S  
 Network Design & Administration . . . . . C  
 Network Design & Administration CISCO . . . . . C  
 Network & Server Administration Specialist . . . . . N  
 Programming . . . . . C  
 Web Design . . . . . C  
 Web Development . . . . . C

**Landscape Horticulture**

Landscape Design & Construction . . . . . S  
 Horticultural Studies . . . . . S  
 Sustainable Land Management . . . . . S

**Maritime Training/Seattle Maritime Academy**

Deckhand Cook . . . . . C  
 Marine Deck Technology . . . . . C  
 Marine Engineering Technology . . . . . C

**Nanotechnology** . . . . . N

**Real Estate**

Appraisal (Trainee) . . . . . N  
 Commercial Real Estate . . . . . N  
 Commercial Real Estate Sales & Investment . . . . . N  
 Escrow . . . . . N  
 Loan Originator . . . . . N  
 Loan Processing . . . . . N  
 Property Management . . . . . N  
 Real Estate Basics . . . . . N  
 Real Estate Sales (Basic & Advanced) . . . . . N

**Social and Human Services**

Applied Behavioral Science BAS degree . . . . . C  
 Chemical Dependency Specialist . . . . . C  
 Service-Learning . . . . . C  
 Social and Human Services . . . . . C

**Watch Technology** . . . . . N

**Welding Fabrication Technology** . . . . . S

**Work Experience/Cooperative Education/Internships**

On-the-job learning for college credit . . . . . C,N,S

**SHORT TERM Certificates**

[seattlecolleges.edu/shortcertificates](http://seattlecolleges.edu/shortcertificates)

Short Term Certificates have fewer than 20 credits. They usually cover an entry-level or specific skill set needed for that industry. Students can complete a short-term certificate and enter/re-enter the workplace with improved skills. They may also continue on a pathway to a higher certificate or degree, and some or all of the credits from the short-term certificate may apply to the next level certificate or degree.

**STACKABLE Certificates**

[www.seattlecolleges.edu/shortcertificates](http://www.seattlecolleges.edu/shortcertificates)

Among these short-term certificates are some that are considered “stackable” certificates. Stackable Certificates are short-term certificates of fewer than 20 credits each, which are specifically designed to build, or “stack” sequential skills and credits. On completion of each certificate, students can return to the workplace with added skills or they can continue building additional skills at the next level in the stackable series of certificates. Taken together, stackable certificates lead to a sequence of increasing skills, potential job advancement and/or cumulative credits toward a higher certificate or degree.

For example, in Wood Technology, students can take 18-credit certificates independently in Carpentry, Finishing and/or Framing Fundamentals. These skills can lead to jobs, or students can accumulate the skills, which can lead to more job skills, further certificates or an A.A.S.-T degree. In Welding, there are six levels of skill. Each new skill level can increase job potential for students who need to stop studies to work. On returning to school, students resume work at the next certificate level, accumulating skills which can lead to further certificates and/or an A.A.S. degree.

Contact the program for more information. New certificates are frequently added as industry needs change.

*(Note: For programs with A.A.S. degrees and certificates of more than 20 credits, see the list on pages 14-16.)*

## PROFESSIONAL TECHNICAL Programs with Short-term Certificates

[www.seattlecolleges.edu/shortcertificates](http://www.seattlecolleges.edu/shortcertificates)

### Automotive Technology

Mechanical & Electrical Components . . . . .	S
NATEF Certificates . . . . .	S

### Aviation Composites

General Aviation for Composites . . . . .	S
Aviation Composites Lab . . . . .	S

### Business / Accounting

Accounting Achievement . . . . .	N
Accounting / Bookkeeping – I-BEST . . . . .	N
Accounting Fraud . . . . .	N
Accounting Office Assistant I & II . . . . .	N
Administrative Specialist . . . . .	N
BIT Office Assistant . . . . .	C
BIT Office Professional . . . . .	C
BIT Office Support . . . . .	C
Customer Service . . . . .	N
Medical Office Assistant . . . . .	S
Not-for-Profit Management . . . . .	N

### Building Sciences (Georgetown)

Basic Weatherization Technician . . . . .	S
Level I Commercial Energy Auditing . . . . .	S
Residential Energy Auditing . . . . .	S

### Construction / Carpentry

Carpentry Fundamentals . . . . .	C
Finish Fundamentals . . . . .	C
Framing Fundamentals . . . . .	C

### Drafting

3-D Modeling Techniques using BIM . . . . .	N
CAD for Design & Construction . . . . .	N

Early Childhood Education . . . . .	N
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Emergency Medical Technician . . . . .	N
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Green Energy* . . . . .	N
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### Health-Related Professions

Industrial First Aid (Georgetown) . . . . .	S
Patient Care Technician . . . . .	C
Nursing Assistant – Certified . . . . .	C,N,S
Surgical Tech: Central Supply Instrument Technician . . . . .	C

### Information Technology

Computer Maintenance Fundamentals . . . . .	N
Computer Maintenance with Networking . . . . .	N
Computer Support Technician . . . . .	C,V
CISCO Certified Network Associate . . . . .	N
CISCO Specialist I, II, III . . . . .	C
Linux/UNIX Admin . . . . .	N
Microsoft Specialist I, II, III . . . . .	C
Microsoft Windows . . . . .	N

Job Readiness Program (Pivot Point)* . . . . .	S
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### Maritime Academy

Able Seamen's, Community & Industry Support Courses . . . . .	C
<i>Including Basic Seamanship and Deck Skills, Celestial, Coastal &amp; Electronic Navigation, Diesel Engines, Electricity for Boaters, Marine Safety &amp; Survival, Vessel Handling.</i>	

Phlebotomy . . . . .	N,V
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Real Estate . . . . .	N
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### Social & Human Services

Management in Human Services . . . . .	C
Prevention Specialist . . . . .	C

### Supervision & Management

Personnel Management . . . . .	S
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Warehouse & Distribution . . . . .	S
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### Welding

Welding, Levels 1-6 . . . . .	S
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\*For information call Worker Retraining at (206) 934-5835 (S)  
or (206) 934-3854 (C).

# 3 | Bachelor Degrees

[www.seattlecolleges.edu/bachelors](http://www.seattlecolleges.edu/bachelors)

The Bachelor of Applied Science degrees (B.A.S.) build on associate degrees that provide workplace skills in specific career areas, such as Hospitality, IT or Business. 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, and often offer credit for prior learning and workplace experience. Tuition rates are different for upper division courses; see the rate chart on page 19.

The Seattle Colleges currently offer the following bachelor's degrees. See the individual college sections of this catalog for specific courses and sequences for each of these degrees.

More bachelor's degrees are in planning stages. Visit the website for up-to-date information and new degrees: [seattlecolleges.edu/bachelors/](http://seattlecolleges.edu/bachelors/).

## ALLIED HEALTH – Central

(206) 934-4347

[seattlecentral.edu/bachelors/allied-health](http://seattlecentral.edu/bachelors/allied-health)

The Bachelor of Applied Science in Allied Health Sciences degree is designed for those students who have completed allied health occupational certificates, health-related professional licenses, and allied health associate degree programs. Graduates will help meet the growing demand for baccalaureate level allied health practitioners in the Seattle-King County area. Allied Health B.A.S. degree students select one of four allied health tracks:

- Dental Hygiene
- Respiratory Care
- Healthcare Services Management
- Community Health & Education

Each track provides advanced workforce skills and academic depth. Each track also has specific pre-requisites and entry schedules. Consult with the department and see an advisor for details.

*See page 60 for detailed information.*

## APPLICATION DEVELOPMENT – North

[northseattle.edu/bas-app-development](http://northseattle.edu/bas-app-development)

The Bachelor of Applied Science in Application Development at North provides an opportunity for students who already have Information Technology (IT) related degrees such as Associate of Applied Science (A.A.S.). The B.A.S. degree focuses on industry-relevant 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 that meet customer needs.

*See page 95 for detailed information.*

## APPLIED BEHAVIORAL SCIENCE – Central

(206) 934-3101

[seattlecentral.edu/bachelors/abs](http://seattlecentral.edu/bachelors/abs)

The Bachelor of Applied Science (B.A.S.) in Applied Behavioral Science at Seattle Central College offers a substantive, human services four-year degree for direct service practitioners. This program is designed for students with an Associate of Applied Science two-year degree in social and human services, child and family studies, interpreting services or a related degree. Applications are accepted for Fall and Winter quarter entry. A minimum 2.5 cumulative GPA is required for application; however, entry to the program is competitive.

*See page 62 for detailed information.*

## HOSPITALITY MANAGEMENT – South

(206) 934-6783

[southseattle.edu/bas/hospitality-management](http://southseattle.edu/bas/hospitality-management)

The Bachelor of Applied Science (B.A.S.) in Hospitality Management at South Seattle College prepares those students who have completed a two-year technical degree or approved associate's degree with a broad set of competencies in the hospitality industry. Students take upper-division classes that explore various positions in the hospitality field which includes tourism, hotel operations, restaurant management, catering, cruise ships operations, casino operations and travel. This program is unique in its focus on providing applied management training in the hospitality industry.

*See page 136 for detailed information.*

## INTERNATIONAL BUSINESS – North

(206) 934-7794  
northseattle.edu/bas

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's 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.

*See page 95 for more detailed information.*

## PROFESSIONAL TECHNICAL TEACHER EDUCATION – South

(206) 934-5375  
southseattle.edu/bas/professional-technical-teacher-education

The Bachelor of Applied Science (B.A.S.) degree In Professional Technical Teacher Education (Teach Tech) at South Seattle College prepares students who have completed a two-year technical degree or approved associate degree and a minimum of two years related work experience for professional teaching positions at community and technical colleges. The upper-division coursework that focuses on the complexities of the adult learner, the role of community colleges in society, and issues of equity. Students will learn how to shift their focus from teaching purely for content mastery to student-centered learning and leadership.

*See page 137 for detailed information.*

## SUSTAINABLE BUILDING SCIENCE TECHNOLOGY – South

(206) 934-5375  
southseattle.edu/bas

The Bachelor of Applied Science (B.A.S.) degree in Sustainable Building Science Technology prepares students who have completed a two-year technical degree or approved associate degree for professional jobs managing the operations of high-tech buildings. Students enroll in upper-division classes that focus on building functions and project finance with the goal of making facilities more durable, sustainable, efficient, and economical. Graduates will be eligible for employment in diverse fields such as operations maintenance, capital programs and project management, strategic planning and portfolio management, and corporate real estate finance.

*See page 137 for detailed information.*

### 2014–2015 Tuition Rates\* for B.A.S. (Upper Division) Courses

# of Credits	RESIDENT	NON-RESIDENT
1	245.45	598.42
2	490.90	1,196.84
3	736.35	1,795.26
4	981.80	2,393.68
5	1,227.25	2,992.10
6	1,472.70	3,590.52
7	1,718.15	4,188.94
8	1,963.60	4,787.36
9	2,209.05	5,385.78
10	2,454.50	5,984.20
11	2,464.38	5,994.77
12	2,474.26	6,005.34
13	2,484.14	6,015.91
14	2,494.02	6,026.48
15	2,503.90	6,037.05
16	2,513.70	6,047.62
17	2,523.66	6,058.19
18	2,533.54	6,068.76

#### 19 - 25 Credits

For each credit between 19 and 25

Resident. . . . . \$234.87  
(U.S. citizen; INS Permanent Resident)

Non-resident. . . . . \$587.84

*\*Note: Amounts listed are for 2014-15 tuition. For current amounts go to [seattlecolleges.edu/bachelors](http://seattlecolleges.edu/bachelors) or refer to the quarterly class schedule for each campus.*

# 4 | Continuing Education

## Seattle Central College/Extended Learning

(206) 934-5448  
learnatcentral.org

## North Seattle College

(206) 934-3705  
learnatnorth.org

## South Seattle College

(206) 934-5339  
learnatsouth.org

### Class Schedules for Continuing Education

Each college Continuing Education Department publishes a class schedule available through the websites listed above.

## COMMUNITY Education

Serving the community by offering a range of courses at reasonable cost, Community Education classes are mostly non-credit and non-graded. Most are taught by community members who are experts in their fields.

Classes include personal enrichment or professional development in areas as diverse as arts and crafts, computers, dance and exercise, food and wine, foreign languages, gardening, job hunting, financial planning and more. Many Continuing Education classes are available online as well.

Computer training classes are available for all skill levels in applications such as Word, Excel, Microsoft Office, computer languages, database software, web design, programming, networking and more.

Classes may range from one evening to a full quarter in length. Costs vary by class.

## PROFESSIONAL Education

### Financial Planning

South Seattle College is an affiliate of the College for Financial Planning, offering classes for those seeking to develop a career or study for national certification as a financial planner.

### Short Term Certificates

Seattle Central offers a number of short-term certificate programs to help upgrade skills or prepare for a career change. Certificates are offered in AutoCAD, National Personal Trainer, Nutritional Therapy Program and Paralegal. For more information visit learnatcentral.org.

## SENIOR ADULT Education

South Seattle offers classes and discussion groups designed for senior adults. Classes normally are held during the daytime, on campus or in senior or retirement centers.

## Teacher TRAINING

(206) 934-3895

Seattle Central offers a non-credit Teaching English to Speakers of Other Languages (TESOL) Certificate and 26 courses for certified K-12 teachers to earn clock hours.

North offers teacher clock hours for most courses, including Continuing Ed courses.

South offers Career and Technical Education (CTE) Certification for business and industry professionals to become secondary school teachers.

## Corporate & Customized CONTRACT TRAINING

Business and industry representatives can select from a growing range of management and employee training, certificate training programs and development services through corporate and customized contract training offered by all of the colleges. Courses may be held at the employer's site or at the Seattle Colleges. Continuing Education Units may be granted. Contact:

**Central:** Gabrielle Bachmeier, Director  
Continuing Education  
(206) 934-5449

**North:** Steve Miller, Executive Dean  
Customized Training and Partnership Development  
(206) 934-6075

**South:** Elsa Croonquist, Director  
Corporate and Customized Training  
Georgetown Campus  
(206) 934-5857

At South's Georgetown Campus, the Puget Sound Industrial Excellence Center (PSIEC) also offers corporate and contract training programs in manufacturing, transportation, distribution, logistics and construction. New training programs focus on green jobs training, including energy conservation, energy auditing, building science, and environmental sustainability practices.

**Puget Sound Industrial Excellence Center:**  
(206) 934-6853  
georgetown.southseattle.edu

# 5 | Bridge to College / Pre-College

Basic studies courses provide instruction for those who want to improve their English, to improve basic verbal and math skills, to earn a high school diploma or GED in order to get better jobs, to continue their education and prepare for college-level work, or to 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
- English as a Second Language (ESL) – Advanced Levels
- Concurrent High School / College Programs
- High School / College Preparation Programs

## PRE-COLLEGE Programs

- Adult Basic Education
- ESL Beginning & Intermediate Levels
- GED® Preparation
- High School Completion

### Seattle Central College

Basic & Transitional Studies  
(206) 934-4180  
[seattlecentral.edu/basic/](http://seattlecentral.edu/basic/)

### North Seattle College

Basic & Transitional Studies Division  
(206) 934-7303  
[northseattle.edu/pre-college](http://northseattle.edu/pre-college)

### South Seattle College

Basic & Transitional Studies Division  
(206) 934-5363  
[southseattle.edu/bts/](http://southseattle.edu/bts/)

### Seattle Vocational Institute

Basic & Transitional Studies  
GED/ABE/ESL  
(206) 934-4935  
[sviweb.sccd.ctc.edu/programs.htm](http://sviweb.sccd.ctc.edu/programs.htm)

## Bridge to College Programs:

### DEVELOPMENTAL EDUCATION English, Mathematics and Human Development Courses

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, mathematics and human development. For further information, contact the Basic and Transitional Studies program advisor.

### ENGLISH AS A SECOND LANGUAGE Advanced Levels

Placement in advanced ESL classes (ESL 093-099) is done by standardized placement testing, often the ESL COMPASS Test. These courses prepare students for college-level work with increasing emphasis on note-taking, composition, oral presentation, and class discussion at high levels. Although these classes do not count as credit for college-level work, ESL 093-099 can be covered by financial aid. Tuition for these classes is the same as regular tuition.

*For information on more basic ESL classes (levels 1-5), see page 23.*

*NOTE: International Students should take ESL classes through International Programs, page 28.*

## CONCURRENT High School/College Programs

These programs allow students to begin college studies while still in high school, obtaining credit for both high school and college courses.

### Running Start

- Central (206) 934-3820  
seattlecentral.edu/runstart
- North (206) 934-3682  
northseattle.edu/running-start
- South (206) 934- 6478  
southseattle.edu/runningstart

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.

For information about preparing for and taking placement tests: [beforeyoutest.org](http://beforeyoutest.org)

For more information about the Running Start program, contact the college or visit: [sbctc.ctc.edu/college/s\\_runningstart.aspx](http://sbctc.ctc.edu/college/s_runningstart.aspx)

### Bright Future

SVI  
(206) 934-6304  
[sviweb.sccd.ctc.edu/p\\_bright.htm](http://sviweb.sccd.ctc.edu/p_bright.htm)

The Bright Future Program is a Running Start-funded program serving students from all area high schools.

The Bright Future program gives students an opportunity to start their college courses early by allowing qualified high school students access to accredited programs at Seattle Vocational Institute (SVI). The program is designed to assist the participants in earning a high school diploma and a certificate of completion in one of SVI's professional technical programs. Students are eligible to enroll in the vocational programs of the Allied Health Division (Dental Assistant, Medical Administrative Specialist, Medical Assistant, Medical Front Office and Phlebotomy), Business Computers Division (Foundation Certificate Office Clerk), the Pre-Apprenticeship Construction Training program and the School of Cosmetology.

Coursework completed at SVI counts toward high school graduation requirements as well as professional/technical certification.

Bright Future students attend SVI tuition-free. Students are responsible for the cost of mandatory student fees, transportation, books, uniforms and supplies. Students eligible for free or reduced lunch at their high school are eligible for the fee waiver program. Financial assistance through BF Dollars for Scholars is available for students who qualify.

## High School to College PREPARATION PROGRAMS

### Career Link High School

South  
(206) 934-6475  
[southseattle.edu/programs/career-link](http://southseattle.edu/programs/career-link)

Career Link at South Seattle College prepares students for success in college and their careers while they work toward earning a high school diploma. The program serves students between the ages of 16 and 21 who have left high school without a diploma. Tuition and materials are free and support is available for other needs.

Career Link at South offers support through this program and other campus programs for students to enroll in regular college classes. All Career Link students receive ongoing academic advising and assistance to ensure they are on track to graduate and have a High School & Beyond plan in place.

### TRIO Educational Talent Search

South  
(206) 934-6401  
[southseattle.edu/trio/talent-search/](http://southseattle.edu/trio/talent-search/)

The purpose of TRIO Talent Search is to help low-income and potential first-generation college students successfully graduate from secondary school and enroll in post-secondary education. This federally funded TRIO program serves 580 students each year from five secondary schools and two middle schools located in West Seattle. Students are provided with services directly at their school sites during the school year by program staff. Students must apply for the program, be deemed eligible, and be accepted before receiving any program services. Services that are offered and provided to students, both in individual and group settings, include academic advising and assistance with secondary course selection, postsecondary information and application assistance, financial aid information and application assistance, financial literacy information, college entrance examinations information and registration assistance, career awareness and planning information, connections to tutorial services, and college campus tours and visits.



## Upward Bound

South (206) 934-6676  
[southseattle.edu/programs/trio/upward-bound/](http://southseattle.edu/programs/trio/upward-bound/)

The purpose of TRIO Upward Bound is to provide low-income and potential first generation students with the skills and motivation to complete high school, go to college, and graduate from college. This federally funded TRIO program serves 132 students each year from four secondary schools in West Seattle and Seatac, via two Upward Bound grants. The goal is to maximize students' potential for graduation from high school and subsequent college enrollment. Students are provided with services directly at their school sites during the school year by program staff, and on campus at SSCC during their summer program. Students must apply for the program and be accepted before receiving any program services. TRIO Upward Bound students receive services which include instruction in math, science, foreign language, SAT preparation, and arts/other electives; academic tutoring and instruction in core academic subjects; academic advising and assistance with secondary course selection; post-secondary information and application assistance; financial aid information and application assistance; financial literacy information; college entrance examinations information; registration assistance; career exploration and planning, and educational field trips and activities. The year-round program includes a six-week summer program on campus at South for intensive academic and college preparatory activities.

## Pre-College Programs:

### Adult BASIC EDUCATION

Central (206) 934-4180  
 North (206) 934-7303  
 South (206) 934-5363  
 SVI (206) 934-4935

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, reading, writing and communication skills are designed to help adults become more self-sufficient, improve their job prospects, prepare for the high school equivalency options, such as 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)

Central (206) 934-4180  
 North (206) 934-7303  
 South (206) 934-5363  
 SVI (206) 934-4935

English as a Second Language (ESL) classes, (levels 2-4 at North) (1-5 at Central and South), 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 through topics important to adult students. These non-credit courses cost \$25 per quarter tuition (subject to change). Course descriptions are found under ESL. When students test high enough, they can move on to Advanced ESL (ESL 093-099), which concentrate on college-preparation skills. Levels 4,5, and 6 are taught at SVI in the evenings. Tuition is low, currently \$25 per quarter (subject to change).

*NOTE: International Students should take ESL classes through International Programs, page 28.*

## GED® Preparation

Central (206) 934-4180  
 North (206) 934-7303  
 South (206) 934-5363  
 SVI (206) 934-4935

Adults may demonstrate that they have reached an education level equal to a high school diploma by taking the General Educational Development (GED) test. Students who pass the GED test earn a GED certificate, accepted by colleges, vocational programs, trade unions, and many employers as equivalent to a high school diploma. Contact the college offices for fee information. To prepare for this test, the Seattle Colleges offer courses that cover the subjects tested: reasoning through language arts, mathematics, science and social studies.

A prerequisite for enrollment in GED classes is the ability to read at or above eighth grade level, or completion of ABE Level 4. Tuition is low, currently \$25 per quarter (subject to change).

*See page 240 for course descriptions under General Educational Development (GED).*

## HIGH SCHOOL COMPLETION Options

Central (206) 934-5408  
 North (206) 934-7303  
 South (206) 934-7946

- All students who are 21 years of age and older and who earn an associate’s degree of any type from Seattle Colleges are eligible to submit a written request for and to receive a college-based high school diploma. These individuals are not required to complete the State Board of Education high school graduation requirements.
- Running Start students who complete an associate’s degree are eligible to request a high school diploma at any age. These individuals are not required to complete the State Board of Education high school graduation requirements.
- The Seattle Colleges also offer High School Completion options to students who have not completed their high school diplomas. With this option students must have a minimum of 19 credits which include required courses. Students will also need to complete a culminating project, a “High School and Beyond” plan, and pass the High School Proficiency Exam (HSPE).

Students planning to work towards a high school diploma should obtain a copy of “Requirements for the High School Diploma” from the Advising or Admissions Office for complete information. These individuals are required to complete the State Board of Education’s high school graduation requirements. The requirements are listed below.

### Standard High School Diploma

**95 college credits are required prior to the class of 2013; 100 credits are required for 2013 and beyond.**

A high school diploma may be earned by completing 95 (or 100) college credits, including required and approved elective courses. Transfer credit may be approved for courses completed at other institutions; the final course must be taken at one of the Seattle Colleges and a minimum of 2.0 GPA must be achieved.

Students who have not completed high school and are age 19 or older may enroll in this option for a reduced tuition. Students 18 or younger must pay full tuition unless enrolled in a Running Start program through a participating high school.

### REQUIRED COURSES

Requirements may vary slightly from college to college. A number of other courses may be substituted for these requirements. Obtain a copy of “Requirements for the High School Diploma” and advice from a counselor or advisor at the college you plan to attend.

*Note: A 5-credit class equals one year of study in high school.*

English . . . . .	15
Fine Arts (Drama, Music or Art) . . . . .	5
Pacific Northwest or Washington State History . . . . .	2.5
U.S. History I (includes U.S. Constitution) . . . . .	5
Contemporary World Problems, World History or World Geography. . . . .	5
Mathematics Series (Pre-Algebra, Algebra I or math class at student’s placement level)* . . . . .	10
<i>*15 cr for the Class of 2013 and beyond</i>	
Science (Two science courses, one of which must be a lab science, for which prerequisites have been met) . . . . .	10
Occupational Education (May be chosen from any Professional Technical courses) . . . . .	5
Physical Education (May be waived with permission at C,S: not at N) . . . . .	10
Approved Electives (from college transfer or Professional Technical courses; quantity varies, depending on number of required courses), minimum . . . . .	27.5
Required credits . . . . .	67.5 - 72.5
<i>(72.5 for class of 2013 and beyond)</i>	

ELECTIVE CREDITS	27.5
TOTAL CREDITS	95 - 100
<i>(100 for class of 2013 and beyond)</i>	

### Tuition Waiver for High School Completion

80% of the regular tuition is waived for students who fulfill the following criteria:

1. Age 19 or older
2. Resident of the State of Washington

To receive a tuition waiver, a student must submit an application for high school diploma completion.

Students 18 years old and younger who have not graduated from high school must pay the standard tuition fees for their courses unless they enroll in Running Start (see page 21). Non-residents will be charged the resident tuition fee. These students must also be approved to attend one of the Seattle Colleges by the Director of Admissions or College Underage Advisor and obtain a letter of release from their school district. Seattle Public School District students should contact the Office of Student Placement.

# 6 | eLearning/Distance Education



## District eLearning

[seattlecolleges.edu/distance](http://seattlecolleges.edu/distance)

## Seattle Central College

[seattlecentral.edu/distance](http://seattlecentral.edu/distance)

## North Seattle College

[virtualcollege.org/](http://virtualcollege.org/)

## South Seattle College

[southseattle.edu/online](http://southseattle.edu/online)

The Seattle Colleges offer a wide range of eLearning/Distance Education options for the completion of over 250 courses using a variety of technologies. The colleges are fully accredited and students can earn an A.A. degree at their own pace.

Courses are taught by experienced SCCD faculty and the content and credit are equivalent to traditional, on-campus courses. While eLearning and Distance Education students have increased flexibility, most courses are not self-paced, so students will need to structure their personal schedules accordingly. Courses usually contain more reading and assignments to ensure that student learning will be as rigorous as similar on-campus classes.

Students can work directly with an advisor who will recommend courses relevant to the student's goals, and develop an individualized degree completion plan. State tuition applies in most courses and may be covered by financial aid. All three campuses have eLearning/Distance Education offices that students may visit in person.

## Types of eLearning/ DISTANCE EDUCATION/Courses

### Online Courses

Online coursework is completed over the internet within a quarterly timeframe. Classes require internet access and an email address. Students are given reading assignments, lessons, and other activities to satisfy course objectives and required learning outcomes. Online study groups, student discussion forums, and interaction with the course instructor enhance the learning experience.

Fully online courses do not require campus visits. However, some online courses may require proctored exams. Submission and grading of student work takes place online. Most classes use some form of discussion forum for online discussion. Enrollment follows the quarterly college schedule.

Students can also take Washington Online (WAOL) courses through the Seattle Colleges. Washington Online is a cooperative effort of Washington State's community and technical colleges to deliver coordinated online instruction. A team of faculty members representing several community colleges develops Washington Online courses; the instructor may be a faculty member at another Washington State community or technical college. Enrollment usually follows the quarterly college schedule; please see the Washington Online (WAOL) website for exact start and end dates for each course.

### Hybrid Courses

Hybrid courses provide students with the scheduling flexibility of fewer campus visits while covering the same materials as an equivalent class held entirely on campus. Hybrid classes usually have at least one on-campus meeting per week and they usually require some form of weekly participation in a "virtual classroom." Online activities often include some combination of the following; participating in an online discussion forum, reviewing online content and lessons, assignments, quizzes, or test submissions, and/or interactive web-based activities. These courses often use on-campus exams as assessment tools. Enrollment usually follows the quarterly college schedule.

## Video Courses

For students with broadband internet connections, the Seattle Colleges offer online classes that incorporate DVD's and video-on-demand. Professional telecourses and college-produced video materials are video streamed or DVDs may be rented from the eLearning department. Contact the individual campus eLearning/Distance Education offices for available options.

Students interact, complete assignments and find supplemental materials online through Canvas, our learning management system. On-campus meetings are generally not required for these courses. However, students may be required to take their exams on campus. Students who are not able to come to campus must find their own proctor to supervise the exams. Enrollment follows the quarterly college schedule.

## Correspondence Courses

Correspondence studies are conducted by mail or email. Students receive study guides with a course outline, a list of required textbooks, and instructions on how to complete specific lessons. Students submit completed assignments to the eLearning/Distance Education office for evaluation by the instructor, who will return them to the student with comments. Many correspondence courses have the option to access content and submit assignments online while others are technology free. Consult with a counselor or advisor before enrolling. Correspondence courses have open enrollment and do not follow the quarterly college schedule. They are not eligible for financial aid or loan deferment.

## TECHNICAL REQUIREMENTS

[seattlecolleges.edu/distance](http://seattlecolleges.edu/distance)

See website for further details.

Minimum requirements for online, WAOL, videostreaming and hybrid courses include:

- Access to a PC with a Pentium processor (Windows 2000, Vista, 7, 8) or comparable Macintosh computer (OS X or later versions) with at least 32mb RAM
- A reliable internet connection (DSL or cable modem connection recommended)
- Browser requirement: Latest versions of Firefox, Internet Explorer, Chrome or Safari
- Individual courses may require the latest free versions of common "plug-ins" such as: Adobe Acrobat, Java Runtime, QuickTime, Macromedia Flash, Microsoft PowerPoint Viewer, Microsoft Word Viewer, Microsoft Excel Viewer, or free OpenOffice.

Courses with audiostreaming or videostreaming will require sound and video cards and a broadband (DSL or cable modem) internet connection. Some courses may require access to DVD players.

The Canvas online learning management system is utilized by almost all online, hybrid and web-enhanced courses. Specifications include a computer newer than 5 years old with 1 GB of RAM and a 2 GHz processor with a minimum internet speed of 512 kbps. For mobile devices, iOS 5 and newer or Androids 2.3 and newer are specified.

## ADDITIONAL FEES

Online technology, licensing, DVD/video rental and videostreaming fees may apply. Washington Online courses (WAOL) require a technology fee. Information about the fees can be found in the quarterly class schedule available online for each college.

## SEATTLE COLLEGES CABLE TELEVISION & Iris Education

(206) 934-3928 or (206) 395-5539

[sctv.net](http://sctv.net)

[iriseducation.org](http://iriseducation.org)

[seattlecommunitymedia.org](http://seattlecommunitymedia.org)

The Seattle Colleges television station, SCCTv, offers high quality education and community programming. SCCTv broadcasts to residents of Seattle on Comcast channel 28, Wave Broadband channel 19 and simulcasts to the world via its website.

Self-funding, SCCTv's video production team creates high quality video for clients and also operates Seattle Community Media, the city's public access station seen throughout Seattle and King County on Comcast channel 77. Seattle Community Media provides a venue for many voices of our diverse community.

Emmy-award winning SCCTv creates unique original programming such as Professor Fred's Movie Marvels, sharing these programs with college television stations across the country, including Spokane, Portland, San Antonio and Springfield, Massachusetts. Programming information is available on the website.

SCCTv's IRIS Education division serves as a portal for the world's largest educational video producers, providing the digital delivery system, hosting and streaming for thousands of hours of educational content. This content is streamed to hundreds of higher education institutions and more than 77,000 high schools and K-12 schools throughout the United States and Canada. Using innovative web development tools, IRIS also creates affordable websites for clients, specializing in streaming media.

# 7 | International Programs

**Mission Statement:** The Seattle Colleges will educate our students to become well-prepared members of a global society.

The Seattle Colleges provide global education opportunities to all students, faculty and staff. Our colleges welcome thousands of students from other countries to study in academic and technical programs as well as Intensive English programs. The Seattle Colleges also offer a wide variety of study abroad, internships and service learning opportunities for students to study and learn in other countries. Our faculty and staff enjoy exchanges and professional development abroad.

The colleges are committed to fostering international awareness and understanding and encourage the sharing of ideas and cultures.

## For general information: <http://seattlecolleges.edu/international>

Each college offers programs for international students and for Study Abroad. Contact the International Programs office on each campus for details about what is offered and how to participate:

### Seattle Central College

International Education Programs

1701 Broadway, BE 1113

Seattle, WA 98122 USA

Telephone: (206) 934-3893

Fax: (206) 934-3868

Email: [seattlecentral.intl@seattlecolleges.edu](mailto:seattlecentral.intl@seattlecolleges.edu)

[www.seattlecentral.edu/international-education](http://www.seattlecentral.edu/international-education)

### North Seattle College

International Programs

9600 College Way North

Seattle, WA 98103 USA

Telephone: (206) 934-3672

Fax: (206) 934-3794

Email: [international@seattlecolleges.edu](mailto:international@seattlecolleges.edu)

<https://ip.northseattle.edu>

### South Seattle College

Center for International Education

6000 16th Ave. S.W.

Seattle, WA 98106 USA

Telephone: (206) 934-5360

Fax: (206) 934-5836

Email: [ip@seattlecolleges.edu](mailto:ip@seattlecolleges.edu)

[www.southseattle.edu/international](http://www.southseattle.edu/international)

## SERVICES AND PROGRAMS for International Students

Each college has an International Program office with services including admission, college and cultural orientation, immigration and academic advising, social activities, trips, transcript evaluation for credit transfer, and housing referrals. See the International Program websites for more information.

## ADMISSION GUIDELINES for International Students

- Students should apply through the International Programs Office at the college of their choice, since admission procedures and registration schedules vary from college to college. Contact the individual college for specific information.
- Applicants must demonstrate adequate financial support to cover the period of study in order to meet visa requirements. International students pay the non-resident tuition rates.
- Applicants must be at least 16 years of age and have completed 10th grade at the time of enrollment.
- Application for admission by itself does not guarantee acceptance. Students must receive official notification of admission from the International Programs Office in order to enroll.

*Note: International students should begin the application process well in advance of the quarter for which admission is desired in order to allow time for processing the application, to make passport and visa arrangements, and to prepare for departure.*

## Guidelines for Continuing Enrollment for International Students

Students must:

- Comply with Homeland Security requirements, including proper documentation, a valid passport, I-94 and I-20
- Complete 12 credit hours each quarter (as assigned by an advisor) while maintaining a satisfactory GPA
- Purchase the college insurance plan at the time of registration. This is required to prevent possible financial difficulties in the case of illness or accident

## TYPES OF PROGRAMS AVAILABLE for International Students

### Intensive English

Students enroll in general English courses at beginning, intermediate and advanced levels.

### College Bridge

Students develop academic skills to prepare for college/ university level studies, and may enroll in one or more college level courses.

### College Transfer

Students enroll in the two-year Associate of Arts (A.A.) or Associate of Science (A.S.) degree at the Seattle Colleges, which is equivalent to the first two years at a university. The associate's degree transfers to hundreds of four-year colleges and universities around the USA. Students enjoy lower tuition and smaller class sizes than at most four-year colleges.

### Professional Technical

Students can choose from more than 135 degree and certificate programs in professional and technical fields. Programs vary in length from one to seven quarters.

### FAST TRACK High School Completion

Students can complete their high school diploma and earn their associate's degree at the same time.

### Summer Session

Students can choose from a range of college and English programs during the summer term.

## TRANSFER TO FOUR-YEAR SCHOOLS Opportunities

The Seattle Colleges have many agreements with both in-state and out-of-state baccalaureate (four-year) colleges and universities for transfer for qualifying students, including international students.

See pages 11-12 visit the website ([seattlecolleges.edu/international](http://seattlecolleges.edu/international)) for the most current list, or see an academic advisor.

## Programs for U.S. STUDENTS STUDYING AND VOLUNTEERING ABROAD

[seattlecolleges.edu/international/studyabroad.aspx](http://seattlecolleges.edu/international/studyabroad.aspx)

The Seattle Colleges encourage students to study abroad as a way to enhance their educational experience. Interested students should visit the International Programs Study Abroad website to see a list of current programs and other resources on study abroad, service-learning and internships abroad. Information about financing study abroad is also available on this website.

All three colleges also have travel/study or cooperative education courses that students may be able to register for if their study abroad opportunity does not include college credit.

# 8 | Worker Retraining Program

Each college has a Worker Retraining Coordinator who can be reached as follows:

## Seattle Central College

(206) 934-3854  
seattlecentral.edu/wrp

## North Seattle College

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

## South Seattle College

(206) 934-5835  
southseattle.edu/wrp

## Seattle Vocational Institute

(206) 934-4936  
sviweb.sccd.ctc.edu/wrp/wd\_wr.htm

## District-wide

seattlecolleges.edu/wrp

All four of the Seattle Colleges campuses offer Worker Retraining programs to provide retraining opportunities for unemployed and dislocated workers in the state of Washington. A “dislocated worker” is defined as an individual unlikely to return to employment in the individual’s principal occupation or previous industry because of diminishing demand for his or her skills, occupation, or industry.

## ELIGIBILITY

Those who meet eligibility requirements may qualify for tuition and financial assistance through Workforce Training funds and other sources, and possibly for fees, books, bus pass and/or childcare. Other campus services in career planning and job search skills are also available. A person may be eligible for Worker Retraining if he or she

- Is unemployed and is collecting Washington State Unemployment Benefits
- Has exhausted Washington State Unemployment Benefits within the last 24 months
- Has received a WARN letter
- Has been working in the home, experiences a significant loss of income and needs to re-enter the workforce

- Is an unemployed or under-employed displaced homemaker.
- Has closed a business due to economic downturn
- Is working in a not-in-demand job (along with other criteria)
- Has lost a job because of a disaster
- Has separated from the military with an honorable discharge within the last 24 months
- Has 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.

## START NEXT QUARTER:

[www.startnextquarter.org](http://www.startnextquarter.org)

The Seattle Colleges offer hundreds of students free and reduced tuition, books, and fees every quarter through Start Next Quarter. Interested students can see if they pre-qualify for Opportunity Grants, Worker Retraining, Basic Food Employment and Training, and WorkFirst funds by visiting this website. Students who pre-qualify for funding are invited to a Start Next Quarter workshop where their eligibility for funding is confirmed. Funding is limited and may be restricted to certain courses of study.

## BENEFITS

- Priority Registration
- Tuition Assistance
- Career Planning Services
- High wage, high demand training programs
- Tutoring assistance
- Assistance with TAA and CAT/TB paperwork
- Liaison to other agencies, programs and funding

## ACCREDITATION

The Seattle Colleges are state-supported public institutions accredited by the Northwest Commission on Colleges and Universities\*, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Each college is accredited individually; Seattle Vocational Institute is accredited jointly with Seattle Central. See complete accreditation details on page 2.

\*NWCCU, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052 Website: [www.NWCCU.org](http://www.NWCCU.org) (425) 558-4224

# Getting STARTED

## 5 Steps to Enrolling

- 1 Apply
- 2 Plan your Funding
- 3 Placement for Classes
- 4 Registration
- 5 Pay and Prepare

## 1 | APPLY

The Seattle College District operates on an open door admission policy (District Policy 305). Consistent with available space and resources, each campus admits those students who:

- Are competent to profit from the curriculum offerings of the District; and
- Would not, by their presence or conduct, create a disruptive atmosphere within the College District inconsistent with its purpose; and
- Are 18 years of age or older; or
- Are high school graduates; or
- Have applied for admission under the provisions and qualifications of student enrollment options programs such as Running Start or a successor program; or through other local student enrollment option programs. However, an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his or her transfer, may be conditionally admitted on a probationary status as determined by the chief administrative officer or his or her designee;

OR

- Are students age 16 and over who meet the provisions of Title III of the Workforce Investment Act who may then enroll in certain adult basic education classes. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit from the curriculum offerings.
- If not qualified under subsections above, has filed an appropriate written release from the public, private or home school he or she is attending or last attended, provided they are at least 16 years of age or older.

### Admissions Exception

The college does not desire to replace or duplicate the functions of the local public schools; however, persons under the age of 18 may request special admission on

a course-by-course basis, provided they have attained at least high school junior standing. Criteria for granting admission are: competency at an appropriate academic, artistic, and/or technical talent level and the ability to participate in an adult learning environment.

Specific admissions procedures are available in the registrar's office at each campus and at [seattlecolleges/studentrules.aspx](http://seattlecolleges/studentrules.aspx).

## NEW STUDENT Admission

To apply, students have three options:

1. Complete and submit an online admissions application. The online application form is available at: [seattlecolleges.edu/Prospective Students/Getting Started](http://seattlecolleges.edu/Prospective_Students/Getting_Started). Additional application information is also available at each of the college websites:
  - **Central:** [seattlecentral.edu/getstarted](http://seattlecentral.edu/getstarted)
  - **North:** [northseattle.edu/admissions/steps](http://northseattle.edu/admissions/steps)
  - **South:** [southseattle.edu/enrolling](http://southseattle.edu/enrolling)
  - **SVI:** [sviweb.sccd.ctc.edu](http://sviweb.sccd.ctc.edu)

OR

2. Download a printed application, complete it and mail it to your selected campus. Addresses are on the inside of this catalog cover.

OR

3. Complete a paper or web online admission application in person at the college.

For those intending to transfer in credits from another college or university for evaluation, submit official copies of transcripts from any community colleges, universities or technical schools attended.

*NOTE: For some programs, high school transcripts may be required. Check with your campus for more information.*

## ENROLLING AT MORE THAN ONE SEATTLE COLLEGE

### Intra-District Registration/Concurrent Enrollment

Students may enroll at more than one of the Seattle Colleges without paying more than the maximum tuition at any one college; however, additional class or college fees may be incurred. When applying online, submit separate applications for each college.

*NOTE: Financial aid recipients may receive aid through only one college. See the Financial Aid office at your home college four weeks prior to the beginning of the quarter if you plan to enroll in more than one college in the district.*



## READMISSION of Former Students

Students who were not enrolled for the most recent quarter, but who were previously enrolled at the Seattle Colleges, may enroll during open registration. Students should update their address information when registering.

Students who were dismissed for disciplinary or academic reasons must see the Vice President for Student Services (the Dean of Instruction at SVI).

Students who pause (drop out) for a quarter or more and are interested in graduating should be aware that they may choose to fulfill requirements in effect from an earlier catalog, provided:

1. the Vice President for Instruction (Dean of Instruction at SVI) agrees to the earlier requirements; OR
2. not more than five years have elapsed since the student first enrolled under the earlier catalog; AND
3. courses required for completion are still offered.

Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied.

## RESIDENCY Requirements

### Residents – U.S. Citizens

To qualify for in-state (resident) tuition applicants must have lived in Washington state for reasons other than educational purposes for one full year prior to the first day of the quarter in which resident fees are requested. A financially dependent student may also be eligible for resident tuition if one or both parents or legally appointed guardian(s) have maintained a domicile in Washington for one full year prior to the first day of the quarter. Establishing permanent state residency includes compliance with Washington state laws, vehicle and driver's license registration and registration to vote in this state, if applicable.

Applicants may qualify for in-state tuition rates without establishing residency if they:

- a) hold a graduate service appointment, designated as such by an institution, and involving not less than twenty hours per week.
- b) reside in the state of Washington and are an employee, spouse or the dependent child of an employee, not less than half-time with a state institution.
- c) are on active military duty and stationed in Washington state or a member of the Washington National Guard.
- d) are an immigrant refugee/asylee/parolee or the spouse or dependent child of an immigrant refugee/asylee/parolee.
- e) are a dependent of a Congressional member representing the state of Washington.

Contact the Registration Office for more information on additional legal requirements to qualify for these exemptions.

Those who do not meet the residency requirements or eligibility for exemption are assessed tuition and fees based on "non-residency" status.

### Residents – Non-U.S. Citizens

Effective July 1, 2003, Washington state law changed the definition of "resident student" so that certain students who are not permanent residents or citizens of the United States are eligible for resident student status – and eligible to pay resident tuition rates – when they attend public colleges and universities in this state.

To qualify for resident status, students must complete an affidavit/declaration/certification if they are not permanent residents or citizens of the United States, but have met one of the following conditions:

#### CONDITION ONE:

- a) resided in Washington state for three (3) years immediately prior to receiving a high school diploma, AND
- b) completed the full senior year at a Washington high school, AND
- c) continuously resided in the state since earning the high school diploma.

#### CONDITION TWO:

- a) completed equivalent of high school diploma (GED), AND
- b) resided in Washington state for the three (3) years immediately before receiving the equivalent of the diploma, AND
- c) continuously resided in the state since earning the equivalent of a high school diploma.

Students who meet one of the above conditions must also certify that they will be filing an application to become a permanent resident of the United States as soon as they are eligible to apply. Students must also certify that they are willing to engage in activities designed to prepare them for citizenship, including citizenship and civics review courses.

Students who meet these conditions and would like to pay resident tuition rates should contact the college Registration Office:

<b>Central</b>	<b>(206) 934-4397</b>	<b>South</b>	<b>(206) 934-7938</b>
	<b>seattlecentral.edu</b>		<b>southseattle.edu</b>
<b>North</b>	<b>(206) 934-3663</b>	<b>SVI</b>	<b>(206) 934-4950</b>
	<b>northseattle.edu</b>		<b>sviweb.sccd.ctc.edu</b>

## INTERNATIONAL Student Admission

See pages 27-28 for information on International Student Admission and Guidelines.

## 2 | PLAN your funding

Seattle Central College  
(206) 934-3844  
seattlecentral.edu/finaid

North Seattle College  
(206) 934-3688  
northseattle.edu/financial-aid

South Seattle College  
(206) 934-5317  
southseattle.edu/finaid

Seattle Vocational Institute  
(206) 934-4977  
sviweb.sccd.ctc.edu/fin-aid.htm

Financial aid may be available to help make education possible. Financial Aid offices can help students apply for grants, work-study, loans and scholarships. They also provide information on eligibility requirements, student rights and responsibilities in receiving aid, requirements for maintaining aid, planning a budget, and other financial concerns.

### College EXPENSES

Student expenses include estimates of all school and basic college living expenses for the academic year (Fall, Winter, and Spring Quarters). Information on student budgets is available in the Consumer Information brochure available in the Financial Aid office at each campus and on the financial aid websites listed above.

### DETERMINATION of FINANCIAL AID

Using information provided on financial aid forms, a determination is made of the amount a student is expected to contribute toward his or her expenses for the academic year. The amount a student can pay is subtracted from the cost of attendance to determine the amount of need.

#### To be eligible for financial aid, a student must:

- Be a citizen, naturalized citizen, refugee, or immigrant to the United States
- Have a high school diploma or a GED certificate
- Demonstrate financial need as determined by the free application for federal student aid (FAFSA)
- Enroll in an approved certificate or degree program and take required coursework

- Be registered with the Selective Service, if required
- Not owe a refund or repayment on prior financial aid received, or have a student loan in default at these or prior colleges attended
- Make satisfactory academic progress as defined by each campus

### Maintaining Eligibility

Students are required to make satisfactory academic progress in their chosen course of study. Students are advised to check with the campus Financial Aid Office for requirements.

### Types of Financial Aid/Opportunity Pathways

Three basic kinds of financial aid are available for students. Financial aid may consist of one or more of:

1. **Grants, Scholarships, & Waivers:** Students do not repay grants, scholarships and waivers if satisfactory academic progress is maintained. Grants include Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Washington State Need Grants (SNG), College Bound Scholarship and Institutional Grants.
2. **Employment:** Work-study programs provide part-time employment.
3. **Loans:** Contact the campus Financial Aid Office for information about participation in loan programs.

Many different scholarships are offered. Amounts, eligibility criteria and deadlines vary. Check with the Financial Aid Office for information and application forms.

### Opportunity Grants

Eligible students pursuing approved pathways\* may receive funding to cover tuition and mandatory fees up to 45 credits (990 clock hours) and up to \$1000 per academic year for tools, texts and supplies.

*\* See "opportunity grants" on college websites for a list of approved programs. For additional grant information, visit [www.sbctc.ctc.edu/s\\_opportunitygrants.aspx](http://www.sbctc.ctc.edu/s_opportunitygrants.aspx)*

### Grant Eligibility

- Washington state resident
- Enrolled in an eligible program of study
- Family income at or below the 200% federal poverty level
- Financial need based on FAFSA
- No previous degree or certificate (preferred, but not required)

**Opportunity Grant Coordinators:****Central**

(206) 934-6937

[seattlecentral.edu/finaid/opportunity\\_grant.php](http://seattlecentral.edu/finaid/opportunity_grant.php)**North**

(206) 934-3787

[northseattle.edu/workforce-education/opportunity-grant](http://northseattle.edu/workforce-education/opportunity-grant)**South**

(206) 934-5200

[southseattle.edu/resources/opportunitygrant.htm](http://southseattle.edu/resources/opportunitygrant.htm)**SVI**

(206) 934-3192

[sviweb.sccd.ctc.edu/f\\_opportunity\\_grant.htm](http://sviweb.sccd.ctc.edu/f_opportunity_grant.htm)**Start Next Quarter**[startnextquarter.org](http://startnextquarter.org)

The Seattle Colleges offer hundreds of students free and reduced tuition, books, and fees every quarter through Start Next Quarter (SNQ). Interested students can see if they pre-qualify for Opportunity Grants, Worker Retraining, Basic Food Employment and Training, and WorkFirst funds by visiting this website. Students who pre-qualify for funding are invited to a Start Next Quarter workshop where their eligibility for funding is confirmed. Funding is limited and may be restricted to certain courses of study. Potential SVI students can also use SNQ.

**SVI Financial Aid and Assistance**

(206) 934-4977

Federal and state financial assistance is available for students attending SVI. Depending on eligibility, assistance consists of work-study and grants, including Pell Grants, State Need Grants, and Supplemental Educational Opportunity Grants (SEOG). SVI also participates in Worker Retraining, WorkFirst funding, the Opportunity Grant Program, Basic Food and Employment and Training (BFET), College Bound Scholarship and Passport Scholarship Programs.

Financial aid application instructions and funding options information is given in the Educational Planning Course described on pages 170. Early application is encouraged. Late applicants may have their entry into school delayed.

In order to maintain financial aid eligibility, students must maintain satisfactory academic progress.

**FINANCIAL Assistance for VETERANS****Veterans Affairs Offices****Central & SVI** (206) 934-4147**North** (206) 934-7309**South** (206) 934-5811

The Veterans Affairs Offices provide services to help veterans and eligible dependents receive and maintain VA

educational benefits while in school. Benefits handled by college staff include the Montgomery G.I. Bill, Post 9/11 G.I. Bill, Veterans Education Assistance Program/VEAP, Reserve Education Assistance Program, Benefits Program for Dependents and Surviving Spouses, Selective Reserve Assistance Program, Vocational Rehabilitation Program and others. The office maintains attendance records and monitors academic progress, assists in applying for tutorial and work-study benefits (for some veterans), and approves eligibility for tuition discounts for eligible veterans, their spouses and/or their dependents.

To receive benefits, students must contact the Veterans Affairs campus office prior to the beginning of the academic quarter. If students are transferring from another school or are applying through the Veterans Administration, they must also contact the office to ensure all application requirements have been met. All veterans must apply for a credentials evaluation as soon as possible and notify the office immediately of any changes in address, program, dependents, enrollment, etc.

It is important that students be aware of all requirements outlined by the college and the Department of Veterans Affairs to fulfill educational objectives. Veterans and eligible dependents receiving benefits are required to maintain specific academic standards in order to retain benefits. Some classes or courses of study are not applicable for benefits.

**Veterans Waivers**

Subject to limitations, Veterans or National Guard members, and their children and spouses, may be eligible for tuition waivers. For more information about eligibility, contact the Veterans Affairs Office at each campus.

**THE APPLICATION PROCESS**  
**How to Apply for Financial Aid**

Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be certain to complete the application according to instructions.

**When to Apply**

All application documents must be accurately completed and delivered to the Financial Aid Office by the published deadline date. For exact dates see the "Deadline" section of the Consumer Information brochure available at each campus. It is recommended that the student begin this process as soon as possible.

Students need to apply only once each school year, but they must reapply every year of attendance. Applications are processed in the order received. Late applicants must plan to pay for their own tuition by the tuition deadline and purchase their own books so that they are ready to begin class on the first day of school. Aid will be disbursed later in the quarter to eligible, late-aid applicants.

**Notification**

Students are emailed or mailed a financial aid notification letter indicating award types and amount per quarter. It is important to read the notice carefully, following all instructions. Students are also notified if they are ineligible for financial aid.

**Disbursement of Funds**

Financial aid is first applied to tuition and fees charged at the time of registration. Any remaining balance is issued to the student. A student has three options for receiving this disbursement (also called a refund):

- having funds deposited to a new account which can be accessed with a Seattle Colleges debit card;
- having funds deposited directly into the student's current bank account;
- having a paper check mailed.

Work-study awards are paid through a payroll check twice a month as the money is earned. Campus financial aid offices provide detailed instructions for both disbursements (refunds) and work-study payments.

Students receiving support from outside agencies should make certain the agency has sent its authorization to the Financial Aid Office at least a week before the tuition payment deadline.

**Withdrawal Penalties**

If a student withdraws from school or drops more than the required credits to maintain aid, financial aid stops. Tuition refunds are not returned to the student but credited to the appropriate financial aid account. In the case of official withdrawal, students may be required to repay a percentage of their cash disbursement and/or tuition and fees. If a student drops out without notifying the school, he/she may be billed for the entire amount. Repayment is required before receiving consideration for any further aid, to register for future quarters, or to have transcripts released to another institution. Students should contact the campus Financial Aid Office for details.

**Financial Aid Information Changes**

Information in this publication regarding financial aid is subject to change without notice and does not constitute an agreement between the colleges and the students.

**3 | PLACEMENT for classes**

Most new students are required to take the COMPASS placement test (SVI students see below). COMPASS is an untimed, computerized test used by the colleges to evaluate reading, writing and math skills and to determine the appropriate math and English course placements. Possible exemptions to taking the test are recent proof of college-level English and math with a 2.0 or better GPA, other recent placement test scores submitted via the Placement Reciprocity form, some training or performance courses.

Contact the Testing and Assessment Office, your college website, or [www.beforeyoutest.org](http://www.beforeyoutest.org) for details about taking the test or the test-prep workshop on your campus, and for current fees and guidelines.

**Prepare for the COMPASS Test**

[www.beforeyoutest.org](http://www.beforeyoutest.org)

Preparing for the test helps to ensure the most accurate test results and the best course placement. The website provides all the information you need about the COMPASS and on-line resources for test preparation, including who should take the tests, when and where. It also explains accommodations for disability and retaking a test. Current cost for the COMPASS Test is \$19 (for 2014-2015).

Some students also take the ESL COMPASS along with the Standard COMPASS Test to assess their English skills. If a student's skill set is good, the computer moves the student into the Standard COMPASS for further assessment and placement.

**North Testing Center**  
(206) 934-3674  
[northseattle.edu/testing](http://northseattle.edu/testing)

**Central Testing Office**  
(206) 934-6344  
[seattlecentral.edu/testing](http://seattlecentral.edu/testing)

**South Student Assessment Services**  
(206) 934-6767  
[southseattle.edu/resources/sas/](http://southseattle.edu/resources/sas/)

**Testing at SVI**

SVI students take the CASAS Test. There is no fee for this test. Students prepare for the test by attending the Educational Planning Course described on page 170. SVI students for whom English is a second language take an ESL placement test.

**SVI Educational Planning and Registration**  
(206) 934-4980  
[http://sviweb.sccd.ctc.edu/r\\_epc.htm](http://sviweb.sccd.ctc.edu/r_epc.htm)

## 4 | REGISTRATION

### START: NEW STUDENT ORIENTATION

Participation in the orientation is mandatory for new students entering the Seattle Colleges. New Student Orientation provides an overview of programs and services, and the opportunity to meet with an advisor and register for courses online.

### ADVISING

The Seattle Colleges provide educational advising to new and enrolled students (District Policy 315).

Advising is available to help plan a course of study and select the appropriate classes. At North and South, advisors provide information on Professional Technical programs and academic transfer programs as well as admission requirements for four-year institutions. At Central, the Workforce Education Manager provides information on Professional Technical programs, and advisors provide information on academic programs as well as admission requirements for four-year institutions. Advising centers maintain a broad collection of catalogs/transfer guides from colleges, universities, and vocational schools.

For more information, email or call

**Central** [AdvisorCentral@seattlecolleges.edu](mailto:AdvisorCentral@seattlecolleges.edu)  
(206) 934-4068

**North** [AdvisorNorth@seattlecolleges.edu](mailto:AdvisorNorth@seattlecolleges.edu)  
(206) 934-3658

**South** [AdvisorSouth@seattlecolleges.edu](mailto:AdvisorSouth@seattlecolleges.edu)  
(206) 934-5387

**SVI** **Admissions**  
(206) 934-4945

### REGISTRATION

The Seattle Colleges require official enrollment before a student may enter any class. Official enrollment is the process of registering for classes and payment of tuition and fees.

Students may register for classes by using campus online services (see below) or completing an enrollment form, and then paying tuition.

The Seattle Colleges operate on a quarter system. The quarterly course schedules are published approximately 6 weeks before the start of a quarter and are available online or can be downloaded and printed. Registration information is provided to all new and currently enrolled students. Current students receive priority in registering.

Check the academic calendar on the back inside cover of this catalog or at [seattlecolleges.edu/district/calendar/academiccalendar.aspx](http://seattlecolleges.edu/district/calendar/academiccalendar.aspx).

### Online Services

Online registration via the college websites is available for students seven days a week from 5 a.m. to 11 p.m. Students can use online services to register/add/drop classes, get quarterly grades, look up registration appointments, check financial status, change their PIN, or pay for classes by credit card or deferred payment plan. For more registration information, visit the campus website or contact the campus Registration Office.

Registration websites can also be reached by selecting a college at [seattlecollege.edu/register](http://seattlecollege.edu/register).

**SVI:** SVI does not have online services at this time. Please see SVI for enrollment through the Educational Planning Course.

**EMAIL:** Email is the primary mode of communication with students at the three campuses. These emails may include information about admissions, deadline dates, registration, waitlist status updates, dropping for non-payment, residency, transfer credit evaluation and graduation. Students should keep their email addresses current with their college.

### ATTENDANCE Policy

Students may not attend any class unless they have officially registered and paid tuition and fees. (Exception: students who are enrolling using a space-available waiver.) Instructors may not allow a student to attend their class if the student's name is not on the class roster. Students who are officially enrolled in credit classes must be in attendance or communicate with the instructor no later than the first scheduled class. Students who are absent without prior approval of the instructor or the division/department chair may be withdrawn by the college.

*NOTE: Students should not assume that they have been dropped if they have not attended class on the first day; instead, they should officially drop or withdraw. See "Dropping Classes."*

## ADDING Classes

After initial registration, students may add classes\* through the end of the 10th day of the quarter (through the 8th day in Summer Quarter). Instructor permission may be required. Students may add classes online during designated time periods, or may complete an Add/Drop form in person at the Registration Office.

NOTE: Students may petition for a late registration\* based on documentation demonstrating extenuating circumstances. Late registration petitions will only be considered for those students who attended classes prior to the 10th day of the quarter (8th day for summer). A per credit late fee will be assessed.

*\*Adding classes and late registration policies do not apply to SVI.*

## DROPPING Classes

To drop a course, students must complete the official withdrawal procedure, as listed in the campus quarterly schedule:

1. During the first two weeks of the quarter, or by the 8th day of Summer Quarter, students may withdraw from a class and no record of the course will appear on the transcript.
2. From the 3rd week through the 8th week of the quarter (9th day through 6th week in Summer Quarter for regular summer courses; by the 4th day of the quarter for 4 week summer courses), students may withdraw and a "W" will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated only one more time.
3. After the 8th week (6th week for Summer Quarter) students may not officially withdraw from a class regardless of academic status.

*NOTE: Students cannot officially drop a class by simply informing the instructor of the withdrawal or by ceasing to attend class. Students must complete an Add/Drop process through online services or at the Registration Office, before the course withdrawal is considered official. Students should check the quarterly schedule for online service availability. Instructors have the option of issuing a failing grade to students who do not go through the official withdrawal process.*

## Current CONTACT INFORMATION

Students must maintain a current email address, telephone number and mailing address with the college to receive correspondence regarding registration status, financial aid, grades and other information.

Updates may be made via web online student services at each of the college websites or at the Registration Office.

## 5 | PAY and Prepare

Students are not officially registered for a specific quarter until tuition and fees have been paid in full to the college or contracted for full payment with a deferred payment plan for monthly tuition payment (see below). Payments must be received prior to the posted tuition deadline. Payments can be made online through the college website, through the mail or in person at the Cashier's Office. VISA, Master Card, American Express and Discover credit cards may be used for online payment of tuition and fees (except at SVI). These credit cards, debit cards and checks in the exact amount of the tuition and fees are also accepted for payment at the cashier's window. Cashiers are located near the Registration Offices at each of the campuses.

Seattle Central College	(206) 934-4108
North Seattle College	(206) 934-3627
South Seattle College	(206) 934-5388
Seattle Vocational Institute	(206) 934-4947

### Optional Payment Plan for Tuition

Each of the Seattle Colleges offers a deferred payment service through a third-party sponsor. Enrollment in this program enables students to make automated monthly tuition payments from a bank account, debit card or credit card. Students must have a tuition/fee balance of \$100 or more to be eligible for this option. Students taking Continuing Education classes and International students are not eligible for this option. For further information:

**Central:** [seattlecentral.edu/registration/tuition.php](http://seattlecentral.edu/registration/tuition.php)

**North:** [northseattle.edu/tuition-fees/deferred-tuition-payment-system](http://northseattle.edu/tuition-fees/deferred-tuition-payment-system)

**South:** [www.southseattle.edu/services/facts.htm](http://www.southseattle.edu/services/facts.htm)

## TUITION

Tuition at community and technical colleges in Washington State is charged by credits, rather than by part-time or full-time status. In addition to credit load, tuition is also determined by residency\*. International students are required to carry a credit load of 12 or more to maintain their status. The tuition below applies to regular college classes; tuition for Bachelor's degrees (B.A.S.) is calculated on a different basis. See below.

Tuition and fees are set by the Washington State Legislature and are subject to change. For current amounts, go to [www.seattlecolleges.edu/tuitionfees.aspx](http://www.seattlecolleges.edu/tuitionfees.aspx) or refer to the quarterly class schedule for each campus.

*\*See page 31, Residency Requirements.*

*NOTE: Amounts listed are for 2014-2015 tuition. For current amounts, go to [www.seattlecolleges.edu/tuitionfees.aspx](http://www.seattlecolleges.edu/tuitionfees.aspx) or refer to the quarterly class schedule for each campus.*

### 2014–2015 Tuition Rates for Lower Division Credit Programs

# of Credits	RESIDENT	NON-RESIDENT
1	106.84	278.84
2	213.68	557.68
3	320.52	836.52
4	427.36	1,115.36
5	534.20	1,394.20
6	641.04	1,673.04
7	747.88	1,951.88
8	854.72	2,230.72
9	961.56	2,509.56
10	1,068.40	2,788.40
11	1,121.39	2,846.40
12	1,174.38	2,904.40
13	1,227.37	2,962.40
14	1,280.36	3,020.40
15	1,333.35	3,078.40
16	1,386.34	3,136.40
17	1,439.33	3,194.40
18	1,492.32	3,252.40

#### 19-25 credits

Resident/On-Campus

\$96.26 for each credit between 19 and 25

Non-resident/On-Campus

..... \$268.26 for each credit between 19 and 25

**NOTE:** Students in Professional Technical programs that require more than 18 credits per quarter (e.g., Culinary Arts) pay a reduced rate for those credits. See the program website.

#### eLearning /Distance Education

For current eLearning /Distance Education tuition and fees, see [seattlecolleges.edu/distance](http://seattlecolleges.edu/distance).

#### Bachelor of Applied Science (B.A.S.) Degree Tuition

The tuition above does not apply to the Bachelor's degree programs. See page 19 for more information on B.A.S. degree tuition or visit [seattlecolleges.edu/bachelors](http://seattlecolleges.edu/bachelors).

#### Tuition Changes

Tuition is subject to change by the Washington State Legislature and approval by the State Board for Community and Technical Colleges. The Seattle College District reserves the right to change any of its fees or charges without notice.

#### Non-payment of Tuition and Fees

Costs and expenses that result from collecting unpaid tuition and fees will be added to the total owed to the colleges, according to state laws RCW 28B.10.293 and RCW 19.16.500.

#### Student FEES

Student fees vary each year and are approved by the State Legislature or the Seattle Colleges Board of Trustees.

Students pay a variety of fees each quarter. Typical fees might include:

- Technology Fee (\$3 per credit with a maximum) for access to email and the latest technologies
- Class/Lab Fee for some classes for equipment or materials
- Transportation Fee which allows reduced fee ORCA passes or ferry reimbursement
- Student Activity Fee
- Other Fees

For current fees related to registration and attendance, go to the quarterly class schedules.

#### Special Program Fees

Please refer to the quarterly schedule for each campus for other fees, program-specific fees, and class fees, including those related to Adult Basic Education, GED, High School and Apprentice programs.

#### Non-credit & Community Service Program Fees

Please refer to quarterly class schedule for each campus for fees associated with non-credit and community education programs.

#### Other Fees

Please refer to the campus website or class schedule for other fees, such as GED fee, transcript fee, testing or placement fees, or work experience evaluation fee.

#### Student INJURY & SICKNESS INSURANCE PLAN

Student injury and sickness insurance is available to students registered for 6 or more credits. Provided by Summit America Insurance Services, L.C., the policy provides broad coverage at a comparatively inexpensive rate. Student insurance must be purchased during the first two weeks of each quarter. For more information, see [www.summitamerica-ins.com](http://www.summitamerica-ins.com).

## REFUNDS

### General Refunds

Tuition and fees (those that are refundable) will be refunded if complete or partial withdrawal from classes is accomplished within the first twenty (20) calendar days of the regular college quarter starting date (District Procedure 605.30.1). Fees and tuition refunds are returned automatically once students have officially dropped online or in person with the refund schedule below:

<b>Withdrawal resulting from classes canceled by college</b> . . . . .	<b>100%</b>
<b>During the first five (5) instructional days of the college quarter*</b> . . . . .	<b>100%</b>
<b>From the sixth (6) instructional day through the twentieth (20) calendar day of the college quarter*</b> . . . . .	<b>50%</b>
<b>No refunds after the first twenty (20) calendar days of the college quarter</b> . . . . .	<b>0%</b>

*\*Subject to administrative fee of \$6.00.*

There is no charge for dropping classes if no refund is involved. Allow at least two weeks from the time of payment for refund processing.

### Financial Aid Refunds

Refunds to financial aid recipients will be refunded to the appropriate financial aid account as required by federal and state regulations, including those students who are dismissed for disciplinary reasons. Students may be required to return financial aid funds to the college if federal or state regulations require the college to do so.

### International Refunds

International students who attend one of the Seattle Colleges on a visa and make advance payments must have enrolled at the college in the quarter for which they are requesting a refund and must provide documentation establishing extenuating circumstances, such as visa denial or medical reasons.

### Intensive English Language Program Refunds

<b>Withdrawal prior to 1st class</b> . . . . .	<b>100%</b>
<b>During the first 5 calendar days</b> . . . . .	<b>80%</b>
<b>From the 6th through the 14th calendar days</b> . . . . .	<b>50%</b>
<b>No refund after the 14th calendar day</b> . . . . .	<b>0%</b>

## Continuing Education Programs and Community Education Classes

North Seattle College and South Seattle College Refund Policy:

**Before 48 hours prior to first day class\*** . . . . . **100%**  
*\*Subject to administrative fee.*

**No refunds for cancellations within 48 hours of start of class or after class begins** . . . . . **0%**

**Seattle Central College:** . . . . . **varies**

Due to the wide array of programs offered by Seattle Central's Continuing and Professional Education, refund policies are tailored to specific programs and courses. For specific refund information, call (206) 934-5476.

### Other Refunds

**Disciplinary Reasons:** No refund will be given to a student who is dismissed from the District for disciplinary reasons. (Policy 605.30.4)

**Failure to follow procedures:** No refund will be given to a student who fails to follow official withdrawal procedures. (Policy 605.30.4)

**Summer quarter, short or irregular courses:** Shorter courses, programs and summer quarter will also be refunded, but on appropriately shortened time frames.

**Lab Fees:** Lab fees are based on consumption of supplies and materials. Those which are refundable will be refunded on the same schedule as tuition. (Policy 605.30.6)

**Parking Fees:** Parking fees will be refunded only in the case of 100% withdrawal from the college, in which case the fees will be refunded on the same schedule as tuition. (Policy 605.30.7)

## TUITION WAIVERS

### State Employees

Permanent Washington state employees working 50% of full-time equivalency (FTE) may register on a space-available basis using the State Tuition Waiver. For detailed information on this waiver, please contact your Human Resources department or go to this website: [www.sbctc.ctc.edu/college/f\\_tuitionwaivers\\_stateemployees.aspx](http://www.sbctc.ctc.edu/college/f_tuitionwaivers_stateemployees.aspx).

### Waivers for Veterans

*See Financial Assistance for Veterans, page 33.*

### Other Waivers

The Washington State Legislature has approved other tuition waivers. That information can be found by visiting the financial aid office at each of our colleges. There is preliminary information available at [www.sbctc.ctc.edu/college/f\\_tuitionwaivers.aspx](http://www.sbctc.ctc.edu/college/f_tuitionwaivers.aspx).



# Student Progress

## Grades & Transcripts

### Student Progress

Students are expected to make satisfactory academic progress while enrolled at the Seattle Colleges. Academic progress is defined in terms of a student's grade point average (GPA) and how much time a student takes to complete a degree or certificate program. Time is a function of credits (or clock hours) attempted and earned. (District Policy 311)

**Minimum GPA:** A grade point average of 2.0 is required.

**Credits Earned/Credits Attempted:** Students enrolled in degree or certificate programs must, on a quarterly basis, successfully complete at least 75 percent of the credits or clock hours attempted when they reach a minimum of 30 attempted credits or clock hours.

**Degree/Certificate Completion:** Students who are enrolled in degree or certificate programs must complete their programs in at least 125 percent of the credit program requirements. Students who do not meet the above requirements may be subject to corrective actions.

Copies of these rules and procedures are available online at each college website:

[seattlecentral.edu/registration/stu\\_prog\\_policy.pdf](http://seattlecentral.edu/registration/stu_prog_policy.pdf)  
[northseattle.edu/policies/progress-and-grades](http://northseattle.edu/policies/progress-and-grades)  
[southseattle.edu/campus/progress.htm](http://southseattle.edu/campus/progress.htm)  
[sviweb.sccd.ctc.edu/c\\_policies.htm](http://sviweb.sccd.ctc.edu/c_policies.htm)

## GRADUATION Requirements

To earn a degree within the Seattle College District, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 15 credits must be earned at the Seattle College granting the degree.

### Graduation Process

Students nearing graduation must review graduation requirements with an advisor, faculty coordinator or division counselor (depending on each campus). After it is determined that the student will complete the coursework required, it is the student's responsibility to apply for the award. Applications are available in the Registration Office, Advising Office and division offices. Upon approval, the award will be issued. (Students must refer to their program of study for requirements for specific certificates and degrees.) Students apply to graduate during the quarter prior to the one in which the award requirements will be completed.

**Transfer-In Credits and Graduation:** Students must apply to have their transfer credits evaluated no later than one quarter prior to applying for graduation.

*NOTE: With approval of the dean, students may elect to graduate either under the catalog in effect at the time they complete the graduation requirements or under the provisions of an earlier official catalog, provided that (a) not more than five years have elapsed since the student first enrolled under that earlier catalog and (b) the courses required for completion are still offered. The dean may make suitable substitutions in cases where courses are no longer offered.*

*Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied. Students are advised to contact the transfer institution for current requirements.*

## Academic RECOGNITION

Students are recognized for outstanding academic achievements through the Dean's List or President's List awards at the college they are currently attending. These awards are posted to the student's official academic transcript.

**Dean's List:** Students must have 1.0 or more credits per quarter at the college they are currently attending and a 3.5 quarterly GPA.

**President's List:** Students must have accumulated 30 or more credits at the college they are currently attending and have a 3.8 or higher cumulative GPA.

### Phi Theta Kappa Academic Honor Society

Phi Theta Kappa International Academic Honor Society recognizes outstanding students who have achieved academic excellence at two-year public and private colleges. It offers students the chance to serve their campus and community while developing leadership skills. In addition to these benefits, Phi Theta Kappa members have access to scholarship opportunities which are not available to non-members. Each of the Seattle Colleges has a Phi Theta Kappa chapter and offers membership to students whose academic work meets the organization's standards. These awards are posted to the student's official academic transcript.

## GRADES and CREDITS

### Standard Grading System

The Seattle Colleges use a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

A	4.0–3.9	C	2.1–1.9
A-	3.8–3.5	C-	1.8–1.5
B+	3.4–3.2	D+	1.4–1.2
B	3.1–2.9	D	1.1–1.0
B-	2.8–2.5	F	0.0
C+	2.4–2.2		

Many programs and individual course sequences require a minimum of a 2.0 grade in order to continue with additional courses or studies. Be sure to know the specific requirements for your courses, program or college-transfer major. Consult with your advisor or counselor.

Grade-point average (GPA) is determined by dividing total points earned by total credit hours attempted.

### Non-traditional Grading Options

The following letter grade options are not universally accepted by other institutions and could jeopardize the transferability of courses and financial aid status. See your advisor.

**I—Incomplete** Indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. An Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Coursework must be completed during the following quarter, excluding Summer Quarter. If the student fails to remove the "I" by completing the coursework in the specified time period, the "I" will remain on the transcript. The instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work which the student will need to do to remove it, with the dean of the division in which the course is offered. If the student elects to repeat a course rather than make up the work, the "I" will remain on the transcript. The grade earned will compute in the GPA; after receiving an "I" in a course, a student may repeat that course only once.

**S—Satisfactory With Credit** Used for individual progress, clinical, and skill development courses. This symbol is not used for college transfer courses numbered 100 and above, except designated pass/fail courses as approved by the Office of Instruction.

**N—Audit** To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an "N" may be made until the end of the 2nd week of the quarter without the instructor's signature or the end of the 8th week (6th week of Summer Quarter) with the instructor's approval and signature. Students are responsible for consulting with the instructor regarding class requirements. After an "N" is issued, the course may be repeated no more than one (1) more time. If the instructor's requirements for an "N" are not satisfied by the student during the course, the instructor may issue an "NC" (No Credit) symbol.

Students changing their status from audit to credit or credit to audit must make official changes within specific deadlines.

**NC—No Credit** Indicates that the student did not fulfill the requirements for receiving an "S" grade, an "N" grade or a numerical grade in the course. A student in good standing may request an "NC" symbol from the instructor prior to the final examination, granted at the instructor's discretion. After an "NC" is issued, the course may be repeated no more than one (1) more time. An "NC" does not affect a student's GPA.

**W—Official Withdrawal** This grade will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated no more than one (1) more time. (See "Adding or Dropping Classes" page 36).

**Y—Ongoing Course** Used for a course that is two or more quarters in length. The final grade for the course will be reported at the last quarter.

### Repeating a Course

There are two situations in which a student may repeat a course. Both the initial course and repeated course must be taken at the same campus.

1. **GPA Improvement.** A credit course may be taken no more than two times total. Upon successful completion of a repeated course, the student can submit a formal request to the Registration Office to have the highest of the two decimal grades used in the GPA computation. Unless specifically requested, the first grade and the repeat grade will be averaged.

*NOTE: The student will be credited only once for the class. It is the student's responsibility to notify the Registration Office when the repeated course is completed.*

2. Multi-quarter continuous training courses use the same course number from quarter to quarter. In this situation credits earned are cumulative, and all grades are used to determine the GPA.

*NOTE: Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. Students should check with the Advising Office before repeating a class to determine potential course transfer difficulties.*

### Grade Errors or Changes

Report grade errors or grade changes immediately to the Registration Office. Grade errors or changes must be reported no later than the last day of the quarter which follows the quarter in which the grade was received, except a Spring Quarter grade may be reported through the last day of the following Fall Quarter. Students are encouraged to consult with their instructors before initiating a grade review process as outlined in the complaint procedure available through the office of the Vice President for Student Services at each college.

After a course grade has been assigned, supplemental or additional class work will not be accepted for the purpose of changing that grade except in the case of an "I" (incomplete) grade.

*NOTE: Students must complete the coursework as directed by the instructor during the following quarter (excluding Summer Quarter).*

### Transferring Credits from Other Colleges

For students pursuing a degree or certificate, an evaluation of incoming credits request may be submitted after transcripts from other institutions are received. Students will be sent a copy of their evaluated coursework.

#### Limitations on Transfer of Courses or Credits

Transfer credit is not normally awarded for the following types of study or coursework: (1) courses taken at colleges or universities that are not regionally accredited; (2) non-credit courses and workshops; (3) remedial or college preparatory courses; and (4) sectarian religious studies.

Also see the Reciprocity Agreement for College Transfer Programs on page 11.

### Credit by Examination & Credit by Work Experience

Colleges may award credit by examination to a student not formally enrolled in a class by requiring the student to pass a comprehensive examination on the subject matter of the course. Individual programs at individual colleges may offer credit for work experience.

Students must have completed a minimum of 9 residence credits with a GPA of 2.0 or better before applying for credit by examination. Credits earned by examination or work experience shall be graded and each division or department will determine the minimum grade standards for granting credit by examination.

The charge for taking an examination will be in addition to the tuition and fees paid for regular college enrollment. The charge may vary, but shall not exceed the standard resident tuition and operating fee charged for the number of credits earned, excluding the services and activity fee.

Credits earned by examination will be noted as such on the transcript. Credits by examination and by work experience may not exceed 25% of the necessary credits for a degree or certification. Credits earned by examination are not considered residence credits.

## TRANSCRIPTS

Official, sealed transcripts are required by other institutions when students transfer. Official transcripts (a copy of a student's permanent academic record) must be requested in writing from the Registration Office of the college where the classes were taken or online at [http://www.studentclearinghouse.org/secure\\_area/transcript/to\\_bridge.asp](http://www.studentclearinghouse.org/secure_area/transcript/to_bridge.asp). Allow two working days for processing. The current transcript fee is \$4.50 (for 2014-2015—subject to change). College websites have current fees. In compliance with the Family Educational Rights and Privacy Act of 1974, grade transcripts will be released only upon written request.

Students can get an unofficial transcript at no cost, via Student Online Services at the college website. Transcripts will not be released if students have not fulfilled all financial obligations to the college.

GED transcripts (copy of test scores) must be requested in writing from the campus Testing Office and must include the student's social security number and signature. Check the college website for current GED transcript fees.

# STUDENT RULES

## Responsibilities & Right to Know

### RECORDS

#### Confidentiality of Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99)\* is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Information about Seattle Colleges students is collected, maintained, and used to meet the college's educational objectives. Students are protected against improper disclosure of their records. These rights begin the first day of class and extend to all former students.

*\*Amended in November 1996 by the Improving American Schools Act of 1994.*

#### Student Rights and Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record, as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of a right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure with our consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted or is assigned to provide a service instead of using College employees or officials (such as an attorney, auditor, collection agent, or a clinical, intern, or extern site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

In addition, upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office administering FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5901.

#### Disclosure of Student Directory Information

The College may disclose the following directory information unless a student affirmatively submits a written notice to the Registrar's Office requesting his/her directory information not be released. Directory information includes:

- Student's name
- The act of enrollment in the college
- Date(s) of enrollment
- Division or area of study
- Awards granted to the student by the college
- Participation in officially recognized activities in sports
- Weight and height of athletic team members
- Email address

**Exceptions**

For more information on exceptions to the requirement, see Policies and Procedures 380. Student Records at [seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx](http://seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx).

**Additional Information**

For more information regarding student rights, students should contact the Registration Office on each campus.

**Student Identification Numbers**

Student identification numbers are used in college transactions. Students are assigned individual student identification numbers (SID numbers) for use in college transactions such as web-based services and other student services. To comply with federal laws, the colleges are required to ask for the student's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Colleges use the SSN/ITIN to report American Opportunity Tax Credit or Lifetime Learning tax credit, to administer state-federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. Pursuant to state law (RCW 28B.10.042) and federal law (Family Rights and Privacy Act), the college will protect the student's SSN from unauthorized use and/or disclosure. If a student does not submit a SSN/ITIN, the student will not be denied access to the college; however, the student may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information).

**BEHAVIOR, ENVIRONMENT & PHYSICAL SAFETY****Campus Security Offices**

Students should use the same caution as they would in any public place in taking care of their personal safety and personal belongings. Campus safety-security offices provide helpful information for the campus community.

Call 911 for serious emergencies.

**Central** (206) 934-5442  
**North** (206) 934-3636  
**South** (206) 934-5157  
**SVI** (206) 934-4933

**Safety & Security**

Students are obligated to respect the rights of others and to refrain from any actions endangering the health, safety, and welfare or property of others. Students are expected to comply with the policies, procedures and regulations approved by the Board of Trustees and with Washington state and federal regulations.

*For additional information: [www.seattlecolleges.edu/DISTRICT/prospectivestudents/studentrules.aspx](http://www.seattlecolleges.edu/DISTRICT/prospectivestudents/studentrules.aspx)*

**Campus Crime Data**

Statistics on criminal incidents, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, are available at college safety/security offices, as well as on individual campus websites. For the last three years, campus crime data, along with general information, is provided by the Office of Postsecondary Education of the U.S. Department of Education: [www.ope.ed.gov/Security](http://www.ope.ed.gov/Security).

**Accidents**

The students' well-being and safety are of utmost importance. It is vital that everyone follow strict safety procedures recommended in all classes, particularly professional technical classes. In the event of an on-campus accident or injury, students and faculty should report the accident to the Security Office so the injury can be addressed and an accident report completed. Do not hesitate to immediately call 911 for serious injuries. Instructors must be notified if the accident occurs during class.

**Alcohol and Drugs**

Alcohol and drugs are prohibited. The district prohibits the abuse of alcohol and the unlawful manufacture, distribution, possession and use of illicit drugs. This policy applies to all employees and students of the Seattle Colleges while they are on District property or while they are conducting college business, regardless of location. To provide a healthy, safe, and secure working and learning environment, each employee and student of the Seattle College District is expected to be in an appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. Seattle College District Policy 249 ("Drug-Free Workplace"), and resources for students and employees who need assistance with substance abuse problems, are outlined in a brochure available on each campus and at [seattlecolleges.edu/policies.aspx](http://seattlecolleges.edu/policies.aspx).

National Institutes of Health provide a list of drugs and their dangers and effects: <http://www.drugabuse.gov/drugs-abuse>.

**Firearms**

The possession of firearms on campus is not allowed.

**Workplace Violence/Hostile Work Environment**

Workplace violence or a hostile work environment will not be tolerated at the Seattle Colleges (District Policy 451).

**Sexual Harassment**

The Seattle College District is committed to providing a working and educational environment that is free from sexual harassment of any kind. It is not tolerated at any District institution.

All employees and students have the right to a working and educational environment free from sexual harassment.

This institution defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Employees and students are encouraged to report their concerns or complaints about sexual harassment. Retaliation against any individual for making a complaint about or cooperating in a sexual harassment investigation is not permitted.

Student complaints regarding sexual harassment shall be processed in accordance with District Policy and Procedure 419.

**Smoking**

Smoking is prohibited indoors, and within 25 feet of the entrance to any public building, per Washington state law.

**Traffic Laws**

State motor vehicle laws and the Seattle traffic code apply to campus traffic. The campus speed limit is 15 miles per hour unless posted otherwise.

**Disciplinary Action**

Disciplinary action will be taken against students who violate standards of conduct established by the college. If informal procedures do not resolve the issue, formal committee proceedings may be initiated.

**HIV/AIDS****Transmission of HIV and Prevention of AIDS**

To ensure the health and well-being of our college community, and to be in compliance with state codes, the Seattle Colleges provide the following resources for information about transmission of the Human Immunodeficiency Virus (HIV), the causative factor leading to Acquired Immune Deficiency Syndrome (AIDS).

Complete and current information about specific risk factors for HIV/AIDS is available at the Seattle/King County Department of Health.

**HIV/AIDS Program**  
**400 Yesler Way, 3rd Floor**  
**Seattle, WA 98104**  
**(206) 296-4649**

Information about HIV and AIDS can be found at:  
<http://www.kingcounty.gov/healthservices/health/communicable/hiv/basic/FAQ.aspx>

**EMERGENCY PREPAREDNESS & COMMUNICATIONS**

The Seattle Colleges work together to develop and share procedures and communications tools for use during unforeseen emergencies. Because the safety of students and staff is of greatest concern, a variety of systems are now available at each campus, and safety measures are reviewed and expanded on an ongoing basis.

Among resources available to students, faculty and staff is SeattleColleges Alerts, which is powered by Rave Mobile Safety. These alerts allow the colleges to communicate quickly with students and employees during weather-related delays, closures and other campus emergencies, by sending alerts to computers and mobile devices, via email and text message.

Learn more about SeattleColleges Alerts by visiting [seattlecolleges.edu/alerts](http://seattlecolleges.edu/alerts).

For more information about emergency communications and contacts, preparing for an emergency, and procedures for closure at the Seattle Colleges: [seattlecolleges.edu/emergencies.aspx](http://seattlecolleges.edu/emergencies.aspx).

## District-wide INFORMATION & POLICIES

### Equal Opportunity Statement and Accommodation for District Students and Employees

The Seattle College District, which includes Seattle Central, North Seattle and South Seattle Colleges and Seattle Vocational Institute, is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, gender identity, status as a veteran or disabled veteran, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

#### TITLE IX/CHAPTER 28A.640 RCW OFFICER

Central & SVI	Kathryn Woodley	(206) 934-4125
North	David Bittenbender	(206) 934-7792
South	V.P. of Student Services	(206) 934-6763

#### SECTION 504/ADA COORDINATOR

Central & SVI	Al Souma	(206) 934-4169
North	Rebecca Cory	(206) 934-7808
South	Roxanne Tillman	(206) 934-5137

### Simplified Chinese

西雅图社区学区包括西雅图中央社区学院、北西雅图社区学院和南西雅图社区学院以及西雅图职业学院，致力于在教育、就业、服务及合同方面推行其所有学生、员工和申请者在教育、就业、服务及合同方面机会均等的理念和做法。我们不会因种族或族裔背景、肤色、年龄、国籍、宗教、婚姻状况、性、性别、性取向、性别认同、退伍军人或伤残退伍军人身份、政治派别或信仰、公民身份/是否拥有能在美国合法工作的移民身份，或者因患有任何身体、感官或精神残疾而歧视他们，除非这些残疾阻碍其发挥可接受限度的正常表现。此外，我们会为那些在身体或精神方面有已知残疾但符合其它方面资格的人士提供合理的照顾。关于合规和/或申诉程序的咨询，可提交给学院的教育修正案第九章/RCW 28A.640（性别平等）专员和/或康复法案第504节协调员。

### Russian

Округ двухгодичных колледжей Сиэтла (Seattle College District), в состав которого входят двухгодичные колледжи Центрального (Seattle Central College), Северного (North Seattle College) и Южного Сиэтла (South Seattle College), а также Профессионально-технический институт Сиэтла (Seattle Vocational Institute), придерживается принципов и практики равенства возможностей для всех студентов, работников и соискателей в сфере обучения, занятости, услуг или заключения контрактов и не дискриминирует на основании расовой или этнической принадлежности, цвета кожи, возраста, национального происхождения, вероисповедания, семейного положения, пола, половой ориентации, гендерной самоидентификации, статуса ветерана или инвалида войны, политической принадлежности или политических убеждений, гражданства или статуса иммигранта, законно допущенного в США с разрешением на работу, или наличия нарушений физического, сенсорного или психического развития, за исключением случаев, когда такие нарушения могут воспрепятствовать приемлемой деятельности. При этом всем выявленным лицам с физическими или психическими нарушениями, допущенным к учебе или работе, предоставляются адекватные условия в разумных пределах. Запросы и/или жалобы, связанные с политикой недискриминации, можно направлять ответственному по колледжу за соблюдение поправки Title IX/RCW 28A.640 и/или координатору по разделу Section 504/ADA.

### Somali

Degmada Kulliyada Jaaliyada Seattle «Seattle College District», oo ay ku jiraan Bartamaha Seattle, Kulliyadda Jaaliyada Woqooyiga iyo Koonfurta Seattle iyo Dugsiga Mihnadda Seattle ayaa u daacad ah aaraada guud iyo ku-dhaqanka u sinnaanta fursadaheeda dhammaan ee ay siiso ardaydeeda, shaqaalaheeda iyo kuwa soo codsada waxbarashada, shaqadda, adeegyada, qandaraasyada, kala soocna aassaas uguma dhigto jinsiyad ama qolo, midab, da', qowmiyadda asalka qofka, diin, xaalad guur, jinsi, jandarka, u-jeedka isu-tagga, aqoonsi sinji, xaaladda qof askari ahaan jiray ama askarinimo ku naafoobay, ku lug la haahaanshaha siyaasad, aaminaad, xaaladdiisa muwaaddinnimo wadankan si sharci ahaan loogu ogolaadey inuu ugu soo haajirey oo loo ogol yahay inuu ka shaqeysto ama jiritaanka naafada jirka, dareenka, ama naafada maskaxda, laga reebo markay naafonimadu ka hor istaageyso howsha shaqada ee laga rabo. Waxa intaa dheer, u-waafajin (accommodations) macquul ah oo xaddidan ee la og yahayaa loo sameyn ee jirka ahaan ama maskadaee dhammaan dadka naafonimada leh ee arrinta u qalma. Qofka hoos ku qoran ayaa loo magacaabay inay wax ka qabato weydiimaha ku saabsan arrimaha ujeeddooyinka kal-sooc-la'aanta oo ay ku jirto kuwa la xiriira Sec 504 ADA iyo Title IX.

**Spanish**

Seattle College District, que incluye Seattle Central, North Seattle y South Seattle Colleges y Seattle Vocational Institute, tienen un compromiso con el concepto y la práctica de la igualdad de oportunidades para todos sus estudiantes, empleados y postulantes con respecto a educación, empleo, servicios y contratos, y no discriminan por motivos de raza o grupo étnico, color, edad, nacionalidad, religión, estado civil, sexo, género, orientación sexual, identidad de género, condición de veterano o veterano discapacitado, afiliación política o creencia, ciudadanía /condición de inmigrante admitido legalmente y autorizado a trabajar en los Estados Unidos, o presencia de alguna discapacidad física, sensorial o mental, excepto cuando la discapacidad pudiera impedir un desempeño de un nivel aceptable. Además, se implementarán todas las adaptaciones razonables para las limitaciones físicas o mentales conocidas para todas aquellas personas que cumplieran con los demás requisitos y tuvieran discapacidades. La persona que se menciona a continuación ha sido designada para manejar las consultas con respecto a las políticas antidiscriminatorias, incluso aquellas relacionadas con la Sección 504 de la Ley para los Estadounidenses con Discapacidades (ADA, por sus siglas en inglés) y el Título IX como sea listado.

**Vietnamese**

Những Trường Đại Học Cộng Đồng Seattle, bao gồm Trường Đại Học Cộng Đồng Trung Seattle, Bắc Seattle, Nam Seattle và Seattle Vocational Institute, cam kết với các khái niệm và thực hành của các cơ hội bình đẳng cho tất cả các sinh viên, nhân viên và các đương đơn trong giáo dục, việc làm, dịch vụ và hợp đồng. Trường cũng không phân biệt đối xử dựa trên sắc tộc hoặc chủng tộc, màu da, tuổi, quốc gia nơi xuất thân, tôn giáo, tình trạng hôn nhân, phái tính, giới nhận dạng giới tính, địa vị cựu chiến binh hoặc cựu chiến binh tàn tật, sự liên kết chính trị hoặc quan điểm chính trị, tình trạng công dân/diện di trú nhập cảnh hợp pháp được phép làm việc tại Hoa Kỳ, hoặc có tình trạng khuyết tật về thể chất, giác quan, hoặc tâm thần, trừ khi tình trạng khuyết tật có thể gây trở ngại tới khả năng sinh hoạt ở mức độ chấp nhận được. Ngoài ra, trường sẽ cung cấp các phương tiện trợ giúp đặc biệt cho tất cả những người khuyết tật hội đủ điều kiện nếu có các hạn chế về thể chất hoặc tâm thần. Yêu cầu về tuân thủ hoặc thủ tục khiếu nại, xin vui lòng liên hệ đến nhân viên của trường đại học Danh IX/ RCW 28A.640 và / hoặc Phần phối 504/ADA như được liệt kê.

**Reasonable Accommodations for Students with Disabilities****Alternative Telephone Access**

People who are deaf, hard of hearing, deaf-blind or speech-disabled may access the colleges through free communication services provided by the Washington Relay Service:

**TTY text-telephone: 7-1-1 or 1 (800) 833-6384**

**Voice carry-over (VCO): 1 (800) 833-6386**

**Hearing carry-over (HCO): 1 (800) 833-6388**

**Speech-to-speech (STS): 1 (877) 833-6341**

**Disability Support Services Offices**

Disability Support Services Offices provide physical and programmatic accommodations to persons with documented disabilities. This is carried out within the overall goals and mission of the Seattle Colleges Policy and Procedure 387 “Reasonable Accommodations for Students with Disabilities.”

*Legal Authority: U.S. Americans with Disabilities Act P.L. 93-112) and RCW 49.60.*

To be eligible for disability-related services, students must have a disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, and taking care of oneself).

On each campus, Disability Support Services is the designated office that obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all college courses, programs, counseling, activities, and facilities.

Disability Support Services provides or arranges a variety of auxiliary services to the college, such as sign language interpreters, assistive technology, exam modifications, and academic assistance. Auxiliary requests such as Braille or books on tape need to be requested at least 6 weeks in advance. There may be a delay in services with less notification. Request for interpreting services with less than 4 weeks notice for ongoing classes can result in delayed services. At least 3 business days are required for special requests/one time services and at least 7 days notice for high profile events.

The Disability Support Services Office offers consultation to faculty, staff, and classified employees of the college for the purpose of designing accommodations that provide equal access to otherwise qualified students regardless of age, gender, race, or sexual orientation. See [seattlecolleges.edu/adacs.aspx](http://seattlecolleges.edu/adacs.aspx).



**Title 38/Title 10**

Seattle Colleges academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

**COMPLETION & TRANSFER RATES**

Statistics and information on Completion and Transfer Rates at the colleges are available on these websites:

**Central:** [seattlecentral.edu/brandcentral/quickfacts.pdf](http://seattlecentral.edu/brandcentral/quickfacts.pdf)

**North:** [northseattle.edu/about-north/college-statistics](http://northseattle.edu/about-north/college-statistics)

**South:** [southseattle.edu/campus/studentstats.htm](http://southseattle.edu/campus/studentstats.htm)

**District:** [seattlecolleges.com/DISTRICT/currentstudents/studentrulescs.aspx](http://seattlecolleges.com/DISTRICT/currentstudents/studentrulescs.aspx)

The official rules for students at the Seattle Colleges can be found in the Washington Administrative Code, Chapter 132F-121 WAC – Student Activities, Rights and Discipline. The Washington Administrative Code (WAC) is the official compilation of all current rules that have been adopted by state institutions of higher education and other state administrative agencies.

<http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121>

**District Policies Relating to Students**

Seattle College policies may be viewed at [seattlecolleges.edu/policies.aspx](http://seattlecolleges.edu/policies.aspx).

Every reasonable effort has been taken to ensure the accuracy of this information. However, readers are encouraged to contact the individual Student Services departments at each college for further information.

**Student Progress (Academic)**

*See page 39.*

**Student Complaints**

The Seattle Colleges have established procedures to assist students who feel they have a complaint relating to grades or an action by a member of the college community.

Before pursuing formal action, students are encouraged to first pursue an informal resolution. Students have 15 calendar days from the end of the informal process or within 90 days of the cause of the complaint to submit a formal complaint. Contact the respective Complaints Officer at each campus for further information.

**Central** **Dean of Student Development**  
(206) 934-3890

**North** **Human Resources Director**  
(206) 934-7792

**South** **Dean of Diversity, Retention  
& Student Leadership**  
(206) 934-6749

**SVI** **Dean of Student Services**  
(206) 934-4936

**MEMBERSHIPS**

The Seattle College District is a member of several national organizations for higher education, including the American Association of Community Colleges (AACC), American Association for Women in Community Colleges (AAWCC), Association of Community College Trustees (ACCT), League for Innovation in the Community College, Council for Adult & Experiential Learning (CAEL), RC-2020, and the National Council for Black American Affairs (NCBAA).

In Washington, the District holds membership in the Trustees Association for Community and Technical Colleges (TACTC), the Washington Association of Community and Technical Colleges (WACTC), the Governor's Aerospace Futures Alliance Board, and Staff Training for Technical and Community Colleges (STTACC).

Regionally, the District belongs to the Seattle/King County Economic Development Council, Workforce Development Council Board, Port Jobs Board, Seattle Chamber of Commerce, the Road Map Project Sponsor Group, the Puget Sound Coalition, and the Northwest Commission of Colleges and Universities (NWCCU).



## SEATTLE CENTRAL COLLEGE

One of the Seattle Colleges

### Welcome

Don't get lost in the masses at a big university. Take your freshman and sophomore classes at Seattle Central and enjoy smaller class sizes with dedicated instructors who want you to succeed. Whether your goal is to obtain an associate degree and transfer into a bachelor's program, earn a skills-based certificate, or just take a few classes, Seattle Central has a program designed for you.

Almost half of our students transfer to a four-year school after receiving their associate degrees, and more than a third develop or enhance job skills.

Seattle Central College has been transforming lives for nearly 50 years. We are proud to be Seattle's first community college, serving more than 500,000 students since 1966. Our main campus on Capitol Hill is the only community college in the city's core. We are easily reached by public transportation, and a new light rail station will soon connect the campus to other parts of the city, including the University of Washington. Our urban location offers countless choices for shopping, dining and entertainment.

We also offer classes at two nearby locations. The Wood Technology Center, in the Central District, has been training woodworkers since 1936. The Seattle Maritime Academy on the working waterfront in Ballard trains students to work in the maritime industry.

Seattle Central has been recognized by *The New York Times* as a community college of choice for ambitious, high-achieving students. The college offers several bachelor's degrees, 31 associate degrees and 45 certificates in 28 programs of study, serving the career goals of students and the demands of employers in culinary arts, apparel design, information technology, maritime, healthcare and social and human services. All programs provide real-world, hands-on training from instructors who stay current with the latest industry trends.

Students at Seattle Central range in age from 16 to 80 and make up a dynamic and diverse community. More than 50 countries are represented on campus.

Whatever your educational goals, Seattle Central can help. Unlike many colleges, we have an open admissions policy. If you want to succeed in college, we have a place for you. Visit [www.seattlecentral.edu/tour](http://www.seattlecentral.edu/tour) or call 206.934.3898.



### GETTING STARTED at Central

<b>Admissions</b>	<b>(206) 934-5450</b>
<b>International Students</b>	<b>(206) 934-3893</b>
<b>Financial Aid</b>	<b>(206) 934-3844</b>
<b>Information Center</b>	<b>(206) 934-3800</b>
<b>Registration</b>	<b>(206) 934-6918</b>

### MISSION

Seattle Central College promotes educational excellence in a multicultural urban environment. We provide opportunities for academic achievement, workplace preparation and service to the community.

### CORE THEMES

- Responsive Teaching and Learning
- Catalyst for Opportunities and Success
- Diversity in Action
- Communities Engagement



## FACTS at a Glance\*

### 2012–2013 ANNUAL PROFILES

Annual attendance 2012–2013 16,814

#### Special Enrollments

Distance Education	3,190
Running Start	381
International Students	2,356
Worker Retraining	509

### FALL 2013 PROFILES

#### Students \*\*

Median age	27
Ethnic diversity	56%
Male/Female	45%/55%
With bachelor or higher degrees	11%
Employed	43%
full-time	21%
With dependents	18%
single parents	6%
Full-time/Part-time attendance	47%/53%

#### Programs

College Transfer	42%
Professional Technical	32%
Basic Skills	17%
Pre-college & Other	9%

#### Courses

State-funded	88%
Contract-supported	3%
Student-supported	10%

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

\*\* State-funded

## Specialized TRAINING CENTERS

### Seattle Maritime Academy

4455 Shilshole Ave NW, Seattle, WA 98107

(206) 934-2647

[seattlecentral.edu/maritime/index.php](http://seattlecentral.edu/maritime/index.php)

Seattle Maritime Academy is located on the working waterfront of the Lake Washington Ship Canal, where it is a regional resource for Coast Guard-approved training courses and entry-level Engineering and Deck courses. The Academy offers certificate programs in Marine Deck Technology and Marine Engineering Technology, as well as community service training in a variety of marine-related subjects. The Academy also provides customized training under contract to private-sector companies, government agencies, military units and unions.

### Wood Technology Center

2310 S Lane, Seattle, WA 98144

(206) 934-5460

[seattlecentral.edu/wp/woodtech/](http://seattlecentral.edu/wp/woodtech/)

The state-of-the-art Wood Technology Center has trained Northwest woodworkers since 1936. Programs include core training in safety, skills, tools and materials and specializations in cabinetmaking, fine woodworking, carpentry, marine carpentry and boat building. Students can earn associate degrees, program certificates or a series of skill-specific certificates.

# Academic & Student SUPPORT SERVICES

## ADVISING Center

(206) 934-4068

[seattlecentral.edu/advising/index.php](http://seattlecentral.edu/advising/index.php)

The Advising Center helps students set long-range educational goals, provides assistance with scheduling, transfer guidance, unofficial transcript evaluation and referrals to college services. Students using the Center expect to transfer for further education, and often plan to receive an associate degree before transferring to another college. Students not planning to transfer can receive advice through their specific areas, such as Running Start, Professional Technical programs, Basic Studies, International Education or Bachelor's Degree programs.

## CAREER Services Center

(206) 934-4383

[seattlecentral.edu/careercenter/index.php](http://seattlecentral.edu/careercenter/index.php)

### Career Information

The Career Services Center provides career exploration assessments and web-based resources, college program information, college major relationship to careers, as well as a wide variety of career-related resources for students who are undecided about their major and career paths. In addition, the Center coordinates and delivers career-related presentations in classrooms and the community, offers individual career testing and counseling, an annual career fair, scholarship and grant information, applications and assistance.

### Employment Assistance

The Career Services Center offers job listings online and in hard copy; an automated online job board for students and alumni called Interfase; job search information; résumé and employment letter critiques; mock interviews; employer fair; and access to computers for résumé and cover letter preparation.

## CLASS SCHEDULE Quarterly

(206) 934-3800

[seattlecentral.edu/course/class-schedule.php](http://seattlecentral.edu/course/class-schedule.php)

Seattle Central produces a quarterly class schedule that lists specific courses offered that quarter. It is available online approximately six (6) weeks before the start of each quarter. To view or download the online class schedule, visit Seattle Central's home page and click on "class schedule."

## COLLEGE SUCCESS Program

(206) 934-3168

[seattlecentral.edu/collegesuccess/](http://seattlecentral.edu/collegesuccess/)

The College Success program is especially designed to provide students who have been in foster care with the resources to enroll, attend, complete and transition to four-year programs or employment. A network of campus and community supports and advocacy enable students to achieve academic success. Visit Room BE 1102 D-5 for more information and to register for the program.

## COLLEGE TRANSFER Center

(206) 934-5469

[seattlecentral.edu/transfer/](http://seattlecentral.edu/transfer/)

Services in the College Transfer Center are available to all registered Seattle Central students who want to transfer to a four-year college or university to pursue a bachelor's degree. The Transfer Center enables Seattle Central students to learn about transfer opportunities and to meet representatives from local and national four-year schools at college fairs, events and workshops each quarter.

The Center houses college catalogs, transfer guides, applications, and transfer planning materials. There are two student computers to help students conduct college searches, complete online applications and write transfer essays. The staff is available to answer questions and provide support throughout the transfer process.

## COMPUTER Center

(206) 934-4194

[seattlecentral.edu/it-serices/computer/abs/index.php](http://seattlecentral.edu/it-serices/computer/abs/index.php)

The Computer Center is open to all Seattle Central students and has PC and Apple computers with student network software and Internet connectivity. Printing is available at minimal cost. Current Seattle Central enrollment is required. A student ID number is required for access and a student ID card for equipment checkout. Visit the Computer Center in Room BE3148 for more information.

## COUNSELING Services

(206) 934-3851  
seattlecentral.edu/counsel

The primary goal of counseling is the retention of students. Counselors help students with educational, career, and personal issues. They also teach critical strategies that help students develop critical thinking skills, set academic goals, engage in lifelong learning, develop skills for employment, maintain personal wellness, and learn to interact in a diverse environment. Counselors are located throughout the college.

## DISABILITY Support Services

(206) 934-4183  
seattlecentral.edu/disability-support

The role of the Disability Support Services office is to provide physical and academic accommodations to persons with documented disabilities. This office obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Disability Support Services arranges for a variety of auxiliary services such as sign language interpreters, assistive technology, exam extensions and academic assistance. To avoid delays, auxiliary requests such as ordering books in an electronic format and interpreting services for on-going classes require four weeks advance notice. At least three business days are required for special requests/one-time Interpreting services.

Located in BE 1112, this office also offers consultations to faculty and staff to help design accommodations that provide equal access.

*See page 46 for specific details and additional information on eligibility and policies.*

## INTERNATIONAL EDUCATION Student Services

(206) 934-3893  
seattlecentral.edu/international/index.php

**International Students:** This office helps international students get started in their educational programs and adjust to the Seattle area. It offers advising, counseling, activities and additional resources in BE 1113.

**Study Abroad:** This office also offers instruction on various Study Abroad opportunities, internships abroad and international service learning.

*See page 27 for additional information about International Programs.*

## LIBRARY & MEDIA Services

Circulation (206) 934-4050  
Reference (206) 934-5421  
Media (206) 934-4053  
seattlecentral.edu/library

Library & Media Services located in BE 2102 maintains collections of books, reserved textbooks, e-books, periodicals, DVDs, CDs, and research databases to support the curriculum. Computer access in the library includes open lab computers, wireless laptop computers, and Wi-Fi for personal devices. The library also provides group study rooms, photocopiers, scanners, and media equipment. Librarians offer individual reference service to students seeking research help in person and online through email and 24/7 chat reference. Librarians also teach credit courses on information research and course-integrated research workshops.

## MULTICULTURAL Services

(206) 934-4085

Multicultural Services is committed to creating an institutional climate and practice that supports Seattle Central's diverse student populations in achieving their academic goals. The office, located in BE 1103, develops innovative services, collaborates with other college departments and divisions on campus-wide initiatives, presents professional development activities on multiculturalism and diversity, and disseminates information on diversity resources for students, faculty and staff. Multicultural Services advances institutional responsiveness to the needs of students of diverse cultural backgrounds through such efforts as the Annual Students of Color Conference, which supports critical thinking, leadership skills and social justice activism.

## SENIOR ADULT Education

Washington state residents 60 years or older may register for up to two courses for audit or credit, for a fee of \$5 per class. Seniors register on a space-available basis beginning the second week of the quarter but prior to the tenth day of the quarter. Students should attend class the first week of the quarter with instructor permission while waiting to find out if space is available. If the instructor allows the student to attend, the student should pick up an enrollment form from the registration or information center to obtain instructor's signature to enroll. Students are responsible for any additional charges, such as I.D. card, lab fees, activity fee, transportation fee, books or supplies. When seniors enroll for more than two courses, they pay for the additional credits at regular tuition rates. Credits taken using the senior citizen waiver cannot be used toward degree completion.

## STUDENT ACADEMIC Services / TUTORING

### Seattle Central Learning Support Network

(206) 934-0973

[seattlecentral.edu/learningsupportnetwork](http://seattlecentral.edu/learningsupportnetwork)

The Learning Support Network provides high quality academic support to Seattle Central's diverse student population in order to improve comprehension, increase competence, instill confidence, and promote success. This consortium of learning centers works together to provide uniform and proven support to students. Services are free to all current students, who can choose individual appointments, walk-in or online support. Trained tutors include alumni, retired instructors and current students.

### BE Learning Center

(206) 934-0973

[seattlecentral.edu/learningsupportnetwork](http://seattlecentral.edu/learningsupportnetwork)

The BE Learning Center in BE 2102 provides one-to-one learning support and a quiet area for personal studying. Students can find help with humanities, writing, business, accounting, economics, languages, ASL/ITP, culinary arts and apparel design courses. Appointments can be guaranteed by booking up to a week in advance. Walk-ins can get help if tutors are available.

### Math Path

[seattlecentral.edu/learningsupportnetwork](http://seattlecentral.edu/learningsupportnetwork)

Email: [samlearningsupport@seattlecolleges.edu](mailto:samlearningsupport@seattlecolleges.edu)

The Math Path in SAM 100 provides learning support specifically for students enrolled in pre-college math (Math 081, 084, 085 and 098). Faculty and student peer tutors work together to model and foster successful math learning.

### Science and Math (SAM) Learning Centers

[seattlecentral.edu/learningsupportnetwork](http://seattlecentral.edu/learningsupportnetwork)

Email: [samlearningsupport@seattlecolleges.edu](mailto:samlearningsupport@seattlecolleges.edu)

Mon-Fri, 9 am-6 pm

Each discipline in the Science and Math building provides learning support for students on a drop-in basis. Visit the SAM Learning Centers in SAM 100 for help with math, chemistry, physics, computer science, and engineering. Several computers are available for students who need assistance with online assignments.

The Biology Learning Center, located on the 3rd floor of the SAM building, is a drop-in center that allows students to use course- and laboratory-specific materials.

### TRIO Student Academic Assistance

(206) 934-3852

<http://www.seattlecentral.edu/trio/index.php>

In BE 1102B1 Student Academic Assistance, a TRIO program funded by the U.S. Department of Education, promotes retention, graduation and transfer of underserved students through the delivery of targeted services to empower personal, academic, and professional growth. Services include counseling, tutoring, career advice, college campus tours and quarterly cultural events. Targeted students include first generation, low-income, veterans, students with disabilities, and those on financial aid.

### TESTING Office

(206) 934-6344

[seattlecentral.edu/testing/](http://seattlecentral.edu/testing/)

Students seeking a degree or certificate or enrolling in most English or mathematics classes must take the COMPASS placement tests prior to registration. These tests help the student and advisor to select appropriate classes. This office also offers ASL (American Sign Language) placement tests, ESL placement tests, GED exams and exam proctoring services for other institutions. Testing schedules and detailed descriptions are available online or by phone.

### Prepare for the Test

[beforeyoutest.org](http://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 online resources for test preparation. Current cost for the COMPASS test is \$19 (for 2013-2014).

### VETERANS AFFAIRS

(206) 934-4147

[seattlecentral.edu/veterans](http://seattlecentral.edu/veterans)

For information about using VA benefits to attend Seattle Central College or how to qualify for Veterans tuition discount, visit the website or contact the Veterans Coordinator in BE 1104C. For a complete description of the educational benefits available to veterans and their dependents, as well as assistance for students interested in pursuing careers in the military, visit the U.S. Veterans Affairs website at [www.va.gov](http://www.va.gov).

*See page 33 for more details.*

# Student LIFE

## WOMEN'S Programs

907 E Pine St.  
Seattle, WA 98122  
(206) 934-3854  
[seattlecentral.edu/student-support/womens-programs.php](http://seattlecentral.edu/student-support/womens-programs.php)

Through the Wednesday Noon lecture series "Women in Society," campus health fairs, and other student events, Women's Programs build community awareness around gender concerns while creating a voice and community. It provides information about a variety of community financial resources and other forms of assistance to all students. It coordinates a schedule of visiting community partners available to meet with students to provide resources and additional referrals. Emergency funds are available for students who qualify through a variety of resources. Women's Programs coordinates with Student Leadership to sponsor various student activities and organizations, including Women in Science and Engineering (WISE), EMPOWR (Empowerment Means Political Organizing for Women's Rights), and writing and art opportunities through Central Circuit. Women's Programs houses the Child Care Assistance program.

## WORKFORCE Services

(206) 934-3854  
[seattlecentral.edu/workforce/](http://seattlecentral.edu/workforce/)  
907 E. Pine  
Seattle, WA 98122

WorkForce Services assists students in identifying and achieving their educational and career goals, with a special emphasis on support for low-income returning students pursuing non-traditional career options and training in high-wage, high-demand jobs.

**Financial assistance** for tuition, books and supplies is available to students who qualify through the Worker Retraining program, Basic Food Education & Training (BFET) program, WorkFirst programs, and Opportunity Grant programs. Visit [startnextquarter.org](http://startnextquarter.org) to help determine preliminary eligibility.

**Educational Planning** with professional staff helps students access education and success through individual plans, campus and community resources.

Both current students and those wanting information and assistance in attending Seattle Central can contact WorkForce Services.

## ART Gallery

### M. Rosetta Hunter Art Gallery

(206) 934-4379  
9:30 am-3:30 pm, Mon-Fri  
5 pm-7 pm, Tues and Wed

The Art Gallery, located in the Atrium, is an educational exhibition space that enhances the academic goals and contributes to the cultural enrichment of the institution. It holds exhibits and activities that reflect and serve our multicultural population. The Gallery presents approximately nine exhibits throughout the academic year, and one show during the summer. Many feature the work of Seattle Central students and graduates.

## BOOKSTORE

(206) 934-4148  
[seattlecentral.bncollege.com](http://seattlecentral.bncollege.com)

The Bookstore, located in SAC 250 across the street from the main college building on Broadway, carries required and recommended textbooks for courses. Textbooks and supplies can also be ordered online at [seattlecentral.bncollege.com](http://seattlecentral.bncollege.com). The Bookstore offers a wide array of rental and digital titles, as well as used textbooks. Rentals can save you up to 50% of the cost. The Bookstore offers a textbook buy-back service year-round with a special buy-back for students with proper ID during final exam week of each quarter. It also carries school supplies, clothing, gifts, snacks and educational-priced software. For hours of operation and current information, visit the website or [facebook.com/seattlecentralbooks](http://facebook.com/seattlecentralbooks).

## CAMPUS OPTICAL

(206) 934-5440  
[seattlecentral.bncollege.com](http://seattlecentral.bncollege.com)

Campus Optical fills prescriptions, fits eyeglasses and contacts as part of the college Opticianry program. Licensed optometrist appointments are available. The office is open to the public in BE 2123. Call for hours of operation.

## CHILD CARE ASSISTANCE Program

(206) 934-3855

The Child Care Assistance Program (CCAP) in FA 202 offers funding, information, and referral resources to students desiring childcare assistance while attending school. Parents eligible for our quarterly need-based funding can receive financial assistance with a portion of their child care costs. Through our resources, parents can learn how to access and choose quality child care. We support an on-campus parent club, with the purpose of providing an avenue for student-parents to network, support each other, and share information and tips. Our parent resource fairs, stress management and parenting tips workshops are designed to celebrate and support our student-parents.

## COPY Center

(206) 934-5419

Online ordering: [seattlecentral.edu/copycenter/index.php](http://seattlecentral.edu/copycenter/index.php)

The Copy Center in BE 3105A provides copying service for students, faculty and staff. In addition to copying services, self-service copiers are available. Supplies such as blue books, scantrons, envelopes, transparencies and course packets are for sale here. FAX service within the United States is also available.

## COSMETOLOGY Salon

1500 Harvard Avenue  
(corner of Pike & Harvard)  
(206) 934-5477

The Salon is staffed by Cosmetology students from Seattle Vocational Institute, which is affiliated with Seattle Central. Students are always under the supervision of Cosmetology staff, and perform a wide range of services at reasonable cost to the public.

## ERICKSON THEATRE

1524 Harvard Avenue  
(between Pike & Pine on Capitol Hill)

Erickson Theatre is used for college music, theater, and dance classes, and special campus and community events.

## FOOD Services

(206) 934-4319

All are open to the public.

The **Atrium** cafeteria is open from 7:30 am - 8:00 pm Mondays–Thursdays and until 2:30 pm on Fridays. The Atrium features a variety of cafeteria-style food, including a breakfast menu, burgers, pizza, beverages, healthy salads, sandwiches, Grab ‘n Go items and pre-packaged snacks.

**The Buzz by the Broadway entrance** offers a wide variety of espresso, coffee and smoothies as well as pastries and other sweets created by the Culinary Arts students. It is open from 7:30 am - 8:00 pm Mondays–Thursdays and until 2:30 pm on Fridays.

**The Buzz Pastry Case** offers both savory and sweet baked goods and pastries made by students of the Specialty Desserts & Breads program. Selections include a variety of breakfast pastries, European pastries, cakes, cookies, many desserts, chocolates and a large selection of rustic artisan breads. It is open 10:00 am–3:30 pm Tuesdays – Fridays.

During Fall, Winter, and Spring Quarters, students from the Culinary Arts program prepare and serve a variety of specialty meals in the **Square One** and **One World** restaurants. These are open to the public Tuesday through Friday, from 11:15 am to 12:45 pm.

**Square One Bistro** features contemporary, casual dining with fresh market salads, soups, entrees and baked goods, as well as pastas and artisanal pizzas from the WoodStone oven.

**One World Restaurant** offers seasonally focused, ever-changing menus with global influences, featuring quality local and sustainably-produced ingredients.

For **menus**, visit: [seattlecentral.edu/seattleculinary/restaurants.php](http://seattlecentral.edu/seattleculinary/restaurants.php)

**Reservations** for restaurants: (206) 934-4330

Summer Quarter students prepare “small-plate” cuisine of sample salads, sandwiches, canapés, smørrebrød, entrées, pâtés, street food and tantalizing desserts. Most of the ingredients are sourced from student-grown produce on Skagit Valley farm lands. The menu changes daily. The Buffet is open Tuesday through Thursday.

Restaurants close for several weeks during the year when students are in finals or on break. Check the website for status and hours.



## PUBLIC SAFETY

(206) 934-5442 Public Safety Department  
BE 1108

Seattle Central College Public Safety Department is committed to providing a safe environment for the college community including students, staff, faculty and visitors. The department takes a community approach to campus security and safety prevention. It is important that everyone speaks up. If you see something suspicious, tell someone.

- For all on-campus emergencies, call 911.  
*When calling 911 for assistance, clearly state the type of emergency: police, fire, or medical. Clearly state your name, location, and telephone number, building and room number. Describe the emergency and follow the dispatcher's instructions. Do not hang up until told to do so by the 911 dispatcher. When it is safe to do so, please call Public Safety at (206) 934-5442.*
- For all on-campus security and safety concerns, call Public Safety at (206) 934-5442, or stop by room BE 1108 to report a concern.

*See page 43 for more information on personal safety.*

## RECREATION & Fitness

### Charles H. Mitchell Student Activity Center (MAC)

(206) 934-6315  
seattlecentral.edu/wp/mac  
7am–8pm, Mon–Fri; 10am–4pm, Sat and Sun

The Mitchell Activity Center offers a wide range of recreational and fitness activities. The facility includes a basketball gym, a running track, indoor squash and racquetball courts, a well-equipped game room, weight room, pool and ping-pong tables, cardiovascular workout equipment, as well as men's and women's saunas. Drop-in fitness classes, recreational tournaments, and events for students are also offered. Membership for faculty/staff and community members is also available.

## Student INSURANCE

For information on student injury and health insurance, contact the Student Leadership office at (206) 934-6924. International students should contact the International Programs office.

*See page 37 for information on student insurance.*

## STUDENT LEADERSHIP Division

### Student Leadership

(206) 934-6924 SAC 350 (Above the bookstore)  
seattlecentral.edu/student-leadership

Student Leadership facilitates leadership development and supports involvement through many activities. Students can develop and practice organizational and leadership skills in a nurturing learning environment, enhancing personal, social and professional development.

### Associated Student Council (ASC)

(206) 934-4057 SAC 356

The ASC, the official student government of Central, is responsible for representing student interests to the college administration. ASC organizes a broad range of student committees, addresses issues and promotes services that enhance students' experience. ASC has six student executives, chosen each spring by a student vote, and six associates who work on specific projects.

### College Activities Board

(206) 934-6335 SAC 355

The College Activities Board (CAB) develops and organizes multicultural events and activities that celebrate diversity, involvement and collaboration, including the annual Unity Fair. CAB members learn all aspects of event planning.

### Global Engagement Team (GET)

(206) 934-0971 MAC 314

The GET works to maximize interaction between local and international students, by coordinating the Conversation Partners language exchange program, assisting with orientation, and providing leadership opportunities that enhance the international student experience.

### Organizations, Clubs and Student Organization Resource Council

(206) 934-3165 SAC 357

Participation in student organizations and clubs can enhance a student's education, create new friendships and community, and build new skills. Contact the office for a list of student organizations on campus. The Student Organizations Resource Council (SORC) facilitates the organization and orientation of campus clubs, reviews student organization funding requests, and presents a Student Involvement Fair every quarter.

### Committee Involvement

Committees work on a particular campus project or issue, sometimes as part of a larger group. Students can participate in campus planning and decision-making through both student and campus-wide committees. Information is available in the Student Leadership Office.

**Leadership Institute**

Drop-in training sessions every Tuesday at 2:00pm in MAC 210 are open to all students. Facilitated by various Central staff and Seattle community members, sessions cover essential leadership topics such as time management, individual core values, and listening skills.

**Tournaments & Games Team**

(206) 934-6315 MAC 151

Tournaments and Games Team (TAG) organizes and facilitates recreational sports activities and tournaments that promote student involvement, fair play and physical activity.

**Website & Publications Team**

(206) 934-0943 BE 4108

The Student Website and Publications (SWAP) Team is responsible for presenting the voice of students on campus through online and print publications that feature the creative, artistic and intellectual work of Seattle Central students, including fair, accurate, and inclusive reporting and analysis of activities and events on campus.

**Outreach & Recruitment Team**

(206) 934-3898 BE 1104

The College Outreach and Recruitment Team (CORT) promotes and recruits community members to come to Central, and represents the college at off-campus community festivals, national college fairs, and high school panels. CORT also provides guided campus tours and information presentations.

**Phi Theta Kappa**

(206) 934-2928

Phi Theta Kappa is the International Academic Honor Society of the Two-year College. The members of Seattle Central chapter, Alpha Chi Zeta, promote Phi Theta Kappa's mission to recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development.

**Student Development Transcript**

The Student Development Transcript (SDT) provides an official record of students' involvement in clubs, boards, committees and other extra-curricular activities and accomplishments at Central, which can enhance their applications for transfer to four-year institutions, for scholarships, and for employment.

**Seattle Central Alumni Programs**

[seattlecentralalumni.org](http://seattlecentralalumni.org)

Seattle Central Alumni Programs provide networking opportunities for alumni to remain connected to Seattle Central and to share their experiences with current students.

**TRANSPORTATION & PARKING**

Seattle Central Transportation Services

Room BE 1143

(206) 934-6932 (Parking)

[seattlecentral.edu/transportation](http://seattlecentral.edu/transportation)

**Alternative Transportation**

Seattle Central encourages alternate forms of transportation like mass transit, biking, carpooling, and walking. Bike racks/lockers are available on campus. Central's main campus is well-served by Metro. Students registered for 10 or more credits are eligible to purchase a discounted ORCA transit pass issued by the college. The ORCA pass may be used to ride Sound Transit and Community, Everett, Kitsap, Metro, Pierce transit systems. For additional information, contact our office or visit our website.

**Public Parking**

A very limited supply of parking permits for Central's parking garage is available for purchase by students who live more than five miles away. 30 days before the quarter starts, individual or carpool permits may be purchased online at [seattlecolleges.edu/parkingpermits](http://seattlecolleges.edu/parkingpermits).

**Affiliate Organizations****The Seattle Central FOUNDATION**

(206) 934-5491

[seattlecentral.edu/foundation](http://seattlecentral.edu/foundation)

The Seattle Central Foundation supports students, faculty and programs by raising funds and providing resources to help students achieve their fullest potential through quality education. The Foundation awards hundreds of thousands of dollars in scholarships and also supports college-wide tutoring services, faculty development, and other programs and activities not funded by state or federal funds.

One scholarship is the Seattle Central Promise which has a goal to provide a full scholarship to every student at Seattle Central who demonstrates financial need, enrolls full-time and maintains at least a 3.0 GPA.

The Foundation staff and Board of Directors are committed to the idea of creating possibility through education, by giving students the opportunities and access they might not otherwise have. Central's Foundation is a 501c3, non-profit organization.

# PROGRAMS OF STUDY at Central

## 8 Educational Directions

- 1 **College Transfer**
- 2 **Professional & Technical** Programs
- 3 **Bachelor's** Degrees
- 4 **Continuing** 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 Learning Outcomes

Seattle Central students will achieve personal and professional goals in diverse and multicultural settings because they are able to:

### Think: Analyze, create, and reflect to address and appreciate challenges and opportunities

- Gather, interpret, and evaluate information
- Identify problems and issues
- Formulate hypotheses
- Generate and implement creative strategies
- Create and appreciate aesthetic work
- Evaluate their thinking process

### Collaborate: Work effectively with others to learn, complete tasks, and pursue common goals

- Identify problems and create action plans
- Apply understanding and knowledge of group process
- Pursue and critically evaluate different social and cultural perspectives
- Manage conflict productively
- Engage in community and civic life

### Communicate: Exchange ideas and information through intentional listening, speaking, signing, reading, writing, or presenting

- Determine the purpose and context for communicating
- Organize and present information purposefully
- Seek feedback and revise to enhance effectiveness
- Attend to conventions of communication to minimize barriers

- Consider perspectives, experiences, and cultural differences to develop understanding

### Connect: Apply knowledge and skills to solve problems

- Select and use theoretical models, quantitative and qualitative techniques, information sources, and technology tools
- Identify and solve problems using logical strategies and evaluate results
- Gather data from various reliable sources and assess the validity and relevancy
- Critically evaluate solutions using research-based evidence
- Use technology and apply to a wide range of practices, fields, and industries

### Continue Learning: Self-evaluate and act to improve knowledge and skills

- Analyze own performance and revise to improve
- Transfer learning by applying it in other contexts
- Increase knowledge by identifying gaps and acting to fill them
- Seek mentors and share knowledge with others
- Provide and receive feedback

## ASSOCIATE OF ARTS DEGREE Learning Outcomes

See page 5.

## ASSOCIATE OF SCIENCE DEGREE Learning Outcomes

Seattle Central College students completing the A.S. degree should:

- Have college-level knowledge and skills in critical thinking, quantitative analysis, and written composition
- Have college-level mastery of information literacy and be technologically literate
- Demonstrate effective oral and written communication, teamwork and collaboration in scientific, mathematical and other settings
- Have the ability to design and conduct experiments as well as to analyze and interpret data
- Understand methods of inquiry specific to traditional and contemporary areas of knowledge in mathematics and the natural and physical sciences
- Understand the interdisciplinary and multicultural nature of knowledge
- Demonstrate academic honesty and ethical behavior
- Be able to appreciate and apply their knowledge of science in the outside world

# 1 | COLLEGE TRANSFER

## Academic Programs

(206) 934-5469

[seattlecentral.edu/transfer-degrees](http://seattlecentral.edu/transfer-degrees)

Seattle Central College offers a wide spectrum of college transfer courses that apply toward a four-year program of study. Students are encouraged to earn their Associate of Arts or Associate of Science degree at Seattle Central College for greater ease of transfer to a four-year institution; they may also take individual classes for transfer.

It is recommended that students confer with an academic advisor to ensure course transferability.

Students planning to earn an A.A. 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.

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

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

*See pages 7-9 for more information on A.A. and A.S. degree requirements.*

## ASSOCIATE OF ARTS DEGREE (A.A.)

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 grade point average (GPA) of 2.0 or better in courses numbered 100 and above, complete at least 15 credits at one of the Seattle Colleges (North, Central or South) awarding the degree and meet all degree requirements. Students should contact an advisor to develop their programs of study.

## ASSOCIATE OF ARTS OR SCIENCES: SPECIAL EMPHASIS AREAS

Students planning to transfer to a four-year institution and pursue a specific field of study should work closely with their advisor to plan their Associate of Arts (A.A.) or Associate of Science (A.S.) degree. In addition to the A.A. and A.S. degrees, special courses of study have been designed for the following areas of emphasis at Seattle Central College.

### Emphasis in Deaf Studies

The Deaf Studies emphasis offers two years of intensive study in American Sign Language and Deaf culture, providing a cultural and communication foundation about deafness and Deaf culture. It is designed for students who plan to work in agencies that provide services for the deaf and hard of hearing; for students seeking further degrees in fields such as education, social work, counseling or linguistics; and for those seeking enhanced communication and relationships with deaf relatives, co-workers, friends and consumers. Contact Central Advising Office for further information.

### Emphasis in Global Health

The Global Health emphasis can be completed within either the A.A. or A.S. transfer degrees and places a priority on improving health and achieving health equity. The focus is on worldwide health access and improvement, reduction of disparities, and protection against global health challenges. It prepares students to work with diverse populations, provide international service and understand the nuances of global health care.

### Emphasis in Global Studies

This emphasis can be completed within either the A.A. or A.S. transfer degrees and integrates the study of politics, economics and the arts with the analysis of cultural practices, beliefs and social systems. Students learn to appreciate and understand world cultures, focus on themes of global significance and develop an interdisciplinary approach to international issues.

## Emphasis in Sustainable Agriculture

This innovative emphasis offers interdisciplinary courses and hands-on service-learning and internship opportunities in the emerging field of urban agriculture. The emphasis provides a foundation of knowledge and skills for students interested in pursuing related education at four-year institutions or entering the green workforce. For details, contact Central Advising Office or visit [seattlecentral.edu/learn/sage](http://seattlecentral.edu/learn/sage).

## ASSOCIATE OF SCIENCE TRANSFER (A.S.) DEGREE

The Associate of Science (A.S.) is designed to transfer to a four-year college or university 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.*

*Please see page for more information on this degree program and 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  
\*One U.S. Cultures class. See advisor for other electives.

#### 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

## ENGINEERING PRE-MAJORS

Science & Math Division  
(206) 934-3858

The courses listed below generally meet requirements for the first and second years of study toward completion of a four-year engineering program, but may not constitute a complete two-year program leading to junior standing. Students who anticipate transferring to a specific school should consult with a counselor for assistance in course selection.

### SUGGESTED COURSES

Chemistry: CHEM& 161, 162, 163 (some majors require only 8 credits)

Engineering: ENGR& 111; ENGR 142, 161, 170, 171; ENGR& 214, 204, 225, 215, 224

English: ENGL 106; ENGL& 230

Math: MATH& 151, 152, 153; MATH 220, 238

Physics: PHYS& 221, 222, 223

### OTHER REQUIREMENTS

Credits in general education, English and liberal studies as required for an A.A. or A.S. degree.

*See pages 7-9, 59 for A.A. and A.S. degree requirements.*

## 2 | PROFESSIONAL & TECHNICAL Programs

*See page 66 for details about Central's programs.*

## 3 | BACHELOR'S Degrees

[Seattlecolleges.edu/bachelors](http://Seattlecolleges.edu/bachelors)

Seattle Central College offers two Bachelor of Applied Science degrees, one in Applied Behavioral Science, and the second in Allied Health Sciences, which has four tracks that can lead to the B.A.S. degree, depending on a student's background. B.A.S. 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 with strong internship components.

*Tuition rates are different for upper division courses. See the rate chart on page 19.*

## B.A.S. ALLIED HEALTH SCIENCES

(206) 934-4347  
[seattlecentral.edu/career/healthcare](http://seattlecentral.edu/career/healthcare)

The Bachelor of Applied Science in Allied Health Sciences degree is designed for those students who have completed allied health occupational certificates, health-related professional licenses, and allied health associate degree programs. Graduates will help meet the growing demand for baccalaureate level allied health practitioners in the Seattle-King County area. Allied Health B.A.S. degree students select one of four allied health tracks:

- Community Health & Education Track
- Dental Hygiene Track
- Healthcare Services Management Track
- Respiratory Care Track

### Community Health & Education Track Bachelor of Applied Science in Allied Health

**Prerequisite:** Completion of A.A.S.-T in Allied Health. Consult with the department for a list of specific prerequisites and about upper division courses that are currently under development.

### Dental Hygiene Track Bachelor of Applied Science in Allied Health

The accredited Dental Hygiene program has been expanded and new students will receive a Bachelor of Applied Science (B.A.S.) degree in Allied Health with an emphasis in Dental Hygiene. Once prerequisites are met, students start the program in Spring Quarter and take classes in sequence. After 95 credits are earned, students will receive an Associate of Applied Science (A.A.S.-T) degree in Allied Health and can then continue to the B.A.S. degree. Consult the department for specific prerequisites.

**Prerequisites:** ENGL& 101, 102; BIOL& 241, 242, 260; CHEM& 121, 122; MATH& 146; PSYC& 100; SOC& 101; ANTH& 206; NTR 150; HUM 105; 5 cr Humanities elective.

AHE	128	Intro to Healthcare Practice. . . . .	4
AHE	129	Intro to Healthcare Practice Lab. . . . .	1
AHE	320	Research Methodology & Quantitative Principles	5
AHE	401	Research Methods. . . . .	5
DHY	250	Oral Biology. . . . .	2
DHY	251	Human Pathophysiology . . . . .	3
DHY	252	Fundamentals of Dental Hygiene I . . . . .	3
DHY	253	Clinical Dental Hygiene. . . . .	3
DHY	254	Health Promotion. . . . .	2
DHY	255	Dental Radiology I . . . . .	2
DHY	256	Dental Radiology II . . . . .	2
DHY	257	Head & Neck Anatomy . . . . .	2
DHY	258	Dental Anatomy & Morphology. . . . .	2

DHY	259	Dental Anatomy & Morphology Practice . . . . .	1
DHY	260	Emergency Management . . . . .	1
DHY	261	Preventive Dentistry . . . . .	2
DHY	300	Clinical Dental Hygiene II . . . . .	4
DHY	301	Clinical Dental Hygiene III . . . . .	4
DHY	302	Clinical Dental Hygiene IV . . . . .	8
DHY	303	Fundamentals of Dental Hygiene II. . . . .	3
DHY	304	Fundamentals of Dental Hygiene III . . . . .	2
DHY	305	Fundamentals of Dental Hygiene IV . . . . .	2
DHY	306	Restorative Practice & Materials I . . . . .	2
DHY	307	Restorative Practice & Materials I Lab/Clinic . .	1
DHY	308	Restorative Practice & Materials II. . . . .	2
DHY	309	Restorative Practice & Materials II Lab/Clinic . .	1
DHY	310	Restorative Practice & Materials III . . . . .	2
DHY	311	Pain Control Anesthesia . . . . .	2
DHY	312	Pain Control Anesthesia Lab/Clinic . . . . .	2
DHY	313	Periodontology I. . . . .	3
DHY	314	Dental Radiology II . . . . .	2
DHY	315	Dental Radiology II Lab/Clinic . . . . .	1
DHY	318	Oral Pathology . . . . .	2
DHY	323	Pharmacology . . . . .	3
DHY	391	Community Health I . . . . .	1
DHY	400	Advanced Practicum in Dental Hygiene I . . . . .	8
DHY	401	Advanced Practicum in Dental Hygiene II . . . . .	8
DHY	402	Advanced Practicum in Dental Hygiene III . . . . .	8
DHY	404	Principles of Dental Hygiene Practice I . . . . .	3
DHY	405	Principles of Dental Hygiene Practice II. . . . .	2
DHY	406	Principles of Dental Hygiene Practice III . . . . .	1
DHY	407	Strategies of Capstone Project . . . . .	1
DHY	408	Capstone . . . . .	1
DHY	409	Ethics & Jurisprudence . . . . .	2
DHY	410	Restorative Materials IV . . . . .	2
DHY	411	Restorative Practice & Materials V Lab/Clinic . .	2
DHY	412	Restorative Materials VI Lab/Clinic . . . . .	2
DHY	413	Periodontology II . . . . .	2
DHY	414	Selective Populations . . . . .	1
DHY	415	Selective Populations Lab/Clinic . . . . .	1
DHY	416	Professional Issues . . . . .	1
DHY	419	Community Health II. . . . .	2
DHY	420	Community Health III . . . . .	1

TOTAL UPPER DIVISION CREDITS FOR B.A.S. DEGREE	100
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TOTAL PROGRAM CREDITS INCLUDING PREREQS AND A.A.S.-T DEGREE	195
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### Healthcare Services Management Track Bachelor of Applied Science in Allied Health

**Prerequisite:** Completion of A.A.S.-T in Allied Health. Consult with the department for a list of specific prerequisites and about upper division courses that are currently under development.

### Respiratory Care Track Bachelor of Applied Science in Allied Health

The accredited Respiratory Care Practitioner program has been expanded and new students will receive a Bachelor of Applied Science (B.A.S.) degree in Allied Health with an emphasis in Respiratory Care. Once prerequisites are met, students start the program in Spring Quarter and take classes in sequence. After 90 credits, students will receive an Associate of Applied Science (A.A.S.-T) degree in Allied Health and will then continue working toward a B.A.S. degree. Consult with the department for specific prerequisites.

AHE	320	Research Methodology & Quantitative Principles .	5
AHE	330	Information Literacy in Health Sciences . . . . .	5
CHE	304	Principles of Higher Ed & Professional Training	5
RCP	320	Acute Care Clinical I . . . . .	4
RCP	328	Advanced Therapeutic Approaches . . . . .	4
RCP	329	Adv Therapeutic Approaches: Equipment & Techniques. . . . .	1
RCP	330	Acute Care Clinical II . . . . .	5
RCP	333	Pathophysiology for Respiratory Care . . . . .	2
RCP	338	Fundamentals of Mechanical Ventilation . . . . .	4
RCP	339	Mechanical Ventilation Equipment & Techniques	1
RCP	340	Adult Critical Care Clinical I . . . . .	4
RCP	347	Cardiology for Respiratory Care . . . . .	2
RCP	348	Advanced Mechanical Ventilation. . . . .	2
RCP	349	Adv Mechanical Ventilation Equipment & Techniques. . . . .	1
RCP	450	Adult Critical Care Clinical II . . . . .	6
RCP	451	Neonatal/Pediatric Pathophysiology. . . . .	2
RCP	455	Advanced Pharmacology. . . . .	2
RCP	458	Fundamentals of Neonatal/ Pediatric Respiratory Care . . . . .	4
RCP	459	Neonatal/Pediatric Respiratory Care Equipment & Techniques. . . . .	1
RCP	460	Neonatal/Pediatric Pathophysiology. . . . .	6
RCP	463	Advanced Pathophysiology . . . . .	2
RCP	464	Pulmonary Rehabilitation & Home Care . . . . .	2
RCP	467	Advanced Cardiopulmonary Physiology. . . . .	2
RCP	468	Advanced Cardiopulmonary Diagnostics. . . . .	3
RCP	469	Diagnostic Equipment & Techniques . . . . .	1
RCP	470	Adult Critical Care Clinical III . . . . .	6
RCP	472	Advanced Practitioner Exam Review . . . . .	1
RCP	476	Advanced Patient Assessment . . . . .	3
RCP	479	Senior Capstone Project . . . . .	4

TOTAL UPPER DIVISION CREDITS FOR B.A.S. DEGREE	90
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## B.A.S. APPLIED BEHAVIORAL SCIENCE

(206) 934-3101

[seattlecentral.edu/bachelors/allied-health](http://seattlecentral.edu/bachelors/allied-health)

The Bachelor of Applied Science (B.A.S.) in Applied Behavioral Science offers a substantive, human services four-year degree for direct service practitioners. This program is designed for students with an Associate of Applied Science two-year degree in social and human services, early childhood education, interpreting services, or a related degree. Applications are accepted for Fall and Winter Quarter entry. A minimum 2.5 cumulative GPA is required for application; however, entry to the program is competitive.

**Prerequisites:** An Associate of Applied Science (A.A.S.) degree consisting of 90–120 credits, including General Education requirements and 30 specific credits in one of these majors:

**General Education (40 cr.):** ENGL& 101, 102; CMST& 101; SOC& 101, PSYC& 101; 5 cr. Math 107 or higher; 5 cr. Lab Science; 5 cr. Social Science/Humanities.

**Human Services Core (30 cr.):** SHS 100, 103, 106, 108, 197, 198, 199.

**Child & Family Studies (30 cr.):** CFS 110, 120, 130, 245, 263, 270, 284, 296-299.

**Interpreting Services (30 cr.):** 10 cr. World Languages; 10 cr. Field Placement; 5 cr. Cultural Studies; 5 cr. Ethics course.

### BACHELOR OF APPLIED BEHAVIORAL SCIENCE

ABS 310	Professionalism & Ethical Practice . . . . .	5
ABS 320	Applied Social Psychology . . . . .	5
ABS 330	Info Literacy & Program Assessment . . . . .	5
ABS 340	Applied Environmental Science . . . . .	5
ABS 350	Quantitative Principles in Research & Assessment . . . . .	5
ABS 360	Public Policy Analysis . . . . .	5
ABS 410	Relationships between Economic & Political Systems . . . . .	5
ABS 415	Cross-Cultural Competency in Human Services .	5
ABS 430	Sociology of Families . . . . .	5
ABS 495	Senior Capstone Project . . . . .	5
ABS 497	Advanced Field Placement I . . . . .	5
ABS 498	Advanced Field Placement II . . . . .	5

TOTAL 60

**RELATED ELECTIVES 50**

50 additional credits from approved lists. Contact Division Office.

TOTAL CREDITS FOR B.A.S. DEGREE 180

## 4 | CONTINUING Education Center for Extended Learning

(206) 934-5448

The Center for Extended Learning offers a variety of credit and non-credit educational opportunities for individuals, organizations, and businesses. It does this through a variety of flexible, innovative, credit, non-credit, and eLearning education programs.

### COMMUNITY EDUCATION CLASSES

(206) 934-5448

Community Education programs focus on lifelong learning needs for personal enrichment, training and development. These programs respond to current community needs through seminars, workshops and classes that are non-credit and may range from a one-evening, three-hour offering to quarter-long classes.

**Schedule:** Community Education courses are listed under non-credit classes in Central's quarterly class schedules.

### PROFESSIONAL EDUCATION Classes and Certificates

(206) 934-5448  
[learnatcentral.org](http://learnatcentral.org)

Our Professional Education Division offers a number of short-term certificate programs to help upgrade skills or prepare people for a career change. Certificates are offered in AutoCAD, National Personal Trainer, Nutritional Therapy, and Paralegal. Visit the website for a complete list.

### COOPERATIVE EDUCATION & SERVICE-LEARNING

(206) 934-5422  
[seattlecentral.edu/coop](http://seattlecentral.edu/coop)

The office of Cooperative Education and Service-Learning provides students with a variety of resources and opportunities to enhance their academic, professional and personal growth, leadership development and sense of civic responsibility.



## Cooperative Education Program

Cooperative Education is an educational program offered to students enrolled in college transfer or workforce education programs. Students are able to earn credit for their jobs (with permission), paid or unpaid internships, volunteer service to the community and/or international travel/study experiences.

## Service-Learning

Service-learning integrates community service and academic instruction by focusing on critical reflective thinking and civic responsibility to enhance the learning experience.

The Cooperative Education and Service-Learning Office lists internship, volunteer and service-learning opportunities as a resource for students and also provides access to organizations that recruit on campus.

## Travel/Study Courses

Cooperative Education  
(206) 934-6998  
[seattlecentral.edu/coop/travel\\_courses](http://seattlecentral.edu/coop/travel_courses)  
[seattlecentral.edu/international/studyabroad.aspx](http://seattlecentral.edu/international/studyabroad.aspx)

Seattle Central provides students (resident and non-resident) with an opportunity to earn credit for various international travel/study experiences. Students can earn credit for language enhancement, research, or work/internship/volunteer activities. The website lists possible credit courses. Students are charged a per-course fee.

## TEACHER TRAINING/ EDUCATION Programs

(206) 934-5448  
[www.teachertrainingprogram.com](http://www.teachertrainingprogram.com)

The office of Teacher Training/Education Programs offers diverse programs related to teacher training and education. The department offers the following credit and non-credit programs and courses:

### Teaching English to Speakers of Other Languages Certificate Program (TESOL)

The non-credit TESOL certificate program has been created for those who are interested in teaching English overseas. The program includes a practicum and introduces major approaches and effective methods in the second language acquisition field.

## Future Math Teacher Para-pipeline Program

This program is open to working paraprofessionals who wish to pursue an alternate route to an associate in math education degree, and transfer to a university to become math teachers. The program provides full tuition scholarships and other forms of support.

## Future Teachers of America (FTA)

This is a collaborative program between Seattle Central and multiple universities. The program provides advising, scholarships and other forms of support for students of diverse backgrounds who are underrepresented in the field of education. The FTA Program pathway reaches from the community college through the university teaching certificate program.

## 5 | BRIDGE TO COLLEGE/ PRE-COLLEGE Programs

Basic & Transitional Studies Division  
(206) 934-4180  
[seattlecentral.edu/basic](http://seattlecentral.edu/basic)

Basic studies courses provide instruction for those who want to improve their English, to improve basic verbal and math skills, to earn a high school diploma or GED in order to get better jobs, to continue their education and prepare for college-level work, or to 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
- English as a Second Language – Advanced Levels
- Concurrent High School / College Programs

### PRE-COLLEGE PROGRAMS:

- Adult Basic Education
- ESL – Beginning & Intermediate Levels
- GED Preparation
- High School Completion

## Bridge to College Programs:

### DEVELOPMENTAL EDUCATION

#### English, Mathematics and Human Development Courses

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). For more information contact the Basic & Transitional Studies division counselor at (206) 934-4180.

### TRANSITIONAL ESL

#### English as a Second Language

Placement in transitional ESL classes (ESL 093-099) is done by ESL COMPASS testing. These courses prepare students for college-level work with increasing emphasis on note-taking, composition, oral presentation, and class discussion at high levels. Although these classes do not count as credit for college-level work, ESL 093-099 can be covered by financial aid. Tuition for these classes is the same as regular tuition.

*For information on more basic ESL classes (levels 1-5), see page 23.*

*NOTE: International Students should take ESL classes through International Programs, page 27.*

### CONCURRENT High School/College Programs

#### Running Start

(206) 934-3820  
seattlecentral.edu/runstart

Eligible junior and senior high school students can earn high school and college credit simultaneously by taking courses at Seattle Central at reduced or free tuition.

*See page 22 for more information.*

## Pre-College Programs:

### ADULT BASIC EDUCATION

[seattlecentral.edu/basic/abe-ged](http://seattlecentral.edu/basic/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 high school equivalency options, such as the General Education Development (GED) or qualify for entry into post-secondary education programs. Course descriptions are listed under ABE and/or GED. Classes are non-credit. Tuition is currently \$25 per quarter (subject to change).

### ENGLISH as a Second Language (ESL)

English as a Second Language (ESL) classes, levels 1-5, 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 through topics important to adult students. These non-credit courses cost \$25 per quarter tuition (subject to change). Course descriptions are found under ESL. When students test high enough, they can move to the Transitional ESL level, ESL 093-099, which concentrate on college-preparation skills.

### GED® Preparation

Adults may demonstrate they have reached an education level equal to a high school diploma by taking the General Educational Development (GED) test. GED preparation helps students improve their reading, writing and math skills before taking the test. The course also covers the science and social studies skills, stresses math for practical problem-solving, English usage, reading comprehension and test-taking skills.

Ability to read at or above eighth grade level or completion of ABE Level 3 is required for students. Students who pass the test earn a GED certificate, which is accepted by colleges, workforce training programs, unions, and many employers as equivalent to a high school diploma. See course descriptions under GED. Tuition is \$25 per quarter (subject to change).

*See page 23 for more information.*

## 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 obtain a copy of “Requirements for the High School Diploma” brochure from the Admissions Office for complete information.

*See page 24 for details about the diploma options and possible tuition waiver for high school completion.*

## 6 | eLEARNING Distance Education

(206) 934-4060  
[seattlecentral.edu/distance/](http://seattlecentral.edu/distance/)

The eLearning/Distance Education Office at Seattle Central, now part of the Center for Extended Learning, provides information and support services for students taking online, correspondence, seminar and video courses. Students taking eLearning courses experience the same curriculum, content and challenges as on-campus courses while benefiting from the flexibility of fewer or no campus visits.

*See page 25 for information on elearning/distance education options.*

## 7 | INTERNATIONAL Programs

### INSTITUTE OF ENGLISH

(206) 934-3893  
[seattlecentral.edu/international/institute-of-English](http://seattlecentral.edu/international/institute-of-English)

The Seattle Central Institute of English (SCIE) is a self-supporting intensive academic English program offering a variety of accelerated English as a Second Language courses and related training for international students. Most SCIE students are either preparing to enter U.S. colleges and universities, or are interested in improving their English language skills for personal or business use in their home countries.

*See page 27 for further information.*

## TRAVEL/STUDY ABROAD

(206) 934-6966  
[seattlecolleges.edu/international/studyabroad.aspx](http://seattlecolleges.edu/international/studyabroad.aspx)

*For a list of district-wide Travel/Study Abroad courses, visit the website.*

## 8 | WORKER RETRAINING Program

(206) 934-3854  
[seattlecentral.edu/workerretraining](http://seattlecentral.edu/workerretraining)

Worker retraining at Seattle Central College is a package of services, opportunities, and specialized instructional programs to help candidates 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 workforce
- Has received a WARN letter
- Has closed a business due to economic downturn
- Is working in a not-in-demand job (along with other criteria)
- 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

Seattle Central College offers degrees and certificates in more than 30 workforce education areas, including several Bachelor of Applied Science degrees. See page 18. These programs, which vary in length from one to seven quarters, 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 certifications over time to progress in their fields. Contact the program office for information. Seattle Central College is accredited by the Northwest Commission on Colleges and Universities.

## Associate of Applied Science-T in Allied Health

### TECHNICAL SPECIALTY COURSES

BIOL& 160	General Biology with Lab. . . . .	5
BIOL& 241	Human Anatomy & Physiology 1. . . . .	5
BIOL& 242	Human Anatomy & Physiology 2. . . . .	5
CHEM& 121	Intro to Chemistry . . . . .	5
CHEM& 122	Intro to Organic Chemistry . . . . .	5
ENGL& 101	English Composition . . . . .	5
ENGL& 102	Composition II . . . . .	5
HUM 105	Intercultural Communication . . . . .	5
MATH& 107	Math in Society . . . . .	5
-OR-		
MATH& 146	Intro to Statistics . . . . .	5
NTR 150	Human Nutrition . . . . .	5
PSYC& 100	General Psychology . . . . .	5
SOC& 101	Intro to Sociology . . . . .	5
-OR-		
ANTH& 206	Cultural Anthropology . . . . .	5

### ALLIED HEALTH ELECTIVES

Epidemiology	(See advisor) . . . . .	5
Bio Statistics	(See advisor) . . . . .	5
HEA 125	Health & Wellness . . . . .	5
HEA 150	Health & Human Sexuality . . . . .	5
HEA 160	Human Wellness & Fitness . . . . .	5
HEA 225	Global Health . . . . .	5
HEA 226	Advanced Global Health Seminar. . . . .	2

TOTAL CREDITS MINIMUM 90

## APPAREL DESIGN & DEVELOPMENT

**School of Apparel Design & Development  
 Business, Information Technologies  
 & Creative Arts Division  
 (206) 934-3830**

The School of Apparel Design & Development at Central is the most technically oriented design program in the region, with a track record for training the region's best fashion design talent. The comprehensive curriculum is aligned to current apparel industry trends to offer relevant technical and creative skills to prepare students to succeed in a competitive industry. Students earn an Associate of Applied Science degree upon completion of 93 credits of course work over six quarters.

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

#### PREREQUISITE/SKILL DEVELOPMENT

APPRL 096	AD&D Skill Development 1 . . . . .	2
APPRL 098	AD&D Skill Development 2 . . . . .	2
APPRL 100	AD&D Skill Development 3 . . . . .	2

## ALLIED HEALTH DIVISION

(206) 934-4347

The Associate of Applied Science degree in Allied Health was conceived as a bridge between a transfer degree and vocational certificates. The degree is designed to prepare students to enter the workplace in an Allied Health career with advanced college level skills in math, science and humanities. Graduates are also eligible to transfer into one of Central's B.A.S. degrees or to another college or university. The goal of this degree is to provide vertical career mobility for students with an Allied Health vocational training certificate or to provide technical skills to those who have general education credits. Those with this degree can enter other Allied Health associate level programs. It provides a link between vocational education and higher education at the baccalaureate level.

Certificate Students (e.g. dental assisting, nursing assistant, medical assistant, and similar programs) will typically have from 30 to 45 credits in a specialty or certificate major. They must have completed Math 107 or 146, Psychology 201, English& 101, basic computer skills, and a competency assessment prior to being accepted into the Allied Health associates program. To complete their associate degree in Allied Health, they must complete college distribution requirements and additional credits. Some of these courses may have prerequisites, so check with an advisor.

Students who do not come from a certificate program, must complete college distribution requirements and choose 30 credits from Allied Health/Global Health electives plus other electives to make up 90 credits. Check with you advisor for appropriate electives from Allied Health, Global Health or B.A.S. courses. A student who chooses a career path in public health may alter the curriculum to suit entrance requirements into the UW School of Public Health.

**TECHNICAL SPECIALTY COURSES**

APPRL 101	Construction 1 - Professional Techniques . . . . .	4
APPRL 102	Construction 2 - Professional Techniques . . . . .	4
APPRL 103	Construction 3 - Professional Techniques . . . . .	4
APPRL 104	Alterations & Fitting . . . . .	2
APPRL 111	Patternmaking 1 - Flat Pattern and Drafting . . . . .	4
APPRL 112	Patternmaking 2 - Draping . . . . .	4
APPRL 113	Patternmaking 3 - Design by Flat Patternmaking . . . . .	4
APPRL 130	Apparel Manufacturing . . . . .	2
APPRL 131	Business Practices in Fashion . . . . .	3
APPRL 141	Design 1 - Principles of Design . . . . .	2
APPRL 142	Design 2 - Fabric Science & Textiles . . . . .	2
APPRL 143	Design 3 - Color & Palettes . . . . .	2
APPRL 151	Computer Applications for Apparel Design 1 . . . . .	3
APPRL 152	Computer Applications for Apparel Design 2 . . . . .	3
APPRL 197	Work Experience in Apparel Design . . . . .	5
APPRL 201	Ready-to-Wear Construction . . . . .	4
APPRL 202	Active Sportswear Construction . . . . .	4
APPRL 211	Pattern Design for Ready-to-Wear . . . . .	4
APPRL 212	Pattern Design for Active Sportswear . . . . .	4
APPRL 221	Pattern Grading . . . . .	4
APPRL 222	Computerized Pattern Grading . . . . .	4
APPRL 230	Portfolio & Resume Development . . . . .	4
APPRL 241	Design 4 - Print & Pattern . . . . .	2
APPRL 242	Design 5 - Line Design . . . . .	4
APPRL 260	Fashion History . . . . .	3
APPRL 270	Final Line Design & Development . . . . .	8

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**BUSINESS INFORMATION TECHNOLOGY****Business, Information Technologies & Creative Arts (BITCA) Division  
(206) 934-3830**

The Business Information Technology program prepares students for employment in a wide range of industry specialties requiring information technologies, effective communications, customer relations, and organizational management. The integrated, cross-disciplinary curriculum emphasizes business project-based learning, information literacy, diversity, and professionalism. A cumulative GPA of 2.0 or higher is required to attain the BIT Short Term Entrepreneur and Stackable Certificates, BIT One Year Certificate, and the BIT A.A.S. Degree. Course grades of 2.0 or higher are required in BUS 116, 131, 170 and 171.

*NOTE: Program courses are under frequent review to maintain industry relevancy. Please check with division for current program guidelines.*

**BIT (Short Term) Office Assistant Certificate****REQUIRED COURSES**

BUS 113	Diversity Issues in Business . . . . .	3
BUS 131	Integrated Communications I . . . . .	5
BUS 140	Customer Relations . . . . .	5
BUS 170	Information Technology I . . . . .	4
BUS 164	Career Development I . . . . .	2
TOTAL CREDITS		19

**BIT (Short Term) Office Support Certificate****REQUIRED COURSES**

BUS 100	Fundamentals of Supervision . . . . .	3
BUS 116	Business Math & Spreadsheets . . . . .	5
BUS 132	Integrated Communications II . . . . .	5
BUS 171	Information Technology II . . . . .	4
BUS 165	Career Development II . . . . .	2
TOTAL CREDITS		19

**BIT (Short Term) Office Professional Certificate****REQUIRED COURSES**

BUS 103	Human Resource Management . . . . .	3
DES 114	Media Publishing I . . . . .	3
BUS 172	Information Technology III . . . . .	4
BUS 182	Records & Information Management . . . . .	5
BUS 166	Career Development III . . . . .	2
TOTAL CREDITS		17

**BIT One Year Certificate****REQUIRED COURSES**

BUS 113	Diversity Issues in Business . . . . .	3
BUS 116	Business Math & Spreadsheets . . . . .	5
BUS 131	Integrated Communications I . . . . .	5
BUS 132	Integrated Communications II . . . . .	5
BUS 140	Customer Relations . . . . .	5
BUS 170	Information Technology I . . . . .	4
BUS 171	Information Technology II . . . . .	4
BUS 172	Information Technology III . . . . .	4
BUS 182	Information & Records Management . . . . .	5
BUS 197	Work Experience/Business Occupations . . . . .	4
BUS 216	Professional Development . . . . .	5
TOTAL CREDITS		49

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

Completion of one-year certificate	49
ACCT& 201 Principles of Accounting I	5
BUS 100 Fundamentals of Supervision	3
BUS 185 Small Business Management	5
-OR-	
BUS 101 Intro to Business	5
BUS 103 Human Resour.	4
DES 114 Media Publishing I	3
BUS 184 Business Database Applications	5
CMST& 101 Intro to Communication	5

**RELATED INSTRUCTION ELECTIVES**

Select 10 credits from approved list.	10
<i>See BITCA Counselor</i>	

TOTAL CREDITS	92
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**CHILD & FAMILY STUDIES**

**Child & Family Studies**  
(206) 934-3270

The Child & Family Studies option provides academic preparation for students interested in working with children and their families in a wide range of employment opportunities.

**PREREQUISITE**

Eligibility for ENGL& 101 and MATH 084.

**Certificate****SPECIALIZATION CERTIFICATE COURSES**

SHS 103 Survey of Institutions	5
SHS 106 Principles of Interviewing & Counseling	5
-OR-	
SHS 108 Group Dynamics & Counseling	5
SHS 197 Field Practicum	3

**RELATED INSTRUCTION COURSES**

ENGL& 101 English Composition I	5
HUM 105 Intercultural Communication	5
PSYC& 200 Lifespan Psychology	5
SOC& 101 Intro to Sociology	5
-OR-	
SOC 250 Marriage, Family & Intimate Relationships	5

**CFS SPECIALIZATION AREA 25**

Select 25 credits from a long list of courses. Course list available in CFS office or with advisor.

Eligibility for graduation requires a minimum 2.0 GPA in all required technical specialty and related instruction courses.

TOTAL CREDITS	45
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**CULINARY ARTS**

**Seattle Culinary Academy**  
**Culinary Arts**  
(206) 934-5424

The Culinary Arts program is a six-quarter (certificate) or seven-quarter (A.A.S. degree) course of study. The curriculum builds on classical techniques by integrating the modern cooking styles and methods of a variety of international cuisines, as well as seasonal Northwest cooking. Our focus is on sustainable principles and practices in order to teach our students about their impact on and responsibility for the environment and society. This education is enhanced by our campus greenhouse and Skagit Valley farm curricula.

Students learn to prepare appetizers, soups, sauces, salads, entrées, vegetables and starches, breads, pastries and desserts. They also learn to identify and fabricate meat, poultry and fish. In addition to cooking and pastry techniques, the program covers sanitation, nutrition, management, purchasing, costing, menu development, as well as food and wine pairing.

Seattle Central's Culinary Arts program meets the needs of those new to food preparation as well as those who have industry experience and wish to develop a broader range of skills. Many of our students have a degree in another field and wish to make a career change.

Students may enter the program Fall, Winter or Spring Quarters. The Associate of Applied Science (A.A.S.) degree may be granted with the completion of 16 additional elective credits. A cumulative GPA of 2.0 or higher in all core and related instructional courses is required to attain a Culinary Arts Certificate and/or A.A.S. degree.

The Seattle Culinary Academy's certificate programs are accredited by the American Culinary Federation Education Foundation's Accrediting Commission and have received exemplary status.

**Culinary Arts Certificate****PREREQUISITES**

ENGL 105 Applied Composition*	3
MATH 110 Applied Math for Technicians	3

*\*or successful completion of college-level English composition and math classes*

**TECHNICAL SPECIALTY COURSES**

BAK	105	Restaurant Baking Theory . . . . .	1.5
BAK	115	Restaurant Baking Practicum . . . . .	1
BAK	116	Fine Dining Baking Practicum . . . . .	1
CUL	101	Food Theory I . . . . .	6
CUL	102	Food Theory II . . . . .	5
CUL	103	Food Theory III . . . . .	4
CUL	104	Food Theory IV . . . . .	6
CUL	111	Intro to Professional Cooking Practicum . . . . .	6
CUL	112	Quantity Cooking Practicum . . . . .	8
CUL	113	Restaurant Cooking Practicum . . . . .	8
CUL	114	International Cooking Practicum . . . . .	8
CUL	120	Intro to Wine . . . . .	1
CUL	151	Sustainable Food Systems Practices I . . . . .	1
CUL	152	Sustainable Food Systems Practices II . . . . .	1
CUL	153	Sustainable Food Systems Practices III . . . . .	1
CUL	205	Advanced Culinary Theory . . . . .	1
CUL	215	Advanced Culinary Practices . . . . .	4.5
CUL	251	Buffet Catering/Garde Manger/ Ice Carving: Theory . . . . .	4
CUL	255	Buffet Catering/Garde Manger/ Ice Carving: Practicum . . . . .	8
HOS	101	Customer Service Practicum I . . . . .	1
HOS	102	Customer Service Practicum II . . . . .	1
HOS	103	Customer Service Practicum III . . . . .	1
HOS	104	Customer Service Practicum IV . . . . .	1
HOS	108	Dining Room & Kitchen Management . . . . .	4
HOS	110	Principles of Sanitation . . . . .	3
HOS	111	Dining Room Theory . . . . .	1
HOS	122	Purchasing & Inventory Theory . . . . .	1
HOS	123	Food Costing Principles & Application . . . . .	1
HOS	124	Computerized Menu Planning . . . . .	2
HOS	201	Functions of Management . . . . .	2

**RELATED INSTRUCTION**

BIOL	103	Nutrition for Food Service Professionals . . . . .	3
MIC	102E	Computer Lab Survival Skills . . . . .	1
PSYC	240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS	102
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*NOTE: Certain courses require concurrent enrollment.  
Check culinary course descriptions for specifics.*

**ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)**

Completion of Certificate Requirements . . . . .	102
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**RELATED ELECTIVES****16**

Select 4 credits from any humanities, social sciences, natural science or CSC class . . . . .	4
Select 12 credits from any CSC, BUS, MIC or college transfer class, or CUL 299 . . . . .	12

TOTAL CREDITS	118
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**Specialty Desserts & Breads**

Specialty Desserts & Breads program features comprehensive “hands on” and step-by-step training to prepare students to be professional bakers or pastry chefs.

Learn to create rustic artisan breads and doughs, plated desserts, decorative cakes, and mouthwatering pastries. Explore European specialties such as tarts, mousses, truffles, and petit fours. Discover the fine art of wedding cakes and cake decorating. Learn chocolate work with demonstrations on pulled and blown sugar, intricate decoration, and showpieces. Classroom theory instruction includes “hands-on” experience in how to serve breads and desserts for two on-campus restaurants and in our pastry shop.

Sustainable practices are integrated throughout the program, especially in food preservation and cheese production courses. Learn the value of buying seasonally and locally storing the bounties of the summer harvest and purchasing milk from local dairies.

The Specialty Desserts & Breads certificate is accredited by the American Culinary Federation Education Foundation’s Accrediting Commission and received exemplary status.

Specialty Desserts & Breads is a five-quarter certificate program. Students may enter the program Fall, Winter or Spring Quarters. The Associate of Applied Science (A.A.S.) degree can be earned with the completion of 16 additional elective credits. A cumulative GPA of 2.0 or higher in all core and related instructional courses is required to attain a Culinary Arts Certificate and/or A.A.S. degree.

**Certificate****PREREQUISITES**

ENGL	105	Applied Composition* . . . . .	3
MATH	110	Applied Math for Technicians . . . . .	3

*\*or successful completion of college-level English composition and math classes*

**TECHNICAL SPECIALTY COURSES**

BAK	101	Intro to Desserts & Breads Theory . . . . .	4
BAK	102	Bread & Food Preservation . . . . .	3
BAK	103	Advanced Theory . . . . .	4
BAK	111	Intro to Desserts & Breads Practicum . . . . .	6
BAK	112	Beginning Desserts & Breads Practicum . . . . .	8
BAK	113	Intermediate Desserts & Breads Practicum . . . . .	8
BAK	123	Advanced Desserts & Breads Theory . . . . .	2
BAK	124	Adv. Buffet Desserts & Wedding Cakes Practicum . . . . .	8
BAK	125	Advanced Desserts & Breads Practicum . . . . .	8
BAK	126	Advanced Food Preservation . . . . .	3
CUL	106	Intro to Culinary Arts Theory . . . . .	1.5
CUL	116	Intro to Culinary Arts Practicum . . . . .	1
CUL	120	Intro to Wine . . . . .	1
CUL	151	Sustainable Food Systems Practices I . . . . .	1
CUL	152	Sustainable Food Systems Practices II . . . . .	1

CUL	153	Sustainable Food Systems Practices III . . . . .	1
HOS	101	Customer Service Practicum I . . . . .	1
HOS	102	Customer Service Practicum II. . . . .	1
HOS	105	Customer Service for Specialty Desserts & Breads. . . . .	1
HOS	110	Principles of Sanitation. . . . .	3
HOS	122	Purchasing & Inventory. . . . .	1
HOS	123	Food Costing Principles & Application . . . . .	1
HOS	201	Functions of Management . . . . .	2

**RELATED INSTRUCTION**

BIOL	103	Nutrition for Food Service Professionals. . . . .	3
MIC	102E	Computer Lab Survival Skills. . . . .	1
PSYC	240	Psychology of Human Relations. . . . .	3
<b>TOTAL CREDITS</b>			<b>77.5</b>

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

Completion of Certificate Requirements. . . . . 77.5

**RELATED ELECTIVES 16**

Select 4 credits from any humanities, social sciences, natural science or CSC class . . . . . 4			
Select 12 credits from any CSC, BUS, MIC or college transfer class, or CUL 299 . . . . . 12			
<b>TOTAL CREDITS</b>			<b>93.5</b>

**EXPANDED FUNCTION DENTAL AUXILIARY**

Allied Health Division  
(206) 934-4186  
[www.efdacentral.net/](http://www.efdacentral.net/)

Expanded Function Dental Auxiliary are dental assistants who have additional training that permits them to place and contour dental fillings. This 14-credit program prepares dental assistants for these expanded functions, and for the Washington Restorative Examination (WARE) given by the Dental Assisting National Board (DANB) as well as the Restorative Section of the Western Regional Examining Board (WREB) Exam. Entrance to the EFDA program is subject to Washington Dental Assisting career pathway requirements. Contact the division for prerequisites and requirements.

EFDA	100	Procedures I . . . . .	1
EFDA	101	Restorative Lab . . . . .	3
EFDA	110	Dental Coronal Anatomy . . . . .	2
EFDA	111	Dental Materials & Techniques . . . . .	2
EFDA	200	Procedures I . . . . .	1
EFDA	201	Restorative Clinic II . . . . .	4
EFDA	202	WREB Preparation . . . . .	1
EFDA	212	Ethics & Jurisprudence . . . . .	1
<b>TOTAL</b>			<b>15</b>

**GRAPHIC DESIGN**

**Business, Information Technologies & Creative Arts Division**  
**(206) 934-3830**

Graduates of the Graphic Design program get to work when they leave us. We concentrate on skills for immediate entry into the job market. Our curriculum is strong on graphic design fundamentals, yet explores and adapts to emerging communication technologies. We pride ourselves in keeping our curriculum current with changes and developments on an annual basis.

Conceptual design and technical skill combine to produce a competitive portfolio. Instructors with industry experience lead students in consecutive integrated tracks of print design and interaction design, which includes but is not limited to, Web Design, UI/UX, Mobile Apps, and Motion. Problem solving, strategy development, and powerful use of typography and visuals achieve our communication solutions. Classes are organized in collegial work groups mirroring a professional studio environment. Design theory and practice, along with production using current computer software, prepare students for a graphic design career in print and interactive media.

*NOTE: Program courses are under frequent review to maintain industry relevance. Please check with division for current program guidelines.*

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

**TECHNICAL SPECIALTY COURSES**

DES	110	History of Graphic Design . . . . .	3
DES	121	Typography I . . . . .	3
DES	122	Typography II . . . . .	3
DES	223	Typography III. . . . .	4
DES	131	Graphic Design I . . . . .	3
DES	132	Graphic Design II . . . . .	3
DES	133	Graphic Design III. . . . .	3
DES	231	Graphic Design IV . . . . .	4
DES	233	Graphic Design VI . . . . .	4
DES	234	Graphic Design VII . . . . .	4
DES	235	Graphic Design VIII. . . . .	4
DES	236	Graphic Design IX. . . . .	4
DES	145	Graphic Production I . . . . .	3
DES	146	Graphic Production II . . . . .	3
DES	147	Graphic Production III . . . . .	3
DES	249	Graphic Production IV . . . . .	4
DES	151	Interactive I . . . . .	3
DES	152	Interactive II . . . . .	3
DES	153	Interactive III . . . . .	3
DES	251	Interactive IV . . . . .	4
DES	252	Interactive V . . . . .	4
DES	253	Interactive VI . . . . .	4
DES	260	Portfolio Prep. . . . .	4
DES	270	Environmental Graphics . . . . .	4



DES	280	Special Projects I	4
DES	281	Special Projects II	4
DES	282	Special Projects III	4
DES	197	Work Experience	3

**RELATED INSTRUCTION**

NME	110	New Media	6
NME	120	New Media II	6
NME	130	New Media III	6
<b>TOTAL CREDITS</b>			<b>117</b>

## INFORMATION TECHNOLOGY

### Information Technology Programs (206) 934-3150

The Information Technology three- to seven-quarter certificate and Associate of Applied Science–T degree (A.A.S.-T) programs prepare students for an industry with a growing need for skilled technicians. IT offers certificates and/ or degrees in six areas: Applications Support, Database Administration and Development, Mobile Product Development, Network Design and Administration, Programming, Web Design, and Web Development. Graduates can expect to find employment as help desk analysts, programmers, web designers and developers, software support specialists, application developers, network designers and administrators, database designers and administrators and IT security specialists. Short-term certificates or industry certifications are offered in Computer Support Technician, Cisco Specialist I, II, III, Microsoft Specialist I, II, III, and Mobile Product Development.

*NOTE: Program courses are under frequent review to maintain industry relevance. Please check with division for current program guidelines.*

**PREREQUISITES**

ITC	102	Information Systems Concepts	3
ENGL	106	Technical Writing	3
MATH	119	Mathematics Behind Information Technology *	3
MIC	101	Intro to Microcomputer Applications	4
ITC	140	Intro to Computer Hardware†	5
NET	120	Network Essentials-Comp TIA Networks†	5
WEB	110	Web Authoring I††	4

\* *Web Development, Network Design & Administration, Database Administration & Development and Programming Development only.*

† *Networking Design & Administration only.*

†† *Web Development Only*

## Applications Support

### Certificate

**TECHNICAL SPECIALTY COURSES**

ITC	134	Computer Operating Systems	5
ITC	140	Intro to Computer Hardware	5
MIC	110	Program Design & Development in Visual Basic	4
MIC	120	Database, Applications & Design w/ MS Access	4
MIC	160E	Supporting Microsoft Excel with certification	4
MIC	160P	PowerPoint Presentations with certification	4
MIC	160W	Supporting Microsoft Word with certification	4
MIC/CIS	197	Work Experience	4
MIC	151	HTML & Web Page Development	5
-OR-			
WEB	110	Web Authoring I	4

**RELATED INSTRUCTION**

ACCT&	201	Principles of Accounting I	5
-OR-			
NET	120	Networking Fundamentals	5
MIC	175	Computer User Support	4
MATH	119	Math Behind IT	3
<b>TOTAL CREDITS</b>			<b>50</b>

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

Completion of Certificate Requirements			50
ENGL&	101	English Composition I	5
HUM	105	Intercultural Communications	5
MATH	116	Applications of Mathematics to Management, Life & the Social Sciences	5
-OR-			
MATH&	107	Math in Society	5
MIC/CIS	298	Capstone Project Class	5
IT Electives			10
Science and Social Science Electives			10
<b>TOTAL CREDITS</b>			<b>90</b>

## Database Administration & Development

### Certificate

ITC	110	Programming Concepts & Fundamentals	5
ITC	134	Computer Operating Systems	5
ITC	136	Linux/UNIX Operating Systems	5
ITC	140	Intro to Computer Hardware	5
ITC	172	.NET Web Programming	5
ITC	220	Database Development for Programmers	5
ITC	222	SQL	5
ITC	224	Designing Database Solutions	5
ITC	226	Database Administration	5
ITC	240	Web Application Programming 1	5
ITC	250	Web Application Programming 2	5
ITC	255	Systems Analysis	5
WEB	110	Web Authoring I	4

**RELATED INSTRUCTION**

BUS	140	Customer Relations	5
<b>TOTAL CREDITS</b>			<b>69</b>

**Mobile Product Development Specialist**

**Certificate**

**PREREQUISITES**

One of the following certificates: Computer Programming, Web Development or Database & Development Certificate

OR pass all program and course requirements.

- Eligible for MATH& 141 - Pre-Calculus I
- Eligible for ENGL& 101 - English Composition

BUS&	101	Intro to Business . . . . .	5
BUS	104	Keyboarding . . . . .	3
		(or key 25 wpm on test)	
ENGL	106	Technical Writing . . . . .	3
ITC	102	Information Systems Concepts . . . . .	3
		(or test out by taking Final Exam)	
ITC	110	Programming Fundamentals . . . . .	5
ITC	134	Computer Operating Systems . . . . .	5
MIC	101	Intro to Microcomputer Applications. . . . .	4
		( or score 80% on SAM Challenge test) . . . . .	

**TECHNICAL SPECIALTY COURSES**

BUS	118	Project Management Intro Overview . . . . .	5
BUS	150	Marketing Social Media Mobile Client . . . . .	3
BUS	160	New Product Development & Implementation . . . . .	3
BUS	185	Small Business Management . . . . .	5
ECON&	201	Micro Economics . . . . .	5
ITC	115	Intro to Object Oriented Programming. . . . .	5
ITC	162	Intro to Mobile Development . . . . .	5
ITC	298	Special topics . . . . .	1-5 ea
		<i>(Total required credits for ITC 298 = 4-5)</i>	
ITC	299	Independent Study. . . . .	5
WEB	202	User-centered Web Design . . . . .	4

TOTAL CREDITS 44

**Network Design & Administration CISCO**

**Certificate**

**TECHNICAL SPECIALTY COURSES**

ITC	136	Linux/UNIX Operating System . . . . .	5
NET	122	Network OS 1 – Windows Client Systems . . . . .	5
NET	124	Network OS 2 – Windows Server . . . . .	5
NET	126	Network OS 3 – Windows Network Infrastructure . . . . .	5
NET	134	Network Communications – Enterprise TCP/IP . . . . .	5
NET	142	Network Management Cisco I . . . . .	5
NET	144	Network Management Cisco II. . . . .	5
NET	146	Network Management Cisco III . . . . .	5

TOTAL CREDITS 40

**Network Design & Administration**

**Certificate**

**TECHNICAL SPECIALTY COURSES**

ITC	136	Linux/UNIX Operating System . . . . .	5
ITC	151	Network Security . . . . .	5
ITC	197	Work Experience Information Technology . . . . .	3
NET	122	Network OS 1 – Windows Client Systems . . . . .	5
NET	124	Network OS 2 – Windows Server . . . . .	5
NET	126	Network OS 3 – Windows Network Infrastructure . . . . .	5
NET	134	Network Communications – Enterprise TCP/IP . . . . .	5
NET	138	Unix for Network Administration. . . . .	5
NET	142	Network Management Cisco I . . . . .	5
NET	144	Network Management Cisco II. . . . .	5
NET	146	Network Management Cisco III . . . . .	5
NET	200	Enterprise Applications. . . . .	10

**RELATED INSTRUCTION**

BUS	140	Customer Relations . . . . .	5
		Approved IT Electives . . . . .	10

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

		Completion of Certificate Requirements. . . . .	78
ENGL&	101	English Composition I. . . . .	5
HUM	105	Intercultural Communications . . . . .	5
MATH	107	Math in Society . . . . .	5
		Science/Social Science Electives . . . . .	5

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**Programming**

**Certificate**

**TECHNICAL SPECIALTY COURSES**

CSC	142	Computer Programming for Engineers . . . . .	5
		-OR-	
ITC	115	Intro to Object Oriented Programming. . . . .	5
ITC	110	Programming Concepts & Fundamentals . . . . .	5
ITC	172	.NET Web Programming . . . . .	5
CSC	143	Computer Programming II . . . . .	5
		-OR-	
ITC	162	Intro to Mobile App Dev . . . . .	5
ITC	220	Database Development for Programmers. . . . .	5
ITC	240	Web Application Programming 1 . . . . .	5
ITC	250	Web Application Programming 2 . . . . .	5
ITC	255	Systems Analysis. . . . .	5
ITC	298	Special Topics: Mobile App Dev. . . . .	5
WEB	110	Web Authoring I . . . . .	4
		Restricted IT Electives . . . . .	15

**RELATED INSTRUCTION**

BUS	140	Customer Relations . . . . .	5
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TOTAL CREDITS 69

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

<b>COMPLETION OF CERTIFICATE REQUIREMENTS</b>		<b>69</b>
ENGL& 101	English Composition I . . . . .	5
HUM 105	Intercultural Communications . . . . .	5
MATH& 107	Math in Society . . . . .	5
ITC 285	Capstone Project Class . . . . .	5
Science or Humanities Electives . . . . .		5
<b>TOTAL CREDITS</b>		<b>94</b>

**Web Design****Certificate****TECHNICAL SPECIALTY COURSES**

CIS 197	Work Experience . . . . .	1
ITC 136	Intro to Unix. . . . .	5
ITC 220	Database Development . . . . .	5
ITC 240	Web Application Programming 1 . . . . .	5
WEB 105	Working on a Web Team . . . . .	3
WEB 110	Web Authoring I . . . . .	4
WEB 112	Typography for the Web . . . . .	3
WEB 114	Photoshop for the Web . . . . .	3
OR		
DES 114	Media Publishing 1 . . . . .	3
WEB 120	Web Authoring II. . . . .	4
WEB 130	Web Authoring 3 . . . . .	4
WEB 150	Intro to Javascript . . . . .	4
WEB 160	Writing for the Web. . . . .	2
WEB 170	Content Management Systems . . . . .	3
WEB 200	Theory of Web Design. . . . .	4
WEB 202	User Centered Design . . . . .	4
WEB 205	Web Career Strategies . . . . .	2
WEB 210	Advanced Web Design . . . . .	5
<b>TOTAL CREDITS</b>		<b>61</b>

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

<b>COMPLETION OF CERTIFICATE REQUIREMENTS</b>		<b>61</b>
BUS 240	Internet Law . . . . .	5
ENGL& 101	English Composition I . . . . .	5
HUM 105	Intercultural Communications . . . . .	5
MATH& 107	Math in Society . . . . .	5
ITC 285	Capstone Project Class . . . . .	5
ICS	Elective . . . . .	5
<b>TOTAL CREDITS</b>		<b>91</b>

**Web Development****Certificate****TECHNICAL SPECIALTY COURSES**

ITC 115	Intro to Object Oriented Programming. . . . .	5
ITC 110	Programming Concepts & Fundamentals . . . . .	5
ITC 136	Intro to Unix. . . . .	5
ITC 172	.NET Web Programming . . . . .	5
ITC 210	Advanced Web Development . . . . .	5
ITC 220	Database Development for Programmers . . . . .	5
ITC 240	Web Application Programming 1 . . . . .	5
ITC 250	Web Application Programming 2 . . . . .	5
ITC 260	Web Application Programming 3 . . . . .	5
ITC 298	Special Topics . . . . .	5
WEB 105	Working on a Web Team . . . . .	3
WEB 120	Web Authoring II. . . . .	4
WEB 150	Intro to Javascript . . . . .	4
WEB 170	Content Management Systems . . . . .	3
WEB 205	Web Career Strategies . . . . .	2
<b>TOTAL CREDITS</b>		<b>66</b>

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

<b>COMPLETION OF CERTIFICATE REQUIREMENTS</b>		<b>66</b>
BUS 240	Internet Law . . . . .	5
ENGL& 101	English Composition I . . . . .	5
HUM 105	Intercultural Communications . . . . .	5
MATH& 107	Math in Society . . . . .	5
ITC 285	Capstone Project Class . . . . .	5
ICS	Elective . . . . .	5
<b>TOTAL CREDITS</b>		<b>96</b>

**MARINE TECHNOLOGY**

Seattle Maritime Academy  
 4455 Shilshole Avenue NW, Seattle, WA 98107  
[seattlecentral.edu/maritime](http://seattlecentral.edu/maritime)  
 (206) 934-2647

The Seattle Maritime Academy (SMA) offers technical vocational training and professional certification preparation for the workboat industry, commercial fishing and the Merchant Marine. Students may enroll in the formal certificate programs or pursue maritime training on a part-time basis through short-term certificates or community courses.

### Marine Engineering Technology

The Marine Engineering Technology program combines practical shipboard experience and required courses in engineering with additional courses in computation, communication and human relations. Emphasis is placed on the theory, design, operation and maintenance of marine propulsion plants and equipment. Students go to sea once a week during the second and third quarters aboard the college’s training vessels. The academic program is followed by a 30- to 90-day-at-sea internship on a large commercial vessel.

SMA offers the Marine Engineering Technology curriculum as a 73-77 credit program, culminating in a certificate in Marine Engineering Technology from Seattle Central. Students will also be eligible for a U.S. Merchant Mariners document endorsed with any and/or all of the following engine room (QMED) ratings: Electrician; Oiler; Pumpman; Refrigeration Engineer; and/or Junior Engineer. If the student’s at-sea internship was on a vessel with steam propulsion, he/she will also be eligible for a “fireman/watertender” QMED rating. The MET certificate program also qualifies each graduate for an STCW “ratings forming part of an engineering watch” endorsement.

### Marine Deck Technology

*This program is under review. Contact the department for up-to-date information.*

The Marine Deck Technology program combines practical shipboard experience and requisite courses in nautical science with additional courses in computation, communication and human relations. Emphasis is placed on the theory, design, operation and maintenance of deck equipment and applied navigation skills. Students go to sea once a week during the second and third quarters aboard the college’s training vessels. The academic program is followed by a 30-day at-sea internship on a large commercial vessel.

SMA offers the Marine Deck Technology curriculum as a 63-64 credit program, culminating in a certificate in Marine Deck Technology. Each graduate who successfully completes the program receives eight months of sea service credit toward a license as Master of Inland Steam or Motor Vessels of Not More Than 100 Gross Tons, or eight months of sea service credit toward a license as Mate of Near Coastal Steam or Motor Vessels of Not More Than 200 Gross Tons. This sea service credit is two-thirds of the total required sea service for the license. On completion, the student also receives eight months of sea service credit toward an Able Seaman-Special endorsement or one-third of the required sea service credit for any other Able Seaman endorsement. Combining the eight months of sea service from the academic program with the two months of actual sea service on SMA’s training vessels and the internship gives each

graduate 10 months of sea service toward AB-Special. Graduates satisfy both the written and practical examination requirements for both the Able Seaman and the Lifeboatman endorsements. The MDT certificate program also qualifies each graduate for an STCW “ratings forming part of a navigational watch” endorsement.

### Marine Engineering Technology

#### Certificate

##### TECHNICAL SPECIALTY COURSES

MGO	101	Principles of Marine Mechanics . . . . .	2
MGO	103	Survival Craft * . . . . .	3
MGO	111	Seamanship . . . . .	3
MGO	113	Marine Safety . . . . .	3
MGO	127	Fundamentals of Marine Electricity . . . . .	4
MGO	147	Marine Engineering Practicum . . . . .	6
MGO	177	Adv. Engineering Practicum . . . . .	6
MGO	200	At-Sea Internship . . . . .	4-5
MTS	212	Auxiliary Machinery & Ship Design . . . . .	4
MTS	217	Marine Diesel Engine Maintenance & Operation . . . . .	4
MTS	221	Applied Marine Electricity . . . . .	4
MTS	228	Marine Hydraulics . . . . .	5
MTS	233	Marine Refrigeration . . . . .	5
MTS	257	Advanced Marine Diesel Engines . . . . .	4
MTS	263	Propulsion Systems . . . . .	3
MTS	284	Shipboard Pollution Prevention . . . . .	2
MTS	285	Marine Boilers . . . . .	3
MTS	294	License Seminar . . . . .	2

##### RELATED INSTRUCTION

ENGL	105	Applied Composition . . . . .	3
MGO	105	Leadership & Management . . . . .	3
MGO	119	Marine Mathematics . . . . .	3

TOTAL CREDITS 73-77

*\*Optional course*

### Marine Deck Technology

#### Certificate

##### TECHNICAL SPECIALTY COURSES

MGO	101	Principles of Marine Mechanics . . . . .	2
MGO	103	Survival Craft . . . . .	3
MGO	111	Seamanship . . . . .	3
MGO	112	Marlinspike . . . . .	2
MGO	113	Marine Safety . . . . .	3
MGO	120	Vessel Maintenance . . . . .	2
MGO	123	Basic Piloting & Navigation . . . . .	3
MGO	124	Basic Vessel Handling . . . . .	2
MGO	133	Seamanship Practicum . . . . .	6
MGO	137	Electronic Navigation . . . . .	2
MGO	140	Nautical Rules of the Road . . . . .	3
MGO	166	Navigation Practicum . . . . .	6
MGO	200	At-Sea Internship . . . . .	4-5

MTS	201	Naval Architecture . . . . .	2
MTS	202	Stability . . . . .	2
MTS	210	Marine Meteorology . . . . .	2
MTS	223	Advanced Piloting & Navigation . . . . .	3
MTS	284	Shipboard Pollution Prevention . . . . .	2
MTS	294	License Seminar . . . . .	2

**RELATED INSTRUCTION**

ENGL	105	Applied Composition . . . . .	3
MGO	105	Leadership & Management . . . . .	3
MGO	119	Marine Mathematics . . . . .	3

TOTAL CREDITS			63-64
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**Deckhand Cook**

The deckhand cook program is designed to provide individuals with an understanding of the duties of a cook associated with the marine environment on board working vessels and with the knowledge, skills and attitudes necessary to achieve success and gainful employment as a deckhand cook.

**Certificate****TECHNICAL SPECIALTY COURSES**

MGO	100	Marine Steward . . . . .	24
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TOTAL CREDITS			24
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**Short-term Community Service/Industry Support Courses:**

- Basic Electricity for Small Boats & Recreational Boaters
- Diesel Engine Maintenance & Operation

**Short-term Certification Preparatory Courses:**

- Lifeboatman
- Refrigeration Technician (testing)

**NURSING**

Nursing (206) 934-4123  
Allied Health Division  
(206) 934-4347

Besides the RN Associate Degree, Nursing offers a short-term certificate in Nursing Assistant – Certified. Contact the office for information.

**Nursing R.N. Associate Degree**

The associate degree nursing program prepares men and women to become Registered Nurses. It is approved by the Washington State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. The program includes general education courses, nursing theory, lab and clinical practice.

New students are accepted into the six-quarter program each fall. See website for application deadlines and admission procedures. Graduates are awarded an Associate of Applied Science – T (A.A.S.-T) degree and are eligible to take the National Council of State Boards of Nursing Examination NCLEX-RN and apply for a license as a registered nurse in Washington State.

Any required non-nursing course may be completed before entering the nursing program. For more information contact the division office.

**PREREQUISITES**

BIOL&	241	Human Anatomy and Physiology I * . . . . .	5
BIOL&	242	Human Anatomy and Physiology II * . . . . .	5
BIOL&	260	Microbiology . . . . .	5
CHEM&	121	Intro to Chemistry . . . . .	5
(or one year of high school Chemistry in the last three years)			
ENGL&	101	English Composition I . . . . .	5
PSYC&	100	General Psychology . . . . .	5

*Eligible for Math 107*

*\*All science and math courses have a 5-year time limit, and MUST be taken within 5 years prior to entrance to the program. They may be repeated only once.*

*Nursing Assistant Certified (required) TEAS-Test of Essential Academic Skills, with an Adjusted Individual Total Score of 75% or higher.*

*NOTE: A 2.5 GPA is required in each nursing, science and related instruction course in the program.*

*It is strongly suggested students complete related instruction support courses prior to entrance to the program. If not, the courses must be completed in the quarter or sequence listed.*

TOTAL PREREQUISITE COURSES			30
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**ADVANCED PLACEMENT**

Students who have taken nursing education courses within the past three years and who meet the prerequisite and grade requirements may be considered for advanced placement.

**Associate of Applied Science –T Degree (A.A.S.-T)****GENERAL EDUCATION NURSING SUPPORT COURSES**

MATH&	146	Elementary Statistics . . . . .	5
NTR	150	Human Nutrition . . . . .	5
PSYC&	200	Lifespan Psychology . . . . .	5
TOTAL			15

**TECHNICAL SPECIALTY COURSES**

NUR 101	Nursing I: Fundamentals of Nursing . . . . .	5
NUR 102	Nursing II: Medical-Surgical Nursing . . . . .	3
NUR 103	Nursing III: Medical-Surgical Nursing . . . . .	4
NUR 111	Nursing Practice I . . . . .	3
NUR 112	Nursing Practice II . . . . .	3
NUR 113	Nursing Practice III . . . . .	4
NUR 122	Psychosocial Nursing I . . . . .	2
NUR 123	Pharmacology for Nursing . . . . .	4
NUR 185	Gerontology for Nurses . . . . .	2
NUR 201	Nursing IV A: Psychosocial Nursing II . . . . .	2
NUR 206	Nursing IV B: Medical-Surgical Nursing . . . . .	3
NUR 207	Nursing V: Medical-Surgical Nursing . . . . .	4
NUR 208	Nursing VI: Developing Family Nursing . . . . .	6
NUR 211	Nursing Practice IV A . . . . .	3
NUR 216	Nursing Practice IV B . . . . .	3
NUR 217	Nursing Practice V . . . . .	5
NUR 218	Nursing Practice VI . . . . .	3
NUR 220	Health Promotions & Managing Care in Nursing . . . . .	2
NUR 230	Transition to Professional Nursing Role . . . . .	2
<b>TOTAL</b>		<b>63</b>
<b>TOTAL PROGRAM CREDITS INCLUDING PREREQUISITES</b>		<b>108</b>

**SCHOOL OF OPTICIANRY**

School of Opticianry (206) 934-4321  
Allied Health Division (206) 934-4347

This two-year program provides an Associate of Applied Science (A.A.S.) degree in dispensing opticianry and is nationally accredited by the Commission on Opticianry Accreditation (COA). According to the Washington State Administrative Code and licensing guidelines: "The ophthalmic dispenser (dispensing optician) prepares duplications of and dispenses lenses, spectacles, eyeglasses, and/or appurtenances for intended wearers on written prescriptions from physicians or optometrists; and in accordance with such prescriptions, the dispenser measures, adapts, adjusts and fabricates such lenses, spectacles, eyeglasses and/or appurtenances to the human face for the aid or correction of visual or ocular anomalies of the human eye." Students learn to help patients choose correct frames for their face and prescriptions and make sure that the lenses are individually appropriate, and learn to fit contact lenses. Business/administrative functions include record maintenance, purchasing, maintenance of supplies and equipment.

Graduates must pass a state licensing exam and have four hours of HIV/AIDS education to practice in this field. Students may enter during Fall and Winter Quarters only. For more information contact the division office.

**PREREQUISITES**

Eligible for ENGL& 101 and MATH 110.

**Associate of Applied Science Degree (A.A.S.)****TECHNICAL SPECIALTY COURSES**

OPH 100	Orientation to Ophthalmic Dispensing . . . . .	2
OPH 101	Optical Theory I . . . . .	5
OPH 102	Optical Theory II . . . . .	4
OPH 103	Optical Theory III . . . . .	3
OPH 105	Ocular Anatomy & Physiology . . . . .	3
OPH 106	Contact Lens Technology I . . . . .	5
OPH 107	Ophthalmic Dispensing I . . . . .	5
OPH 108	Ophthalmic Dispensing II . . . . .	5
OPH 110	Optical Lab Technology I . . . . .	3
OPH 111	Optical Lab Technology II . . . . .	3
OPH 112	Optical Lab Technology III . . . . .	3
OPH 113	Finishing I . . . . .	5
OPH 197	Work Experience: Opticianry . . . . .	3
OPH 198	Work Experience: Opticianry . . . . .	3
OPH 199	Work Experience: Opticianry . . . . .	3
OPH 203	Contact Lens Technology II . . . . .	5
OPH 204	Contact Lens Technology III . . . . .	6
OPH 205	Contact Lens Technology IV . . . . .	2
OPH 211	Finishing II . . . . .	5
OPH 212	Finishing III . . . . .	5
OPH 215	Benchmark Procedures . . . . .	3
OPH 295	Ophthalmic Dispensing Business I . . . . .	3
OPH 296	Ophthalmic Dispensing Business II . . . . .	3
OPH 297	Ophthalmic Dispensing Business III . . . . .	3
OPH 299	Comprehensive . . . . .	7

**RELATED INSTRUCTION**

AHE 165	Medical Terminology I . . . . .	3
CMST& 101	Intro to Communication . . . . .	5
-OR-		
HUM 105	Intercultural Communication . . . . .	5
BUS& 101	Intro to Business . . . . .	5
-OR-		
BUS 185	Small Business Management . . . . .	5
-OR-		
BUS 103	Personnel/Human Resource Management . . . . .	3
PSYC& 100	General Psychology . . . . .	5
-OR-		
PSYC& 200	Lifespan Psychology . . . . .	5
-OR-		
PSYC 240	Psychology of Human Relations . . . . .	3
ENGL& 101	English Composition I . . . . .	5
MATH 110	Applied Math for Technicians . . . . .	3
MIC 101	Intro to Microcomputer Applications . . . . .	4

**TOTAL CREDITS** 123-127

*NOTE: Eligible for graduation requires a minimum 2.0 GPA in all required technical specialty and related instruction courses.*

## PHOTOGRAPHY, COMMERCIAL

Business, Information Technologies & Creative Arts Division  
(206) 934-3830

The Commercial Photography program prepares committed students for careers as professional image-makers. Centered on digital photography, the program places emphasis on individual attention in a supportive learning environment with state-of-the-art facilities and equipment. This rigorous program assists students in realizing their creative potential and professional direction while providing technical and business skills necessary to earn a living. Students graduate with marketable portfolio(s), web presence, and business and marketing plans, prepared to succeed in a changing and competitive profession.

*NOTE: Courses are under frequent review to maintain industry relevance. Check with division for current program guidelines.*

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

#### TECHNICAL SPECIALTY COURSES

PHO 111	Camera Techniques I	4
PHO 112	Camera Techniques II	3
PHO 113	Studio Techniques I	3
PHO 121	Lighting Techniques I	4
PHO 122	Lighting Techniques II	4
PHO 123	Location Techniques	3
PHO 131	Digital Darkroom Techniques I	3
PHO 132	Digital Darkroom Techniques II	3
PHO 133	Retail Photography	3
PHO 141	Survey of Photography	3
PHO 142	Digital Imaging	4
PHO 143	Digital Media Production	3
PHO 197	Work Experience – Internship	1
PHO 214	Catalog Production	3
PHO 215	Advertising Production	4
PHO 224	Communication Production	4
PHO 225	Conceptual Development I	3
PHO 234	Professional Business Practices I	3
PHO 235	Professional Business Practices II	3
PHO 244	Visual Narrative	3
PHO 245	New Media I	3
PHO 254	Portfolio I	3
PHO 255	Portfolio II	3
PHO 256	Portfolio III	3
PHO 266	New Media II	3
PHO 276	Portfolio Show	3
PHO 286	Special Projects	3

#### RELATED INSTRUCTION **18**

NME 110	New Media I	6
NME 120	New Media II	6
NME 130	New Media III	6

#### ELECTIVES **12**

*Choose from business, social science, math or science*

TOTAL CREDITS **115**

## SERVICE LEARNING

Cooperative Education & Service-Learning  
Room BE 1103  
(206) 934-6997  
[seattlecentral.edu/course/service-learning/Index.php](http://seattlecentral.edu/course/service-learning/Index.php)

Service Learning is an educational program combining community involvement with academic instruction and is linked to specific classes as either a requirement or an option. Course assignments and final grades are determined by the faculty of the linked course. Advantages of Service Learning include the opportunity to enhance understanding of course content, build experience for a résumé, explore career options, and earn college credit. Please contact the Service Learning department for more information.

## SOCIAL AND HUMAN SERVICES

Social & Human Services  
206-934-6900  
[seattlecentral.edu/career/socialhuman](http://seattlecentral.edu/career/socialhuman)

The Social and Human Services program is for students interested in careers in the helping professions. The interdisciplinary program focuses on a strengths-based approach to prevention and intervention. The curriculum includes theoretical knowledge and targeted, skills-based education. Students practice their skills in a community-based setting through a required internship in the student's selected specialization area. The program covers many facets of the human services profession from the history of the field to social policy to interviewing skills.

Graduates may find employment in non-profit and for-profit agencies in the fields of child welfare, chemical dependency, family support, case management, early childhood education, delivery of basic needs, aging, and other service provision areas.

Specialization options within the A.A.S. degree are Generalist, Chemical Dependency Specialist Certificate (details below) or the Child and Family Studies concentration.

A 2.0 GPA in all required technical specialty and related instruction courses is required for graduation. For information on entrance requirements and additional coursework, contact the division office.

**Prerequisites:** Eligible for ENGL&101 and MATH 084.

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

### HUMAN SERVICES CORE

SHS 100	Intro to the Social & Human Services . . . . .	5
SHS 103	Social Welfare Policy . . . . .	5
SHS 106	Principles of Interviewing & Counseling . . . . .	5
SHS 108	Group Dynamics & Counseling . . . . .	5
SHS 210	Multicultural Counseling . . . . .	3
SHS or CDS 197	Field Placement: Social & Human Services* 3	
SHS or CDS 198	Field Placement: Social & Human Services* 3	
SHS or CDS 199	Field Placement: Social & Human Services* 4	

\* A Washington State background check may be required for Field Practicum

TOTAL		33
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### HUMAN SERVICES SPECIALIZATIONS 23

Select 23 credits from a long list of SHS elective classes. See division counselor or office for list.

### REQUIRED GENERAL EDUCATION COURSES 34

ENGL& 101	English Composition I . . . . .	5
ENGL& 102	Composition II . . . . .	5
PSYC& 100	General Psychology . . . . .	5
SOC& 101	Intro to Sociology . . . . .	5
CMST& 101	Intro to Communication . . . . .	5
MIC 101	Intro to Microcomputer Application . . . . .	4
	Elective in Social Science or Humanities . . . . .	5

TOTAL CREDITS		90
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## Chemical Dependency Specialist Certificate

The Chemical Dependency Specialist Program provides training for students interested in working with those affected by addiction to alcohol and other drugs. The program meets Washington State educational requirements for Chemical Dependency Professional certification. State requirements include a minimum A.A.S. degree and 45 credits of chemical dependency specific curriculum (WAC 246-811-030). Additional Washington State Department of Health requirements must be satisfied to obtain certification. Consult the division counselor and/or the Washington State Department of Health before enrolling.

Students with a higher level of formal education may also obtain the 45 credits of chemical dependency curriculum through the Chemical Dependency Specialist Program. A Washington State background check may be required for Field Practicum. A 2.0 is required in all Chemical Dependency certificate courses.

### PREREQUISITES

Eligible for ENGL& 101 and MATH 084.

## Chemical Dependency Certificate

### CORE COURSES

SHS 108	Group Dynamics & Counseling . . . . .	5
SHS 150	HIV/AIDS Brief Risk Intervention . . . . .	1
SHS 210	Multicultural Counseling . . . . .	3
SHS 215	Adolescent Assessment, Development & Treatment . . . . .	5
SHS 225	Relapse Prevention . . . . .	1
SHS 231	Pharmacology of Addictions . . . . .	5
SHS 232	Chemical Dependency & the Family . . . . .	3
SHS 233	Chemical Dependency Counseling . . . . .	5
SHS 235	Intro to Chemical Dependency . . . . .	5
SHS 255	Co-occurring Disorders . . . . .	5
SHS 270	Ethics in Human Service & Chemical Dependency. . . . .	5
SHS 280	Chemical Dependency Case Management . . . . .	3
PSYC& 200	Lifespan Psychology. . . . .	5
	-OR-	
PSYC 207	Developmental Psychology (Adolescent). . . . .	5
SHS 296	Special Topics . . . . .	1
SHS 297	Suicide Assessment Treatment & Management. . . . .	2
TOTAL CREDITS		54

## SURGICAL TECHNOLOGY

Allied Health Division  
(206) 934-4347

This three-quarter program prepares students to share in the responsibility of the operating room team in the care of the patient requiring surgery. A surgical technologist is an allied health professional who works closely with surgeons, anesthesiologists, registered nurses and other surgical personnel delivering health care and assuming appropriate responsibilities before, during and after surgery. The technologist is at all times under the supervision of the physician and/or registered nurse.

Instruction covers the basic sciences, anatomy and physiology, medical terminology, surgical functions in the operating room, surgical instrumentation and equipment, and aseptic techniques. The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Clinical practice takes place in various health care facilities throughout Washington state. Graduation requirements include a minimum 2.0 GPA in each surgical technology course and related instruction and must be completed in the designated quarter to proceed to the next quarter. Entry is during the Fall Quarter only. Surgical Technology also offers a short-term certificate: Central Supply Instrument Technician.



**PREREQUISITES** **24.5 – 26.5**

ENGL&	101	Composition I . . . . .	5
SOC&	101	Intro to Sociology . . . . .	5
MIC	101	Intro to Microcomputer Applications * . . . . .	4
BIOL	128	Survey of Anatomy & Physiology . . . . .	5
AHE	165	Medical Terminology I . . . . .	3
-OR-			
AHE	168	Medical Terminology (Online)** . . . . .	5
AHE	150	HIV/AIDS Education (7 hrs) . . . . .	0.5
AHE	151	Standard Precautions/First Aid . . . . .	1
AHE	152	Health Provider CPR/AED . . . . .	1

All prerequisites must be completed with a 2.0 GPA for each course before a student can enter the program or be placed on the waiting list.

\*Students can test out of MIC 101.

\*\*Students wanting to pursue an A.A.S. must take AHE 168.

**Certificate****TECHNICAL SPECIALTY COURSES**

SURG	111	Surgical Lab . . . . .	6
SURG	113	Surgical Theory I . . . . .	10
SURG	115	Clinical Orientation . . . . .	2
SURG	121	Surgical Specialty / Prof Prep . . . . .	6
SURG	123	Surgical Theory II . . . . .	9
SURG	125	Clinical Practice I . . . . .	4
SURG	133	Surgical Technology III . . . . .	10
SURG	135	Clinical Practice II . . . . .	12
TOTAL CREDITS			83.5-85.5

**Associate of Applied Science Degree (A.A.S.)****COMPLETION OF CERTIFICATE REQUIREMENTS** **85.5**

MATH&	107	Math in Society . . . . .	5
-OR-			
MATH	146	Elementary Statistics . . . . .	5
PSYC&	100	General Psychology . . . . .	5
TOTAL CREDITS			95.5

**WOOD TECHNOLOGY**

2310 S Lane, Seattle, WA 98144  
(206) 934-5460  
seattlecentral.edu/woodtech

The Wood Technology program prepares students for employment in the following three areas: Cabinetmaking & Architectural Woodworking, Carpentry, and Marine Carpentry (Boatbuilding). All students enrolling in any full-time Wood Technology program are required to complete 12 credits of related instruction. Courses can be taken as independent certificates or as a series of stackable certificates.

**Cabinetmaking & Architectural Woodworking****Associate of Applied Science Degree (A.A.S.)**

This program prepares students for employment in the cabinetmaking and fine woodworking trades.

**TECHNICAL SPECIALTY COURSES**

WCO	110	Intro to Professional Woodworking . . . . .	18
WCO	151	Intro to Cabinetmaking Fundamentals . . . . .	18
WCO	153	Basic Cabinetmaking Fundamentals . . . . .	18
WCO	155	Advanced Cabinetmaking & Architectural Woodworking Fundamentals (Instructor permission required) . . . . .	18
WCO	157	Independent Capstone Project (Instructor permission required) . . . . .	18

**RELATED INSTRUCTION**

ENGL	105	Applied Composition . . . . .	3
MATH	110	Applied Math for Technicians . . . . .	3
MIC	103	Computer Applications for Builders . . . . .	3
PSYC	240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS 102

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

The Carpentry program prepares students for employment in residential and light commercial construction trades.

Students have the option to earn quarterly short term certificates or the Carpentry Program Associate of Applied Science (A.A.S.) degree. The carpentry one-quarter certificates can build to a full carpentry degree.

**TECHNICAL SPECIALTY COURSES**

WCO	110	Intro to Professional Woodworking . . . . .	18
WCO	141	Residential Remodel & Preservation Carpentry . . . . .	18
WCO	142	Intro to Carpentry & Blueprint Reading . . . . .	4
WCO	143	Building Site Selections to Layout . . . . .	5
WCO	144	Foundation Systems: Forms to Concrete Finishes . . . . .	9
WCO	145	Framing Systems: Floor to Ceiling . . . . .	9
WCO	146	Roof System: Framing to Installation . . . . .	5
WCO	147	Stairs: Rough Framing to Finished Stairwell . . . . .	4
WCO	148	Exterior Finishes: Building Enclosure to Finish Trim . . . . .	9
WCO	149	Interior Finishes: Door Installation to Finish Trim . . . . .	9

**RELATED INSTRUCTION**

ENGL	105	Applied Communication . . . . .	3
MATH	110	Applied Math for Technicians . . . . .	3
MIC	103	Computer Applications for Builders . . . . .	3
PSYC	240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS 102

**Short-term/Stackable Carpentry Certificates**

**Carpentry Fundamentals Certificate**

The Carpentry Fundamentals certificate builds fundamental skills in blueprint reading, building site preparation, and foundation construction and finishing. Focusing on residential and light commercial construction, it emphasizes appropriate selection of materials, products, and best practices for constructing sustainable buildings.

**PREREQUISITES**

Proof of First Aid/CPR/AED)

WCO 110 Intro to Professional Woodworking . . . . . 18

**TECHNICAL SPECIALTY COURSES**

WCO 142 Intro to Carpentry & Blueprint Reading . . . . . 4

WCO 143 Building Site Selections to Layout . . . . . 5

WCO 144 Foundation Systems:  
Forms to Concrete Finishes . . . . . 9

TOTAL CREDITS 18

**Framing Fundamentals Certificate**

The Framing Fundamentals certificate builds fundamental skills in framing floor, wall, ceiling, stair and roof systems. Focusing on residential and light commercial construction, it emphasizes appropriate selection of materials, products, and best practices for constructing sustainable buildings.

**PREREQUISITES**

Proof of First Aid/CPR/AED

WCO 110 Intro to Professional Woodworking . . . . . 18

**TECHNICAL SPECIALTY COURSES**

WCO 145 Framing Systems: Floor to Ceiling . . . . . 9

WCO 146 Roof System: Framing to Roofing Installation . . 5

WCO 147 Stairs System: Rough Framing to  
Finished Stairwell. . . . . 4

TOTAL CREDITS 18

**Finishing Fundamentals Certificate**

The Finishing Fundamentals certificate develops carpentry skills in exterior and interior finishes from sheathing to finish carpentry. Focusing on residential and light commercial construction, it emphasizes appropriate selection of materials, products, and best practices for constructing sustainable buildings.

**PREREQUISITES**

Proof of First Aid/CPR/AED

WCO 110 Intro to Professional Woodworking . . . . . 18

**TECHNICAL SPECIALTY COURSES**

WCO 148 Exterior Finishes:  
Building Enclosure to Finish Trim . . . . . 9

WCO 149 Interior Finishes:  
Door Installation to Finish Trim . . . . . 9

TOTAL CREDITS 18

**Marine Carpentry (Boatbuilding)**

*\*The Marine Carpentry program is undergoing significant renovation and may not be offered as shown below. The new program has a planned enrollment date of Fall Quarter 2015. Contact the office for updates.*

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

The Marine Carpentry (Boatbuilding) program prepares students for employment in boatbuilding, boat repair and related industries. Students work in a boat shop environment, building and repairing both wood and fiberglass boats.

WCO 110 Intro to Professional Woodworking . . . . . 18

WCO 130 Lofting, Layout, Patterns, Design Elements,  
Basic Joinery, Bevels, Bandsaws, Safety . . . . 18

WCO 130 Fiberglass Lay-up & Repair, Personal & Safe  
Shop Practices with Fiberglass Materials . . . . 18

WCO 130 Fiberglass Fitting Out & Repair, Spray  
Gun Use, Machine Safety & Maintenance . . . . 18

WCO 130 Wood Boat Construction, Estimating & Bidding,  
Safety of Equipment and Compounds . . . . . 18

WCO 130 Wood Boat Construction, Fitting Out, Material  
Selection, Interior & Exterior Joinery. . . . . 18

**RELATED INSTRUCTION**

ENGL 105 Applied Communication . . . . . 3

MATH 110 Applied Math for Technicians. . . . . 3

PSYC 240 Psychology of Human Relations. . . . . 3

TOTAL CREDITS 118

**WORK EXPERIENCE / INTERNSHIP /  
VOLUNTEER PROGRAM**

**Cooperative Education**

(206) 934-6998

[seattlecentral.edu/coop/intern\\_empinfo.php](http://seattlecentral.edu/coop/intern_empinfo.php)

Students earn credits per quarter for jobs, paid/unpaid internships or volunteer service to the community. Credit is based on the number of hours “worked” per week. Students have an opportunity to explore or clarify career choices, acquire career-related experiences, improve existing skills or learn new skills applicable to future employment, and earn college credit. Permission required. Contact the office for additional information.

**Travel/Study Courses**

(206) 934-6998

[seattlecentral.edu/coop/travel\\_courses.php](http://seattlecentral.edu/coop/travel_courses.php)

Earn credit for various travel/study experiences in an international setting. Earn credit for language enhancement, research-based or work/internship/volunteer activities.

*See page 28 for more information about credit for travel/study courses.*



## 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

<b>Admissions</b>	<b>(206) 934-3663</b>
<b>Financial Aid</b>	<b>(206) 934-3688</b>
<b>Registration</b>	<b>(206) 934-3663</b>
<b>TTY</b>	<b>(206) 934-0079</b>

### 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

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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](mailto:advisornorth@seattlecolleges.edu)  
[northseattle.edu/advising](http://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](mailto:CareerServices@seattlecolleges.edu)  
[northseattle.edu/career-services](http://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/](http://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](http://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](http://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](http://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](http://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](mailto:international@seattlecolleges.edu)

FAX (206) 934-3794

[ip.northseattle.edu](http://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](http://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.

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## Opportunity Center for EMPLOYMENT & EDUCATION

(206) 934-6199  
[northseattle.edu/ocee](http://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.

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## TESTING Center

(206) 934-3674  
[northseattle.edu/testing](http://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](http://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).

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## 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](http://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](http://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](http://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](http://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](mailto:nscwfe@seattlecolleges.edu)

[northseattle.edu/workforce-education](http://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](http://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/](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://nsccf.ejoinme.org/alumni).

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Student Life

## North Seattle College EDUCATION FUND

(206) 934-3604

[NSCCEducationFund@seattlecolleges.edu](mailto:NSCCEducationFund@seattlecolleges.edu)

[northseattle.edu/edfund](http://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
<b>REQUIRED ART TOTAL</b>			<b>45</b>

**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&amp; 107 or higher, BUS 116 or ACCT 110 or higher.</i>	
<b>TOTAL CREDITS</b>	<b>85</b>

**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.*

<b>REQUIRED ART TOTAL</b>	<b>45*</b>
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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\*

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

**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 &amp; 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&amp; 210 or 230</i>	
Computation	5
<i>Select ACCT 110 or above</i>	

TOTAL CREDITS 60

**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.

<b>REQUIRED COURSES</b>		<b>31 CREDITS</b>
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
<b>TOTAL CREDITS FOR CERTIFICATE</b>		<b>36</b>

<b>ELECTIVE COURSES</b>		
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](http://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.wwu.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](http://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](http://northseattle.edu/programs/pre-college-english)  
[northseattle.edu/programs/pre-college-math](http://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](http://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](http://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](http://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](http://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](http://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&amp; 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
<b>TOTAL CREDITS</b>			<b>48</b>

*\*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** . . . . .			

- \* 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
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TOTAL CREDITS 93

## EARLY CHILDHOOD EDUCATION

Health & Human Services Division  
 (206) 934-3783  
[Northseattle.edu/programs/early-childhood](http://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.*

<b>INITIAL STATE CERTIFICATE</b>	<b>TOTAL: 12</b>
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.

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

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

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

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

<b>SHORT STATE CERTIFICATE OF SPECIALIZATION ADMINISTRATION</b>	<b>TOTAL: 8</b>
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.

<b>GENERAL EDUCATION</b>	<b>20</b>
<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

<b>RELATED INSTRUCTION</b>	<b>20</b>
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<b>PROFESSIONAL PRACTICE WITH YOUNG CHILDREN</b>	
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

<b>REQUIRED COURSES</b>	<b>30</b>
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
<b>TOTAL CREDITS</b>			<b>90</b>

**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
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**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

<b>RELATED INSTRUCTION</b>			<b>20</b>
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
<b>TECHNICAL ELECTIVES*</b>			<b>10</b>
<i>*from approved list. See Advising Center</i>			
<b>TOTAL CREDITS</b>			<b>114</b>

## 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
<b>TOTAL CREDITS</b>			<b>118</b>

*\*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](http://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
<b>TOTAL CREDITS</b>			<b>13</b>

## 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
<b>ELECTIVES</b>		<b>9</b>
<i>From approved list. See Advising Center.</i>		
<b>TOTAL CREDITS</b>		<b>90</b>

## 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

<b>TOTAL CREDITS</b>	<b>70-72</b>
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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.*

<b>TECHNICAL ELECTIVES</b>	<b>10</b>
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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

<b>TECHNICAL ELECTIVES</b>	<b>5</b>
<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

<b>GENERAL EDUCATION COURSES</b>	<b>5</b>
<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](http://northseattle.edu/programs/medical-assistant)

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs\* ([www.caahep.org](http://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](http://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
<b>TOTAL CREDITS</b>			<b>46</b>

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

TOTAL CREDITS 116

**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
<b>TOTAL CREDITS</b>		<b>49</b>

**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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<b>TOTAL CREDITS</b>	<b>90</b>
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**PHLEBOTOMIST CERTIFICATE (I-BEST)**

Health & Human Services Division  
(206) 934-3790

[northseattle.edu/programs/phlebotomist-technician](http://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
<b>TOTAL CREDITS</b>		<b>12</b>

**PROJECT MANAGEMENT**

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

[www.northseattle.edu/business/projman.htm](http://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

<b>TOTAL</b>	<b>19</b>
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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](http://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



**SOUTH SEATTLE  
COLLEGE**

*One of the Seattle Colleges*

SOUTH

124

Welcome



## Welcome

Welcome to South Seattle College. South has educational opportunities to meet a wide variety of interests and needs, whether on the main campus in West Seattle, through online courses, or at one of the satellite campuses. Real-world experience is emphasized through team-learning projects and portfolio development, or internships and classes that engage students in the learning process.

The main campus is located on 87-wooded acres in West Seattle, overlooking downtown Seattle and Elliott Bay. The six-acre college arboretum is adjacent to the site of the developing Seattle Chinese Garden.

Students are offered a wide variety of educational opportunities, from certificates to Associate of Arts Degrees and even Bachelor's Degrees. In addition to offering classes towards a Bachelor's Degree through our on-campus University partners, South offers three Bachelor of Applied Science degrees in Hospitality Management, Professional Technical Teacher Education, and Sustainable Building Science Technology.

South takes pride in celebrating a diverse campus that includes a wide mix of students from regions all over the globe. As a campus, South's faculty and staff are committed to student success and to helping students turn their academic dreams into reality. Start here, go anywhere!

## GETTING STARTED at South

<b>Admissions</b>	<b>(206) 934-7943</b>
<b>Financial Aid</b>	<b>(206) 934-5317</b>
<b>Registration</b>	<b>(206) 934-7938</b>
<b>TDD</b>	<b>(206) 934-5845</b>

[southseattle.edu](http://southseattle.edu)

## MISSION

South Seattle College is a constantly evolving educational community dedicated to providing quality learning experiences which prepare students to meet their goals for life and work. The college values and promotes a close involvement with the community and strong partnerships with business, labor and industry.

The college commits to meeting the diverse needs of students by providing:

- Applied baccalaureate, associate degree, college transfer, certificate, technical and professional, and pre-college programs which prepare students to succeed in their careers and further their education.
- Responsive technical and professional training programs developed in collaboration with business, labor and industry.
- Student-centered and community-centered programs and services which value diversity, support learning, and promote student success.
- Lifelong learning opportunities for the cultural, social, professional and personal development of the members of our communities.

## CORE THEMES

- Student Achievement
- Teaching and Learning
- College Culture and Climate
- Community Engagement and Partnerships



## FACTS at a Glance\*

### 2012–2013 ANNUAL PROFILES

Annual attendance 2012–2013 13,797

### Special Enrollments

Distance Education	3,101
Running Start	230
International Students	598
Worker Retraining	600

### FALL 2013 PROFILES

#### Students \*\*

Median age	29
Ethnic diversity	52%
Male/Female	55%/45%
With bachelor or higher degrees	13%
Employed	55%
full time	35%
With dependents	32%
single parents	10%
Full-time/Part-time attendance	44%/56%

#### Programs

College Transfer	28%
Workforce Education	43%
Basic Skills	22%
Pre-college & Other	7%

#### Courses

State-funded	89%
Contract-supported	9%
Student-supported	2%

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

\*\* State-funded

## Specialized TRAINING CENTERS

### Georgetown Campus of South Seattle College

Apprenticeship & Education Center  
Puget Sound Industrial Excellence Center  
Washington State Labor, Education and Research Center

6737 Corson Avenue South  
(206) 934-5350  
[georgetown.southseattle.edu/](http://georgetown.southseattle.edu/)

South Seattle College's Georgetown Campus is a leader in green and sustainability education, offering courses in residential energy auditing, weatherization, and specialized contract training. Located on the Georgetown Campus is South's Apprenticeship & Education Center, one of the largest facilities of its type on the west coast, serving apprentices and journey-level workers in more than 30 trades. Georgetown also houses the Puget Sound Industrial Excellence Center (PSIEC), and Corporate & Customized Training, which provide a wide variety of training and services for the industrial business community.

The Washington State Labor, Education and Research Center at Georgetown offers workshops and training for unions and other organizations concerned with economic justice.

The Georgetown Campus received a 2008 Governor's Economic and Workforce Development Award and a 2009 Vision 2020 Award from the Puget Sound Regional Council.

### NewHolly Learning Center

7058 32nd Avenue S.  
2nd floor of the Learners Building  
Seattle, WA 98118  
(206) 934-6642  
[southseattle.edu/programs/holly.htm](http://southseattle.edu/programs/holly.htm)

NewHolly is a community whose mission is to foster the success of youth, adults and families. In implementing this mission, South Seattle College, along with community partners, values and promotes services that build on strengths, diversity and multiculturalism, public-private collaboration, an open and engaged community, and a commitment to innovation. South Seattle College offers Adult Basic Education (ABE), English as a Second Language (ESL), General Education Development (GED), and a Corrections Training program at NewHolly.

# Academic & Student SUPPORT SERVICES

## ADVISING Center

(206) 934-5387  
[southseattle.edu/advising](http://southseattle.edu/advising)

The Advising Center assists students to define and meet their educational goals while providing effective referrals to other support services. Services provided by advisors include: academic advising and educational planning, College Transfer degree information, Professional/ Technical degree information, assistance with petitions for waivers and/or exceptions, assistance with academic difficulty, transfer planning, monitoring degree progress, and graduation applications. Advisors serve new students and students enrolled in college transfer, professional/technical, Adult Basic Education (ABE), General Equivalency Diploma (GED), English as a Second Language (ESL), and undecided students.

## COUNSELING Services

(206) 934-5387  
[southseattle.edu/counseling](http://southseattle.edu/counseling)

Counselors are faculty members who help students and prospective students establish and achieve educational, career and personal goals based on a comprehensive assessment of their personalities, interests, skills, values and other resources. South Seattle College has three full-time counselors who hold master's degrees in counseling.

## CAREER DEVELOPMENT Services

### WorkSource Affiliate

(206) 934-5304  
<http://www.southseattle.edu/worksource/>  
**Student Job Board:** [www.myinterfase.com/sccd/student](http://www.myinterfase.com/sccd/student)

This comprehensive WorkSource/Career Center offers a full spectrum of services to students. It is the home of the innovative student pre-graduation employment program "Embedded Career Services," which partners with faculty to help students obtain employment upon program completion.

The WorkSource/Career Center self-service lab provides multiple computers with career exploration tools and knowledgeable staff to assist in navigating the Internet to apply for positions and research employers.

Students and community members may schedule an appointment with Career Center staff or participate in workshops for assistance in advanced online job search, identifying employers, and career networking techniques.

## CLASS SCHEDULE - Quarterly

(206) 934-5300  
[classes.southseattle.edu](http://classes.southseattle.edu)

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 or download the online class schedule at the website above.

## CULTURAL CENTER

(206) 934-7969  
[southseattle.edu/cultural-center/](http://southseattle.edu/cultural-center/)

The Cultural Center empowers student leaders to explore, celebrate, and educate the campus community about the diversity among us. We offer an inclusive and reflective space, multicultural programming, and support services that encourage positive interaction, academic persistence, and growth among students, faculty, and staff.

## DISABILITY SUPPORT

### Educational Support Services

(206) 934-5137  
**V/TTY 1-800-833-6384 ■ TDD 1-800-833-6388**  
[southseattle.edu/disability-support/](http://southseattle.edu/disability-support/)

The role of the Disability Support Services office is to provide physical and academic accommodations to persons with documented disabilities. This office obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all community college courses, programs, counseling, activities and facilities.

Disability Support Services provides or arranges a variety of auxiliary services such as sign language interpreters, assistive technology, exam modifications, and academic assistance. To avoid delays, auxiliary requests such as Braille and books on tape require six weeks advance notice. Interpreting services for ongoing classes require four weeks notice and interpreting services for special requests or one-time services need at least one week notice.

This office also offers consultations to faculty and staff to help design accommodations that provide equal access.

*Please see page 43 for specific details and additional information on eligibility and policies.*



## INFORMATION TECHNOLOGY Services (ITS)

(206) 934-5844

The college provides a high-speed network linking Windows-based workstations to the Internet via a fiber-optic system. At our main campus we have 27 instructional computer/lab classrooms and three Open Labs. Our remote sites, Georgetown and New Holly, have two computer classrooms at each site. Each machine is equipped with a large variety of production software available for student use. Open Computer Labs are available for use by any student who pays the computer lab fee. A quarterly lab fee is charged at registration and students must have a valid Student I.D. number in order to log on to computers on campus.

## INTERNATIONAL Programs

### The Center for International Education

(206) 934-5360

email: [ip@seattlecolleges.edu](mailto:ip@seattlecolleges.edu)  
[southseattle.edu/international/](http://southseattle.edu/international/)

This office supports the development of global citizenship through programs and services that support international students studying at South, and South students studying abroad. Key functions of the office include International student admissions and comprehensive support services, oversight of the Intensive English Program, and the development of resources and programming for faculty, staff and student exchanges.

*See page 27 for additional information.*

## LIBRARY

(206) 934-5395

[libguides.southseattle.edu/home/](http://libguides.southseattle.edu/home/)

The library supports the college's mission by providing students, faculty, staff and the community with the services, information, resources, and equipment necessary to accomplish the college's academic and institutional goals. The library acquires and maintains relevant collections in a variety of formats and offers services to promote their use and foster information literacy skills in patrons.

The library also plays an active role in the instructional program by offering course-related library instruction, and by consulting with faculty about collection development and services. Goals include service excellence through timely, competent and cheerful service; a comfortable physical environment; and responsiveness to the changing needs of patrons.

The library collection includes over 60,000 print books, reference volumes and periodicals, as well as more than two dozen databases with access to thousands of periodicals, books and other sources.

## MULTICULTURAL

### Office of Diversity & Retention

(206) 934-6455

[southseattle.edu/diversity-and-retention/](http://southseattle.edu/diversity-and-retention/)

The Diversity & Retention Department includes an Office of Diversity & Retention, President's Committee on Diversity and Retention, a Cultural Center, Veterans Student Center, and the Women's Center. Diversity & Retention is a network of departments working together to foster an inclusive campus community by providing education about diversity, social justice, gender equity, and multiculturalism. We advocate for the persistence and success of student, faculty and staff of color and underrepresented groups through academics, leadership opportunities, support services, programming and college-wide initiatives.

## OPPORTUNITY GRANT Scholarship

(206) 934-5200

[southseattle.edu/resources/opportunitygrant.htm](http://southseattle.edu/resources/opportunitygrant.htm)

The goal of the Opportunity Grant Scholarship (OGS) is to assist low-income adults to reach the educational tipping point and beyond in high-wage, high-demand professional technical careers by providing financial and student support services. Reaching the tipping point allows students to complete 45 credits, receive a credential, and increase job skills and knowledge through career pathways. Students are encouraged to visit the OGS website for further information and for the application form.

## STUDENT ASSESSMENT Services

(206) 934.6765

[southseattle.edu/sas/placement.htm](http://southseattle.edu/sas/placement.htm)

Student Assessment Services, as part of its assessment functions, administers the COMPASS placement tests, GED examinations and various other instruments for entry students and our community. See the college website for the assessment calendar, links to practice sites, more information about the tests and more or come to Room 76, Robert Smith Building.

**Prepare For the Test**

[www.beforeyoutest.org](http://www.beforeyoutest.org)

Preparing for the COMPASS test ensures the most accurate test results and best course placement. The website above provides information on test preparation and placement testing.

**STUDENT SUCCESS Programs****AANAPISI**

**Asian American Native American Pacific Islander Serving Institution Program**

(206) 934-5196

[southseattle.edu/programs/aanapisi.htm](http://southseattle.edu/programs/aanapisi.htm)

South is one of the first institutions to be designated as an Asian American Native American Pacific Islander Serving Institution (AANAPISI). Though the AANAPISI program does not offer financial aid to students, the U.S. Department of Education does provide funding to develop new programs that support students' experience and success at South.

The AANAPISI Center, located on the second floor of the Library, Room 220, is a great place to study, and to receive services, including

- academic advising
- professional development on understanding and working with AAPI students
- deferrals to appropriate campus and community services
- support from AAPI student groups such as the Pacific Islander student club
- study groups
- tutoring services

**TITLE III Program**

(206) 934-5860

South received funding through the U.S. Department of Education Title III, Part A—Strengthening Institutions Program to promote student learning and success by:

- improving student intake services, financial aid, orientation, advising cohorts, peer navigators and a social network site
- improving progression through developmental English/writing and math coursework
- strengthening services for students to transition from non-credit to credit coursework.
- strengthening educational and cultural skills
- of faculty and staff working with diverse students

These vital services and improvements provide additional resources and strengthen pathways for student success.

**TRiO – Student Success Services**

(206) 934-5326

[southseattle.edu/trio](http://southseattle.edu/trio)

Student Success Services promotes student retention by providing students with resources that help them to progress in college, graduate and transfer to four-year universities. Key features include:

- educating students about how the college system works and how to improve their academic performance and problem-solving skills
- creating a welcoming environment where students feel a sense of belonging in the college setting
- adapting college educational policies and services in response to wide-ranging and changing student development needs

The program's primary components are CLIC (Collaborative Learning and Instruction Center), transfer and scholarship assistance, and information regarding financial aid, economic literacy, and referrals to resources.

Student Success Services is funded through the U.S. Department of Education's Title IV TRiO grants. The program works with first-generation college students, low-income students, and physically and/or learning-disabled students, as outlined in the Department of Education guidelines. Students are encouraged to participate in the program throughout their attendance at South until they graduate or transfer.

**TRANSFER RESOURCES**

(206) 934-5387

Transfer Resources are available to all students wanting to transfer to a four-year college or university to earn a Bachelor's degree. Students are guided through the transfer process as they learn about admission guidelines, preparing for their major, writing personal statements, and other important topics. Transfer events, workshops, and fairs are hosted on campus throughout the academic year to connect students directly to representatives from the four-year schools.

**TUTORING SERVICES****Tutoring Center**

(206) 934-5137

[southseattle.edu/tutoring/tutor-center.aspx](http://southseattle.edu/tutoring/tutor-center.aspx)

The Tutoring Center offers a variety of services to students who are having difficulty with their classes. Students may arrange for a small group or use the various drop-in centers available. Students should contact the Tutoring Center for more information and schedules.

**MAST: The Math and Science Tutoring Center**

(206) 934-5137

[southseattle.edu/tutoring/mast.aspx](http://southseattle.edu/tutoring/mast.aspx)

Drop-in help is available for all levels of math and science in Room 18, Robert Smith Building. Tutors are available to help students solve problems and improve their math, chemistry, physics, statistics and study skills. Students can earn credit while working in MAST by signing up for MAT 089, MAT 090, or MAT 198.

**The MALL: Math and Learning Lab**

(206) 934-5137

[southseattle.edu/tutoring/mall.aspx](http://southseattle.edu/tutoring/mall.aspx)

Drop in help is available in Library Room 215 for students enrolled in developmental math classes (MAT 081, 083, 084, 085, and 098). Emphasis is placed on learning good study skills along with individual help in problem solving.

**GEEK HAUZ: Computer Learning Center**

(206) 934-5137

[southseattle.edu/tutoring/geek-hauz.aspx](http://southseattle.edu/tutoring/geek-hauz.aspx)

Drop in tutoring assistance is available for students enrolled in computer technology courses and students who need help troubleshooting their computer problems. Schedules may vary based on student need.

**Writing Center**

(206) 934-6412

[southseattle.edu/tutoring/writing-center.aspx](http://southseattle.edu/tutoring/writing-center.aspx)

The Writing Center in Library room 205 assists students with their writing assignments and promotes writing across the curriculum. Students work with trained peer writing assistants who help them explore and develop ideas, clarify their thoughts and produce a polished, finished product. User-friendly word processing programs are available for student use.

**Writing and Language Lab (The WALL)**

(206) 934-5137

[southseattle.edu/tutoring/wall.aspx](http://southseattle.edu/tutoring/wall.aspx)

The Writing and Language Lab (The WALL) in Room 16, Robert Smith Building, assists students with their writing assignments and oral presentations. Students work with faculty or tutors and in study groups in a lab setting. The WALL is particularly designed for students who do not speak English as their first language and for students in the Adult Basic Education program. However, all students enrolled at South are welcome.

**VETERANS Affairs**

(206) 934-5811

[southseattle.edu/veterans/](http://southseattle.edu/veterans/)

The Veterans Affairs Office at South Seattle serves as a liaison between military veterans, dependents, reservists/guardsmen and disabled veterans (military service-connected disabilities) and the Department of Veterans Affairs. The office also approves state tuition waivers for eligible veterans and their dependents and is the primary contact for assistance with completing the necessary paperwork required to obtain veteran educational benefits and for guidance on VA regulations regarding educational benefits.

*See page 33 for further veterans' assistance and financial aid information.*

**WOMEN'S Center**

(206) 934-6801

[southseattle.edu/womens-center/](http://southseattle.edu/womens-center/)

The Women's Center is dedicated to supporting the academic, personal, and professional success of women in the campus community by providing resource referrals, educational programs and opportunities that address gender equity and women's issues and concerns in a friendly supportive environment for individuals of all gender identities. Visit Room 148, Brockey Student Center.

**WORKFORCE /BFET Programs**

(206) 934-5835 or (206) 934-6666

[southseattle.edu/programs/workretr.htm](http://southseattle.edu/programs/workretr.htm)

WorkForce offers short-term and long-term training in technical education programs such as health care, transportation, information technology, manufacturing technology and more. Temporary Assistance to Needy Families/TANF recipients, low-income adults and Basic Food & Employment Training (BFET) recipients receive tuition assistance for job skills training, GED/ABE and technical education.

*Also see Career Development/WorkSource Affiliate on page 126 and Worker Retraining, page 29.*

# Student LIFE

## ART Gallery

(206) 934-5337  
[southseattle.edu/art-gallery](http://southseattle.edu/art-gallery)

The mission of the art gallery is to promote understanding and the appreciation of the arts within the South Seattle College campus and in the surrounding communities. The art gallery mounts exhibitions that contribute to education and cultural enrichment while engaging the college community in learning opportunities and supporting cultural and artistic diversity.

## BOOKSTORE

(206) 934-5338  
[southsc.bncollege.com](http://southsc.bncollege.com)

The Bookstore carries new, used, rental, and digital textbooks, as well as school supplies, clothing, gifts, food, beverages, and greeting cards. Textbooks and other supplies may be purchased online for store pick up or direct shipping. The Bookstore also offers cash for books. The best time to sell is finals week of each quarter.

## CHILDCARE Center

(206) 934-5348

The Childcare Center is state-certified and provides quality care for children of South Seattle College students, employees and the community. Since 1976 the program has offered a convenient on-campus location with a family-oriented atmosphere, parent education opportunities, flexible scheduling, and a curriculum that stimulates and challenges toddler and preschool-aged children while providing them with an opportunity to gain socialization skills. Staff trained in early childhood development create a welcoming and supportive environment. Contact the Childcare Center for specific information regarding enrollment, fees, and hours.

## COPY Center

(206) 934-6662

The Copy Center is located in the Library. Printing is done by Copy Center staff, or on a self-service copier. Various sizes and colors of paper, including résumé quality, are available. The Copy Center also creates transparencies for classroom presentations.

## FOOD Services

(206) 934-5344

A variety of meal and snack selections is available in the campus Cafeteria, Deli and Grill, ranging from complete hot meals or quick food items to custom-made sandwiches, beverages, snacks and takeout items. Both breakfast and lunch items are available.

In addition, the Culinary Arts and Baking and Pastry Arts students prepare and serve award-winning cuisine in two dining rooms, also located in the Food Science Building. The Café Alki offers cold starter plates, soups, sandwiches and a selection of moderately priced hot food entrees. The Alhadeff Grill, with more upscale dining, offers a full menu. The dining rooms are open for lunch weekdays during the instructional quarter. Reservations are encouraged.

Bernie's Pastry Shop, located in Cascade Court, is a retail sales outlet featuring baked goods prepared by students during the instructional quarter, as well as soup, sandwiches, coffee, espresso, cold beverages, and more.

## HOUSING

(206) 934-5332

On-campus housing is not available. However, a bulletin board located in the Jerry Brockey Student Center lists various accommodations available in the local area. Check out the bulletin board for housing needs, or phone with room or apartment rental availability. Flyers can be posted in the Brockey Student Center, Room 135.

## RECREATION & Intramurals

(206) 934-6670

<http://www.southseattle.edu/student-life/campus-recreation/>

Campus Recreation at South includes the Games Room, Fitness Center, and Outdoor Sports Court facilities, recreational activities and intramural sports. The staff, through facilities and services, provides health, wellness, nutritional, and personal growth programs that complement overall learning outcomes and promote student retention and success.

The Games Room offers gaming systems, billiards tables, Table Tennis, and board games, and sports equipment for check out with a student ID.

Campus Recreation also offers excursions to professional sports games, hiking, kayaking and team sports on a clubs/intramurals level. Recreational Clubs and Sports clubs can be formed through our campus recreation department. Contact the recreation coordinator or visit the Student Life Office in the Brockey Student Center, Room 135.

## Fitness Center

(206) 934-6471

[www.southseattle.edu/student-life/campus-recreation/fitness-center.aspx](http://www.southseattle.edu/student-life/campus-recreation/fitness-center.aspx)

The Fitness Center provides the campus community with an opportunity to promote a healthy lifestyle at this weightlifting and training facility. Cardio equipment such as treadmills, ellipticals, stepmill, arc trainer, bikes and rowing machines, and resistance equipment such as cable weight machines and free weights are available, as well as lockers and showers. Student ID is required. The Fitness Center is located in the Multi-Purpose Building/Fitness Center. Check the website for updated hours.

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## SAFETY

(206) 934-5157

Student well-being and safety are of utmost importance. It is vital that students follow strict safety procedures with equipment in all classes, especially technical-vocational classes. In the event of an on-campus accident or injury, the incident should be reported to the Security Office so an accident report can be completed. Students should immediately call 911 for serious injuries. Instructors must be notified if the accident occurs during class.

*For further information on personal safety, see page 43.*

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## Student CLUBS

(206) 934-5330

By getting involved in clubs, students participate in team-building exercises, participate in the campus community and strengthen their organizational and leadership skills. Students also have the opportunity to organize new student clubs at South. For more information and a list of current student clubs, please contact the club center coordinator or visit the Student Life Office in Brockey Center.

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## Student GOVERNMENT

(206) 934-6751

The United Student Association (USA) is the official governing body for students at South. Student officers are elected each spring to represent student interests. The USA meets weekly. For more information about how to get involved and/or how to become a paid student representative, contact the USA president or vice president. Office mailboxes are located in the Student Life office, Room 119.

## Services and Activities Fee Board

S&A Fees are quarterly fees that some students pay as part of their tuition/registration fees. The purpose of the S&A Fee Board is to monitor S&A fee allocated funds and departmental expenditures throughout the academic year, allocate S&A fee monies on an annual basis, develop and maintain long-term fiscal plans for S&A fee carry forward/savings, and develop guidelines and address issues related to S&A fees. The S&A Fee Board is made up of five students: one from student government, one from student clubs, and three students at large (Chair, Treasurer and Communications Director) who meet weekly in the Student Life Office.

## Student Leadership

Develop personal and leadership skills while attending college. Student Life provides monthly workshops, funding to attend local and regional student conferences, and opportunities to advocate for student interests by serving on campus-wide committees. Contact the United Student Association advisor for more information.

## Student Leadership Development Transcript

Document your extracurricular involvement at South by signing up for the Student Leadership Development Transcript. Include this document in your university admissions packets, scholarship and job applications. For more information, contact the United Student Association advisor.

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## Student INSURANCE

For brochures on student insurance, stop by the Cashier's Office in RS41 or call (206) 934-5388.

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## Student LIFE OFFICE

(206) 934-5332

[studentlife.southseattle.edu/index.html](http://studentlife.southseattle.edu/index.html)

The Office of Student Life in Room 135 of the Brockey Student Center oversees several areas in order to support and assist students in making their experience at South Seattle a successful one, including Phi Theta Kappa Honor Society; student activities; lost & found; Fitness Center; sports & recreation; student clubs; United Student Association (USA); student development transcript; and a student lounge with free coffee and tea.

# Affiliate Organizations

## South Seattle College FOUNDATION

(206) 934-5809

[southseattle.edu/foundation/foumain.htm](http://southseattle.edu/foundation/foumain.htm)

The South Seattle College Foundation, a non-profit 501 (c) (3), tax-exempt organization, promotes and supports educational programs and training pursuits. Since its inception in 1981, the South Foundation has received more than \$10 million in contributions from individuals, clubs and organizations, corporations and foundations.

The South Foundation serves an increasingly important role in supporting college programs and students.

Foundation scholarships, which provide pre-paid tuition, are awarded three times each year. Interested students should contact the Foundation Office for an application.

## TRANSPORTATION & PARKING

Transportation Coordinator

Room 62A, Robert Smith Building

[southseattle.edu/services/parking.aspx](http://southseattle.edu/services/parking.aspx)

### Bus Service

(206) 553-3000 (Metro Rider Information)

Due to space limitations and environmental concerns, carpooling and bus transportation are strongly encouraged. Students registered for 10 or more credits are eligible to purchase a discounted ORCA transit pass issued by the college at the Cashier's Office. The ORCA pass may be used to ride Community, Everett, Kitsap, Metro, Pierce and Sound Transit. For inquiries about other transportation options and benefits, contact the campus Transportation Coordinator.

### Parking Services

(206) 934-5157

Parking on campus is available to registered students with the purchase of a student parking permit. Permits are available for purchase 30 days prior to the start of the quarter at [seattlecolleges.edu/ParkingPermit](http://seattlecolleges.edu/ParkingPermit).

Carpool parking is also available. Please see the Security and Transportation office for details. Parking rules and Washington State motor vehicle laws are enforced. The campus speed limit is 15 mph. Daily parking is available for purchase at the Cashier's Office or at a parking permit machine located near the parking lots.

## VETERANS STUDENT CENTER

(206) 934-5308

[southseattle.edu/veterans-student-center/](http://southseattle.edu/veterans-student-center/)

The Veterans Student Center in Cascade Court 120 is committed to ensuring that military, veterans and their families successfully make the transition from the military environment to campus life, and are assisted in their progress toward the completion of their educational goals. The Veterans Student Center provides services and activities and coordinates with other campus departments such as Academic Advising and Counseling, Educational Support Services, and Veteran Affairs.

# PROGRAMS OF STUDY at South

## 9 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**
- 9 **Georgetown Campus  
Apprenticeship & Education Center**

## GENERAL EDUCATION Definition and Rationale

See page 4.

## GENERAL EDUCATION Learning Outcomes

Student Learning Outcomes are also known as General Education Requirements. These are the knowledge and abilities every student should have upon graduating with a certificate or degree from South Seattle College. While each academic or technical program has its own specific outcomes, these outcomes are the core curriculum for the college.

### Communication

- Read and listen actively to learn and communicate
- Speak and write effectively for personal, academic and career purposes

### Computation

- Use arithmetic and other basic mathematical operations as required by program of study
- Apply quantitative skills for personal, academic and career purposes

### Human Relations

- Use social skills to work in groups effectively
- Have knowledge of the diverse cultures represented in our multicultural society

### Critical Thinking & Problem-Solving

- Think critically in evaluating information, solving problems and making decisions

### Technology

- Select and use appropriate technological tools for personal, academic and career tasks

### Personal Responsibility

- Uphold the highest standards of academic honesty and integrity
- Respect the rights of others in the classroom, online, and in all other school activities.
- Attend class regularly, complete assignments on time, and effectively participate in classroom and online discussions, group work, and other class-related projects and activities.
- Abide by appropriate safety rules in laboratories, shops, and classrooms

### Information Literacy

- Have knowledge about legal and ethical issues related to the use of information
- Use information effectively and ethically for a specific purpose.

## ASSOCIATE OF SCIENCE DEGREE Learning Outcomes

*Students who successfully complete this program will show:*

- An ability to apply knowledge of mathematics and science to complex problems
- An ability to design and conduct experiments, as well as to analyze and interpret data
- An ability to think critically in evaluating information, solving problems and making decisions
- An ability to function on diverse, multi-disciplinary teams
- An ability to access and evaluate information from a variety of sources including the Internet
- An understanding of professional and ethical responsibility
- An ability to communicate effectively with written, oral, and visual means
- The broad education necessary to understand the impact of scientific and engineering solutions in a global and societal context
- A recognition of the need for and an ability to engage in lifelong learning
- An ability to use modern scientific and engineering techniques, skills, and technology necessary for scientific and engineering practice

# 1 | COLLEGE TRANSFER

## Academic Programs

(206) 934-6600

South Seattle College offers the Associate of Arts (A.A.) degree to meet the general education requirements for four-year baccalaureate degrees in arts and sciences. In addition to the general A.A. degree, the College offers an A.A. option in Asian and Pacific Islander Studies, an Associate in Business (A.B.) - Direct Transfer Agreement/Major-Ready Program (DTA/MRP). The College also offers an Associate of Science (A.S.) transfer degree, with several major-specific pathways (or “tracks”) which include Biology, Chemistry, Computer Science, Physics, and various Engineering specialties. Students should contact an advisor for details.

Students are encouraged to attain an Associate of Arts or Associate of Science transfer degree at South in order to ease transfer to a four-year institution, but students may also take individual classes for transfer. Students should confer with an academic advisor to ensure course transferability to their target four-year institution.

Students may be required to complete work in the college preparatory program if their records and test scores indicate a need for additional preparation in order to complete a degree program. College preparatory courses are not credited toward transfer degree requirements.

College transfer courses at South Seattle College are offered in several disciplines, including the following:

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

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

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

[southseattle.edu/programs/academ/degree.htm](http://southseattle.edu/programs/academ/degree.htm)

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 grade point average (GPA) of 2.0 or better in courses numbered 100 and above, complete at least 15 credits at the Seattle College (North, Central 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 ARTS (A.A.) Emphasis in Asian Pacific Islander Studies

This interdisciplinary transfer degree program examines history and contemporary issues affecting Asians, Asian Americans and Pacific Islanders. The flexible curriculum draws from a wide range of classes including literature, history, music, anthropology, art, religion and humanities. The A.A. with API Studies Emphasis can be a student's pathway to transfer to a four-year institution offering programs and degrees in a number of fields, including American/Comparative Ethnic Studies or Asian Studies. Additionally, students will gain an intercultural perspective that can prepare them for careers in education, social work, business, government and public policy, hospitality management, law, journalism, community leadership and advocacy. Certain requirements for this degree differ from the general A.A. degree requirements. Students should contact the Advising Office for details.



## 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
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\*One U.S. Cultures class. See advisor for other electives.

##### 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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## ASSOCIATE OF SCIENCE DEGREE (A.S.) Transfer Premajor Program

[southseattle.edu/programs/academ/degree.htm](http://southseattle.edu/programs/academ/degree.htm)

The Associate of Science (A.S.) transfer degree requirements include satisfactory completion of at least 90 approved credits with 2.0 cumulative GPA. At least 15 credits must be earned at the Seattle College (North, Central or South) that is awarding the degree. The A.S. degree has two distinct degree options and many additional pathways to four-year degrees in various disciplines.

The two degree options are:

1. life sciences – biology, botany, environmental science, health, nutrition, oceanography and physical education
2. physical sciences – astronomy, chemistry, computer science, engineering, geology, physics and science.

The science pre-major A.S. degree programs prepare students for transfer to science programs at four-year colleges and universities and will give students basic skills needed for scientists working in various fields. Students study basic mathematical and scientific principles with an emphasis on problem solving and critical thinking. Credits earned with the A.S. degree at South can be applied toward the first two years of a four-year baccalaureate degree in one of the sciences. Students planning to transfer to a four-year institution should be aware that they must complete all admission requirements for their destination institution. Contact Advising for more details.

Basic Requirements . . . . .	20
<i>Select from ENGL&amp; 101; MATH&amp; 151, 152 or 153 or MATH 240; CSC 142 (depending on pre-major area).</i>	
Areas of Knowledge . . . . .	15
<i>Courses taken must have at least three different prefixes and must be from both areas: Visual, Literary, and Performing Arts and Individuals, Cultures, and Societies.</i>	
Major Areas of Study . . . . .	31-58
TOTAL CREDITS (MINIMUM)	90

Ninety credits are required for the degree. The number of credit requirements for major areas of study vary depending on the chosen pre-major. Students should consult with an advisor before preparing their academic plan and should also refer to the official college website for current information.

## ASSOCIATE OF SCIENCE DEGREE (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.

## 2 | PROFESSIONAL & TECHNICAL Programs

*See page 145 for details about South's programs.*

## 3 | BACHELOR'S Degrees

South Seattle College offers three Bachelor of Applied Science degrees in Hospitality Management, Professional-Technical Teacher Education, and Sustainable Building Science Technology. 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 and may offer credit for prior learning.

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

## B.A.S. HOSPITALITY MANAGEMENT

**Technical Education**  
(206) 934-6783  
southseattle.edu/bas

The Bachelor of Applied Science (B.A.S.) in Hospitality Management program at South prepares students who have completed a two-year technical degree or approved associate degree with a broad skill set of industry-specific competencies. Students take upper-division classes to prepare for management, marketing, human resource and technical positions in all facets of hospitality, including tourism, hotel operation, restaurant management, catering, cruise ship-casino operations, and travel. Students have opportunities to gain occupational competencies through internships and networking with industry leaders. This program is unique in its focus on providing applied management training for students in the region's largest hospitality industry.

*For detailed information on admissions criteria or other requirements refer to the Hospitality Management website.*

### TECHNICAL SPECIALTY COURSES

HMG 301	Intro to Hospitality . . . . .	3
HMG 302	Hospitality Management. . . . .	5
HMG 303	Hospitality Marketing . . . . .	5
HMG 310	Hospitality Computer Applications . . . . .	3
HMG 311	Lodging Operations . . . . .	3
HMG 312	Legal Issues in Hospitality . . . . .	3
HMG 313	Entrepreneurship . . . . .	3
HMG 314	Diversity & Culture in Global Travel & Tourism . .	5
HMG 401	Cost Controls . . . . .	5
HMG 402	Hospitality Accounting . . . . .	5
HMG 411	Human Resource Management . . . . .	3
HMG 412	Services Operations Management. . . . .	5
HMG 420	Ethical Leadership . . . . .	3
HMG 489	Professional Career Development . . . . .	1
HMG 490	Internship . . . . .	3
HMG 491	Hospitality Management Capstone . . . . .	5

### ADDITIONAL ACADEMIC COURSE REQUIREMENTS

ENGL& 102	English Composition . . . . .	5
NTR 150	Human Nutrition . . . . .	5
BUS 210	Business & Economic Statistics . . . . .	5
ECON& 201	Micro Economics . . . . .	5
-OR-		
ECON& 202	Macro Economics . . . . .	5
CMST& 220	Public Speaking. . . . .	5
Lab Science Elective	. . . . .	5
<b>TOTAL CREDITS</b>		<b>90</b>

## B.A.S. PROFESSIONAL TECHNICAL TEACHER EDUCATION

Technical Education  
(206) 934-5375  
southseattle.edu/bas

The Bachelor of Applied Science (BAS) degree in Professional Technical Teacher Education (Teach Tech) is a 90-credit program that offers industry professionals a pathway to becoming a skilled Technical Education Teacher. Teach Tech is intended for students who have completed a two-year associate of applied science-T (AAS-T) degree or another approved associate-transfer degree, and have at least two years of industry specific work experience.

The program emphasizes upper-division coursework that focuses on the complexities of the adult learner, the role of colleges in society, and issues of equity. Students will learn how to shift their focus from teaching purely for content mastery to student-centered learning and leadership.

*For detailed information on admissions criteria or other requirements, refer to the Teach Tech website.*

### TECHNICAL SPECIALTY COURSES

PTE	301	Workforce Instructional Methods & Materials . .	3
PTE	302	Course Development & design . . . . .	3
PTE	310	Managing the Learning Environment . . . . .	3
PTE	311	Technology in Learning . . . . .	3
PTE	312	American Community College . . . . .	3
PTE	314	Professional Portfolio . . . . .	1
PTE	315	Workforce Experience Practicum . . . . .	10
PTE	325	Organizational Leadership . . . . .	2
PTE	345	Adult Learning . . . . .	5
PTE	401	Student Support & Guidance. . . . .	3
PTE	402	Assessment of Learning Performance . . . . .	3
PTE	420	Legal Issues & Ethics in Education . . . . .	3
PTE	460	Diversity & Globalism in Education. . . . .	3
PTE	468	Program Management & Recruitment. . . . .	3
PTE	489	Professional Development Certification . . . . .	1
PTE	490	Teaching Internship . . . . .	10
PTE	495	Capstone . . . . .	1

### ADDITIONAL ACADEMIC COURSE REQUIREMENTS

CMST&	220	Public Speaking . . . . .	5
ENGL&	102	Composition II . . . . .	5
INFO	180	Research for the 21st Century . . . . .	5
PHIL&	101	Intro to Philosophy . . . . .	5
SOC&	101	Intro to Sociology . . . . .	5
Lab Science	Elective	. . . . .	5
TOTAL CREDITS			90

## B.A.S. SUSTAINABLE BUILDING SCIENCE TECHNOLOGY

Technical Education  
(206) 934-5375  
southseattle.edu/bas

The Bachelor of Applied Science (BAS) degree in Sustainable Building Science Technology prepares students who have completed a two-year technical degree or approved associate degree for professional jobs managing the operations of high-tech buildings. Students enroll in upper-division classes that focus on building functions and project finance with the goal of making facilities more durable, sustainable, efficient and economical. Graduates will be eligible for employment in diverse fields such as operations maintenance, capital programs and project management, strategic planning and portfolio management, and corporate real estate finance.

*For detailed information on admissions criteria or other requirements refer to the Sustainable Building Science Technology website.*

### TECHNICAL SPECIALTY COURSES

SBST	301	Building Science . . . . .	3
SBST	302	Building Components and Systems . . . . .	2
SBST	314	Professional Portfolio . . . . .	1
SBST	315	Workforce Experience Practicum . . . . .	10
SBST	321	Building Codes in Washington State . . . . .	2
SBST	322	Energy Analysis and Auditing . . . . .	3
SBST	325	Internship . . . . .	10
SBST	331	Financing Energy Efficiency and Renewable Energy . . . . .	2
SBST	332	Building Energy Codes in Washington State . . .	3
SBST	333	Building Controls for Energy Efficiency . . . . .	4
SBST	401	Utility Rates, Regulation and Economics. . . . .	2
SBST	402	Lighting. . . . .	3
SBST	421	Energy Policy . . . . .	3
SBST	422	Facility Management . . . . .	4
SBST	431	Professional Communication. . . . .	4
SBST	432	Fiscal Management for Facility Managers. . . . .	3
SBST	489	Capstone . . . . .	1

### ADDITIONAL ACADEMIC COURSE REQUIREMENTS

ENGL&	102	Composition II . . . . .	5
PHYS&	100	Physics . . . . .	5
CMST&	220	Public Speaking . . . . .	5
BUS	210	Business and Economic Statistics. . . . .	5
INFO	180	Research for the 21st Century . . . . .	5
VLPA	Elective	. . . . .	5
TOTAL CREDITS			90

## ADDITIONAL B.A. & B.S. DEGREE OPPORTUNITIES at South

### The University Center at South

[southseattle.edu/universitycenter](http://southseattle.edu/universitycenter)

The University Center also offer students majoring in Information Technology or Business Information Technology another opportunity to complete a four-year degree at South.

### Eastern Washington University

(425) 564-5100

[www.outreach.ewu/dieo/off-campus/bachelor-of-sciences-in-technology.htm](http://www.outreach.ewu/dieo/off-campus/bachelor-of-sciences-in-technology.htm)

#### BACHELOR OF SCIENCE IN TECHNOLOGY: APPLIED TECHNOLOGY

For students who specialize in web design and development, computer applications/helpdesk, network administration, business information technology and more. To participate, students must first obtain an Associate of Applied Science degree at South Seattle, or be near completion of one, in any of the following programs: Computer Applications/Help Desk, Network Administration or Business Information Technology (BIT). All four years will be at South. Three of the four years students pay South's tuition rates; the fourth year students pay EWU's tuition rates.

## 4 | CONTINUING Education

### COMMUNITY LIFELONG LEARNING CLASSES

(206) 934-5339

[cedstaff@seattlecolleges.edu](mailto:cedstaff@seattlecolleges.edu)  
[learnatsouth.org](http://learnatsouth.org)

Lifelong learning classes are non-credit and non-graded courses that focus on personal enrichment. An array of short-term courses are offered in such fields as languages and culture, gardening, food and wine, health and wellness, career planning, business basics, family and financial planning, and computer applications. New classes, including online classes, are developed continually. Register online.

## FINANCIAL PLANNING

### Affiliate of the College for Financial Planning

(206) 934-5339

[learnatsouth.org](http://learnatsouth.org)

As an affiliate of the College for Financial Planning, South Seattle College offers both the educational course of instruction and the "Live Review" for those seeking to develop a professional career as a financial planner and/or those studying for the national certification exam for financial planners. Content areas include financial planning and insurance, investment, income tax and retirement planning, employee benefits and estate planning.

## SENIOR ADULT EDUCATION

(206) 934-5339

[learnatsouth.org](http://learnatsouth.org)

To meet the growing demand for lifelong learning opportunities, South Seattle College offers many classes and discussion groups designed especially for senior adults. Classes cover a wide range of topics and reflect a broad range of interests. Classes are normally held during daytime hours, on campus and in senior centers and retirement centers. There are usually no long assignments, examinations or letter grades. Registration is by mail, phone or online.

In addition to the Senior Adult Education programs, persons over 60 may enroll in college courses. Call the Admissions Office for further information on this waiver.

## TEACHER PREPARATION

(206) 934-5339

[learnatsouth.org](http://learnatsouth.org)

South offers courses for those working toward a Career and Technical Education (CTE) Certification in Washington state. This program is for business and industry professionals who would like to become middle school or high school teachers.

## 5 | BRIDGE to COLLEGE/ PRE-COLLEGE Programs

**Basic & Transitional Studies Division**  
(206) 934-5363

Basic studies courses provide instruction for those who want to improve their English, to improve basic verbal and math skills, to earn a high school diploma or GED in order to get better jobs, to continue their education and prepare for college-level work, or to 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 ESL
- Concurrent High School / College Programs
- High School to College Preparation Programs

### PRE-COLLEGE PROGRAMS:

- Adult Basic Education
- ESL – Beginning & Intermediate Levels
- GED Preparation
- High School Completion

## Bridge to College Programs:

### DEVELOPMENTAL EDUCATION English, Mathematics and Human Development Courses

(206) 934-6600

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) 934-5363

Placement in transitional ESL classes (advanced levels) is done by standardized placement testing. These courses prepare students for college-level work with increasing emphasis on note-taking, composition, oral presentation, and class discussion at high levels. Although these classes do not count as credit for college-level work, ESL 093-099 can be covered by financial aid. Tuition for these classes is the same as regular tuition.

*NOTE: International Students should take ESL classes through International Programs, page 27.*

## CONCURRENT High School/ College Programs

### Running Start

(206) 934-6478  
[southseattle.edu/runningstart/](http://southseattle.edu/runningstart/)

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.*

## HIGH SCHOOL TO COLLEGE Preparation Programs

### Career Link High School

(206) 934-7946  
[southseattle.edu/programs/careerlk.htm](http://southseattle.edu/programs/careerlk.htm)

Career Link prepares students for success in college and careers while they work toward earning a high school diploma. Students who are 16 to 21 years old, have left high school without a diploma and want to earn a diploma as well as to gain skills for success in college and beyond, can be assisted by Career Link at South

Seattle. Tuition for students is free and support is available for transportation, books and supplies. In addition, Career Link at South Seattle offers support through this program and other campus programs for students to enroll in regular college classes. All Career Link students at South Seattle receive ongoing academic advising and assistance to ensure they are on track to graduate and have a High School & Beyond plan in place.

*See page 22 for more information.*

### **SAT Preparation Courses**

(206) 934-6600

South helps students prepare for the SAT (Scholastic Aptitude Test) college entrance exam by offering math and verbal SAT prep courses most quarters. Held on Saturdays, the courses offer a thorough review of core topics and provide test-taking strategies. Students also have the opportunity to be exposed to a college environment, as well as to earn college credit. Running Start students can take the courses at no cost.

### **TRiO Educational Talent Search**

(206) 934-6401

The purpose of TRiO Talent Search is to help low-income and potential first-generation college students successfully graduate from secondary school and enroll in post-secondary education. This federally funded TRiO program serves 580 students each year from five secondary schools and two middle schools located in West Seattle. Students are provided with services directly at their school sites during the school year by program staff. Students must apply for the program, be deemed eligible, and be accepted before receiving any program services. Services that are offered and provided to students, both in individual and group settings, include academic advising and assistance with secondary course selection, postsecondary information and application assistance, financial aid information and application assistance, financial literacy information, college entrance examinations information and registration assistance, career awareness and planning information, connections to tutorial services, and college campus tours and visits.

*See page 22 for more information.*

### **Upward Bound**

(206) 934-6401

The purpose of TRiO Upward Bound is to provide low-income and potential first generation students with the skills and motivation to complete high school, go to college, and graduate from college. This federally funded TRiO program serves 132 students each year from four secondary schools in West Seattle and Seatac, through two Upward Bound grants. The goal is to maximize students' potential for graduation from high school and subsequent college enrollment. Students are provided with services directly at their school sites during the school year by program staff, and on campus at SSCC during their summer program. Students must apply for the program and be accepted before receiving any program services. TRiO Upward Bound students receive services during their UB high school class and the summer program, including instruction in math, science, foreign language, SAT preparation, and arts/other electives, academic tutoring and instruction in core academic subjects, academic advising and assistance with secondary course selection, postsecondary information and application assistance, financial aid information and application assistance, financial literacy information, college entrance examinations information and registration assistance, career exploration and planning, and educational field trips and activities. The year-round program includes a six-week summer program on campus at South for intensive academic and college preparatory activities.

*See page 23 for more information.*

## **Pre-College Programs:**

### **ADULT BASIC EDUCATION**

(206) 934-5363

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. Students must attend a mandatory orientation and placement testing session prior to enrolling in the class. Course descriptions are listed under ABE. Classes are non-credit. Tuition is low, currently \$25 per quarter (subject to change). The fee may be waived for low-income students.

## ENGLISH as a Second Language (ESL)

(206) 934-5363

English as a Second Language (ESL) classes, levels 1-5, 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 tuition (subject to change). Course descriptions are found under ESL. Student enrollment depends on eligibility and space availability. Students are placed in class based on their CASAS Test results. Call the department for placement testing and registration information.

When students test high enough, they can move on to Transitional ESL, concentrating on college-preparation skills. Tuition is currently \$25 per quarter (subject to change).

*Note: International students take ESL classes through International Programs, page 27.*

## GED® PREPARATION

(206) 934-5363

Adults may demonstrate they have reached an education level equal to a high school diploma by taking the General Educational Development (GED) test. GED preparation helps students improve their reading, writing and math skills before taking the test. The course also covers the science and social studies skills, stresses math for practical problem-solving, English usage, reading comprehension and test-taking skills.

Ability to read at or above eighth grade level or completion of ABE Level 3 is required. Students who pass the test earn a GED certificate, which is accepted by colleges, workforce training programs, unions, and many employers as equivalent to a high school diploma. See course descriptions under GED. Students must attend a mandatory orientation and placement testing session prior to enrolling in the class. Tuition is \$25 per quarter (subject to change). The fee may be waived for low-income students.

*See page 23 for more information.*

## HIGH SCHOOL COMPLETION

For students who have not completed work for a high school diploma, High School Completion offers the opportunity to earn the Standard High School Diploma or the Associate Degree Conversion Diploma. Students planning to work toward a high school diploma should obtain a copy of "Requirements for the High School Diploma" brochure from the Admissions Office for complete information.

*See page 24 for details about the diploma options and possible tuition waiver for high school completion.*

## 6 | eLEARNING/ Distance Education

(206) 934-7930

[sites.southseattle.edu/online](http://sites.southseattle.edu/online)

Distance learning offers an opportunity for students to enroll and complete South Seattle College courses from the convenience of home or work. As distance learners, students can enroll in individual courses for personal interest, to improve knowledge and skills, or to earn college credit for the A.A. degree program. Distance learning students use a variety of learning management systems and the Internet and have contact with instructors to complete their coursework and earn college credits. Registration for distance education courses is the same as other credit classes.

*See page 25 for more details on distance education.*

## 7 | INTERNATIONAL Programs

### INTENSIVE ENGLISH PROGRAM

(206) 934-5360

The Intensive English Program (IEP) is a self-supporting program offering a variety of accelerated English as a Second Language courses for international students. The majority of IEP students are preparing for academic and technical programs here at South. Successful completion of the IEP enables students to enter one of the college's academic or technical programs without a TOEFL or IELTS requirement or further placement testing.

Additional English programs include customized short-term programs for international groups, and the Summer Institute, a study-tour program highlighting communication skills and sight-seeing in Seattle.

*See page 27 for more information on International Programs.*

## TRAVEL/STUDY ABROAD

(206) 934-5360

[seattlecolleges.edu/international/studyabroad.aspx](http://seattlecolleges.edu/international/studyabroad.aspx)

Assistance with identifying educational opportunities abroad is available through the Center for International Education. Explore information on exchange programs in China, Japan, Denmark and Italy; service learning through the Seattle Colleges Global Impact programs in Vietnam, Peru, Tanzania and India; and on quarter-long programs in Spain, Costa Rica, London, Italy, and Peru. See the Study Abroad Advisor to select courses that will apply to South's degree requirements.

## 8 | WORKER RETRAINING Program

(206) 934-5835

The Worker Retraining program offers a variety of services to dislocated workers: individuals who have been laid off and are collecting unemployment insurance, have been issued a WARN notice, are displaced homemakers, or had to close a small business due to the economic downturn. To get a new start on a career, interested individuals should attend the Start Next Quarter Orientation Session. Worker Retraining helps recipients to gain new skills in order to return to the workforce in competitive wage jobs. Services may include:

- High wage, high demand job training programs
- Liaison to other agencies, programs & funding
- Tuition assistance (subject to income guidelines and availability of funds)
- Help with applying for other funding such as Federal Trade Act Assistance, NAFTA and regular financial aid
- Educational planning
- Interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job search assistance

For more information and to sign up for orientation go to: [www.startnextquarter.org](http://www.startnextquarter.org)

*See page 29 for additional information on the Worker Retraining Program.*

## 9 | GEORGETOWN CAMPUS

(206) 934-5350

[georgetown.southseattle.edu/](http://georgetown.southseattle.edu/)

South Seattle College's Georgetown Campus is located on 19 acres in the heart of Seattle's industrial zone, Washington's largest manufacturing center. The area is home to more than 4,000 businesses and 70,000 employees, supporting the largest number of family-wage jobs in Seattle. The campus is located near major airport, seaport and manufacturing operations, making it an ideal location for industrial and craft training and related services. South Seattle College supports a strategic objective to provide quality workforce training and apprenticeship opportunities that meet high occupational needs. The Georgetown campus hosts the Puget Sound Industrial Excellence Center (PSIEC), Apprenticeship and Education Center, the Washington State Labor Education and Research Center, and multiple community and educational programs.

The Georgetown Campus consists of five training and instructional facilities with more than 100,000 square feet dedicated to classrooms, labs and offices. New buildings feature classrooms with increased technology and flexibility for instruction. Labs provide larger spaces for instruction and hands-on learning indoors. The new Gene J. Colin Education Hall is an excellent state-of-the-art space for classroom instruction, conferences and seminars, allowing for short-term and contracted training and community and business collaboration through the Puget Sound Industrial Excellence Center.

## APPRENTICESHIP & EDUCATION CENTER

(206) 934-5350

[georgetown.southseattle.edu/](http://georgetown.southseattle.edu/)

The Georgetown Campus trains more than 4,000 apprentices and journey-level workers annually in 30 different trades. Each of the training centers provides classroom and laboratory space with training equipment focused upon specific trade needs. Each program offers certificate options. The various certificates, plus an Associate of Applied Science degree option, provide students with flexibility to reach their educational goals. The apprenticeship programs offer immediate employment while training at family-wage jobs. Students learn in the classroom and labs and obtain practical hands-on experience in industry. Upon completion, the student is knowledgeable and experienced in his or her chosen trade or occupation. Programs usually last 3-5 years. General requirements are that participants be 18 years of age; possess a valid driver's license; and go through a selection process which



may include, but is not limited to, both written and physical testing, drug testing and an interview by a joint apprenticeship committee. The Apprenticeship & Education Center is currently cooperating with Joint Apprenticeship Committees to provide related and supporting instruction for apprentices and journey-level students in the following areas:

Aerospace Apprenticeship Programs  
(206) 768-6629  
www.ajactraining.org

Boeing Machinist/Apprenticeships (Boeing Employees only)  
(253) 657-2518  
apprenticeship@boeing.com

Boilermakers  
(206) 624-4707 or (206) 391-2996  
apprenticeship@boilermakerslocal104.org

Cement Masons  
(206) 762-9286  
concretetraining@msn.com

Construction Industry Training Council/Carpentry,  
Heavy Equipment, HVAC and Plumbing (in development)  
(425) 452-1950  
concretetraining@msn.com

Drywall Finishing and Striping  
(206) 762-8332  
ericp@ftinw.org

Floorcovering  
(253) 762-8332  
todd@lupatdc5.org

Glaziers & Glassworkers  
(206) 762-8332  
Sarahs@ftinw.org

Greater Puget Sound Area HVAC/Marine Electricians (GPSEW)  
(206) 395-6500  
harry@ibew46.com

Ironworkers  
(206) 244-2993  
gachristiansen86.aol.com

Meatcutters  
(206) 816-4576  
greg.brooks@gmail.com

Northwest Construction Linemen, Power Line Clearance & Tree Trimmers  
(360) 816-7100  
bstone@nwlinejatc.com

Puget Sound Electrical  
(425) 228-1177  
bill@PSEJATC.ORG

Seattle City Light  
(206) 386-1603  
sheri.tanaka-eng@seattle.gov

Snohomish County Public Utility District 1  
(425) 783-5035  
jkmainstone@snopud.com

Sprinkler Fitters  
(206) 764-0395  
s-miller1@outlook.com

Western Washington Masonry Trades, Bricklayers, Caulkers,  
Cleaners, Pointers, Tiles setters  
(206) 767-3986  
wmmtrades@msn.com

Western Washington Painting  
(206) 762-8332  
(206) 767-3986  
robertr@ftinw.org

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## CORPORATE & CUSTOMIZED TRAINING

(206) 934-5857  
georgetown.southseattle.edu/

Corporate & Customized Training offers high-quality customized training solutions to meet the needs of business, industry and our community. We help businesses reach their goals by customizing training to their specific industry, location, schedule and content needs.

*Also see page 20.*

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## FIRST AID & SAFETY (INDUSTRIAL)

(206) 934-5350  
georgetown.southseattle.edu/

The Washington Industrial Safety and Health Act (WISHA) specifies that employees and supervisors in many industries must have formal first aid and safety training. This training includes first aid/AED with CPR and blood-borne pathogens certification. An 8-hour course is available to those who require this training.

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## FLAGGING & TRAFFIC CONTROL CERTIFICATION

(206) 934-5134 or (206) 934-5350  
georgetown.southseattle.edu/

Flaggers are responsible for the safe and effective movement of traffic through construction or maintenance zones, safety of the workforce involved, and minimum delay to the motorist. This six-hour certification course, based on the Washington State Safety Standards for Construction Work and the Manual on Uniform Traffic Control Devices, is taught by certified instructors. Classes are on Fridays and testing will be conducted during class. Certification is valid for three years in Washington, Oregon and Idaho. Payment for these classes is by credit card or Money Order only (Cash/Checks are not accepted).

## PUGET SOUND INDUSTRIAL EXCELLENCE CENTER

(206) 934-5857

[georgetown.southseattle.edu/](http://georgetown.southseattle.edu/)

The Puget Sound Industrial Excellence Center (PSIEC) serves as a focal point for business, labor and community in support of economic development, educational opportunities, family wage jobs and global competitiveness in greater South King county. The PSIEC provides customized workforce training in manufacturing, construction, bilingual safety training and small business operations. New training programs focus on green jobs training, including energy conservation, energy auditing, building science, and environmental sustainability practices. As part of the Seattle Colleges, the PSIEC has direct access to a wide range of high-quality instructors and training resources. The center also hosts career fairs and workforce development initiatives.

PSIEC Programs & Services include:

- Corporate and Customized Training
- Green Jobs Training
- Computer Skills Training
- Safety Training/Accident Prevention
- Specialized Craft Training
- Workforce Development Initiatives and Events

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## SHORT-TERM CERTIFICATES

(206) 934-5354

[georgetown.southseattle.edu/](http://georgetown.southseattle.edu/)

There are several educational opportunities at the Georgetown campus for short-term certificates, including Basic Weatherization Technician, Residential Auditing and Level I Commercial Energy Auditing, Industrial Logistics, Industrial Manufacturing and Maritime Industrial Manufacturing. Additional short-term certificates are developed as student and industry needs evolve.

## WASHINGTON STATE LABOR EDUCATION AND RESEARCH CENTER

(206) 934-5380

[georgetown.southseattle.edu/LERC/](http://georgetown.southseattle.edu/LERC/)

The Labor Center was established in 1987 to provide direct education and research services in higher education to unions in Washington State. The mission of the Labor Center is to deliver high-quality education and training programs for the dynamic and diverse working women and men of Washington State by using best practices of adult education. The curriculum builds the skills, confidence and knowledge needed to become leaders in efforts to improve work lives and communities, and to promote a just economy through collective action. Though based at South, the Labor Center is a statewide organization and a unique program within higher education.

The Center also organizes large public events such as conferences, serves as a resource for faculty, students, and staff, produces the Washington State Workers' Rights Manual, teaches classes through Continuing Education at South, provides contract trainings to unions and other workers' organizations, and has a book, film, and training materials library available for public use.

# Professional Technical PROGRAMS

South Seattle College offers degrees and certificates which vary in length from one to seven quarters in more than 20 workforce education areas. These programs are designed to prepare students for careers and/or to expand skills in career areas. South also offers four-year Bachelor of Applied Science degrees in Hospitality Management, Professional Technical Teacher Education, and Sustainable Building Science Technology.

*See page 136 for more detail on B.A.S. degree programs.*

Several of the following professional technical programs offer short-term training certificates. Students may build skills and add certifications over time to progress in their fields. Contact the program office for information.

South Seattle College is accredited by the Northwest Commission of Colleges and Universities.

## AERONAUTICAL TECHNOLOGY\*

### Aviation Maintenance Division

(206) 934-5394

[southseattle.edu/programs/proftech/avimaint.htm](http://southseattle.edu/programs/proftech/avimaint.htm)

*\*This program is currently undergoing revision of existing curriculum. Please visit the website for current information on current required courses. Students must meet with an advisor for entry into this program; there is a waiting list.*

South offers both certificate and degree programs in Aviation Maintenance and Aeronautical Technology. Check with the department for short-term certificate offerings relating to General Aviation for Composite and Aviation Composites Lab.

The Aviation Maintenance certificate program offers a preparatory program in airframe and powerplant (A&P) mechanics. The two-year (8 quarters) curriculum provides training on current aviation airframes and powerplants.

Students who successfully complete the curriculum are awarded a certificate of completion qualifying them to take the Federal Aviation Administration examination for the airframe and powerplant mechanic license.

Either the airframe or the powerplant component may be taken separately. Completion of both components is highly recommended for increased employment opportunities. Students may qualify for advanced program placement if they provide acceptable documentation from any F.A.A. certified airframe and powerplant program and meet the course challenge requirements.

The aviation maintenance airframe and powerplant curriculum is approved by the F.A.A. (Air Agency Certificate # HQ6T596N).

The A.A.S. and A.A.S.-T degree programs provide graduates of recognized airframe and powerplant programs and experienced F.A.A.-certified mechanics the opportunity to expand their knowledge and training, and earn an Associate of Applied Science degree.

**Prerequisite:** Minimum COMPASS Test Scores: Writing = 65, Reading = 75, Math = 54 Prealgebra.

ESL/COMPASS Scores: Grammar & Reading = see COMPASS; Listening = 75.

### Aviation Airframe Mechanic Certificate

#### TECHNICAL SPECIALTY COURSES

AMT	111	Basic Science for Aviation . . . . .	17
AMT	112	Basic Electricity for Aviation . . . . .	17
AMT	113	Airframe Structure & Repair . . . . .	17
AMT	214	Airframe Systems . . . . .	17
AMT	215	Advanced Airframe . . . . .	17

#### RELATED INSTRUCTION

ENGL	105	Applied Composition . . . . .	3
ENGL	106	Technical Writing . . . . .	3
ICT	103	Computer Applications . . . . .	2
PSYC	240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS 96

*Requirements: Satisfactory completion of a minimum 245 prescribed clock-hours of instruction per quarter and a minimum 2.0 (70%) on each class assignment.*

### Aviation Powerplant Mechanic Certificate

#### TECHNICAL SPECIALTY COURSES

AMT	111	Basic Science for Aviation . . . . .	17
AMT	112	Basic Electricity for Aviation . . . . .	17
AMT	133	Powerplant Theory & Maintenance . . . . .	17
AMT	234	Powerplant Systems & Components . . . . .	17
AMT	235	Advanced Powerplant . . . . .	17

#### RELATED INSTRUCTION

ENGL	105	Applied Composition . . . . .	3
ENGL	106	Technical Writing . . . . .	3
ICT	103	Computer Applications . . . . .	2
PSYC	240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS 96

### Aviation Maintenance Airframe & Powerplant Certificate

#### TECHNICAL SPECIALTY COURSES

AMT	111	Basic Science for Aviation . . . . .	17
AMT	112	Basic Electricity for Aviation . . . . .	17
AMT	113	Airframe Structure & Repair . . . . .	17
AMT	133	Powerplant Theory & Maintenance . . . . .	17
AMT	214	Airframe Systems . . . . .	17
AMT	215	Advanced Airframe . . . . .	17
AMT	234	Powerplant Systems & Components . . . . .	17
AMT	235	Advanced Powerplant . . . . .	17

**RELATED INSTRUCTION**

ENGL	105	Applied Composition . . . . .	3
ENGL	106	Technical Writing . . . . .	3
ICT	103	Computer Applications . . . . .	2
PSYC	240	Psychology of Human Relations. . . . .	3
<b>TOTAL CREDITS</b>			<b>147</b>

**Aeronautical Technology**

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

Completion of Certificate Requirements in Aviation

Maintenance Airframe & Powerplant Programs . . . . .	147
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**RELATED INSTRUCTION**

IFS	100	Industrial First Aid & Safety * . . . . .	2
MATH	111	Applied Mathematics I * . . . . .	5
PHYS	111	Technical Physics I * . . . . .	5
QCT	205	Non-Destructive Testing I * . . . . .	3

*\* These courses are included in the Aviation Maintenance Airframe & Powerplant Certificate program.*

**ELECTIVE COURSES**

**9**

A minimum of 9 credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

<b>TOTAL CREDITS</b>			<b>156</b>
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**Associate of Applied Science—T Degree (A.A.S.-T)**

**TECHNICAL SPECIALTY COURSES**

AMT	111	Basic Science for Aviation. . . . .	17
AMT	112	Basic Electricity for Aviation . . . . .	17
AMT	113	Airframe Structure & Repair . . . . .	17
AMT	133	Powerplant Theory & Maintenance. . . . .	17
AMT	214	Airframe Systems . . . . .	17
AMT	215	Advanced Airframe . . . . .	17
AMT	234	Powerplant Systems & Components . . . . .	17
AMT	235	Advanced Powerplant . . . . .	17

**RELATED INSTRUCTION**

IFS	100	Industrial First Aid & Safety * . . . . .	2
MATH	111	Applied Mathematics * . . . . .	5
PHYS	111	Technical Physics I * . . . . .	5
QCT	205	Non-Destructive Testing I * . . . . .	3

*\* These courses are included in the Aviation Maintenance Airframe & Powerplant Certificate programs.*

ENGL&	101	English Composition I. . . . .	5
MATH	102	College Algebra . . . . .	5
PSYC&	100	General Psychology . . . . .	5

**ELECTIVE COURSES**

**9**

A minimum of 9 credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

<b>TOTAL CREDITS</b>			<b>160</b>
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**APPRENTICESHIP PROGRAMS**

**Georgetown Campus**

**(206) 934-5350**

**MultiOccupational Trades Associate of Applied Science Degree (A.A.S.)**

South Seattle College provides an Associate of Applied Science degree in MultiOccupational Trades for students already enrolled in an approved Joint Apprenticeship and Training Council (JATC) apprenticeship program in the following areas: Electricians, Boeing Machinist, Puget Sound Electricians, Sprinkler Fitters, and Meatcutters. Students enrolled in apprenticeship classes who are interested in this degree should contact their Apprenticeship Coordinator for more information and specific details.

The A.A.S. degree is 90–100 credits. Degree requirements are fulfilled in the following categories:

- Hands-on apprenticeship training . . . . . Maximum of 22 credits
- On-site apprenticeship classes . . . . . Varies over 2–5 years
- General Education classes . . . . . Minimum of 13 credits (Computation, Communications, and Human Relations)
- Elective classes . . . . . Varies from 5–29 credits

**AUTO BODY COLLISION REPAIR**

**Automotive Collision Technology Training Center**

**(206) 934-5391**

Individuals employed in automotive collision, repair, and refinishing face constant challenges and variety. Career opportunities include frame technicians, body technicians, refinish technicians, advanced positions such as shop managers and owners, damage appraisers, and insurance adjusters. The curriculum is modular and competency-based, and program completion generally requires seven quarters. Advanced standing may be granted for work experience and/or related training.

The Auto Body Collision Repair program is a NATEF/ASE Master-certified training program and offers ASE certificate options. See an instructor for more information.

The A.A.S. degree provides an opportunity to develop leadership and communication skills and increase general knowledge.

The program also offers a short-term certificate in Mechanical & Electrical Components.

There are additional costs for books and supplies. Each student is responsible for the purchase of certain supplies and required tools before the instruction begins.

**Certificate**

**TECHNICAL SPECIALTY COURSES**

ABR 111	Intro to Automotive Collision Technology. . . . .	4
ABR 112	Safety & Environmental Practices . . . . .	3
ABR 113	Welding & Cutting . . . . .	8
ABR 121	Panel Replacement & Alignment . . . . .	4
ABR 122	Working with Trim & Hardware . . . . .	3
ABR 123	Metal Straightening . . . . .	4
ABR 124	Body Fillers . . . . .	4
ABR 131	Understanding Automotive Finishes. . . . .	2
ABR 132	Preparing the Surface for Refinishing. . . . .	6
ABR 133	Preparing Equipment, Paint & Refinishing Materials . . . . .	5
ABR 134	Detailing . . . . .	1

**RELATED INSTRUCTION**

MATH 110	Applied Math for Technicians. . . . .	3
ENGL 105	Applied Composition * . . . . .	3
ICT 103	Computer Applications . . . . .	2
PSYC 240	Psychology of Human Relations. . . . .	3

*\*Indicates a testing prerequisite, permission only.*

TOTAL CREDITS		55
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**Associate of Applied Science Degree (A.A.S.)**

**TECHNICAL SPECIALTY COURSES 104**

ABR 111	Intro to Automotive Collision Technology. . . . .	4
ABR 112	Safety & Environmental Practices . . . . .	3
ABR 113	Welding & Cutting . . . . .	8
ABR 121	Panel Replacement & Alignment . . . . .	4
ABR 122	Working with Trim & Hardware . . . . .	3
ABR 123	Metal Straightening . . . . .	4
ABR 124	Body Fillers . . . . .	4
ABR 131	Understanding Automotive Finishes. . . . .	2
ABR 132	Preparing the Surface for Refinishing. . . . .	6
ABR 133	Preparing Equipment, Paint & Refinishing Materials . . . . .	5
ABR 134	Detailing . . . . .	1
ABR 161	Damage Analysis . . . . .	5
ABR 162	Door Skin & Intrusion Beam Replacement . . . . .	3
ABR 163	Quarter Panel Replacement . . . . .	5
ABR 164	Moveable Glass & Hardware . . . . .	2
ABR 171	Straightening Structural Parts . . . . .	7
ABR 172	Full & Partial Panel Replacement. . . . .	7
ABR 173	Restoring Corrosion Protection . . . . .	2
ABR 181	Steering & Suspension. . . . .	6
ABR 182	Electrical & Electronic Systems . . . . .	7
ABR 183	Mechanical Systems . . . . .	3
ABR 191	Applying the Finish. . . . .	4
ABR 192	Blending Color . . . . .	3
ABR 193	Solving Paint Application Problems . . . . .	3
ABR 194	Finish Defects, Causes & Cures . . . . .	3

**RELATED INSTRUCTION**

MATH 110	Applied Math for Technicians. . . . .	3
ENGL 105	Applied Composition * . . . . .	3
ICT 103	Computer Applications . . . . .	2
PSYC 240	Psychology of Human Relations. . . . .	3

*\*Indicates a testing prerequisite, permission only.*

**ELECTIVE COURSES 10**

*A minimum of 10 credits:*

- Science and Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World
- ABR 197 Internship

TOTAL CREDITS		125
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**AUTOMOTIVE TECHNOLOGY**

**Automotive Technology Training Center  
 (206) 934-5391**

The Automotive Technology program provides students with training in the automotive repair industry, including maintaining, diagnosing and repairing all kinds of automobiles. Eighty to ninety percent of our students go to work at independent repair shops or dealerships around the Puget Sound area, and some have opened their own shops. The A.A.S-T provides skills in leadership and communication as well as automotive technology.

The program's advisory committee includes industry professionals who provide insight into industry trends, allowing students to learn what will be expected of them in the workplace. Students also have the opportunity to study towards ASE certification, increasing their employability. The Automotive Program is a NATEF/ASE certified training program. All of the instructors are ASE master certified and have over 80 years combined industry experience. For more information come visit one of the instructors.

In addition to tuition, there are other costs to participate in the program including books, coveralls, hard toed shoes and a minimum of \$300.00 in tools.

**Automotive Technician**

**Certificates**

**GENERAL SERVICE TECHNICIAN I**

MVM	100	Intro to Automotive Technology I . . . . .	4
MVM	102	Intro to Automotive Technology II . . . . .	4
AUT	100	Intro to Electricity . . . . .	4
AUT	134	Intro to Driveability . . . . .	3

**GENERAL SERVICE TECHNICIAN II**

AUT	122	Steering & Suspension . . . . .	4
AUT	124	Tires & Wheel Alignment . . . . .	4
AUT	126	Basic Brake Systems . . . . .	3
AUT	127	Advanced Brake Systems . . . . .	4

**AUTOMOTIVE MINOR**

AUT	102	Advanced Electrical Systems . . . . .	4
AUT	104	Automotive Electronics . . . . .	3
AUT	106	Basic Power Accessories . . . . .	3
AUT	116	Air Conditioning & Heating . . . . .	6
AUT	138	Advanced Driveability & Fuel Systems . . . . .	6
AUT	140	Engine Computers . . . . .	4
AUT	142	Emission Controls & Diagnostic Equipment . . . . .	6

**AUTOMOTIVE MAJOR TRANSMISSIONS/ENGINES**

AUT	112	Manual Transaxles & Clutches . . . . .	3
AUT	114	Manual Transmissions, Transfer Cases & Drive Axles . . . . .	3
AUT	118	Auto Transmission Diagnosis & Service . . . . .	4
AUT	120	Advanced Automatic Transmission Service . . . . .	6
AUT	128	Automotive Engine Diagnosis & Repair/Replace . . . . .	4
AUT	130	Automotive Engine Rebuild . . . . .	8
AUT	132	Automotive Welding . . . . .	3

**GENERAL EDUCATION REQUIREMENTS 15**

ENGL&	101	English Composition I . . . . .	5
MATH	102	College Algebra . . . . .	5
PSYC&	100	General Psychology . . . . .	5

TOTAL CREDITS 108

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

Completion of Certificate Requirements . . . . . 108

**ADDITIONAL GENERAL EDUCATION COURSES 10**

*Minimum 10 credits from at least two of these categories:*

- Business & Office
- Science & Mathematics
- Supervision & Management
- Technical Specialty Courses
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 118

**BUSINESS AND OFFICE PROGRAMS**

**Technical Education**

(206) 934-5394

This program provides a foundation for management trainee positions. Students receive background in accounting, communications skills, law and finance; students gain an understanding of today's business world and business technology. Check with the department for short-term certificate offerings such as Medical Office Assistant.

**Accounting**

**Certificate**

**TECHNICAL SPECIALTY COURSES**

ACCT	110	Intro to Accounting/Bookkeeping I . . . . .	5
-OR-			
ACCT&	201	Principles of Accounting I . . . . .	5
ACCT	120	Intro to Accounting/Bookkeeping II . . . . .	5
-OR-			
ACCT&	202	Principles of Accounting II . . . . .	5
ACCT	214	Accounting Systems . . . . .	5
ACCT	257	Business Tax Accounting . . . . .	5
BUS	104	Keyboarding * . . . . .	3
BUS	115	Computational Skillbuilding . . . . .	2
BUS	177	Spreadsheets . . . . .	5

**RELATED INSTRUCTION**

BUS&	101	Intro to Business . . . . .	5
BUS	116	Business Math/Spreadsheets . . . . .	5
BUS	169	Using Computers in Business . . . . .	5
BUS	131	Integrated Communications . . . . .	5
BUS	230	Business Communications . . . . .	5
PSYC&	100	General Psychology . . . . .	5
-OR-			
PSYC	240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS 58-60

*\*BUS 106 may be substituted if typing speed is above 25 wpm.*

**Associate of Applied Science Degree****TECHNICAL SPECIALTY COURSES**

ACCT	110	Intro to Accounting/Bookkeeping I	5
-OR-			
ACCT&	201	Principles of Accounting I	5
ACCT	120	Intro to Accounting/Bookkeeping II	5
-OR-			
ACCT&	202	Principles of Accounting II	5
ACCT	214	Accounting Systems	5
ACCT&	203	Principles of Accounting III	5
ACCT	257	Business Tax Accounting	5
BUS	200	Law and Society	5
-OR-			
BUS&	201	Business Law	5
BUS	104	Keyboarding	3
BUS	115	Computational Skillbuilding	2
BUS	116	Business Math/Spreadsheets	5
BUS	175	Applied Business Statistics	5
-OR-			
BUS	210	Business & Economic Statistics	5
-OR-			
MATH&	146	Intro to Statistics	5
BUS	177	Spreadsheets	5
BUS	216	Professional Development	5
-OR-			
ACCT	197	Internship	5
BUS	235	Oral Communications	5
-OR-			
CMST&	101	Intro to Communication	5

**RELATED INSTRUCTION**

BUS&	101	Intro to Business	5
BUS	169	Using Computers in Business	5
ECON&	201	Micro Economics	5
-OR-			
ECON&	202	Macro Economics	5
BUS	131	Integrated Communications	5
-OR-			
ENGL&	101	English Composition I	5
BUS	230	Business Communications	5
-OR-			
ENGL&	102	Composition II	5
PSYC&	100	General Psychology	5
-OR-			
PSYCH	240	Psychology of Human Relations	3

*Select two of the following:*

BUS	170	Information Technology	4
CTN	120	Databases I	5
SMG	100	Leadership & Supervision	3
SMG	103	Supervising a Diverse Workforce	3
SMG	120	Hiring Personnel	3

TOTAL CREDITS 94-99

**Associate of Applied Science—T Degree (A.A.S.-T)****TECHNICAL SPECIALTY COURSES**

ACCT	110	Intro to Accounting/Bookkeeping I	5
-OR-			
ACCT&	201	Principles of Accounting I	5
ACCT	120	Intro to Accounting/Bookkeeping II	5
-OR-			
ACCT&	202	Principles of Accounting II	5
ACCT	214	Accounting Systems	5
ACCT&	203	Principles of Accounting III	5
ACCT	257	Business Tax Accounting	5
BUS	200	Law and Society	5
-OR-			
BUS&	201	Business Law	5
BUS	104	Keyboarding	3
BUS	115	Computational Skillbuilding	2
BUS	175	Applied Business Statistics	5
-OR-			
BUS	210	Business & Economic Statistics	5
-OR-			
MATH&	146	Intro to Statistics	5
BUS	177	Spreadsheets	5
BUS	216	Professional Development	5
-OR-			
ACCT	197	Internship	5
BUS	235	Oral Communications	5
-OR-			
CMST&	101	Intro to Communication	5

**RELATED INSTRUCTION**

BUS&	101	Intro to Business	5
BUS	169	Using Computers in Business	5
ECON&	201	Micro Economics	5
-OR-			
ECON&	202	Macro Economics	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

*Select two of the following:*

BUS	170	Information Technology	4
CTN	120	Databases I	5
SMG	100	Leadership & Supervision	3
SMG	103	Supervising a Diverse Workforce	3
SMG	120	Hiring Personnel	3

TOTAL CREDITS 96-99

**Business Information Technology**

This program prepares students for employment as specialists in information processing and office administrative assistant positions requiring computer literacy in word processing, spreadsheet and database business applications.

**Certificate**

**REQUIRED COURSES**

BUS 113	Diversity Issues in Business . . . . .	3
BUS 116	Business Math/Spreadsheets . . . . .	5
-OR-		
MATH 102	College Algebra . . . . .	5
BUS 131	Integrated Communications I . . . . .	5
BUS 140	Customer Relations . . . . .	5
BUS 169	Using Computers in Business . . . . .	5
BUS 170	Information Technology I . . . . .	4
BUS 177	Spreadsheets . . . . .	5
BUS 179	Word Processing . . . . .	5
BUS 182	Information & Database Management . . . . .	5
BUS 197	Work Experience: Business . . . . .	3-5
<b>TOTAL CREDITS</b>		<b>45-47</b>

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

Completion of Certificate Requirements. . . . . 45-47

**TECHNICAL SPECIALTY COURSES**

ACCT 110	Intro to Accounting/Bookkeeping I . . . . .	5
-OR-		
ACCT& 201	Principles of Accounting I . . . . .	5
ACCT 214	Accounting Systems . . . . .	5
BUS 175	Applied Business Statistics . . . . .	5
-OR-		
BUS 210	Business & Economic Statistics . . . . .	5
-OR-		
MATH& 146	Intro to Statistics . . . . .	5
BUS 216	Professional Development . . . . .	5
BUS 230	Business Communications . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5

**RELATED INSTRUCTION**

BUS& 101	Intro to Business . . . . .	5
BUS& 201	Business Law . . . . .	5
-OR-		
BUS 200	Law & Society . . . . .	5
PSYC& 100	General Psychology . . . . .	5
-OR-		
PSYC 240	Psychology of Human Relations . . . . .	3

**ELECTIVE COURSES**

**5**

*A minimum of 5 credits in the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

**TOTAL CREDITS** **93-97**

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

**TECHNICAL SPECIALTY COURSES**

ACCT 110	Intro to Accounting/Bookkeeping I . . . . .	5
-OR-		
ACCT& 201	Accounting Principles I . . . . .	5
ACCT 214	Accounting Systems . . . . .	5
BUS& 101	Intro to Business . . . . .	5
BUS 113	Diversity Issues in Business . . . . .	3
BUS 140	Customer Relations . . . . .	5
BUS 169	Using Computers in Business . . . . .	5
BUS 170	Information Technology . . . . .	4
BUS 175	Applied Business Statistics . . . . .	5
-OR-		
BUS 210	Business & Economic Statistics . . . . .	5
-OR-		
MATH& 146	Intro to Statistics . . . . .	5
BUS 177	Spreadsheets . . . . .	5
BUS 179	Word Processing . . . . .	5
BUS 182	Information & Database Management . . . . .	5
BUS 197	Work Experience: Business . . . . .	5
BUS 216	Professional Development . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5
BUS& 201	Business Law . . . . .	5
-OR-		
BUS 200	Law & Society . . . . .	5

**RELATED INSTRUCTION**

ENGL& 101	English Composition I . . . . .	5
ENGL& 102	Composition II . . . . .	5
MATH 102	College Algebra . . . . .	5
PSYC& 100	General Psychology . . . . .	5

**ELECTIVE COURSES**

*A minimum of 5 credits in one of the following areas:* . . . . . 5

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

**TOTAL CREDITS** **97**



## Medical Office Clerk

The Medical Office Clerk certificate program prepares individuals to work in a variety of medical office facilities including hospitals, clinics, physician, dental, optical, chiropractic and physical therapy offices, insurance companies and government offices. Emphasis is on interpersonal communication, insurance billing, medical terminology, software programs and conversational skills in a medical setting. Skill development includes clerical functions, keyboarding, billing and patient relations.

**Prerequisite:** Enter program with 25 wpm keyboarding skills, or take BUS 104 first.

### Certificate

#### TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting I *	5
-OR-			
ACCT&	201	Principles of Accounting I	5
ACCT	111	Intro to Accounting-Computer Applications I	3
AHE	124	Software Applications for Health Care	4
AHE	130	Medical Coding & Insurance Processing	5
AHE	168	Medical Terminology	5
BUS	170	Information Technology I	4
BUS	179	Word Processing	5
BUS	182	Information Database Management	5
BUS	197	Work Experience Internship	5
-OR-			
BUS	216	Professional Development	5
BUS	235	Oral Communications in Business	5

*\*May substitute ACCT& 201*

#### RELATED INSTRUCTION

BUS	116	Business Math/Spreadsheets	5
BUS	131	Integrated Communications I	5
BUS	140	Customer Relations	5
-OR-			
PSYC	240	Psychology of Human Relations	3
BUS	169	Using Computers in Business I	5
<b>TOTAL CREDITS</b>			<b>64-66</b>

## COMPUTING TECHNOLOGY

### Technical Education Division

(206) 934-5365

[southseattle.edu/programs/proftech/compotech.htm](http://southseattle.edu/programs/proftech/compotech.htm)

The Computing Technology program provides the opportunity to learn IT fundamentals and prepares the student for industry certification exams such as A+, Network+, Linux+ and CCNA. The program is designed for maximum flexibility in career choice and adaptation to changes in this industry. Specialized labs provide essential hands-on training in installation, maintenance, troubleshooting and performance tuning of networks, operating systems, database, web and specialized software. Computing Technology offers a one-year certificate in Computer Support Specialist, as well as AAS and AAS-T degrees in Network Administration and in IT Systems Specialist. These degrees may be completed in approximately two years. The AAS-T degree allows the student to continue studies on South's campus while earning a four-year Bachelor of Science in Technology degree from Eastern Washington University. Check the website for current updates as this program evolves with the ever-changing IT industry.

### Computer Support Specialist

This is a one-year certificate which provides enough training for a student to be able to seek work in the IT field. This entry level certificate "dove tails" into the existing IT Systems Specialist AAS degree program so that the student who wants to can seamlessly continue studies in this field.

### Certificate

#### TECHNICAL SPECIALTY COURSES

CSC	100	Beginning Computers	5
CTN	101	Intro to Computing Technology	5
CTN	142	Operating Systems II	5
CTN	169	Using Computers in Business I	5
CTN	170	PC Hardware I	5
CTN	171	PC Hardware II	5
CTN	173	Content Management Systems	5
-OR-			
CTN	270	Local Area Networks I	5
CTN	295	Research & Customer Service	5
<b>TOTAL CREDITS</b>			<b>40</b>

**IT Systems Specialist**

The IT Systems Specialist program is for students who enjoy solving PC hardware, operating systems, common applications and network problems. Students learn to diagnose, document and correct problems. Graduates can continue at South to earn the Network Administration AAS or AAS-T degree and/or can seek employment as technical support personnel in retail stores, communication companies, IT support/installation companies, education institutions, health care facilities and others.

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

<b>TECHNICAL SPECIALTY COURSES</b>		<b>71</b>
CSC 100	Beginning Computers . . . . .	5
CTN 101	Intro to Computing Technology. . . . .	5
CTN 120	Databases I. . . . .	5
CTN 131	Intro to Computer Programming. . . . .	5
CTN 142	Operating Systems II . . . . .	5
CTN 143	Operating Systems III . . . . .	5
CTN 160	Web Production I . . . . .	5
CTN 170	PC Hardware I . . . . .	5
CTN 171	PC Hardware II . . . . .	5
CTN 197	Computing Internship. . . . .	3
CTN 270	Local Area Networks I. . . . .	5
CTN 274	Local Area Networks III. . . . .	5
CTN 277	Network Security . . . . .	5
CTN 278	Wireless Communications I. . . . .	3
CTN 295	Help Desk/Research/Customer Service . . . . .	5
<b>TECHNICAL ELECTIVES</b>		<b>10</b>
<i>Minimum of 10 credits from the following courses or other approved computer-related coursework</i>		
CTN 121	Database II . . . . .	5
CTN 224	Web Server Configuration & Management. . . . .	5
CTN 276	Virtualization and the Cloud . . . . .	5
CTN 281	Security+ . . . . .	5
CTN 282	CISCO I. . . . .	5
CTN 283	CISCO 2 . . . . .	5
<b>RELATED INSTRUCTION</b>		<b>19</b>
BUS 116	Business Math/Spreadsheets . . . . .	5
BUS 169	Using Computers in Business I . . . . .	5
ENGL 105	Applied Composition . . . . .	3
ENGL 106	Technical Writing . . . . .	3
PSYC 240	Psychology of Human Relations. . . . .	3
<b>GENERAL EDUCATION ELECTIVES</b>		<b>5</b>
<i>Minimum of 5 credits in one of these areas:</i>		
■ Visual, Literary and Performing Arts		
■ Individuals, Cultures and Societies		
<b>TOTAL CREDITS</b>		<b>105</b>

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

<b>TECHNICAL SPECIALTY COURSES</b>		<b>76</b>
CSC 100	Beginning Computers . . . . .	5
CTN 101	Intro to Computing Technology. . . . .	5
CTN 120	Databases I. . . . .	5
CTN 131	Intro to Computer Programming. . . . .	5
CTN 142	Operating Systems II . . . . .	5
CTN 143	Operating Systems III . . . . .	5
CTN 160	Web Production I . . . . .	5
CTN 169	Using Computers in Business I . . . . .	5
CTN 170	PC Hardware I . . . . .	5
CTN 171	PC Hardware II . . . . .	5
CTN 197	Computing Internship. . . . .	3
CTN 270	Local Area Networks I. . . . .	5
CTN 274	Local Area Networks III. . . . .	5
CTN 277	Network Security . . . . .	5
CTN 278	Wireless Communications I. . . . .	3
CTN 295	Help Desk/Research/Customer Service . . . . .	5
<b>TECHNICAL ELECTIVES</b>		<b>10</b>
<i>Minimum of 10 credits from the following courses or other approved computer-related coursework</i>		
CTN 121	Database II . . . . .	5
CTN 224	Web Server Configuration & Management. . . . .	5
CTN 276	Virtualization and the Cloud . . . . .	5
CTN 281	Security+ . . . . .	5
CTN 282	CISCO I. . . . .	5
CTN 283	CISCO 2 . . . . .	5
<b>RELATED INSTRUCTION</b>		<b>20</b>
ENGL& 101	English Composition I. . . . .	5
MATH 102	College Algebra . . . . .	5
PHYS& 114	General Physics I w Lab (or approved Science) . . . . .	5
PSYC& 100	General Psychology . . . . .	5
<b>GENERAL EDUCATION ELECTIVES</b>		<b>5</b>
<i>Minimum of 5 credits in one of these areas:</i>		
■ Visual, Literary and Performing Arts		
■ Individuals, Cultures and Societies		
<b>TOTAL CREDITS</b>		<b>111</b>

**WEB Specialty Courses**

Students can take Web specialty courses which provide skills and tools in the field of website creation, coding, design and maintenance.

## Network Administration

This program is for students who want to specialize in the design, implementation, security and management of networks, workstations, virtualization and Cloud computing. Areas covered also include hardware, operating systems, databases, local and wide area networks and wireless environments. Graduates can continue at South to earn a BAS degree, seek employment as IT administrative support, start their own business, or be a support specialist in one of these in-demand technologies.

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

### TECHNICAL SPECIALTY COURSES 96

CSC	100	Beginning Computers . . . . .	5
CTN	101	Intro to Computing Technology . . . . .	5
CTN	120	Databases I . . . . .	5
CTN	131	Intro to Computer Programming . . . . .	5
CTN	142	Operating Systems II . . . . .	5
CTN	143	Operating Systems III . . . . .	5
CTN	160	Web Production I . . . . .	5
CTN	170	PC Hardware I . . . . .	5
CTN	171	PC Hardware II . . . . .	5
CTN	270	Local Area Networks I . . . . .	5
CTN	274	Local Area Networks III . . . . .	5
CTN	276	Virtualization & the Cloud . . . . .	5
CTN	277	Network Security 1 . . . . .	5
CTN	278	Wireless Communications I . . . . .	3
CTN	281	Security+ . . . . .	5
CTN	282	CISCO I . . . . .	5
CTN	283	CISCO II . . . . .	5
CTN	284	CISCO III . . . . .	5
CTN	285	CISCO IV . . . . .	3
CTN	295	Help Desk/Research/Customer Service . . . . .	5

### TECHNICAL ELECTIVES 10

*Minimum of 10 credits from the following courses or other approved computer-related coursework*

CTN	121	Database II . . . . .	5
CTN	197	Computing Internship . . . . .	3-5
CTN	224	Web Server Configuration & Management . . . . .	5

### GENERAL EDUCATION COURSES 14

ENGL	105	Applied Composition . . . . .	3
ENGL	106	Technical Writing . . . . .	3
BUS	116	Business Math . . . . .	5
PSYC	240	Psychology Of Human Relations . . . . .	3

### GENERAL EDUCATION ELECTIVES 5

*Minimum of 5 credits in one of these areas:*

- Visual, Literary and Performing Arts
- Individuals, Cultures and Societies

TOTAL CREDITS 125

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

### TECHNICAL SPECIALTY COURSES 96

CSC	100	Beginning Computers . . . . .	5
CTN	101	Intro to COmputing Technology . . . . .	5
CTN	120	Databases I . . . . .	5
CTN	131	Intro to Computer Programming . . . . .	5
CTN	142	Operating Systems II . . . . .	5
CTN	143	Operating Systems III . . . . .	5
CTN	160	Web Production I . . . . .	5
CTN	170	PC Hardware I . . . . .	5
CTN	171	PC Hardware II . . . . .	5
CTN	270	Local Area Networks I . . . . .	5
CTN	274	Local Area Networks III . . . . .	5
CTN	276	Virtualization and the Cloud . . . . .	5
CTN	277	Network Security 1 . . . . .	5
CTN	278	Wireless Communications I . . . . .	3
CTN	281	Security+ . . . . .	5
CTN	282	CISCO I . . . . .	5
CTN	283	CISCO II . . . . .	5
CTN	284	CISCO III . . . . .	5
CTN	285	CISCO IV . . . . .	3
CTN	295	Help Desk/Research/Customer Service . . . . .	5

### TECHNICAL ELECTIVES 10

*Minimum of 10 credits from the following courses or other approved computer-related coursework*

CTN	121	Database II . . . . .	5
CTN	197	Computing Internship . . . . .	3-5
CTN	224	Web Server Configuration & Management . . . . .	5

### RELATED INSTRUCTION 20

ENGL&	101	English Composition I . . . . .	5
MATH	102	College Algebra . . . . .	5
PHYS	101	General Physics I . . . . .	5
PSYC&	100	General Psychology . . . . .	5

### GENERAL EDUCATION ELECTIVES 5

*Minimum of 5 credits in one of these areas:*

- Visual, Literary and Performing Arts
- Individuals, Cultures and Societies

TOTAL CREDITS 131

## CULINARY ARTS

**Culinary Arts Department**  
 (206) 934-5344  
 www.chefschool.com

Restaurant industry leaders recognize that the Culinary Arts program at South Seattle College provides outstanding culinary arts training. The program is a member of the prestigious International Association of Culinary Professionals and offers internships and training at partner institutions in Spain, Italy, Ireland, China and France. The department works closely with the hospitality industry to develop innovative, realistic programs that provide students with skills needed for successful employment.

Culinary Arts students learn the food production skills necessary to operate multifaceted food service operations on campus. A Food Court features a cafeteria with classic and contemporary menus, a short order grill, grab-and-go items, and a delicatessen. Two waited-service dining rooms, Café Alki and Alhadeff Grill, feature cooked-to-order menus with preparation typical of upscale restaurants in the Northwest. Food management classes train students in inventory control, operations analysis, purchasing, production, supervision, and personnel management. Students prepare for careers in dining room service, food production, and supervision for hotel, restaurant, catering and institutional food service operations.

The Culinary Arts and Pastry and Baking Arts programs require all uniforms, tools, and books which will be used throughout the program to be purchased by the first day of class. Please check with the Culinary Arts Office for a complete list of uniform and tool kit options, prices, and for a list of required texts.

### Banquets and Catering Certificate

#### TECHNICAL SPECIALTY COURSES

HOS	203	Commercial Food Nutrition . . . . .	3
FSD	100	Health & Sanitation . . . . .	3
FSD	101	Orientation to Culinary Arts . . . . .	1
FSD	160	Theory I (Culinary Fundamentals). . . . .	5
FSD	170	Theory 2 (Advanced Culinary Fundamentals). . . . .	5
FSD	180	Theory 3 (Garde Manger/Advanced Cold Food) . . . . .	5
FSD	190	Theory 4 (Restaurant Cost Controls) . . . . .	5
FSD	200	Theory 5 (Management Techniques) . . . . .	5
FSD	165	Culinary 1 . . . . .	15
FSD	175	Culinary 2 . . . . .	15
FSD	185	Culinary 3 . . . . .	15
FSD	195	Culinary 4 . . . . .	15
FSD	215	Banquets & Catering . . . . .	15

#### RELATED INSTRUCTION

ENGL	105	Applied Composition . . . . .	3
ENGL	106	Technical Writing . . . . .	3
MATH	110	Applied Mathematics for Technicians . . . . .	3
PSYC	240	Psychology of Human Relations. . . . .	3
<b>TOTAL CREDITS</b>			<b>119</b>

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

Completion of the Culinary Arts certificate requirements with a minimum cumulative 2.0 GPA. . . . . 119

#### GENERAL EDUCATION ELECTIVES **10**

*A minimum of 10 elective credits from at least two of these categories:*

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

<b>TOTAL CREDITS</b>			<b>129</b>
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### Associate of Applied Science–T Degree (A.A.S.-T)

To earn an A.A.S.-T Degree, students must maintain a cumulative 2.0.

#### TECHNICAL SPECIALTY COURSES

HOS	203	Commercial Food Nutrition . . . . .	3
FSD	100	Health & Sanitation . . . . .	3
FSD	101	Orientation to Culinary Arts . . . . .	1
FSD	160	Theory I (Culinary Fundamentals). . . . .	5
FSD	170	Theory 2 (Advanced Culinary Fundamentals). . . . .	5
FSD	180	Theory 3 (Garde Manger/Advanced Cold Food) . . . . .	5
FSD	190	Theory 4 (Restaurant Cost Controls) . . . . .	5
FSD	200	Theory 5 (Management Techniques) . . . . .	5
FSD	165	Culinary 1 . . . . .	15
FSD	175	Culinary 2 . . . . .	15
FSD	185	Culinary 3 . . . . .	15
FSD	195	Culinary 4 . . . . .	15
FSD	215	Banquets & Catering . . . . .	15

#### RELATED INSTRUCTION

ENGL&	101	English Composition I. . . . .	5
ENGL&	102	Composition II. . . . .	5
MATH	102	College Algebra . . . . .	5
PSYC&	100	General Psychology . . . . .	5

#### GENERAL EDUCATION ELECTIVES **10**

*A minimum of 10 elective credits from at least two of these categories:*

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

<b>TOTAL CREDITS</b>			<b>137</b>
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## Restaurant Production

### Certificate

#### TECHNICAL SPECIALTY COURSES

HOS 203	Commercial Food Nutrition	3
FSD 100	Health & Sanitation	3
FSD 101	Orientation to Culinary Arts	1
FSD 160	Theory I (Culinary Fundamentals)	5
FSD 170	Theory 2 (Advanced Culinary Fundamentals)	5
FSD 180	Theory 3 (Garde Manger/Advanced Cold Food)	5
FSD 190	Theory 4 (Restaurant Cost Controls)	5
FSD 200	Theory 5 (Management Techniques)	5
FSD 165	Culinary 1	15
FSD 175	Culinary 2	15
FSD 185	Culinary 3	15
FSD 195	Culinary 4	15
FSD 205	Restaurant Production	15

#### RELATED INSTRUCTION

ENGL 105	Applied Composition	3
ENGL 106	Technical Writing	3
MATH 110	Applied Mathematics for Technicians	3
PSYC 240	Psychology of Human Relations	3
TOTAL CREDITS		119

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

Completion of the Culinary Arts certificate requirements with a minimum cumulative 2.0 GPA. . . . . 119

#### GENERAL EDUCATION ELECTIVES 10

*A minimum of 10 elective credits from at least two of these categories:*

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS		129
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### Associate of Applied Science—T Degree (A.A.S.-T)

To earn an A.A.S.-T Degree, students must maintain a cumulative 2.0 GPA.

#### TECHNICAL SPECIALTY COURSES

HOS 203	Commercial Food Nutrition	3
FSD 100	Health & Sanitation	3
FSD 101	Orientation to Culinary Arts	1
FSD 160	Theory I (Culinary Fundamentals)	5
FSD 170	Theory 2 (Advanced Culinary Fundamentals)	5
FSD 180	Theory 3 (Garde Manger/Advanced Cold Food)	5
FSD 190	Theory 4 (Restaurant Cost Controls)	5
FSD 200	Theory 5 (Management Techniques)	5
FSD 165	Culinary 1	15
FSD 175	Culinary 2	15
FSD 185	Culinary 3	15
FSD 195	Culinary 4	15
FSD 205	Restaurant Production	15

#### RELATED INSTRUCTION

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II	5
MATH 102	College Algebra	5
PSYC& 100	General Psychology	5

#### GENERAL EDUCATION ELECTIVES 10

*A minimum of 10 elective credits from at least two of these categories:*

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS		137
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## Pastry & Baking Arts

### Culinary Arts Department

(206) 934-5344

[www.chefschoo.com](http://www.chefschoo.com)

The Pastry and Specialty Baking program covers basic and advanced skills in pastry and specialty baking and decorating. It includes cakes and Danish; French and Swiss pastries; fancy desserts; confections; tortes; fillings; specialty breads; decorating; and sugar and chocolate work. Graduates are prepared for pastry positions in hotels, fine restaurants, clubs, and a variety of positions in retail and wholesale bakeries.

### Certificate

#### TECHNICAL SPECIALTY COURSES

HOS 203	Commercial Food Nutrition	3
FSD 100	Health & Sanitation	3
PST 101	Pastry & Baking Orientation	5
PST 102	Intro to Bakery Management	5
PST 103	Decoration Theory I	4
PST 104	Decoration Theory II	4
PST 105	Decoration Theory III	4
PST 111	Baking I	15
PST 112	Pastry I	15
PST 113	Baking II	15
PST 211	Pastry II	15
PST 212	Pastry III	15
PST 213	Pastry IV	15

#### RELATED INSTRUCTION

ENGL 105	Applied Composition	3
ENGL 106	Technical Writing	3
MATH 110	Applied Mathematics for Technicians	3
PSYC 240	Psychology of Human Relations	3

TOTAL CREDITS		130
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**Associate of Applied Science Degree (A.A.S.)**

Completion of the certificate requirements with a minimum cumulative 2.0 GPA. . . . . 130

**GENERAL EDUCATION ELECTIVES 10**

*A minimum of 10 elective credits from at least two of these categories:*

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS 140

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

To earn an A.A.S.-T Degree in Pastry & Baking Arts students must maintain a cumulative 2.0 GPA.

**TECHNICAL SPECIALTY COURSES**

HOS	203	Commercial Food Nutrition . . . . .	3
FSD	100	Health & Sanitation . . . . .	3
PST	101	Pastry & Baking Orientation . . . . .	5
PST	102	Intro to Bakery Management. . . . .	5
PST	103	Decoration Theory I . . . . .	4
PST	104	Decoration Theory II. . . . .	4
PST	105	Decoration Theory III . . . . .	4
PST	111	Baking I . . . . .	15
PST	112	Pastry I . . . . .	15
PST	113	Baking II . . . . .	15
PST	211	Pastry II . . . . .	15
PST	212	Pastry III . . . . .	15
PST	213	Pastry IV . . . . .	15

**RELATED INSTRUCTION**

ENGL&	101	English Composition I. . . . .	5
ENGL&	102	Composition II . . . . .	5
MATH	102	College Algebra . . . . .	5
PSYC&	100	General Psychology . . . . .	5

**GENERAL EDUCATION ELECTIVES 10**

*A minimum of 10 elective credits from at least two of these categories:*

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS 148

**DIESEL & HEAVY EQUIPMENT TECHNOLOGY**

**Diesel Technology Training Center**  
(206) 934-5391

Graduates of this program find career opportunities in trucking, heavy equipment, construction, industrial machinery, marine diesel, and materials handling. Additional and more advanced opportunities may be available as shop service representatives, service managers, foremen and construction equipment superintendents.

The certificate program can be completed in six quarters. Advanced standing may be granted for work experience and/or related training. The Associate of Applied Science degree builds upon previously acquired knowledge and skills to develop leadership and communication abilities.

There are additional costs for books and supplies. Students are responsible for getting required tools before instruction begins.

**Certificate**

**TECHNICAL SPECIALTY COURSES**

HDM	101	Intro to Heavy Duty . . . . .	3
HDM	107	Hydraulics & Pneumatics . . . . .	9
HDM	113	Basic Welding & Cutting – Diesel & Equipment Technology. . . . .	6
HDM	127	Drive Train . . . . .	8
HDM	128	Basic Gasoline Engines . . . . .	4
HDM	138	Steering, Suspension & Brakes. . . . .	15
HDM	171	Lift Truck Operator . . . . .	2

**RELATED INSTRUCTION**

ENGL	105	Applied Composition* . . . . .	3
MATH	110	Applied Math for Technicians. . . . .	3
PSYC	240	Psychology of Human Relations. . . . .	3

*\*Indicates a testing requirement/permission only.*

TOTAL CREDITS 56

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

Certificate Requirements & Technical Specialty courses . . . . 56

HDM	102	Electrical – Electronics, Basic . . . . .	6
HDM	104	Batteries, Generators & Alternators . . . . .	6
HDM	106	Cranking & Lighting Systems. . . . .	5
HDM	123	Diesel Engine Repair & Performance . . . . .	12
HDM	124	Preventive Maintenance . . . . .	5
HDM	191	Advanced Gasoline Engines . . . . .	4
HDM	193	Heating, Ventilation & Air Conditioning . . . . .	6
HDM	197	Internship Heavy Duty Diesel*. . . . .	1-6
HDM	201	Shop Practices . . . . .	6

*\*Requires seeing a program advisor.*

RELATED INSTRUCTION 10

Minimum of 10 credits from at least two of the following:

- Business & Office
- Science & Mathematics
- Supervision & Management
- Technical Specialty Courses
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 117-122

#### OPTIONAL ELECTIVES

HDM	198	Special Topics HD Mechanical Repair. . . . .	1-10
HDM	298	Advanced Special Topics HD Mechanical Repair. . . . .	1-10

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

#### TECHNICAL SPECIALTY COURSES

HDM	101	Intro to Heavy Duty. . . . .	3
HDM	102	Electrical – Electronics, Basic . . . . .	6
HDM	104	Batteries, Generators & Alternators. . . . .	6
HDM	106	Cranking & Lighting Systems. . . . .	5
HDM	107	Hydraulics & Pneumatics . . . . .	9
HDM	113	Basic Welding & Cutting – Diesel & Equip Tech . . . . .	6
HDM	123	Diesel Engine Repair & Performance . . . . .	12
HDM	124	Preventive Maintenance . . . . .	5
HDM	127	Drive Train. . . . .	8
HDM	128	Basic Gasoline Engines . . . . .	4
HDM	138	Steering, Suspension & Brakes. . . . .	15
HDM	171	Lift Truck Operator . . . . .	2
HDM	191	Advanced Gasoline Engines . . . . .	4
HDM	193	Heating, Ventilation & Air Conditioning. . . . .	6
HDM	197	Internship Heavy Duty Diesel*. . . . .	1-7
HDM	201	Shop Practices . . . . .	5

\*Requires seeing a program advisor.

#### RELATED INSTRUCTION

ENGL&	101	English Composition I. . . . .	5
MATH	102	College Algebra . . . . .	5
PSYC&	100	General Psychology . . . . .	5

#### ELECTIVE COURSES 10

Minimum of 5 credits from:

- Business & Office
- Supervision & Management
- Technical Specialty Courses

Minimum of 5 credits from:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 122-128

#### OPTIONAL ELECTIVES

HDM	198	Special Topics HD Mechanical Repair. . . . .	1-10
HDM	298	Advanced Special Topics HD Mechanical Repair. . . . .	1-10

## DRAFTING: ENGINEERING GRAPHICS & DESIGN TECHNOLOGY

#### Technical Education

(206) 934-5394 or (206) 934-6814

[southseattle.edu/programs/proftech/drafting.htm](http://southseattle.edu/programs/proftech/drafting.htm)

This program provides training for employment in civil, architectural and mechanical drafting positions. Instruction includes a combination of technical knowledge and skill development in areas such as orthographic projection, descriptive geometry, sections, dimensions, auxiliaries, materials and processes, presentation graphics, design models and surveying, culminating in a comprehensive design/drafting project. Training in computer-aided design (CAD) is an integral part of the program.

#### Certificate

#### TECHNICAL SPECIALTY COURSES 55

INT	100	Overview of Manufacturing Processes . . . . .	3
TDR	105	Technical Employment Preparation. . . . .	1
TDR	121	Drafting Technology I . . . . .	4
TDR	123	Drafting Technology II . . . . .	4
TDR	125	Drafting Technology III . . . . .	4
TDR	126	Space Geometry . . . . .	4
TDR	129	Blueprint Reading . . . . .	3
TDR	131	Intro to CAD – 2-D . . . . .	4
TDR	133	Intermediate CAD – 2-D . . . . .	4
TDR	135	Auto CAD 3-D Modeling. . . . .	4
TDR	179	CAD Mechanical . . . . .	4
TDR	197	Internship . . . . .	3
TDR	228	CAD Sheet Metal/HVAC . . . . .	4
TDR	230	Basic CAD – 3-D. . . . .	4
TDR	236	Project Management . . . . .	1
TDR	280	Geometric Dimen & Tolerancing. . . . .	4

#### RELATED INSTRUCTION 18

ICT	103	Computer Applications . . . . .	2
MATH	111	Applied Mathematics I . . . . .	5
MATH	112	Applied Mathematics II. . . . .	5
ENGL	105	Applied Composition * . . . . .	3
PSYC	240	Psychology of Human Relations. . . . .	3

\*Indicates a testing prerequisite, or by permission

TOTAL CREDITS 73

**Associate of Applied Arts Degree AND  
Associate of Applied Arts – T Degree**

<b>TECHNICAL SPECIALTY COURSES</b>		<b>71</b>
INT 100	Overview of Manufacturing Processes . . . . .	3
MET 102	Creative Technical Problem-Solving . . . . .	4
TDR 105	Technical Employment Preparation. . . . .	1
TDR 121	Drafting Technology I . . . . .	4
TDR 123	Drafting Technology II . . . . .	4
TDR 125	Drafting Technology III . . . . .	4
TDR 126	Space Geometry . . . . .	4
TDR 129	Blueprint Reading . . . . .	3
TDR 131	Intro to CAD – 2-D . . . . .	4
TDR 133	Intermediate CAD – 2-D . . . . .	4
TDR 135	AutoCAD – 3-D Modeling. . . . .	4
TDR 169	CAD – Electrical . . . . .	4
TDR 179	CAD – Mechanical . . . . .	4
TDR 197	Internship . . . . .	3
TDR 230	Basic CAD – 3-D. . . . .	4
TDR 231	Advanced CAD – 3-D. . . . .	4
TDR 236	Design Project Considerations . . . . .	1
TDR 237	Design Project 1 . . . . .	2
TDR 238	Design Project 2 . . . . .	2
TDR 263	Applied Mechanics 1 . . . . .	4
TDR 272	Applied Mechanics 2 . . . . .	4
<b>MAJOR STUDY AREA</b>		<b>16</b>
Choose Architectural, Civil, or Mechanical. Select a minimum of 16 credits from CET 230, TDR 160, 228, 240, 241, 243, 245, 268, or 280.		
<b>ELECTIVE COURSES</b>		<b>5</b>
<i>A minimum of 5 credits in two of these areas</i>		
■ Visual, Literary & Performing Arts		
■ Individuals, Cultures & Societies		
■ The Natural World		
SUBTOTAL CREDITS FOR BOTH A.A.S. AND A.A.S.-T DEGREES		92
<b>RELATED INSTRUCTION FOR A.A.S. DEGREE:</b>		<b>18</b>
ENGL 105	Applied Composition . . . . .	3
ICT 103	Computer Applications . . . . .	2
PSYC 240	Psychology of Human Relations. . . . .	3
MATH 111	Applied Math I (and) . . . . .	5
MATH 112	Applied Math II . . . . .	5
-OR-		
MATH& 141	Pre-Calculus I (and) . . . . .	5
MATH& 142	Pre-Calculus II . . . . .	5
TOTAL CREDITS FOR A.A.S. DEGREE		110
<b>RELATED INSTRUCTION FOR A.A.S.-T DEGREE:</b>		<b>20</b>
ENGL& 101	English Composition I. . . . .	5
MATH& 141	Pre-Calculus I . . . . .	5
MATH& 142	Pre-Calculus II . . . . .	5
PSYC& 100	General Psychology . . . . .	5
TOTAL CREDITS FOR A.A.S.-T DEGREE		112

**ENGINEERING TECHNOLOGY**

**Technical Education**  
(206) 934-5394 or (206) 934-6814

Engineering technicians play a key role in implementing designed solutions to technical problems. These tasks are accomplished with a solid background in mathematics, physics, and applied engineering, as well as skills in problem-solving and creative thinking. Successful graduates of the engineering technology program are qualified to seek employment as engineering technicians or may transfer to a four-year college to pursue a degree in Engineering or Engineering Technology.

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

<b>TECHNICAL SPECIALTY COURSES</b>		
ENGR 110	Engineering Orientation . . . . .	1
ENGR& 111	Engineering Graphics I . . . . .	4
ENGR& 112	Engineering Graphics II. . . . .	4
ENGR& 116	Engineering Design & Creativity. . . . .	4
ENGR 142	Computer Programming for Engineers . . . . .	5
ENGR& 214	Statics . . . . .	5
ENGR& 225	Mechanics of Materials . . . . .	5
ENGR 298	Special Topics . . . . .	4
ENGR 299	Independent Study. . . . .	4
INT 100	Overview of Manufacturing Processes . . . . .	3
TDR 126	Space Geometry . . . . .	3
TDR 131	Intro to CAD 2-D. . . . .	3
TDR 133	Intermediate CAD 2-D. . . . .	3
TDR 236	Design Project Considerations . . . . .	1
TDR 237	Design Project I . . . . .	2
TDR 238	Design Project II. . . . .	2

<b>RELATED INSTRUCTION</b>		
MATH& 142	Pre-Calculus II . . . . .	5
MATH& 151	Calculus I . . . . .	5
MATH& 152	Calculus II . . . . .	5
PHYS& 221	General Physics I . . . . .	5
PHYS& 222	General Physics II . . . . .	5
ENGL& 101	English Composition I. . . . .	5
ENGL 108	Technical Report Writing . . . . .	3
PSYC 240	Psychology of Human Relations. . . . .	3

<b>ELECTIVE COURSES</b>		<b>6</b>
<i>A minimum of 6 credits in the following areas:</i>		
■ Visual, Literary & Performing Arts		
■ Individuals, Cultures & Societies		
TOTAL CREDITS		95



## GEORGETOWN CAMPUS

### Short-term Certificates

(206) 934-6653

<http://georgetown.southseattle.edu/>

There are several educational opportunities at the Georgetown campus for short-term certificates, including Basic Weatherization Technician, Residential Auditing, Level I Commercial Energy Auditing and Industrial First Aid. Others are developed as student and industry needs evolve.

## LANDSCAPE HORTICULTURE

### Technical Education

(206) 934-5394

The Landscape Horticulture program offers training in landscape design and construction, greenhouse and nursery operations, irrigation systems, plant problem diagnostics, pruning, plant identification, soil science and much more. Students may choose between a certificate program, an Associate of Applied Science degree or individual courses to meet specific needs. Graduates typically find employment in landscape construction firms, pest management services, tree care companies, garden centers, wholesale nurseries, park maintenance departments and greenhouses. There are many opportunities for self-employment in this field.

### One Year Certificate

#### TECHNICAL SPECIALTY COURSES

Core Curriculum – 28 credits

LHO	100	Careers in Horticulture . . . . .	1
LHO	109	Integrated Pest Management . . . . .	3
LHO	135	Intro to Irrigation & Drainage Systems . . . . .	3
LHO	137	Landscape Management . . . . .	3
LHO	150	Horticulture Science I . . . . .	3
LHO	152	Soils . . . . .	3
LHO	242	Permaculture . . . . .	3

Select 3 of the following courses:

LHO	115	Fall Plant Identification . . . . .	3
LHO	116	Winter Plant Identification . . . . .	3
LHO	117	Spring Plant Identification . . . . .	3
LHO	119	Native Plants for NW Landscapes . . . . .	3
LHO	120	Herbaceous Plant Identification . . . . .	3

#### SPECIALTY AREAS (SELECT ONE TRACK – A, B OR C)

Select a minimum of 12 credits from one of three specialty areas:

#### A. Landscape Design & Construction Basics Track

LHO	122	Residential Landscape Design I . . . . .	5
LHO	126	Residential Landscape Design II . . . . .	5
LHO	189	Intro to Landscape Construction . . . . .	3
LHO	263	Residential Landscape Design III . . . . .	5
LHO	273	Landscape Construction Project - Spring . . . . .	4

#### B. Landscape Maintenance Track

LHO	108	Weed Identification & Management . . . . .	3
LHO	140	Intro to Arboriculture . . . . .	3
LHO	155	Pruning . . . . .	3
LHO	189	Intro to Landscape Construction . . . . .	3
LHO	240	Ecological Restoration: An Intro. . . . .	3

#### C. Horticultural Studies Track

LHO	105	Landscape Design Basics . . . . .	3
LHO	108	Weed Identification & Management . . . . .	3
LHO	111	Greenhouse Operations . . . . .	3
LHO	112	Nursery Operations . . . . .	3
LHO	140	Intro to Arboriculture . . . . .	3

TOTAL CORE CREDITS 40

#### RELATED INSTRUCTION 10

IFS	100	Industrial First Aid . . . . .	1
ENGL	105	English Composition . . . . .	3
MAT	110	Math for Technicians . . . . .	3
PSYC	240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS 50

### Landscape Design & Construction Basics Track A

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

Completion of Certificate Requirements. . . . . 50

#### TECHNICAL SPECIALTY COURSES 31

Minimum of 31 credits from one of the 3 specialty areas:

#### REQUIRED COURSES

LHO	189	Intro to Landscape Construction . . . . .	3
LHO	197	Internship (or equivalent work experience) . . . . .	2
LHO	238	Maintenance Estimating & Bidding . . . . .	3
LHO	265	Contracts & Specifications . . . . .	3

Choose one required Construction Project course:

LHO	272	Landscape Construction Project – Fall . . . . .	4
LHO	273	Landscape Construction Project – Spring . . . . .	4

Choose a minimum of 16 credits with faculty advisor approval:

Design:

LHO	126	Residential landscape Design II . . . . .	5
LHO	263	Residential Landscape Design III . . . . .	5
LHO	267	CAD for Landscape . . . . .	5

Construction:

LHO	236	Advanced Irrigation Design . . . . .	5
LHO	237	Advanced Irrigation Diagnostics & Repairs . . . . .	5

*Horticulture:*

LHO	108	Weed Identification & Management . . . . .	3
LHO	112	Nursery Operations . . . . .	3
LHO	140	Intro to Arboriculture . . . . .	3
LHO	155	Pruning . . . . .	3
LHO	160	Garden Renovation. . . . .	3
LHO	240	Ecological Restoration: An Intro. . . . .	3
LHO	241	Ecological Restoration – Project Planning & Implementation . . . . .	3
LHO	255	Edible Trees, Shrubs & Vines . . . . .	3

**GENERAL EDUCATION 10**

*A minimum of 10 credits in two of the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS	91
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**Landscape Design & Construction Basics Track A**

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

Completion of Core Certificate Requirements. . . . .	40
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**TECHNICAL SPECIALTY COURSES 31**

*Minimum of 31 credits from one of the 3 specialty areas:*

**REQUIRED COURSES**

LHO	189	Intro to Landscape Construction . . . . .	3
LHO	197	Internship (or equivalent work experience) . . . . .	2
LHO	238	Maintenance Estimating & Bidding . . . . .	3
LHO	265	Contracts & Specifications . . . . .	3

*Choose one required Construction Project course:*

LHO	272	Landscape Construction Project – Fall . . . . .	4
LHO	273	Landscape Construction Project – Spring . . . . .	4

*Choose a minimum of 16 credits with faculty advisor approval:*

*Design:*

LHO	126	Residential Landscape Design II . . . . .	5
LHO	263	Residential Landscape Design III. . . . .	5
LHO	267	CAD for Landscape . . . . .	5

*Construction:*

LHO	236	Advanced Irrigation Design . . . . .	5
LHO	237	Advanced Irrigation Diagnostics & Repairs . . . . .	5

*Horticulture:*

LHO	108	Weed Identification & Management . . . . .	3
LHO	112	Nursery Operations . . . . .	3
LHO	140	Intro to Arboriculture . . . . .	3
LHO	155	Pruning . . . . .	3
LHO	160	Garden Renovation. . . . .	3
LHO	240	Ecological Restoration: An Intro. . . . .	3
LHO	241	Ecological Restoration – Project Planning & Implementation . . . . .	3
LHO	255	Edible Trees, Shrubs & Vines . . . . .	3

**RELATED INSTRUCTION 16**

IFS	102	Industrial First Aid . . . . .	1
ENGL&	101	English Composition I. . . . .	5
MATH	102	College Algebra . . . . .	5
PSYC&	100	General Psychology . . . . .	5

**GENERAL EDUCATION 10**

*A minimum of 10 credits in two of the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS	97
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**Sustainable Land Management – Track B**

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

Completion of Certificate Requirements. . . . .	50
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**TECHNICAL SPECIALTY COURSES 31-34**

**REQUIRED COURSES**

LHO	155	Pruning . . . . .	3
LHO	197	Internship (or equivalent work experience) . . . . .	2
LHO	210	Plant Problem Diagnostics . . . . .	3
LHO	236	Advanced Irrigation Systems Design . . . . .	5
LHO	238	Maintenance Estimating & Bidding . . . . .	3
LHO	240	Ecological Restoration: An Intro. . . . .	3
LHO	241	Ecological Restoration – Project Planning & Implementation . . . . .	3

*Choose six to nine credits with faculty advisor approval:*

LHO	105	Landscape Design Basics. . . . .	3
LHO	111	Greenhouse Operations . . . . .	3
LHO	112	Nursery Operations . . . . .	3
LHO	160	Garden Renovation. . . . .	3
LHO	189	Intro to Landscape Construction . . . . .	3
LHO	215	Plant Propagation. . . . .	3
LHO	237	Advanced Irrigation Diagnostics & Repairs . . . . .	5
LHO	255	Edible Trees, Shrubs & Vines . . . . .	3
LHO	272	Landscape Construction Project – Fall . . . . .	4
LHO	273	Landscape Construction Project – Spring . . . . .	4

**GENERAL EDUCATION 10**

*A minimum of 10 credits in two of the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS	91-94
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**Sustainable Land Management – Track B****Associate of Applied Science–T Degree (A.A.S.-T)**

Completion of Core Certificate Requirements . . . . . 40

**REQUIRED COURSES 31-34**

LHO 155	Pruning . . . . .	3
LHO 197	Internship (or equivalent work experience) . . . .	2
LHO 210	Plant Problem Diagnostics . . . . .	3
LHO 236	Advanced Irrigation System Design . . . . .	5
LHO 238	Maintenance Estimating & Bidding . . . . .	3
LHO 240	Ecological Restoration: An Intro. . . . .	3
LHO 241	Ecological Restoration – Project Planning & Implementation . . . . .	3

*Choose six to nine credits with faculty advisor approval:*

LHO 105	Landscape Design Basics . . . . .	3
LHO 111	Greenhouse Operations . . . . .	3
LHO 112	Nursery Operations . . . . .	3
LHO 160	Garden Renovation. . . . .	3
LHO 215	Plant Propagation. . . . .	3
LHO 237	Advanced Irrigation Diagnostics & Repairs . . . .	5
LHO 255	Edible Trees, Shrubs & Vines . . . . .	3
LHO 272	Landscape Construction Project – Fall . . . . .	4
LHO 273	Landscape Construction Project – Spring . . . .	4

**RELATED INSTRUCTION 16**

IFS 102	Industrial First Aid . . . . .	1
ENGL& 101	English Composition I . . . . .	5
MATH 102	College Algebra . . . . .	5
PSYC& 100	General Psychology . . . . .	5

**GENERAL EDUCATION 10***A minimum of 10 credits in two of the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 97-100

**Horticultural Studies – Track C****Associate of Applied Science Degree (A.A.S.)**

Completion of Certificate Requirements. . . . . 50

**TECHNICAL SPECIALTY COURSES 32-33****REQUIRED COURSES**

LHO 155	Pruning . . . . .	3
LHO 197	Internship (or equivalent work experience) . . . .	2
LHO 210	Plant Problem Diagnostics . . . . .	3
LHO 215	Plant Propagation. . . . .	3
LHO 217	Advanced Plant Propagation . . . . .	3
LHO 255	Edible Trees, Shrubs & Vines . . . . .	3
LHO 238	Maintenance Estimating & Bidding . . . . .	3
LHO 240	Ecological Restoration: An Intro. . . . .	3
LHO 241	Ecological Restoration Project Planning & Implementation . . . . .	3

*Choose 15 to 16 credits with faculty advisor approval:*

LHO 105	Landscape Design Basics . . . . .	3
LHO 108	Weed Identification & Management . . . . .	3
LHO 111	Greenhouse Operations . . . . .	3
LHO 112	Nursery Operations . . . . .	3
LHO 140	Intro to Arboriculture . . . . .	3
LHO 160	Garden Renovation. . . . .	3
LHO 189	Intro to Landscape Construction . . . . .	3
LHO 240	Ecological Restoration: An Intro. . . . .	3
LHO 241	Ecological Restoration – Project Planning & Implementation . . . . .	3
LHO 273	Landscape Construction Project – Spring . . . .	4

**GENERAL EDUCATION 10***A minimum of 10 credits in two of the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 92-93

**Horticultural Studies – Track C****Associate of Applied Science–T Degree (A.A.S.-T)**

Completion of Core Certificate Requirements . . . . . 40

**REQUIRED COURSES 32-33**

LHO 155	Pruning . . . . .	3
LHO 197	Internship (or equivalent work experience) . . . .	2
LHO 210	Plant Problem Diagnostics . . . . .	3
LHO 215	Plant Propagation. . . . .	3
LHO 217	Advanced Plant Propagation . . . . .	3
LHO 255	Edible Trees, Shrubs & Vines . . . . .	3

*Choose 15 to 16 credits with faculty advisor approval:*

LHO 105	Landscape Design Basics . . . . .	3
LHO 108	Weed Identification & Management . . . . .	3
LHO 111	Greenhouse Operations . . . . .	3
LHO 112	Nursery Operations . . . . .	3
LHO 140	Intro to Arboriculture . . . . .	3
LHO 160	Garden Renovation. . . . .	3
LHO 189	Intro to Landscape Construction . . . . .	3
LHO 240	Ecological Restoration: An Intro. . . . .	3
LHO 241	Ecological Restoration – Project Planning & Implementation . . . . .	3
LHO 255	Edible Trees, Shrubs & Vines . . . . .	3
LHO 273	Landscape Construction Project – Spring . . . .	4

**RELATED INSTRUCTION 16**

IFS 102	Industrial First Aid . . . . .	1
ENGL& 101	English Composition I . . . . .	5
MATH 102	College Algebra . . . . .	5
PSYC& 100	General Psychology . . . . .	5

**GENERAL EDUCATION** **10**

A minimum of 10 credits in two of the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS	98-99
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**NURSING**

(206) 768-6654

[southseattle.edu/programs/nursing.htm](http://southseattle.edu/programs/nursing.htm)

Nursing programs offered by South include Certified Nursing Assistant, Licensed Practical Nurse and the Licensed Practical Nurse to Registered Nurse Ladder Program which can lead to an Associate of Applied Science–T degree.

**Nursing Assistant – Certified**

This one-quarter course prepares students for the certification test for an entry-level position in the health care field. It includes 50 hours of actual skills applications at a clinical site.

**Certificate**

NUR 170 NA-C Basic Health Care . . . . .	12
TOTAL CREDITS	12

**Licensed Practical Nurse**

Students are admitted into this program on a competitive basis. Details of the application process are on the website. Students build on what they learned in the Nursing Assistant – Certified (NA-C) course in this four-quarter program. Upon successful completion of the program, students are qualified to take the Washington Practical Nurse state examination to become an LPN.

**PREREQUISITES/RELATED INSTRUCTION**

A current Washington NA-C license TEASV score, and a 2.5 in all nursing prerequisites:

BIOL& 241 Human Anatomy & Physiology I . . . . .	5
BIOL& 242 Human Anatomy & Physiology II . . . . .	5
BIOL& 260 Microbiology . . . . .	5
ENGL& 101 English Composition I . . . . .	5
PSYC& 200 Lifespan Psychology . . . . .	5
MATH& 146 Intro to Statistics . . . . .	5
TOTAL PREREQUISITE COURSES	30

**Certificate**

**TECHNICAL SPECIALTY COURSES**

NUR	171	LPN I – Fundamentals of Nursing . . . . .	12
NUR	172	LPN II – Medical Surgical Nursing I . . . . .	12
NUR	173	LPN III – Medical Surgical Nursing II . . . . .	12
NUR	174	LPN IV – Maternity & Newborn Nursing . . . . .	10
NUR	179	LPN Mentorship . . . . .	2

*If transferring to LPN to RN Ladder, only 36 credits will carry forward.*

TOTAL TECHNICAL SPECIALTY COURSES	48
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TOTAL CREDITS	78
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*If transferring to LPN to RN Ladder, only 36 credits will carry forward.*

**LPN to RN Ladder A.A.S.-T Degree**

Students must first successfully complete an LPN certificate program and the general education and related instruction requirements.

**PREREQUISITES/RELATED INSTRUCTION**

A minimum of 36 credits from an approved Practical Nursing program; have a current Washington LPN license, and a 2.5 cumulative GPA in LPN courses and a 2.5 in all Nursing prerequisite courses, including:

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
MATH&	146	Intro to Statistics . . . . .	5

TOTAL PREREQUISITE COURSES	35
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*The prerequisite courses count in the degree*

**TECHNICAL SPECIALTY COURSES**

NUR	245	Nursing Theory I – Obstetric/Pediatric Nursing . . . . .	5
NUR	246	Nursing Lab I . . . . .	1
NUR	247	Nursing Experience I . . . . .	5
NUR	249	Health & Wellness . . . . .	1
NUR	252	Nursing Role – Leadership, Management, Ethical & Legal Issues . . . . .	3
NUR	255	Nursing Theory II – Psychosocial/ Medical Surgical Nursing . . . . .	4
NUR	257	Nursing Experience II . . . . .	5
NUR	265	Nursing Theory II – Medical/Surgical Nursing . . . . .	5
NUR	266	Nursing Lab II . . . . .	1
NUR	267	Nursing Experience III . . . . .	3
NUR	270	Senior Practicum . . . . .	3

TOTAL TECHNICAL SPECIALTY COURSES	36
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Transfer Credits from an LPN Program (maximum 36) . . . . .	36
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Prerequisite Related Instruction Credits . . . . .	35
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Technical Specialty Credits . . . . .	36
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TOTAL CREDITS FOR A.A.S.-T DEGREE	107
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## SUPERVISION & MANAGEMENT

### Technical Education (206) 934-5394

Designed for middle managers seeking to sharpen their skills or attain a promotion, the Supervision and Management program is also open to employees who are interested in advancing to management.

Levels of recognition are provided during progressive phases of the program, including a Certificate in Personnel Management (upon completion of six specific courses), a Certificate in Nonprofit Leadership (upon completion of six specific courses), a Certificate of Achievement (upon completion of a minimum of 55 credits), and an A.A.S. degree (upon completion of the required course of study). The Supervision and Management program is articulated to four-year institutions.

### Certificate

#### TECHNICAL SPECIALTY REQUIREMENTS

SMG 100	Leadership & Supervision . . . . .	3
SMG 103	Supervising a Diverse Workforce . . . . .	3
SMG 110	Financial Management . . . . .	3
SMG 120	Hiring Personnel . . . . .	3
SMG 197	Internship or Cooperative Education Experience . . . . .	5
SMG 210	Project Management . . . . .	3
SMG 217	Organizational Behavior . . . . .	3
SMG 220	Personnel Performance Management. . . . .	3
SMG 222	Management & Labor Relations . . . . .	3
SMG 265	Marketing Management . . . . .	3

#### RELATED INSTRUCTION

BUS 110	Business Mathematics. . . . .	5
BUS 131	Integrated Communications I . . . . .	5
BUS 169	Using Computers in Business I . . . . .	5
BUS 230	Business Communications . . . . .	5
PSYC 240	Psychology of Human Relations. . . . .	3

TOTAL CREDITS 55

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

Completion of Certificate Requirements. . . . . 55

#### RELATED INSTRUCTION 20-25

BUS& 101	Intro to Business . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5
BUS& 201	Business Law . . . . .	5
SMG 197	Internship or Cooperative Education Experience . . . . .	5-10

### ELECTIVES 15

Minimum of 15 credits from the following:

- Accounting
- Computer Science and Technology
- Economics, Trainer Education
- College Transfer track

TOTAL CREDITS 90-95

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

#### TECHNICAL SPECIALTY REQUIREMENTS

BUS& 101	Intro to Business . . . . .	5
BUS 169	Using Computers in Business I . . . . .	5
-OR-		
CSC 100	Beginning Computers . . . . .	5
BUS& 201	Business Law . . . . .	5
BUS 230	Business Communications . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5
SMG 100	Leadership & Supervision. . . . .	3
SMG 103	Supervising a Diverse Workforce . . . . .	3
SMG 110	Financial Management . . . . .	3
SMG 120	Hiring Personnel . . . . .	3
SMG 197	Internship or Cooperative Education Experience . . . . .	6-8
SMG 210	Project Management . . . . .	3
SMG 217	Organizational Behavior . . . . .	3
SMG 220	Personnel Performance Management. . . . .	3
SMG 222	Management & Labor Relations . . . . .	3
SMG 265	Marketing Management . . . . .	3

#### RELATED INSTRUCTION

ENGL& 101	English Composition I. . . . .	5
MATH 102	College Algebra . . . . .	5
PSYC& 100	General Psychology . . . . .	5

### ELECTIVES 17-20

Choose 17-20 credits from the following:

- Accounting
- Computer Science and Technology
- Economics, Trainer Education
- College Transfer track

TOTAL CREDITS 90-95

# WELDING FABRICATION TECHNOLOGY

**Technical Education**  
(206) 934-5394 & (206) 934-5210

Metal fabrication and welding are important components of many trades and the demand for trained welders and fabricators continues to rise. Job opportunities and skill needs are diverse, including general and production welding, blueprint reading, layout, cutting and fitting, finishing and materials handling.

Training includes all aspects of welding and fabrication operations including blueprint reading, planning operation sequence, applying geometry, heat effects and metal properties, layout, positioning, fitting, welding and material handling. Special projects are also offered for the journey-level welding fabricator desiring to update skills and certification.

Graduates are prepared for positions such as welders, fabricators, shop supervisors, estimators and shop owners in boatbuilding, automotive, machine fabrication, commercial fishing gear, piping systems, and building construction and maintenance. This program prepares students to pass welder certification tests through the Washington Association of Building Officials (WABO).

Welding also offers a short-term certificate in Electronic Assembly.

### Certificate

#### TECHNICAL SPECIALTY COURSES

HDM	171	Lift Truck Operator . . . . .	2
WFT	100	Welding Theory . . . . .	5
WFT	105	Print Read/Weld Symbols . . . . .	5
WFT	111	Materials and Testing . . . . .	5
WFT	120	Intro to Welding (OXY/SMAW) . . . . .	6
WFT	121	SMAW – Shielded Metal Arc Welding . . . . .	6
WFT	124	GMAW – Gas Metal Arc Welding . . . . .	6
WFT	125	FCAW – Flux Core Arc Welding . . . . .	6
WFT	127	GTAW – Gas Tungsten Arc Welding . . . . .	6
WFT	128	Fabrication/Carbon Arc Cutting/ Plasma Arc Cutting . . . . .	6

#### RELATED INSTRUCTION

BUS	116	Business Math Spreadsheets . . . . .	5
BUS	131	Integrated Communications I . . . . .	5
-OR-			
ENGL&	101	English Composition I . . . . .	5
-OR-			
ENGL	105	Applied Composition . . . . .	3
-WITH-			
ICT	103	Computer Applications . . . . .	2
PSYC	240	Psychology of Human Relations . . . . .	3
-OR-			
PSYC&	100	General Psychology . . . . .	5

TOTAL CREDITS 66-68

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

Completion of Certificate Requirements above . . . . . 66-68

#### TECHNICAL SPECIALTY COURSES

WFT	197	Industry Internship . . . . .	3
WFT	220	Pipe (SMAW) . . . . .	7
WFT	227	Advanced Fabrication I . . . . .	8
WFT	228	Pipe (SMAW/GTAW) Shielded Metal/ Gas Tungsten . . . . .	7
WFT	238	Advanced Fabrication II . . . . .	8

#### RELATED INSTRUCTION

CSC	100	Beginning Computers . . . . .	5
TDR	121	Drafting Technology I . . . . .	4

#### ELECTIVE COURSES 5

*A minimum of 5 credits in the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL AAS DEGREE CREDITS 113-115

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

#### TECHNICAL SPECIALTY COURSES

HDM	171	Lift Truck Operator . . . . .	2
WFT	100	Welding Theory . . . . .	5
WFT	105	Print Read/Weld Symbols . . . . .	5
WFT	111	Materials and Testing . . . . .	5
WFT	120	Intro to Welding (OXY/SMAW) . . . . .	6
WFT	121	SMAW – Shielded Metal Arc Welding . . . . .	6
WFT	124	GMAW – Gas Metal Arc Welding . . . . .	6
WFT	125	FCAW – Flux Core Arc Welding . . . . .	6
WFT	127	GTAW – Gas Tungsten Arc Welding . . . . .	6
WFT	128	Fabrication/Carbon Arc Cutting/ Plasma Arc Cutting . . . . .	6
WFT	197	Industry Internship . . . . .	3
WFT	220	Pipe (SMAW) . . . . .	7
WFT	227	Advanced Fabrication I . . . . .	8
WFT	228	Pipe (SMAW/GTAW) Shielded Metal/ Gas Tungsten . . . . .	7
WFT	238	Advanced Fabrication II . . . . .	8

#### RELATED INSTRUCTION

CSC	100	Beginning Computers . . . . .	5
ENGL&	101	English Composition I . . . . .	5
MATH	102	College Algebra . . . . .	5
TDR	121	Drafting Technology I . . . . .	4
PSYC&	100	General Psychology . . . . .	5

#### GENERAL EDUCATION 5

*A minimum of 5 credits in the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS 115

**Short-term Stackable Certificates**

<b>LEVEL 1 WELDING CERTIFICATE</b>		<b>17</b>
WFT	100	Welding Theory . . . . . 5
WFT	120	Intro to Welding (Oxy/SMAW). . . . . 6
WFT	121	SMAW – Shielded Metal Arc Welding . . . . . 6
TOTAL CREDITS		17
<b>LEVEL 2 WELDING CERTIFICATE</b>		<b>17</b>
WFT	105	Print Read/Weld Symbols . . . . . 5
WFT	124	GMAW – Gas Metal Arc Welding . . . . . 6
WFT	125	FTAW – Flux Core Metal Arc Welding . . . . . 6
TOTAL CREDITS		17
<b>LEVEL 3 WELDING CERTIFICATE</b>		<b>17</b>
WFT	111	Materials and Testing . . . . . 5
WFT	127	GTAW – Gas Tungsten Arc Welding . . . . . 6
WFT	128	Fabrication/Carbon Arc Cutting/ Plasma Arc Cutting. . . . . 6
TOTAL CREDITS		17
<b>LEVEL 4 WELDING CERTIFICATE</b>		<b>15</b>
WFT	220	Pipe (SMAW) . . . . . 7
WFT	227	Advanced Fabrication I . . . . . 8
TOTAL CREDITS		15
<b>LEVEL 5 WELDING CERTIFICATE</b>		<b>15</b>
WFT	228	Pipe (SMAW/GTAW) . . . . . 7
WFT	238	Advanced Fabrication II. . . . . 8
TOTAL CREDITS		15

**WINE INDUSTRY TRAINING**

Culinary Arts (206) 934-7942  
<http://nwwineacademy.com>

The program provides introductory and professional development classes relating to the wine industry, including certificates, Associate of Arts and Associate of Arts – T degrees in these areas: Wine Making (learning to produce quality wines and develop an individual style of wine); Wine Marketing and Sales; and Food and Wine Pairing (the intricacies of bridging food and wine). The program prepares individuals for careers in the wine industry, and provides advanced skill training for those already employed in the industry. Must be 18 years or older to apply.

**Wine Making****Certificate****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology . . . . . 3
WIN	102	Enology Laboratory Analysis . . . . . 3
WIN	103	Elements of Wine Production I . . . . . 4
WIN	104	Elements of Wine Production II . . . . . 4
WIN	105	Elements of Wine Production III . . . . . 4
WIN	107	Winery Production I . . . . . 1
WIN	108	Winery Production II . . . . . 1
WIN	109	Winery Production III . . . . . 1
WIN	121	Intro to Viticulture . . . . . 3
WIN	122	Wine Chemistry & Microbiology . . . . . 3
WIN	123	Sensory Evaluation . . . . . 3
WIN	131	Intro to Washington Wines . . . . . 3
WIN	132	Wine History & Appreciation . . . . . 3
WIN	133	Intro to Wines of the World . . . . . 5
WIN	197	Wine Industry Internship. . . . . 3

**RELATED INSTRUCTION**

CHEM&	121	Intro to Chemistry . . . . . 5
ENGL&	101	English Composition I. . . . . 5
-OR-		
ENGL	105	Applied Composition . . . . . 3
-AND-		
ENGL	106	Technical Writing . . . . . 3
MATH	102	College Algebra . . . . . 5
-OR-		
BUS	116	Business Math/Spreadsheets . . . . . 5
PSYC&	100	General Psychology . . . . . 5
-OR-		
PSYC	240	Psychology of Human Relations. . . . . 3
TOTAL CREDITS		62-65

**Wine Making****Associate of Applied Science Degree (A.A.S.)****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology . . . . . 3
WIN	102	Enology Laboratory Analysis . . . . . 3
WIN	103	Elements of Wine Production I . . . . . 4
WIN	104	Elements of Wine Production II . . . . . 4
WIN	105	Elements of Wine Production III . . . . . 4
WIN	107	Winery Production I (lab) . . . . . 1
WIN	108	Winery Production II (lab) . . . . . 1
WIN	109	Winery Production III (lab) . . . . . 1
WIN	121	Intro to Viticulture . . . . . 3
WIN	122	Wine Chemistry & Microbiology . . . . . 3
WIN	123	Sensory Evaluation . . . . . 3
WIN	131	Intro to Washington Wines . . . . . 3
WIN	132	Wine History & Appreciation . . . . . 3
WIN	133	Intro to Wines of the World . . . . . 5
WIN	197	Wine Industry Internship. . . . . 3

**RELATED INSTRUCTION**

ACCT	110	Intro to Accounting/Bookkeeping . . . . .	5
BUS&	101	Intro to Business . . . . .	5
BUS	116	Business Math/Spreadsheets . . . . .	5
BUS&	201	Business Law . . . . .	5
BUS	235	Oral Communications in Business . . . . .	5
ENGL	105	Applied Composition . . . . .	3
PSYC	240	Psychology of Human Relations. . . . .	3
SMG	210	Project Management . . . . .	3

*A minimum of 15 credits from the following: . . . . . 15*

BUS	140	Customer Relations . . . . .	5
BUS	169	Using Computers in Business . . . . .	5
CTN	160	Web Production I . . . . .	5
BUS	177	Spreadsheets . . . . .	5
BUS	179	Word Processing . . . . .	5
BUS	182	Information & Database Management . . . . .	5

**GENERAL EDUCATION 10**

*A minimum of 10 credits in the following area:*

- Visual, Literary & Performing Arts

TOTAL CREDITS 103

**Wine Making**

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

**TECHNICAL SPECIALTY**

WIN	101	Intro to Enology . . . . .	3
WIN	102	Enology Laboratory Analysis . . . . .	3
WIN	103	Elements of Wine Production I. . . . .	4
WIN	104	Elements of Wine Production II . . . . .	4
WIN	105	Elements of Wine Production III. . . . .	4
WIN	107	Winery Production I (lab) . . . . .	1
WIN	108	Winery Production II (lab) . . . . .	1
WIN	109	Winery Production III (lab) . . . . .	1
WIN	121	Intro to Viticulture . . . . .	3
WIN	122	Wine Chemistry & Microbiology . . . . .	3
WIN	123	Sensory Evaluation . . . . .	3
WIN	131	Intro to Washington Wines . . . . .	3
WIN	132	Wine History & Appreciation . . . . .	3
WIN	133	Intro to Wines of the World . . . . .	5
WIN	197	Wine Industry Internship. . . . .	3

**RELATED INSTRUCTION**

ACCT	110	Intro to Accounting/Bookkeeping. . . . .	5
BUS&	101	Intro to Business . . . . .	5
BUS&	201	Business Law . . . . .	5
BUS	235	Oral Communications in Business . . . . .	5
ENGL&	101	English Composition I. . . . .	5
MATH	102	College Algebra . . . . .	5
PSYC&	100	General Psychology . . . . .	5
SMG	210	Project Management . . . . .	3

*A minimum of 15 credits from the following: . . . . . 15*

BUS	140	Customer Relations . . . . .	5
BUS	169	Using Computers in Business . . . . .	5
CTN	160	Web Production I . . . . .	5
BUS	177	Spreadsheets . . . . .	5
BUS	179	Word Processing . . . . .	5
BUS	182	Information & Database Management . . . . .	5

**GENERAL EDUCATION 10**

*A minimum of 10 credits in the following area:*

- Visual, Literary & Performing Arts

TOTAL CREDITS 107

**Wine Marketing & Sales**

**Certificate**

**TECHNICAL SPECIALTY**

WIN	101	Intro to Enology . . . . .	3
WIN	121	Intro to Viticulture . . . . .	3
WIN	123	Sensory Evaluation . . . . .	3
WIN	131	Intro to Washington Wines . . . . .	3
WIN	132	Wine History & Appreciation . . . . .	3
WIN	133	Intro to Wines of the World . . . . .	5
WIN	141	Wine Marketing & Sales . . . . .	3
WIN	151	Intro to Food & Wine Pairing . . . . .	3

**RELATED INSTRUCTION**

BUS&	101	Intro to Business . . . . .	5
CMST&	101	Intro to Communication . . . . .	5
ENGL&	101	English Composition I. . . . .	5
-OR-			
ENGL	105	Applied Composition . . . . .	3
-AND-			
ENGL	106	Technical Writing . . . . .	3
MATH	102	College Algebra . . . . .	5
-OR-			
BUS	116	Business Math/Spreadsheets . . . . .	5
PSYC&	100	General Psychology . . . . .	5
-OR-			
PSYC	240	Psychology of Human Relations. . . . .	3
TOTAL CREDITS			49-52



**Wine Marketing & Sales**

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

**TECHNICAL SPECIALTY**

WIN 101	Intro to Enology . . . . .	3
WIN 121	Intro to Viticulture . . . . .	3
WIN 123	Sensory Evaluation . . . . .	3
WIN 131	Intro to Washington Wines . . . . .	3
WIN 132	Wine History & Appreciation . . . . .	3
WIN 133	Intro to Wines of the World . . . . .	5
WIN 141	Wine Marketing & Sales . . . . .	3
WIN 142	Wine Business. . . . .	3
WIN 151	Intro to Food & Wine Pairing . . . . .	3
WIN 197	Wine Industry Internship. . . . .	3

**RELATED INSTRUCTION**

ACCT 110	Intro to Accounting/Bookkeeping. . . . .	5
BUS& 101	Intro to Business . . . . .	5
BUS 116	Business Math/Spreadsheets . . . . .	5
BUS& 201	Business Law . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5
ENGL 105	Applied Composition . . . . .	3
PSYC 240	Psychology of Human Relations. . . . .	3
SMG 210	Project Management . . . . .	3

*A minimum of 15 credits from the following: . . . . . 15*

BUS 140	Customer Relations . . . . .	5
BUS 169	Using Computers in Business . . . . .	5
CTN 160	Web Production I . . . . .	5
BUS 177	Spreadsheets . . . . .	5
BUS 179	Word Processing . . . . .	5
BUS 182	Information & Database Management . . . . .	5

**GENERAL EDUCATION 10**

*A minimum of 10 credits in the following area:*

- Visual, Literary & Performing Arts

TOTAL CREDITS	91
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**Wine Marketing & Sales**

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

**TECHNICAL SPECIALTY**

WIN 101	Intro to Enology . . . . .	3
WIN 121	Intro to Viticulture . . . . .	3
WIN 123	Sensory Evaluation . . . . .	3
WIN 131	Intro to Washington Wines . . . . .	3
WIN 132	Wine History & Appreciation . . . . .	3
WIN 133	Intro to Wines of the World . . . . .	5
WIN 141	Wine Marketing & Sales . . . . .	3
WIN 142	Wine Business. . . . .	3
WIN 151	Intro to Food & Wine Pairing . . . . .	3
WIN 197	Wine Industry Internship. . . . .	3

**RELATED INSTRUCTION**

ACCT 110	Intro to Accounting/Bookkeeping. . . . .	5
BUS& 101	Intro to Business . . . . .	5
BUS& 201	Business Law . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5
ENGL& 101	English Composition I. . . . .	5
MATH 102	College Algebra . . . . .	5
PSYC& 100	General Psychology . . . . .	5
SMG 210	Project Management . . . . .	3

*A minimum of 15 credits from the following: . . . . . 15*

BUS 140	Customer Relations . . . . .	5
BUS 169	Using Computers in Business . . . . .	5
CTN 160	Web Production I . . . . .	5
BUS 177	Spreadsheets . . . . .	5
BUS 179	Word Processing . . . . .	5
BUS 182	Information & Database Management . . . . .	5

**GENERAL EDUCATION 10**

*A minimum of 10 credits in the following area:*

- Visual, Literary & Performing Arts

TOTAL CREDITS	95
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**Food & Wine Pairing**

**Certificate**

**TECHNICAL SPECIALTY**

WIN 101	Intro to Enology . . . . .	3
WIN 121	Intro to Viticulture . . . . .	3
WIN 123	Sensory Evaluation . . . . .	3
WIN 131	Intro to Washington Wines . . . . .	3
WIN 132	Wine History & Appreciation . . . . .	3
WIN 133	Intro to Wines of the World . . . . .	5
WIN 151	Intro to Food & Wine Pairing . . . . .	3
WIN 152	Advanced Food & Wine Pairing. . . . .	3
WIN 153	Advanced Food & Wine Pairing – Varietals I. . . . .	4
WIN 154	Advanced Food & Wine Pairing – Varietals II . . . . .	4
WIN 155	Advanced Food & Wine Pairing – Varietals III . . . . .	4
WIN 156	Advanced Food & Wine Pairing – Fortified Wines. . . . .	2
WIN 157	Advanced Food & Wine Pairing – Desserts . . . . .	2

**RELATED INSTRUCTION**

ENGL& 101	English Composition I. . . . .	5
-OR-		
ENGL 105	Applied Composition . . . . .	3
-AND-		
ENGL 106	Technical Writing . . . . .	3
MATH 102	College Algebra . . . . .	5
-OR-		
BUS 116	Business Math/Spreadsheets . . . . .	5
PSYC& 100	General Psychology . . . . .	5
-OR-		
PSYC 240	Psychology of Human Relations . . . . .	3

TOTAL CREDITS	55-58
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**Food & Wine Pairing**

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

**TECHNICAL SPECIALTY**

WIN 101	Intro to Enology . . . . .	3
WIN 121	Intro to Viticulture . . . . .	3
WIN 123	Sensory Evaluation . . . . .	3
WIN 131	Intro to Washington Wines . . . . .	3
WIN 132	Wine History & Appreciation . . . . .	3
WIN 133	Intro to Wines of the World . . . . .	5
WIN 151	Intro to Food & Wine Pairing . . . . .	3
WIN 152	Advanced Food & Wine Pairing. . . . .	3
WIN 153	Advanced Food & Wine Pairing – Varietals I. . . . .	4
WIN 154	Advanced Food & Wine Pairing – Varietals II . . . . .	4
WIN 155	Advanced Food & Wine Pairing – Varietals III . . . . .	4
WIN 156	Advanced Food & Wine Pairing – Fortified Wines. . . . .	2
WIN 157	Advanced Food & Wine Pairing – Desserts . . . . .	2
WIN 197	Wine Industry Internship. . . . .	3

**RELATED INSTRUCTION**

ACCT 110	Intro to Accounting/Bookkeeping. . . . .	5
BUS& 101	Intro to Business . . . . .	5
BUS 116	Business Math/Spreadsheets . . . . .	5
BUS& 201	Business Law . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5
ENGL 105	Applied Composition . . . . .	3
PSYC 240	Psychology of Human Relations. . . . .	3
SMG 210	Project Management . . . . .	3

*A minimum of 15 credits from the following: . . . . . 15*

BUS 140	Customer Relations . . . . .	5
BUS 169	Using Computers in Business . . . . .	5
CTN 160	Web Production I . . . . .	5
BUS 177	Spreadsheets . . . . .	5
BUS 179	Word Processing . . . . .	5
BUS 182	Information & Database Management . . . . .	5

**GENERAL EDUCATION**

**10**

*A minimum of 10 credits in the following area:*

- Visual, Literary & Performing Arts

TOTAL CREDITS 104

**Food & Wine Pairing**

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

**TECHNICAL SPECIALTY**

WIN 101	Intro to Enology . . . . .	3
WIN 121	Intro to Viticulture . . . . .	3
WIN 123	Sensory Evaluation . . . . .	3
WIN 131	Intro to Washington Wines . . . . .	3
WIN 132	Wine History & Appreciation . . . . .	3

WIN 133	Intro to Wines of the World . . . . .	5
WIN 151	Intro to Food & Wine Pairing . . . . .	3
WIN 152	Advanced Food & Wine Pairing. . . . .	3
WIN 153	Advanced Food & Wine Pairing – Varietals I. . . . .	4
WIN 154	Advanced Food & Wine Pairing – Varietals II . . . . .	4
WIN 155	Advanced Food & Wine Pairing – Varietals III . . . . .	4
WIN 156	Advanced Food & Wine Pairing – Fortified Wines. . . . .	2
WIN 157	Advanced Food & Wine Pairing – Desserts . . . . .	2
WIN 197	Wine Industry Internship. . . . .	3

**RELATED INSTRUCTION**

ACCT 110	Intro to Accounting/Bookkeeping. . . . .	5
BUS& 101	Intro to Business . . . . .	5
BUS& 201	Business Law . . . . .	5
BUS 235	Oral Communications in Business . . . . .	5
ENGL& 101	Composition I . . . . .	5
MATH 102	College Algebra . . . . .	5
PSYC& 100	General Psychology . . . . .	5
SMG 210	Project Management . . . . .	3

*A minimum of 15 credits from the following: . . . . . 15*

BUS 140	Customer Relations . . . . .	5
BUS 169	Using Computers in Business . . . . .	5
CTN 160	Web Production I . . . . .	5
BUS 177	Spreadsheets . . . . .	5
BUS 179	Word Processing . . . . .	5
BUS 182	Information & Database Management . . . . .	5

**GENERAL EDUCATION**

**10**

*A minimum of 10 credits in the following area:*

- Visual, Literary & Performing Arts

TOTAL CREDITS 108

**INTERNSHIP/COOPERATIVE EDUCATION**

**WorkSource/Career Development Services**

**(206) 934-7935**

[southseattle.edu/worksource/student-information.aspx](http://southseattle.edu/worksource/student-information.aspx)

The Internship program offers the opportunity to apply what students learn in class in a professional setting. Internships are credit-bearing experiences that complement classroom learning and require permission. The Internship Office is located in the WorkSource Center and provides support for any South student who is interested in learning more.



## Welcome

Programs at Seattle Vocational Institute lead to jobs with a future, personal achievements and educational advancement. SVI is a division of Seattle Central College and collaborates with colleges in the Seattle College District as well as with business, labor, government and community-based organizations.

SVI is located in the heart of the city's Central District and is the area's largest delivery system for short-term workforce training and education leading directly to employment.

- Basic skills courses enable students to improve their reading, writing, math and critical thinking skills
- Short-term, open-entry job training programs lead to real-world jobs with livable wages
- Personal and professional development courses are designed to enhance the development of individual potential and success in the workplace

This independent job-training institute joined the Seattle College District as part of the State Legislature's 1991 Workforce Training and Education Act.

## MISSION

The Seattle Vocational Institute provides basic skills, vocational and workforce training opportunities through competency-based, open-entry, short-term programs that lead to jobs with a future, personal achievements and educational advancement, collaborating with business, labor, government and community groups.



## GETTING STARTED at SVI

<b>Admissions</b>	<b>(206) 934-4945</b>
<b>Bright Future</b>	<b>(206) 934-6304</b>
<b>Career Information</b>	<b>(206) 934-2940</b>
<b>GED</b>	<b>(206) 934-4935</b>
<b>Financial Aid</b>	<b>(206) 934-4977</b>
<b>Outreach</b>	<b>(206) 934-4950</b>
<b>Registration</b>	<b>(206) 934-4980</b>
<b>Worker Retraining</b>	<b>(206) 934-4936</b>

## LEARNING OUTCOMES

The success of SVI's workforce training programs is best measured by:

- the number of students who successfully complete their training programs
- the number of students placed into jobs upon program completion
- the level of wages earned by program completers in their first placement upon completion
- evidence that SVI graduates successfully retain jobs
- the number of students who participate in further education and training

# Admissions & REGISTRATION

SVI

170

General Information



## FACTS at a Glance\*

### 2012–2013 ANNUAL PROFILES

Annual attendance 2012–2013 1,232

#### Special Enrollments

Running Start 22  
Worker Retraining 290

### FALL 2013 PROFILES

#### Students \*\*

Median age 27  
Ethnic diversity 87%  
Male/Female 34%/66%  
With bachelor or higher degrees 4%  
Employed 22%  
    full-time 10%  
With dependents 42%  
    single parents 26%  
Full-time/Part-time attendance 53%/47%

#### Programs

Workforce Education 77%  
Basic Skills 23%

#### Courses

State-supported 99%  
Contract-supported 1%  
Student-supported 0%

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

\*\* State-funded.

## ADMISSIONS

(206) 934-4945

Admission to Seattle Vocational Institute is open to anyone who meets the following criteria:

- is competent to profit from the curricular offerings of the institute and
- is 18 years or older or
- is a high school graduate or has a GED or has applied for admission under the Bright Future (Running Start) program or
- is 16 years or older and is seeking a GED (with Public Schools' approval)

Applications for Admission are accepted on a continuing basis. Admission is required for students pursuing a Certificate of Completion in a vocational training program.

Admission standards vary from program to program. Students need to meet the criteria for the individual program, ability to benefit, and/or test requirements. Each program's requirements are listed on that program's profile page.

## REGISTRATION

(206) 934-4970

### Admissions Process

Applying for college can be an overwhelming experience. At SVI we take it one step at a time. We have a process that helps the student determine career goals and how to attain them, and SVI provides support every step of the way.

#### Step 1 Begin the Admission Processes by attending an Educational Planning Course

This course runs consecutively most weeks on Tuesdays, Wednesdays, and Thursdays from 1-5 p.m. Evening Educational Planning Courses are also available based on demand from 5-9 p.m. on Tuesdays, Wednesdays and Thursdays. The Educational Planning Course consists of the following:

**Day 1:** Learn about Financial Aid, other funding, on-line admissions, practice math & reading test exercises and learn what to do if you have a felony

**Day 2:** Orientation, Programs, Goal Setting, Life Skills, Math Review

**Day 3:** CASAS testing

#### Step 2 Apply for Financial Aid

Room 111A or (206) 934-4977. Check for WRT, WBL, BFET or OG funding eligibility in WorkForce Development, Room 109. Have high school transcripts or GED sent directly to SVI Registrar. See admissions specialist if you did not graduate from high school or did not obtain your GED.

**Step 3 Follow Through on All Requirements**

1. Work to improve your reading and/or math skills in the Intensive Labs if needed for your program. Take the CPAT test if necessary.
2. Make sure your Funding (FA, OG, WRT, WBL, SP) is secured.
3. Make sure high school transcripts or GED have been received by the SVI Registrar. This is very important because there is no financial aid funding without it.

**ABE/GED Courses**

Open-entry classes are offered for Adult Basic Education and GED classes.

**ESL Courses**

Attend an ESL Evaluation if English is not your native language. Open-entry English as a Second Language classes are offered on a space available basis. The first step is to contact the Admissions Office for ESL evaluation dates.

**Calendar**

<http://sviweb.sccd.ctc.edu/Calendar.pdf>

The instructional calendar is on the SVI website and shows quarter start and end dates, holidays and vacations. Individual course calendars or schedules show days that topics will be covered as well as dates when assignments are due and when tests will be given.

**Tuition & Fees**

Costs for tuition, books, lab fees and supplies vary among SVI programs. For specific cost, consult with the Admissions Coordinator.

**FINANCIAL AID and Assistance**

(206) 934-4977

Federal and state financial assistance is available for students attending SVI.

Depending on eligibility, assistance consists of work study and grants, including Pell Grants, BFET, State Need Grants, Worker Retraining, WorkFirst funding, and Federal Supplemental Opportunity Grants.

Funding and Financial Aid information is given in the Educational Planning Workshop. Financial aid application information is electronically transmitted to a federal processing center.

Early application is encouraged. Late applicants may have their entry into school delayed. In order to maintain financial aid eligibility, students must maintain satisfactory academic and in-class participation progress.

**College Refund Policy**

Students must complete an Add/Drop Form for a refund to be issued. Refunds will be made as stated below, subject to a \$6.00 administration fee. (In those instances where the fee subject to refund is less than \$6.00, the minimum forfeiture will be reduced to that amount. Fees are subject to change.)

Withdrawal due to class cancellation by the institution . . . 100%  
 Withdrawal prior to the first day of class (less admin. fee) . 100%  
 Withdrawal during the first five instructional days of class  
 (less admin. fee) . . . . . 100%  
 Withdrawal from the 6th instructional day through the 20th  
 calendar day of the quarter (less admin. fee) . 50%

*NOTE: This tuition and lab fee refund schedule applies to regular SVI programs only. Tuition refund policies for customized programs are defined in the training agreement for each customized program.*

**PROGRESS, GRADES & TRANSCRIPTS****Attendance**

See District Attendance Policy, page 35. For some programs at SVI, attendance requirements are specific.

**Grades**

Seattle Vocational Institute uses the decimal/letter grading system of the Seattle College District.

*See page 39.*

**Satisfactory Academic Progress**

Student Progress Policy (District Policy 311) says that students are expected to make satisfactory academic progress while enrolled at the Seattle Colleges. Satisfactory progress means that students are passing and completing their coursework in their educational programs.

To maintain Satisfactory Progress, all students must pass each and every class with a minimum 2.0 GPA and maintain an 85% participation rate. Participation is defined as in-class engagement during regularly scheduled class times. Individual programs of study may have additional requirements including higher GPA requirements for certain courses. For details on specific programs, consult the Office of Instruction. Students enrolled at SVI who incur any of the following conditions will be contacted by college personnel and may be placed on probation:

- Students who do not earn a 2.0 GPA or better in every class
- Students who do not earn the individual program-required GPA for particular classes or do not meet other requirements
- Students who do not achieve 85% participation rate

Program Coordinators/Administrators will work with students to develop an educational plan and identify strategies and resources tailored to individual needs and circumstances.

Students who are in violation of one or more Satisfactory Academic Progress standards will receive a letter from the college; it will be sent to the home address that is on record with the college registration office. The letter will explain what the student needs to do and resources that are available to help the student meet the student progress standards in the future.

Students who fail to meet the satisfactory progress requirements during a college quarter will be placed on probation in the subsequent quarter and will be notified in writing of their placement on probation during that quarter. Students who fail to maintain the required GPA and/or the required in-class participation in each course will be placed on probation for one college quarter.

### Academic Probation

Students on probation cannot enroll in the next quarter of programs until the probation is removed. Students on probation are encouraged to work with their program leads/instructors to determine the corrective actions.

In order to end Academic Probation the student must meet with their lead or designated instructor on a weekly basis to discuss progress, repeat the course or courses in which a grade of less than 2.0 was awarded (less than 2.9 for Medical and Dental Assistant students) and achieve the required GPA.

Students who demonstrate satisfactory academic progress will be removed from probationary status. Students may not advance to the next quarter unless the probation status is removed.

### In-Class Participation Probation

Students should consult with the Office of Instruction and their individual program leads for specific instructional and funding program requirements regarding their in-class participation obligations.

## Enrolling and Withdrawing from Classes

### Program Enrollment

Students may enroll in programs prior to the first day of the session without instructor permission.

Absolutely no documents will be processed after the 10th day of the session.

### Withdrawing from classes

To officially withdraw from classes at Seattle Vocational Institute, students must complete an Add/Drop Form, available at the Registration Office. Students should return the Add/Drop Form to the Registration Office to officially withdraw.

- During the first 10 days of the college quarter, students may withdraw from a course without a "W" appearing on their transcripts.
- From the third week to the eighth week of the quarter, students may withdraw and a "W" will be recorded and will remain on their transcripts.
- After the eighth week of the quarter, students may not officially withdraw from a class, regardless of academic status.
- After a "W" is issued, the course may be repeated only once.

*NOTE: Enrollment and withdrawal decisions may affect a student's financial aid. Check with the Financial Aid Office to determine eligibility.*

### Repeating a Course

If a student receives a "W" or a failing grade, the student must repeat and receive a passing grade for the course before being allowed to enroll in the next quarter's program courses. A student is allowed to repeat the course one time. Under exceptional circumstances, the Dean of Instruction may allow an additional repeat.

### Grade errors

Grade errors should be reported to the Registration Office within six months from the date of issue of that grade. Grade errors reported after this time may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process.

# Academic & Student SUPPORT SERVICES

## Transcripts

Students who wish to obtain an official transcript (a copy of their permanent academic record) must make a request in writing to the Registration Office. This service costs \$4.50 per copy (subject to change) and requires up to one week for processing. Official, sealed transcripts are generally required by other institutions when students transfer. Students may also obtain an unofficial copy of their transcripts at any time, at no charge.

Transcripts may be released directly to a student or a designated second party only upon presentation of positive identification (such as a driver's license). Release of transcripts to a second party requires a written release from the student authorizing that person to pick up a transcript. Transcripts will not be released to a student's parent without the student's written consent or unless the parent can establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.

Transcripts will not be released if students have not fulfilled all of their financial obligations to SVI and the Seattle College District.

## Graduation Requirement

To earn a Certificate of Completion from Seattle Vocational Institute, students must complete all required courses within their program of study, have a minimum GPA of 2.0, meet individual program requirements, and have a minimum in-class participation percentage rate of 85% of the total program. Students must apply for graduation one quarter prior to completion. Please see the SVI Student Handbook for details.

## Student Rights & Responsibilities

As a unit of Seattle College District VI, students of the Seattle Vocational Institute comply with the Student Rights and Responsibilities of the District.

*See pages 42-47 or the web at [seattlecolleges.edu/district/currentstudents/studentrulescs.aspx](http://seattlecolleges.edu/district/currentstudents/studentrulescs.aspx).*

## Policy, Fee & Program Changes

Policies and procedures contained in this catalog are subject to change by the SVI administration; SVI also reserves the right to change fee schedules, tuition amounts and program content.

## Admissions & PROGRAMS

(206) 934-4945

The Admissions Coordinator can help individuals review program and course options, and can provide information about the job market.

(206) 934-2940 and (206) 934-3195

## BOOKSTORE

*See page 53 for the Bookstore at Seattle Central College.*

## DISABILITY Services Center

(206) 934-4183 (V/TTY)

Seattle Central College provides support services to help SVI students with disabilities meet their educational needs. Students with disabilities requiring accommodations are asked to contact the office at Central prior to registration, present certified documentation and meet with a counselor. There are two counselors, one who focuses on disabilities, and one who works directly with Deaf students.

*See pages 43 and 51 for a complete description of disability support services.*

## FOOD Service

Vending machines and microwave ovens are available in the 2nd floor Cafeteria and the 5th floor Student Lounge.

## WORKFORCE Development Office

(206) 934-4950

New listings for full-time and part-time jobs are posted and updated in the SVI Workforce Development Office. The WDO also has computers for use in writing résumés. Information on employers and current wages for different occupations are also available. Pre-employment, Life Skills, and Stress Management workshops are offered periodically. These workshops provide information on how to manage stress, make initial contact with potential employers, write a résumé and interview successfully. Students who need personal counseling or assistance will be referred to appropriate community resources.

## SAFETY & Security

(206) 934-4933

For all on-campus security issues, call this number. For serious emergencies, dial 911.

Security personnel are on duty every day; however, they are not responsible for loss or theft. Students should take appropriate precautions to keep their personal property safe.

The students' well-being and safety are of utmost importance. It is vital that everyone follow strict safety procedures recommended in working with equipment in professional technical classes. In the event of an on-campus accident or injury, students and faculty should report the accident to the Security Office so the injury can be addressed and an accident report completed. Do not hesitate to call 911 for serious injuries. Instructors must be notified if the accident occurs during class.

*See page 43 for additional information on personal safety.*

## Student COUNSELING and ADVISING

(206) 934-3190

The Counseling Department is coordinated by a teaching and learning partnership which allows candidates of the University of Washington's Master of Social Work Program to provide direct student services in counseling and mentoring for students under the direction of the SVI Counseling staff.

## WORKFIRST Program

(206) 934-2948

The SVI Work-First Program works in partnership with the Department of Social and Health Services (DSHS) to assist DSHS Work-First participants with tuition assistance and books. DSHS refers qualified participants to SVI for services including:

- Tuition assistance
- Educational planning
- Interest assessment
- Career advising/counseling
- Job search skills
- Work-First Work Study

Interested WorkFirst participants should inform their DSHS Case Managers of their interest in attending SVI. The DSHS Office will in turn notify SVI.



# PROGRAMS OF STUDY at SVI

## 4 Educational Directions

- 1 **Pre-College Programs** ABE, ESL, GED
- 2 Concurrent **High School** Programs
- 3 Worker **Retraining**
- 4 Careers **Professional Technical** Programs

## 1 | ADULT BASIC EDUCATION ESL/GED

### ADULT BASIC EDUCATION (ABE)

(206) 934-4950

The Adult Basic Education program is designed to enhance basic skill levels in math, reading, writing and critical thinking. The integrated instruction uses lecture/discussion, computer-assisted learning, small group work and independent learning in developing competence in Washington state learning standards for math, reading and writing. Classes are open-entry and available at low cost to the student on a space-available basis. The Educational Planning Course is required for entry.

#### COURSES INCLUDE:

ABE 030 Level 3 Integrated  
Basic Skills—Reading, Math & Writing

### ENGLISH AS A SECOND LANGUAGE (ESL)

(206) 934-4950

Intermediate/advanced level classes are offered for non-native speakers of English. Emphasis is on vocabulary development, reading and writing needed to function effectively on the job, in an educational program, or in daily situations. Classes are available each quarter, at low cost to the student, on a space-available basis. Placement test required.

#### COURSES INCLUDE:

ESL 059 English as a Second Language – Vocational ESL

### GENERAL EDUCATIONAL DEVELOPMENT Preparation (GED®)

This open-entry/open-exit, variable-length course prepares adult students for the General Educational Development examination. It combines traditional instruction with computer-assisted and individualized learning appropriate to student needs. Students ready for final testing on the computer in one or more of the four subject areas will be assisted in making their appointments at Seattle Central. Classes are offered each quarter at low cost to the student. Students may start at any time on a space-available basis. The Educational Planning Course is required for entry.

#### COURSES INCLUDE:

GED 050 Basic GED Preparation Level 5  
GED 060 Advanced GED Preparation Level 6  
GED 070 Intensive GED Preparation

## 2 | Concurrent HIGH SCHOOL Programs

### BRIGHT FUTURE Program

(206) 934-6304

[http://sviweb.sccd.ctc.edu/p\\_bright.htm](http://sviweb.sccd.ctc.edu/p_bright.htm)

The Bright Future Program is a Running Start funded program serving students from all area high schools. This program gives students an opportunity to start their college courses early by allowing qualified high school students access to accredited programs at Seattle Vocational Institute. The program is designed to assist participants in earning a high school diploma and a certificate of completion in one of SVI's professional technical programs. Students are eligible to enroll in professional technical programs of the Allied Health Division (Dental Assistant, Medical Front Office, Medical Administrative Specialist, Medical Assistant and Phlebotomy), Business Computers Division (Foundation Office Clerk, and Computer Support Technician), the Pre-Apprenticeship Construction Training program and the School of Cosmetology. Coursework completed at SVI counts toward high school graduation requirements as well as professional technical certification.

### 3 | WORKER RETRAINING Program

(206) 934-4950

The Worker Retraining program offers a variety of services to dislocated workers. A dislocated worker is an individual who:

- Is currently collecting unemployment insurance after a job layoff
- Has exhausted unemployment benefits within the past two years
- Was self-employed, and is now unemployed due to closure of their own small business
- Is a displaced homemaker who now has to return to work due to separation, divorce, or other inability of the financial supporting partner to provide
- Has received a WARN letter
- Is working in a not-in-demand job
- Has lost a job because of a disaster
- Is a recently separated veteran

Services are devoted to helping workers get a new start on a career in high-wage/high-demand jobs through the provision of tuition assistance. Additional services can include:

- Application assistance for Federal Trade Act Assistance
- Educational planning/interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job placement
- Advocacy for additional support from community partner agencies who offer Workers Investment Act (WIA) Funding and other funding sources

Finally, the Worker Retraining program works in partnership with the Employment Security Department (ESD). One of the roles is reviewing Commission Approved Training (CAT) applications that authorize permission for people receiving unemployment benefits to retain their benefits while attending school.

*See page 29 for more information.  
 Also see WorkFirst on page 174.*

### 4 | CAREERS Professional Technical Programs

#### ALLIED HEALTH

**Dental Assistant  
 4 Quarters**

**78 Credits**

The Dental Assistant Certificate of Completion program has been granted full accreditation by the American Dental Association. This program prepares students for entry-level employment within the dental industry. Students are taught chair-side dental assisting through lecture, hands-on experience and 275 hours of mandatory clinical experience in the workplace. Classes are conducted in a state-of-the-art dental environment located at SVI, with dental services available on Wednesday and Thursday. Certified SVI instructors conduct classes and a licensed dentist lectures and demonstrates patient procedures. Coursework includes anatomy and physiology, medical terminology, clinical procedures, and specialty dental courses that prepare the student for employment following completion of the program.

**Certificate**

<b>QUARTER 1</b> .....	<b>20</b>
AHD 100 Strategies for Success for DA Students . . . . .	1
AHD 101 CPR/First Aid . . . . .	0.5
AHD 105 HIV/AIDS. . . . .	0.5
AHD 150 Intro to Dental Assisting . . . . .	1
AHD 151 Clinical Science I . . . . .	4
AHD 152 Clinical Science II . . . . .	4
AHD 153 Dental Equipment & Instruments . . . . .	1
AHD 154 Dental Materials. . . . .	2
AHD 155 Clinical Laboratory I . . . . .	2
AHD 156 Practice Management . . . . .	2
AHD 157 Preventive Dentistry . . . . .	2
<b>QUARTER 2</b> .....	<b>20</b>
AHD 160 Clinical Procedures I . . . . .	10
AHD 161 Radiology Science . . . . .	6
AHD 162 Radiology Laboratory . . . . .	4
<b>QUARTER 3</b> .....	<b>20</b>
AHD 170 Clinical Procedures II . . . . .	10
AHD 171 Dental Specialties . . . . .	4.5
AHD 172 Clinical Laboratory II . . . . .	3.5
AHD 173 Human Relations . . . . .	2
<b>QUARTER 4</b> .....	<b>18</b>
AHD 190 Job Seeking Skills I/ Computer Lab . . . . .	1.5
AHD 192 Mandatory Clinical . . . . .	16.5
<b>TOTAL CREDITS</b>	<b>78</b>

## Medical Assistant 4 Quarters

**80 Credits**

Medical Assistants are allied health professionals who perform a wide range of roles in physicians' offices, clinics and other health care settings. They are proficient in many clinical and administrative tasks and are vital members of the health care delivery team. The Medical Assistant Certificate of Completion program teaches the business and clinical skills to become a Medical Assistant. This fully accredited program provides the mechanism for graduates to take the National Board Examination to become a nationally Certified Medical Assistant. Emphasis is on both front and back office. Front office skills include patient relations, medical insurance, finances, coding, anatomy and physiology, medical terminology, interpersonal communication skills, administrative procedures, skill development in computer usage and transcription. Back office skills include clinical skills such as medical and surgical asepsis, charting, patient prep, procedure set-ups, prioritizing, medication calculation and administration, EKG, diagnostic imaging theory, and lab skills such as hematology, urinalysis, basic microbiology and phlebotomy.

The SVI Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs\* ([www.caahep.org](http://www.caahep.org)) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowments (AAMAE).

\* Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756. (727) 210-2350.

### Certificate

<b>QUARTER 1</b> . . . . .	<b>20</b>
AHL 100 Strategies for Success for MA Students . . . . .	1
BOS 103 Keyboarding . . . . .	3
PSG 110 Behavioral Psychology. . . . .	2
AHL 111 Anatomy/Physiology/Pathophysiology I. . . . .	6
BCT 111 Computer Literacy & Application Fundamentals	2
AHL 113 Medical Terminology . . . . .	6
<b>QUARTER 2</b> . . . . .	<b>20</b>
AHL 112 Anatomy/Physiology/Pathophysiology II . . . . .	6
AHL 126 Reception/Scheduling/Medical Records . . . . .	2
BCT 130 Word Processing . . . . .	4
AHL 180 Clinical I . . . . .	8
<b>QUARTER 3</b> . . . . .	<b>20</b>
AHL 123 Insurance/Coding . . . . .	2
AHL 124 Medical Office Finances/Spreadsheets . . . . .	2.5
COR 131 Employment Skills . . . . .	3
AHL 142 Medical Computer Applications . . . . .	2
AHL 161 Pharmacology Principles . . . . .	2.5
AHL 183 Clinical II . . . . .	8

<b>QUARTER 4</b> . . . . .	<b>20</b>
AHL 101 Health Care Provider CPR/First Aid. . . . .	0.5
AHL 105 HIV/AIDS. . . . .	0.5
AHL 125 Medical Office Simulation . . . . .	2.5
AHL 128 Law & Ethics . . . . .	3
AHL 190 Clinical Review/Certification Exam Prep* . . . . .	8.5
AHL 192 Medical Assistant Mandatory Clinical* . . . . .	5
<b>TOTAL CREDITS</b>	<b>80</b>

\*These two courses must be taken together.

## Medical Front Office 1 Quarter

**18 Credits**

The Medical Front Office Certificate prepares students for entry into industry as front office personnel in the medical field. Job titles may include Patient Service Representative, Medical Office Assistant, Referral Coordinator, Appointment/Surgery Scheduler, and/or Receptionist. Work involves knowledge of general office skills, patient in-take, medical records, reception and scheduling, insurance and coding, inventory management, HIPAA, medical ethics, Standard Precautions, CPR, HIV/Aids training for certification.

### Certificate

<b>QUARTER 1</b> . . . . .	<b>18</b>
AHL 101 Health Care Provider CPR . . . . .	0.5
AHL 105 HIV/AIDS . . . . .	0.5
AHL 113 Medical Terminology . . . . .	6
AHL 123 Insurance/Coding . . . . .	2
AHL 126 Reception/Scheduling/Medical Records . . . . .	2
AHL 142 Medical Computer Applications . . . . .	2
BCT 123 Spreadsheets . . . . .	2
COR 131 Employment Skills . . . . .	3
<b>TOTAL CREDITS</b>	<b>18</b>

## Medical Administrative Specialist 1 Quarter

**12 Credits**

A Medical Administrative Specialist (MAS) manages the administrative duties involved in patient care and is the liaison between inpatient, out-patient and medical staff. Work settings may include hospitals, doctors' offices, clinics and nursing homes. A typical day would include patient reception, interpreting doctors' handwriting, ordering and scheduling tests, chart assembly, data entry, verifying insurance, performing transfers, discharging and admitting hospitalized patients. The job outlook for this position is increasing due to population growth and expanding medical technology.

### Certificate

<b>QUARTER 1</b> . . . . .	<b>12</b>
MAS 125 MAS Office Simulation . . . . .	3
MAS 130 Advanced MAS Office Simulation . . . . .	9
<b>TOTAL CREDITS</b>	<b>12</b>

**Phlebotomy**  
**1 Quarter**

**8 Credits**

**Certificate**

This one-quarter Phlebotomy program provides students with the theory, skills and practice necessary to work as phlebotomists in hospitals, medical laboratories, blood banks, clinics, and doctors' offices. Typical duties include drawing blood specimens, maintaining laboratories and supplies, informing and instructing patients, processing specimens, keeping accurate records, and communicating results.

Phlebotomy is to open a vein by puncture or incision, to obtain a blood specimen. Venipuncture is the most common technique used. This phlebotomy course is designed to teach basic venipuncture skills and techniques necessary to perform venous blood collection as a phlebotomist and for the multi-skilled health care professional. Students will have the opportunity to learn the theory and practice, as well as the medical and laboratory knowledge needed to complete the course, and to sit for phlebotomy and medical/clinical laboratory assistant certification exams.

**BUSINESS COMPUTERS**

**Foundation Office Clerk**  
**1 Quarter**

**19 Credits**

The Foundation Office Clerk program prepares the student to enter industry as clerical and/or business support personnel for work as Receptionist, Customer Service staff or File Clerk.

**Certificate**

<b>QUARTER 1</b> .....	<b>19</b>
BCT 111 Computer Literacy & Application .....	2
BCT 130 Word Processing .....	4
BOS 103 Keyboarding Skills .....	3
BOS 116 Math Fundamentals & Ten-Key .....	2
BOS 121 Office Procedures & Computer Office Management .....	2
COR 101 Strategies for Student Success .....	1
COR 120 Customer Service & Professionalism .....	3
COR 126 Business Office Communication & Research Skills .....	2
<b>TOTAL CREDITS</b>	<b>19</b>

**Computer Support Technician**  
**3 Quarters**

**33 Credits**

The Computer Support Technician program teaches PC hardware configuration, troubleshooting, repairing and upgrades, and operating systems software fundamentals, including MSDOS and LINUX. A strong emphasis is placed on basic marketable skill sets including critical thinking and performance research. Students are prepared for the CompTIA A+ Certified Service Technician exam.

**Certificate**

<b>QUARTER 1</b> .....	<b>11</b>
COR 101 Strategies for Success .....	1
BOS 103 Keyboarding .....	3
ITC 102 Intro of Computer Systems* .....	3
MIC 101 Intro to Computer Application* .....	4
<b>QUARTER 2</b> .....	<b>10</b>
ITC 134 Computer Operating Systems* .....	5
ITC 140 Intro to Computer Hardware* .....	5
<b>QUARTER 3</b> .....	<b>12</b>
COR 131 Employment Skills .....	3
MIC 175 Helpdesk User Support* .....	4
NET 120 Network Essentials* .....	5

*\*These classes are held at Seattle Central College.*

**TOTAL CREDITS** 33

**COSMETOLOGY**

**Cosmetology**  
**5 Quarters**

**100 Credits**

The Cosmetology Program includes training in multi-ethnic hairdressing and cosmetology services. A Certificate of Completion includes 1,650 hours of training. The core curriculum is designed to prepare students for employment and to take the State Board of Cosmetology Licensing Examination. Group and individual instruction utilizing Milady techniques and specialized hair styling techniques for hair cutting, scalp care, wet and thermal hair styling, ethnic hair care, hair coloring, foiling, permanent waving, chemical relaxing, skin care, make-up, manicures, pedicures and safety and sanitation measures are typical learning experiences. Advanced students gain additional experience involving customer work under the supervision of state licensed instructors in cosmetology. A detailed estimation of costs and tuition is available.

**Salon Services (206) 934-5477**

The School of Cosmetology Salon is open to the public 9:00 am until 5:00 pm Tuesday through Friday. The Salon is located at 1500 Harvard Avenue, Seattle, WA. Senior Citizens (65 years and older) receive a discount for all services rendered. A licensed Cosmetology Instructor is on staff during all salon hours.

**Certificate**

<b>QUARTER 1</b> .....	<b>20</b>
COS 100 Strategies for Success for Cosmetology/ Barbering Students. ....	1
COS 141 Intro to Physical Hair Design .....	4
COS 142 Hair Design Practicum I. ....	14.5
COS 143 CPR and First Aid .....	0.5
<b>QUARTER 2</b> .....	<b>20</b>
COS 148 Intro to Chemical Hair Design .....	12.5
COS 149 Hair Design Practicum II .....	7.5
<b>QUARTER 3</b> .....	<b>20</b>
COS 161 Intro to Esthetics for Cosmetology .....	7.5
COS 162 Intro to Natural Nail Care. ....	2.5
COS 163 Comprehensive Cosmetology Practicum I ...	10
<b>QUARTER 4</b> .....	<b>20</b>
COS 171 Principles of Salon/Shop Business .....	4.5
COS 172 Employment Skills .....	3
COS 173 Comprehensive Cosmetology Practicum II. ...	6
COS 174 Comprehensive Hair & Facial Hair Design Practicum .....	6.5
<b>QUARTER 5</b> .....	<b>20</b>
COS 181 State Board Preparation .....	7.5
COS 182 Salon/Shop Simulation I. ....	7
COS 183 Salon/Shop Simulation II .....	5.5
<b>TOTAL CREDITS</b>	<b>100</b>

**PRE-APPRENTICESHIP  
CONSTRUCTION TRAINING (P.A.C.T.)**

**Pre-Apprenticeship Construction Training  
2 Quarters 42.5 Credits**

The Pre-Apprenticeship Construction Training program is designed to assist adults, to gain the skills needed to make them successful competitors for entry-level jobs in construction trade apprenticeship programs. Participants study and apply subjects and skills that are relevant to the work-sites of many occupations, and tour many apprenticeship schools and construction job sites. Students learn basic carpentry skills and terminology, shop math, and effective and safe operation of power tools and demonstrate their competency. Students learn and receive certification in forklift operation, road flagging, OSHA 10 safety, and first aid/CPR. There is additional emphasis on learning skills and adopting attitudes that lead to becoming a positive and productive member of any work-site team/organization. The focus is on building habits for success, including time management, understanding non-verbal communication, taking the initiative, group/team communication, and line/staff/team organization.

Note: Forklift and flagging certification classes are open to the public and are offered at least once per quarter. For information on dates and fees for flagging or forklift, call SVI Registration at 206-934-4970 or the SVI PACT office at 206-934-4957.

**Certificate**

<b>QUARTER 1</b> .....	<b>22.5</b>
MTA 100 Strategies for Success for PACT Students. ...	1
MTA 160 Construction Job Skills .....	2
MTA 162 Trades Math I. ....	6
MTA 164 Industrial First Aid/CPR. ....	0.5
MTA 167 Construction Trades Training I .....	3
MTA 168 Construction Trades Training II .....	3.5
MTA 174 Tools & Material ID & Handling. ....	2
MTA 177 Fitness & Nutrition I .....	2
MTA 179 OSHA 10 Safety Certification. ....	1
MTA 165 Road Flagging Certification .....	0.5
MTA 172 Forklift Operation & Certification .....	1.0
<b>QUARTER 2</b> .....	<b>20</b>
MTA 161 Construction Job Readiness .....	5.5
MTA 163 Blueprint Reading. ....	3.5
MTA 169 Construction Trades Training III .....	2
MTA 170 ASSET Preparation .....	2
MTA 175 Forms & Grades .....	2
MTA 176 Trades Math II .....	2.5
MTA 178 Fitness & Nutrition II. ....	2.5
<b>TOTAL CREDITS</b>	<b>42.5</b>

**ABE – ADULT BASIC EDUCATION****ABE 030 (1-15) V****Adult Basic Education Level 3**

Focuses on reading comprehension, making inferences, recognizing fact and opinion, vocabulary development, writing basic sentence patterns, paragraphs, punctuation, capitalization and correct word usage.

**AHD – ALLIED HEALTH DENTAL****AHD 100 (1) V****Strategies for Success for Dental Assistant Students**

Develop study skills for life-long learning, using strategies effective in all classes. Explore lifelong applications of learning that can enhance personal and professional life.

**AHD 101 (0.5) V****CPR/First Aid**

Covers Cardiopulmonary Resuscitation (CPR) and First Aid procedures for infants, children and adults through demonstration and practice. Earn CPR and First Aid certificates from the American Red Cross by passing skills tests.

**AHD 105 (0.5) V****HIV/AIDS**

HIV/AIDS education for health care workers. Covers HIV epidemiology, four clinical manifestations of HIV infection, "at risk" populations, psychological impact, transmission of HIV, risks of transmission to health care workers, patient education in health promotion and disease prevention.

**AHD 150 (1) V****Intro to Dental Assisting**

Intro to the field of dentistry and the dental assistant program with emphasis on attendance policy, academic progression, and professional appearance. Covers history of dentistry, dental terminology and the dental healthcare team.

**AHD 151 (4) V****Clinical Science I**

Learn general anatomy and physiology, structures and functions of the human body, head and neck. Overview of disease processes impacting skeletal, muscular, nervous, cardiovascular, respiratory, digestive, endocrine, urinary, integumentary, and reproductive systems. Covers oral embryology/histology related to prenatal, embryonic, facial and oral cavity development and dentition, tooth life cycle and anatomy.

**AHD 152 (4) V****Clinical Science II**

Gather diagnostic information from history, clinical and radiographic sources; learn patient assessment for medical and dental emergencies. Covers inflammation, microorganisms, disease transmission and immune system; principles and techniques of disinfection, instrument sterilization; documentation of prescribed medications, controlled and uncontrolled substances. Learn about CDC, OSHA, FDA and EPA.

**AHD 153 (1) V****Dental Equipment & Instruments**

Learn dental equipment and tray set-ups for basic operative procedures of four/six-hand dentistry. Study pain control and topical anesthetic placement sites for local anesthesia. Chart entries of patient treatment through case studies.

**AHD 154 (2) V****Dental Materials**

Intro to properties, uses and limitations of dental materials in clinical practice: gypsum, impression pastes, hydrocolloid materials, acrylics, metals; bases, liners and varnishes; amalgams, composite resins, inlays; abrasives, polishing agents and dentifrices; synthetic resins; and thermal conductivity and expansion.

**AHD 155 (2) V****Clinical Laboratory I**

Intro to a clinical and laboratory setting. Use of rubber dam, matrix/wedge placement and removal on anterior and posterior teeth, mixing temporary cements, liners, bases, varnish and preliminary impressions.

**AHD 156 (2) V****Practice Management**

Learn dental office procedures including appointment scheduling, accounts receivable, accounts payable, telephone techniques and inventory control.

**AHD 157 (2) V****Preventative Dentistry**

Intro to patient education, fluoridation, sealants, coronal polishing and nutritional analysis. Covers the dental caries process, early childhood caries, modes of transmission, the periodontium, types of periodontal diseases, stains, plaque, and calculus. Collect nutritional information for dietary analysis.

**AHD 160 (10) V****Clinical Procedures I**

Intro to clinical dental assistant skills. Interact with dentist, hygienist, peer, and patient. Learn professionalism and effective communication. Covers infection control, instrumentation, 4-and-6-handed dentistry, moisture control, asepsis, vital signs, topical placement, documentation, and computer software.

**AHD 161 (6) V****Radiology Science**

Covers principles of dental radiology science, and theory, safety, and application of oral radiographic techniques.

**AHD 162 (4) V****Radiology Laboratory**

Develop radiology proficiency for best possible diagnostic quality. Focuses on intraoral and extraoral radiographs, digital imagery, film duplication, mounting and dark room management. Includes infection control and patient management.

**AHD 170 (10) V****Clinical Procedures II**

Increase proficiency and time management skills in clinical procedures: composites amalgams, sealants, cavitron, radiology and patient exams. Demonstrate 90% or higher proficiency in all competency exams.

**AHD 171 (4.5) V****Dental Specialties**

Practice and demonstrate competency in both general and specialized areas of dentistry, including fixed and removable prosthodontics, endodontics, periodontics, pediatrics, orthodontics, dental implants, oral and maxillofacial surgery.

**AHD 172 (3.5) V****Clinical Laboratory II**

Increase skills in general dentistry procedures involving instrumentation, laboratory materials, study models, vacuum-formed thermoplastic resin and dental waxes.

**AHD 173 (2) V****Human Relations**

Covers ethics and law in dentistry: principles and guidelines, confidentiality, and the American Dental Assistant Association professional code of ethics. Examines the legal ramifications of licensing, auxiliary supervision, abandonment, negligence and malpractice suits. Includes treatment modifications for special needs patients.

**AHD 190 (1.5) V****Job Seeking Skills I/Computer Lab**

Learn basic skills involving employment applications, résumé, cover and thank you letters, and job interviews. Prepare for externship work assignment.

**AHD 192 (16.5) V****Dental Assistant Mandatory Clinical**

Clinical practice in dental assisting functions, performed under direct supervision of the Board Certified Dentist in private practice, specialty office, and/or community dental clinic. Demonstrate knowledge and competency in clinical dental health care in accordance with minimum entry-level industry standards for dental assisting.

**AHL – ALLIED HEALTH****AHL 100 (1) V****Strategies for Success for MA Student**

Learn health care and educational success strategies for lifelong learning. Assessment and skill development activities focus on goal setting, self management, positive image building and leadership qualities.

**AHL 101 (.5) V****Health Care Provider CPR, First Aid**

Learn Health Care Provider level CPR and first aid for victims of all ages. Includes use of automated external defibrillator and relief of foreign body airway obstruction.

**AHL 105 (.5) V****HIV/AIDS**

HIV/AIDS education for health care workers, including HIV epidemiology, four clinical manifestations of HIV infection, “at risk” populations, psychological impact, transmission of HIV, risks to healthcare workers, patient education in health promotion and disease prevention.

**AHL 111 (6) V****Anatomy & Physiology I, Pathophysiology**

Intro to human body structure and function. Overview of the disease processes of major conditions, including infectious diseases, major neoplastic conditions and congenital diseases. Focuses on human diseases that are first diagnosed in the clinical setting.

**AHL 112 (6) V****Anatomy & Physiology II, Pathophysiology**

Continuation of AHL 111. Study the structure and function of the human body: body parts, functions of systems, importance of homeostatic balances, and organ placement within its appropriate body system. Learn disease etiology, signs and symptoms, diagnosis, treatment, prognosis and primary prevention of disease processes.

**AHL 113 (6) V****Medical Terminology**

Intro to terminology of anatomy, physiology, diagnostic procedures, pathological conditions and treatment procedures of body systems. Covers prefixes, suffixes, roots, connections and combinations of medical terms applying to human structure, function and diseases. Learn proper medical abbreviations, standard pronunciation, spelling and definitions for accurate and efficient communication.

**AHL 123 (2) V****Insurance/Coding**

Learn ICD and CRT codes for different diagnoses, tests, treatments and procedures. Includes vocabulary specific to medical insurance, billing, and coding; medical insurance forms; and medical plans including Medicare, Medicaid, CHAMPA, CHAMPVA, Disability Insurance, private Insurance companies and Workers Compensation.

**AHL 124 (2.5) V****Medical Office Finance/Spreadsheets**

Learn basic business records for the medical office including bookkeeping/accounting, journalizing, posting, collections, billing, credit arrangements, payroll, petty cash, accounts payable, accounts receivable, and account aging. Includes billing practices and common medical abbreviations.

**AHL 125 (2.5) V****Medical Office Simulation**

Practice medical front office skills, written health care documentation, mail, telephone techniques, oral communication skills, scheduling, referrals and customer/patient services in a simulated environment while upholding HIPAA regulations

**AHL 126 (2) V****Reception/Scheduling/Medical Records**

Learn medical front office reception duties: scheduling appointments, referrals, telephone triage, patient intake and discharge protocols, medical records management, facility supply maintenance. Emphasizes professional demeanor, quality customer/patient services and HIPAA standards.

**AHL 128 (3) V****Law and Ethics**

Learn laws, regulations, legal and ethical matters that exist in the healthcare industry. Includes a focus on medical practice and the law, managing risk, medical law and statutes, building health physician-patient relationships, medical records, workplace law and professional relationships and behavior.

**AHL 142 (2) V****Medical Computer Applications**

Learn software systems and computerized account and information management for the medical office, including patient records, billing, insurance, and coding.

**AHL 161 (2.5) V****Pharmacology Principles**

Emphasizes the language of pharmacology, medical math applications, abbreviations, controlled substances act, prescriptions, patient care applications, drug classifications, adverse reactions, safety and routes of administration. Learn to calculate, prepare and administer medication.

**AHL 180 (8) V****Clinical I**

Learn to perform vital signs, (temperature, pulse, respirations, blood pressures and apical heart rate), 12 lead electrocardiograms (EKG), aseptic technique, infection control, minor surgery, wound care, bandage application, assist with minor procedures, documentation, workplace safety and safe practices.

**AHL 183 (8) V****Clinical II**

Intro to clinical skills: injections, oral medication administration, math calculations, venipuncture, capillary puncture, glucose measurement, urinalysis and waived tests. Covers basic hematology, microbiology, immunology; diagnostic imaging; medication records; safe disposal of potential contaminants; equipment and specimen protocol, handling and transport; quality control; and awareness of blood borne pathogens.

**AHL 190 (8.5) V****Clinical Review/Certification Exam Prep**

Prepare to sit for a national examination as required by Washington state law to practice as a Medical Assistant. A computer-based test simulation approach is utilized along with the resources of a nationally certified Medical Assistant program instructor.

**AHL 192 (5) V**  
**Medical Assistant Mandatory Clinical**

Implement clinical and administrative skills in a supervised ambulatory care setting. The practicum provides opportunity for direct, hands-on patient care under the direction of a health care professional. Acceptance to the practicum is dependent upon a successful interview with the host site. The practicum is mandatory and unpaid.

**BCT – BUSINESS COMPUTER TECHNOLOGY****BCT 111 (2) V**  
**Computer Literacy & Application Fundamentals**

Intro to computer use, concepts, terminology, word processing, presentation and database software. Learn business skills related to use of Internet, email, scheduling, contact management, directory and file management.

**BCT 123 (2) V**  
**Spreadsheets**

Intro to MS Excel spreadsheets, workbooks and calculations for business. Integrates business math concepts and ten-key use to develop spreadsheets.

**BCT 124 (1) V**  
**Spreadsheet Production**

Covers advanced formulas, charts, graphs, and data entry in business spreadsheet production.

**BCT 130 (4) V**  
**Word Processing**

Learn word processing concepts and commands to produce business memos, letters, reports, tables, forms and other business documents in standard business English.

**BCT 131 (1) V**  
**Word Processing Production**

Covers advanced business document production including mail merge and multi-page documents. Emphasizes speed, efficiency and accuracy.

**BOS – BUSINESS OFFICE SKILLS****BOS 103 (3) V**  
**Keyboarding Skills**

Covers basic keyboarding skill development, emphasizing accuracy and speed.

**BOS 105 (2) V**  
**Keyboarding Applications**

Increase knowledge of applications, accuracy and speed in keyboarding.

**BOS 116 (2) V**  
**Math Fundamentals & Ten-Key**

Learn ten-key functions with emphasis on accuracy and speed, using proper techniques and correct fingering to reach industry standards for numeric data entry. Apply basic math concepts to business problems.

**BOS 121 (2) V**  
**Office Procedures & Computerized Office Management**

Learn organizational systems and develop skills in filing, storing documents, using common business machines and forms, and mail processing. Emphasizes professionalism.

**BOS 180 (4) V**  
**Office Simulation**

Includes document production, processing, filing, storage and retention; common business forms development; reporting requirements; scheduling; data entry; and telephone procedures. Emphasizes office teamwork.

**BOS 181 (5.5) V**  
**Advanced Office Simulation**

Covers more complex document production and processing, scheduling, data entry, and telephone procedures.

**BTS – BASIC AND TRANSITIONAL STUDIES****BTS 090 (1) V**  
**Educational Planning**

Intro to BTS and SVI resources and services; examines current abilities, background, barriers, and strategies; develops an educational plan to determine the next best educational step. Includes math and reading reviews and abilities assessment.

**COR – CORE EMPLOYMENT READINESS****COR 101 (1) V**  
**Strategies for Success in the Business Office Program**

Covers business professional and educational success strategies for lifelong learning. Assess and develop skills in goal setting, self-management, positive image building and leadership qualities.

**COR 120 (3) V**  
**Customer Service & Professionalism**

Covers professional behavior and customer relations in the workplace. Practice customer service telephone techniques.

**COR 126 (3) V**  
**Business Communication & Research Skills**

Develop professional quality business and communication skills. Covers techniques for producing good-news, routine and bad-news memos, letters and reports using standard business English.

**COR 131 (3) V**  
**Employment Skills**

Use writing and critical thinking skills to compose résumés, cover and thank-you letters. Develop oral communication skills for contacting prospective employers and interviewing effectively.

**COS – COSMETOLOGY****COS 100 (1) V**  
**Strategies for Success for Cosmetology Students**

Explore business and educational success strategies in both educational and work environments, using skills development and assessment activities focusing on goal setting, time management, positive self-image and leadership.

**COS 141 (4) V**  
**Intro to Physical Hair Design**

Intro to theory and methods of cosmetology for diverse hair types and textures. Covers tools, equipment and supplies; chemistry, electricity, light therapy and trichology; safety, hygiene and sanitary methods; personal behavior and human relations; and professional ethics.



**COS 142 (14.5) V**  
**Hair Design Practicum I**

Apply theory from COS 141 and practice hair sculpting with clippers, razor and shears, styling with hairdryer, thermal iron or wet styling tool, and safety and sanitation of manikins and models.

**COS 143 (.5) V**  
**CPR/First Aid**

Covers theory and practice of cardiopulmonary resuscitation (CPR), AED and other skills needed to provide First Aid to the injured.

**COS 148 (12.5) V**  
**Intro to Chemical Hair Design**

Intro to theory and methods of chemical hair design for diverse hair types and textures. Covers tools, equipment and supplies for hair texture and coloring services, safety and sanitary methods, and human relations.

**COS 149 (7.5) V**  
**Hair Design Practicum II**

Apply theory from COS 148 and practice permanent waving, hair straightening and coloring techniques, using proper safety and infection control procedures.

**COS 161 (7.5) V**  
**Intro to Esthetics for Cosmetology**

Covers structure, functions, diseases and disorders of the skin, general anatomy and physiology, and basic massage of the head, face and neck. Includes techniques of hair removal, waxing, facials and makeup.

**COS 162 (2.5) V**  
**Intro to Natural Nail Care**

Intro to theory and methods of natural nail care and structure and growth of the nail. Covers tools, equipment and supplies, safety and sanitary conditions, and identification of nail diseases, disorders and conditions.

**COS 163 (10) V**  
**Comprehensive Cosmetology Practicum I**

Apply theory from COS 161 and 162 by practicing hair removal, facial techniques and natural nail care following proper safety and infection control procedures. Continue building previous skills.

**COS 171 (4.5) V**  
**Principles of Salon/Shop Business**

Intro to proper salon business practices. Learn Washington state laws affecting salon businesses, proper setup of salon ownership and methods, operations and requirements for the good business practice.

**COS 172 (3) V**  
**Employment Skills**

Intro to strategies for finding a job in cosmetology: interview skills, résumé writing, preparation for entering the workforce in various facets of the industry. Covers importance of professional networking, advertising and promotions, and establishing rapport with clients as a beauty expert.

**COS 173 (6) V**  
**Comprehensive Cosmetology Practicum II**

Apply theory of COS 171 & 172 to developing successful professional relationships, building a clientele, and successfully completing retail sales in a simulated clinic. Practice all previously learned cosmetology services.

**COS 174 (6.5) V**  
**Comprehensive Hair & Facial Hair Design Practicum**

Apply theory of COS 171 & 172 to practical facial hair design using proper safety and infection control procedures. Demonstrate successful retail sales in a simulated clinic. Practice all previously learned services.

**COS 181 (7.5) V**  
**State Board Prep**

Understand and prepare for the expectations, requirements and procedures of the State Board written and practical Cosmetology examinations for licensure in Washington state.

**COS 182 (7) V**  
**Salon/Shop Simulation I**

Apply theory of COS 181 with a focus on upholding standards and requirements for the WA State Board practical and written exams. Continue developing professional relationships, a clientele, and retail sales, while practicing all previously learned services in a simulated clinic.

**COS 183 (5.5) V**  
**Salon/Shop Simulation II**

Apply all cosmetology services learned as well as mastery of beard and facial hair design. Focus on standards and requirements for the WA State Board exams. Continue developing professional relationships, a clientele and retail sales in a simulated clinic.

**ESL – ENGLISH AS  
A SECOND LANGUAGE****ESL 059 (1-15) V**  
**English as a Second Language Vocational ESL**

Provides specific support in Vocational ESL and assists students pursuing career and professional technical programs.

**GED – GENERAL EDUCATION  
DEVELOPMENT****GED 050 (1-18) V**  
**Basic GED Preparation – Level 5**

Prepare to pass the Language Arts Reading & Writing, Social Studies, Science and Math GED subject-area tests leading to the General Educational Development Certificate. Follows WA State Learning Standards. Aims for reading and math skills high enough to enter professional technical programs.

**GED 060 (1-15) V**  
**Advanced GED Preparation – Level 6**

Prepares learners to pass successfully the three remaining GED tests needed to complete the official GED certificate.

**GED 070 (1-6) V**  
**Intensive GED Preparation**

For those who have already passed four of the five GED subject area tests. Prepare to pass the final GED subject-area test leading to the GED Certificate. Follows WA State Learning Standards. Aims for reading and math skills high enough to enter professional technical programs.

**ITC – INFORMATION  
TECHNOLOGY****ITC 102 (3) C,V**  
**Information Systems Concepts**

Intro to computers and information systems, including hardware, software, data organization, data communications, systems development and the evolving role of computers in society.

**ITC 134 (5) C,V**  
**Computer Operating Systems**

Intro to concepts of processes, file systems and structures, software and hardware management, security and user authentication, resource allocation and memory management. Uses WINDOWS, DOS and LINUX operating systems. Prereq: MIC 101; ITC 140 as prereq or coreq or permission.

**ITC 140 (5) C,V**  
**Intro to Computer Hardware**

Provides basic understanding of various hardware components, including installation and configuration. Learn how software interacts with and controls the computer's hardware elements. Emphasizes analytical logic, troubleshooting skills and basic networking concepts. Prereq: MIC 101 or ITC 102 or equivalent.

**MAS – MEDICAL ADMINISTRATIVE SPECIALIST****MAS 125 (3) V**  
**Medical Administrative Specialist Office Simulation**

Practice skills used in medical front offices: patient record development, reception, scheduling, data entry, records management and storage, insurance forms and coding, computer applications, quality customer/patient services and telephone skills.

**MAS 130 (9) V**  
**MAS Advanced Office Simulation**

Simulation of work experience of a medical office to demonstrate reliability, professionalism, and satisfactory progress in document production and processing, reception and scheduling, data entry, medical records management, insurance and coding, medical computer applications, and telephone answering, forwarding, and message taking. Includes case studies, work scenarios, and research on medical office practices.

**MIC – COMPUTER SOFTWARE APPLICATIONS****MIC 101 (4) C,V**  
**Intro to Microcomputer Applications**

Intro to microcomputer applications for Windows. Includes an overview of Windows, the Microsoft Office System featuring Word, Excel, Access, PowerPoint, Internet Browsers, email, along with emerging software application topics and concepts.

**MIC 175 (4) C,V**  
**Computer User Support**

Intro to fundamentals of help desk operations. Emphasizes the basic components of a successful help desk, a working knowledge of software to process and track calls, and hands-on experience with problem analysis.

**MTA – PRE-APPRENTICESHIP CONSTRUCTION TRADES PROGRAM****MTA 100 (1) V**  
**Strategies for Success for PACT**

Explore opportunities for greater academic, professional and personal success. Learn that change is possible, using tools to develop cognitive skills so change can take place.

**MTA 160 (2) V**  
**Construction Job Skills**

Study workplace issues, develop professional attitudes and workplace ethics, and learn how to survive in today's working environment.

**MTA 161 (5.5) V**  
**Construction Job Readiness**

Prepare for entry-level employment as a beginning apprentice in a building/construction trade. Focuses on job hunting materials and skills, entry requirements for various trades, and knowledge of the union apprenticeship system.

**MTA 162 (6) V**  
**Trades Math I**

Review fundamentals and develop competency in basic mathematical/arithmetic functions with applications to building/construction trades.

**MTA 163 (3.5) V**  
**Blueprint Reading**

Learn basic blueprint terms and symbols and follow the plan in a construction application.

**MTA 164 (.5) V**  
**Industrial First Aid/CPR**

Covers cardiopulmonary resuscitation (CPR) and basic industrial first aid as it applies to the building and construction trades. Learn to apply correct life saving techniques, assess and treat the sick and injured.

**MTA 165 (.5) V**  
**Road Flagging Certification**

Prepare for road flagging certification. Learn to establish and maintain a safe traffic flow in a construction zone, understand hazardous and safe behaviors in flagger situations, and review material to successfully pass the Washington State 3-year flagger certification examination. Continuing Education class.

**MTA 167 (3) V**  
**Construction Trades Training I**

Survey of skills and responsibilities of 12 building/construction trades. Visit the training centers of several trades: carpentry, laborer, electrician, plumber, drywall installer, brick layer, painter, cement mason, sheet metal worker, and ironworker.

**MTA 168 (3.5) V**  
**Construction Trades Training II**

Intro to terminology of carpentry trade. Includes basic components and methods of frame construction and wallboard installation; accurate measuring techniques using appropriate tools; proper use of hand and power tools; workplace safety and protection from falls.

**MTA 169 (2) V**  
**Construction Trades Training III**

Continuation of MTA 168. Includes more skill training, construction safety and hands-on experience through community projects.

**MTA 170 (2) V**  
**ASSET Test Preparation**

Review and/or learn language arts, mathematical computation and reading comprehension skills to achieve at least minimum required test scores of the ASSET exam for placement into apprenticeship. Practice taking tests.

**MTA 172 (1) V****Forklift Operation & Certification**

Covers functions and parts of a forklift, OSHA forklift regulations, safety habits, and proper picking, placing, and moving of a variety of loads through a work site. Take the test to become an OSHA certified forklift operator, a federal requirement in industry.

**MTA 174 (2) V****Tools & Material Identification & Handling**

Intro to construction-related tools and building materials. Learn proper use of tools and materials: lumber, brick, blocks, scaffolds, wheelbarrows, and shovels. Emphasizes occupational safety.

**MTA 175 (2) V****Forms & Grades**

Learn form-building for pouring concrete, including proper techniques of measuring, digging, compacting, leveling, laying out and building concrete forms.

**MTA 176 (2.5) V****Trades Math II**

Continuation of MTA 162. Develop competency and review fundamentals of general mathematics with applications to building and construction trades.

**MTA 177 (2) V****Fitness & Nutrition I**

Develop competency in personal dietary management and physical fitness through regular stretching and aerobic exercise to assure a more injury free and healthier career in construction.

**MTA 178 (2.5) V****Fitness & Nutrition II**

Continuation of MTA 177. More stretching, dietary information, aerobic exercise and upper body strengthening exercises.

**MTA 179 (1) V****OSHA 10 Safety Certification**

Occupational Safety and Health Administration regulates construction safety, and certifies workers on safety practices. OSHA 10 (first level) provides 10 hours of safety training: intro to OSHA, personal protective equipment, stairways and ladders, electrical, fall protection, confined space, scaffolds, cranes, excavations, and materials handling.

**NET – NETWORK TECHNOLOGIES****NET 120 (5) C,V****Network Essentials – CompTIA Network +**

Intro to networking technologies for local area networks (LANs), wide area networks (WANs), and the Internet. Prereq: MIC 101 or ability to use MS Office.

**PSG – PSYCHOLOGY****PSG 110 (2) V****Behavioral Psychology**

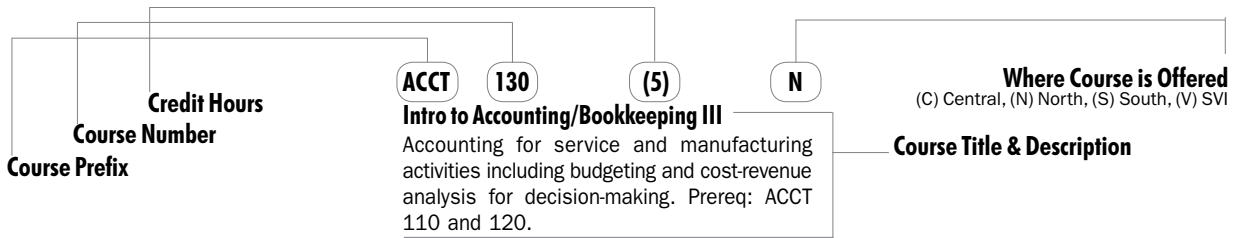
Learn psychological concepts from a health care provider and patient perspective. Identify hierarchy of needs, death and dying, the stages of grief, patient and family interaction, effective conflict resolution, managing stress, forms of communication and cultural diversity as they relate to patient care.

# Combined Campus COURSE DESCRIPTIONS



Brief descriptions of courses offered at the three Seattle Community Colleges are listed here. **SVI course listings are on pages 180-185.** Guides on pages 187-189 contain prefix/course and course/prefix lists to assist you in locating courses associated with a particular program. Courses are updated on an ongoing basis, and the most current course information is available at: [www.seattlecolleges.edu](http://www.seattlecolleges.edu)

## How to Read Course Descriptions



## Common Course Numbering (&)

As of summer 2008, all Washington community colleges, including the Seattle Colleges, are using a **Common Course Numbering (CCN) System**. The system identifies courses that are equivalent at community colleges across the state to make it easier for students to transfer between two-year colleges.

**Courses identified with an ampersand (&) are part of the CCN system** (examples: ACCT& or HIST&). However, courses without an “&” will continue to transfer between two-year and four-year colleges under individual Direct Transfer Agreements (DTA), as in the past.

For further explanation of the CCN system visit [www.seattlecolleges.edu/coursesSearch.aspx](http://www.seattlecolleges.edu/coursesSearch.aspx).

# COURSE/PREFIX Index

## PREFIX to Course

*NOTE: Prefixes are revised to fit the statewide Common Course Numbering (CCN) system implemented in Summer 2008. See page 4 for further CCN information. Course listings for Central, North and South start on page 190. SVI courses are listed separately starting on page 180.*

<b>ABD</b>	<b>Abroad/Study Abroad</b>
<b>ABE</b>	<b>Adult Basic Education</b>
<b>ABR</b>	<b>Auto Body Collision Repair</b>
<b>ABS</b>	<b>Applied Behavioral Science B.A.S.</b>
<b>ACCT</b>	<b>Accounting</b>
<b>ACM</b>	<b>Aerospace Composite Materials</b>
<b>AD</b>	<b>Application Development B.A.S.</b>
<b>AHD</b>	<b>Dental Assistant (SVI)</b>
<b>AHE</b>	<b>Allied Health/Dental Hygiene/ Emergency Medical Technician/ Medical Assisting/Phlebotomy/ Respiratory Care</b>
<b>AHI</b>	<b>Health</b>
<b>AHL</b>	<b>Medical Assistant (SVI)</b>
<b>AHM</b>	<b>Medical Assisting</b>
<b>AMA</b>	<b>Medical Assisting</b>
<b>AME</b>	<b>American Ethnic Studies</b>
<b>AMT</b>	<b>Aviation Maintenance Technology</b>
<b>ANTH</b>	<b>Anthropology</b>
<b>APPRL</b>	<b>Apparel Design &amp; Development</b>
<b>ARAB</b>	<b>Arabic</b>
<b>ART</b>	<b>Art</b>
<b>ASL</b>	<b>American Sign Language – see Languages &amp; Literature</b>
<b>ASTR</b>	<b>Astronomy</b>
<b>AUT</b>	<b>Automotive Technology</b>
<hr/>	
<b>BAK</b>	<b>Specialty Desserts &amp; Breads – see Culinary Arts</b>
<b>BCT</b>	<b>Business Computers (SVI)</b>
<b>BIOL</b>	<b>Biology</b>
<b>BOS</b>	<b>Business (SVI)</b>
<b>BOT</b>	<b>Botany</b>
<b>BTS</b>	<b>Basic &amp; Transitional Studies (SVI)</b>
<b>BUS</b>	<b>Business</b>
<hr/>	
<b>CCE</b>	<b>Early Childhood Education</b>
<b>CDS</b>	<b>Chemical Dependency – see Social &amp; Human Services</b>
<b>CFS</b>	<b>Child &amp; Family Studies</b>

<b>CHED</b>	<b>Community Health Education B.A.S. – see Respiratory Care</b>
<b>CHEM</b>	<b>Chemistry</b>
<b>CHIN</b>	<b>Chinese – see Languages &amp; Literature</b>
<b>CMST</b>	<b>Communication</b>
<b>COR</b>	<b>Core Employment Readiness (SVI)</b>
<b>COS</b>	<b>Cosmetology (SVI)</b>
<b>CPP</b>	<b>Community Policing</b>
<b>CSC</b>	<b>Computer Science</b>
<b>CTN</b>	<b>Computing Technology</b>
<b>CUL</b>	<b>Culinary Arts</b>
<b>CWE</b>	<b>Cooperative Education/ Work Experience</b>
<hr/>	
<b>DES</b>	<b>Graphic Design</b>
<b>DHY</b>	<b>Dental Hygiene B.A.S.</b>
<b>DRMA</b>	<b>Drama</b>
<hr/>	
<b>ECED</b>	<b>Early Childhood Education</b>
<b>ECON</b>	<b>Economics</b>
<b>EDUC</b>	<b>Education</b>
<b>EEL</b>	<b>Sustainable &amp; Conventional Energy &amp; Control Technology</b>
<b>EET</b>	<b>Electronics Technology</b>
<b>EFDA</b>	<b>Expanded Function Dental Auxiliary</b>
<b>ENGR</b>	<b>Engineering</b>
<b>ENGL</b>	<b>English – see Languages &amp; Literature</b>
<b>ENV</b>	<b>Environmental Sciences</b>
<b>ESL</b>	<b>English as a Second Language – see Languages &amp; Literature</b>
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<b>FAM</b>	<b>Parent Education/ Senior Adult Education</b>
<b>FRCH</b>	<b>French – see Languages &amp; Literature</b>
<b>FSD</b>	<b>Restaurant Production – see Culinary Arts</b>
<hr/>	
<b>GED</b>	<b>General Education Development</b>
<b>GEOG</b>	<b>Geography</b>
<b>GEOI</b>	<b>Geology</b>
<b>GERM</b>	<b>German – see Languages &amp; Literature</b>
<hr/>	
<b>HDC</b>	<b>Human Development</b>
<b>HDM</b>	<b>Diesel &amp; Heavy Equipment Technology</b>

<b>HEA</b>	<b>Health</b>
<b>HIN</b>	<b>Watch Technology</b>
<b>HIST</b>	<b>History</b>
<b>HMG</b>	<b>Hospitality Management B.A.S.</b>
<b>HOS</b>	<b>Hospitality – see Culinary Arts</b>
<b>HSC</b>	<b>High School Completion – Adult Basic Education</b>
<b>HUM</b>	<b>Humanities</b>
<b>HVC</b>	<b>Heating, A/C, Refrigeration Design Technology</b>
<hr/>	
<b>IBN</b>	<b>International Trade B.A.S.</b>
<b>ICT</b>	<b>Computing Technology (IT)</b>
<b>IFS</b>	<b>Industrial First Aid</b>
<b>INFO</b>	<b>Library Information Research</b>
<b>INT</b>	<b>Industrial Manufacturing Technology</b>
<b>ISC, ISD, ISP</b>	<b>International &amp; Intercultural Studies</b>
<b>IT</b>	<b>Information Technology</b>
<b>ITAL</b>	<b>Italian – see Languages &amp; Literature</b>
<b>ITC</b>	<b>Information Technology</b>
<hr/>	
<b>JAPN</b>	<b>Japanese – see Languages &amp; Literature</b>
<b>JRN</b>	<b>Journalism</b>
<hr/>	
<b>LAN</b>	<b>Linguistics – see Languages &amp; Literature</b>
<b>LHO</b>	<b>Landscape Horticulture</b>
<b>LIT</b>	<b>Literature – see Languages &amp; Literature</b>
<b>LOG</b>	<b>Logistics</b>
<hr/>	
<b>MAS</b>	<b>Medical Administrative Specialist (SVI)</b>
<b>MATH</b>	<b>Mathematics</b>
<b>MET</b>	<b>Mechanical Engineering Technology – see Engineering</b>
<b>MEY</b>	<b>Meteorology</b>
<b>MGO</b>	<b>Marine Deck Technology</b>
<b>MIC</b>	<b>Information Technology</b>
<b>MSC</b>	<b>Material Science – see Science and Engineering</b>
<b>MTA</b>	<b>Building Trades Pre-Apprentice Training (SVI)</b>
<b>MTS</b>	<b>Marine Technology</b>
<b>MUSC</b>	<b>Music</b>
<b>MVM</b>	<b>Automotive Technology</b>

NANO	Nanotechnology
NET	Network Technologies
NME	New Media
NTR	Nutrition
NUR	Nursing
<hr/>	
OCEA	Oceanography
OPH	Opticianry
<hr/>	
PEC	Physical Education
PHA	Pharmacy Technician
PHIL	Philosophy
PHO	Photography, Commercial
PHYS	Physics
POLS	Political Science
PSG	Psychology (SVI)
PST	Pastry Arts – see Culinary Arts
PSYC	Psychology
PTE	Professional Technical Teacher Education B.A.S.
<hr/>	
RCP	Respiratory Care
REL	Religion
RES	Real Estate
RUSS	Russian – see Languages & Literature
<hr/>	
SBST	Sustainable Building Science Technology B.A.S.
SCI	Science
SEN	Senior Adult Education
SHS	Social & Human Services
SLN	Service Learning
SMG	Supervision & Management
SOC	Sociology
SPAN	Spanish – see Languages & Literature
SPS	Audiology – see Biology
SSC	Social Sciences
SURG	Surgical Technology
SUST	Sustainability
SWF	Social Welfare
<hr/>	
TDR	Drafting: Architectural Engineering Drafting & Engineering Graphics & Design Technology

UGR	Undergraduate Research
<hr/>	
VIET	Vietnamese – see Languages & Literature
<hr/>	
WCO	Wood Construction
WEB	Web Design & Development – see IT
WFT	Welding Fabrication Technology
WIN	Wine Industry Training
WMN	Women Studies

**COURSE to Prefix**

Abroad/Study Abroad	ABD
Accounting	ACCT
Adult Basic Education	ABE, HSC
Aerospace Composite Materials	ACM, AMT
Allied Health	AHE, AHI, AHL (SVI)
Allied Health Dental	AHD (SVI)
American Ethnic Studies	AME
American Sign Language – see Languages & Literature	ASL
Anthropology	ANTH
Apparel Design & Development	APPRL
Application Development B.A.S.	AD
Applied Behavioral Science B.A.S.	ABS
Arabic	ARAB
Architectural Engineering Drafting see Drafting	TDR
Art	ART
Astronomy	ASTR
Audiology – see Biology	SPS
Auto Body Collision Repair	ABR
Automotive Technology	AUT, MVM
Aviation Maintenance Technology	AMT
<hr/>	
Baking – see Culinary Arts	BAK
Basic & Transitional Studies	BTS (SVI)
Biology	BIOL
Botany	BOT
Building Trades Pre-Apprentice (SVI)	MTA
Business	BUS
Business Office Skills (SVI)	BOS
Business Computer Technology (SVI)	BCT

Chemical Dependency – see Social & Human Services	CDS
Chemistry	CHEM
Child & Family Studies	CFS
Chinese – see Languages & Literature	CHIN
Communication	CMST
Community Health Education B.A.S.	CHED
Community Policing	CPP
Computer Science	CSC
Computing Technology	CTN, ICT
Cooperative Work Experience	CWE
Core Employment Readiness (SVI)	COR
Cosmetology (SVI)	COS
Culinary Arts	BAK, CUL, HOS
Culinary Arts	FSD, PST
<hr/>	
Dental Assistant (SVI)	AHD
Dental Hygiene B.A.S.	AHE, DHY
Diesel & Heavy Equipment Technology	HDM
Drafting – Architectural/Engineering and Engineering Graphics & Design Technology	TDR
Drama	DRMA
<hr/>	
Early Childhood Education	CCE, CFS, ECED
Economics	ECON
Education	EDUC
Electronics Technology	EET
Emergency Medical Technician	AHE
Engineering	ENGR, MET, MSC
Engineering Graphics & Design Technology – see Drafting	TDR
English – see Languages & Literature	ENGL, ESL
English as a Second Language – see Languages & Literature	ESL
Environmental Sciences	ENV
Expanded Function Dental Auxiliary	EFDA
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French – see Languages & Literature	FRCH
<hr/>	
General Education Development	GED
Geography	GEOG
Geology	GEOL
German – see Languages & Literature	GERM
Graphic Design	DES

Health	HEA	Medical Assistant (SVI)	AHL	Specialty Desserts & Breads – see Culinary Arts	BAK
Heating, A/C & Refrigeration Design	HVC	Medical Assisting	AHM, AMA	Study Abroad	ABD
High School Completion – see Adult Basic Education	HSC	Meteorology	MEY	Supervision & Management	SMG
History	HIST	Multiple Trades Apprentice	MTA (SVI)	Surgical Technology	SURG
Hospitality – see Culinary Arts	HOS	Music	MUSC	Sustainability	SUST
Hospitality Management B.A.S.	HMG			Sustainable Building Science Technology B.A.S.	SBST
Human Development	HDC	Nanotechnology	NANO	Sustainable & Conventional Power & Control Technology	EEL
Humanities	HUM	Network Technologies	NET		
		New Media	NME		
		Nursing	NUR	Undergraduate Research	UGR
		Nutrition	NTR		
Industrial First Aid	IFS	Oceanography	OCEA	Vietnamese – see Languages & Literature	VIET
Industrial Manufacturing Technology	INT	Opticianry	OPH		
Industrial Power & Control Technology – see Sustainable & Conventional Energy & Control Technology	EEL			Watch Technology	HIN
Information – see Library Information Research	INFO	Parent/Senior Adult Education	FAM	Web Design & Development – see IT	WEB
Information Technology	IT, ITC, MIC, NET, WEB	Pastry – see Culinary Arts	PST, BAK	Welding Fabrication Technology	WFT
International Business B.A.S.	IBN	Pharmacy Technician	AHI, PHA	Wine Industry Training	WIN
International Studies	ISC, ISD, ISP	Philosophy	PHIL	Women Studies	WMN
International Trade	IBN	Phlebotomy	AHE	Wood Technology	WCO
Italian – see Languages & Literature	ITAL	Photography, Commercial	PHO		
		Physical Education	PEC		
		Physics	PHYS		
Japanese – see Languages & Literature	JAPN	Political Science	POLS		
Journalism	JRN	Pre-Apprentice Trades (SVI)	MTA		
		Professional Technical Teacher Education	PTE		
		Psychology	PSG (SVI), PSYC		
Landscape Horticulture	LHO	Real Estate	RES		
Languages ARAB, ASL, CHIN, ENGL, ESL, FRCH, GERM, ITAL, JAPN, LAN, RUSS, SPAN, VIET		Religion	REL		
Library Information Research	INFO	Respiratory Care B.A.S.	AHE, CHED, RCP		
Linguistics – see Languages & Literature	LAN	Russian – see Languages & Literature	RUSS		
Literature – see Languages & Literature	LIT				
Logistics	LOG	Science	MSC, SCI		
		Senior Adult Education	FAM, SEN		
Marine Technology	MGO, MTS	Service Learning	SLN		
Material Science – see Science and Engineering	MSC	Social & Human Services	CDS, SHS		
Mathematics	MATH	Social Sciences	SSC, SWF		
Mechanical Engineering	MSC, MET, ENGR	Sociology	SOC		
Technology – see Engineering		Spanish – see Languages & Literature	SPAN		
Medical Administrative Specialist (SVI)	MAS				

## COMBINED CAMPUS Course Descriptions

**ABROAD/STUDY ABROAD****ABD 150 (5-24) C,N,S**  
**Study Abroad**

Students studying abroad through approved Seattle College District programs register for ABD 150, similar to the Learning/Coordinated Studies Programs. Once the student's enrollment schedule is confirmed, the course credits are broken out into discrete courses. All courses are marked "STDY ABD" in the course description. Study Abroad courses not offered in the Seattle College District are designated with "900" series of numbers. These courses may be used to satisfy distribution requirements in the Associate Degree.

**ACCOUNTING**

*NOTE: While ACCT& 201, 202 and 203 generally transfer to four-year institutions, some institutions may also accept other accounting courses. Business administration students should check in advance with the four-year institutions of their choice to determine the transferability of any Accounting course. Non-native or ESL students at North Seattle should see their advisor for prerequisites.*

**ACCT 110 (5) N,S**  
**Intro to Accounting/Bookkeeping I**

Covers development of the accounting cycle for the sole proprietor, covering service and merchandising, types of businesses, special journals, payroll and financial statements.

**ACCT 115 (4) N**  
**Teaching Personal & Consumer Finance**

Understand and learn to teach the fundamentals of managing personal finances, including goal setting, budgeting, banking and basic financial transactions; building, maintaining and repairing credit; planning for education and retirement; and basic investments.

**ACCT 120 (5) N,S**  
**Intro to Accounting/Bookkeeping II**

Explores specialized accounting procedures for merchandising businesses and partnerships. Intro to accounting for corporations. Prereq: ACCT 110 with 2.0 or higher.

**ACCT 131 (5) N**  
**QuickBooks**

Hands-on use of QuickBooks to record business transactions, prepare customer invoices, pay vendors and record payroll. QuickBooks organizes and summarizes all financial data and produces a myriad of reports. Prereq: ACCT 110 or ACCT 201 or permission.

**ACCT 200 (5) N**  
**Accounting for Non-Accountants**

Overview of accounting practices, procedures, terminology and concepts needed to understand financial statements and accounting in every day financial transactions. For non-financial individuals and those involved in oversight of financial affairs.

**ACCT& 201 (5) C,N,S**  
**Principles of Accounting I**

Defines basic accounting concepts, principles and procedures for recording business transactions and developing financial accounting reports. Recommended: ACCT 110 or sophomore standing (S).

**ACCT& 202 (5) C,N,S**  
**Principles of Accounting II**

Examines application of basic accounting concepts, principles and procedures to more complex business situations in a corporate setting. Prereq: ACCT& 201 or permission (N,S).

**ACCT& 203 (5) C,N,S**  
**Principles of Accounting III**

Analysis of accounting data as part of the managerial process of planning, decision-making and control. Concentrates on economic decision-making in enterprises. Prereq: ACCT 120, ACCT& 202 or permission (C, N); ACCT 120 or ACCT& 202 or permission (S).

**ACCT 214 (5) S**  
**Accounting Systems**

Computer applications of basic accounting concepts, principles and procedures, including but not limited to discussions of QuickBooks, Excel, and Microsoft Accounting. Prereq: ACCT 110, 120, &201 or &202 with 2.0 or higher.

**ACCT 215 (3) N**  
**Accounting for Small Business Owners**

Gain skills in accounting and financing practices necessary to successfully operate your own small business. Learn cash flows; financing; cost-volume-profit analysis; controlling tax liabilities; insurance; federal, state and local reporting requirements; risk management; investing in long-lived assets and using ratios to evaluate operations.

**ACCT 251 (5) N**  
**Intermediate Accounting I**

Study of financial accounting theory and financial accounting reporting. Includes an in-depth study of generally accepted accounting principles and concepts. Prereq: ACCT& 202 or instructor permission.

**ACCT 252 (5) N**  
**Intermediate Accounting II**

Further study of financial accounting theory and financial accounting reporting. Includes an in-depth study of generally accepted accounting principles and concepts. Prereq: ACCT 202 or ACCT 251 or instructor permission.

**ACCT 255 (5) N**  
**Individual Income Tax I**

Intro to individual tax laws (as opposed to business tax laws). Includes preparation of individual income tax forms using text and/or web based sites or income tax software..

**ACCT 256 (5) N**  
**Taxation of Corporations & Partnerships**

A comprehensive study of the taxation of corporations and partnerships, including basic tax research and the theory of taxation. Prereq: ACCT& 202 and ACCT 255 or instructor permission.

**ACCT 257 (5) N,S**  
**Business Tax Accounting**

Basic principles, practices and governmental regulations (federal, Washington state and local) involved in business tax accounting. Includes filing returns, record-keeping, tax planning, registrations and business licenses. Prereq: ACCT 120 or ACCT& 202 (N) or permission.

**ACCT 258 (5) N**  
**Practical Income Tax Preparation I**

Builds on ACCT 225. Covers current tax year update information, training in tax preparation software, client information gathering and return preparation processes. Gain real experience working with clients preparing basic level tax returns in a structured environment. Prereq: ACCT 225 or permission.

**ACCT 259 (5) N**  
**Practical Income Tax Preparation II**

Further develop individual income tax skills by reviewing the subtitles in the basic law practiced in ACCT 258. Learn new and more complex aspects of individual income tax. Study ethics in the profession and methods/resources to conduct basic independent research. Prereq: ACCT 255 & 258 or instructor permission.

**ACCT 260 (5) N**  
**Peachtree Accounting**

A hands-on approach to learning Peachtree Accounting Software, widely used by service and merchandising businesses and accountants. Utilize various modules to prepare internal and external reports. Prereq: ACCT 110, ACCT& 201 or permission.



**ACCT 261 (5) N****Accounting Information Systems**

information systems as part of enterprise resource planning systems. Focuses on the activities performed in the major business cycles and the flow of accounting data and information in those systems, whether manual or computerized. Topics include systems analysis, design and implementation, Examines accounting internal controls, fundamental database concepts, and flowcharting. Prereq: ACCT 110 or ACCT&201.

**ACCT 264 (5) N****Tax Research & Advanced Topics**

Learn federal tax research and IRS tax dispute resolution procedures and skills. Covers ethics related to professional tax preparation and representation. Includes a comprehensive study of tax law as it applies to gifts, estates and trusts. Prereq: ACCT 255.

**ACCT 265 (5) N****Accounting for Not-For Profit & Governmental Entities**

Overview of basic accounting principles and procedures relating to not-for-profit and government entities. Includes financial statement preparation and analysis. Prereq: ACCT& 201 or permission.

**ACCT 267 (5) N****Not-for-Profit Financial Management**

Covers fundamentals of financial management for public, health, and not-for-profit fields. Includes vocabulary, concepts, methods, and basic tools of financial management and analysis within the public sector.

**ACCT 270 (5) N****Cost Accounting**

Covers theory of cost accounting, cost systems, sources of cost data and their accumulation, allocation, and analysis and managerial control through cost data. Prereq: ACCT& 203 or permission.

**ACCT 271 (5) N****Ethics in Accounting**

Learn and cultivate the ethical commitment needed to ensure work in the business world meets the highest standards of integrity, independence and objectivity. Understand obligations and professional responsibilities of accountants and auditors. Uses case studies and SEC case files to study real world issues. Prereq: ACCT 202.

**ACCT 272 (5) N****Fraud Examination**

Intro to the field of fraud examination, including general methodology and fraud theory. Learn how and why fraud is committed, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Includes a special interest project, such as health care fraud. Prereq: ACCT 200, prior accounting course, or permission.

**ACCT 273 (5) N****Intro to Financial Crimes**

Intro to major categories of financial crime and the legal procedures which are frequently relevant to fraud accounting work, including both criminal and civil procedures. Prereq: ACCT 200, prior accounting course, or permission.

**ACCT 274 (5) N****Forensic Accounting**

Integrate accounting, auditing, and fraud investigative skills. Using case studies, analyze documents, evaluate internal controls, and trace funds to resolve accounting irregularities with an emphasis on fraudulent financial reporting. Includes indirect methods of reconstructing; income, litigation support, computing commercial and economic damages, and business valuation. Prereq: ACCT 200, prior accounting course, or permission.

**ACCT 275 (5) N****Auditing**

Intro to auditing, covering generally accepted auditing standards (GAAS), the auditor's opinion, professional ethics, audit evidence, internal control, and audit procedures. Prereq: ACCT 252 or permission.

**ACCT 290 (2-5) N****Independent Study in Accounting**

Collaboration between student and instructor to perform research in the field of accounting. Prereq: Permission.

**ACCT 298 (1-5) C****Special Topics – Accounting**

Seminar on selected topics or activities in accounting. Prereq: Permission.

**ACCT 299 (1-5) C****Independent Study – Accounting**

Independent study of selected accounting topics. Prereq: Permission.

**ADULT BASIC EDUCATION****ABE 020 (1-15) C,N****Adult Basic Education – Level 2**

Covers reading and writing. Review and apply language skills, correct usage and spelling.

**ABE 021 (1-15) C,N****Adult Basic Education – Level 2 Math**

Covers addition, subtraction, multiplication and division of whole numbers.

**ABE 022 (1-15) C,N****Adult Basic Education – Level 2A****Communication Skills**

Learn to participate in groups, recognize learning styles, recall and restate information. Covers reading using simple, familiar materials such as menus, signs, work schedules. Learn writing by completing personal information on forms, copying text and writing in simple sentences.

**ABE 024 (1-15) C,N****Computer Assisted ABE – Level 2**

Computer lab class provides an opportunity to practice basic skills learned in class or learn new skills independently. Use popular computer programs as well as specialized basic skills software. Emphasizes keyboarding and computer literacy skills for those new to personal computers.

**ABE 030 (1-15) C,N,S****Adult Basic Education – Level 3**

Concentrates on reading comprehension, making inferences, recognizing fact and opinion, vocabulary development and writing simple paragraphs. Prereq: ABE 020 (N,C) or division placement test.

**ABE 031 (1-15) C,N,S****Adult Basic Education – Level 3 Math**

Review of whole numbers. Concentration on fractions and decimals. Intro to percents. Prereq: ABE 021 or division placement test (N,C).

**ABE 032 (1-15) C,N,S****Adult Basic Education – Level 3****Communications Skills**

Covers reading, writing and communication skills for review of basic grammar, punctuation and spelling. Concentrate on reading comprehension, main idea, vocabulary development, making inferences. Covers single paragraph writing. Prereq: ABE 031 or division placement test (C).

**ABE 034 (1-15) C,S**  
**Computer-Assisted ABE – Level 3**

More advanced computer-assisted practice in reading, writing and math. Learn from textbooks, fiction, policies and procedures manuals, and purchase agreements. Write résumés, reports and formal letters. Compute percentages, ratios, proportions, simple formulas and interpret graphs and charts.

**ABE 040 (1-15) C,N,S**  
**Adult Basic Education – Level 4**

Focuses on reading comprehension, making inferences, recognizing fact and opinion, vocabulary development, basic sentence patterns, paragraphs, punctuation, capitalization and correct word usage. Covers multi-paragraph essays. Prereq: ABE 030 or division placement test (N,C).

**ABE 041 (1-15) C,N,S**  
**Adult Basic Education – Level 4 Math**

Review of ratio and proportion, percents and measurement. Prereq: ABE math level 3 or division placement test (N,C).

**ABE 042 (1-15) C,N,S**  
**Adult Basic Education – Level 4 Communication Skills**

Further development of skills in reading, vocabulary, grammar and multi-paragraph essays. Prereq: ABE 030 or division placement test (N,C).

**ABE 044 (1-15) C,N,S**  
**Computer-Assisted ABE – Level 4**

More advanced computer-assisted practice in reading, writing, math and test-taking skills. Instructional activities will improve general reading, writing, math and test-taking skills. Take practice tests and work with instructor until ready to take the college division placement test (C,S). Covers the basics of Microsoft Office applications. Self-paced with a high level of student/teacher interaction (N).

**ABE 049 (1-15) C,N**  
**Basic Skills Support**

Provides specific support to assist students in completing Professional Technical programs and building job-related language skills. Coreq: Enrollment in a Professional Technical program.

**ABE 054 (1-15) C,N**  
**Computer-Assisted ABE – Level 5**

Use computers to improve basic skills of reading, writing and math. Prepare to take the College Placement Test and receive scores high enough to enter developmental education courses in English and math. Take practice tests and work with instructor until ready for the actual test.

**ABE 060 (1-15) C,S**  
**Adult Secondary Education ASSET/COMPASS Prep**

Preparation to pass exams needed to enter a college program.

**ABE 061 (1-15) C**  
**Adult Secondary Education Math Level 6**

Preparation to pass the math portion of the COMPASS exams.

**ABE 062 (1-15) C**  
**Adult Secondary Education – Level 6 Communications Skills**

Preparation to pass the Communications portion of the COMPASS exam needed to enter a college program. Emphasizes effective essay writing, reading college text and adapting to the college culture.

**ABE 064 (1-15) C**  
**Computer-Assisted ABE – Level 6**

Advanced computer-assisted skill-building in reading, writing, math and test-taking. Prepare for the COMPASS Test. Take practice tests and work with instructor until ready to take the actual test.

**ABE 070 (1-3) C,N,S**  
**Educational Interview for ABE/GED Students**

Helps ABE/GED students at all competency levels identify their current abilities, characteristics, styles and readiness to learn. Intro to campus resources.

**HSC 091 (5) C**  
**EDP Skill Enhancement I**

Assessment portion of the National External Diploma Program (EDP). Measures reading, writing and math skills. Work individually with an instructor to identify skills needed for successful completion of the diploma program. [www.nedp.org](http://www.nedp.org)

**HSC 092 (5) C**  
**EDP Skill Enhancement II**

Project portion of the National External Diploma Program (EDP). Working with an instructor, complete five projects that demonstrate skills in 65 generalized competencies, including communication and computation. Demonstrate occupational preparedness by completing a sixth individualized project based on employment or other specific experiences. Must complete these projects with 100% accuracy.

**AEROSPACE COMPOSITE MATERIALS**

*Also see Aviation Maintenance Technology, page 206.*

**AMT 104 (5) S**  
**Basic Mathematics, Basic Physics, Weight & Balance**

Covers the mathematical computations required in the AMT curriculum. Learn the scientific principles of the operation of aircraft, engines and maintenance equipment. Learn to calculate weight and balance for aircraft safety, for equipment changes, extreme loading check and addition of ballast. Prereq: Permission.

**AMT 119 (5) S**  
**Materials & Processes**

Identify and select non-destructive testing methods including dye-penetrant, eddy current, ultrasound and magnetic particle inspections. Covers basic heat-treating process, aircraft hardware and materials. Includes inspection and checking of welds and performance of precision measurements. Prereq: Permission.

**AMT 137 (4) S**  
**Aircraft Non-Metallic Structures**

Covers inspection and repair of all types of sheet metal and composite structures including transparent plastic enclosures and interiors. Prereq: Permission.

**AMT 199 (1-10) S**  
**Special Projects**

Topics could include inspection and repair of all types of sheet metal and composite structures. Prereq: Permission.

**ACM 120 (4) S**  
**Composite Fabrication**

Develop skills in print reading, project planning, layout, distortion control, fixturing and other fabrication techniques. Apply knowledge to assigned or personal projects. Prereq: Permission.

**ACM 125 (4) S**  
**Composite Assembly**

Identify and use appropriate materials and processes to assemble structures made of composite materials. Lab covers safety of handling resins, reinforcements and related materials. Prereq: Permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**ACM 130 (4) S**  
**Composite Repair**

Learn to inspect, test and repair composite structures. Emphasizes structural and nonstructural evaluation, material handling, surface preparation, and repair procedures. Prereq: Permission.

**ACM 145 (3) S**  
**Special Projects**

Develop further skills in print reading, project planning, layout, distortion control, fixturing and other fabrication techniques through assigned and/or personal projects. Prereq: Permission.

**ALLIED HEALTH**

*Includes courses relevant to undergraduate level Emergency Medical Technician (EMT), Medical Assisting, Medical Office Assisting, Medical Transcription, Phlebotomy and Surgical Technician and to Bachelor of Applied Science (B.A.S.) degrees in Allied Health. For additional B.A.S. course listings, look under track titles:*

*Community Health & Education, page 217*

*Dental Hygiene, page 225*

*Healthcare Services & Management, page 244*

*Respiratory Care, page 306*

**AHI 100 (3) N**  
**Intro to Medical Vocabulary**

General survey of medical terminology introducing health service workers to the basic rules and fundamentals in medical vocabulary-building.

**AHE 101 (8) S**  
**Front Office Medical Assisting Procedures**

Provides skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within company guidelines.

**AHE 103 (3) N**  
**Math for Health Careers**

For those entering health care medical programs. Review basic arithmetic and algebra and apply concepts to health care of children and adults. Covers decimal and fractional numbers, ratios, percents and basic algebra techniques to solve equations involving unknowns and proportions. Prereq: MATH 081 or placement into MATH 084 and permission. Recommended: ENGL& 101.

**AHE 104 (9) S**  
**Medical Office Procedures & Document Processing**

Learn administrative skills and procedures using MS Office Suite and keyboarding, including creating patient medical documents. Includes appointment processing, written and oral communications, medical records management, filing systems, office environment and patient education. Prereq: Typing 35 wpm, CASAS Reading score of 220 and basic skills in Microsoft Office Suite.

**AHE 105 (10) S**  
**Medical Terminology, Insurance Billing & Coding**

Includes medical terms, therapeutic interventions, pharmacology and surgical terms. Intro to medical insurance processing, coding, claims and the use of Medisoft for invoicing and scheduling for ambulatory care settings, dental offices and hospitals. Prereq: Typing 35 wpm, CASAS Reading score of 220 and basic skills in Microsoft Office Suite.

**AHE 111 (9.5) C**  
**Nursing Assistant**

Covers instruction and hands-on experience in basic nursing care skills and supervised clinical training in a long-term care facility. Develop job search skills. Prepare for the State of Washington Nursing Assistant Certified Examination.

**AHE 117 (1) C**  
**Medical Terminology I**

Intro to medical terminology. Emphasizes vocabulary and knowledge to communicate with health care team. Prereq: Enrollment in Surgical Technology.

**AHE 118 (5) N**  
**Intro to Phlebotomy I**

Provides theory of basic blood collection techniques and supervised blood collection practice. Provides support for ESL and Adult Basic Education students.

**AHE 119 (7) N**  
**Intro to Phlebotomy II**

Provides theory of basic blood collection techniques, supervised blood collection practice and a clinical externship of 120 hours. Provides support for ESL and Adult Basic Education students.

**AHE 124 (4) S**  
**Software Applications for Health Care**

Learn Patient Accounting Software. Features include standard HCFA health insurance claims forms, diagnoses codes, patient ledgers, statements, patient appointment book and specialized reporting. Coreq: AHE 130.

**AHE 126 (0.5-3) C**  
**Essential Skills in Healthcare**

Learn core skills applicable to all health disciplines. Each healthcare program chooses which modules are required.

**AHE 127 (1) C**  
**Medical Terminology II**

Continuation of AHE 117. Terminology of the circulatory/lymphatic, urinary, reproductive and musculoskeletal systems and their pathophysiology. Prereq: Enrollment in Surgical Technology.

**AHE 128 (4) C**  
**Intro to Healthcare Practice**

Covers elements of professionalism, ethical principles and basic assessment techniques for allied health practitioners in Washington state. Includes role of the healthcare practitioner, health history taking, vital signs assessment, patient management and infection control.

**AHE 129 (1) C**  
**Intro to Healthcare Applied Practice**

Covers professionalism, ethical principles and basic assessment techniques, including patient health history, vital signs assessment, patient management, Infection control, and the role of the healthcare auxiliary.

**AHE 130 (5) S**  
**Medical Coding & Insurance Processing**

Intro to diagnosis and procedural coding. Covers basic ICD-9/ICD-10 (International Classification of Diseases) and the CPT (Current Procedural Terminology) coding systems, which are recognized by the insurance industry, the physician and medical office as the standard for billing and reimbursement. Includes documentation, information flow, insurance forms and medical office policies. Coreq: AHE 124.

**AHE 131 (8) S**  
**Medical Coding, Insurance, Medi-Soft**

Provides skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within company guidelines.

**AHE 137 (1) C**  
**Medical Terminology III**

Continuation of AHE 127. Terminology of the respiratory, integumentary, endocrine, nervous systems and their pathophysiology. Prereq: Enrollment in Surgical Technology.

**AHE 140 (10) C**  
**Central Supply/Instrument Technician**

For students interested in being a certified Central Supply/Instrument Technician. Addresses infection control, supplying and processing and distribution of supplies. Gain knowledge in safety, inventories, interpersonal skills, communication, interdisciplinary teams, professionalism and ethics.

**AHE 141 (3) S**  
**Pharmacology I for Professional Coders**

Intro to pharmacology. Includes medication laws, classifications, safety, medication effects and responses, pharmaceutical abbreviations, systems of measurement and safe dosage calculations.

**AHE 143 (5) S**  
**Anatomy and Physiology for Coding Professionals**

For coding professionals only. Analyze the human body's structure and functions related to diseases, disease process, and coding for diseases and procedures. Covers organization of body and body systems, homeostasis, cell functions, cellular diseases, mutations and abnormal cell behavior. Prereq: AHE 168 or permission.

**AHE 145 (4) S**  
**Medical Document Processing**

Provides skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within company guidelines.

**AHE 146 (5) S**  
**Intermediate ICD-9 and ICD-10 Coding**

Covers ICD-9-CM and ICD-10 diagnostic coding. Apply the numeric classification of codes to diseases and injuries, symptoms, disorders and for therapeutic interactions, using various source documents. Coding is used for billing, electronic health records, and HIPAA privacy. Prereq: AHE 130 or permission.

**AHE 147 (5) S**  
**Intermediate CPT Coding**

Learn appropriate service codes and methods for service and surgery: consultations, office visits, anesthesia, and specific surgeries. Apply CPT and HCPCS codes to medical data and records. Prereq: AHE 130 or permission.

**AHE 148 (3) S**  
**Pathophysiology I for Professional Coders**

Learn basic disease concepts, including mechanisms of disease, neoplasms, inflammation and infection. Study common diseases, disorders, symptoms and injuries by body system, relating these to coding for diagnoses and procedures in healthcare. Prereq: AHE 168 or permission.

**AHE 150 (0.5) C**  
**HIV/AIDS Education**

Meets requirements for health care professionals under RCW 18.130. Covers etiology and epidemiology of HIV, transmission and infection control, testing and counseling, clinical manifestations and treatment and psychosocial issues. Approved by the Washington State Department of Licensing.

**AHE 151 (1) C**  
**Standard Precautions/First Aid**

Covers blood-borne pathogens and infections that students may be exposed to in the health care setting, methods of prevention, and regulations surrounding workplace safety. Learn about equipment and supplies and practice using them.

**AHE 152 (1) C**  
**Healthcare Provider CPR**

American Heart Association Certificate –Health Care Provider CPR is for those in or entering health care with patient contact. Covers skills competency for infant, child and adult CPR that might be needed in the professional health care setting. Certificate awarded on completion. Prereq: Permission.

**AHE 165 (3) C**  
**Medical Terminology I**

Fundamentals of medical terminology, with emphasis on basic rules, vocabulary building, abbreviations and knowledge of medical terms relating to body systems and medical specialties.

**AHE 166 (3) C**  
**Medical Terminology II**

Continuation of AHE 165. Prereq: AHE 165.

**AHE 167 (3) C**  
**Medical Terminology III**

Continuation of AHE 166. Prereq: AHE 166.

**AHE 168 (5) S**  
**Medical Terminology**

Intro to the concept of word building with Greek and Latin word roots, prefixes and suffixes, resulting in the acquisition of a large medical vocabulary. Also available as correspondence course.

**AHE 170 (1) S**  
**HIV/Blood-Borne Pathogens**

Covers the principles of disease transmission in compliance with OSHA Standard 2001 and the Washington State AIDS Omnibus Law for Health Care Providers Requiring Seven Hours of HIV/AIDS Education. Includes occurrence and spread of infection, exposure control plan and use of personal protective equipment. Examines employer and employee responsibilities, guidelines for environmental infection control for health care facilities, exposure incidents and needle stick safety and prevention.

**AHE 171 (4) S**  
**Excel for Healthcare Professions**

Microsoft Excel 2010 is a spreadsheet program for Health Care Occupations. Learn to manipulate numbers, track and chart medical sales, expenses and medical budgets to help make informed medical business decisions. Use calculations and pre-defined formulas to organize data, crunch statistical information and more.

**AHE 179 (5) S**  
**Word for Health Professions**

Covers comprehensive word processing using Microsoft Word Software for a Medical environment. Includes basic skills such as tables, envelopes, templates and mail merge. Includes advanced formatting skills and transcribing medical documents: operative reports, radiology reports, discharge summaries, H&P reports and others.

**AHE 182 (5) S**  
**Records Management for Healthcare Careers**

Study the basic alphabetic, numeric, subject and electronic filing principles necessary to manage database filing systems in a health-care setting. Includes hands-on practice in creating and using a database system to create files, tables, forms and queries; enter and manipulate data; and generate reports.

**AHE 190 (10) N**  
**Emergency Medical Technician**

Provides training in pre-hospital emergency care. Follows Department of Transportation EMT Basic Curriculum, State of Washington law and King County EMS guidelines.

**AHE 191 (2-5) N**  
**Emergency Medical Technician  
 Continuing Education**

Provides appropriate continuing education for EMTs to meet the State of Washington's requirements for recertification and upgrading.

**AHE 192 (1) N**  
**Basic Life Support for Healthcare Providers**

The American Heart Association BLS curriculum is the standard training for healthcare agencies/personnel. It meets the requirements for CPR certification and includes CPR for Adults, Children and Infants, AED (Automatic Defibrillation) and use of the Bag Valve Mask. For those in EMT program, this is a corequisite with AHE 190.

**AHE 195 (4) C**  
**Pathophysiology for Health Professions**

Overview of human physiological changes which cause or are the result of pathologic processes. Expands knowledge of human anatomy and physiology of the pathophysiological processes in major organ systems of the body. Covers key concepts of homeostasis.

**AHE 197, 198, 199 (2-5) C**  
**Work Experience – Allied Health**

Allows students to earn work experience credit in Allied Health field. Prereq: Permission.

**AHE 202 (1) C**  
**Respiratory Care Orientation**

Intro to the Respiratory Care Program. Covers curriculum, policy, clinical procedures, professional outlook and study and library skills.

**AHE 209 (2) C**  
**Intro to Respiratory Care**

Explores the respiratory care profession. Focuses on historical development and the role of the respiratory care practitioner. Emphasis on professionalism, ethical thought, death and dying, and working in a multicultural environment.

**AHE 213 (2) C**  
**Respiratory Care Clinical Assessment**

Study the concepts and principles by which disease alters the normal function of the cardiopulmonary system. Analyze clinical data and synthesize patient case data into a formal assessment, emphasizing cardiopulmonary assessment.

**AHE 215 (2) C**  
**Basic Respiratory Care Pharmacology**

Intro to principles of pharmacology and the medications used universally to treat primary respiratory disorders. This course is directed at adding to the learner's knowledge of respiratory care and the performance of the skills needed to safely deliver medications as adjuncts to the delivery of Respiratory Care.

**AHE 217 (5) C**  
**Cardiopulmonary Anatomy & Physiology**

Investigate the structure, function and interdependence of the respiratory and cardiovascular systems and the physiology of respiration. Learn basic bedside and laboratory pulmonary function testing.

**AHE 218 (4) C**  
**Basic Therapeutic Approaches**

Intro to procedures used to assess and treat common respiratory diseases. Emphasizes safe and effective application of medical gas therapy and devices, aerosol and humidity therapy, hyperinflation therapy, and airway clearance techniques. Includes a review of gas physics.

**AHE 219 (1) C**  
**Basic Therapeutic Approaches Equipment and Techniques**

Practice theory from RCP 218 using models, simulation and laboratory partners. Focuses on assessment, documentation, communication, medical gas and aerosol therapy, airway clearance and hyperinflation therapies.

**AHE 232 (5) N**  
**Intro to Clinical Software**

Review of health Information systems including clinical information systems and administrative information systems, enterprise health information systems, reports queries, databases, interfaces, integrated systems, and modules.

**AHE 233 (5) N**  
**Intro to Health Informatics**

Intro to health informatics including definitions, theory, technologies, workflow and expectations in the informatics field, tools, and professional organizations.

**AHE 234 (5) N**  
**HIPAA and Network Security**

Review HIPAA Regulations and Guidelines, basic IT network security, the Electronic Medical Record and intro to health informatics.

**AHE 241 (3) S**  
**Pharmacology 2 for Professional Coders**

Continue learning medication laws, classifications, safety and medication processing by the body. Learn more medication effects and responses, abbreviations, systems of measurement and safe dosage calculations. Stresses the importance of accuracy in recording, transcribing and reporting medication information. Prereq: AHE 141.

**AHE 242 (2) N**  
**Basic Blood Collection Techniques**

Theory and laboratory practice in supervised blood collection to meet requirements for job entry as a phlebotomist (blood drawer). Prereq: Take or placement into ENGL& 101.

**AHE 244 (5) S**  
**Advanced Electronic Health Records (EHR) & Ethics**

Covers advanced functions and features of Electronic Health Records (EHR); includes laws and ethics and Electronic Data Interchange. Overview of health information systems, clinic administration, patient charts, office visits. Includes clinical tools, customizing templates, tests, procedures and diagnosis codes, productivity and utilities. Prereq: AHE 124, 130.

**AHE 246 (5) S**  
**Advanced ICD and CPT Coding**

Covers advanced medical coding for medical records, hospital coding, medical situations, and clinical reports. Prereq: AHE 124, 130, 146, 147, 168.

**AHE 296 (2) C**  
**Clinical Seminar**

Seminar format to share and compare clinical experiences, hold evaluative critiques and obtain additional instructional support in special areas of medical assisting.

**AHE 299 (1-3) C**  
**Allied Health Seminar**

Seminar format to address current trends and issues in allied health occupations.

**AHE 320 (5) C**  
**Research Methods**

Learn the concepts needed for understanding and evaluating validity of research studies. Includes study design, randomization, control of bias, variability, design of data collection methods, ethical issues, and human subjects review. ABS 320 may be substituted for AHE 320.

**AHE 330 (5) C****Information Literacy**

Intro to the organization, retrieval, and evaluation of electronic and print information. Overview of college library systems, networked information systems, traditional scholarly resources, specialized allied health resources, and the concepts underlying the research process. ABS 330 may be substituted for AHE 330.

**AHE 401 (5) C****Principles of Research in Allied Health**

Covers general principles of research design and methodology with emphasis on applications for allied health practice.

**AMERICAN ETHNIC STUDIES****AME 150 (5) C,N,S****America's Ethnic History**

Intro to U.S. history as a multicultural phenomenon. Emphasizes the interaction of American Indian, African, European, Latino and Asian immigrants in the development of the U.S. Focuses on conflict and cooperation in the areas of economics, politics and culture.

**AME 151 (5) C,N,S****Societies & Cultures of the U.S.**

Intro to contemporary issues in American ethnic and race relations. Emphasizes racism, prejudice, stereotypes and equity issues through an examination of Asian, African and Indigenous Americans. Focuses on diversity of interests and identities within each community.

**AME 160 (2-5) C****Special Topics in Multicultural Studies**

Intro to the continuum of social justice issues that emphasize the role of multicultural collaboration in the establishment and securing of democracy and democratic practice. Considers the forces shaping social change past and present; the role of the individual (change agent); and the personal characteristics and skills required of change agents.

**AME 200 (5) N****Leadership & Social Change**

Examines issues raised by civil rights struggles in the United States. Covers the forces shaping social change, the role of the individual or "change agent," and the personal skills required of change agents. Incorporates community service as a central teaching technique.

**AME 201 (5) C,S****Diversity & Social Justice**

Combines theoretical frameworks, practical issues and experiential activities to help students develop skills and identify plans of action in eradicating the multiple forms of social oppression. Use critical analysis as an investigative tool to examine racism, sexism, hetero-sexism, able-ism, class-ism, religious oppression and aspects of internalized oppression.

**AMERICAN SIGN LANGUAGE**

*See Languages & Literature, page 262.*

**ANTHROPOLOGY****ANTH& 100 (5) C,N,S****Survey of Anthropology**

Intro to the field of anthropology. Covers biological and cultural anthropology, linguistics and archaeology. Survey of humans over time and space. Includes evolution, ethics, political structure, social structure, economics and communication.

**ANTH& 106 (5) C,N,S****American Mosaic**

Examines American culture, implications and consequences through the anthropological lens. Includes race, ethnicity, class, religion, sex, gender and ability. Explores individual experiences and structural patterns. Provides an insightful look at ourselves from anthropological and sociological perspectives. Field trips. May be taken as SOC 102.

**ANTH 113 (5) C,N****Africa**

A survey of cultures, languages and social diversities of Africa south of the Sahara. Examines Africa's role in the contemporary world.

**ANTH& 125 (5) C,N,S****Human Variation**

Covers past and present evolutionary forces contributing to variations in human populations. Investigates the biological and social concepts of race.

**ANTH 130 (3-5) C,N,S****World Cultures**

Exploration of ethnic traditions of the world, the concepts of worldview and the way people think in various cultures, using an ecological approach. Employs cultural relativism to examine traditional religious practices and educational systems in a comparative framework.

**ANTH 135 (3-5) C****Intro to Environmental Anthropology**

Intro to the relationship between cultures and environments. Explore how humans interact with, adapt to, extract resources from, and modify the environment. Looks at the dynamic between "traditional" and "modern" societies.

**ANTH 201 (5) C,S****Contemporary Issues in Anthropology**

Analysis of current research on a particular topic in cultural or physical anthropology. Topic varies by quarter; check with instructor for specific course content.

**ANTH& 204 (5) C,N,S****Archaeology**

Intro to archaeology and the interpretation of archaeological remains, including theory and methods of archaeological research, data collection and analysis.

**ANTH& 205 (5) C,N,S****Biological Anthropology**

Intro to biological and cultural evolution of humans with evidence from fossil and contemporary populations. Examines physical and biological variations of humans past and present. Emphasis on developing a working vocabulary of anthropological terms.

**ANTH& 206 (5) C,N,S****Cultural Anthropology**

Intro to human culture, including social organization, economics, political systems, religion, technology, values, art and language. Cultural perspective focuses on contemporary literate and pre-literate societies and includes both Western and non-Western ways of life.

**ANTH& 210 (5) C,N,S****Indians of North America**

Ethnographic survey of North American native cultures. Examination of historical and contemporary problems regarding legislation, treaties, reservations, fishing rights and education.

**ANTH 211 (5) S****Peoples of Mainland Southeast Asia**

History and contemporary issues of the nations of Burma, Cambodia, Laos, Thailand and Vietnam and the tribal people who live there.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

HIN . . . . . **Watch Technology**

**NAME TO PREFIX**

**Watch Technology** . . . . . HIN

Common Course Numbering explanation is on page 186.

**ANTH 212 (3) N**  
**Methods of East African Archaeological Research**

Intro to paleo-anthropological research in East Africa in “digging up” hominid evolutionary past. Analyze archeological remains. Observe terrain and type of environment occupied by early hominid. Discuss patterns of tool manufacture and use. Lectures and field participation at actual archeological sites in Kenya, East Africa (Koobi, Fora, Lake Turkana).

**ANTH 213 (3) N**  
**East African Hominid Evolution**

Surveys origin and relations of the extinct forms of humankind that have been discovered in East Africa. Review of some of the earliest hominids of the late Cenozoic Era through the present. Focuses on the biocultural stages of evolution to modern hominid. Includes lectures and field sessions on site in Kenya, East Africa.

**ANTH& 216 (5) C,N,S**  
**Northwest Coast Indians**

Ethnographic survey of the Indians of Alaska, British Columbia, Washington, Oregon and Western Idaho. Examines prehistoric and contemporary cultures and controversial legislation regarding fishing, water rights and treaties.

**ANTH& 227 (5) S**  
**Pacific Island Cultures**

Intro to cultures and peoples of the Pacific region known as Oceania, including origins of indigenous Pacific Islanders, the trajectory of cultural changes caused by Euro-American contact, the mass migration and formation of Pacific Islander communities and networks throughout the diaspora. Emphasizes contemporary Pacific Islander cultures and communities. Prereq: Eligibility for ENGL 098.

**ANTH& 228 (5) C,N,S**  
**Cultures of the Middle East**

Multidisciplinary intro to Middle Eastern cultures including ecological, economic, political and religious factors contributing to the region’s diversity. Exploration of historical and contemporary forces and changing interpretations by both Westerners and Middle Easterners.

**ANTH 275 (5) C,N**  
**Medical Anthropology**

Explores culture, society, medicine and health from a global perspective. Examines biomedical and cross-cultural perspectives of the human body, life, death, well-being and healing.

**ANTH 298 (1-5) C,N,S**  
**Special Topics in Anthropology**

Independent study or fieldwork in anthropology. Periodic meetings with instructor. Prereq: Permission.

**ANTH 299 (3-5) C,N,S**  
**Special Problems in Anthropology**

Small group setting to cover selected topics in anthropology. Prereq: Permission.

**APPAREL DESIGN & DEVELOPMENT**

*Courses above 100 require completion of all entry requirements to the School of Apparel Design & Development.*

**APPRL 096 (2) C**  
**AD&D Skill Development 1**

For students preparing to enroll in AD&D who have little or no sewing or patternmaking experience. Intro to sewing terms, commercial and production pattern development, layout and cutting techniques, industrial sewing machine operation, and professional construction techniques for basic garments and samples.

**APPRL 098 (2) C**  
**AD&D Skill Development 2**

For students preparing to enroll in AD&D. Intermediate beginners update their sewing machine handling and patternmaking skills. Intro to more complex sewing techniques and construction of sample garments using industrial sewing and pressing equipment. Includes pattern drafting and labeling for production. Prereq: APPRL 096 or prior sewing experience with understanding of patterns, grainline and layout.

**APPRL 100 (2) C**  
**AD&D Skill Development 3**

Required for enrollment in AD&D. For students with previous sewing and patternmaking experience. Enhance industrial equipment handling skills for sewing and pressing to complete more difficult sewing techniques and sample garments. Covers pattern development of a bodice sloper and proofing methods. Prereq: APPRL 098 or permission through successful completion of a skill test.

**APPRL 101 (4) C**  
**Construction 1 – Professional Techniques**

Covers professional techniques and methods to construct samples and garments to professional industry standards. Emphasis on accuracy, use of industrial sewing and pressing equipment, and developing technical specification packages. Prereq: APPRL 100 and program entrance requirements.

**APPRL 102 (4) C**  
**Construction 2 – Professional Techniques**

Build on skills from APPRL 101 by producing samples and garments using intermediate construction techniques and meeting industry quality standards. Emphasis on industrial equipment use and proficiency, and enhanced specification package development. Prereq: APPRL 101.

**APPRL 103 (4) C**  
**Construction 3 – Professional Techniques**

Presents techniques and methods using factory processes to construct garments for manufacturing. Blends skills in pattern design for target markets and construction for mass production. Continuation of technical specification development and industrial equipment use. Prereq: APPRL 102.

**APPRL 104 (2) C**  
**Alterations & Fitting**

Covers professional ready-to-wear garment alteration techniques, evaluation methods, and industry fitting standards. Includes business management practices, record keeping, output efficiency and client relations. Prereq: APPRL 101 and 102.

**APPRL 111 (4) C**  
**Patternmaking 1 – Flat Pattern Drafting**

Development of basic production patterns using flat pattern and drafting methods. Focus on fundamental patternmaking practices including cutting, labeling and approaches for pattern manipulations. Prereq: APPRL 100 and program entrance requirements.

**APPRL 112 (4) C**  
**Patternmaking 2 – Draping**

Pattern development using draping techniques to generate basic slopers. Combines draping with basic flat pattern manipulations to create patterns for garment designs. Prereq: APPRL 111.

**APPRL 113 (4) C**  
**Patternmaking 3 – Design by Flat Patternmaking**

Continues development of flat pattern and draping techniques from APPRL 111 and 112. Use fitting methods, production pattern blocks and pattern modifications to create more complicated garment designs. Prereq: APPRL 112.

**APPRL 130 (2) C**  
**Apparel Manufacturing**

Survey of the apparel manufacturing business cycle. Includes materials acquisition, production, scheduling, product costing, machine processes and industry standards. Prereq: APPRL 100.

**APPRL 131 (3) C**  
**Business Practices in Fashion**

Examines aspects of conducting business in fashion including industry practices, job categories, professional development and business communications. Prereqs: APPRL 101, 111, 130 & 151.

**APPRL 141 (2) C**  
**Design 1 – Principles of Design**

Covers the basic design principles of repetition, rhythm, emphasis, harmony, balance, scale and proportion as they relate to garment design. Prereq: APPRL 100.

**APPRL 142 (2) C**  
**Design 2 – Fabric Science & Textiles**

Analyze how fibers, yarns, fabric structure and finish affect fabric characteristics. Studies include textile history, independent research and visual presentation. Prereqs: APPRL 130 & 151.

**APPRL 143 (2) C**  
**Design 3 – Color & Palettes**

Investigates color design trends and application in the apparel market. Explore hues, values and saturation and basic color theory. Prereqs: APPRL 142 & 152.

**APPRL 151 (3) C**  
**Computer Applications for Apparel Design 1**

Develop Excel, Illustrator and Photoshop skills for use in the apparel design field. Includes specification development, technical drawing and image editing. Prereq: APPRL 100.

**APPRL 152 (3) C**  
**Computer Applications for Apparel Design 2**

Continues building computer skills, terminology and procedure. Gain proficiency in graphics programs commonly used in industry to produce technical drawings and visual presentations. Prereq: APPRL 151.

**APPRL 197 (5) C**  
**Work Experience in Apparel Design**

Earn relevant work experience and practical hands-on skills through the completion of an internship in the apparel design and development field. Prereq: Permission.

**APPRL 201 (4) C**  
**Ready-To-Wear Construction**

Construction methods with focus on ready-to-wear and tailored garments. Coordinates with APPRL 211 to execute pattern designs for specific target markets. Prereq: APPRL 103. Coreq: APPRL 211.

**APPRL 202 (4) C**  
**Active Sportswear Construction**

Construction methods for sportswear and outerwear construction techniques used in the garment industry. Produce more complex and advanced garments made from patterns developed in APPRL 212. Prereqs: APPRL 201 & 211. Coreq: APPRL 212.

**APPRL 211 (4) C**  
**Pattern Design for Ready-To-Wear**

Presents advanced pattern design for ready-to-wear and tailored garments. Employ a variety of methods to produce patterns from blocks, measurements, magazine tears and line drawings. Coordinates with APPRL 201 to construct pattern designs. Prereqs: APPRL 103 & 113.

**APPRL 212 (4) C**  
**Pattern Design for Active Sportswear**

Patternmaking for active sportswear and outerwear. Develop patterns from samples and sketches to industry standards and for functionality. Pattern designs are constructed in APPRL 202. Prereq: APPRL 211.

**APPRL 221 (4) C**  
**Pattern Grading**

Learn to grade patterns up to large sizes and down to small sizes according to certain specifications and measurements, using the grid and shift method.

**APPRL 222 (4) C**  
**Computerized Pattern Grading**

Explore apparel industry standards and guidelines for pattern sizing for more complex patterns. Intro to using computer-aided technology to size patterns. Prereq: APPRL 221.

**APPRL 230 (4) C**  
**Portfolio & Resume Development**

Produce a professional-quality portfolio and resume. Survey of job search and interviewing strategies. Prereqs: APPRL 197, 202, 212, 222, 242.

**APPRL 241 (2) C**  
**Design 4 – Print & Pattern**

Development of surface designs for fabrics and garment silhouettes. Focus on design methodology, textile dye and print technology, and apparel industry practices. Prereq: APPRL 143

**APPRL 242 (4) C**  
**Design 5 – Line Design**

Explore elements of designing a line of clothing to industry standards. Focus on development of boards for line presentations and design of a clothing line for production in APPRL 270. Prereq: APPRL 241.

**APPRL 260 (3) C**  
**Fashion History**

Survey of key clothing items from major historical periods. Gain tools for communicating clothing concepts and understand current fashion trends. Explores social influences and cultural ideals that impact fashion. Prereqs: APPRL 143, 151 & 152.

**APPRL 270 (8) C**  
**Final Line Design & Development**

Capstone course to produce the line of clothing designed in APPRL 242. Includes pattern development, materials sourcing, garment construction and production of technical specifications. Collaboratively produce the annual fashion portfolio show where final collections and portfolios are on display to industry professionals and the public. Prereqs: APPRL 197, 202, 212, 222, & 242.



**APPRL 298 (1-5) C****Apparel Design Special Topics**

Seminar on selected topics in apparel design and development in an area related to but not offered as part of the regular School of Apparel Design & Development curriculum. Prereq: Permission.

**APPLICATION DEVELOPMENT  
Bachelor of Applied Science**

*Students must be accepted into the program in order to take these courses.*

**AD 300 (5) N**  
**Component Software**

Covers object-oriented programming using Java with an emphasis on the creation and use of software components. Includes reusability, the model-view-controller (MVC) design pattern, linked lists, binary trees, recursion, and algorithmic analysis using Big-O notation.

**AD 310 (5) N**  
**Discrete Math**

Overview of tools and process that support a software product's life cycle. Includes life cycle management, team member roles, customers, task timeline and resources, development paradigms such as waterfall and agile, quality documentation, source code management, testing and debugging, legal and ethical issues, licensing and support agreements.

**AD 315 (5) N**  
**Discrete Math for Computer Science**

Understand and use the abstract discrete structures that are the backbones of computer science. Intro to logic, proofs, sets, relations, functions, counting and probability applications in computer science.

**AD 320 (5) N**  
**Web Application Development**

Develop a database-driven web application incorporating MVC patterns. Covers state maintenance, CRUD and REST integration on both server and client sides. Learn to parse, cache and integrate API data achieved by third party providers into the application. Technologies can include Query, CURL, AJAX and parsing JSON & XML. Explore legal and ethical Issues of web applications, including security, privacy, benefits and unintended consequences.

**AD 325 (5) N**  
**Data Structures and Algorithms**

Covers fundamental data structure and their algorithms and applications in problem solving by programming. Includes linked lists, stacks, queues, priority queues, binary and multi-way trees, directed graphs, hashing, internal and external sorting. Prereq: AD 300.

**AD 330 (5) N**  
**Professional Communication in IT**

Presents strategies for effective communication in professional settings, with emphasis on technology environment. Practice and apply communication styles in formal, informal, in-person and virtual situations and learn effective development team collaboration. Covers ethical and legal issues including copyright fair use and intellectual property.

**AD 340 (5) N**  
**Mobile Application Development**

Intro to mobile application development, native and web applications. Incorporates REST-based services and integrates location-aware third-party APIs and mapping tools to build device agnostic applications. Explores legal and ethical issues of mobile environment, security, privacy, benefits and unintended consequence. Prereq: AD 320.

**AD 350 (5) N**  
**Relational Database Technology**

Covers intermediate programming in a relational database. Intro to non-relational databases as used in Cloud Computing and Big Data. RDMS topics include stored procedures, triggers, indexing and abstraction techniques, query construct efficiency. Compare and contrast RDMS to noSQL databases: uses, terminology, indexing, storage, compute consumption, ROI, reliability.

**AD 400 (5) N**  
**Project Management in Software Development**

Comprehensive overview of current processes, practices and tools used to manage software development projects. Apply best practices for planning, organizing, scheduling, controlling and adapting strategies to specific project needs and constraints. Includes requirement identification and analysis, documentation, legal and licensing requirements. Emphasizes contractual agreements, licensing, resource acquisition and management, testing and deliverables, and customer support and management. Prereq: Completion of at least one practicum.

**AD 410 (5) N**  
**Web Applications Practicum**

Work in teams to create a MVC based web application. Store and share code via software versioning system and use small team agile strategies. Write requirements documents, build the app in stages and integrate components into a larger project. Covers legal and ethical issues of app development and lifecycle, and working in a diverse and collaborative environment. Prereqs: AD 310 & 320.

**AD 420 (5) N**  
**Cloud Computing – Software as a Service**

Intro to fundamentals of cloud computing. Focus on software as a service (SaaS) and Infrastructure as a service (IaaS). Learn tools and strategies to building web applications based on cloud services, integrate third-party APIs and big data tools such as predictive analytics. Explore legal and ethical issues including security, integrity, privacy and continuity of service. Prereqs: AD 320 & 325.

**AD 430 (5) N**  
**Mobile Application Practicum**

Work in teams to create a mobile web application. Store and share code via software versioning system and use small team agile strategies. Write requirements documents, build the app in stages and integrate components into a larger project. Covers legal and ethical issues of app development and implementation, and working in a diverse and collaborative environment. Prereqs: AD 310 & 340.

**AD 440 (5) N**  
**Cloud Computing Practicum**

Work in teams to create a cloud-hosted application. Store and share code via a software versioning system and use small team agile strategies. Write requirements documents, build the app in stages and integrate components into a larger project. Covers legal and ethical issues of cloud computing and working in a diverse and collaborative environment. Prereqs: AD 310 & 420.

**AD 490 (5) N**  
**Capstone/Internship**

Provides practical work experience and employment contacts by integrating academic studies with actual on-the-job training situations. Orientation to internships is required prior to registration. Produce a major project that responds to a client problem or request. Work in a team or as an individual intern/extern. Select and work closely with industry mentors. Emphasis on research, accuracy, technology skills, timeliness, teamwork, professional ethics, quality, client/customer satisfaction and usability. Prereq: Permission.

## APPLIED BEHAVIORAL SCIENCE Bachelor of Applied Science

*Students must be accepted into the program in order to take these courses.*

### ABS 206 (5) C Technical Writing & Applied Technology

Learn to efficiently compose memos, emails, letters of advocacy for clients, reports for court and other authorities, cover letters, case notes, grant proposals and more. Emphasis on using computer applications to produce these and other documentation, while meeting HIPAA (Health Insurance Portability and Accountability Act) and ethical standards. **Not required** for BAS degree. Prereqs: ENGL& 101, 102 and MIC 101.

### ABS 310 (5) C Professionalism & Ethical Practice

Understand the framework for ethical decision-making and the professional ethical principles and codes of various helping professions. Apply concepts to ethical dilemmas in historic and contemporary societal issues.

### ABS 320 (5) C Applied Social Psychology

Examine the application of social psychological concepts and systems theory in human service settings including prevention, policy analysis, groups, professional and client relationships, and multi-cultural competence. Prereq: PSYC& 100.

### ABS 330 (5) C Information Literacy & Program Assessment

Intro to organization, retrieval and evaluation of electronic and print information: college library systems, networked information systems, traditional scholarly resources, and concepts of research. Examine specialized resources of various Social and Human Services disciplines.

### ABS 335 (5) C Human Services Practice

Learn to apply knowledge, professional values, sociocultural dynamics and ethics to theory-based models of practice. Covers assessment, information literacy, planning, practice evaluation and termination.

### ABS 340 (5) C Applied Environmental Science

Survey of basic environmental science concepts emphasizing the effect humans have on their environment and the repercussions for living in an impoverished environment. Focus on human population and natural resources, including issues of access and degradation.

### ABS 350 (5) C Quantitative Principles in Research & Assessment

Learn the quantitative organization of data central to scientific research and assessment design in applied behavioral sciences. Prereqs: PSYC& 100, PSYC 217, MATH 098, all with 2.0 or higher.

### ABS 360 (5) C Public Policy Analysis

Learn the art and science of providing problem-solving advice to government decision-makers, managers, and citizens in order to influence government processes. Understand theoretical frameworks, problem definition, development of alternative solutions, predicting impact of choices, policy evaluation and modification of policies through policy case studies. Prereq: SHS 103 or Intro to U.S. Government/Public Policy.

### ABS 399 (5) C Independent Study & Research

Pursue academic and professional areas of interest and possible employment related to applied behavioral science.

### ABS 410 (5) C Economic & Political Systems: Implications for Public Service

Explore the nature and scope of political economy by examining its historical evolution. Conduct a comparative analysis of contemporary political and economic systems and learn how public service relates to political economy through taxation and finance. Prereqs: Microeconomics suggested.

### ABS 415 (5) C Cross-Cultural Competency in Human Services

Develop understanding of theory, research and applications pertaining to the process of cross-cultural competency. Examine cultural assumptions, values, perceptual and cognitive orientations, cultural stereotypes, prejudice, ethnocentrism, non-verbal behaviors, language, and meaning systems in cross-cultural interactions between people from diverse cultural and ethnic groups.

### ABS 420 (5) C Multiculturalism and Artistic Expression: Our Jazz Heritage

Examine jazz as both a developing art form and as a social and cultural institution with clearly identifiable roots and traditions. Understand how practitioners have responded to pressing contemporary social circumstances and how jazz provides a model of democracy in action.

### ABS 430 (5) C Sociology of Families

Examine the trends, issues, and debates regarding the social construction of families and how changes in families relate to social, economic, global and political changes in the larger social structure. Develop critical thinking and analytic skills by drawing on empirical research, personal histories, current events, and public policy issues. Prereqs: SOC& 101

### ABS 495 (5) C Senior Capstone Project

Demonstrate mastery of learning in the field of Applied Behavioral Science and area of concentration. Evaluate overall educational experience and individual professional direction by integrating experiential learning, coursework, knowledge, and skills, and demonstrating critical thinking, oral presentation, creativity, problem-solving, and writing commensurate with senior level work.

### ABS 497 (5) C Advanced Field Placement I

First of two quarters of applied professional work in a community setting consistent with the student's area of interest. Meets requirements for supervised field practice required for licensure and professional accreditation in many professional specialties.

### ABS 498 (5) C Advanced Field Placement II

Second quarter of applied professional work in a community setting consistent with the student's area of interest. Meets requirements for supervised field practice required for licensure and professional accreditation in many professional specialties.

### ABS 499 (5) C Independent Study & Research

Pursue academic and professional areas of interest and possible employment related to applied behavioral science.

## ART

### ART& 100 (5) C,N,S Art Appreciation

Historical backgrounds and design fundamentals that have affected art using slide lectures, reading and practical studio applications.

### ART 101 (5) C,N,S Design

Studio series in the fundamentals of two-dimensional art with problems based on line, space, texture, shape and color theories. Includes practical applications of theories to design. Required for art majors.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**ART 102 (5) C,N,S**  
**Design**

Continuation of ART 101. Intro to three-dimensional space organization using the elements of design. Construction in sculptural formats. Required for art majors. Prereq: ART 101

**ART 103 (5) C,S**  
**Design**

Tutorial in individual problems in design. Prereq: Permission.

**ART 105 (5) C,S**  
**Survey of Modern Art**

Understanding today's cultural environment and viewpoint by using art and architecture to analyze cultural philosophies of the past that affect today's aesthetic values.

**ART 110 (5) N**  
**Visualizing Science & Technology**

Hands-on course to increase ability to represent complex information using the principles and elements of the visual arts. Explore modes of illustration and presentation from pencil to pixel and from paper to PowerPoint.

**ART 111 (5) N,S**  
**Drawing**

Study of line, value, space, perspective and composition through the use of charcoal, pencil, pen and brush.

**ART 112 (5) N,S**  
**Drawing**

Drawing from the human figure in black and white media. Focus on composition. Emphasis on proportion and shading in short sketches as well as long poses. Prereq: ART 111 or permission.

**ART 113 (5) N,S**  
**Drawing**

Continuation of ART 112. Drawing from human figures in black, white and color media. Emphasis on expression and composition. Prereq: ART 112 or permission.

**ART 114 (5) C,N,S**  
**Digital Photography I**

Intro to digital camera use, photography basics, photographic visualization, composition, lighting, and minimal editing. Students must provide their own digital camera with five or more mega-pixels, Auto, Auto-P, Aperture Priority, Shutter Priority, and full manual Exposure Modes.

**ART 115 (5) C,N,S**  
**Digital Photography II**

Continue with photography basics involving digital imaging, lighting, models, and presentation. Students need a current DSLR camera with full manual modes, tripod, lens tissue, thumb drive, card reader, compact flash or other memory card. Photo lights optional. Prereq: ART 114 or permission.

**ART 121 (5) C,N,S**  
**Intro to Printmaking**

Study and application of basic relief print media. Covers linocuts, woodcuts, multicolor prints and experimental monoprints. Intro to relief and intaglio techniques, with emphasis on small editions. Recommended: Some drawing background.

**ART 122 (5) C,N**  
**Intro to Printmaking (Intermediate)**

Covers various aspects of printmaking, with an emphasis on intaglio printmaking processes. Intro to drypoint, engraving and etching with hard and soft grounds. Learn water and acid etching and the use of photosensitive emulsions on metal plates. Recommended: Some drawing background.

**ART 123 (5) C,N**  
**The Painterly Print: Monotype & Monoprint**

Develop technical and conceptual skills to create the painterly print. Emphasis on sequential imagery, layered impressions, color use and inks, use of the press, plates and papers and evolution of personal imagery. Covers variation, using a matrix and altered monotypes. Recommended: Some drawing background.

**ART 163 (3) S**  
**Intro to Still Photography**

Covers basic photographic techniques using 35mm photographic equipment. Includes camera, exposure, lighting, composition, black and white darkroom work and digital imaging.

**ART 166 (5) S**  
**Video Art I**

Focuses on the art of digital video editing and shooting using Adobe Premiere. Explore in-depth digital video editing, effects, transitions, graphics animation, sound and music integration, selecting format, basic DVD authoring and distribution strategies and options. Create a finished digital video film. Also offered as CTN 166. Recommended: ART 210.

**ART 170 (3-5) C,S**  
**Photography as an Art**

Traces the history and distinctive properties of photography. Includes camera, exposure, lighting, composition, black and white darkroom work and digital imaging.

**ART 201 (5) C,N,S**  
**Painting**

Beginning painting in oil or synthetic media using still life. Emphasis on basics: composition, value studies, color mixing, canvas preparation, styles and techniques. Recommended: Drawing background.

**ART 202 (5) C,N,S**  
**Painting**

Further development of color and composition. Individual instruction. Prereq: ART 201 or permission.

**ART 203 (5) C,N,S**  
**Painting**

Further studies in color, composition and subject matter. Individual instruction. Prereq: ART 202 or permission.

**ART 204 (5) N**  
**Mural Art**

Explore the stages of mural art from brainstorming and budgeting to community input and creation, with particular emphasis on the craft of mural execution. Hands-on experience requires ability to work outdoors 3+ hours at a time. Prereq: ART 201 or permission.

**ART 205 (5) C,N,S**  
**Water Color Painting**

Intro to water color painting. Covers basic wash techniques, color mixture, value contrast, composition and wet into wet. Recommended: Some drawing background.

**ART 206 (5) C,N,S****Water Color Painting**

Continuation of ART 205, based on a series of water color problems utilizing skills learned in the previous quarter. Further work with composition. Prereq: ART 205 or permission.

**ART 207 (5) C,N,S****Water Color Painting**

Individual water color projects in series. Prereq: ART 206 or permission.

**ART 209 (5) S****Art on the Touchscreen Tablet**

Explore the principles and elements of art – line, value, space, composition and color—through the use of the iPad. Create art on the iPad and explore visual literacy issues.

**ART 210 (5) N,S****Computer Art**

First of 2 courses. Image design, creation and manipulation using vector-based and pixel-based programs. Combines fine art and technical aspects of digital composition for production of media formats including print and web-based. Previous drawing/design and basic computer skills strongly recommended.

**ART 211 (5) N,S****Sculpture**

Fundamentals of composition in the round, in clay and plaster, using basic techniques of carving, casting and building. Prereq: One quarter of drawing, design, or permission.

**ART 212 (5) N,S****Sculpture**

Fundamentals of relief composition in clay, plaster and wood using basic techniques of carving, casting and building. Prereq: ART 211 or permission.

**ART 213 (5) N,S****Sculpture**

Fundamentals of three-dimensional composition with emphasis on life studies. Basic materials used are clay, plaster, or wood. Prereq: ART 212 or permission.

**ART 214 (5) C,N,S****Advanced Computer Art**

Continuation of ART 210. Explores creative, technical and aesthetic concepts and problems for comprehensive fine art and commercial projects. Prereq: ART 210.

**ART 215 (5) C,S****Advanced Computer Art II**

Continuation of ART 214. Advanced projects and intro to advanced programs. Prereq: ART 214.

**ART 216 (5) S****Multimedia Art I**

Covers the key artistic concepts and practical skills in multimedia design and production: linear and nonlinear storytelling and the role of interactivity from aesthetic and technical viewpoints. Includes a survey of industry-standard multimedia production tools. Build several interactive projects using Macromedia Flash. Also offered as CTN 164. Recommended: ART 210.

**ART 217 (5) S****Multimedia Art II**

Expand multimedia design and scripting skills. Technical focus on Macromedia Flash development using complex animation, advanced design and action scripting for increased interactivity. Covers event/event handler logic, creating variables, setting values and using Flash to create animation and effects for video. Also offered as CTN 205. Prereq: ART 216 or CTN 164.

**ART 221 (5) N,S****Ceramic Art**

Beginning basic pottery design and construction. Emphasizes hand building coils and slabs, basic glazing and beginning pot throwing on the potter's wheel.

**ART 222 (5) N,S****Ceramic Art**

Develop throwing skills. Understand basic glaze composition and kiln operation. Continue studies in techniques of surface decoration. Prereq: ART 221 or permission.

**ART 223 (5) N,S****Ceramic Art**

Continuation of ART 222. Advanced work on the wheel. Emphasis on combining methods of construction. Learn basic glaze skills. Prereq: ART 222 or permission.

**ART 231 (5) N****3D Computer Modeling & Realization**

Intro to computer based 3D modeling. This medium provides a creative environment and imposes a new framework for creating in 3-dimensional space. Prereq: MATH 098.

**ART 232 (5) N****Advanced 3D Computer Modeling & Realization**

Increase skills using the 3D modeling system by delving more deeply into the capabilities and options of each command. Learn animation through deeper understanding of camera lenses and light sources along with motion control of objects, cameras and lights. Learn to design for and print with a 3D printer. Prereq: ART 231.

**ART 251 (5) C,S****Art History**

Study of the major forms of visual expression including Paleolithic, Egyptian, Mesopotamian, Greek, Roman and Early Christian periods. Emphasis on European and Middle Eastern art (C, S).

**ART 252 (5) C,S****Art History**

Continuation of ART 251 with emphasis on the Medieval period through the Renaissance focusing on European and Middle Eastern art.

**ART 253 (5) C,S****Art History**

Continuation of ART 252 with emphasis on the 17th century Baroque through 20th century Western/Modern Art.

**ART 254 (3-5) C,S****Survey of the Art of the Pacific Northwest**

Focus on visual arts of the Pacific Northwest, from early coastal tribal art to the present day. Covers architecture, sculpture, painting and analysis of contemporary art in public places.

**ART 255 (5) C,N,S****History of the Art of Asia**

Study of the paintings, drawings, sculpture, architecture and crafts of India, China, Japan and other countries of Southeast Asia. Study of influences brought about through invasion, assimilation and transformation of Hinduism, Buddhism, Daoism and Confucianism as reflected in the arts, history and culture.

**ART 281 (5) N****Jewelry Design I**

Basic jewelry design and construction with precious and/or semi-precious metals. Simple stone setting, tool usage, soldering, metal testing, properties and characteristics of metals and stone. Recommended: One quarter each of design and drawing.

**ART 282 (5) N**  
**Jewelry Design II**

A continued exploration of metal fabrication and jewelry design, covering surface enrichment, advanced forming techniques, faceted stone setting and intro to enameling. Prereq: ART 281.

**ART 283 (5) N**  
**Intro to Alloying & Jewelry Casting**

Explore the alloying and casting processes of Jewelry Design. Learn lost wax casting and rubber molding processes. Prereq: ART 282 or permission.

**ART 284 (5) N**  
**Bench Techniques & Practices in Metal**

Covers advanced bench skills and production techniques which encourage creation of innovative pieces with personal statements. Emphasis on creating a body of work that is ready for exhibition. Prereq: ART 283.

**ART 285 (4) N**  
**Metal Techniques for Small Scale Sculpture**

Metalsmithing techniques for functional and sculptural objects. Learn the physical properties of metal and create objects that express personal images and creative thoughts in metal sculpture, hollowware and model making. Includes field trips to metal fabrication studios.

**ART 290 (5) N**  
**The Art Business**

Fundamentals of the business aspects of art, including designing and packaging the portfolio for A.F.A./C.F.A. degrees, photographing artwork, building a résumé, marketing, copyrights, contracts and other essential business practices. Recommended: At least two college-level art courses.

**ART 291 (2) C,N**  
**Art Seminar**

Readings and discussion in the philosophy and ideas of artists and art movements with criticism and analysis of works of art.

**ART 298 (3) C,S**  
**Special Problems in Film Media**

Advanced film production involves scripting, budgeting and scheduling. Emphasis on information film production, interior and studio lighting for color, sync-sound recording and editing techniques.

**ART 299 (1-5) C,N,S**  
**Special Problems in Art**

Individual or seminar instruction. May be repeated to earn a maximum of 9 credits. Prereq: Second year art major, level of ability and permission.

**ASTRONOMY****ASTR& 100 (5) C,N,S**  
**Survey of Astronomy**

Emphasis on astronomic concepts fundamental to an understanding of the solar system, stars, galaxies and origin and history of the universe.

**ASTR 102 (5) N**  
**Space & Space Travel**

Intro to space exploration, both robotic and human, and the engineering of space-faring vehicles to withstand space hazards. Prereq: Placement or completion of MATH 098. ENGL& 101 strongly recommended.

**ASTR 104 (5) C**  
**Observational Astronomy**

Covers the celestial sphere and coordinates; Earth's orbital motion; time; moon, planets, stars, constellations and deep sky objects. Includes technology, processes and math used by astronomers: optics, telescopes, digital detectors, data reduction, observing techniques and data analysis. Minimum two nights observing required. Prereq: Recommend ASTR& 100 and MATH 102.

**ASTR& 110 (5) C,N,S**  
**The Solar System**

Survey of planets of the solar system with emphasis on recent space exploration and the comparative evolution of the Earth and the other planets. Includes light optics, telescopes and the history and development of astronomy. Night observing sessions required. Prereq: MATH 098 or higher with 2.0 or permission. Recommended: test into ENGL& 101 or higher.

**ASTR& 115 (5) N**  
**Stars Galaxies & Cosmology**

Learn the methods and goals of scientific inquiry through the study of outer space, including the life and death of stars, galaxies and clusters of galaxies, and cosmology including the Big Bang. Includes historical perspective, theories, laboratory exercises, and direct observations. Lab. Prereq: MATH 098 with a 2.0 or higher.

**ASTR 201 (5) C,N,S**  
**The Universe & the Origin of Life**

Modern views of atomic and molecular evolution from the big bang theory through the formation of the solar system and emergence of life on earth. Discuss extraterrestrial intelligent life and the ultimate fate of the cosmos. Recommended: AST 100 or some science background.

**AUTO BODY  
COLLISION REPAIR**

*NOTE: Courses ABR 111 through ABR 164 include instruction in safety, environmental awareness, human relations and work ethics.*

**ABR 111 (4) S**  
**Intro to Automotive Collision Technology**

Covers the skills needed to become a good body shop employee, typical movement of a vehicle through a body shop and basic procedures for repairing a collision damaged vehicle. Identify and use general purpose hand tools and power tools used in a body shop.

**ABR 112 (3) S**  
**Safety & Environmental Practices**

Covers various environmental and other regulations in an automotive refinishing department. Locate hazardous warning information for products used in refinishing, select the proper personal protection equipment, inspect it and demonstrate proper use.

**ABR 113 (8) S**  
**Welding & Cutting**

Covers the differences between various metal joining processes, selection of the correct heat joining for various jobs, the advantages of using MIG welding, personal and shop safety, along with vehicle protection measures. Learn about welding wires, shielding gases, tuning the welder. Be able to visually inspect and destructively test the weld.

**ABR 121 (4) S**  
**Panel Replacement & Alignment**

Covers selection, understanding and use of panel replacement and alignment tools. Prereq: ABR 111, 112 and 113 or permission.

**ABR 122 (3) S**  
**Working with Trim & Hardware**

Covers the proper use and selection of tools and removing and installing of interior door trim panels, door locks and handles, deck lid lock cylinders and exterior trim. Install pinstripes and decals. Prereq: ABR 111, 112 and 113 or permission.

**ABR 123 (4) S**  
**Metal Straightening**

Covers the basic fundamentals of metal straightening and proper selection of metal straightening tools. Prereq: ABR 111, 112 and 113 or permission.

**ABR 124 (4) S****Body Fillers**

Covers the correct mixing and application of body fillers to increase the quality of the repair. Prereq: ABR 111, 112 and 113 or permission.

**ABR 131 (2) S****Understanding Automotive Finishes**

Identify the differences between a variety of automotive finish systems, including dry time, chemical make-up and plant and body shop application. Prereq: ABR 111, 112 and 113 or permission.

**ABR 132 (6) S****Preparing the Surface for Refinishing**

Determine the condition of a vehicle's finish and plan the steps used in refinishing the vehicle. Prereq: ABR 111, 112 and 113 or permission.

**ABR 133 (5) S****Preparing the Equipment, Paint & Refinishing Materials**

Setup and use the final preparation, spray environment and drying areas for refinishing. Understand paint mixing formulas using reference manuals; mix paint according to published formulas; and describe the various types of air supply equipment and setup. Use various types of spray guns, make all preliminary adjustments to the air system and spray gun, test the spray gun and make final adjustments in preparation for refinishing. Prereq: ABR 111, 112 and 113 or permission.

**ABR 134 (1) S****Detailing**

Covers proper cleaning of the exterior and interior of the vehicle, removal of overspray, decals and pinstripes. Prereq: ABR 111, 112 and 113 or permission.

**ABR 161 (5) S****Damage Analysis**

Covers how a vehicle absorbs the forces of a collision through "crush zones," how damage travels from the point of impact through the body, and the identification of two types of damage conditions. Prereq: ABR 111, 112 and 113 or permission.

**ABR 162 (3) S****Door Skin Repair & Replacement**

Covers proper alignment of door frames, the principles and techniques for removing and replacing a welded door skin, door intrusion beam removal, surface preparation and installation techniques. Prereq: ABR 111, 112 and 113 or permission.

**ABR 163 (5) S****Quarter Panel Replacement**

Analyze quarter panel damage, determine whether sectioning or full panel replacement is required; learn the principles and techniques of removing a damaged quarter panel, surface preparation, alignment and installation. Prereq: ABR 111, 112 and 113 or permission.

**ABR 164 (2) S****Moveable Glass & Hardware**

Remove and install moveable door glass, identify cause and correct air and water leak problems. Prereq: ABR 111, 112 and 113 or permission.

**ABR 171 (7) S****Straightening Structural Parts**

Learn proper mounting and anchoring of the vehicle and various types of pulling equipment. Study H.S.S., cold and hot stress relief, pulling and straightening of front, rear end, side impact and roof damage. Prereq: ABR 111, 112 and 113 or permission.

**ABR 172 (7) S****Full & Partial Panel Replacement**

Understand full or partial panel replacement, uses of various types of joints used in sectioning, repair or replacement of a complete rail section, rocker panel, A and B pillar, floor pan, truck floor and full body section. Prereq: ABR 111, 112 and 113 or permission.

**ABR 173 (2) S****Restoring Corrosion Protection**

Covers safely working with chemicals, corrosion and its effect on vehicles and restoring corrosion protection to collision damaged areas. Plan effective and correct corrosion protection treatment to welded areas and exposed seams, interior seams, exposed surfaces, trim and accessories during repairs.

**ABR 181 (6) S****Steering & Suspension**

Covers identifying and diagnosing tire and wheel steering, rack and pinion steering, power steering suspension, strut type and problems in steering and suspension systems.

**ABR 182 (7) S****Electrical & Electronic Systems**

Learn to diagnose and repair electrical and mechanical systems problems.

**ABR 183 (3) S****Mechanical Systems**

Focuses on repairing a vehicle involved in a collision, often removing mechanical parts, including suspension, steering, drive train and engine parts and servicing of mechanical parts. Some areas require collision repair technicians to be certified to perform mechanical repairs.

**ABR 191 (4) S****Applying the Finish**

Prepare a surface for topcoat, apply primer-scaler, and apply single stage paint, base, clear-coat and tri-coat finishes. Prereq: ABR 131.

**ABR 192 (3) S****Blending Color**

Prepare a vehicle for a blend, blend single-stage, blend base coat, clear coat or tri-coat finishing. Prereq: ABR 131.

**ABR 193 (3) S****Solving Paint Application Problems**

Identify paint application problems caused by contamination, paint defects caused by spraying techniques and solve paint problems related to drying, curing of paint and those caused by improper preparation. Prereq: ABR 131.

**ABR 194 (3) S****Finish Defects, Causes & Cures**

Covers identifying paint film defects, causes and corrective methods, surface defects and corrective methods of repair. Prereq: ABR 131.

**ABR 197 (1-5) S****Internship I**

Provides instructional link between classroom and on the job experience; reinforces and documents on-the-job learning experiences; and provides opportunities for faculty and student interaction.

**ABR 299 (1-12) S****Special Topics in Automotive Collision Repair**

A special topics course for an individual or group in Automotive Collision Repair.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**AUTOMOTIVE TECHNOLOGY**

*NOTE: Courses include instruction in safety, environmental awareness, human relations and work ethics.*

**MVM 100 (4) S**

**Intro to Automotive Technology I**

Includes safety and MSDS; tools and equipment; looking for information; repair orders, manuals, parts and time estimating guides; component identification, theory, fasteners, function and construction; diagnosis and service. Prereq: Basic math skills, 9th grade reading level or permission.

**MVM 102 (4) S**

**Intro to Automotive Technology II**

Includes vehicle inspection; lube, oil and filter; cooling system, belt, hose; heating and air conditioning; driveshaft; manual and automatic transmission; servicing vehicles by performing. Covers function, construction, diagnosis and service. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**MVM 298 (VARIES) S**

**Special Topics in Motor Vehicle Maintenance**

Individual or group study on topics in motor vehicle maintenance.

**AUT 100 (4) S**

**Intro to Electricity**

Covers safety in the shop, basics of electricity from electron theory to Ohm's law. Also covers use of multimeters on the three types of circuits. Prereq: MVM 100 or equivalent

**AUT 102 (4) S**

**Advanced Electrical Systems**

Covers understanding and using schematics. Includes battery, starting and charging system operation and testing. Prereq: AUT 100 or equivalent and MVM 100 or permission.

**AUT 104 (3) S**

**Automotive Electronics**

Covers electrical accessories on the vehicle including lighting, power windows, door locks, seats, windshield wipers and defogger. Prereq: MVM 100 or equivalent, AUT 100 and 102 or permission.

**AUT 106 (3) S**

**Basic Power Accessories**

Covers basic computer operation and applications on the vehicle, using scan tools to diagnose electronically controlled components and accessories. Prereq: MVM 100 or equivalent, AUT 100, 102 and 104 or permission.

**AUT 110 (3) S**

**Clutches, Drivelines & Half Shafts**

Covers basic principles involving clutches, drivelines and half shafts, including function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 112 (3) S**

**Manual Transaxles & Clutches**

Covers the basic principles involving manual transaxles, including function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, AUT 110, basic math skills, at least 9th grade reading level or permission.

**AUT 114 (3) S**

**Manual Transmissions, Transfer Cases & Drive Axles**

Covers basic principles involving manual transmissions, transfer cases and drive axles, including function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, AUT 110, basic math skills, at least 9th grade reading level or permission.

**AUT 116 (6) S**

**Air Conditioning & Heating**

Covers basic principles involved in air conditioning systems, function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 118 (4) S**

**Automatic Transmission Diagnosis & Service**

Covers band adjustment, T.V. linkage, shift linkage, neutral safety switches, flush coolers and cooler lines; repair of external transmission leaks; draining oil, replacing filters and fill transmission; removing, cleaning and replacing valve body; road test to test transmission for problems. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 120 (6) S**

**Advanced Automatic Transmission Service**

Covers removal and replacement of automatic transmissions and replacing bands, clutches, bushings and seals, to make the transmission serviceable. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 122 (4) S**

**Steering & Suspension**

Covers chassis design, materials, fasteners and safety; wheel bearings and service; steering and suspension system components. Covers how they work, diagnosis and service. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 124 (4) S**

**Tires & Wheel Alignment**

Covers chassis design, materials, fasteners and safety; tire and wheel service; inspection and diagnosis of suspension and steering components; and wheel alignment diagnosis and service. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 126 (3) S**

**Basic Brake Systems**

Intro to automotive brake systems. Covers operation, diagnosis and service of master cylinders, wheel cylinders, hydraulic valves, brake hoses and lines, drum brakes and parking brake components. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 127 (4) S**

**Advanced Brake Systems**

Covers operation, diagnosis and service of disc brakes, power brakes and ABS brake components. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

**AUT 128 (4) S**  
**Automotive Engine Diagnosis/  
Remove & Replace**

Covers diagnosing engines for compression. Prereq: MVM 100 or permission.

**AUT 130 (8) S**  
**Automotive Engine Rebuild**

Covers engine disassembly, cleaning of engine parts, inspection and measuring of engine components, cylinder head rebuilding, overhauling engine blocks and reassembly of an automotive engine. Prereq: MVM 100 and AUT 128 or permission.

**AUT 132 (3) S**  
**Automotive Welding**

Covers safety in welding and proficiency in oxy-acetylene welding, oxy-acetylene brazing, oxy-acetylene cutting and MIG welding. Learn which type of welding process is used when joining various types of metals in different situations. Prereq: MVM 100 and 102 or permission.

**AUT 134 (3) S**  
**Intro to Drivability**

Prepare for the automotive technician field, specifically the drivability and troubleshooting of a specific problem within basic engine fundamentals. Includes instruction in safety, environmental awareness, human relations and leadership. Prereq: AUT 100 and MVM 100.

**AUT 136 (4) S**  
**Minor Tune-Up Procedures**

Covers shop safety, basic mechanical engines, Ohm's law, physics laws that apply to the automobile, battery starting and charging systems as they apply to engine runability. Includes using and maintaining emission-related equipment in the shop. Prereq: MVM 100, AUT 100, 102, 104 and 106 or equivalent, or permission.

**AUT 138 (6) S**  
**Advanced Drivability & Fuel Systems**

Covers gasoline fuel systems, including mechanical and electric fuel pumps, throttle body port fuel injection and direct injection systems. Includes hybrid vehicle diagnosis and repair. Prereq: MVM 100, AUT 100, 102, 104, 106 and 136 or equivalent, or permission.

**AUT 140 (4) S**  
**Engine Computers**

Covers automotive engine computer, its multiple power and ground supplies and how these affect the running of the vehicle. Includes inputs and outputs of the vehicle, how each contributes to the running of the engine and how to diagnose each one. Prereq: MVM 100, AUT 100, 102, 104, 106, 136 and 138 or equivalent, or permission.

**AUT 142 (6) S**  
**Emission Controls & Diagnostic Equipment**

Covers all emission-related items on the vehicle and the federally mandated OBD II system. Includes use and operation of super charges and turbo charges on cars. Prereq: MVM 100, AUT 100, 102, 104, 106, 136, 138 and 140 or equivalent, or permission.

**AUT 299 (2-18) S**  
**Special Topics – Automotive**

Special topics for individual or group study. Prereq: Permission.

**AVIATION MAINTENANCE  
TECHNOLOGY**

*Prerequisites for this program include Compass or ESL/Compass Test Scores: 65 in Writing; 75 in Reading (and Grammar for ESL); 54 pre-algebra in Math; and 75 in Listening for ESL.*

*Also see Aerospace Composite Materials, page 192.*

**AMT 111 (17) S**  
**Basic Science for Aviation**

Provides a firm foundation for maintenance on both small and large aircraft. Covers aircraft terminology, mathematics, basic physics, aircraft drawing and interpretation of diagrams. Includes specifications and properties of modern aircraft materials, fabrication and their use, hardware, fitting, corrosion control, cleaning, proper use of tools, precision instruments required for maintenance and overhaul practices. Also covers nondestructive inspection, aircraft systems, components, ground handling and servicing procedures, Federal Aviation Regulations, maintenance records, publication, weight and balance control. Prereq: High School Completion/GED or equivalent.

**AMT 112 (17) S**  
**Basic Electricity for Aviation**

Covers basic concepts of electricity and magnetism; the circuit properties of resistance, inductance and capacitance; methods of power generation for alternating and direct current systems and power utilization. Emphasis on principles and practical application, keeping mathematics to a minimum. Learn to repair and adjust generators, alternators, motors and control units, read schematics, fabricate and install complete circuits and troubleshoot and repair malfunctioning systems and components. Prereq: AMT 111.

**AMT 113 (17) S**  
**Airframe Structure & Repair**

Experience working with five types of aircraft structure materials: wood, fabric, composite/fiberglass, plastic and metal. Provides realistic exposure to approved airframe structural repair practices. Includes inspecting materials; installing common fasteners in composite and metal structures; forming, heat treating and fabricating metal structures; and intro to brazing, gas and arc welding of steel magnesium and titanium. Prereq: AMT 111 and 112.

**AMT 133 (17) S**  
**Powerplant Theory & Maintenance**

Covers theory, operation and maintenance of the internal combustion reciprocating engine, including dismantling, inspection, repair or replacement of parts and partial reassembly of an aircraft powerplant. Covers theory, operation and overhaul of gas turbine engines. Intro to current maintenance practices and inspection of the compressor, burner and turbine sections. Includes inspection, repair and servicing of aircraft internal combustion cooling, exhaust and induction systems used on reciprocating and gas turbine engines. Prereq: AMT 111 and 112.

**AMT 214 (17) S**  
**Airframe Systems**

Intro to five basic airframe systems and their components: hydraulic-pneumatic power, landing gear, ice and rain control, cabin environmental control and fuel systems and management. Prereq: AMT 113.

**AMT 215 (17) S**  
**Advanced Airframe**

Refines basic skills and concepts in addition to performing rigging and assembly, testing, evaluation of aircraft instrument systems, advanced electrical systems, communication and navigation systems and aircraft inspections for conformity and airworthiness in accordance with approved procedures. Prepare for the FAA Airframe exam. Prereq: AMT 113 and 214.



**AMT 234 (17) S****Powerplant Systems & Components**

Covers six systems: engine fuel system and fuel metering system, carburetion and fuel injection; ignition system for reciprocating engines and turbine engines; turbine engine electrical starting systems; powerplant lubrication systems; electrical and mechanical indicating systems; and powerplant ice and rain control systems. Prereq: AMT 133.

**AMT 235 (17) S****Advanced Powerplant**

Learn about aircraft propellers used with both small and large piston or turbo-prop engines. Includes engine fire detection and extinguishing, engine electrical systems and turbine engine pneumatic starting systems. Covers reciprocating and turbine engine test run and run-in and troubleshooting, powerplant inspection methods and techniques. Reviews carburetion, ignition, basic powerplants, lubrication, propellers, electrical systems and weight/balance control. Emphasis on FAA regulations, airworthiness safety, personal and technical ethics. Prereq: AMT 133 and 234.

**AMT 298 (VARIES) S****Special Topics: Aviation Maintenance**

Overview of various parts of the aircraft and their operation, including methods of corrosion detection, removal, treatment and correct painting techniques. Prereq: Permission.

**AMT 299 (VARIES) S****Special Topics: Maintenance for Aviation Professionals**

Basic aircraft maintenance on a variety of aircraft systems and components by arrangement.

**BAKING**

See *Culinary Arts - Central*, page 220.

**BIOLOGY****SPS 201 (5) C****Intro to Audiology**

Understand the process of hearing, interruptions in the normal hearing process, remediations options. Learn issues of the deaf community within the larger population of hearing-impaired individuals.

**BIOL& 100 (5) C,N,S****Survey of Biology**

Intro to biological principles and concepts; cell biology; application of biological knowledge to problems of society; and development of an awareness of science. Lab included. For non-science majors. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

**BIOL 102 (5) C,N,S****General Biology**

Emphasis on common plant and animal activities, energy pathways via respiration and photosynthesis and metabolic activities. Stresses other physiological differences between animals and plants. Lab included. Prereq: BIOL& 100 and 160.

**BIOL 103 (3) C****Nutrition for Food Service Professionals**

Identification of the known nutrients for human health; demonstration of dietary quality guidelines; utilization of dietary guidelines in meal planning, including modification of existing recipes to meet nutritional recommendations.

**BIOL 106 (5) C****Biotechnology & Society**

Intro for non-science majors to biotechnology and its impact on society. Includes cloning, DNA, antibodies, gene therapy, plant biotechnology, the human genome project, DNA fingerprinting, genetic testing, diverse products made through biotechnology and the ethical, legal and social implications of this technology. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

**BIOL 107 (5) C,N,S****Intro to Comparative Animal Behavior**

Overview of current thinking and research in the science of animal behavior, including a brief history of the development of animal behavior as a science. Focuses on evolutionary principles and how they influence the behavior of animals. Discover how animals learn and how learning and instinct shape behavior. Explore how strategies employed by different species affect survival. Gain insight into human behavior from a new perspective and understand why and when sociality and apparent altruism can be advantageous to animals. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

**BIOL 109 (2) C****Biology of Sexually Transmitted Diseases**

Study the basic biology of the most common sexually transmitted diseases (STDs) in the U.S.: HIV/AIDS, chlamydia, genital herpes, syphilis, gonorrhea and others. Learn how STDs are transmitted, how microbe-host interactions cause disease, and leading treatments. Includes basic concepts in cellular biology, human biology and chemistry.

**BIOL 120 (5) C,N,S****Marine Biology**

Emphasis on natural history, ecology, distribution, habitat, adaptation, interrelationships of local species. Field trips and lab included. Prereq: High school biology or permission, eligibility for MATH 084 and ENGL& 101 (C).

**BIOL 125 (5) N****Biology of the Pacific Northwest**

Discover fundamental principles of biology and ecology through readings, experiments and field trips. This online course fulfills the lab science requirement.

**BIOL 128 (5) C,N,S****Survey of Human Anatomy & Physiology**

Basic organization of the body; functions and interactions of body parts; response of the body to the environment. Lab included. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

**BIOL 130 (5) N****Northwest Ornithology**

Intro to biology and ecology of Northwest bird species through readings, experiments and local field study to sites throughout the Pacific Northwest.

**BIOL 150 (5) S****Biology & Evolution of Infectious Diseases**

Covers biology, epidemiology and evolution of infectious human diseases such as cholera, ebola, HIV/AIDS, tuberculosis, malaria, influenza (including H1N1), smallpox and others. Emphasizes local and global environments of past and newly emerging diseases that impact human societies, including economic, social, cultural, historical, political and ethical aspects. Prereq: ENGL 096 or permission.

**BIOL& 160 (5) C,N,S****General Biology with Lab**

Basic biological concepts with an emphasis on biological molecules, cell structures and processes, genetics, and a survey of biodiversity. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

**BIOL 161 (5) C,N**  
**Human Genetics**

Intro to genetics with an emphasis on the impact of genetics on Individuals, families and society. Topics include cell division, stem cells, meiosis and reproduction, Mendelian inheritance, multifactorial traits and diseases, DNA structure, gene expression & analytics, epigenetics, human genetic variation, mutations, chromosomal abnormalities, cancer, genetic and identity testing, human ancestry, PCR, recombinant DNA, gene therapy and genomics. Prereq: Eligible for MATH 084 and ENGL& 101.

**BIOL 166 (5) C,N,S**  
**American Foodways**

Explore the evolution of the North American diet and eating rituals through an historical perspective. Includes influences in supermarkets from the Native American population and immigrants from Europe, Asia, Africa, South America and the Pacific Islands. Covers the physiological and metabolic aspects of each culture's nutrition. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

**BIOL 198 (1-5) C,N**  
**Biology Workshop**

Problem-solving workshop approach to biology topics considered appropriate by the instructor and/or biology faculty. Additional topics may include study skills, note-taking systems, test-taking strategies and group problem-solving approaches. Prereq: Permission.

**BIOL& 211, 212, 213 (5 EA) C,N,S**  
**Majors Biology (Cellular, Animal, Plants)**

A three-quarter intro to biology sequence in preparation for advanced study in areas such as medicine, dentistry, cell biology, microbiology, or veterinary medicine. BIOL& 211 focuses on cellular biology, BIOL& 212 on the biological diversity in animals and BIOL& 213 on evolution, ecology and biological principles of prokaryotes, fungi, protists and plants. Lab included. Prereq: ENGL& 101 and CHEM& 160.

**BIOL& 211 (5) C,N,S**  
**Majors Cellular**

Initial course of series, focusing on cellular biology: cell structure, organization, metabolism, energetics, the gene and chromosomal, microbial and molecular genetics. Prereq: ENGL& 101 and CHEM& 160.

**BIOL& 212 (5) C,N,S**  
**Majors Animal**

Continuation of series. Emphasis on the biological diversity of animals, general principles of animal physiology, growth and development. Prereq: BIOL& 211. One quarter college chemistry (pref. inorganic series) or permission (C).

**BIOL& 213 (5) C,N,S**  
**Majors Plant**

Continuation of series with an emphasis on prokaryotes, fungi, algae, and plants including their diversity, anatomy and physiology. Includes evolutionary and ecological principles relevant to biological studies. Lab. Prereq: BIOL& 211 with 2.0 or better (N,C). BIOL& 212 with 2.0 or better (S)

**BIOL 228 (4) C**  
**Molecular Cellular Methods I**

For science major transfer students. Covers theory and laboratory techniques emphasizing recombinant DNA technology with emphasis on experiential learning. Addresses lab safety, solution preparation, and the process of ethical science.

**BIOL 229 (4) C**  
**Molecular Cellular Methods II**

For science major transfer students. Covers theory and laboratory techniques emphasizing protein purification and characterization technology with emphasis on experiential learning. Addresses lab safety, solution preparation and the process of ethical science.

**BIOL 239 (5) C**  
**Virology – Emerging Viruses & Public Health**

Intro to virology, with special emphasis on emerging pathogens. Covers biological and relevant public health themes, explaining the science in the context of severe health crises of our times and their challenges. Prereq: Eligible for ENGL& 101 and MATH 084, BIOL 160 or permission.

**BIOL& 241 (5) C,N,S**  
**Human Anatomy & Physiology I**

Covers fundamental principles and establishes a basis for advanced study of anatomy and physiology and clinically-related subjects in the paramedical fields. Lab. Prereq: BIOL& 160 or CHEM& 121.

**BIOL& 242 (5) C,N,S**  
**Human Anatomy & Physiology 2**

Continuation of BIOL& 241. Lab. Prereq: BIOL& 241.

**BIOL& 260 (5) C,N,S**  
**Microbiology**

Fundamentals of microbiology, with emphasis on bacteria and bacterial disease. Topics include bacterial cell biology, microbial growth, growth control methods, bacterial metabolism, genetics, classification, identification, viruses, human innate and adaptive immune systems, microbe-host interactions, bacterial pathogenesis, infectious disease epidemiology and antibacterial drugs. Lab. Prereq: Two college-level BIOL or CHEM courses with 2.0 or higher; eligible for MATH& 098 and ENGL& 101 or permission.

**BIOL 290 (5) C,N**  
**General Genetics**

Intro to genetics for science majors. Mendelian inheritance, linkage and recombination, extensions of Mendel, sex determination, multifactorial traits, gene structure and function, mutations and chromosome abnormalities, population genetics, the human genome, genetic technologies, current applications (including cloning, genetic testing, genetically-modified plants and animals, gene therapy and forensics) and related ethical issues. Prereq: 10 credits of college-level biology or permission.

**BIOL 295 (5) C**  
**Immunology**

For biotechnology and biology majors. Natural and specific immunity. Aspects of humoral and cellular immunity including antibody structure and function, immunogenetics, development of hematopoietic cells, B and T cell function, antigen presentation, autoimmunity, cytokines and immunity to different types of disease. Non-lab course. Prereq: BIOL& 260.

**BIOL 297 (1-5) C,N,S**  
**Special Topics in Anatomy & Physiology**

Anatomy and/or Physiology seminar or activity.

**BIOL 298 (1-5) C,N,S**  
**Special Topics - Biology**

Seminar on selected topics or activities in the biological sciences. Prereq: Variable, dependent on topic.

**BIOL 299 (1-5) C,N,S**  
**Independent Study - Biology**

Independent study of approved topics in the biological sciences. Prereq: Permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**BOTANY**

**BOT 110 (5) C,N,S**  
**Plants & People**

Practical application relevant to everyday lives. Covers economic plants (grains, legumes, fruits), food values, plant parts, poisonous plants of urban areas, textiles and wood. Lab included. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

**BOT 112 (5) C,N,S**  
**The Plant Kingdom**

Intro to the anatomy, physiology and diversity of plants. Includes reproduction, evolution and ecology of these organisms. Lab. Prereq: Eligible for MATH 084 and ENGL& 101.

**BOT 113 (5) C,N,S**  
**Plant Classification**

Intro to classification and diversity of seed plants. Focuses on the characteristics, collection and identification of regional plants. Lab. Prereq: Eligibility for MATH 084 and ENGL& 101.

**BOT 299 (1-5) C,N,S**  
**Independent Study – Botany**

**BUILDING TRADES  
PRE-APPRENTICESHIP**

See MTA, SVI only, page 184.

**BUSINESS**

*NOTE: It is recommended that students at North Seattle College see an advisor or counselor for prerequisites.*

**BUS 090 (2-5) S**  
**Foundation in Business Prep**

Offered as a two-quarter course listed as BUS 090a and 090b. Lecture/lab to develop competencies in office administration and computation. Includes keyboarding, intro to computers (Windows, Word) and intro to business communications. Prereq: ASSET test scores indicating basic English, reading/writing and math skills or permission.

**BUS 091 (2-17) S**  
**Foundation in Business Prep II**

Two-quarter course listed as BUS 091a and 091b. Continuation of BUS 090. Lecture/lab to develop competencies in office administration and computation. Includes keyboarding, computer software (Excel and Access) and intermediate/advanced business communications.

**BUS 100 (3) C**  
**Fundamentals of Supervision**

Intro to first-line supervision, covering total responsibilities of a supervisor. Includes the function of management, human relations and motivation, effective communications, systems concepts and problem-solving.

**BUS& 101 (5) C,N,S**  
**Intro to Business**

Survey of American business in a global context: business and economic terminology, forms of business ownership, management, accounting, finance, international marketing and foreign exchange rates. Also covers small businesses, business start-ups and franchising.

**BUS 103 (3) C**  
**Personnel/Human Resource Management**

Intro to organizational structure of the modern business office; recruitment and training; management of human resources; employee rights and ethical issues; legal responsibilities; and team-oriented collaboration for human relation dynamics.

**BUS 104 (3) C,S**  
**Keyboarding**

Intro to keyboarding for those with little or no experience. Includes alpha/numeric keyboarding and basic word processing for creation of business documents. May be taken for S/NC grade.

**BUS 105 (4) N**  
**Keyboarding**

Beginning keyboarding, taught on the computer. For students with no keyboarding experience. Emphasizes touch keyboarding with speed and accuracy on alphabetic and number keys. Intro to basic word processing concepts, letter and memo formatting. May be taken for S/NC.

**BUS 106 (3) C,N,S**  
**Keyboarding/Skillbuilding**

Development of speed and accuracy of letter, symbol and number keys through drills and timings. May be taken for S/NC or decimal grade and may be repeated for credit (N,S). Prereq: Keyboarding of 25 net wpm (C,N).

**BUS 112 (5) N**  
**Multicultural Issues in the American Workplace**

Intro to legal, racial and cultural aspects of the American workplace. Examines diversity, self-exploration as a basis for understanding others, historical overviews of ethnic influences on American business, workforce demographics and cross-cultural communication.

**BUS 113 (3) C,S**  
**Diversity Issues in Business**

Intro to legal, gender, racial and cultural aspects of business. Examines diversity, self-exploration as a basis for understanding others, historical overviews of ethnic influences on American business, workforce demographics and cross-cultural communication.

**BUS 114 (5) N**  
**Intro to Marketing**

Intro to marketing concepts: respond to the wants and needs of the consumer with the right product, price, promotion, and distribution. Demonstrate value, quality, and service exceeding customer demands while maintain channel relationships and meet company goals and objectives. Learn various marketing methods. Prereq: Eligible for ENGL& 101 or completion of ENGL 097/098.

**BUS 115 (2) N,S**  
**Computational Skillbuilding**

Intro to basic operation of touch addition, subtraction, multiplication and division on the electronic printing calculator. Use of memory register and applications to solve business math problems. Enrollment may be for S/NC audit or decimal grade.

**BUS 116 (5) C,N,S**  
**Business Math & Spreadsheets**

Use business math applications to work with percentages, invoices, trade and cash discounts, markups and markdowns, payroll, depreciation and other business applications. Use Excel software to create spreadsheets. 2.0 or higher required for BIT Certificates and degrees (C) Prereq: Math 081 or MATH 084 placement (N); placement at MATH 081 level (C).

**BUS 117 (2) N**  
**Records Management**

Gain an understanding of the components of correct document and information management. Learn the rules as established by the Association of Records Managers (ARMA) for correctly applying filing guidelines to alphabetic, numeric, geographic and subject filing systems.

**BUS 118 (5) C,N**  
**Project Management Intro**

Overview of project management from a business perspective, including project estimation, feasibility, planning, risk management, contingency planning, scheduling and control. Apply project management principles to student project. Prereqs: BUS 169 and 236.

**BUS 119 (3) N**  
**Leadership & Management Skills**

Learn to integrate people, projects and sponsors to complete tasks and deliverables on time. Covers effective leadership, leading vs. managing and styles of each. Includes responsibilities, team development and dynamics, personality types, influence without authority, conflict management, organizational and cultural influence on a project. Prereqs: BUS 169 and 236.

**BUS 122 (3) C**  
**The Entrepreneur Toolkit**

Identify and learn entrepreneurial and small business skills. Develop an understanding of the difference between an employee and an entrepreneur/employer. Appropriate for students from any discipline that might lend itself to self-employment such as culinary, optician, photography, and others.

**BUS 123 (5) N**  
**Word for Business**

Create and edit business documents such as letters, memos, reports, basic tables and charts, electronic forms, outlines, mail merges and column text. Learn to share work for comments, revisions and merging and integrate other Office applications. Recommended: Familiarity with computer usage or successful completion of BUS 169; ability to key 25 words per minute or successful completion of BUS 105.

**BUS 124 (5) N**  
**Excel for Business**

Learn Excel. Create worksheets; enter, calculate, manipulate, and analyze data; create charts and graphs. Learn to manage and organize data, to search and select data that meets particular criteria. Recommended: Familiarity with computer usage or BUS 169.

**BUS 125 (5) N**  
**Access for Business**

Use Microsoft Access to design, create and edit tables, queries, forms and specialized reports. Manipulate data using specific criteria, queries and filters. Learn to import/export data among various applications software. Recommended: Familiarity with computer usage or BUS 169.

**BUS 126 (2) N**  
**PowerPoint for Business**

Learn Microsoft PowerPoint to create visuals to accompany business and personal presentations. Create, change, customize and save PowerPoint files. Add and manipulate graphics and apply appropriate design elements to presentations.

**BUS 127 (2) N,S**  
**Outlook for Business**

Covers a basic knowledge of Outlook and the effective use of electronic communication.

**BUS 131 (5) C,N,S**  
**Integrated Communications I**

Review and refine basic English grammar, spelling, punctuation and word usage skills by composing effective basic business letters and memos. Intro to oral communication skills essential to successful giving/receiving of information and cultural aspects of the communication process. Prereq: Satisfactory English placement test score (N,C), ASSET: W&R=46, SLEP: combined=65.

**BUS 132 (5) C**  
**Integrated Communications II**

Further develop communication skills integrating business English grammar, punctuation and word usage skills with composition of effective, complex business documents. Develop research, business report writing and documenting skills. Practice oral presentation techniques, handling of questions, problem-solving and conflict-resolution techniques. Complete meeting preparation tasks. Prereq: BUS 131 with 2.0 or higher.

**BUS 138 (3) S**  
**Leadership for Ground Service Companies**

Intro to leadership for SEA-TAC airport employees. Covers leadership styles and skills in various organizational settings. Includes developing productive teams, motivating employees, handling difficult people and situations, learning practical skills and the role and responsibilities of being a leader/supervisor within the company policy and procedures guidelines.

**BUS 139 (18) S**  
**Customer Service/Call Center Training**

A short-term program designed to provide skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within the company guidelines.

**BUS 140 (5) C,N,S**  
**Customer Relations**

Develops skills to identify and resolve customer complaints, handle difficult customers and utilize effective verbal and nonverbal communication methods. Learn appropriate professional use of various electronic media and contribute positively to the service culture of an organization. Examines future trends and changes in work environments.

**BUS 147 (5) N**  
**Intro to Legal Systems**

Learn the legal systems and basic legal forms. Become familiar with courts, their operational structure and the roles of bailiffs, clerks and other support offices. Learn how small claims, trial and appellate courts conduct proceedings and use forms (pleadings).

**BUS 151 (3) N**  
**Intro to Entrepreneurship**

Overview of the entrepreneurial process, examination of the marketplace and discussion of successful business strategies. Product selection, selling and marketing strategies. Sources of information and assistance.

**BUS 152 (5) N**  
**Entrepreneurship: Product/Service Selection, Pricing & Marketing**

Intro to product selection, channels of distribution, pricing, marketing and selling strategies. Write the product, pricing and marketing sections of a business plan. Prereq: BUS 151 and BUS 154.

**BUS 153 (5) N**  
**Entrepreneurship: Planning Business Financials**

Intro to financial planning, financing and operations processes. Review forecasting assumptions, prepare financial needs projections, study new business financing and prepare plans for growth and contingencies. Complete the business plan. Prereq: BUS 152 or instructor's permission.

**BUS 154 (5) N**  
**Entrepreneurship Overview**

Overview of the entrepreneurial process. Develop a business plan using the student's own business idea. Learn skills and characteristics of successful entrepreneurs, techniques for evaluating business opportunities, planning tools, selling and marketing basics, financial analysis, record keeping, regulations of Washington State, and step by step procedures for starting a small business.

**BUS 156 (5) N**  
**Intro to e-Business/Commerce**

Overview of the principles of electronic commerce: the origin and growth of e-commerce; comparison with traditional commerce; the relationship of e-commerce to the Internet; electronic money; electronic contracts, legal issues, stock trading; catalogs, accounting, auditing and taxation, international aspects and e-marketing. Prereq: ENGL& 101 eligibility or completion of ENGL 097/098.

**BUS 164 (2) C,S**  
**Career Development I**

Learn the steps to research and identify job leads, to approach companies for job-shadow opportunities, and to practice effective informational and position interviews. Required capstone course for Office Assistant Certificate.

**BUS 165 (2) C,S**  
**Career Development II**

Identify appropriate local non-profit agencies, develop networking opportunities, secure a volunteer job, and apply business skills in a short-term volunteer position. Required capstone course for Office Support Certificate.

**BUS 166 (2) C,S**  
**Career Development III**

Plan and create a project proposal. Research an area business or non-profit organization, investigate its needs, create a project solution, present the proposal and implement the result for the organization. Required capstone course for Office Professional Certificate.

**BUS 169 (5) N,S**  
**Using Computers in Business**

Learn basic word processing (Word), spreadsheet (Excel), database (Access), presentation graphics (PowerPoint) and email applications. Intro to Windows and file management. Prereq: BUS 104 or CTN 100 (S) and keyboarding skills.

**BUS 170 (4-5) C,N,S**  
**Information Technology I**

Intro to Word, Excel, and Outlook. Create letters, business correspondence, reports and spreadsheets commonly used in a business setting. Prereq: Touch type 25 correct wpm.

**BUS 171 (4-5) C,N**  
**Information Technology II**

Covers intermediate document creation and formatting features in Word. Create charts, tables and spreadsheets and incorporate them into business correspondence. Intro to PowerPoint and the use of Outlook contact lists. Prereq: BUS 170 or permission and touch type 35 correct wpm.

**BUS 172 (4-5) C,N**  
**Information Technology III**

Use the MS Office Suite to integrate text, data, and charts in business-related projects. Learn database concepts through Access. Prereq: BUS 171 or permission and touch type 45 correct wpm.

**BUS 175 (5) S**  
**Applied Business Statistics – A Decision-Making Process**

Intro to concepts and techniques used extensively in public and private sector decision-making, including statistical techniques in accounting, finance, marketing, production and personnel management. Focuses on real data applications, active learning, quantitative privacy and statistical thinking, and using computer software. Prereq: BUS 110 or MATH 098 (S).

**BUS 177 (5) S**  
**Spreadsheets**

Learn and use Microsoft Excel to manipulate numbers, track sales and expenses, create budgets and charts to help make informed business decisions. Use calculations and pre-defined formulas to organize data, process statistical information and more. Prereq: BUS 169 or equivalent.

**BUS 178 (5) C**  
**Intro to Web Design/Development with Dreamweaver**

Focuses on website design, concepts and processes necessary to develop, maintain and upload a commercial website to a worldwide web server through the use of Dreamweaver software. Covers design, color, graphics, sound and navigation. Prereq: Keyboard 25 net wpm plus BUS 170, MIC 101.

**BUS 179 (5) S**  
**Word Processing**

Covers comprehensive word processing using Microsoft Word. Includes basic skills and more advanced techniques such as tables, envelopes, templates and mailmerge. Prereq: BUS 169 or 170 or equivalent.

**BUS 181 (5) C,N**  
**Intro to Desktop Publishing**

Creation of documents using desktop publishing software on the PC. Combines text-processing and graphics to create brochures, newsletters and other business materials using a popular software. Prereq: 25 net wpm and knowledge of word processing (C); BUS 172 or concurrent enrollment (N).

**BUS 182 (5) C,S**  
**Information & Records Management**

Study the basic alphabetic, numeric, subject and geographic filing principles necessary to manage filing systems, as established by the Association of Records, Managers and Administrators (ARMA International). Includes computer practice using a database software simulation. Intro to Microsoft Access database features.

**BUS 184 (5) C**  
**Business Database Applications**

Covers the concepts of relational database design for solving typical business problems. Uses Microsoft Access and OpenOffice Base relational database software to implement the proposed business solutions. Prereq: BUS 170.

**BUS 185 (5) C**  
**Small Business Management**

Covers the skills necessary to start and successfully manage a small business, especially for entrepreneurs and those wanting to work for and/or improve an existing business. Includes business plan creation, marketing, copyrights/patents, prototyping, and cash flow.

**BUS 186 (5) N**  
**Sustainable Business**

Examines the relationships between business, social and economic development and the environment. Explores how emerging technologies are reshaping energy utilization and management for businesses and their communities. Prereq: BUS& 101 or permission.

**BUS 197 (2-8) C,S**  
**Work Experience – Business**

Earn work experience in the business field. Prereq: Permission.

**BUS 200 (5) N,S**  
**Law & Society**

Fundamental concepts, structure, and function of the American legal system. Emphasis on the role of law in society rather than on the rules of law. Includes sources of law, court systems, dispute resolution, constitutional law, torts, criminal law, contracts and legal reasoning.

**BUS& 201 (5) C,N,S**  
**Business Law**

Covers nature, development and operation of principles of business law relating to contracts, commercial paper, corporations, agency, partnerships and sales.

**BUS 205 (5) N**  
**Human Resource Management**

Analyzes basic functions of supervisory-level management with emphasis on skills needed to be an effective leader/manager of a diverse work force. Covers management functions of planning, organizing, directing, evaluating, and skill development in effective communication, motivation, problem-solving, managing conflict, and selecting employees.

**BUS 210 (5) C,N,S**  
**Business & Economic Statistics**

Studies statistical methods and their application to business and economic data. Prereq: MATH 098 or 116.

**BUS 215 (5) N**  
**Intro to International Business**

Studies business operations, private enterprise and governmental relationships in a world environment, including investments, marketing, transportation, trade agreements, management, production decisions and financial analysis. Recommended: prior business experience.

**BUS 216 (5) N,S**  
**Professional Development**

Learn to develop positive mental attitudes and examine useful techniques for personal and professional success. Emphasizes various aspects of career development.

**BUS 220 (5) N**  
**Business Finance**

Businesses must choose what assets to purchase and how to pay for them. Learn how businesses optimally raise funds while making net contributions to value. Includes financial risk and return; capital markets, structure and cost; and international finance issues. Prereq: BUS 116, either ACCT 110, 201 or 215, or permission.

**BUS 229 (5) N**  
**Project Management**

Define and sequence project tasks using MS Project software. Complete a project using Project Management elements, project plan and budget. Work with resource allocations, critical path, dependencies, estimating, risk management, contingency planning, implementation, and evaluation. Prereq: BUS 118, 169 and 236.

**BUS 230 (5) N,S**  
**Business Communications**

Develop effective business writing skills through preparation of letters, reports, memoranda and employment documents. Emphasizes intercultural aspects of communication. Prereq: BUS 131. Recommended: BUS 104 (S) or BUS 105 (N).

**BUS 235 (5) S**  
**Oral Communications in Business**

Covers listening, speaking, nonverbal communication, effective business meetings, parliamentary procedures, telephone and interview techniques. Prereq: BUS 131 or ENGL& 101 with 2.0 or higher.

**BUS 236 (5) N**  
**Interpersonal Communications for the Workplace**

Learn interpersonal communication styles and effective ways to adapt communication to meet business needs. Improve understanding of cultural diversity, non-verbal communication and individual influences on communication. Includes techniques for making informal and formal business presentations and preparations for employment interviews.

**BUS 237 (5) N**  
**Team Skills in the Workplace**

Explore aspects of successful teams and examine the importance of assessing and recognizing individual team member skills. Prereq: BUS 236.

**BUS 240 (5) C,N**  
**Internet Law**

Explores legal issues and topics directly related to the World Wide Web: copyright, trademark and servicemark rights; privacy; contractual issues surrounding work-product, website development and licensing agreements; employment issues including discrimination and monitoring of employee email; censorship; domain name registration; defamation or cyberslander; misuse of the Internet and liability issues. Provides an overview of the basics of constitutional law, contracts, torts, regulatory, criminal law and personal law.

**BUS 245 (5) N**  
**Global Marketing**

Examine the many facets of global marketing and its impact on the global consumer in an era of unmatched consumer awareness and heightened cultural identity.

**BUS 255 (5) N**  
**Business Ethics**

Addresses the fundamental questions of ethical and moral behavior in corporate boardrooms and company meeting rooms, in organizations large and small. Examines corporate culture, corporate governance, stakeholder responsibility, social responsibility and the importance of business ethics in a global economy.

**BUS 298 (1-5) C,N,S**  
**Special Topics – Business**

Prereq: Permission.

**BUS 299 (1-5) C,N**  
**Special Topics – Business**

Individual or group study projects on topics in the field of business. Prereq: Permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**CHEMICAL DEPENDENCY**

See *Social and Human Services*, page 309.

**CHEMISTRY****CHEM 106 (5) N,S**  
**Intro to Food Science**

Studies the biological and chemical consequences of food preparation. Explores questions such as why cut potatoes turn brown, why starch thickens sauces and why bread rises. Lab.

**CHEM& 110 (5) C,N,S**  
**Chemistry Concepts with Lab**

Stresses a humanistic approach to chemistry and de-emphasizes mathematical problem-solving. Reveals chemical principles, facts and theories through practical applications, computer graphic illustrations and experiments. Includes lab.

**CHEM& 121 (5) C,N,S**  
**Intro to Chemistry**

Fundamental inorganic chemistry, including bonding, stoichiometry, gas laws and acid/base topics. Of particular interest to Health Science and Biotechnology students. Lab included. Prereq: One year of high school algebra or MATH 085.

**CHEM& 122 (5) C,N,S**  
**Intro to Organic Chemistry**

Continuation of organic chemistry and intro to biochemistry. Lab included. Prereq: CHEM& 121.

**CHEM& 123 (5) C,N,S**  
**Intro to Biochemistry**

Explores the role of biochemistry in modern society. Covers functional groups, carbohydrates, amino acids, lipids, nucleic acids, steroids, genetics and pharmaceuticals. Lab included. Prereq: CHEM& 122.

**CHEM& 131 (5) N****Intro to Organic Chemistry & Biochemistry**

Covers the structure, properties and reactions of various organic compounds, including hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids and amines. Examines complex compounds found in living systems: carbohydrates, lipids, proteins, and nucleic acids. Lab focuses on analysis and separation techniques. Prereq: CHEM& 121 with 2.0 or higher.

**CHEM& 139 (5) C,N,S****General Chemistry Prep**

Lecture. Includes chemical mathematics, basic atomic structure, chemical bonding, chemical equation balancing, mole concept and chemical stoichiometry. Prereq: MATH 098.

**CHEM& 161 (6) C,N,S****General Chemistry with Lab I**

For science majors. A three-quarter sequence introducing basic concepts of chemistry: structure and bonding, chemical reactivity, physical measurement, stoichiometry, structure of matter, gas laws, intermolecular forces, solutions, chemical kinetics, equilibrium, acid/base, thermodynamics, redox and electrochemistry. Fulfills the QSR requirement for A.A. degree. Satisfies the general chemistry requirement for science majors and various pre-professional programs. Several pre-engineering and other programs require only CHEM&161 and 162. Prereq: CHEM& 139 (or passing grade on placement exam) and MATH& 141 with 2.0 or higher.

**CHEM& 162 (6) C,N,S****General Chemistry with Lab II**

For science majors. Covers chemistry principles, structure of matter, atomic and molecular theory, the elements, quantitative relationships, nuclear chemistry, aqueous solutions, kinetics, chemical thermodynamics, oxidation and reduction, electro-chemistry, periodicity, equilibrium systems, qualitative analysis and organic chemistry. Fulfills the QSR requirement for A.A. degree. Prereq: CHEM& 161.

**CHEM& 163 (6) C,N,S****General Chemistry with Lab III**

For science majors. Covers chemistry principles, structure of matter, atomic and molecular theory, the elements, quantitative relationships, nuclear chemistry, aqueous solutions, kinetics, chemical thermodynamics, oxidation and reduction, electro-chemistry, periodicity, equilibrium systems, qualitative analysis and organic chemistry. Fulfills the QSR requirement for A.A. degree. Prereq: CHEM& 162.

**CHEM 191,192 (9 EA.) N****General Chemistry (two-quarter sequence)**

CHEM 191 and 192 are equivalent to CHEM& 161, 162 and 163. Explores the principles of chemistry, structure of matter, atomic and molecular theory, the elements, periodicity, quantitative relationships, nuclear chemistry, aqueous solutions, oxidation and reductions. Both courses fulfill QSR requirement for A.A. degree. CHEM 191 Prereq: CHEM& 139 or passing score on chemistry placement exam and MATH 102 or MATH& 141; CHEM 192 Prereq: CHEM& 162.

**CHEM& 241 (4) C,N,S****Organic Chemistry I**

Structure, nomenclature, reactions and synthesis of the main types of organic compounds. Prereq: CHEM& 163.

**CHEM& 242 (4) C,N,S****Organic Chemistry II**

Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. Prereq: CHEM& 241.

**CHEM& 243 (4) C,N,S****Organic Chemistry III**

Polyfunctional compounds and natural products, lipids, carbohydrates, amino acids, proteins and nucleic acids. Prereq: CHEM& 242.

**CHEM& 251 (4) C,N,S****Organic Chemistry Lab I**

Preparation of representative compounds. Prereq: CHEM& 241 or concurrent enrollment.

**CHEM& 252 (4) C,N,S****Organic Chemistry Lab II**

Preparations and qualitative organic analysis. Prereq: CHEM& 242 or concurrent enrollment and CHEM& 251.

**CHEM 255 (3) N****Biochemistry I**

First of two courses. Survey of basic principles of biochemistry and molecular biology, emphasizing chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. For chemistry, biochemistry, medicine, dentistry, pharmacy or medical technology majors.

**CHEM 256 (3) N****Biochemistry II**

Second of two courses. Survey of basic principles of biochemistry and molecular biology. Covers chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. For chemistry, biochemistry, medicine, dentistry, pharmacy, or medical technology majors. Prereq: CHEM 255 with 2.0 or better.

**CHEM 298 (1-5) C,N,S****Special Topics - Chemistry**

Seminar of selected topics and/or activity in the chemical sciences. Prereq: Variable, dependent on topic.

**CHEM 299 (1-5) C,N,S****Independent Study - Chemistry**

Independent study of approved topics in the chemical sciences. Prereq: CHEM& 163 and permission.

**CHILD & FAMILY STUDIES****CFS 110 (3) C****Activities & Environments for Young Children**

Intro to working with children and families in designing welcoming, safe, healthy, and supportive learning environments. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 120 (3) C****Physical & Cognitive Development of Young Children**

Examines physical, cognitive, creative and linguistic developmental needs and stages of children from birth through pre-adolescence. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 130 (3) C****Social & Emotional Development of Young Children**

Covers the social, emotional, self-esteem and identity development of children from birth through pre-adolescence. Explores methods and strategies for creating a holistic approach to supporting development. Addresses guidance and behavior management. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 145 (3) C****Activities that Foster Development During the School-Age Years**

Examines physical, social, emotional, cognitive and moral development of school-age children including the family, peer group and community. Covers individual differences, typical issues and areas of concern. Includes roles of practitioners and history and philosophies of various program models. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 155 (3) C****Development During the Adolescent Years**

Examines all stages of adolescent development within social and cultural contexts including family, peer group and community. Explores issues youth face, youth culture and values, coming of age and rites of passage. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 180 (3) C****Guiding Behavior & Social Development During School-Age & Adolescent Years**

Covers the social, emotional, self-esteem and the identity development from childhood to adolescence. Explores methods and strategies for creating a holistic approach to supporting development. Addresses guidance and behavior management. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 208 (3) C****Planning Activities & Spaces for School-Age & Youth Programs**

Theoretical and practical examination of successful, diverse, inclusive environments. Includes design of the learning environment, materials, family involvement, programming and activities. Applicable to recreation, tutoring, health, education, social services, cultural arts and other out-of-school-time environments. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 215 (3) C****Mathematics & Science Methods for Working With Young Children**

Explores the many ways young children integrate math and science concepts into their daily lives and how to support their classroom learning. Emphasis on promoting cognitive development, basic concepts of math and science taught during the early years, ways for supporting those groups typically underrepresented in the STEM fields. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 223 (2) C****Physical Development in School-Age & Youth Programs**

Explores strategies and methods for incorporating cooperative games, sports, dance, creative movement and leadership development into youth programs. Examines and expands movement repertoire, coaching and mentoring skills and culturally diverse approaches. Prereq: Eligible for ENGL& 101 and MATH 085.

**CFS 225 (3) C****Assessment/Programming**

Covers approaches for assessing of the individual child, the family, an agency, and community, and developing programming for utilizing strengths and meeting needs. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 228 (3) C****Childhood/Adolescent Sexuality & Education**

Explores biological sexual development and culturally specific responses to myths and misinformation common among children, youth and families. Covers strategies for incorporating accurate, culturally-sensitive information with families, children and youth. Explores issues of sexual-identity development including gender roles, sexuality, stereotypes and the impact of the media. Examines responses to teen-pregnancy and sexual abuse. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 245 (3) C****Building Partnerships with Diverse Families**

Focuses on understanding family structures and developing conceptual frameworks and strategies that support all members of the school and service community. Particular emphasis is on issues and approaches for working with family in urban environments. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 252 (3) C****Violence Prevention & Community Development with Children, Youth & Families**

Examines the nature of violence in our community, including institutionalized violence, media violence, domestic violence, bullying, and gangs. Covers impact of prevention programs, strategies and methods for community-building and empowerment. Prereq: Eligible for ENGL& 101 and MATH 084.



**CFS 263 (3) C****Working with Children with Disabilities**

Focuses on the social, emotional, physical, legal, historical and environmental issues which may affect children and youth with disabilities and their families. Explores strategies for supporting an inclusive learning environment for children, youth, and families. Prereq: Eligible for ENGL& 101 & MATH 084.

**CFS 270 (3) C****Child & Family Health**

Explores the impacts of typical family stresses including health care, wellness, safety, childcare, nutrition. Focuses on ways for building strong communities. Prereq: Eligible for ENGL& 101 & MATH 084.

**CFS 280 (3) C****Methods for Cultural Relevancy & Anti-Bias Strategies for Children & Families**

Specific strategies for working with all families and creating holistic, inclusive learning communities. Includes awareness and strategies for addressing bias. Prereq: HUM 105 and Eligible for ENGL& 101 and MATH 084.

**CFS 284 (3) C****Literacy Development for Children & Their Families**

Understanding and practical strategies for literacy development, home -to-school connection and supporting English language learners. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 290 (1-4) C****Budget & Finance for Non-Profits**

Covers budget design and monitoring; money, credit and financial statements; bookkeeping and financial planning; taxes and other legal requirements; computer applications; fees and other revenue sources; grant writing and fund raising; the budget/quality link. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 296 (1-4) C****Personnel & Supervision**

Designed for program administrators; examines concepts and issues like staff development, evaluations and training, team-building, communication, group dynamics and conflict management, developing personnel systems and procedures, performance contracts, living wages and benefits. Prereq: Eligible for ENGL& 101 and MATH 084.

**CFS 297 (1-5) C****Special Topics**

A series of workshops on a wide-variety of topics related to education and early learning such as program administration, English language learning, pre-K-3 alignment, assessment, rating, and child advocacy. Special Topics may be tailored to meet community program needs.

**CFS 298 (1-5) C****Independent Study**

Course work designed to meet your individual student learning plan; completed independently with an instructor's guidance. Prereq: Permission

**CFS 299 (2) C****MERIT**

A series of workshops and classes designed to support The Managed Education and Registry Information Tool known as MERIT, Washington State's system for documenting professional achievements of early care and education and school-age professionals.

**CHINESE**

*See Languages & Literature, page 262.*

**COMMUNICATION****CMST& 101 (5) C,N,S****Intro to Communication**

Intro to communication as a transactional process, with attention to personal, cultural, group and public communication. Covers verbal and nonverbal messages, listening, self-concept and perception. Prereq: Placement into ENGL& 101.

**CMST& 102 (5) C,S****Intro to Mass Media**

History and impact of the mass media from hieroglyphics through print, advertising, radio, TV, movies and the Internet. Critically read media "texts" and analyze the effects on individuals and cultures. Prereq: ENGL& 101 placement.

**CMST 115 (5) C,N,S****Overcoming Communication Anxiety**

For individuals who have apprehension or nervousness about giving presentations and working with others. Apply emerging social and scientific research on self-esteem, assertiveness and cross-cultural awareness to their own communication perceptions, expectations and proficiencies. Recommended for domestic as well as immigrant and international students. Prereq: Placement into ENGL 095/096 or higher; or permission.

**CMST 145 (5) C,N,S****Gender & Family Communication**

Theoretical and practical perspectives on the complex, lifelong relationships among and between females and males. Similarities and differences in gender and culturally based communication and behavior in a variety of contexts and situations, particularly within the family. Prereq: Placement into ENGL& 101.

**CMST 155 (5) C,N,S****Argumentation & Public Debate**

Concepts and strategies of rhetorical persuasion, integrated with procedures and practice in generating, presenting and arguing ideas and issues within a public forum. Emphasizes audience research, thorough preparation and the development of appropriate agendas, information and policies for eventual group and/or public dialogue and decision-making. Prereq: Placement into ENGL& 101.

**CMST 175 (5) C,N,S****Oral Interpretation**

Interpretation as an artistic process of studying literature and other texts through individual and group performance with an audience. Analyze and perform various texts in their aesthetic, intellectual and emotional entirety. Prereq: Placement into ENGL& 101.

**CMST 185 (3-5) C,N,S****Organizational Communication**

Identification, practice and evaluation of communication styles and skills to achieve individual and organizational goals within corporate and non-profit cultures and settings. Practical professional orientation. Prereq: Placement into ENGL& 101.

**CMST 195 (5) N****Media Management & Operations**

Explores accepted theories, alternative perspectives and actual practices of organizational communication, administration and decision-making within media institutions. Covers internal and external participants, problems, solutions and choice opportunities shaping corporate and non-profit behavior, performance and change. Prereq: Placement into ENGL& 101.

**CMST 205 (5) C,N,S****Multicultural Communication**

Study concepts of culture and the opportunities and challenges of multicultural communication in domestic settings. Focuses on the importance of culture in all human interaction; the variables which affect intercultural communication, including ethnicity, gender and multicultural identities; and the influences of American culture around the world. Prereq: ENGL& 101.

**CMST& 210 (5) C,N,S****Interpersonal Communication**

Covers principles and processes of human communication, including observations and applications, personal and cultural contexts, nonverbal and verbal interactions, multiple intelligence, perception, models and definitions. Prereq: Placement into ENGL& 101.

**CMST 215 (3-5) N,S****International Communication & Relations**

Psychological and social dynamics of human interaction at the international level. Includes a variety of local and global issues, with attention to interpersonal ethics, political philosophies, economic policies and communication systems. Prereq: ENGL& 101.

**CMST& 220 (5) C,N,S****Public Speaking**

Covers the process of getting started with confidence; topic selection and research; preparation and delivery of informative, persuasive, special occasion and other forms of presentations. Prereq: Placement into ENGL& 101.

**CMST& 230 (5) C,N,S****Small Group Communication**

Experience in and analysis of communication within groups, emphasizing the value of interdependent thoughts and efforts, active listening and empathizing, cooperative roles and tasks, power and conflict management, and collaborative decision-making and problem-solving. Prereq: Placement into ENGL& 101.

**CMST 235 (5) N****Media Research, Marketing & Sales**

Overview of the needs, opportunities and methods for measuring phenomena in human and media communication, specifically applied to integrated marketing and sales promotion. Includes objectives, designs and processes of inquiry; variables and measures in communication; measuring instruments and problems in sampling; and statistical analyses of data. Prereq: MATH& 146 or BUS 210 and ENGL& 101.

**CMST 245 (5) N,S****Media Communication & Criticism**

Contemporary perspectives on the transformation of human interaction through media-based communication. Evaluates the content of modern criticism within the context of the cultural and economic marketplace of ideas and values. Prereq: ENGL& 101.

**CMST 255 (3-5) N,S****Writing for Organizations & the Media**

Basics of writing effectively for organizations, print and electronic media. Communication strategies, formats and media used by individuals within organizations to convey messages to internal and external audiences. Create individual writing portfolios. Prereq: ENGL& 101.

**CMST 265 (5) N****Media Relations & Ethics**

Covers current trends in and ethical issues about, the generation, maintenance and dissemination of effective communications which define and promote corporate and non-profit media organizations. Study their relationships with internal cultures and external communities, including investors, shareholders, clients, analysts, government organizations, other media and consumers. Prereq: ENGL& 101, ENGL& 102 or BUS 131, CMN 195.

**CMST 275 (3-5) N,S****Online Communication**

Survey of communication issues and applications emerging from the ongoing development and use of digitized media. Focus on functioning effectively within the frontier environment of cyberspace. Write and prepare material for digital formats. Prereq: ENGL& 101 and 102; or permission; access to the Internet; and basic email and word processing skills.

**CMST 285 (5) C,N,S****Current Topics in Communication**

Timely, multidisciplinary approaches to interpersonal, group, organizational, intercultural and media communication. Prereq: ENGL& 101 and 102; or permission.

**CMST 290 (5) N****Media Project Management Practicum**

Learn guidelines for managing client accounts and techniques for coordinating media productions. Emphasizes critical thinking, problem-solving, managerial and creative skills in professional situations and media formats. Prereq: Placement into ENGL& 101.

**CMST 291 (5) N****Internet & Print Practicum**

Integrate scholarly and professional analyses of Internet and print media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating online and print media productions. Increase critical thinking, problem-solving, managerial and creative skills with online and print material. Prereq: BUS 229 or CMN 130, ENGL& 101.

**CMST 292 (5) N****Radio & Audio Practicum**

Integrate scholarly and professional analyses of radio and other audio media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating aural media productions. Increase critical thinking, problem-solving, managerial and creative skills with aural material.

**CMST 293 (5) N****Television & Video Practicum**

Integrate scholarly and professional analyses of television and other video media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating visual media productions. Increase critical thinking, problem-solving, managerial and creative skills with visual material.

**CMST 294 (5) N****News & Public Information Practicum**

Integrate scholarly and professional analyses of news and public information media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating informational media productions. Increase critical thinking, problem-solving, managerial and creative skills for developing and presenting informational material.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**CMST 295 (1-5) C,N,S**

**Studies & Works in Communication**

Analytical study or creative work in Communication. Prereq: ENGL& 101 and 102, an approved learning contract/proposal and permission.

**CMST 298 (1-5) C,N,S**

**Special Projects - Communication**

Special projects in Communication.

**CMST 299 (1-5) C,N,S**

**Studies & Works in Communication**

Special projects in Communication.

**COMMUNITY HEALTH & EDUCATION****Bachelor of Applied Science in Allied Health – Community Health & Education Track**

*Students must be accepted into the program in order to take these courses. Courses in development. See Allied Health Department or website for further information.*

**COMMUNITY POLICING**

**CPP 101 (5) N,C,S**

**Intro to Community Policing**

Overview of the Seattle Police Department's function and operational procedures. Focuses on policing philosophy, theory and procedure. Understand the different dynamics of the police profession and the progression of the policing philosophy.

**COMPUTER INFORMATION SYSTEMS**

*See Computer Science, Computing Technology, Information Technology and Network Technologies.*

**COMPUTER SCIENCE**

**CSC 100 (5) S**

**Beginning Computers**

Covers basic computer terminology; characteristics of hardware and software; capabilities, limitations and problems associated with computers; intro to email and the Internet.

**CSC 102 (1-5) C**

**Using Computers – Modules**

Covers computer topics chosen by the instructor and/or division. Topics may supplement content in another course (word processing for English, graphics for math or spreadsheets for economics). Class format varies. Prereq: Permission.

**CSC 110 (5) C,N,S**

**Intro to Computer Programming**

Overview of computer program design and problem-solving with a focus on problem analysis, program development, testing and debugging. Use decision and loop structures to develop a variety of programs to solve scientific and technical problems. Programming language used may vary. Prereq: MATH 098 or MATH 106.

**CSC 111 (5) C,N,S**

**Computers for Math & Science**

Learn to electronically find, share and access scientific information on the Internet and use applications to collect, analyze and present data. Create a website, handle email, compress and archive files and write simple programs. Includes hardware, software, networks and privacy. Prereq: MATH 098.

**CSC 142 (5) C,N,S**

**Computer Programming for Engineers**

Covers the general principles of modern programming, including how to design, implement, document, test and debug computer programs. Based on Java. Covers objects, messages, expressions, statements, methods, classes, conditionals, iterations, arrays and collections. Prereq: CSC 110 and MATH& 141. May be taken as ENGR 142.

**CSC 143 (5) C,N,S**

**Computer Programming II**

Continuation of CSC 142. Covers classes and interfaces, inheritance, graphics, exceptions, stream I/O, recursion, analysis of algorithms and some dynamic structures (lists, stacks, trees). Intro to advanced Java language features and new programming topics. Learn the tools for building efficient software systems: dynamic data allocation, recursion and analysis of algorithms. Prereq: CSC 142.

**CSC 198 (1-5) N**

**Computer Workshop**

Covers computer topics considered appropriate by the instructor and/or division. May be supplemental to another course.

**CSC 273 (5) N**

**Data Structures and Algorithms**

Covers fundamental data structure and their algorithms and applications in problem solving by programming. Includes linked lists, stacks, queues, priority queues, binary and multi-way trees, directed graphs, hashing, internal and external sorting. Prereq: CSC 143 with 3.0 or better or permission.

**CSC 298 (1-5) C,N**

**Special Topics**

A seminar of selected topics or activities in computer science. Prereq: Variable, dependent on topic.

**CSC 299 (1-5) C,N**

**Independent Study**

Independent study of approved topics in computer science. Prereq: Permission.

**COMPUTING TECHNOLOGY**

*Also see Computer Science, Information Technology and Network Technologies.*

**ICT 103 (2) S**

**Computer Applications**

Intro to popular applications software. Hands-on experience with a word processor, spreadsheet, database manager and MS-DOS.

**CTN 101 (5) S**

**Intro to Computing Technology**

Learn the common hardware components of computing systems, including the technical knowledge to make decisions about hardware selection, configuration, and upgrading for software optimization. Covers basic network topologies and management schema. Prereq: CSC 100 or concurrent enrollment.

**CTN 120 (5) S****Databases I**

Study of database concepts and applications using recent version of Microsoft Access. Includes practical experience setting up related database systems and developing tables, queries, forms and reports. Prereq: CSC 100.

**CTN 121 (5) S****Databases II**

Advanced topics in MS Access: Create macros, switchboard, action queries, front-end Access/back-end SQL. Intro to SQL: create databases, SQL queries and tables from script, use views, more join types. Includes SQL server: back-up techniques, security, user rights and permissions. Prereq: CTN 120 with 2.0 or higher.

**CTN 131 (5) S****Intro to Computer Programming**

Intro to computer programming using Microsoft Studio and/or other languages to explore elementary programming techniques. Use various control structures, and modular program design and structural concepts. Prereq: CSC 100 (2.0 or higher) or permission.

**CTN 142 (5) S****Operating Systems II**

Study the implementation and administration of the most recent Microsoft Windows operating system to help prepare for the Microsoft certification exams. Focus on general operating systems' architectural concepts including file, memory, I/O, and process management methods. Learn Unix and Windows operating systems' intrinsic structure and functionality. Prereq: CTN 101 (2.0 or higher) or permission.

**CTN 143 (5) S****Operating Systems III**

Intro to the Linux operating system including features and distributions, the X Window System, user commands, installation, administration, basic networking and shells. Helps prepare the student for the CompTIA Linux+ certification exam. Prereq: CTN 142 with 2.0 or higher.

**CTN 160 (5) S****Web Production I**

Intro to Internet media development using HTML 5, tables, forms and CSS3. Learn how to deploy and test sites on a web browser. Final projects is to build a website. Prereq: CSC 100 or permission.

**CTN 161 (5) S****Web Production II**

Web development using streamlined development tools and responsive web design. Integrate graphics and complex code to produce professional quality websites. Tools used meet current industry standards. Prereq: CTN 160 (2.0 or higher) or permission.

**CTN 165 (5) S****Usability Design**

Focuses on combining information architecture, design, usability testing and technology. Learn to include usability testing at the start of the technology project and carry usability through the development cycle. Learn to analyze results and change the interface to reflect testing results. Prereq: CTN 160 with 2.0 or higher; ART 210 recommended.

**CTN 170 (5) S****Hardware I**

Covers computer hardware repair and service training toward A+ certification prep. Focus on peripherals, software and hardware designs. Covers work habits, customer interaction, reference materials, and basic linear troubleshooting. Includes choices, installation, configuration and economic guidelines for repair or replacement decisions. Prereq: CSC 100, CTN 101 with 2.0 or higher or equivalent.

**CTN 171 (5) S****Hardware II**

Preparation for the CompTIA A+ certification for hardware and software technologies. Develops knowledge and hands-on competencies in core hardware and operating system technologies including installation, configuration, diagnosing and preventive maintenance. Emphasizes customer interaction techniques and systematic approaches to troubleshooting. Prereq: CTN 170 with 2.0 or higher.

**CTN 172 (5) S****Hardware III**

Focus on A+ certification and preparation for certification tests relevant to most current CompTia testing. Includes troubleshooting, customer interaction and networking information included in testing. Prereq: CTN 171.

**CTN 173 (5) S****Content Management Systems**

Covers the basics of content management systems, installs, updates, and some configurations of a CMS. Learn to insert, update and delete available information and content in the portal. Includes installing, managing, and using CMS add-ons, widgets and themes. Prereq: CTN 160 with 2.0 or higher.

**CTN 197 (1-15) S****Computing Internships**

Provides practical work experience and employment contacts by integrating academic studies with actual on-the-job training situations. Orientation to internships required prior to registration.

**CTN 202 (5) S****Web Scripting**

Advanced HTML. Incorporate industry standard scripting languages in web pages. Include variables, functions, objects, and events; data types and operators and debugging code. May examine JavaScript, PHP, AJAX and other languages. Prereq: CTN 160 and (CTN 131 or CTN 161) (2.0 or higher) or permission

**CTN 224 (5) S****Web Server Configuration & Management**

Focuses on building, maintaining, and optimizing web servers. Topics include security, user management, and authentication and access tracking. Prereq: CTN 101 and 160 with 2.0 or higher; CTN 270 recommended.

**CTN 267 (5) S****XML I**

Comprehensive intro to the XML specification and accompanying standards. Covers the basics of XML syntax, DTDs and an overview of XML schemas, XSL transformations, XML namespaces and an intro to XHTML. Prereq: CTN 131 and 160 or permission.

**CTN 270 (5) S****Local Area Networks I**

Intro to networking concepts, terminology and technologies including history, OSI reference model, standards, common protocols, data translation techniques, data transmission processes and network structures. Includes error handling, communication hardware and popular network operation systems. Prereq: CSC 100. Recommended: CTN 101.

**CTN 274 (5) S****Local Area Networks III**

Covers advanced topics in computer networking, including remotely installing operating systems, implementing network security, setting up directory services such as Active Directory, designing and implementing policies, setting up and implementing print services and configuring distributed file systems. Prereq: CTN 270 with 2.0 or higher.

**CTN 276 (5) S****Virtualization & the Cloud I**

Learn how Cloud computing and virtualization technologies work. Covers differences between Cloud computing and virtualization, the technologies, TCO and continuing costs, and decision guidelines. Discuss and use Xen, Hyper-V, VMware and application level virtualization technologies. Prereq: CTN 142, 274 & 282 with 2.0 or higher.

**CTN 277 (5) S****Network Security I**

Intro to the concepts and practices used to guard organizational data and computer systems. Select and deploy practical and effective solutions used to identify, assess and prevent external network threats. Covers Microsoft and Linux operating systems for server security, firewall security and remote access solutions. Prereq: CTN 270.

**CTN 278 (5) S****Wireless Communication I**

Intro to wireless communication and WLAN use, design, installation, security and troubleshooting. Studies the 802.11 standards including WLANs, Bluetooth and cellular technology concepts. Learn how and why wireless communication works and how to select and setup the correct wireless devices for the best network solution. Prereq: CTN 270 or equivalent.

**CTN 281 (5) S****Security+ Certification**

Prepares students for the latest CompTIA Security+ Certification Exam. Focus is on security risks, vulnerabilities and solution concepts including Infrastructure, access control, cryptography, physical, network and operating system security strategies, assessments and auditing. Uses the most recent distributed operating systems. Prereq: CTN 277 with 2.0 or higher.

**CTN 282 (5) S****Cisco I**

Intro to networking official CCNA 5.0 "CCNA Routing and Switching". First of four-course Cisco training program which prepares the student for the Certified Cisco Network Associate certification exam. Includes building simple LANs, performing basic configurations for routers and switches, and implementing IP addressing schemes. Prereq: CTN 270 with 2.0 or higher.

**CTN 283 (5) S****Cisco II**

CCNA 5.0 "CCNA Routing and Switching: Routing Protocols". Second of four-course Cisco training program which prepares the student for the Certified Cisco Network Associate certification exam. Includes Routing Concepts, Static and Dynamic routing, EIGRP, OSPF. Uses IPv4 and IP v6. Prereq: CTN 282 and pass the CCNA 1 final.

**CTN 284 (5) S****Cisco III**

CCNA 5.0 "CCNA Routing and Switching: Switched Networks". Third of four-course Cisco training program. Covers the architecture, components, and operations of a converged switched network, Layer 2 switching protocols and concepts with the primary focus on VLANs concepts, configuration, security and communication. Intro to WLANs, hierarchical design model and switch configuration. Troubleshoot with Virtual LANs, VTP, and inter-VLAN routing in a converged network. Prereq: CTN 283 and pass Cisco 2 final.

**CTN 285 (5) S****Cisco IV**

CCNA 5.0 "Connectivity Networks". Fourth of four-course Cisco training program. Study of WAN technologies and network services required by converged applications in a complex network. Includes selection criteria of network devices and WAN technologies; configuration and troubleshooting; resolving common issues with data link protocols, and implementation skills for IPSec and virtual private network operations in a complex network. Prereq: CTN 284 and pass the Cisco 3 final.

**CTN 286 (5) S****Virtualization & the Cloud 2**

Learn advanced management methods for virtualization technologies such as VMware ESXi, XenServer. Install, configure, manage, and troubleshoot virtualization server products and guest operating systems. Gain practical experience with High Availability, VM migration, virtualized networking, SAN configuration and data security concepts. Prereq: CTN 276 with 2.0 or higher or work experience equivalent or instructor permission.

**CTN 287 (5) S****Cloud Computing**

Build a cloud server using Microsoft products (Hyper-V, SharePoint, and Azure) to understand the interactions of each and the advantages, the complexities, security issues, disadvantages and seamless appearance from the users' view of the Cloud. Prereq: CTN 276 with 2.0 or higher or work experience equivalent.

**CTN 295 (5) S****Help Desk, Research & Customer Service**

Learn effective customer service. Includes support desk techniques, infrastructure and research methods to solve technical problems efficiently. Emphasizes customer interaction and soft skills. Accomplish, document, evaluate, and present research to the customer. Study help desk techniques and infrastructure. Prereq: CSC 100 or equivalent. Recommended: at least one hardware, operating system, programming or networking class with 2.0 or higher.

**CTN 298 (1-10) S****Special Topics in Computing Technology**

Special topics in individual or group study in the Computing Technology field. Prereq: Permission.

**CTN 299 (1-5) S****Special Topics in Industrial Computing Technology**

Accommodates individuals who wish to learn new skills or to update specific skills by creating an agreement or contract with the college. Prereq: Permission.

**COOPERATIVE WORK EXPERIENCE****CWE 101 (2) N****Portfolio, Job Search & Interviewing**

Learn to develop the internship or job you want. Develop the tools and resources necessary for the internship, job search, and/or transferring to a four-year school. Prereq: ENGL 095/096 or higher or placement into ENGL 097/098 strongly recommended.

**CWE 102 (1-2) N****Job Shadow**

Provides an opportunity to observe the practical side of the student's chosen field of study. Learn expected behavior, culture, and dynamics of the workplace. Shadow professionals in the field, conduct information interviews, and assess career choices. Prereq: CWE 101 strongly recommended.

**CWE 110 (3) N****Internship**

Apply classroom theory and skills to the workplace. Develop and document learning objectives, complete a work performance evaluation with their supervisor, and write a capstone paper. Campus sessions and online discussions enrich individual internship experiences. Prereq: CWE 101 strongly recommended.

**CWE 197 (1-8) C**  
**Cooperative Education/Work Experience**

Earn credit for work or internship experiences.

**CWE 495 (9) N**  
**Baccalaureate Internship**

Culminating course for IB BAS. Arrange and complete an internship, applying theory and skills learned in the classroom to the workplace. Reflect on experiences and integrate them with classroom learning. Prereq: Enrollment in International Business BAS program.

**COORDINATED STUDIES PROGRAMS/LEARNING COMMUNITIES**

*Learning Communities, also called Integrated Studies, study a major theme from a variety of academic disciplines. A team of faculty and students use critical thinking to study important issues and concerns for the entire quarter. Students enroll for the entire program. Each program is taught by a team of diverse faculty members who conduct lectures and lead student seminars, field trips and group projects.*

*In Learning Communities, students and faculty work together on local and global issues requiring creative and active participation from all those in the classroom.*

*Though separate courses are listed on a student's transcript, the program is conducted as one coordinated course and each program becomes a unique sum, greater than the total of the parts.*

*This innovative approach to teaching and learning has won national recognition for the Seattle College District. The sense of community and excitement generated by Learning Communities creates an atmosphere that is especially memorable and profound.*

*For further information, students should contact the Advising Center at their campus and check the quarterly class schedule.*

**CULINARY ARTS • CENTRAL •****Culinary Arts  
Specialty Breads & Desserts****BAK 101 (4) C**  
**Intro to Desserts & Breads (Theory)**

Intro to baking/cooking methods and to the scientific principles used in this field. Covers ingredient responses to temperature, friction and storage: mise en place; ingredient functions and characteristics; tools/equipment; and trade terminology. Includes discussion of yeast doughs, quick breads, syrups, icings, sauces and creams, pastries, pies and tarts, cake mixing and baking. Prereq: Admission to program.

**BAK 102 (3) C**  
**Bread & Food Preservation**

Presents theory and ingredients, including why specific baking techniques work. Emphasizes the formation and exercise of judgment in baking practice, relationships between procedures and products and evaluation of product quality. Includes discussion of bread history; buttercreams; soufflés and meringues; frozen desserts; chocolate sugar/work; bread and bread sculpture; centerpieces; and wedding cakes. Prereq: BAK 101.

**BAK 103 (4) C**  
**Advanced Theory**

Presents advanced theory and ingredients in chocolate process, fair trade practices, cacao bean growing and chocolate making. Learn the scientific principles of sugar process, sugar alcohol, sugar cooking stages, fat functions and characteristics.

**BAK 105 (1.5) C**  
**Restaurant Baking (Theory)**

For culinary arts students. Expands on science and principles of baking, including yeast doughs and formulas, icing techniques, basic cake types and characteristics of desserts. Prereq: CUL 102.

**BAK 111 (6) C**  
**Intro to Desserts & Breads (Practicum)**

Application of baking theory to production. Includes mise en place and preparation of a variety of doughs, breads/rolls, breakfast breads/pastries, cookies, tarts, sponge and tea cakes and decorated cakes. Prereq: Admission to program.

**BAK 112 (8) C**  
**Beginning Desserts & Breads (Practicum)**

Further application of baking theory to production, including exercising judgment and product success/failure analysis. Includes preparation of pastry creams, egg foams, butter creams, meringues, mousses, soufflés, custards, frozen desserts, holiday desserts, compotes, chocolate candies, sauces and fillings. Prereq: BAK 111.

**BAK 113 (8) C**  
**Intermediate Desserts & Breads (Practicum)**

Development of independent bakery skills, including organization, accuracy and communication. Practice assessment of product texture, taste and appearance. Includes preparation using advanced techniques of intricate chocolate work, European cakes and plated desserts, with increased emphasis on presentation and artistic skills. Prereq: BAK 112.

**BAK 115 (1) C**  
**Restaurant Baking (Practicum)**

For culinary arts students. Production of baked goods including ganache, custards, creams, puddings, mousses and purees. Prereq: CUL 102.

**BAK 116 (1) C**  
**Fine Dining Baking (Practicum)**

For culinary arts students. Applies baking theory to production of yeast doughs (bread, puff pastry and choux), breads, focaccia, cakes, icings, decorations, mousses, tortes, puff pastries and fine plated desserts. Prereq: BAK 115.

**BAK 117 (1) C**  
**Intro to Cheese Making**

For culinary arts students. Learn cheese making and fermentation techniques in the culinary field, including cheese diversity, milk composition, and the eight basic steps.

**BAK 123 (2) C**  
**Advanced Desserts & Breads (Theory)**

Design and develop a line of bakery goods. Learn how to purchase goods, inventory goods, calculate cost analysis and develop a bakery line for presentation. Prereq: BAK 101.

**BAK 124 (8) C**  
**Advanced Buffet Desserts & Wedding Cakes (Practicum)**

Design and develop a line of wedding cakes and petits fours using the latest industry techniques. Produce jam and preserves using organic fruits and vegetables. Prereq: BAK 101.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

**HIN** . . . . . **Watch Technology**

**NAME TO PREFIX**

**Watch Technology** . . . . . **HIN**

Common Course Numbering explanation is on page 186.

**BAK 125 (8) C****Advanced Desserts & Breads: (Practicum)**

Design and develop a line of bakery goods. Purchase and inventory goods and calculate cost analysis as an extension of the class project. Prereq: BAK 113 or permission.

**BAK 126 (3) C****Advanced Food Preservation**

Learn scientific principles as applied to lactic acid fermentation including cheese making, charcuterie and vegetable ferments. Explore scientific principles applied to yeast products, fermented foods and food preservation including flour facts and alcohol fermentation.

**BAK 210 (1) C****Science & Baking**

Overview of food science for baking students. Begin developing baking formulas for those who need gluten-free, diabetic diet and other special baking products.

**BAK 299 (1-5) C****Special Projects, Specialty Desserts & Breads**

Independent study course for individual projects in the desserts/pastry field. Prereq: permission.

**BIOL 103 (3) C****Nutrition for Food Service Professionals**

Identification of known nutrients for human health; demonstration of dietary quality guidelines; utilization of dietary guidelines in meal planning, including modification of existing recipes to meet nutritional recommendations.

**CUL 101 (6) C****Food Theory I**

Intro to fundamentals of professional cooking, including history of the food service history; professional attributes; kitchen safety, tools and equipment identification; knife safety and cutting techniques; basic kitchen ratios; mise en place; moist and dry heat cooking; stocks; egg cookery; intro to vegetables, starches, meats, poultry, fish and shellfish; and basic aromatic and flavoring combinations. Prereq: Admission to program.

**CUL 102 (5) C****Food Theory II**

Continuation of professional cooking, particularly theory relating to quantity food production. Includes trade terminology, heavy equipment, tool identification, mise en place, soups, salads, meats, fish, poultry, vegetables, starches, sandwiches, butchering, garnishes and presentation. Prereq: CUL 101.

**CUL 103 (4) C****Food Theory III**

Covers professional cooking at the casual American restaurant, Explore the cultural roots of contemporary American cooking and the cultural and technical background of dishes. Includes recipe and menu writing, and chemical changes that occur when heat in various forms is applied to food. Practice identification, selection, receiving and handling of ingredients such as herbs, spices, vegetables, fin fish and shellfish. Prereq: CUL 102.

**CUL 104 (6) C****Food Theory IV**

Emphasizes international fine-dining cooking theory. Focus on classical and contemporary Northwest, Middle Eastern, Mexican, Spanish, French and Pan Asian cuisines. Includes menu writing, vegetarian cuisine, advanced sauces, ingredient identification, advanced cooking methods, advanced plate presentation, fine dining kitchen organization, whole animal fabrication, and charcuterie. Prereq: CUL 103.

**CUL 106 (1.5) C****Intro to Culinary Arts (Theory)**

Intro to culinary arts. Includes the theory of the various types of moist and dry heat cooking methods; product identification; preparation methods for stocks, sauces, vegetables and side dishes. Prereq: Admission to program.

**CUL 111 (6) C****Intro to Professional Cooking (Practicum)**

Intro to fundamentals of professional cooking. Includes kitchen safety and operations, knife skills, basic food and stock preparation, teamwork and leadership, general house-keeping, sanitation and clean up. Prereq: Admission to program.

**CUL 112 (8) C****Quantity Cooking (Practicum)**

Preparation of international quantity cooking meals. Includes mise en place, item marketing, equipment operation and preparation of meals from the Italian, Asian, Middle Eastern, Mexican, Creole, Indian, French and American traditions. Prereq: CUL 111.

**CUL 113 (8) C****Restaurant Cooking (Practicum)**

Prepare meals for on-campus casual American restaurant. Work pantry, sauté, grill and fryer stations. Use traditional and contemporary culinary techniques to produce a culturally diverse selection of soups and salads, casual entrees and desserts. Practice fabrication of various meats, seafood and vegetables and various wet and dry cooking methods. Includes concepts of mise en place, collaboration and seasonality. Develop skills in organization, speed, plate presentation and evaluation of finished products. Prereq: CUL 112.

**CUL 114 (8) C****International Cooking (Practicum)**

Practice cooking creativity with classical and contemporary Northwest, Spanish, Oaxacan, French, Pan-Asian and Middle Eastern cuisines. Focus on seasonal ingredients, sustainable purchasing practices, healthy cooking techniques, plate presentation, accuracy, speed, effective working habits, palate development, care for ingredients, safety, professionalism and organization. Produce dishes for "One World" restaurant and private dining room. Prereq: CUL 113.

**CUL 116 (1) C****Intro to Culinary Arts (Practicum)**

Covers fundamentals of culinary arts. Rotate into a different kitchen each day and prepare a variety of dishes in each area. Includes various types of moist and dry heat cooking methods and preparation methods for breakfast items, poultry or rabbit, fish, soups, stocks, sauces, vegetables and side dishes, salads and dressings. Prereq: Admission to program.

**CUL 120 (1) C****Intro to Wine**

Covers the fundamentals of grape growing and winemaking, including table, sparkling and fortified wines. Includes sensory evaluation of classic grape varieties and their growing regions with emphasis on Washington state wines. Learn strategies for food and wine pairing. Prereq: BAK 103 or CUL 104.

**CUL 130 (1.5) C****Intro to Growing a Chef's Garden**

Intro to all aspects of edible gardening, including general plant science and edible plant families. Learn strategies for maximizing yield and for incorporating kitchen gardens into a restaurant business plan. Prereqs: CUL 104, BAK 103 & 113.

**CUL 151 (1) C****Sustainable Food Systems Practices I**

Intro to the current ecological, economical and political issues relating to the food system. Raises awareness of issues of the food system from producer to consumer, exploring agriculture, fisheries, dairy, meat and poultry production, water and waste. Includes trade, health and social justice issues within the food system. Prereq: Admission to program or permission.

**CUL 152 (1) C****Sustainable Food Systems Practices II**

Continuation of CUL 151. Prereq: CUL 151 with 2.0 or better or permission.

**CUL 153 (1) C****Sustainable Food Systems Practices III**

Explore issues relating to a sustainable food system: globalization, food politics, food security and social justice. Examine climate change as it relates to the food system, water and waste issues, heritage foods, and practical application of ideas in the kitchen. Learn to navigate and purchase from the local producer market. Prereq: CUL 152 or permission.

**CUL 205 (1) C****Advanced Culinary Theory**

Explore the technical aspects of designing menus and menu items for specific target populations with an emphasis on high-end fine dining. Learn to communicate "main message points" to describe and promote new or existing dining concepts for public relations and promotional purposes. Prereq: CUL 104.

**CUL 215 (4) C****Advanced Culinary Practices**

Culminate culinary experience in 4 capstone projects. Create and serve own menus in private dining room; create meals with nutrition focus; practice advanced technique; and build culinary competition skills. Lead others while practicing professionalism and commitment to producing quality food. Prereq: CUL 114.

**CUL 251 (4) C****Buffet Catering, Garde Manger & Ice Carving (Theory)**

Covers garde mange applications such as charcuterie, forcemeats, curing and smoking, and hors d'oeuvres. Learn to design an ice carving and show platter. Learn about produce farming, sustainability, and seed to plate food production while visiting Skagit Valley Farm. Prereq: CUL 102 or permission.

**CUL 255 (8) C****Buffet Catering, Garde Manger & Ice Carving (Practicum)**

Prepare food for a buffet setting, including salads, canapés, dim sum, sushi, hot entrees and breads. Operate a "to go" sandwich program to develop marketing and packaging skills. Produce a variety of charcuterie items. Work on one ice carving and show platter for buffet presentation. When applicable, use weekly harvests from Skagit Valley Farm in menus and recipes. Prereq: CUL 112 or permission.

**CUL 291 (5) C****Seattle Culinary Academy Travel 1: Culinary Immersion**

Intensive culinary immersion programs in international culture and cooking with international partners. Travel and learn history, language, culture, traditional and modern cuisine of a specific country in classroom and kitchens. Enhance language skills and cultural knowledge via research and travel to historic sites, cultural events, food producers and exhibits. Prereq: Permission.

**CUL 292 (5) C****Seattle Culinary Academy Travel 2: Culinary Immersion**

Intensive culinary immersion programs in international culture and cooking with international partners. Travel and learn history, language, culture, traditional and modern desserts, breads, and pastry techniques of the country in classroom and kitchens. Enhance language skills and cultural knowledge via research and travel to historic sites, cultural events, food producers and exhibits. Prereq: Permission.

**CUL 299 (1-5) C****Individual Projects Hospitality & Culinary Arts**

Permission required.

**HOS 101 (1) C****Customer Service Practicum I**

Application of basic customer service theory in a full service restaurant or pastry case. Includes busing, housekeeping, mise en place for both casual and formal restaurant settings and customer service and sales techniques in bakery counter settings. Prereq: Admission to program.

**HOS 102 (1) C****Customer Service Practicum II**

Refine customer service skills by further practice in a pastry case or full-service restaurant. Includes dining room arrangement, customer service and wait staff duties. In the bakery counter setting, practice product rotations and merchandising. Prereq: HOS 101.

**HOS 103 (1) C****Customer Service Practicum III**

Acquire expertise in customer service by performing opening/closing procedures, using a variety of service techniques and training bus staff. Prereq: HOS 102.

**HOS 104 (1) C****Customer Service Practicum IV**

Intro to leadership positions in the front of the house. Includes maitre d' duties, managing reservations and cashiering. Prereq: HOS 103

**HOS 105 (1) C****Customer Service for Specialty Desserts & Breads**

For desserts students. Assume responsibility for opening/closing, sales, organization and merchandising of product and training of first-quarter students at a retail pastry case. Prereq: HOS 102

**HOS 106 (1) C****Advanced Bakery Counter Service (Practicum)**

Explains advanced counter service techniques. Includes training beginning students in customer service (pastry sales, general housekeeping and pastry case mise en place); responsibility for daily setup; and supervision of merchandising and product organization. Prereq: HOS 105.



**HOS 108 (4) C****Dining Room & Kitchen Management**

Covers management and supervision and training practices within the hospitality and culinary arts industries. Includes tableside cooking and service for COD projects. Prereq: CUL 104.

**HOS 109 (.5) C****Advanced Customer Service Practicum**

Further exploration of customer service including communication strategies, behavior assessments, complaint resolution, customer characteristics, professionalism, teamwork, buffet arrangements and display of ice carvings. Prereq: HOS 101.

**HOS 110 (3) C****Principles of Sanitation**

Fundamentals of food service sanitation and its importance to the industry. Includes microorganisms in food spoilage and food-borne illness, ways of limiting microbial contamination and growth, creating a clean and sanitary environment, accident prevention and first aid, Material Safety Data Sheets, sanitation in crisis situations, principles of designing safe and sanitary kitchens and government regulations.

**HOS 111 (1) C****Dining Room Theory**

Covers the theory and operation of table service in a variety of dining environments. Includes dining room safety, proper service and etiquette, guest interaction, menu knowledge and ticket writing. Use a variety of dining room equipment. Prereq: HOS 110.

**HOS 122 (1) C****Purchasing & Inventory Theory**

Intro to principles of food costing and inventory procedures. Encompasses formal and informal purchasing methods, flow of goods, food buying, legal and ethical purchasing considerations, market analysis, stock rotation, bid specifications, yield and cost comparisons, quality tests and inventory. Prereq: HOS 101.

**HOS 123 (1) C****Food Costing Principles & Application**

Explores connection between profit and food cost; discusses product waste and defines costing terms and purchasing units. Use mathematics skills to make conversions, cost bulk and sub-recipes and calculate the selling price of a menu item. Prereq: HOS 101.

**HOS 124 (2) C****Computerized Menu Planning**

Learn various menu layouts and designs. Use proper menu language, word processing and Excel programs to create menus and cost recipes. Perform weight to volume conversions. Prereq: MIC 102.

**HOS 150 (2) C****Measurements & Meanings**

Covers the ways measurements, numerical expressions and calculations are used in the culinary and pastry arts. Learn to perform basic calculations, use percents, measure ingredients, calculate and adjust the yield of recipes, cost recipes, price menu items and interpret data in chart and graph format. Prereq: Program enrollment.

**HOS 201 (2) C****Functions of Management**

Covers management and communication theories and practices within the culinary arts and baking industries. Includes current issues: intro to hospitality, Americans with Disabilities Act, sexual harassment and other legal and human resource issues. Covers communications skills, functions of management, beverage management and financial statement analysis and résumé writing. Prereq: Quarters 1-4 of Specialty Desserts and Breads or Culinary Arts program.

**CULINARY ARTS • SOUTH •****Banquets & Catering  
Pastry & Baking Arts  
Restaurant Production**

*Also see Hospitality Management BAS Degree, page 246.*

**FSD 100 (3) S****Food Safety & Sanitation**

Intro survey for food service students. Covers sanitation guidelines as suggested by the National Restaurant Association's "ServSafe" program and Fundamentals of Hazard Analysis of Critical Control Point (HACCP) management. Online fees apply.

**FSD 101 (1) S****Orientation to Food Production**

Two-week module introducing the culinary kitchen lab areas. Includes equipment operation, safety and sanitation. Practice beginning knife skills.

**FSD 160 (5) S****Theory 1 – Culinary Fundamentals**

Beginning level culinary fundamentals covering history, tools and equipment, flavors and pairings, product identification and breakfast cookery. Prereq: Culinary Arts enrollment or permission.

**FSD 165 (15) S****Culinary 1**

Develop kitchen production skills in prep production, pantry, grill and deli; front-of-house operations; storeroom controls in purchasing and receiving; and food costing. Prereq: Culinary Arts enrollment or permission.

**FSD 170 (5) S****Theory 2 – Advanced Culinary Fundamentals**

Covers intermediate culinary fundamentals including stocks and sauces, soups, meat and poultry cookery and meat, poultry and game identification. Prereq: FSD 160 with 2.0 or higher or permission.

**FSD 175 (15) S****Culinary 2**

Intermediate food production with emphasis on sauce, saute line cook station, plate presentation. Continued emphasis on front-of-house service and operations. Prereq: FSD 165 with 2.0 or higher or permission.

**FSD 180 (5) S****Theory 3 – Garde Manger/  
Advanced Cold Food**

Covers concepts of the art of garde manger, charcuterie, cured and smoked meats, hors d'oeuvres, canapes, and cold food and sauces preparation. Prereq: FSD 170 with 2.0 or higher or permission.

**FSD 185 (15) S****Culinary 3**

Advanced food production in saute line cooking using contemporary and classical French methods; continued studies in compound sauces, flavor enhancers and restaurant butchery. Prereq: FSD 175 with 2.0 or higher or permission.

**FSD 190 (5) S****Theory 4 – Restaurant Cost Controls**

Overview of the manager's role in cost control and the relationship between operational standards and controlling costs. Prereq: FSD 180 with 2.0 or higher or permission.

**FSD 195 (15) S**  
**Culinary 4**

Continued advanced study in saute line cooking, complex garnishing and sauce building, cold food prep and display, restaurant butchery with an emphasis on portion control, yield, and cost analysis. Includes fine dining table side service. Prereq: FSD 185 with 2.0 or higher or permission.

**FSD 197 (1-15) S**  
**Internship in Culinary Arts**

Individual internship in the culinary, restaurant, banquet and other food-related industries. Prereq: Permission.

**FSD 200 (5) S**  
**Theory 5 – Management Techniques**

Covers human resource management concepts and techniques related to the supervisor, sous chef and restaurant manager, including diversity, communication and standard operating procedures. Also examines menu and restaurant design. Prereq: FSD 190 with 2.0 or higher or permission.

**FSD 205 (15) S**  
**Restaurant Production**

Final course in restaurant production track includes baking concepts and Sous Chef position training, supervising, and coordination for the Dining Room Service, Short Order and saute stations. Capstone practicum involves the planning and execution of a formal lunch or dinner event. Prereq: FSD 195 with 2.0 or higher or permission.

**FSD 215 (15) S**  
**Banquets & Catering**

Final course in Banquet & Catering Track includes advanced garde manger, baking concepts and Sous Chef position training, supervising, and coordination for the Pantry and Prep stations. Capstone practicum involves the planning and execution of a formal banquet or buffet. Prereq: FSD 195 with 2.0 or higher or permission.

**FSD 299 (1-15) S**  
**Special Topics in Culinary Arts**

Independent study on an individual basis in the Culinary industry. Prereq: Permission.

**HOS 203 (3) S**  
**Commercial Food Nutrition**

Complete overview of the six nutrient categories – carbohydrates, lipids, protein, vitamins, minerals and water. Practical information on how the body uses nutrients, food sources and alternatives for each nutrient and methods of evaluating nutrition information. In evaluating dietary intake use current USDA food guidelines.

**PST 101 (5) S**  
**Pastry and Baking Orientation**

Learn trade terminology, scaling and measuring procedures, mixing methods, identification and proper use of hand tools and mechanized baking equipment, plus safety procedures and sanitation. Covers portion control, baking math and ingredient functions in baking. Prereq: Enrollment in program or permission.

**PST 102 (5) S**  
**Intro to Baking Management**

Learn bakery and pastry production management, including procedures and organizational tools for day to day operations of a bakery or pastry shop. Study standardized formulas, cost control, AP and EP menu mix, purchasing, receiving, storeroom organization, formula cost analysis, safety and sanitation, trade terminology, professional and ethical behavior and attitude. Prereq: PST 101 or permission.

**PST 103 (4) S**  
**Decoration Theory I**

Covers theory and practical applications of decorative confectionary mediums. Learn techniques, ingredients and tools used in centerpiece, show piece and confectionary display production, including performance test and showpiece requirements. Includes rye dough, Royal icing flow, marzipan, macaronade, rose paste, and chocolate tempering. Prereq: PST 102 or permission.

**PST 104 (4) S**  
**Decoration Theory II**

Covers theory and practical applications of decorative confectionary mediums. Learn techniques, ingredients and tools used in centerpiece, show piece and confectionary display production, including performance test and showpiece requirements. Covers pastillage, gum paste, rolled fondant, modeling chocolate, rock sugar, and poured sugar. Prereq: PST 102 or permission.

**PST 105 (4) S**  
**Decoration Theory III**

Covers theory and practical applications of decorative confectionary mediums. Learn techniques, ingredients and tools used in centerpiece, show piece and confectionary display production, including performance test and showpiece requirements. Covers pulled sugar, flower piping, rice paper flowers, salt dough, and nougatine. Prereq: PST 102 or permission.

**PST 111 (15) S**  
**Baking I**

Covers production of cookies, cakes, and quick breads. Learn terms, ingredients and their functions, and techniques of basic baking. Prepare assorted doughs and batters using classic and modern mixing methods. Includes assessment of doughs and batters, product finishes, safety and sanitation procedures. Prereq: PST 101 or permission.

**PST 112 (15) S**  
**Pastry I**

Covers French pastry and beginning decorating and finishing. Make primary doughs and bases using classical techniques: Pate Feuilleté, pâte à choux, pâte sucrée and assorted pie doughs. Includes elementary assembling and finishing for cakes and tarts, pastry ingredients and their functions, baking methods, assessment of doughs and batters, sponges, safety and sanitation. Prereq: PST 111, FSD 100 and HOS 203 with 2.0 or better or permission.

**PST 113 (15) S**  
**Baking II**

Covers beginning and intermediate bread baking, terms and techniques of bread production including proper mixing, fermentation, shaping, proofing, baking and finishing. Prepare laminated and rich yeasted doughs (Viennoiserie). Deepen learning about bread ingredients and their functions, baking methods, lamination procedures, assessment, safety and sanitation. Prereq: PST 112 or permission.

**PST 197 (1-15) S**  
**Internship in Pastry & Baking**

Individual internship in Pastry and/or Baking Arts industries. Prereq: permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**PST 211 (15) S**  
**Pastry II**

Covers advanced French pastry and plated desserts. Make more complex pastry doughs and bases using classical techniques. Includes dessert ingredients and their functions, advanced product finishes and decorations, plated dessert design and production. Study dessert sauces and garnishes, flavor profiles and combinations, banquet desserts, safety and sanitation. Prereq: PST 113 or permission.

**PST 212 (15) S**  
**Pastry III**

Covers terms and techniques of chocolate work, seasonal baking and show pieces, including tempering, candy cooking, enrobing, piping and product finishes. Also covers use of local, sustainable, natural and organic dairy and seasonal produce in baked and dessert products. Learn storage and care, stock rotation, safety and sanitation. Produce a decorative display piece. Prereq: PST 211 or permission.

**PST 213 (15) S**  
**Pastry IV**

Covers terms and techniques of advanced pastry decoration by making complicated desserts and highly decorated cakes, including advanced mousses, Bavarians and meringues. Learn practical management skills through student lead experiences: delegation, leadership, time management, conflict resolution, customer relations, inventory control, product receiving and rotation, safety and sanitation. Prereqs: PST 102 and 212 or permission.

**PST 299 (1-15) S**  
**Special Topics in Pastry & Baking**

Special topics on an individual or group basis related to Pastry and Baking Arts industries.

**DENTAL ASSISTANT**

See *Dental Assistant Program at SVI, page 180.*

**DENTAL HYGIENE****Bachelor of Applied Science in Allied Health – Dental Hygiene Track**

*Students must be accepted into the program in order to take these courses.*

**DHY 250 (2) C**  
**Oral Biology**

Study of oral histology including developmental origins and microscopic organization of selected oral and facial structures. Includes embryonic development of the face and palate, and common craniofacial malformations. Examines the formation, eruption and histological organization of the teeth and their supporting tissues as well as the oral mucosa and salivary glands.

**DHY 251 (3) C**  
**Human Pathology**

Study of human pathophysiology includes the etiology, predisposing factors, mechanisms of disease, and characteristics of the disease process in each body system. Emphasizes specific disease entities most commonly seen in the clinical dental hygiene setting or that may influence an individual's dental care.

**DHY 252 (3) C**  
**Fundamentals of Dental Hygiene I**

Examines the theory and scientific principles underlying the clinical practice of dental hygiene. Emphasis on oral screening, infection control, and professionalism.

**DHY 253 (3) C**  
**Clinical Dental Hygiene I**

Apply the theory and scientific principles underlying dental hygiene practice. Covers professionalism, clinical preparation of the examining area, safety, patient privacy, documentation, and screening techniques.

**DHY 254 (2) C**  
**Health Promotion**

Intro to dental health education, patient education, health promotion, and the process of health-related behavioral change. Emphasizes assessment of educational needs, client-provider interaction, communication skills, cultural competence in healthcare delivery, and motivation to change.

**DHY 255 (2) C**  
**Dental Radiology I**

Principles of oral radiology imaging stressing the physics of x-ray production and biologic effects of ionizing radiation. Includes radiation safety and protection, dental radiographic examination, and radiographic interpretation of anatomical structures of the head and oral cavity.

**DHY 256 (2) C**  
**Dental Radiology I Practice**

Intro to dental x-ray equipment, processes and techniques. Emphasizes patient and operator safety, evaluation of technique and imaging quality, darkroom and digital operations, beginning level proficiency in exposing and analyzing intra-oral dental radiographs.

**DHY 257 (2) C**  
**Head and Neck Anatomy**

Covers anatomy and function of the head and neck, including location, characteristics and function of all anatomical structures, all hard and soft tissues and all components of the circulatory system and cranial nerves.

**DHY 258 (2) C**  
**Dental Anatomy & Morphology**

Intro to nomenclature, anatomy, morphology and functions of the primary and permanent dentition. Focuses on healthy, normal end of the health/disease continuum and provides foundation for further dental science, clinical and restorative dental hygiene practice.

**DHY 259 (1) C**  
**Dental Anatomy & Morphology**

Apply the theory and scientific principles of specific anatomical characteristics to lab drawings and wax carving. Intro to fine hand-skills and basic instrumentation used for hygiene and restorative procedures.

**DHY 260 (1) C**  
**Emergency Management**

Introduced to the role of the dental team in the identification and treatment of medical emergencies, including prevention, patient assessment, stress reduction protocol, safe use of emergency drugs and equipment. Participate in class simulations of emergency treatment for common medical emergencies in the dental office.

**DHY 261 (2) C**  
**Preventive Dentistry**

Intro to primary prevention methods within the scope of dental hygiene practice. Emphasizes the relationship between oral disease processes and oral health preventive measures, home-care education of the patient, and methods of preventive care implemented by dental hygienists.

**DHY 282 (1-5) C**  
**Applied Practice in Dental Hygiene**

Applied practice in dental hygiene to meet the individual needs of students who require additional practice and reinforcement of techniques and skills in dental hygiene.

**DHY 298 (1-5) C**  
**Special Projects in Dental Hygiene**

Individualized study in dental hygiene-related subject matter arranged to meet the needs of students with specific levels of skills and background.

**DHY 300 (4) C**  
**Clinical Dental Hygiene II**

Apply the theory and scientific principles underlying dental hygiene practice. Intro to assessment of gingival and oral soft tissues, selected instrumentation, and periodontal and dental charting.

**DHY 301 (4) C**  
**Clinical Dental Hygiene III**

Apply the theory and scientific principles underlying dental hygiene practice. Intro to patient management, treatment planning, and dental hygiene treatment techniques.

**DHY 302 (8) C**  
**Clinical Dental Hygiene IV**

Apply the scientific principles underlying the assessment, planning and implementation of clinical procedures. Emphasizes biochemistry of food, nutritional counseling in dental hygiene practice and personal, professional and community issues related to HIV/AIDS.

**DHY 303 (3) C**  
**Fundamentals of Dental Hygiene II**

Examines the theory and scientific principles underlying the clinical practice of dental hygiene with emphasis on integration of screening information to formulate goals for planning dental hygiene treatment needs.

**DHY 304 (2) C**  
**Fundamentals of Dental Hygiene III**

Examines the theory and scientific principles underlying the clinical practice of dental hygiene with emphasis on principles of instrumentation, dental hygiene diagnosis, and professional development activities.

**DHY 305 (2) C**  
**Fundamentals of Dental Hygiene IV**

Curriculum under development at time of printing. Contact department or website for more information.

**DHY 306 (2) C**  
**Restorative Practice & Materials I**

This is the first of two didactic courses focusing on the physical, chemical, mechanical and biological properties of dental materials used in both direct and indirect restorative procedures.

**DHY 307 (1) C**  
**Restorative Practice & Materials I**

Covers clinical restorative dentistry focusing on the chemical, physical, mechanical properties of commonly used dental materials and their uses, manipulation and application. Learn to handle and manipulate different types of restorative filling materials into prepared cavities.

**DHY 308 (1) C**  
**Restorative Practice & Materials II**

Covers the physical, mechanical, chemical and biological properties of dental materials commonly used in direct and indirect restorative procedures. Includes basic knowledge of materials used in preventive, periodontics, restorative and other specialty fields in dentistry.

**DHY 309 (1) C**  
**Restorative Practice & Materials III**

Study clinical restorative dentistry, focusing on the chemical, physical and mechanical properties of commonly used dental materials and their uses, manipulation and application. Practice lab applications including proper handling, manipulation and application of different dental materials into prepared typodonts. Lab.

**DHY 310 (2) C**  
**Advanced Restorative Practice I**

Covers restorative dental practice and materials, focusing on correct placement of dental restorations on mannequins and in the clinic on patients. Practice and develop manipulative and carving skills in the placement of amalgam and composite restorations as allowed by Washington State law.

**DHY 311 (2) C**  
**Pain Control & Anesthesia**

Curriculum under development at time of printing.

**DHY 312 (1) C**  
**Pain Control & Anesthesia Lab**

Curriculum under development at time of printing.

**DHY 313 (3) C**  
**Periodontology I**

Examines periodontal structures of the mouth from health to disease including clinical and histological aspects of periodontal disease. Includes various classifications of periodontal diseases, and disease progression as it relates to microbiology, etiology, and host response. Learn techniques of periodontal therapy using adjunctive chemotherapeutic agents and oral hygiene aides.

**DHY 314 (2) C**  
**Dental Radiology II**

Study of dental radiology including the principles and application of a full range of intra-oral, extra-oral, digital and film radiographic examinations, advanced interpretation for diagnosis of dental anatomy, trauma, lesions, caries and pathology.

**DHY 315 (2) C**  
**Dental Radiology II Practice**

Learn application of basic radiographic examination techniques for dental patients stressing adaptation of techniques, consideration of presenting problems, variations of normal, supplemental radiographic procedures, analysis of outcomes, and advanced interpretation of diagnostic information.

**DHY 318 (2) C**  
**Oral Pathology**

Study lesions, pathologies, and abnormal conditions of the head, neck and oral cavity of significance in the clinical practice of dental hygiene

**DHY 323 (3) C**  
**Pharmacology**

Study the general pharmacological and therapeutic actions of drugs with emphasis on those used in dentistry. Includes nomenclature, dosage, routes of administration, drug interactions, drug effects on the oral cavity, indications, contraindications, factors in patient treatment planning and legal factors involved in dispensing.

**DHY 382, 383, 384 (1-5) C**  
**Applied Practice in Dental Hygiene**

Applied practice in dental hygiene to meet the individual needs of students who require additional practice and reinforcement of techniques and skills in dental hygiene.

**DHY 391 (1) C**  
**Community Dental Health I**

Intro to community dental health assessment, education and health promotion, and program development, and Dental Hygiene Process Care. Intro to evidence-based research techniques and theoretic models as a means to achieve improved oral health outcomes at local, state, federal, and global levels, specific to identified target populations.

*NOTE: The following courses are under development at the time of printing. Consult the department or the website.*

**DHY 400, 401, 402 (8EA.) C**  
**Advanced Practicum in Dental Hygiene I,II,III****DHY 404, 405, 406 (3EA.) C**  
**Principles of Dental Hygiene Practice I,II,III****DHY 407 (1) C**  
**Capstone****DHY 408 (1) C**  
**Strategies of Capstone Project****DHY 409 (3) C**  
**Ethics and Jurisprudence**

Focuses on the ethical, legal and regulatory issues facing the dental hygienist practicing in a private dental office, in a community agency, or in independent practice. Examines professional traits, theories of moral development, ethical principles, the state dental practice act, the relationship with patients and employers, and risk management.

**DHY 410 (2) C**  
**Advanced Restorative Practice II**

Focuses on correct placement of dental restorations on mannequins and in the clinic on patients. Students practice and develop manipulative and carving skills in the placement of amalgam and composite restorations as allowed by Washington State law.

**DHY 411 (2) C**  
**Advanced Restorative Practice III**

Focuses on correct placement of dental restorations on mannequins and in the clinic on patients. Students practice and develop manipulative and carving skills in the placement of amalgam and composite restorations as allowed by Washington State law.

**DHY 412 (2) C**  
**Advanced Restorative Practice IV**

Focuses on correct placement of dental restorations on mannequins and in the clinic on patients. Students practice and develop manipulative and carving skills in the placement of amalgam and composite restorations as allowed by Washington State law.

**DHY 413 (2) C**  
**Periodontology II**

Study of advanced periodontal diseases, including cause, recognition, prevention, and treatment planning. Also covers periodontal surgery and implant care. Reviews periodontal concepts through case studies.

*NOTE: The following courses are under development at the time of printing. Consult the department or the website.*

**DHY 414 (1) C**  
**Selective Populations****DHY 415 (1) C**  
**Selective Populations Lab****DHY 416 (1) C**  
**Professional Issues****DHY 419 (2) C**  
**Community Dental Health II****DHY 420 (1) C**  
**Community Dental Health III****DHY 482, 483, 484, 485 (1-5) C**  
**Applied Practice in Dental Hygiene**

Applied practice in dental hygiene to meet the individual needs of students who require additional practice and reinforcement of techniques and skills in dental hygiene.

**DIESEL & HEAVY EQUIPMENT TECHNOLOGY**

*NOTE: These courses include instruction in safety, environmental awareness, human relations and leadership.*

**HDM 101 (3) S**  
**Intro to Heavy Duty**

Covers the basics of hand tools, power tools, safety, measuring instruments, repair orders, lubrication and some of the specialized tools used in the heavy-duty industry.

**HDM 102 (6) S**  
**Electrical-Electronics, Basic**

Covers safety procedures when working with electricity and fundamental electrical theory. Includes types of circuits, Ohm's law, use of common test equipment and reading wiring diagrams. Prereq: HDM 101 or permission.

**HDM 103 (3) S**  
**Intro to Truck & Trailer Maintenance**

Includes training on material safety data sheets (MSDS) and the identification of tools and their uses. Includes how to work safely with tools and equipment in a repair shop. Prereq: Permission.

**HDM 104 (6) S**  
**Batteries, Generators & Alternators**

Diagnose and repair charging systems commonly used in heavy-duty truck and equipment maintenance. Prereq: HDM 102.

**HDM 105 (4) S**  
**Truck & Trailer Preventive Maintenance**

Covers preventative maintenance including inspection of trucks and trailers, service of vehicles and changing oil and lube, according to manufacturers' specifications for problem prevention. Prereq: HMD 103.

**HDM 106 (5) S**  
**Cranking & Lighting Systems**

Covers theory, operation and repair of starter motors commonly used in the industry, including control devices and wiring used with these motors. Covers troubleshooting and the use of common test equipment. Includes knowledge of truck equipment lighting systems and the hardware to control them. Prereq: HDM 102.

**HDM 107 (9) S**  
**Hydraulics & Pneumatics**

Covers theory, basic operation principles, design, function, testing and repair of selected types of hydraulic and air pumps, motors, hoses and accessories used on mobile equipment, as well as application and repair of pressure, flow and directional control valves and actuators. Prereq: HDM 101 or permission.

**HDM 109 (4) S**  
**Truck & Trailer Repair**

Covers how to make minor repairs to trucks and trailers, change tires, repair tires and adjust wheel bearings to manufacturers' specifications. Prereq: HDM 105.

**HDM 113 (6) S**  
**Basic Welding & Cutting – Diesel & Equipment Technician**

Intro to SMAC (shielded metal arc welding), oxyacetylene and carbon arc skills involved in the repair and maintenance of heavy-duty trucks and construction equipment. Perform several pertinent tasks and projects contained in an industry-approved competency-based learning module. Prior knowledge of hand and basic power tools is helpful. Prereq: Enrollment in program or permission.

**HDM 123 (12) S****Diesel Engine Repair & Performance**

Study and perform diagnosis, repair, tune-up and servicing procedures on current diesel engines used in the heavy-duty truck and equipment industry. Disassemble, clean and inspect engines and components, installing replacement parts as needed. Prereq: HDM 101 or permission.

**HDM 124 (5) S****Preventive Maintenance**

Learn preventive maintenance practices commonly found in the trucking and equipment industry. Includes inspection and determination of failures along with the necessary repairs. Covers proper handling and disposal of hazardous material. Prereq: HDM 101 or permission.

**HDM 127 (8) S****Drive Train**

Covers diagnosis and repair of Drive Train components, including mechanical clutches, flywheels, standard transmissions, torque converters and automatic/power shift transmissions. Learn to troubleshoot, diagnose, disassemble and reassemble transmissions common to the industry; and to check universal joints, drivelines, differential assemblies and final drive units. Prereq: HDM 101 or permission.

**HDM 128 (4) S****Basic Gasoline Engines**

Study the basic operation of gas engines, diagnosing their condition by disassembling various types of current model engines. Prereq: HDM 101.

**HDM 138 (15) S****Steering, Suspension & Brakes**

Study components and systems relating to truck or equipment running gear. Covers theory, operation, diagnosis and repair of wheels, tires, brakes, steering and suspension systems. Prereq: HDM 101 or permission.

**HDM 171 (2) S****Lift Truck Operator**

Learn current regulations and practical fork lift operation in order to obtain a lift truck operator's safety certification card. Prereq: HDM 101 or permission.

**HDM 191 (4) S****Advanced Gasoline Engines**

Theory and operation of fuel and ignition systems used on industrial gas engines commonly found in the heavy-duty industry. Covers common types of ignition and carburetion systems. Prereq: HDM 128 or permission.

**HDM 193 (6) S****Heating, Ventilation & Air Conditioning**

Study the operation, system diagnosis and repair of heating, ventilation and air conditioning systems related to trucks and equipment. Covers retrofit of R-12 systems to R-134a refrigerant. Prereq: HDM 101 or permission.

**HDM 197 (1-7) S****Internship Heavy Duty Diesel**

Gain experience and practice with mechanical repair procedures and skills performed regularly on the job site. Tasks, skills content, format and projects vary depending on the job site. Prereq: Permission.

**HDM 198 (1-10) S****Special Topics Heavy Duty Mechanical Repair**

Study selected procedures and skill tasks for truck and heavy equipment technicians. Course content, format and projects vary. Prereq: Permission.

**HDM 201 (5) S****Shop Practices**

Apply the knowledge and tasks learned in prior mechanical skills units, including repair and service work on a variety of heavy-duty trucks and equipment. Repair procedures and shop policies will simulate work site situations. Students electing to work within the industry will complete a minimum of 66 supervised hours in trade-related employment. Prereq: Permission.

**HDM 298 (1-10) S****Advanced Special Topics Heavy Duty Mechanical Repair**

Advanced study of selected procedures and skill tasks for truck and heavy equipment technicians. Course content, format and projects vary. Prereq: Prior work site experience and permission.

**DRAFTING • NORTH •****Architectural Engineering Drafting****TDR 100 (5) N****Basic BIM for Design and Construction**

Intro to basic Building Information Management/Modeling(BIM) practices using Autodesk's Revit program. Focuses on familiarization with BIM environment including drawing commands, efficiencies of CAD vs. BIM. Emphasizes production skills.

**TDR 101 (5) N****Intermediate BIM for Design and Construction**

Covers drafting techniques for structural design using BIM with Autodesk's Revit Structure. Work with beam, column, structural details, schedules and analysis of all structural members. Lab. Prereq: TDR 100 or permission.

**TDR 102 (5) N****Advanced BIM for Design and Construction**

Focus on whole commercial building creation, including details, construction drawings, building management and plotting as they relate to construction, design and sustainable applications. Focuses on Revit Architecture, MEP and Structure. Lab. Prereq: TDR 101 or permission.

**TDR 103 (4) N****Energy Analysis for Building Information**

Continuation of TDR 102. Focuses on building Life Cycle Assessment (LCA), Building for Environmental Economic Stability (BEES), building envelope considerations, achievable green performance and use of green analysis software. Prerequisite: TDR 100, 101 and 102 or permission.

**TDR 109 (1) N****Architectural Engineering Drafting Lab**

A supervised drafting development lab where students can work on class projects to increase competency and hands-on skills using appropriate software or hand drafting techniques. May be repeated.

**TDR 111 (5) N****Basic CAD Drafting for Construction & Design**

Intro to basic Computer Aided Drafting practices using Autodesk's AutoCAD program. Focus on drawing commands, layering, scaling, dimensioning and text styles as used in construction/design applications. Emphasizes production skills. Open Lab.

**TDR 112 (5) N****Intermediate CAD Drafting for Construction & Design**

Continuation of TDR 111. Focuses on team usage of external sources, creation of blocks, paper space/model space, file management and exchange and plotting as it relates to construction/design industry. May introduce isometrics and 3-D concepts. Emphasis on production skills. Prereq: TDR 111, TDR 174 or permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

HIN ..... Watch Technology

**NAME TO PREFIX**

Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**TDR 113 (5) N**  
**Basic Drafting**

Learn the basic fundamentals of hand drafting. Focus on drafting equipment and its use, basic linework, hand lettering, orthographic projections, isometrics and basic sheet layout. Select discipline options including structures for construction/design or basic mechanical drawings. Open lab.

**TDR 115 (5) N**  
**Civil & Site Drafting**

Study development of site plans including basic contours, utility features, simple road layout and storm drainage features. Perform simple calculations.

**TDR 124 (5) N**  
**Material & Methods of Construction**

Intro to basic materials used in construction, with discussion on manufacturing, fabrication, design and assembly processes for large and small buildings. Focus on steel, concrete, wood and masonry construction.

**TDR 134 (5) N**  
**Systems in Building**

Focuses on the major building systems including HVAC, water and waste, fire protection, electrical and structural. Intro to the Uniform Building Code, type of construction and history. Includes heat loss calculation and lateral loads and their resisting elements, plus earth work and foundations.

**TDR 144 (5) N**  
**Design & Construction Environment**

Intro to basic organizational, business and legal aspects of the construction/design industry. Includes business forms, contractual obligations, employment issues, registration duties, public safety and other issues which may affect business.

**TDR 160 (5) N**  
**Applied Mechanics I**

Primarily for non-engineering students. Covers basic concepts of force systems, equilibrium, moments, centroids, moments of inertia, and simple beam design as applied to structural steel. Includes loading criteria, tributary loads and deflection.

**TDR 161 (5) N**  
**Applied Mechanics II**

A continuation of TDR 160. Covers basic wood beam design. Includes allowable stress, loading criteria, shear and deflection. Covers basic truss analysis.

**TDR 176 (4) N**  
**Advanced AutoCAD for Architectural & Engineering Drafting**

Advanced concepts of AutoCAD. Develop productivity tools such as macros, templates and system customizing. Begin to work in 3-D.

**TDR 200 (5) N**  
**Intro to SolidWorks**

Intro to basic parametric solid modeling practices using SolidWorks or comparable programs to industry standards. Learn engineering graphics in the 3D environment including drawing commands, efficiencies of PSM vs. the 2D environment. Prereq: MATH&141 or EET 109, TDR 111 & 113.

**TDR 265 (5) N**  
**Structural Detailing**

Prepare shop drawings for both structural and reinforcing steel using guidelines from American Institute of Steel Construction and Concrete Reinforcing Institute. Use local shop detailing procedures. Open lab.

**TDR 269 (5) N**  
**Construction Estimating**

Intro to quantity take-offs and pricing of materials by working on problems common to the general contractor. Focus on creating an ordered method of determining material and labor costs and other factors.

**TDR 270 (5) N**  
**Advanced Estimating**

A continuation of TDR 269. Covers labor and business costs. Develops a system to prepare estimates for complete jobs from current contract documents.

**TDR 297 (2-10) N**  
**Special Topics in Construction & Design Drafting with CAD**

For students with solid AutoCAD skills. Intro to Architectural Desktop, one of Autodesk's specialized versions of the AutoCAD program. Focus on using the special tools and commands to create flexible computer models and drawing sets for construction/design applications. Emphasizes production skills. Prereq: TDR 174 and 175 or TDR 111 and 112 or permission.

**TDR 299 (1-3) N**  
**Drafting Design Projects**

An independent laboratory course consisting of specially arranged sessions and substantial independent study to explore areas of special interest or expand specific drafting and/or computer skills.

**DRAFTING • SOUTH •**

**Engineering Graphics & Design Technology**

**TDR 105 (1) S**  
**Technical Employment Preparation**

Intro to the pre-employment components of the CAD / Design program. Covers job search techniques including resume writing, cover letters, job applications, interviewing techniques, industry visits, and portfolio preparation. Prereq: ENGL 105. Coreq: TDR 123.

**TDR 121 (4) S**  
**Drafting Technology I**

Covers basic drafting knowledge, skills and standards required to prepare three-view and pictorial drawings to current industry standards. Prereq: COMPASS or SLEP test.

**TDR 123 (4) S**  
**Drafting Technology II**

Covers basic principles and practices involved in the creation of production drawings including dimensions and tolerancing, sections and auxiliary views. Emphasizes standard practices and variations permitted when required for clarity. Prereq: TDR 121 or permission.

**TDR 125 (4) S**  
**Drafting Technology III**

Advanced principles, techniques and application of engineering graphics including advanced dimensioning & tolerancing, detail and assembly drawings. Emphasis on standard practices ANSI, ASME or ISO and variation permitted when required for clarity. Prereq: TDR 123.

**TDR 126 (4) S****Space Geometry**

Covers basic principles of space geometry and use of direct projection techniques to resolve spatial relationships. Emphasizes projection techniques and application of principles to problem solutions. Prereq: TDR 121 or permission.

**TDR 129 (3) S****Industrial Blueprint Reading**

Primarily for the machinist. Covers the detail drawing page, title block, dimensioning, tolerancing, views of a drawing, drawing notes, drawing changes and geometric tolerancing.

**TDR 131 (4) S****Intro to CAD 2-D**

Learn the features, limitations and considerations associated with the operation of a computer-aided design/drafting (CAD) system. Practice using the AutoCAD micro-based CAD software. Prereq: TDR 121 or concurrent enrollment.

**TDR 133 (4) S****Intermediate CAD 2-D**

Builds on skills developed in TDR 131, providing students with additional instruction on advanced commands of the AutoCAD micro-based CAD software. Prereq: TDR 131.

**TDR 135 (4) S****AutoCAD 3D Modeling**

Intro to computer-based three dimensional modeling. Explores the fundamental concepts and workflows for creating 3-D models using AutoCAD, using industry-specific design scenarios. Prereq: TDR 133 or permission.

**TDR 160 (5) S****Surveying /CAD Civil**

Covers basics of surveying and mapping, survey planning and operations, measurement of distances, angles and elevations. Includes taking field notes, calculating and plotting the survey data. Prereq: MATH 111, 112, TDR 123, 131 or permission.

**TDR 169 (4) S****CAD – Electrical**

Covers basic skills in electronic schematic drafting using 3D CAD capabilities. Learn drafting styles used in electrical plans, such as power stations, industrial and house wiring. Use layout symbols for electric power systems and plot plans for residential/commercial electrical plans. Emphasis on real world applications to engineering problems. Prereq: TDR 131 and MATH 112 or permission.

**TDR 179 (4) S****CAD – Mechanical**

Covers techniques used to prepare mechanical engineering drawings: basic mechanism geometry, detail and assembly drawings, emphasis on appropriate presentation of data. Prereq: TDR 123 & TDR 131

**TDR 197 (1-3) S****Internship**

Provides practical work experience and employment contacts by integrating academic studies with actual on-the-job training situations. Orientation to internships required prior to registration. Prereq: Permission.

**TDR 228 (4) S****CAD Sheet Metal/HVAC**

Understand CAD operation including interactive graphics systems start-up, setup of drawing session, menus and commands, geometry, editing, drawing storage and retrieval using the latest version of AutoCAD. Prereq: TDR 123 & TDR 131 or permission.

**TDR 230 (4) S****Basic CAD – 3-D**

Intro to the capabilities of the 3D CAD software, using a feature-based parametric solid modeling design with many industry applications. Covers true 3-D surfaces and 3-D viewing options, the use of X, Y, Z filters and the user-defined coordinate system (UCS). Prereq: TDR 123 and 131.

**TDR 231 (4) S****Advanced CAD 3-D**

Explores 3-D graphics and construction capabilities of 3D CAD. Includes a review of point coordinate entry, X, Y & Z filters and the user coordinate system (UCS). Intro to spherical and cylindrical coordinate entry along with 3-D viewing options, 3-D geometry construction, surface mesh, region and solid modeling. Prereq: TDR 230 or permission.

**TDR 233 (5) S****Field Specialty Drafting – Civil**

Student/instructor designed course covering drafting techniques and practices specific to the field of civil engineering. Prereq: Completion of Technical Drafting & Design certificate.

**TDR 235 (5) S****Field Specialty Drafting – Mechanical**

Student/instructor designed course covering drafting techniques and practices specific to the field of mechanical engineering. Prereq: Completion of Technical Drafting & Design certificate.

**TDR 236 (1) S****Design Project Management**

Integration of basic elements of a design project: design process, teamwork, project planning and management and project presentation. Prereq: TDR 233 or 235, TDR 231 and MET 102.

**TDR 237 (2) S****Design Project 1**

Practical application course utilizing previously acquired skills. Concentration on the civil aspects of a major design project. Prereq: TDR 236 or permission.

**TDR 238 (2) S****Design Project 2**

Practical application course utilizing previously acquired skills. Concentration on the aspects of a major design project.

**TDR 239 (4) S****Design Project – Mechanical**

Application of drafting skills and knowledge to the design and drawing of a moderately complex mechanical system, including development of formed sheet metal parts. Prereq: Second-year standing or permission.

**TDR 240 (4) S****Intro to CATIA**

Intro to CATIA (Computer Aided Three Dimensional Interactive Application). Gain understanding of the CATIA interface and how to use CATIA to create solid models of parts, assemblies and drawings. Understand how to manage parts in the context of an assembly. Produce simple parts drawings and assemblies. Prereq: TDR 135 or permission.

**TDR 241 (4) S****Intermediate CATIA**

Expand skills and techniques using advanced features of computer-based 3D modeling. Produce the parts, drawings and assemblies, surfacing and sheet metal drafting. Prereq: TDR 228 and 240 or permission.

**TDR 243 (4) S****Basic Tool Design**

Study locating and clamping of parts so that they can be formed, machined, or assembled with very simple tools or with automated machinery. Design projects include simple jigs and fixtures as well as automatic machinery tooling. Prereq: TDR 179 and 135 or permission.



**TDR 245 (4) S****Design of Machine Elements**

Intro to the vast field of machine design. Covers machine design principles and calculations to determine the strength, size and shape of various machine parts, such as bearings, shafts and couplings, gear drive systems, clutches and brakes. Includes loads of various types. Prereqs: TDR 179 and 272 or permission.

**TDR 250 (3) S****CAD & CAM**

Covers the use of G and M codes and MASTERCAM to produce programs to run Computer Numeric Controlled (CNC) equipment. Prereq: IMT 120 or two quarters of computer-aided drafting.

**TDR 263 (4) S****Applied Mechanics 1**

Graphical methods for determining resultants and equilibrants in coplanar, parallel and non-parallel force systems, such as beams and trusses. For drafting majors. Prereq: MET 102 or permission.

**TDR 268 (4) S****Architectural/Structural**

Design considerations and drawing preparation required to construct a frame and masonry building. Includes floor plans, elevations, structural details, mechanical and electrical requirements. Prereq: Second-year standing or permission.

**TDR 272 (4) S****Applied Mechanics 2**

Covers structural material strength and basic calculations involved when loading structural members and joints. For drafting majors. Prereq: TDR 263.

**TDR 280 (4) S****Geometric Dimensioning & Tolerancing**

Basic interpretation of geometric tolerances on engineering drawings. All studies are based on ANSI Y14.5M-1982. Prereq: TDR 179.

**TDR 298 (1-10) S****Special Topics in Drafting**

Individual or group study in industrial drafting. Prereq: Permission.

**DRAMA****DRMA& 101 (5) C,N,S****Intro to Theatre**

Intro to theatrical experience through play analysis, acting, directing, critique, stage and costume design, with emphasis on theatre as a performance art.

**DRMA 103 (5) N****Fundamentals of Theatrical Design**

Foundation for all areas of theatrical and entertainment design: costume, scenery, lighting and art direction. Explores the creative process, elements of design and the relationship between text and visual expression. Intro to various mediums and methods of artistic presentation while learning the elements needed to visually communicate responses to literary and musical sources.

**DRMA 105 (5) N****Intro to World Theater**

Intro to theatrical practices from different cultures. Analyze scripts, videotapes and live performances through theoretical, cultural, and historical readings. Examine how the performance or script reflects on the culture that produced it. Relate current theatrical practices to the larger global society.

**DRMA 108, 109, 110 (2-5) N****Rehearsal & Performance**

Participation in rehearsal and performance process culminating in performance. Audition or instructor permission.

**DRMA 112 (5) C****American Sign Language Theatre**

Intro to artistic sign language expression and the principles of stage acting. Focuses on guided developmental processes, improvisation, scene study, technique and a working knowledge of character creation for the stage. Covers translating English to ASL. Prereq: ASL& 222 or permission.

**DRMA 114 (5) C****Mime & Physical Comedy**

Learn physical techniques for acting with the whole body and apply specific mime, movement and acting skills. Explore mime as playwright, creating original mime performances and presenting them to an invited public audience.

**DRMA 116 (4) N****Fundamentals of Acting for the Camera**

Covers the elements of "electronic drama," essential technological and dramatic vocabulary and camera acting fundamentals. Create a filmed sequence for presentation. Recommended: DRMA 121 and Placement in ENGL& 101.

**DRMA 120 (5) C,S****Intro to Acting**

Builds a foundation of theory and application with the broad use of improvisational techniques and movement for the actor.

**DRMA 121 (5) C,N,S****Acting**

Theory and practice of acting fundamentals. Exercises in voice, movement, observation, imagination and script analysis. Culminates in scene study, production and performance process. Recommended: DRMA& 101 or DRMA 120.

**DRMA 122 (5) C,N****Acting**

Continuation of DRMA 121 with emphasis on characterization and further scene study. May culminate in public performances. Prereq: DRMA 121.

**DRMA 123 (5) C,N****Acting**

Continuation of DRMA 122 with further emphasis on scene study, critical analysis and scoring scripts. May culminate in public performances. Prereq: DRMA 122.

**DRMA 131 (5) C,N****Intro to Technical Theatre**

Intro to the technical aspects of theatre: lights, sets, props and sound. Learn how these areas are created and managed and how each impacts a production. Work on the technical aspects of mainstage productions.

**DRMA 170 (3) N****Theater Appreciation**

For non-majors who wish to know more about the theatrical event, specifically within the Seattle area. Read and evaluate scripts and performances occurring locally, visit theaters and studios, talk with actors, directors and designers, as well as participate in the theatrical experience with a taste of acting and improvisation.

**DRMA 180 (5) N****Music Theater Production**

Covers the techniques of musical theater through participation in the production of a musical. Participation in any one of several areas: acting, dance, stage management, technical theater, and business management. Specific work is contracted between student and instructor. Dramatic roles determined by audition. Recommended: DRMA& 101 or 121.

**DRMA 182 (4) N****Intro to Musical Theater**

Basic instruction in dramatic and vocal discipline of musical theater. Learn basic techniques of analysis, rehearsal and performance of musical theater through the study of scenes and in-class performance of designated scenes. Recommended: MUSC 119, 130 and/or DRMA& 101 or 121.

**DRMA 200 (1-5) C,N****Series – Special Projects in Drama**

Individual student-initiated and developed performances/projects under faculty supervision. Prereq: Permission.

**DRMA 201, 202 (1-5) C,N**  
**Special Studies**

Special project course. Content, credit and expectations are achieved through discussion with students, including tailoring the projects to student needs, instructor abilities, time frames and department activities. Prereq: Permission.

**DRMA 204 (5) C,S**  
**Jazz I**

Intro to the world of concert Jazz dance. Includes basic concepts and principles of Jazz technique, muscle strengthening and flexibility exercises, building vocabulary of connective movements and skills for basic auditioning and memorizing choreography.

**DRMA 205 (5) C,S**  
**Jazz II**

Continuation of DRMA 204.

**DRMA 206 (5) C,S**  
**Jazz III**

Continuation of DRMA 205.

**DRMA 211 (1-5) C,N**  
**Theater Management**

Special project course in theater management. Content, credit and expectations achieved by discussion with students, including tailoring projects to student needs, instructor abilities, time frames and department activities. Prereq: Permission.

**DRMA 221 (5) C,N****Advanced Acting**

Examination of acting styles and techniques with emphasis on scene study and analysis in contemporary and classical drama. Prereq: DRMA 123 or permission.

**DRMA 222 (5) C,N****Advanced Acting**

Continuation of DRMA 221. Prereq: DRMA 221 or permission.

**DRMA 223 (5) C,N****Advanced Acting**

Continuation of DRMA 222. Emphasis on longer acting projects and monologue repertoire. Prereq: DRMA 222 or permission. The following courses are variable-credit special projects in different aspects of theater. Content, credit and expectations are arrived at through discussion with students, a tailoring of the projects to student needs, instructor abilities, time frames and department activities. Prereq: Permission.

**DRMA 224 (1-5) C,N**  
**Production & Stage Management****DRMA 231 (1-5) C,N**  
**Props & Sound****DRMA 241 (1-5) N**  
**Costuming****DRMA 251 (1-5) C,N**  
**Stage Scenery****DRMA 261 (1-5) C,N**  
**Stage Lighting****DRMA 271 (1-5) C,N**  
**Acting****DRMA 272 (1-5) N**  
**Acting****DRMA 273 (1-5) N**  
**Acting****DRMA 281 (1-5) C,N**  
**Directing****DRMA 284 (5) N**  
**Playwriting**

Develop writing skills for one-act plays by exploring dramatic structure, character development and the author's stylistic voice. Learn the roles of director, dramaturge, actor and other theatrical artists in the writing process. Includes critical analysis of published plays, readings and critiques of student work. Prereq: ENGL& 101 placement or permission.

**DRMA 285 (2-5) N****Playwriting 2**

Continue to hone playwriting skills in plot, characterization, author's stylistic voice, play structure and dialogue. Further understand the roles of director, dramaturge, actor and others. Prereq: DRMA 284 or permission.

**DRMA 286 (2-5) N**  
**Playwriting 3**

Continue to hone the skills of plot, characterization, play structure, dialogue, the author's stylistic voice and theatrical collaboration. Covers the initial development process for a full-length play. May be repeated for credit. Prereq: DRMA 285 or permission.

**DRMA 291, 292, 293 (1-5) C,N**  
**Series – Special Projects in Drama: Theatrical Internship**

Individual student-initiated and developed performances/projects under faculty supervision. Prereq: Permission.

**DRMA 298 (1-5) N,S**  
**Individual Projects in Theater**

Individual projects in set design, lighting, costuming, directing, house management and acting, as determined by advanced drama students and the drama faculty. Prereq: Advanced standing, permission.

**EARLY CHILDHOOD EDUCATION**

*NOTE: At Central, Early Childhood Education courses are listed under Child and Family Studies (CSF) page 214.*

*See also Education, page 235.*

**CCE 101 (5) N**  
**Human Development**

Intro to the field of child development. Using an ages and stages approach, examines physical, cognitive language, social and emotional development of children from birth through young school age. Study major theorists and the use of research. Learn basic observation skills and apply the information to child development.

**CCE 102 (3) N**  
**Issues & Trends in Early Childhood Education**

Examines the profession of early childhood education and the historical and political perspectives for understanding ECE in a changing society. Addresses current educational problems and trends, underlying values assumptions and guides for professional action.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

**HIN** . . . . . **Watch Technology**

**NAME TO PREFIX**

**Watch Technology** . . . . . **HIN**

Common Course Numbering explanation is on page 186.

**CCE 125 (5) N**  
**Program Planning**

Overview of the components of creating a child-responsive learning environment for 3- to 5-year old children that maximizes each child's social, motor, cognitive and expressive development through play. Evaluate the physical environment of two ECE programs using accreditation criteria from the National Academy of Early Childhood Programs.

**CCE 135 (5) N**  
**Foundations of Early Learning**

Covers special needs of infants, toddlers and 2-year-olds in care-giving settings. Includes brain research, developmental tasks, environmental components for optimal development, caregiver/teacher roles, working with parents and curriculum planning.

**CCE 136 (2) N**  
**Signing with Young Children**

Intro to American Sign Language (ASL) not only as a second language, but as a valuable tool for enhancing communication with children. Sign language provides a tactile method for children to learn, play and express themselves.

**CCE 145 (4) N**  
**Music & Creative Expression**

Stimulates both beginning and experienced early childhood teachers to provide a wide variety of musical activities for children's active participation in movement and music making. Develop ease in supporting and leading musical activities while learning a method for selecting and planning a fun, creative and skill-developing music education program for preschool children and older toddlers.

**CCE 159 (4) N**  
**Behavior Management**

Explores two approaches to discipline – behaviorism and child-centered guidance. For behaviorism, learn to manage the difficult child, administer effective rewards, construct cognitive behavior modification interventions and build desired new behavior through chaining and shaping. For guidance, learn to construct a social learning environment that facilitates social problem-solving and personal responsibility.

**CCE 160 (2-8) N**  
**Connecting to Children**

The 4 modules listed on page 107 provide an opportunity to demonstrate performances essential to the effective influencing of young children.

**CCE 165 (3) N**  
**Understanding Literacy**

Covers philosophies and definitions of literacy. Explores radical, non-traditional thinking of the concept through readings, guest speakers and research.

**CCE 166 (3) N**  
**Cultivating Conversation**

Learn to facilitate the verbal expression of young children by practicing the techniques of responsive listening and informative talk and applying those skills to everyday conversations with children.

**CCE 170 (2-18) N**  
**Creating the Conditions for Learning**

The modules listed on page 107 provide an opportunity to demonstrate performances necessary to create learning environments for children ages 2 to 5. They challenge teachers to investigate and engineer the broad range of quality activities that meet the needs and circumstances of their own school without conflicting with most early childhood models or theoretical approaches.

**CCE 175 (3) N**  
**Mathematics & Design**

Presents methods for developing a sense of competence and enjoyment in exploring cognitive-mathematical activities in children ages 3–5. Covers activities for printing, designing, counting, number sequencing, patterning, graphing, problem-solving and exploring the world of logical-mathematical thinking. Helps children develop effective habits of mind (wondering, figuring it out, predicting and challenge seeking) and the ability to work cooperatively for extended periods.

**CCE 180 (1-6) N**  
**Professional Development**

Covers topics on the care and development of children for early childhood care personnel, educators and parents.

**CCE 185 (3) N**  
**Physical Education in Early Childhood Education**

Explores the outdoor physical environment for children in preschools and childcare settings. Analyze the fundamental motor patterns, the need for risk and personal confidence, the role of natural environments in the development of children and create the ideal physical development program for young children.

**CCE 195 (3) N**  
**Art for Young Children**

Provides the experience of art to children 3 to 8 years old. Explores self-expression in painting, drawing, clay and collage. Conduct a series of art classes for children to practice relating in ways that facilitate the children's self-expression in these fundamental media.

**CCE 200 (3) N**  
**Children & Nature**

Discover the joys of connecting young children with nature. Nature influences social skills, enhances learning, fuels imagination, instills a reverence for the environment and helps children with sensory integration deficit.

**CCE 204 (2) N**  
**Autism & Related Disorders**

Covers aspects of autism spectrum disorder, including its definition, causes, characteristics, behaviors, diagnosis, current research and treatments, and hands-on strategies for working effectively with children on the autism spectrum.

**CCE 232 (4) N**  
**Parent Involvement in Early Childhood Education**

Examines the ways teachers can open themselves and the school to include parents as a part of the learning community. Includes expectations parents and teachers have for each other, the tasks parents face in growing up with their children, assertive and supportive help, communicating the aims of school in a democracy and dealing with difficult issues that affect both school and home, such as abuse, death and divorce.

**CCE 234 (3-4) N****Staff Relationships**

Covers interpersonal communication skills needed to function effectively as a contributing, collaborative, helping staff member in the workplace, including early childhood education settings.

**CCE 240 (3) N****Multicultural Dialogues in Early Childhood Education**

Examines the concept of multiculturalism and how it relates to the ECE classroom. Through dialogues, readings and projects, students assess their beliefs, teaching environment and style in order to identify changes and promote respect for differences that accompany children and families.

**CCE 261 (1-6) N****Reading in Early Childhood Education**

Individualized program of study relating to specific problem or content area under faculty supervision. Credits based on work accomplished. Prereq: Permission.

**CCE 285 (5) N****The Project Approach**

For teachers who have been teaching several years. Explore how learning objectives assessment and emergent curriculum combine to foster a creative, personally expressive, co-active, celebratory curriculum for a democratic learning community.

**CCE 292 (12) N****Classroom Research**

Use the work setting as the environment to meet the needs of children through social, motor, cognitive, language and expressive skills. Under faculty supervision and peer interaction, examine quality education. Students will analyze their current knowledge and actions in their classroom.

**ECED& 105 (5) C,N****Intro to Early Childhood Education**

Explore the foundations of early childhood education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action. Students are required to work or volunteer directly with children.

**ECED& 107 (5) C,N****Health, Safety, and Nutrition**

Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources. Work/volunteer directly with children.

**ECED& 120 (2) C,N****Practicum Relationships**

In an early learning setting, apply best practices for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development. Work/volunteer directly with children.

**ECED& 132 (3) C,N****Infants and Toddlers**

Examine the unique developmental needs of infants & toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care. Work/volunteer directly with children.

**ECED& 134 (3) C,N****Family Child Care**

Learn the basics of home/family child care program management. Includes licensing requirements, business management, relationship building, health, safety, & nutrition. Guiding behavior, and promoting growth and development. Work/volunteer directly with children.

**ECED& 136 (3) C,N****School-Age Care**

Develop skills to provide developmentally appropriate and culturally relevant activities and care, such as preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach. Work/volunteer directly with children.

**ECED& 139 (3) C,N****Administration**

Develop administrative skills required to create, open, operate, manage, and assess early childhood education and care programs. Explore techniques and resources available for Washington State licensing and National Association for the Education of Young Children (NAEYC) standard compliance. Work/volunteer directly with children.

**ECONOMICS****ECON 100 (5) C,N,S****Survey of Economics**

Examines basic principles of economics, determination of national prosperity, income distribution, the role of government, price determination, allocation of resources, economic systems and market behavior.

**ECON 101 (5) N****Intro to Economics in the World of Work**

Intro to economics. Covers how the process of work, job creation and compensation are affected by changing conditions, markets and institutional constraints.

**ECON 102 (5) N,S****Public Economics & Government**

Examines politics, decision-making and current events of American government through basic principles of economics. Emphasizes the role of government related to economic efficiency within the context of diverse political interests.

**ECON& 201 (5) C,N,S****Micro Economics**

Covers resource allocation and income distribution with emphasis on price determination, production costs and market structures. Application of economic reasoning to public issues and business. Prereq: MATH 098. Recommended: ENGL& 101.

**ECON& 202 (5) C,N,S****Macro Economics**

Intro to the aggregate measures in the economy: GDP, unemployment and inflation. Examines monetary and fiscal policies and their effects on the interest rate and inflation. Covers investment, economic activity and the employment of resources. Fulfills Global Studies and/or QSR requirement for AA degree. Prereq: MATH 098 or equivalent.

**ECON 298 (1-5) C,N,S****Special Topics in Economics**

Independent study or field work in selected economics topics under the supervision of sponsoring faculty. Prereq: Permission.

**EDUCATION**

Also see *Early Childhood Education*, page 232.

**EDUC& 115 (5) C,N****Child Development**

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross cultural and global perspectives. Work/volunteer directly with children.

**EDUC& 130 (3) C,N****Guiding Behavior**

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences. Work/volunteer directly with children.

**EDUC& 136 (3) C,N****School-Age Care**

Develop skills to provide developmentally appropriate and culturally relevant activities and care, such as preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development, and community outreach. Work/volunteer directly with children.

**EDUC 197, 198, 199 (2-5) C,N****Education Community Service**

Work, intern or volunteer in an educational setting. Prereq: Permission.

**EDUC 200 (1-5) C,N,S****Peer Tutoring**

Tutor training and/or experience. Focus on tutoring techniques and problems in any setting. For more information contact Division offices in Humanities, Math & Science, Allied Health, Business, or Education on your campus.

**EDUC& 202 (5) S****Intro to Education**

Intro to the Elementary Education profession. Overview of the education profession and U.S. educational system, including historical development, social foundations, and diversity of educational institutions. Focus on the K-8 system. Includes current theories, trends and issues in education and the community, roles and responsibilities of teachers, learners, and other school personnel. Prereq: ENGL 080 or permission.

**EDUC& 203 (3) C,N,S****Exceptional Child**

Emphasizes diversity and a value-based approach to human exceptionality and disability using a lifespan view. An historical perspective covers current trends and practices in early intervention, special and general education and life-long supports for individuals with disabilities and their families.

**EDUC& 205 (5) C****Intro to Education with Field Experience**

Intro to K-12 education. Explores the complexity and dynamics of today's K-12 education environment. Includes suggestions for all-inclusive teaching methods geared toward the increasingly diverse multi-ethnic, multi-cultural and multi-lingual student population. Covers the new federal education bill, as well as the state of Washington student learning goals including the Essential Academic Learning Requirements (EALRS) for student learning.

**EDUC 207 (2) S****Classroom Management, Planning and Practicum**

Provides support and makes links between classroom learning and field experience in elementary education. Focuses on classroom management, planning and broader issues of teaching and learning through the case study of teaching, lesson plans, student work, and other forms of practice. Emphasizes questioning, observation, and reflection on weekly class meetings, field observations and in-class efforts at a school setting. Prereq: ENGL 098 completion and either prior completion/concurrent enrollment in EDUC& 202 or permission.

**EDUC 210 (5) C****Intro to Bilingual Education – Strategies & Methods**

Fundamental principles in the education of second language learners. Examines their unique academic needs and defines effective bilingual education strategies to address these needs, including the effects of culture on language development and content-area instruction.

**EDUC 211 (5) C****Intro to Bilingual Education – History & Theory**

Focuses on historical, legislative and socio-political background, including arguments for and against bilingual education. Includes a survey of research in bilingual education program design and an overview of the organization and structure of bilingual programs.

**EDUC 220 (3) C****Assessing the Bilingual Student – Consideration for Regular & Special Ed Teachers**

Study of issues teachers must consider when assessing bilingual students, including eligibility testing, validity and reliability of standardized tests, alternative assessment, pre-assessment procedures and placement of bilingual students in special education.

**EDUC 250 (1-3) C****Paraprofessionals & Teachers: A Partnership**

Comprehensive intro to knowledge and skills needed by paraprofessionals assigned to assist students in the instructional process and the teachers with whom they work. Includes roles and responsibilities of the paraprofessional, team-building and behavior management.

**EDUC 271 (5) C****ESL Reading & Language Arts**

Learn methods of assessment, placement and instruction of ESL students in reading and language arts. Focuses on instructional techniques for the literacy level and age of the ESL student and on integration of reading and language arts.

**EDUC 272 (5) C****Integrating ESL in the Mainstream Classroom**

Specifically for the teacher with bilingual and monolingual students in the same classroom. Overview of current theories of language acquisition with a focus on practical instructional strategies. Covers a wide repertoire of strategies drawn from bilingual, ESL and mainstream methodologies.

**EDUC 291 (5-10) C****Using the World as a Classroom**

Provides a unique opportunity to earn credit for various travel/study experiences in an international setting.

**EDUC 298 (9) C****ESL Methods for Diverse Language Students**

Examines the languages, cultures and diverse learning styles of limited-English-proficient (LEP) learners and fosters teacher proficiency in English as a Second Language (ESL) methods which respond appropriately to learners' diverse needs and facilitate their English language development. Emphasis on communicative language teaching.

**ELECTRONICS TECHNOLOGY**

*Includes courses in Biomedical Equipment Technology, Broadband Technology, Electronics Engineering Technology, Sustainable & Conventional Energy & Control Technology, and Telecommunications Technology.*

**EET 105 (2) N**  
**Intro to Technology**

Survey of the field of electronics and technology occupations. Learn the standards, practices and skills necessary for employment in electronic-related occupations.

**EET 107 (4) N**  
**Intro to Aviation Electronics**

Intro and overview of aerospace manufacturing, avionics and instrumentation.

**EET 108 (5) N**  
**Intro to Fiber Optics**

Intro to fiber optics theory and maintenance as applied to information technology, aerospace, broadband and generic use. Use industry standard diagnostic test equipment, safety, routing, installation, cleaning, measurement, and inspection processes in lab. Prepare for Fiber Optic Association Certification (FOA).

**EET 109 (5) N**  
**Mathematical Applications for Circuit Analysis**

Overview of basic mathematical applications for electronic circuit analysis. Includes fundamental concepts of operations with numbers, the metric system, fundamental algebraic concepts, graphing, exponential and logarithmic functions, right angle triangles, basic trig functions, vectors and complex numbers. Prerequisite: MAT 081 or equivalent.

**EET 112 (5) N**  
**Fundamentals of Fluid Power & Alternative Energy**

Introduction to fluid power systems used in industry and to photovoltaic systems. Covers fundamentals of hydraulic and pneumatic systems including fluid power components and schematics. Includes electrical/electronic control of fluid power systems and demonstrates several electro-hydraulic servo-systems. Prereq. EET 109 or MATH& 141 or higher.

**EET 114 (5) N**  
**Applied Physics**

Physics for students in a vocational technical field. Covers the basic laws of physics as applied to mechanics, matter and heat, wave motion and sound, electricity and magnetism, light and modern physics. Includes physical concepts applied to industrial-technical fields. Prereq: EET 109.

**EET 131 (5) N**  
**IT Essentials I – A+ Certification**

First of two courses that address the knowledge required for the current Comptia A+ Certification test. Emphasizes fundamentals of installing, maintaining and configuring computer hardware, operating systems, networks and security. Lab fee.

**EET 132 (5) N**  
**IT Essentials – A+ Certification (Advanced)**

Second of two courses that address the knowledge required for the current Comptia A+ Certification test, including installing, maintaining and configuring computer hardware, operating systems, networks and security. Lab fee.

**EET 135 (5) N**  
**Intro to Broadband**

Intro to broadband cable technologies, theory and skills required for technicians working in the broadband industry, including HDTV, high speed internet and telephony. Training is adopted from the Society of Cable and Telecommunications Engineers (SCTE) with input from local cable providers.

**EET 137 (5) N**  
**Intro to Robotics**

Intro to foundational concepts in building and programming robots. Build, program and configure a robot using various electronic devices to enable a wide variety of robotic activity.

**EET 138 (5) N**  
**Robotic Applications**

Builds on EET 137 with navigation by ultra sound, visible light and infrared. Includes wireless control, accelerometer, tilt sensing and Joystick configuration. Prereq: EET 137 or permission.

**EET 160 (5) C,N**  
**Intro to Electricity & Electronics**

Survey of electronics and electricity addressing AC/DC, resistors, capacitors, inductors, semiconductors, amplifiers, operational amplifiers, digital systems, and microprocessors. Provides a quick, one-course overview of this material without the details and rigors of math found in standard course offerings.

**EET 161 (5) C,N**  
**DC Principles of Electronics**

Covers physics as applied to electricity and magnetism, electrical and electronic terms and units. Intro to electronic measuring devices, electrical circuits, magnets, magnetism, meter movements and DC circuit analysis. Prereq: High school algebra.

**EET 162 (5) N**  
**AC Principles of Electronics**

AC theory and fundamental principles as applied to electricity, electrical, and electronic terms and units; Intro to AC measuring devices, circuits and circuit analysis. Prereq: EET 161..

**EET 163 (5) N**  
**Solid State Electronics I**

Analyze characteristics of semiconductor devices and their application in common electronic circuits. Covers construction of simple power supplies and more complex amplifier circuits and regulators. Includes construction and measurement of devices and circuit parameters to verify math analysis of circuits designed. Prerequisite: EET 161.

**EET 165 (5) N**  
**Analog Circuits & Devices I**

Explanation of the op amp, its nomenclature, IC package pin identification, characteristics and parameters. Prereq: EET 163.

**EET 166 (5) N**  
**Analog Circuits & Devices II**

Further study of common analog devices, circuits and subsystems in the fields of communication and industrial controls. Prereq: EET 165 or equivalent.

**EET 170 (5) N**  
**Digital Circuits I**

Fundamentals of digital electronics and interface circuits. Covers number systems, logic gates, DeMorgan's theorem, Karnaugh mapping, flip-flops, and counters. Prereq: EET 161.

**EET 171 (5) N**  
**Digital Circuits II**

Covers logic fundamentals, logic IC families and their characteristics, logic controls, and associated circuitry. Includes construction of logic control circuits and measurement of circuit parameters and functions. Examines logic numbering systems, Boolean algebra, detectors, combinational logic, ADA converters, memories and registers, and intro to microcomputers and microprocessors. Prereq: EET 170.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

**HIN** . . . . . **Watch Technology**

**NAME TO PREFIX**

**Watch Technology** . . . . . **HIN**

Common Course Numbering explanation is on page 186.

**EET 241 (5) N**  
**Principles of Telecommunications I**

Intro to basic telephony: apparatus and plant design, network design, network traffic planning, private and switched networks, data systems and testing equipment. Lab.

**EET 242 (5) N**  
**Principles of Telecommunications II**

Continuation of telephony: apparatus, plant design, network design, traffic planning, private networks, data systems, distribution of switched networks. Lab. Prereq: EET 241.

**EET 243 (5) N**  
**Principles of Telecommunications III**

Basic switched telephony: telephone apparatus and plant design, switched network designs and network traffic planning of switched and private switched networks. Lab. Prereq: EET 242.

**EET 251 (5) N**  
**Microprocessor Fundamentals I**

Covers fundamentals of microcontroller and embedded systems. Review of digital fundamentals, microcomputer system organization, assembly programming, I/O devices and interfacing. Prereq: EET 127 or EET 170 or permission.

**EET 252 (5) N**  
**Microprocessor Fundamentals II**

Covers assembly language, I/O devices, constructing, programming, and troubleshooting microprocessor-based applications. Prereq: EET 251 or permission.

**EET 285 (3) N**  
**Electronics Technology Project**

Team project course serving as a capstone experience in the electronics technology and related specialty programs. Plan, design, implement, and present an electronics-oriented project of suitable complexity. Prereq: EET 171 and 166

**EET 286 (5) N**  
**Biomedical Equipment I**

Describes the issues unique to working in the healthcare environment, theory and operation of equipment used for patient care. Emphasis on monitors for cardiovascular, respiratory, and neurological parameters, thermometry, and electrical safety. Labs emphasize maintenance, troubleshooting, and repair. Prereqs: EET 114, 161, 162, 165, 166, AHI 100, BIOL 128 and CHEM 121.

**EET 287 (12.5) N**  
**Biomedical Equipment II**

Continues the study of medical technology, with a focus on equipment specific to the surgical setting, medical video, medication pumps, medical lasers, an overview of various imaging modalities, and technology used in the clinical laboratory. Lab exercises include maintenance, troubleshooting, and repair. Prereq: EET 286 with 2.5 or higher.

**EET 291 (1-4) N**  
**Electronics Externship**

On-the-job training for electronics students who have finished their electronics certificate requirements and would like to improve their skills before actively seeking a job. Prereq: Completion of appropriate amount of designated program and permission. 55 hours of job-related work experience = 1 credit.

**EET 297 (4) N**  
**Biomedical Technician Externship**

Placement in a clinical engineering department or equipment manufacturer for >220 hours of mentored work experience, to integrate the theory and practice learned in EET 286 and 287. Prereq: EET 287 with 2.5 or higher.

**EET 298 (1-5) C,N**  
**Special Topics in Electronics Technology**

Selected topics in electronics technology. Prereq: Permission.

**EMERGENCY MEDICAL  
TECHNICIAN (EMT)**

**AHE 190 (12) N**  
**Emergency Medical Technician**

Provides training in pre-hospital emergency care. Follows State of Washington law and King County EMS. Coreq: AHE 192.

**AHE 191 (2-5) N**  
**EMT – Continuing Education**

Provides continuing education for EMTs to meet annual requirements for recertification.

**AHE 192 (1) N**  
**Basic Life Support for Healthcare Providers**

The American Heart Association BLS curriculum is the standard training for healthcare agencies/personnel. It meets the requirements for CPR certification and includes CPR for Adults, Children and Infants, AED (Automatic Defibrillation) and use of the Bag Valve Mask. For those in EMT program, this is a corequisite with AHE 190.

**AHE 194 (4) N**  
**EMT Refresher**

Continued training in emergency care for those who have previously passed the initial training but have not been State or National Registry Certified, or for those whose certification has expired by less than three years.

**ENGINEERING**

**Mechanical Engineering Technology**

**MSC 101 (5) N**  
**Intro to Material Science**

Intro to the molecular structure of different materials and the resulting effects in tensile strength and heat transmission. Emphasis on semiconductors and applications to electronic devices. Prereq: PHYS& 122 and PHYS 118, CHEM& 121 or equivalent; and MATH 120 or equivalent; or permission.

**MET 102 (3) S**  
**Creative Technical Problem-Solving**

Intro to systematic procedures for engineering problem-solving. Review of basic math principles, geometry, algebra, trigonometry and basic physical principles related to analysis of technical engineering problems.

**MET 180 (15) S**  
**Electronic Assembly (Short Term Training)**

Intro to wire harness construction, mechanical assembly and soldering skill for “through hole” and SMT. Includes small electric motor assembly, soldering of various terminals, wire tinning, passive and active components, integrated circuits and other special devices. Emphasis on component removal techniques through hole printed circuit boards, surface mount technology and basic soldering processes.

**MET 205 (4) S**  
**Technical Statics**

Study of forces and force systems in equilibrium. Includes analysis for forces in trusses, frames and machine components; friction; location of centroids; and evaluation of area moments of inertia. Prereq: MATH 113.

**MET 210 (4) S**  
**Technical Strength of Materials**

Studies principles of tension, compression and shear stress to determine the correct size for structural beams and shafts. Examination of distribution and magnitude of stress in welded and riveted joints, thin-walled cylinders, torsional members and beams. Prereq: MET 205.

**MET 220 (4) S**  
**Basic Hydraulics**

Intro to the various components used in industrial hydraulic systems. Includes construction, characteristics, schematic symbols and typical applications. Build a hydraulic circuit with actual components in the fluid power laboratory.

**MET 298 (1-10) S**  
**Special Topics in Mechanical Engineering**

Special topics for individual or group study in the mechanical engineering technology field. Prereq: Permission.

**Engineering (Pre-major)****ENGR 110 (2) C,N,S**  
**Engineering Orientation**

Covers fields of engineering, career options and general information. Offered on a Satisfactory (S) grade basis only.

**ENGR& 111 (4) C,N,S**  
**Engineering Graphics I**

Covers principles of orthographic projection, freehand sketching, pictorials, lettering, scales and use of instruments, basic dimensioning and descriptive geometry. Intro to computer-aided and designed drafting. Prereq: MATH& 141.

**ENGR& 112 (4) C,N,S**  
**Engineering Graphics II**

Continuation of ENGR& 111. Includes basic principles of revolution and principles used to solve problems relating to curved and warped surfaces; intersection of surfaces; development of common shapes and surfaces; and procedures for finding the locus of a line. Prereq: ENGR& 111.

**ENGR 116 (4) S**  
**Engineering Design & Creativity**

Examine the nature of creativity and its process. Intro to analysis and solution of engineering problems, applications of vectors and calculus in statics and dynamics.

**ENGR 140 (5) N**  
**Engineering Problems**

Covers problem-solving methods; analysis in measurements, probability and statistics; dimensions and unit systems; vector algebra, intro to scalar statics. Prereq: MATH& 141.

**ENGR 141 (5) S**  
**Scientific Engineering**

Covers problem analysis, algorithm design, numerical techniques and the elements of programming using MATLAB or similar high-level programming language. Emphasis on learning how to write clean, efficient and well-documented programs for modeling of scientific and engineering problems. Prereq: MATH& 142 or higher.

**ENGR 142 (5) C,S**  
**Computer Programming for Engineers**

**Central:** Learn the general principles of modern programming, including how to design, implement, document, test and debug computer programs. Based on Java. Covers objects, messages, expressions, statements, methods, classes, conditionals, iterations, arrays and collections. Prereq: CSC 110 and MATH& 141 (C). ENGR 142 may be taken as CSC 142.

**South:** Intro to computer science for scientists and engineers. Emphasizes design, algorithms (variables, expressions, statements), abstraction (data types, functions) and analysis (correctness, efficiency). Prereq: CSC 110 and MATH& 141 (S). ENGR 142 May be taken as CSC 142

**ENGR 161 (5) S**  
**Plane Surveying**

Intro to basic surveying methods and functions, office procedures and field practices in the use of instruments. Organization of the field party to learn each job function. Includes theory and application of tapes.

**ENGR 170 (4) S**  
**Intro to Material Science**

Survey of materials used in engineering. Covers physical and chemical principles related to structure, properties and engineering applications. Studies include metals, alloys, semiconductors, polymers, ceramics and composites. Prereq: CHEM& 161.

**ENGR 171 (1) S**  
**Material Science Lab**

Practical application of the terminology of engineering materials and of methods used to solve materials problems. Experiments expand on ENGR 170. Includes a tour of an industrial materials testing lab. Prereq: ENGR 170.

**ENGR& 204 (5) C,N,S**  
**Electrical Circuits**

Covers basic circuit and systems concepts. Includes resistors, sources, capacitors, inductors and operational amplifiers. Includes solution of first and second order linear differential equations associated with basic circuit forms. Prereq: PHYS& 222 and MATH& 152.

**ENGR& 214 (5) C,N,S**  
**Statics**

Covers statics, Newton's Laws, resultants, force systems, equilibrium diagrams, analysis by vector algebra of two- and three-dimensional structures, frames, machines, trusses, beams and friction. Prereq: MATH& 152 and ENGR 140 or PHYS& 221.

**ENGR& 215 (5) C,N,S**  
**Dynamics**

Studies motion and the forces which affect the motion, including rectilinear motion, curvilinear motion, plane motion, dynamic force analysis, work and energy, impulse and momentum. Prereq: ENGR& 214 with a 2.5 or better and MATH& 152.

**ENGR& 224 (5) C,N,S**  
**Thermodynamics**

Intro to thermodynamics from a macroscopic point of view. Development of the laws of thermodynamics and application to energy transformations and state changes. Prereq: MATH& 153, PHYS& 222 and CHEM& 161.

**ENGR& 225 (5) C,N,S**  
**Mechanics of Materials**

Covers basic relationships between axial, torsion, bending and shear loads acting on solid elements such as rods, shafts, columns and beams and their allowable stress, strains and deformations, Mohr's circle of stress. Prereq: ENGR& 214 and MATH& 152.

**ENGR 240 (5) N**  
**Intro to Numerical Methods**

Covers numerical solutions to engineering problems using modern scientific computing tools. Includes intro to MATLAB programming, matrix algebra, finding roots, curve-fitting, integration, differential equations. Prereq: MATH& 152 and CSC 110.

**ENGR 271 (6) S**  
**Fundamentals of Digital Logic Design**

Intro to digital logic, Boolean algebra, combinational and sequential circuits and logic design, programmable logic devices and the design and operation of digital computers, including ALU and I/O. Weekly labs. Prereq: CSC 142 or permission.



**ENGR 298 (1-5) C,N,S**  
**Special Topics**

A seminar of selected topics and/or activities in engineering. Prereq: Variable, dependent on topic.

**ENGR 299 (1-5) C,N,S**  
**Independent Study**

Independent study of approved engineering topics. Prereq: Permission.

**ENGLISH**

See *Languages & Literature*, pages 263-270.

**ENGLISH AS A SECOND LANGUAGE**

See *Languages & Literature*, pages 267-270.

**ENVIRONMENTAL SCIENCES****ENV 150 (5) C,N,S**  
**Environmental Issues & Problems I**

Covers natural principles governing operation of the environment including interactions between humans and the environment, emphasizing attitudes and actions to maintain a healthy ecosystem.

**ENV 160 (5) C,S**  
**Principles of Sustainability**

Investigates a variety of local and global sustainable initiatives to combat degradation of the natural environment. Combines the basic science of environmental issues with a critical analysis of the societal value and environmental impact of trends in sustainability. Covers efforts by non-profit organizations, communities, education initiatives, political reform and personal choices. Prereq: Eligible for ENG& 101 and MATH 084.

**ENV 170 (5) C,N,S**  
**Energy & Resources: Now & Future**

Study of energy and material resources, both personal and worldwide production and consumption. Investigates the impact on the natural environment from production of coal, wind, solar and hydropower; gasoline, electricity and hydrogen fuel transportation; and natural gas and biomass heating options. Focus on sustainable alternatives to meet energy and material needs.

**ENV 197 (5) C**  
**Internship in Sustainable Agriculture**

To view formalized SAgE internship partner announcements and register for internship credit, visit room BE 1103. Students may also pursue alternative internships of their choice with appropriate farms, businesses, organizations or agencies. Prereq: Instructor permission; eligibility for MATH 084 and ENGL&101 or permission.

**ENV 200 (2) C**  
**Sustainable Food Systems Employment Seminar**

Presentations and panel discussions involve community members who work in sustainable agriculture, food systems and other natural resource careers. Identify opportunities to acquire the skills needed in this field. Prereq: Eligibility for ENGL& 101 and MATH 084 or permission.

**ENV 201 (5) N,C**  
**General Ecology**

Covers the nature of ecosystems, energy flow, bio-geochemical cycles, population dynamics, organization and dynamics of communities and identification of environmental problems.

**ENV 202 (5) C,S**  
**Principles of Agroecology**

Survey of sustainable agriculture particularly in the Pacific Northwest. Explore crop biodiversity, weed and pest management, livestock production and organic crop propagation. Includes water use and pollution, natural resource conservation and energy use on sustainable farms. Optional 2-credit service learning. Lab and weekend field trips. Prereq: Eligibility for ENGL& 101 and MATH 084 or permission.

**ENV 203 (5) C,N,S**  
**Environmental Issues & Problems II**

Encompasses the role of technological humans in the global ecosystem. Covers current environmental topics with a view toward solutions. Includes urban growth, air and water pollution and siting of nuclear power plants. Prereq: An environmental science, geology or geography class, or permission.

**ENV 204 (5) C**  
**Intro to Soil Science Restoration Conservation**

Understand soils as living systems. Explore physical, chemical and biological properties; nutrient cycling; fertility analysis and management; decomposition and composting; soil restoration; site diagnosis and classification of soils; and conservation practices. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL& 101; recommend ENV 202.

**ENV 205 (3) C,N,S**  
**East African Bio-Cultural Ecology**

For educators interested in developing classroom materials based on topics and areas covered by the East Africa Study and Travel Program. Field trip.

**ENV 206 (5) C**  
**Agroforestry Systems**

Agroforests integrate woody plants and forest elements with crops and animals for increased productive, socioeconomic, environmental and ecological benefits. Examine origin and modern adaptations, working hypotheses, management systems and practices, site diagnosis and design. Optional 2 credit service learning. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL&101 or permission; ENV 202 and 204 recommended.

**ENV 208 (5) C**  
**Ecosystem Science Management**

Covers natural and human dimensions of forest ecology and land use in the context of Pacific Northwest and global environmental issues. Emphasis on forest ecosystem patterns and processes under various conditions of management and conservation. Optional 2 credit service-learning. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL& 101 or instructor permission; ENV 202 and 204 recommended.

**ENV 214 (5) C**  
**Urban Food System Analysis**

Investigates the complex ecological, social and economic interactions of the food system. Emphasis on food security in urban areas, through food banks, urban gardens, food cooperatives and farmers markets. Optional 2 credit service learning. Weekend field trips. Prereq: MATH 084 and ENGL& 101 eligibility or permission.

**ENV 216 (5) C**  
**Sustainable Urban Food Production**

Covers history, principles and practices of biointensive urban gardening. Explore methods to increase yields, and conserve and maintain healthy ecosystems. Includes garden planning, soil preparation, composting, backyard livestock, seeds, transplanting, perennial food plants, and food preservation. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL&101 or permission; ENV 202 and 204 recommended.

**ENV 221 (5) C,N,S**  
**Nuclear Choices**

Covers nuclear-generated electricity, nuclear waste, and nuclear weapons, including those existing and those proposed for the near future. Explores possible defenses against nuclear war and ways to avoid it. Writing class.

**ENV 294 (2) C**  
**Sustainability Seminar Series**

Explores sustainable development and invites speakers to demonstrate how they apply sustainable principles to their field of work.

**ENV 298 (1-5) C,S**  
**Special Topics**

Seminar of selected topics and/or activities. Prereq: Variable, dependent on topic.

**ENV 299 (1-5) C,S**  
**Special Problems**

Independent study of approved topics in environmental sciences. Prereq: Permission.

**EXPANDED FUNCTION  
DENTAL AUXILIARY**

*Prereq: Acceptance into the EFDA program.*

**EFDA 100 (1) C**  
**Procedures I**

Reviews and reinforces the duties and skills of a dental assistant: oral hygiene instructions, radiographs, coronal polishing and fluoride treatments. Covers final impressions. Perform many of these procedures under "general" rather than "close" supervision of a dentist.

**EFDA 101 (3) C**  
**Restorative Lab I**

Pre-clinical lab course. Practice skills and techniques on dentoforms and classmates. Clinical skills include radiographs, coronal polishing, fluoride treatments, use of dental materials, actual placement of amalgam and composite restorations on prepared typodont teeth, and taking final impressions on typodonts.

**EFDA 110 (2) C**  
**Dental Coronal Anatomy**

Covers dental anatomy related to the EFDA's scope of restorative practice: tooth morphology, anatomical features and function. Emphasizes coronal anatomy, occlusion, Black's classification of cavity preparation and basics of primary and permanent dentition.

**EFDA 111 (2) C**  
**Dental Materials & Technique**

Covers the chemical, physical and mechanical properties of dental materials, selection of the appropriate material, basic techniques, safety measures and proper handling protocol. Reviews cavity design and preparation of cements, bases and liners, placing, carving, polishing amalgam restorations and contouring and finishing anterior and posterior composites.

**EFDA 200 (1) C**  
**Procedures II**

Increase knowledge and skills including oral anatomy, dental anatomy and morphology, radiology, pharmacology, dental materials, patient case management and restorative dentistry procedures. Perform restorative procedures on typodonts and on patients. Prereq: EFDA 100.

**EFDA 201 (4) C**  
**Restorative Clinic II**

Demonstrate clinical competence on patients using the full range of basic restorative procedures, from patient management to technical skill of operating field isolation and restoration placement and finishing. Prereq: EFDA 101.

**EFDA 202 (1) C**  
**WREB Preparation**

Preparation for the Western Regional Examining Board (WREB) restorative examination for licensure. The WREB requires the placement, carving and finishing of one amalgam and one composite posterior class II restoration within a specific time frame at a minimum passing level. Practice simulation testing to develop sufficient proficiency. Prereqs: EFDA 100, 101, 110, 111.

**EFDA 212 (1) C**  
**Ethics & Jurisprudence**

Covers the ethical, legal and regulatory issues for an EFDA in private dental offices and community settings. Includes professional traits, theories of moral development, ethical dilemmas and principles, the state dental practice act, the EFDA-patient relationship and risk management in the dental practice. Prereq: EFDA 100, 101, 110, 111.

**FOREIGN LANGUAGES**

*See Languages & Literature, pages 262-273.*

**FRENCH**

*See Languages & Literature, page 271.*

**GENERAL EDUCATIONAL  
DEVELOPMENT****GED 050 (1-15) C,N,S**  
**Basic GED Preparation – Level 5**

Prepares learners to pass successfully any two of the four GED subject areas.

**GED 051 (1-15) C,N,S**  
**Basic GED Preparation Math – Level 5**

Prepares learners to pass successfully the GED Math test.

**GED 052 (1-15) C,N,S**  
**Basic GED Preparation Communications – Level 5**

Prepares learners to improve their general reading, writing and test-taking skills with special emphasis on reading for the GED Social Studies, Science and Language Arts tests.

**GED 054 (1-15) C,N,S**  
**Basic Computer-Assisted  
GED Preparation – Level 5**

Provides learners the opportunity to improve their general reading, writing, math and test-taking skills for the GED tests through the use of micro-computers and relevant basic skills software.

**GED 060 (1-15) C,N**  
**Advanced GED Preparation – Level 6**

Prepares learners to pass successfully the remaining GED tests needed to complete the official GED certificate.

**GED 061 (1-15) C,N**  
**Advanced GED Preparation Math – Level 6**

Prepares learners to use the math concepts and applications needed to pass the math portion of the official GED test.

**GED 062 (1-15) C,N**  
**Advanced GED Preparation Communications – Level 6**

Improves general reading, writing and test-taking skills with special emphasis on reading for the GED Social Studies, Science and Art and Literature tests.

**GED 064 (1-15) C,N**  
**Advanced Computer-Assisted  
GED Preparation – Level 6**

Improves general reading, writing, math and test-taking skills for the GED tests through the use of micro-computers and relevant basic skills software.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**GEOGRAPHY****GEOG& 100 (5) C,N,S**  
**Intro to Geography**

Intro to major concepts of geography, including patterns of human occupancy, analysis of population, settlement, resource use and environmental concerns.

**GEOG 155 (5) C**  
**Global Political Geography**

Survey of political geography and scientific theory, offering students an analytical understanding of forces affecting the territorial and functional role of the state in today's world. Examines contemporary cases of territorial and functional change among states.

**GEOG& 200 (5) C,N,S**  
**Human Geography**

Intro to human patterns on the Earth's surface, distribution, political divisions and economic activities. Emphasis on the role of geography in understanding the developments and diffusion of value systems and cultural differences in the 20th century.

**GEOG 205 (5) C,N,S**  
**Physical Geography**

Survey of character and location of different types of land forms, climates, soils, vegetation, minerals, water resources and significance to human occupancy.

**GEOG 207 (5) C,N,S**  
**Economic Geography**

Focus on human survival. Examines resource scarcity and uneven distribution and use of technology to extract natural resources. Emphasis on competition for resources and major world conflicts, past and present, stemming from this competition.

**GEOG 230 (5) C,N,S****Urbanization in Developing Nations**

Focus on cities in their cultural and economic contexts, geographical patterns, internal structure, current problems in rapidly growing cities and selected policy solutions.

**GEOG 260 (5) N**  
**Geopolitics/Middle East**

Geopolitics is the "game nations play" to extend influence and control over nations. Focuses on the "game" as it relates to the Middle East and Arab, Afghan, Persian, Egyptian, Israeli and Palestinian people and current events and the geopolitics of petroleum. Course material is controversial.

**GEOG 298 (1-5) C,S**  
**Special Topics/Geography**

Independent study in selected geography topics under faculty supervision. Prereq: Permission.

**GEOLOGY****GEOG& 101 (5) N,C,S**  
**Physical Geology**

Covers the origin and development of minerals and rocks, changing features of the Earth's crust and the processes that have shaped these features. Lab included. One field trip may be required.

**GEOG& 103 (5) N,S**  
**Evolution of the Earth**

Studies the formation and development through time of the solid Earth, atmosphere, and biosphere. Covers past movements and locations of the continents and interpretation of past environments as recorded in rock and fossil records. Lab included. One field trip may be required.

**GEOG 104 (5) N**  
**Intro to Remote Sensing/GIS**

Covers the fundamentals of ArcView and satellite remote sensing and the basics of using a geographic information system (GIS) to analyze and draw conclusions about the geology of Seattle and larger areas. Lab. Prereq: GEOL& 101, or PHYS& 123, or CHEM& 162, or equivalent or permission.

**GEOG 105 (5) C****Introductory Field Geology**

Survey of physical geology, including the Earth's interior and exterior. Covers the origin and evolution of the Earth, rocks and minerals, surface processes such as glaciation, river erosion and transport and mass movement. Field exercises involve data collection and analysis. Course may require extended overnight stays. Lab included.

**GEOG 106 (5) N,S**  
**Dinosaurs**

Studies dinosaurs and the world they lived in. Covers origins, evolution, biology, behavior and extinction of dinosaurs and their relationship to birds and mammals. Intro to history of the biosphere, Earth's climate and its changes.

**GEOG 108 (5) N**  
**Minerals, Gems & Fossils**

Intro to the nature of earth materials, including minerals, with an emphasis on gem minerals and fossils. Covers mineral composition, structure, physical properties, and origins, along with gemology, color mechanisms, history and lore of gems, and uses of gems. Covers fossil identification, preservation and interpretation. Lab class.

**GEOG& 110 (5) N,C,S**  
**Geology & the Human Environment**

Focus on the effects of geologic processes and materials on human activity and vice versa. Emphasizes awareness of geologic aspects of our everyday environment including problems, formulation, and evaluation of solutions. Lab included. Up to three field trips may be required.

**GEOG 111 (1) C,N**  
**Geology Field Day**

A one-day field trip and five-hour lecture on active and ancient geology in the Pacific Northwest. Topics include faults, glaciers, fossils, landslides, and the Cascade Mountain Range. Lab credit. Also offered as SCI 111.

**GEOG& 115 (5) N,S**  
**Geology of the National Parks & Monuments**

Study of the geology and geologic history of selected national parks and monuments in the context of the geologic history of North America, the Pacific Basin, and the Atlantic Ocean. Labs deal primarily with geologic maps. At least two field trips required.

**GEOL 118 (1) N,C****Volcano Field Day**

Intro to the origin and destruction of the Cascade volcanoes such as Mount St. Helens, Mount Rainier and Glacier Peak. Includes five hour lecture and one day field trip. Lab credit. Also offered as SCI 118.

**GEOL 202 (3) N****Geology & Human Environment: East Africa**

Cenozoic geologic evolution of East Africa with specific emphasis on the origin of the East African Rift Valleys and their relation to the evolution of early hominids.

**GEOL 207 (5) N****The Ice Ages**

Provides a history of the plants, animals, and continental ice sheets of the last three million years. Special attention to fossil and archaeological records of human beings. Lab included. Two Saturday field trips may be required.

**GEOL& 208 (5) C,N****Geology of the Northwest**

Covers the geologic history and description of Washington, Oregon and Idaho, and selected nearby areas. Emphasis on use of geologic principles to interpret present landscapes. Lab and field trips included. Prereq: GEOL& 101 or permission.

**GEOL 298 (1-5) N****Special Topics**

Seminar on selected topics or activities in geology. Prereq: Variable, dependent on topic.

**GEOL 299 (1-5) N****Independent Study**

Independent study of selected geology topics. Prereq: GEOL& 101 and permission

**GERMAN**

See *Languages & Literature*, page 272.

**GRAPHIC DESIGN****DES 110 (3) C****History of Graphic Design**

Overview of graphics design from the earliest forms of writing to the digital present. Covers prominent individuals and epochs, the development of the Roman alphabet, illuminated manuscripts and the advent of printing in the 15th century.

**DES 114 (3) C****Media Publishing I – Digital Assets**

Intro to the Macintosh, the Mac OS and its functions. Learn Photoshop and Illustrator (part of Adobe's Creative Suite). Understand and use the Mac computer and Adobe software for web content, print content and for mobile devices by preparing digital assets such as wireframes, logos, images.

**DES 115 (3) C****Media Publishing II – Digital Publishing**

Use the Mac computer to create functional layouts and prototypes for print, web and mobile devices.

**DES 121 (3) C****Typography I**

Learn basic principles of micro typography, including the anatomy of letters, adapting letter forms, letter and word spacing, line spacing, and simple hierarchy of text. Create expressive typography.

**DES 122 (3) C****Typography II**

Focuses on using the grid for page construction. Explores page structure and hierarchy principles and grid systems.

**DES 131 (3) C****Graphic Design I**

Intro to the terminology, process and social context of graphic design. Experiment with building visual ideas using both traditional image-making techniques and digital technology.

**DES 132 (3) C****Graphic Design II**

Intro to color and its application to design, including the mechanics of light, the physiology of vision and the psychology of color. Study ways color is used in culture and methods designers employ in making their work effective.

**DES 133 (3) C****Graphic Design III**

Covers the design of packaging: three-dimensionality, marketing insights and innovations in technology. Study consumption and how packaging communicates to consumers. Projects may include soda bottles, folding box packages and a line of products, with high quality mockups.

**DES 145 (3) C****Graphic Production I**

Intro to the basic skills, concepts and techniques of successfully using the vector-based graphics program Adobe Illustrator.

**DES 146 (3) C****Graphic Production II**

Intro to the basic skills, concepts and techniques of successfully using the page layout program Adobe InDesign.

**DES 147 (3) C****Graphic Production III**

Intro to the basic skills, concepts and techniques of successfully using the pixel-based program Adobe Photoshop. Learn to color correct a photo using curves and levels, create a non-destructive work flow and select the correct tool for the job.

**DES 151 (3) C****Interactive I**

Learn to design interfaces such as websites, mobile devices, kiosks, computer applications. Study the differences between screen-based media and print-based media.

**DES 152 (3) C****Interactive II**

Covers the basics of webpage design and development. Addresses the challenges of developing a series of webpages using the structural elements of HTML and the stylistic elements of CSS.

**DES 153 (3) C****Interactive III**

Design the user-experience for a website and build the final site using HTML and CSS. Includes the User-Centered Design process, designing a site architecture, conducting usability studies, producing task-flows and wireframes, and creating responsive site layouts.

**DES 197 (2-5) C****Work Experience – Graphic Design**

Earn work experience credit in Graphic Design. Prereq: Permission.

**DES 223 (3) C****Typography III**

Interpret an author's written language into a meaningful visual form using the basic principles of traditional book design and typographic conventions. Create a case-bound book that eloquently expresses the author's words filtered through the student's interpretation.

**DES 231 (4) C****Graphic Design IV**

Explore advertising, art direction and photo direction, emphasizing expressive, creative and collaborative problem solving. Develop further research skills. Learn techniques for creating engaging ads for a variety of media and targeting the right market with the right messages.

**DES 233 (4) C****Graphic Design VI**

Covers poster design as a form of visual communication. Emphasizes conceptual visual problem-solving for various audiences and outcomes. Solve various poster design problems with a variety of visual approaches, including typography, graphics, illustration and/or photography.

**DES 234 (4) C****Graphic Design VII**

Design and produce a corporate identity system, including trademark or logo and applied graphics, for a mix of visual applications for a business. Covers research, mind-mapping, creative development, contemporary design approaches, and creating a complete system.

**DES 235 (4) C****Graphic Design VIII**

Design and install the SCCA Portfolio Show. Working in teams, explore creative options to the layout and navigation of the show. Include 2-D and 3-D display installation options, print and web portfolios displays, motion graphics, internal and external signage in the planning.

**DES 236 (4) C****Graphic Design IX**

Acquire work contracts with a client and apply design skills in exchange for a fair wage or equitable trade. Gain practical experience with pricing and negotiating fees, writing proposals and design briefs, organizing efficient timelines, managing workflows, and applying basic accounting and business practices.

**DES 249 (4) C****Graphic Production IV**

Use InDesign and Acrobat for organization, layout and production of long documents such as magazine and books. Use guides, styles, master pages, editing tools and PDF options in simple and complex layouts. Organize files with Adobe Bridge, preflighting and packaging.

**DES 251 (4) C****Interactive IV**

Learn to design interfaces such as websites, mobile devices, kiosks, computer applications. Study the differences between screen-based media and print-based media.

**DES 252 (4) C****Interactive V**

Study a variety of content management systems, focusing on the popular, free, open-source WordPress blogging platform. Build an entire WordPress website for a community non-profit client.

**DES 253 (4) C****Interactive VI**

Covers User Experience (UX) design, rapid prototyping, usability testing, and Interface design challenges for smaller screens. Create animated mock-ups of mobile applications and build functional websites with HTML5 and CSS3 media queries.

**DES 260 (4) C****Portfolio Prep**

Develop, design and prepare a portfolio that represents individual creativity and demonstrates skills for seeking employment in the Graphic Design field. Develop a personal business card and stationery.

**DES 270 (4) C****Environmental Graphics**

Explore graphics designs that are sensitive to human scale in built and natural environments, including way-finding systems, informational signs and symbols, exhibit design and ornamental solutions.

**DES 280 (4) C****Special Projects I**

First of three courses that expand current graphics design knowledge and skills through work on a major self-initiated design project. Emphasizes research and design process to reach a successful design solution.

**DES 281 (4) C****Special Projects II**

Second of three courses that expand current graphics design knowledge and skills through work on a major self-initiated design project. Emphasizes research and design process to reach a successful design solution.

**DES 282 (4) C****Special Projects III**

Third of three courses that expand current graphics design knowledge and skills through work on a major self-initiated design project. Emphasizes research and design process to reach a successful design solution.

**DES 299 (1-5) C****Independent Study**

Independent study on selected graphic design topics.

**HEALTH****HEA 025 (5) S****Health**

Covers physiology for understanding body functioning, including organic and functional disease and disease prevention. Prereq: Appropriate placement on English and Basic Skills tests.

**HEA 125 (5) C,S****Health & Wellness**

Overview of health as an individual and community-based social construct. Analyzes health determinants and health outcomes as a function of genetics, culture, environment and health behaviors. Emphasizes a holistic model and intellectual inquiry into what constitutes health and well-being. Prereq: MATH 084 and ENGL& 101.

**HEA 150 (5) N,S****Health & Human Sexuality**

Covers principles of personality development, body functioning, problems and solutions. Includes human sexuality and family education relating to psycho-sexual development, behavior, problems and solutions.

**HEA 160 (5) S****Human Wellness & Fitness**

Comprehensive study of human fitness and wellness, including exercise physiology and training concepts, nutrition, weight management, chronic disease prevention and health promotion. Assess own fitness level and design an individual program to achieve and/or maintain fitness.

**HEA 225 (5) C****Global Health**

Examines global patterns of health and disease as a function of economic, social and cultural determinants. Includes measurement of health outcomes, comparative analysis of health care systems, health and disease patterns of epidemiology, transnational disease, health inequalities and major players in global health. Prereq: MATH 084, ENGL& 101.

**HEA 226 (2) C****Advanced Global Health**

Self-directed study, including research and presentation, of an area of global health. Prereq: HEA 225 or MATH 084, ENGL& 101 and permission.

**HEA 228 (5) C****Water, Gender & Global Health**

Study global health issues, particularly relating to gender and/or access to adequate and clean water. Includes water-borne and water-related diseases and analysis of various causes of maternal mortality. Involves interdisciplinary problem-solving. Requires 16 hours of service learning in local community. Prereq: HEA 225 or permission.

**HEA 299 (1-5) C,N,S****Independent Study**

Independent study in health education. Prereq: Permission.

**HEALTHCARE SERVICES & MANAGEMENT****Bachelor of Applied Science in Allied Health – Healthcare Services & Management Track**

*Students must be accepted into the program in order to take these courses. Courses are under development at time of printing. Please contact the Allied Health Division and/or check on the website for further information.*

**HEATING, AIR CONDITIONING & REFRIGERATION DESIGN/ HVAC TECHNOLOGY****HVC 101 (5) N****Essentials of HVAC**

First HVAC Learning Solutions course on fundamental principles of heating, ventilation, and air conditioning (HVAC). Covers safety, basic refrigeration, electricity, combustion and venting, air distribution and indoor air quality (IAQ).

**HVC 210 (5) N****Cooling & Heating Systems Installation**

Second HVAC Learning Solutions course on basic theory and design of heating and cooling systems with an emphasis on the installation of furnaces, air handlers, AC refrigeration, heat pumps, air distribution systems and refrigeration piping. Covers electrical wiring for equipment and control systems Prereq: HVC 101.

**HVC 211 (5) N****Cooling & Heating Systems Service 1 & 2B**

Part two of four HVAC Learning Solutions courses. Covers the basic theory and design of heating and cooling systems, including furnace, air handler service and air distribution, AC refrigeration, and heat pumps, electrical control subsystems, temperature control, system wiring, and motors. Prereq: HVC 101.

**HVC 212 (5) N****Cooling & Heating Systems Service 2A & NATE Preparation**

Part three of four HVAC Learning Solutions courses. Covers the repair and maintenance of cooling systems, including air handler service and air distribution, AC refrigeration, heat pumps, electrical control subsystems, temperature control, system wiring, and motors. Prereq: HVC 211.

**HVC 220 (5) N****Green HVAC**

Intro to building science and sustainability with emphasis on HVAC. Includes new code updates, building science concepts, green building strategies, innovative and trending “green” equipment options. Learn to translate new green HVAC into sales and enhanced comfort. Work on the link between building science and business science.

**HVC 221 (5) N****Basic Maritime HVAC**

Learn to work with multi-brand marine refrigeration and HVAC & Refrigeration equipment, including covering chilled water systems, direct expansion and central plant for multiple applications, installation and retrofit of equipment, maintenance, repair, and troubleshooting. Prereq: HVC 101, 210, 211.

**HVC 222 (5) N****Basic Container Refrigeration**

Learn to work with integral refrigerated containers, including shore-side maintenance, installation, retrofitting and troubleshooting of refrigerated intermodal container units. Prereq: HVC 201, 210, 211.

**HISTORY**

*NOTE: (History 035 - 091 series fulfills high school completion requirements.) Prereq: Appropriate placement on English and Basic Skills tests.*

**HIST 035 (5) S**  
**U.S. History I**

Reviews the significant contributions of the Colonial period, emphasizing political and constitutional developments from the American Revolution through Reconstruction. Emphasis on the Constitution and causes and consequences of the Civil War. Includes contributions and achievements of the Native American population.

**HIST 036 (5) S**  
**U.S. History II**

Covers U.S. development from the Civil War to the present. Includes political, social and economic forces affecting the United States during the period of westward movement, industrialization, world wars, economic growth and world dominance. Covers the profound technological developments of the twentieth century in relation to the world of work.

**HIST 037 (3-5) S**  
**Washington State History**

Covers the historical development of the Pacific Northwest, with emphasis on the development of Washington state. Looks at contemporary, economic, political and social problems.

**HIST 040 (5) S**  
**History Research**

Studies the purposes and methods of historical research including choosing a topic, gathering data, taking notes, writing a research paper, footnoting and developing a bibliography.

**HIST 095 (3) S**  
**History of Asian Immigration to the West Coast**

Covers the major Asian populations who have come to the U.S. and particularly to the Northwest.

**HIST 099 (3) S**  
**Intro to American Civilization**

Intro to American history, government and culture for students educated outside of American schools. Includes past and present political, cultural and socioeconomic aspects. Emphasis on developing cross-cultural understanding and an appreciation of the diversity inherent in American culture.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

HIN ..... Watch Technology

**NAME TO PREFIX**

Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**HIST 105 (3-5) C,S**

**Intro to American Civilization**

Intro to American history, government and culture for foreign-born students. Includes past and present political, cultural and socioeconomic aspects. Emphasis on developing cross-cultural understanding and an appreciation of the diversity inherent in American culture.

**HIST 106 (5) N**

**Survey of U.S. History**

Survey of American history from pre-colonial to the present with emphasis on political, social, cultural and economic developments.

**HIST 108 (5) N**

**The World in Evolution to 1500**

Comparative study of the world's major civilizations (African, Chinese, European, Greco-Roman, Indian), with major emphasis on understanding value systems such as Christianity, Hinduism, and Judaism, and their expression in different political, social, economic and cultural-religious systems.

**HIST 120 (5) C**

**Survey of History of Africa South of the Sahara**

Surveys the complexity of African societies, including colonialism and its impact, the rise of socialism, the Cold War, as well as trade, kinship and traditional practices.

**HIST 122 (1-2) C,N**

**Seattle History – Field Trips**

First-hand view of historic Seattle. Includes lectures and field trips to historic sites.

**HIST& 126 (5) C,N,S**

**World Civilizations I**

Reviews the historic foundations and development of civilizations from 6000 BCE to 1500 CE with emphasis on social, political, cultural and economic aspects. Studies the nature of history and its role as an intellectual and academic discipline.

**HIST& 127 (5) C,N,S**

**World Civilizations II**

Reviews the foundations of modern civilization with emphasis on the scientific, industrial and political revolutions that have transformed societies. Emphasis on the period between 1500-1750 and the resulting cross-cultural contact on a global scale.

**HIST& 128 (5) C,N,S**

**World Civilizations III**

Study of world civilization during the 19th and 20th centuries. Survey of dramatic events and often-conflicting forces and ideologies affecting contemporary life. Analysis of modern peoples' solutions to challenges and problems confronting civilization.

**HIST 130 (3) C**

**History of Broadcasting**

Examines the development of broadcasting in radio and television. Explores the impact of cultural contributions, show business, news, advertising and telecommunications technology.

**HIST 131 (5) C,N,S**

**Asian-American History**

Covers the experience of Asians in the United States from the 1770s to the present. Emphasizes the impact of exclusionary immigration laws, community responses and the transformative effects of the Civil Rights era. Surveys the experiences of the Chinese, Japanese, Filipino, Korean, Asian Indian and Southeast Asian refugees.

**HIST 132 (5) S**

**Pacific Islands History**

Explores the histories and culture of the Pacific Islands region (Melanesia, Micronesia and Polynesia) from early navigators and settlers to the colonial and postcolonial eras of the nineteenth and twentieth centuries.

**HIST& 136 (5) C,N,S**

**U.S. History I**

Reviews U.S. history from the migration of the first Native populations through Reconstruction. Focuses on encounters, territorial expansion and development of political, social, cultural, legal and economic institutions affecting the populations in regions that became the United States.

**HIST& 137 (5) C,N,S**

**U.S. History 2**

Covers U.S. history from the Civil War to the present. Focuses on industrial and urban development, immigration, race, ethnicity and reform, politics, economics, social change and Americans at war.

**HIST 138 (5) C,N**

**Survey of Chicano History**

Surveys Chicano and Latino history from the Spanish European background and pre-Columbian civilization of Mexico to the social, economic and political experiences of the Chicano people in the U.S. Emphasis on Mexican history.

**HIST 140 (5) C,N,S**

**American Women's History**

Surveys U.S. women's roles, work, status, accomplishments, issues and movements, from the pre-Colonial period to the present.

**HIST 145 (5) C**

**Women, Race & Class**

Focuses on the United States and its historical stratification by race, sex and class. Examines the experience of women in their own words, with emphasis on women of color. Examines "her story" to help in understanding the conflict facing the divided women's movement.

**HIST& 146 (5) C,N,S**

**U.S. History I**

Study of the United States in its formative period from its European, African and native pasts, tracing its development from origins to early nationhood. Emphasis on the 1700s.

**HIST& 147 (5) N,C,S**

**U.S. History II**

Examines changes shaping American society in the 1800s: sectionalism, the Civil War, the westward movement, industrialization and emergence of the United States as a world power. Emphasizes social conflicts, including abolitionism, women's rights, labor, manifest destiny and Reconstruction.

**HIST& 148 (5) C,N,S**

**U.S. History III**

Covers an era of conflict, war, uncertain peace, depression and great social changes. Emphasizes historical, economic, social, racial and political events that have formed the modern U.S.

**HIST 150 (5) C,N,S**

**Multicultural Experiences in the U.S.**

Focuses on experiences of selected people of color in America. Emphasizes historical and contemporary development, including sociological and psychological aspects.

**HIST 191 (5) C**  
**Biography in American History**

Examines the place and role of selected figures in the making of American history, not as a search for the hero or heroine, but as an inquiry into the human potential for affecting society in terms of change and development.

**HIST 200 (5) C,N,S**  
**Critical Issues for the 21st Century**

Examines current global issues from global perspectives, using materials from diverse history sources and the research tools of the historian.

**HIST 208 (5) C,N,S**  
**Russian History & Culture**

Focuses on political, cultural and social life, stressing continuity and change from pre-revolutionary Tsarist Russia to the 1990s.

**HIST 210 (5) C,N,S**  
**The Pacific Century**

Study of the transformation of selected Asian Pacific countries and their histories and roles in the modern world. Emphasis on responses to the problems and challenges of economic, political and social development.

**HIST 211 (5) S**  
**History of the Middle East**

Examines the history of the Middle East (Arab countries, Turkey, Iran and Israel) from the emergence of Islam to the present. Includes cultural, economic and political aspects of history with emphasis on the modern period.

**HIST 212 (5) C,N**  
**Vietnam Era**

Reviews U.S. history from 1945-1975, with special emphasis on the American War in Vietnam. Explores the Civil Rights movement, the Cold War, the role of media, the rise of the "counter-culture," and the development of the New Left and the anti-war movement.

**HIST& 214 (5) C,N,S**  
**Pacific Northwest History**

Investigates the history of the Pacific Northwest from earliest human habitation to the present. Focuses on Washington state and the Puget Sound, contributions by diverse populations, environmental themes, and the region's changing roles within the context of national and global developments. Prereq: Eligible for ENGL& 101 or permission.

**HIST 218 (5) C,N**  
**Field Trip: Europe**

Take a field trip to Europe to visit historic monuments, cities, castles, museums, churches and other areas relative to studies in the classroom. Average length of experience is three weeks.

**HIST& 219 (5) C,N**  
**Native American History**

Examines Native American histories from pre-colonial times to the present. Analyzes interactions with non-Natives, especially conflicting cultural, political and economic values.

**HIST 221 (5) N**  
**Sports & Social Change in the 20th Century**

Examines the development of sports and its importance for United States culture and society. Focuses on the struggles of athletes who resisted social restrictions, prejudices, gender and racial segregation and the role of sports in creating the diverse American society of the 20th century. Also explores the interplay between sports and immigration, technology and globalization.

**HIST 230 (5) N**  
**U.S. Environmental History**

From pre-Colombian era to present. Focuses on how different groups of Americans have shaped their environments and on how the environment has shaped cultures, societies and economies in North America from before the arrival of Europeans to the present. Explores how and why attitudes toward the environment have changed. Provides historical context to facilitate understanding debates over environmental issues. Recommended ENGL& 101 eligible.

**HIST 241 (5) S**  
**History of Southeast Asia**

Survey from pre-history to the present of the countries of contemporary Southeast Asia: Brunei, Burma, Indonesia, Kampuchea, Laos, Malaysia, Philippines, Singapore, Thailand and Vietnam.

**HIST 242 (5) S**  
**The Vietnamese-American War**

Examines the war in Southeast Asia, 1945-1975, from multiple angles through narratives, perspectives and interpretations of the war. Focuses on themes such as protagonists and victims, concepts of winning and losing, popular re-imagining and memorializing the war.

**HIST 251 (5) N,S**  
**History of China**

Surveys the development of Chinese society from ancient times to the present, including fine arts, literature, religion and thought. Emphasis on the modern period.

**HIST 268 (5) C,N**  
**History of Latin America**

Covers the development of the Latin American republics, from indigenous European and African foundations through independence and the 20th century. Focuses on social, economic, cultural and political development.

**HIST 269 (5) C**  
**History of the Holocaust**

Interdisciplinary examination of the context and origins of the Holocaust, using history, film/documentaries and voices from the Holocaust. Emphasizes multiple perspectives, including perpetrators, victims, bystanders, resisters and rescuers. Analysis of modern institutions (nation-states, bureaucracies) and ideologies (anti-Semitism, scientific racism, nationalism) illuminates the meaning, impact and legacies of the Holocaust.

**HIST 273 (5) N**  
**Women of the American West**

Examines women of diverse communities in the Trans-Mississippi West in all their different roles from before European contact to the end of the twentieth century. Explores race, ethnicity, class, labor, family, suffrage, politics, social reform, women's groups, arts and entertainment, religion, cultural values and gender identity.

**HIST 298 (1-5) C,N,S**  
**Special Topics in History**

Independent study in selected history topics under faculty supervision. Prereq: Permission.

**HIST 299 (3-5) C,N,S**  
**Special Problems in History**

Small class format to study and discuss selected topics in history. Prereq: Permission.

**HOSPITALITY MANAGEMENT****Bachelor of Applied Science**

*Students must be accepted into the program in order to take these courses.*

**HMG 301 (3) S**  
**Intro to Hospitality**

Survey of the various segments of the hospitality industry, including a brief history and current issues, with an emphasis on service.

**HMG 302 (3) S**  
**Hospitality Management**

Survey of management theories, functions, methods, and concepts applied to hospitality settings.



**HMG 303 (5) S****Hospitality Marketing**

Incorporates theory and practice for an actual business, including elements of local store marketing and sales.

**HMG 310 (3) S****Hospitality Computer Applications**

Explores the technology fundamentals and software applications for business functions and management practices.

**HMG 311 (3) S****Lodging Operations**

Study of each hotel department by function and personnel. Presents concepts of yield management and revenue management in depth.

**HMG 312 (3) S****Legal Issues in Hospitality**

Study of liability, dram shop laws, contracts, and innkeeper laws with the purpose of reducing the risk environment for operators.

**HMG 313 (3) S****Entrepreneurship**

Concepts and issues related to new business ventures, including small businesses.

**HMG 314 (5) S****Diversity & Culture in Travel & Tourism**

Learn the cultural principles and practices in domestic and international travel and tourism and the impact on hospitality businesses. Emphasizes diversity.

**HMG 401 (5) S****Cost Controls**

Provides the basics of cost control management in the food and beverage industry within the Hospitality Industry.

**HMG 402 (3) S****Hospitality Accounting**

Explores the use of management tools for creating and analyzing operational effectiveness in the hospitality industry. In addition to credits, successful completion earns widely recognized national certification from the American Hotel and Lodging Association (AHLA).

**HMG 411 (3) S****Human Resources Management**

Policy and practice of human resources utilization: selecting, training, motivating, evaluating and compensating employees; labor relations; EEO legislation.

**HMG 412 (5) S****Services Operations Management**

Design and management of service systems in hospitality operations; control of customer interaction, personnel activities and inventory.

**HMG 420 (3) S****Ethical Leadership**

Nature and sources of ethical conflicts and dilemmas leaders and organizations confront in the hospitality industry.

**HMG 489 (3) S****Professional Career Development**

Preparation for industry employment, including résumé writing, interview skills, professional dress, and business etiquette.

**HMG 490 (3) S****Internship-Lecture**

Tracks student requirement of 1000 hours of industry experiences.

**HMG 491 (5) S****Hospitality Management Capstone**

Project-based course integrating all components in the curriculum.

**HUMAN DEVELOPMENT****HDC 091 (3) N****Math for Math-Avoiders**

Identify feelings and barriers to learning math. Learn anxiety management, relaxation techniques, test-anxiety and math study skills.

**HDC 093 (2) N****Study Skills**

Increase academic efficiency by learning about motivation, procrastination and memory. Includes note-taking and other skills and strategies for success.

**HDC 096 (3) S****The College Puzzle – Understanding How the Pieces Fit**

Intro to college life to assist individuals in understanding how the academic system works. Develops the basic skills and understanding necessary for active participation in all phases of the college experience.

**HDC 100 (1-3) C,N,S****Career Planning**

Intro to a systematic approach to help the individual gain a better understanding of self relating to occupational interests and goals. Includes testing and discussions of values, interests and skills.

**HDC 101 (1-3) C,N,S****Orientation to College Success**

Assists new students in their adjustment to community college. Includes goal-setting, self-motivation skills, identifying college resources, personal development and general study hints.

**HDC 102 (3) C****College Survival Skills**

Assists new and struggling students to identify and develop strategies for success in college and life. Includes learning effective study skills and use of college support services.

**HDC 103 (3) C****Self-Awareness Through Critical Thinking & Problem-Solving**

Covers methods of comparison, inference and deduction to solve abstract and practical problems. Sequential steps in the evaluation of people, knowledge and values, in which thinking becomes more complex and less categorical and absolute. Designed to start a reflecting process that helps in understanding how cultural beliefs, attitudes and values affect the way we think.

**HDC 106 (1-2) S****Interviewing, Résumés, Job-Hunting & Employee/Employer Interaction**

Focuses on the development of cover letters, résumés, interviewing skills and job-hunting strategies.

**HDC 111 (1) C****Math Study Strategies**

Emphasizes overcoming past negative math experiences and math anxiety, finding individual learning strengths, efficiency in reading a math textbook, taking math lecture notes, successful math test taking, and finding appropriate math tutors, instructions and resources.

**HDC 112 (1) C****Managing Time & College Expectations**

Emphasizes development of effective time management skills and a thorough understanding of classroom and campus expectations, student responsibilities and campus resources to foster success in college.

**HDC 113 (1) C****Reading & Textbook Note-Taking Strategies**

Become a self-directed learner for reading and thinking academically and personally. Focuses on the development of practical knowledge and strategies to assist students towards that goal.

**HDC 114 (1) C****Listening & Lecture Note-Taking Strategies**

Develop ability to take more effective lecture notes through exploration of some well-known note-taking systems. Enhance listening skills and learn to use notes as a study tool.

**HDC 115 (1) C****Test-Taking Skills & Anxiety Management**

Strategies for effective test-taking and test anxiety to enhance testing performance and curriculum retention. Includes assessment of personal learning style, test and question types and strategies, study habits and environment, anxiety reduction strategies, resources and planning for testing.

**HDC 119 (1-3) N,S****Stress Management**

Focus on changing stressful situations and personal responses to them. Includes time management, cognitive restructuring, health and wellness and relaxation training.

**HDC 120 (3-5) C,S****Intro to Leadership Theory & Practice**

Explores theory behind visionary, servant and citizen leadership styles. Covers practical leadership skills such as time management, goal-setting and effective communication. Emphasizes involvement in various student activities and programs.

**HDC 121 (2) C****Peer Advising**

Focus on communication skills, problem-solving, interviewing techniques and leadership potential. Upon successful completion of the course, students work in the Advising Center, assisting fellow students in understanding degree and transfer requirements and planning their quarterly programs of study.

**HDC 125 (1-3) C,N,S****Learning Strategies for Math Success**

Identifies emotional and cognitive barriers to math learning. Covers research-based skills for strengthening math approach and performance. Includes learning styles, anxiety management, relaxation techniques, cognitive behavioral strategies, memory storage and retrieval, and other skills related to math success.

**HDC 190 (1-2) C,N****Women in Society**

Examines women's changing social roles—locally, nationally, globally—and their effects on women. Explores how these issues relate to college students facing challenges such as achieving goals, balancing responsibilities, overcoming barriers; and establishing inclusiveness. All genders encouraged to enroll.

**HDC 197 (2-3) C****Leadership Practice & Application**

Combines student experience such as serving on a college off-campus committee, or active involvement with student organizations or student government with workshops and seminars on leadership and career skills.

**HDC 199 (1-3) C,S****Independent Study**

Increase success in college through the application of techniques for problem-solving, planning and accomplishing goals. Provides a supportive setting and format for monitoring personal accountability, motivation and achievement. Strengthen critical thinking and leadership skills. Prereq: Permission.

**HDC 200 (1-3) C,S****Orientation to Success in the American College**

Provides international students with the knowledge and skills for success in American community colleges.

**HDC 294 (1-2) C****Individualized Career Development**

Designed to help students develop goals by developing awareness of their own patterns of aptitudes, interests and personality traits. Career counseling session, writing assignments, career research and assessment help develop self-awareness through self-evaluation. Independent study with a counselor. Prereq: Counselor's signature.

**HUMANITIES****HUM 104 (5) C,N****Visual Thinking & Communication Skills**

Intro to thinking in images to release creativity; using the right brain in concert with the left brain; the focusing power of relaxed attention; idea sketching to generate, express and record ideas; use of new problem-solving strategies for problems defying usual solutions. Prereq: Placement in ENGL 098 or higher.

**HUM 105/ISP 105 (5) C,N****Intercultural Communication**

Interdisciplinary focus on the role of languages and culture in effective intercultural communication including values, patterns, history and attitudes that create and sustain cultures. Emphasis on skills and empathy gained from the study of diverse cultures through literature, theory and guest lecturers.

**HUM 110 (3-5) C,N,S****Intro to Film**

Examines Hollywood film-making as an art form, a business and a shaper of culture. View, discuss and critically analyze classics, features and documentaries for increased understanding of literary and artistic elements. Covers the impact of films on personal experience, American culture and the world.

**HUM 111 (5) S****Critical Thinking & Ethics in the Workplace**

Intro to critical thinking, logic and scientific reasoning with applications to other courses, everyday life and work. Relates directly to the programs of study and future careers of technical education students.

**HUM 112 (5) C,N,S****Responsibilities & Rights in a Free Society**

Examines individual rights and responsibilities in a free society in the practical context of an individual's roles as a citizen and resident of various levels of government, family member and employee or employer. Distinguishes between legally enforceable rights and obligations and the relationship between responsibilities and legal authority. Adds values to the critical thinking process.

**HUM 113 (5) S****Applied Esthetics**

Development of an esthetic approach to technology and the world of work. Explores concepts of quality, beauty, good design and a good work environment from a variety of viewpoints including philosophical, multicultural, psychological, economic and technological.

**HUM 114 (5) S****Life Cycles of Technology**

Provides insights into the nature of the life cycles of businesses, products, materials and processes by using the techniques of research, analysis and writing of history.

**HUM 115 (3) S****Perspectives of the Chinese Garden**

Overview of the history, meaning and significance of Chinese gardens. Covers art, poetry and architecture; language and calligraphy; the influence of Confucianism, Daoism and Buddhism; native flora and geography; plants and their symbolism; principles and styles of Chinese garden design; and the place of the Chinese garden in the world today.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**HUM& 116 (5) C,S**  
**Humanities I**

Covers significant movements in Western culture and values through major works of art, drama, literature, philosophy, music, architecture and language. From historical and political writings, learn of the forces affecting the humanities, from the beginning of civilization to the fall of the Roman Empire.

**HUM& 117 (5) C,S**  
**Humanities II**

Continuation of HUM& 116. Covers the age of Charlemagne to the Enlightenment.

**HUM& 118 (5) C,N,S**  
**Humanities III**

Continuation of HUM& 117, from the French and American Revolutions to contemporary issues. Recommended: Placement in ENGL& 101 or ENG 101 (N).

**HUM 120 (5) C,N,S**  
**Intro to Asian Cinema**

Survey of cinema of Asian and Asian Pacific Islander countries, including but not limited to Japan, China, Hong Kong, Taiwan, Korea, Vietnam, Cambodia, Philippines, Samoa, India and Iran. Course satisfies API Emphasis AA requirement at South. Prereq: Placement in ENG& 101.

**HUM 125 (5) C**  
**Hip-Hop Theory & Culture**

Identifies and critically examines the theoretical foundations of hip-hop culture and rap music, the evolution of hip-hop philosophy and the community from which it originated. Analyzes the influences that the background, music and style of the hip-hop generation have upon a multicultural nation and world. Prereq: ENGL& 101.

**HUM 130 (5) C,N,S**  
**World Cinema**

Survey of 20<sup>th</sup> and 21<sup>st</sup> century international films and filmmakers from around the globe. Analyzes how film themes are conveyed through narrative and style. Examines cinema as an art form that represents and influences social, political and cultural movements worldwide. Prereq: Eligible for ENGL& 101.

**HUM 135 (5) N**  
**History of Film**

Historical overview of the origins and development of world cinema from 1900 to the present. Examines the various influential directors, major film movements, and national cinemas that have most influenced world cinema. Prereq: ENGL& 101 placement.

**HUM 140 (5) N**  
**Transnational Cinema**

Examines films from at least four non-Western cultures as means of storytelling, as art form, and as commercial product. Covers financial, political, and ideological conditions of the making and reception of these films. Considers how globalization and post colonialism are reflected in these films and how Western viewers and critics understand and value them.

**HUM 145 (5) C,N,S**  
**Film Genres**

Study of a particular film genre through a theoretical lens to discover its historical and cultural roots, significance and context.

**HUM 149 (2) C**  
**Ways of Learning**

Students study and write about their learning and learning styles. Keep journals, describe and analyze their past, present and planned education. Assess their education in other classes and prepare exit assessment projects.

**HUM 150 (5) C,S**  
**Ways of Knowing**

Students study self-assessment or self-evaluation by writing and talking about their own education. Includes a study of learning styles and an exploration of individual learning styles.

**HUM 155 (5) C**  
**Sports & Culture**

Provides a forum for critical analysis with multiple perspectives of the cultural framework of sports and the sports world. Includes dynamics in sports related to social issues such as race, class, gender and oppression.

**HUM 160 (5) C,N,S**  
**Asian Written Traditions**

Intro to written traditions in philosophy, religion, history and literature of East and South Asia. Emphasis on original texts in translation in relation to social and cultural background. Recommended: ENGL& 101 placement.

**HUM 187 (1-3) C**  
**Information Resources in Humanities**

Explores political, economic, and cultural aspects of information related to creativity and intellectual life and the extent to which human expression is affected by the information age. Examines various strategies for identifying, locating, evaluating and applying information resources that affect the human experience.

**HUM 189 (3) C**  
**Using Learning**

Students complete a portfolio project evaluating their own learning, create a product that reflects that evaluation and apply the learning to future goals outside the college.

**HUM 197 (2-8) C**  
**Work Experience – Humanities**

Earn work experience credit in the humanities field. Prereq: Permission.

**HUM 200 (5) C,N,S**  
**Reading the Media**

Examines the way cultural identities are constructed by and represented in contemporary media such as film, television, radio and newspapers. Prereq: Placement into ENGL& 101 (N).

**HUM 210 (5) C,N,S**  
**Gay & Lesbian Studies**

Intro to various complex historical, social and cultural issues surrounding gay and lesbian experience. Multi-disciplinary examination of coming out, gay identity and gay culture, gender issues, bisexuality, transgender identity, AIDS and gay rights. Uses fiction, poetry, autobiography, history, essays and plays. Looks at representations of gays and lesbians in film. Prereq: Placement into ENGL& 101.

**HUM 234 (5) N**  
**Chinese Society & Thought**

Covers concepts of Chinese civilization from the earliest days to the present. Emphasis on morality-based political philosophy of Confucianism with other conflicting or complementary views of people, nature, society and state.

**HUM 235 (5) C**  
**Holocaust Literature:  
Voices From the Holocaust**

Examines literature written by survivors of the Holocaust or the Shoah. Read accounts by people who survived to write and publish their memories. Meet one of the authors. Develop an historical context for World War II and the rise of Nazi Germany. Use the context of events to understand the literature.

**HUM 261 (5) N,S**  
**Japanese Civilization**

Covers the development of Japan as a society and nation including its origins, history, government, literature, economic institutions, material culture, social organizations and religions.

**HUM 270 (5) C**  
**Sequential Art: History & Criticism of  
Comic Book & Graphic Novels**

Graphic, sequential storytelling offers an attractive and convenient opportunity to study visual language. Surveys the history of comic books and graphic novels, using several theories of visual communication to enhance visual literacy. Study cartoonists' works as channels of human expression and as evidence of changing and differing cultural conditions.

**HUM 289 (5-10) C**  
**Chinese Language through  
Experiential Activities**

Self-paced experiential education for undergraduates who plan to take advantage of language study opportunities outside the USA, such as living with a family for total language immersion or attending a language school while studying the local cultures. All course requirements must be completed upon return to the USA.

**HUM 290 (5-10) C**  
**German Language through  
Experiential Activities**

*See course description listed for HUM 289.*

**HUM 291 (5-10) C**  
**Spanish Language through  
Experiential Activities**

*See course description listed for HUM 289.*

**HUM 292 (5-10) C**  
**French Language through  
Experiential Activities**

*See course description listed for HUM 289.*

**HUM 293 (5-10) C**  
**Italian Language through  
Experiential Activities**

*See course description listed for HUM 289.*

**HUM 294 (1-5) C,S**  
**Independent Projects in Humanities**

Independent projects based on humanities research. Prereq: Permission.

**HUM 295 (2-5) C**  
**Independent Projects in Humanities  
(For Teachers Only)**

Curriculum practicum for teachers. Prereq: Permission.

**HUM 296 (2-5) C**  
**Independent Projects in Humanities  
(For Teachers Only)**

Continuation of HUM 295 or independent curriculum project on a different topic than that studied in HUM 295. Prereq: Permission.

**HUM 297 (5-10) C**  
**Japanese Language through  
Experiential Activities**

*See course description listed for HUM 289.*

**HUM 298 (5-10) C**  
**Portuguese Language through  
Experiential Activities**

*See course description listed for HUM 289.*

**HUM 299 (1-5) C,N,S**  
**Special Problems in Humanities**

An independent study/research course in the interdisciplinary field of humanities. Prereq: Permission.

**INDUSTRIAL FIRST AID****IFS 100 (2) S**  
**Industrial First Aid & Safety**

Offered at Duwamish Training Center. Covers mandate of Washington State's Workman's Compensation Act to recognize, treat and utilize advanced life support services available to the general public for ill or injured victims. Focuses on safety and prevention of industrial accidents and infectious disease control. Prereq: Covered by Washington State Workman's Compensation Act.

**INDUSTRIAL MANUFACTURING  
TECHNOLOGY****INT 100 (3) S**  
**Overview of Manufacturing Processes**

Study how machined parts are fabricated. Includes limited hands-on experience on both lathe and milling machines. For Engineering, Drafting and Quality Assurance majors.

**INT 101 (3) S**  
**Manufacturing Basics I**

Gain industry-relevant knowledge for work in a diversified manufacturing environment. Covers Newton's Law, pressure awareness, energy, force, torque, and gas laws. Intro to basic electricity and electron flow/charge, circuits, DC & AC, generation and safety practices.

**INT 108 (3) S**  
**Intro to Blueprint Reading For Construction**

Learn to identify, read and interpret construction drawings. Emphasis on practical understanding of the processes involved in construction and interpreting them from drawings.

**INT 109 (1) S**  
**Flagging & Traffic Control**

Covers basic knowledge, information and awareness of directing traffic and setting up traffic control devices within Washington state. Learn to perform flagging and traffic control job duties safely. Covers the Evergreen Safety Council Flagger Handbook. This course is recognized by the Washington State Traffic Control Oversight Committee. Flagger certification earned in this course is good for three years and is recognized in Oregon and Idaho.

**INT 112 (5) S**  
**Manufacturing Tools & Trades**

Covers the use of hand tools, shop and manufacturing tools, shop safety and personal protective equipment needed to work in a diversified manufacturing lab. Includes tours to employer sites with the potential of job shadows with current employees. Complete an individual design and manufacturing project using the lab.

**INT 115 (3) S**  
**Intro to Lean Manufacturing**

Learn English language communication strategies and tools to grow and more fully participate in the implementation of the concepts of lean. Integrates English language learning with the Lean Manufacturing training environment.

**INT 125 (5) S**

### Electrical Safety

Covers Federal OSHA and the State of Washington (WISHA) electrical safety standards for general industry. Includes types of hazards associated with electricity, single and three-phase systems, cord and plug connected equipment, hazardous locations and safety-related work practices, and understanding government regulations. Emphasis on electrical hazard recognition and OSHA inspection procedures.

**INT 130 (5) S**

### Cranes & Material Handling

Intro to various types of overhead cranes, hoists and powered industrial trucks used in general industry. Covers overhead and gantry cranes, wire rope, slings, crane inspection and maintenance, and operations and maintenance of industrial trucks. Discusses appropriate OSHA and ANSI standards and related requirements.

**INT 155 (5) S**

### Pipe Fitting & Plumbing

Intro to the selection and use of pipe and tubing for purpose of supplying air, water, oil and electrical wiring to machinery.

**INT 160 (5) S**

### Intro to Safety & Health

Covers both Federal OSHA (29 CFR 1910) and State of Washington (WISHA) general industry standards as they apply to the industrial manufacturing industry. Learn the hazards associated with the manufacturing industry and how to apply industry standards to ensure compliance with the occupational Health and Safety Act of 1970.

**INT 161 (5) S**

### Applied Industrial Hygiene

Intro to general concepts of industrial hygiene and sampling techniques. Includes common health hazards such as air contaminants and noise, hazard evaluation through screening and sampling and control methods for health hazards, including ventilation and personal protective equipment. Includes laboratories in the use and calibration of industrial hygiene equipment.

**INT 162 (5) S**

### Construction Safety

Covers both OSHA (20 CFR 1926) and the State of Washington (WISHA) construction standards as they apply to construction industry. Learn how to apply these standards to ensure compliance with the occupational Safety and Health Act of 1970.

**INT 165 (3) S**

### OSHA 30 General Safety

Orientation to occupational safety and health standards in general industry. Provides comprehensive safety program knowledge and skills necessary to receive OSHA/MSDS certification and provides complete information on OSHA compliance issues.

**INT 180 (3) S**

### Intro to Composites

Intro to materials science. Learn the properties and processing of solid materials used in manufacturing. Covers composite materials in general and focuses on a variety of materials used in manufacturing, including ceramics, metals, and fiber reinforced polymer composites. Learn the properties and manufacturing techniques of composite fabrications.

**INT 197 (1-10) S**

### Industrial Internship

Spend time in the field under the guidance of an instructor and/or mentor to learn about operations, policies, procedures, cultures and behavioral standards in a given private or public sector, paid or non-paid. Meet as a group during the internship. May be used as an internship during ongoing program coursework, upon completing the coursework or both. Prereq: Permission.

**INT 210 (3) S**

### Industrial Ventilation

Covers principles of industrial ventilation as a means of controlling hazardous air contaminants and both Federal OSHA and the State of Washington (WISHA) ventilation standards as they apply to general industry. Learn the classification of ventilation systems, fundamentals of air flow, make-up air, ventilation systems, surveys and OSHA policy and procedures.

**INT 215 (5) S**

### Accident Investigation

Covers industrial safety and health techniques used to conduct accident investigations in an industrial setting. Learn the proper techniques to conduct a complete and accurate investigation.

**INT 220 (5) S**

### Ergonomics

Application of ergonomics principles for the reduction of stresses and strains to the employee's body. Includes work physiology, vibrations, anthropometry, cumulative trauma disorders, video display terminals, manual lifting and temperature stress. Includes industrial case studies covering analysis and design of work stations and equipment, laboratory sessions in manual lifting and demonstrations of instrumentation and equipment used in the field of ergonomics.

## INDUSTRIAL POWER & CONTROL TECHNOLOGY

*See Electronics courses, page 236.*

## INFORMATION TECHNOLOGY

*Also see Computer Science, Computing Technology and Network Technologies.*

*NOTE: Eligibility for ENGL& 101 is recommended.*

*Most Information Technology courses require a computer lab fee. Contact the division office for specific fee information.*

**IT 100 (5) N**

### Intro to Computer Systems & Networks

Covers the basics of computers and networks.

**IT 101 (5) N**

### Software Applications

Focuses on word processing, spreadsheets, database applications, web security and publishing information on the web.

**IT 102 (5) N**

### Intro to Programming

Gain a basic understanding of the programming field. Learn to solve problems through programming logic and design and use efficient troubleshooting techniques to find and correct errors.

**IT 103 (5) N**

### Intro to Database Use & Design

Learn Microsoft Access and SQL, the design, creation and use of databases and strategies for keeping data current, accurate and secure. Prereq: IT 100, or EET 131 and IT 101, 102.

**IT 104 (1) N**  
**Using Computers**

Provides current computer and software instruction to enhance the use of technology in a variety of fields. Topics may be chosen to supplement content in another course (creating research papers for English, spreadsheets for Accounting or databases for Allied Health) or to advance the student's own personal technology skills. May be repeated for a total of 5 credits.

**IT 111 (5) N**  
**Internet & Web Authoring Using HTML**

Survey of basic Internet services and protocols and a comprehensive intro to web development with HTML5 and CSS3. Also emphasizes web page design and website set up and maintenance.

**IT 115 (5) N**  
**Intro to Object-Oriented Programming**

Intro to problem-solving and object-oriented programming techniques using the Java programming language. Prereq: IT 106 and IT 111.

**IT 120 (5) N**  
**Network Essentials CompTIA Network +**

Understand local area networking information in Microsoft courses on workstations and networking. Intro to current networking technology for local area networks (LANs), wide area networks (WANs) and the Internet. Prereq: EET 131 or permission.

**IT 122 (5) N**  
**Network OS 1 – Windows Client**

Provides the knowledge and skills to install, configure, and secure Microsoft Windows on stand-alone and client computers that are part of a workgroup or domain. Prereqs: EET 131, IT 120 and 142 or permission.

**IT 124 (5) N**  
**Network OS 2 – Windows Server**

Continuation of IT 122. Provides support professionals with skills to install, configure, customize, optimize, network, integrate and troubleshoot Windows 2000 Pro. Prereq: EET 131 or IT 122 (IT 122 may be taken concurrently) or permission.

**IT 125 (5) N**  
**Using Structured Query Language & SQL Server**

Provides instruction in techniques for creating, modifying, deleting and querying databases using SQL. Focuses on designing and understanding SQL queries using Microsoft SQL Server, although techniques can also be used with other relational DBMS like MySQL, Oracle and Access. Recommended: Work experience or class (such as IT 101) using a DBMS.

**IT 126 (5) N**  
**Network OS 3 – Windows Network Infrastructure**

For those new to Microsoft Windows 2008 Server and responsible for installing, configuring, securing, managing and supporting a network infrastructure using Microsoft Windows 2008 Server. Provides knowledge and skills for designing a Microsoft Windows 2008 Active Directory Services infrastructure. Prereq: IT 122 or permission.

**IT 128 (5) N**  
**Network OS 4 – Windows Active Directory**

Learn to plan, implement, secure, and manage a Microsoft Windows 2008 Directory Services in an enterprise environment. Prereq: IT 126 or permission.

**IT 134 (5) N**  
**Network Communications – TCP/IP**

Learn to setup, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on major operating systems used on computers in the networked environment. Prereq: IT 124 (may be taken concurrently) or permission.

**IT 135 (5) N**  
**Intro to Unix**

Intro to the Unix operating system using Linux. Includes the fundamental Unix Commands, the Unix file system, vi editor, Unix shells and shell programming. Strongly recommended: Computer and Windows Operating System experience.

**IT 138 (5) N**  
**UNIX for Network Administration**

Intermediate course. Covers the organization of UNIX-based hardware components and software tools used by the host administrator to control access, tune the system and account for system resources used. Focuses on UNIX tools, network schedulers, security, remote access, performance monitoring and networking aspects of UNIX. Includes multi-user, multi-tasking, time-sharing networked communications and setup and maintenance of an Internet server. Prereq: IT 135 or permission.

**IT 140 (5) N**  
**Network Management – Unix Shell Scripts**

Includes Unix host administration with shell scripts and the use of Perl for administrative functions, basic Internet operations on Unix systems. Focuses on data collection on the World Wide Web. Prereq: IT 138 or permission.

**IT 142 (5) N**  
**Network Management – Cisco I**

Examines current and emerging networking technology for future employment and/or further education. Content standards based on current industry standards. Examines safety, networking, network terminology and protocols, LANs, OSI model, cabling, cabling tools, IP addressing and network standards. Emphasis on decision-making and problem-solving. Prereq: EET 131, IT 122 (may be taken concurrently) or permission.

**IT 144 (5) N**  
**Network Management – Cisco II**

Covers safety, networking, network protocols, LANs, WANs, Ethernet, LAN switching, Router IOS, TCP/IP Addressing, Router configuration, dynamic routing, static routing, and the network administrator's role and function. Includes decision-making and problem-solving techniques for networking. Prereq: IT 142 or instructor permission.

**IT 146 (5) N**  
**Network Management – Cisco III**

Continuation of IT 144. Covers configuring LANs, Novell Networks, Internet-work Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP), Wide Area Networks (WANs) and network troubleshooting. Covers Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP) and frame relay design, configuration and maintenance. Prereq: IT 142, IT 144 or permission.

**IT 149 (5) N**  
**Operating System Security**

Learn to secure critical network systems properly and audit a network to determine where network weaknesses are before an attacker finds them. Study operating system security concepts and techniques and examine theoretical concepts that make the world of security unique. Prereq: IT 124 or IT 138.

**IT 150 (5) N**  
**Network Security Fundamentals**

Provides both Windows and Unix Network Administrators an awareness of security-related issues and the essential skills needed to implement security in such networks. First course in the Security Certified Network Professional Exam. Prereq: IT 122 and IT 138 or permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

HIN ..... Watch Technology

**NAME TO PREFIX**

Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**IT 151 (5) N**  
**Network Defense**

Second course of the first-level certification for the Security Certified Network Professional focused on understanding the architecture for Network Defense. Examines defending the network, including firewalls, intrusion detection systems, analysis of the intrusion signatures, virtual private networking and performing risk analysis. Learn how these technologies may be used to create a layered defense for the network. Prereq: IT 150 or permission.

**IT 154 (5) N**  
**Internet Security Acceleration Server**

Learn to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment. Prereq: IT 124 or permission.

**IT 156 (5) N**  
**Designing a Secure Network for a WIN2K Network**

Use Microsoft Windows technologies to design a security framework for small, medium and enterprise networks. Four units describe securing specific areas: for local network users, remote users and offices, between private and public networks and to partners. Prereq: IT 124.

**IT 160 (5) N**  
**Wireless LAN Fundamentals**

For IT professionals in organizations concerned with introducing wireless local area network to their Internet. Addresses the needs of IT program students who require insight into the wireless local area network on existing networks, applications and security.

**IT 162 (5) N**

**Java I**

Master the fundamentals of object-oriented programming using Java. Write stand-alone console and Swing applications. Translate object-oriented designs into applications. Prereq: IT 115.

**IT 168 (5) N**

**Graphics for the Web**

Use computer graphics applications to create and optimize images for the web, develop composites for websites and implement complex web layouts. Intro to web graphic file formats, compression, typography and web-safe colors. Covers basic elements and principles of design and uses several industry-standard graphics applications, level tools and techniques. Prereq: IT 106, IT 111.

**IT 172 (5) N**

**Visual Basic I**

Intro to object-oriented, event-driven programming using Visual Basic.Net. Create stand-alone Windows applications and front ends to databases. Includes effective interface design, VB classes, objects and events, functions and sub procedures, creating multiple form applications, data validation and error handling and debugging techniques. Prereq: IT 115 or permission.

**IT 211 (5) N**

**JavaScript & DHTML for Web Development**

Learn the use of JavaScript and Dynamic HTML for creating websites. Manipulate and control XHTML pages with JavaScript and Cascading Stylesheets. Build web pages for independent and team assignments, using effective communication and interpersonal skills. Prereq: IT 106, 111 and 168 (IT 168 may be taken concurrently).

**IT 212 (5) N**

**Web Server Programming Using Databases**

Basic concepts, standards and technologies of web programming. Use server-side scripting for web development. Includes ASPNET and access to various server side resources, such as databases, via ADO.NET and the server file system. Prereq: IT 115 and IT 211.

**IT 213 (5) N**

**Advanced Web Development**

Covers development and analysis techniques for web professionals. Work with clients, end-users and information processing professionals to establish user specifications and develop a comprehensive website or add functionality to an existing site. Learn client-side scripting with an emphasis on JavaScript, CSS and DHTML, project management, teamwork site usability, security, administration and maintenance and new technologies. Prereq: IT 140, 162, 211 and 212 (IT 212 may be taken concurrently).

**IT 217 (5) N**

**Web Services Using XML**

Learn techniques for developing web-based distributed applications using standard languages and protocols such as XML, SOAP, WISDL, WAP, WML. Emphasizes development and use of data-centric Web Services. Manipulate database and XML data. Uses Microsoft's .NET framework. Prereq: IT 172 or IT 212.

**IT 218 (5) N**

**Managing a Windows Network**

For system administrators, network administrators and IT professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Prereq: 122 or permission.

**IT 220 (5) N**

**Desktop Management & Virtualization**

Intermediate level. Covers desktop image optimization, image building and deployment, group policy application, DHCP fundamentals, virtualization and cloud computing, virtualization software, and desktop image deployment tools. Prereq: IT 128.

**IT 224 (5) N**

**Exchange Server**

Intro to Microsoft Exchange Server. Configure an Exchange Server; develop an infrastructure for Exchange server; choose a client installation and integration strategy; develop long-term administration and security strategies; configure message recipients; import directory data; install and configure Exchange Server clients; configure address lists and accounts using the Administrator program; configure message tracking, server locations and security; manage site security, users, distribution lists, the directory and public and private information stores; back-up and restore; configure a link monitor and server monitor. Prereq: IT 124 or permission.

**IT 228 (5) N**  
**SQL Server**

For system administrators to obtain skills to become SQL Server Administrators. Covers installing, configuring and supporting SQL Server; managing storage; setting up user accounts; assigning permissions; transferring data in and out of SQL Server; and diagnosing system problems. Prereq: IT 124 or permission.

**IT 236 (5) N**  
**Database Management**

Includes database concepts, environment, advantages and limitations. Includes data modeling, database design, the relational model, SQL, accessing databases programmatically and implementation of a database design using a relational DBMS. Prepare and present documentation. Prereq: IT 115 and advanced standing in IT program.

**IT 242 (5) N**  
**Cisco CCNP I**

Covers advanced networking skills. Based on current industry standards and occupational analysis. Focuses on advanced routing and uses Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs). Build a scalable routed network. Prereq: IT 142, 144 and 146 or permission.

**IT 252 (5) N**  
**C#**

C# is an object-oriented language built on Microsoft's .net platform and extended from C++. Learn to implement object models and understand capabilities, such as operator overloading, that sets C# apart from other object-oriented languages. Prereq: IT 102 or CSC 110 or previous programming experience strongly recommended.

**IT 256 (5) N**  
**Object-oriented Analysis & Design**

Analyze and develop object-oriented business systems. Get practical experience in planning, analysis, design, test planning, documentation and project management. Become familiar with installation and maintenance issues. Develop object-oriented designs and use diagramming techniques of the Unified Modeling Language (UML) to document the work. Prereq: IT 125 and IT 162, or 272.

**IT 262 (5) N**  
**Java II**

Explore the latest functionality of the Java programming language and new Java packages. Includes servlets, Java server pages, database connectivity, swing, AWT components and Java 3-D modeling. Prereq: IT 162.

**IT 264 (1-3) N**  
**Computer Information Systems Lab**

Supervised information systems development. Increase competency and hands-on skill using appropriate software. May be repeated. Coreq: Enrollment in another IT course.

**IT 272 (5) N**  
**Visual Basic II**

Advanced object-oriented, event-driven programming using Visual Basic.Net. Covers using built-in utility classes, using custom classes and interfaces, inheritance, polymorphism, error handling, database programming, multiple-document interfaces and additional graphical components. Prereq: IT 115 and IT 172 or permission.

**IT 290 (1-6) N**  
**Independent Studies or Internship**

Provides advanced students with research opportunities or work experience in computer information systems. Variable credits. Prereq: Advanced standing and permission.

**IT 296 (1-5) N**  
**Network Technology Internship**

On-the-job training. No compensation is expected. The student is placed with a manufacturer, service company or other work site upon the approval of the instructor, although students may state a preference and/or look for a placement themselves.

**IT 298 (2-5) N**  
**Special Projects for LAN**

Study of topics considered appropriate by the instructor and/or faculty. Course content, format and projects vary. Topics may include Microsoft Back Office – IIS, Proxy Server, Site Server, Linux system installation and support of various servers.

**ITC 102 (3) C**  
**Information Systems Concepts**

Intro to computers and information systems, including hardware, software, data organization, data communications, systems development and the evolving role of computers in society.

**ITC 110 (5) C**  
**Programming Concepts & Fundamentals**

Intro to basic computing concepts such as Input-Processing-Output, control structures, arrays, structured programming and object oriented programming using C#.NET as an example language. Prereq: MIC 101 or equivalent and eligible for MATH 098.

**ITC 115 (5) C**  
**Object Oriented Programming**

Intro to object oriented programming, structures and concepts with Java. Intro to the C++ language Create objects and understand how they relate to classes. Develop C++ code for practical applications. Prereq: ITC 110 or with 2.0 or higher.

**ITC 134 (5) C**  
**Computer Operating Systems**

Intro to concepts of processes, file systems and structures, software and hardware management, security and user authentication, resource allocation and memory management. Uses WINDOWS, DOS and LINUX operating systems. Prereq: MIC 101; ITC 140 with 2.0 or higher as prereq or coreq or permission.

**ITC 136 (5) C**  
**Linux/Unix Operating Systems**

Intro to the Linux/Unix client operating system, including the fundamental Linux/Unix commands in both the command line interface and graphics user interface. Not a Server Administration class. Prereq: MIC 101 with 2.0 or better, or previous computer work, or permission.

**ITC 140 (5) C**  
**Intro to Computer Hardware**

Provides basic understanding of various hardware components, including installation and configuration. Learn how software interacts with and controls the computer's hardware elements. Emphasizes analytical logic, troubleshooting skills and basic networking concepts. Prereq: MIC 101 or ITC 102 or equivalent.

**ITC 151 (5) C**  
**Intro to Network Security**

Intro to network security, building and administering secure network architectures. Covers firewalls, vulnerability scanners, encryption, risk monitoring and assessment tools, digital certificates, authentication and network vulnerabilities. Security Lab uses wired desktop systems and wireless PDAs to Linux, Macintosh and Windows systems used by small and medium businesses. Prereq: NET 120 with 2.0 or higher or permission.

**ITC 162 (5) C**  
**Java 2 with Intro to Android**

Covers advanced Object Programming concepts and their application in a mobile environment. Includes OOP inheritance, interfaces, when to refactor, and good design principles. Learn how to design for large projects and to work in teams. Create a simple mobile application. Prereq: ITC 115 with a 2.0 or higher.



**ITC 172 (5) C****Visual Basic with ASP.NET**

Intro to object-oriented, event-driven programming using Visual Basic (VB) in the Visual Studio.NET environment. Create Windows applications and write Windows interfaces to existing applications. Study of Visual Basic forms and tools and writing VB code modules, processing and functions. Intro to web applications. Prereq: ITC 110 or MIC 110.

**ITC 197 (3-5) C****Work Experience in Information Technology**

Earn work experience credit in the computer field. Prereq: Permission.

**ITC 200 (4) C****User Experience Design**

Studies how the user experience dictates the design, functionality, features and content of a website to successfully achieve the client's business goals. Prereq: WEB 120 with 2.0 or better.

**ITC 210 (5) C****Advanced Web Development**

Provides hands-on experience working on a web team with real-world client projects. Offered with WEB 210. ITC 210 students provide the main database and programming skills while WEB 210 students provide the main design and development skills. Prereq: ITC 280 with 2.0 or higher.

**ITC 216 (5) C****Programming for the Web**

Provides hands-on intro to web programming using a server-side programming language such as PHP or Perl. Reviews HTML and client-side language such as JavaScript, to validate and enhance web pages. Actual programming and scripting languages will reflect current industry usages. Prereq: Web 110 and ITC 110.

**ITC 220 (5) C****Database Development for Programmers**

Overview of database theory and systems. Work with relational databases, simple ADO, SQL and XML. Prereq: MIC 101 and either MIC 110 or permission.

**ITC 222 (5) C****SQL**

Intro to the use of Structured Query language (SQL) to access and summarize database information, create and alter database objects, set constraints and create views. Intro to SQL embedded in programming environments such as ASP or CGI, or Net. Learn to use SQL to create and manage databases on a relational database management system. Prereq: ITC 220 or permission.

**ITC 224 (5) C****Designing Database Solutions**

Explore developing, testing and deploying database solutions. Focus on SQL Server 2008. May change as technologies change. Scenario and case driven. Prereq: ITC 110, 220, 222.

**ITC 226 (5) C****Database Administration**

Provides practice with administrative activities, security and backup on a Relational Database Management System, using Administrative SQL and other tools offered by the Relational Database Management System. Prereq: ITC 222.

**ITC 240 (5) C****Web Application Programming 1**

Covers the fundamentals of programming using a server side scripting language such as PHP. Learn basic programming skills such as Variables, Control Structures, and Arrays, how to elegantly incorporate their scripts into their websites and gather data from HTML forms.

**ITC 250 (5) C****Web Application Programming 2**

Covers more advanced server-side scripting. Learn how to collect data from forms and to store and retrieve data from a database. Emphasizes proper coding conventions, security, and code organization. Prereq: ITC 240 with 2.0 or higher or permission.

**ITC 255 (5) C****Systems Analysis**

Identify when a system needs to be upgraded or replaced. Analyze system components and requirements, charting process flow and data structures, determining feasibilities and providing alternate solutions. Prereq: MIC 101 with 2.0 or higher or SAM Challenge test out Recommended: ITC 110 or CSC 110.

**ITC 260 (5) C****Web Application Programming 3**

Builds on ITC 250. Covers more advanced server-side scripting. Intro to object oriented programming principles, more advanced database interaction and popular frameworks. Prereq: ITC 250 with 2.0 or higher or permission.

**ITC 280 (5) C****Web Database**

Intro to the skills, tools and techniques needed to create database-driven websites and practical experience. The languages and methods used for database access will remain flexible to account for the most current industry standards. Prereq: WEB 110 with 2.0 or higher. Recommended: ITC 110.

**ITC 281 (5) C****Advanced Web Databases**

Intro to advanced web development and database topics such as XML, RSS and AJAX. Prereq: ITC 280 and WEB 120 with 2.0 or higher or permission.

**ITC 285 (5) C****Capstone Project Class**

Produce a major project that responds to a client problem or request. Work in teams or carry out an individual project as an intern/extern. Select and work closely with industry mentors. Emphasis on research, accuracy, technology skills, timeliness, teamwork, quality, client/customer satisfaction and usability. Prereq: Completion of first year of A.A.S.-T. degree.

**ITC 290 (5) C****Advanced Web Database**

Intro to advanced web development and database topics such as XML, RSS and AJAX. Prereq: ITC 280 & WEB 120 with 2.0 or higher or permission.

**ITC 298 (1-5) C****Special Topics**

In-depth studies in new and emerging technologies relevant to the IT programs. Prereq: Permission.

**MIC 101 (4) C****Intro to Microcomputer Applications**

Intro to microcomputer applications for Windows. Includes an overview of Windows, the Microsoft Office System featuring Word, Excel, Access, PowerPoint, Internet Browsers, email, along with emerging software application topics and concepts.

**MIC 102 (1) C****Using Computers**

A series of one-credit short classes which provide a brief hands-on intro to one type of commonly used industry software using both PC and Macintosh. Attendance mandatory and additional 2-4 hours per week required during Computer Center hours.

**MIC 103 (3) C****Computer Applications for Builders**

Intro to basic personal computer hardware and software concepts as they apply to business transactions and the building trades. Prereq: Permission.

**MIC 104 (2) C**  
**Applied Software Applications**

Covers an in-depth exploration of computer topics considered appropriate by the instructor and/or division. May supplement content in another course. Class format may vary. Courses cover various vendors' applications including Microsoft Office and Adobe Creative Suites.

**MIC 106 (5) C**  
**Intro to Software Applications for K-12 Educators**

Covers the use of essential software applications for teaching in a K-12 classroom. Provides a practical understanding of the computer, the Internet and applications to successfully teach and manage instruction in varied environments. Provides a strong technology foundation.

**MIC 110 (4) C**  
**Program Design & Development for Non-programmers**

Intro to concepts involved in planning, developing, testing and debugging a computer program. Intro to programming language and principles of structured programming that can be applied to any programming language. Prereq: MIC 101 or equivalent or programming experience.

**MIC 120 (4) C**  
**Database, Applications & Design with MS Access**

Develop database application and design skills through use of MS Access. Emphasizes planning, creating and revising a database system. Prereq: MIC 101 or equivalent experience.

**MIC 130 (3) C**  
**Digital Imaging**

Learn the use of digital imaging and illustration software on the Macintosh. Emphasizes creating and editing images for use in video and exporting to animation and nonlinear software packages.

**MIC 141 (3) C**  
**Computer Applications for Apparel Design I**

Provides a basic understanding of various computer applications, ranging from word processing to graphic manipulation and their specific use in the field of apparel design. Complete fundamental tasks and learn selected advanced skills in each program.

**MIC 142 (3) C**  
**Computer Applications for Apparel Design II**

Build on skills using Macintosh and/or PC computers to develop an understanding of computer procedures, terminology and practical skills related to Apparel Design.

**MIC 150 (4) C**  
**Internet & The World Wide Web**

Intro to the global information network. Provides experience using browsers, email, search engines and other Internet and web tools. Focuses on finding valuable information and resources on the Internet. Understand the process of creating a web presence including basic HTML and web page editing tools.

**MIC 151 (5) C**  
**HTML & Web Page Development**

Intro to Hypertext Markup Language (HTML) and web page development. Includes implementing HTML tags and files; learning common web page formats and functions; and developing and installing comprehensive websites. Prereq: MIC 101 or MIC 150, or equivalent experience.

**MIC 160: PW,E (4) C**  
**Supporting Microsoft Applications**

Learn essential technical support skills for end users and strengthen software skills of essential Microsoft applications. Prepare to pass the Microsoft Office Systems (MOS) certification exam at the proficient level. Prereq: MIC 101 or demonstrated experience with Windows OS and software.

**MIC 170 (5) C**  
**Microsoft Word**

A complete look at Microsoft Word, focusing on features for technical writing, management, editing and formatting long documents. Prereq: MIC 101 or equivalent experience.

**MIC 203 (3) C**  
**Intro to CAD/Wood Construction**

Intro to drafting and design using the cross-platform program Vectorworks. Offered at the Wood Construction Center. Prereq: MIC 103 or permission.

**MIC 215 (4) C**  
**Intro to Dreamweaver**

Online course. Access online discussion board, lecture board, quiz and file sharing tools. Intro to Macromedia Dreamweaver, the most widely used software for web page development used by professionals and hobbyists. Create simple web pages as well as dynamic and comprehensive websites. Prereq: MIC 101 or equivalent.

**MIC 241 (3) C**  
**2D & 3D Animation**

Learn to create animations. Covers 2-D animations and intro to 3-D animation concepts. Prereq: MIC 130.

**MIC 295, 296, 297 (1-3) C**  
**IT Certification Test Preparation I, II, III**

Prepare for information technology application certification exams such as Microsoft Certification Application Specialist (MCAS). Includes practice tests and strategies for effective test-taking and test anxiety mitigation. Prereq: MIC or CIS enrollment or completion.

**MIC 298 (3-5) C**  
**Advanced Applications Project**

Apply skills and knowledge to a major programming project that responds to a client problem or request. May work in teams or carry out an individual project as an intern/extern. Select and work closely with industry mentors. Emphasis on research, accuracy, programming skills, timeliness, teamwork, quality, client/customer satisfaction and usability. Prereq: Completion of first year of A.A.S. degree in Programming.

**WEB 105 (3) C**  
**Working on a Web Team**

Overview of different web-related careers including web team job descriptions, functions, workflow, processes, and overall project management.

**WEB 110 (4) C**  
**Web Authoring I**

Covers the mechanics of web page production starting with absolute basics. Covers document structure, text elements, list elements, links, tables and working with images and creating framesets. Focuses on creating HTML/XHTML files "by hand" with emphasis on browser compatibility issues and HTML/XHTML validation. Prereq: MIC 101 or computer experience.

**WEB 112 (3) C**  
**Typography for the Web**

Intro to the elements of typography as applied to the Web. Prereq: WEB 110 or concurrent enrollment.

**WEB 114 (3) C**  
**Photoshop for the Web**

Gain insight and skill with Adobe Photoshop. Covers the basic concepts of pixel-based image editing and making graphics for the web. Prereq: WEB 110 or concurrent enrollment.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**WEB 120 (4) C**  
**Web Authoring II**

Covers more advanced elements of web page development and production. Includes style sheets, designing and coding “oof” forms, XHTML and an intro to XML. Code elements by hand and create content compatible with all major browsers. Prereq: WEB 110 or permission.

**WEB 130 (3) C**  
**Web Design with Dreamweaver**

Covers basic to advanced features of Dreamweaver. Plan, build, upload and maintain a professional website using Adobe Dreamweaver. Prereq: WEB 120. Knowledge of writing JavaScript is helpful.

**WEB 150 (3) C**  
**Intro to JavaScript**

Studies programming concepts and techniques affecting web page design. Examines theoretical concepts that make the world of JavaScript programming unique. Uses a hands-on approach when examining programming styles. Examines different coding, the advancement of programming and problem-solving strategies. Prereq: WEB 110 or permission.

**WEB 160 (2) C**  
**Writing for the Web**

Covers techniques for writing successful copy for a website.

**WEB 170 (3) C**  
**Web Animation Using Flash**

Learn and practice digital web application of 2-D animation to increase skills as a web designer. Prereq: WEB 120. Knowledge of writing JavaScript is helpful.

**WEB 200 (4) C**  
**Theory of Web Design**

Covers principles and practices of professional web site design, including site structure, page layout, navigation, color theory, typography and best coding practices. Prereq: WEB 110 with 2.0 or higher. Coreq: WEB 120.

**WEB 202 (4) C**  
**User Centered Web Design**

Overview and detailed look at how the user experience dictates the design, functionality, features and content of a website, and how to successfully achieve the client’s business goals. Prereq: WEB 120 and 200 with 2.0 or higher.

**WEB 205 (2) C**  
**Web Career Strategies**

Presents various tools and skills needed to transition into the web industry. Learn about web careers, presenting skills, finding appropriate positions and creating a portfolio. Prereq: WEB 120 with 2.0 or higher and ITC 200. Coreq: WEB 210 or permission.

**WEB 210 (5) C**  
**Advanced Web Design**

Design and produce an effective web site for a live client with advanced web design techniques while practicing a team workflow process. Prereq: WEB 120 and 200 with 2.0 or higher.

## INTERNATIONAL BUSINESS

### Bachelor of Applied Science

*IBN courses under 300 may be taken for lower division credit toward certificates or degrees. Students must be enrolled in Bachelor of Applied Science in International Business to take 300 and above courses.*

**IBN 203 (3) N**  
**International Trade: Export**

Learn to conduct a successful exporting operation. Study research and planning, market strategy, finance, legal considerations and logistics of entering foreign markets. Develop skills and knowledge in practical aspects of exporting products and services.

**IBN 205 (3) N**  
**International Trade: Import**

Learn to conduct a successful importing operation. Study financing, pricing, logistics and U.S. customs regulations. Develop skills and knowledge in practical aspects of importing products through case study analysis.

**IBN 210 (5) N**  
**Cultural Imperatives in International Business**

Designed to heighten cultural awareness through understanding how relationships impact successful business operations. Covers political environments, cultural and ethnic understanding, religion, history, trade patterns, customs, and cross-cultural communication. Focus on Asian countries of the Pacific Rim.

**IBN 225 (3) N**  
**Global Logistics**

Intro to international logistics and logistics management. Emphasizes the decision-making process, including the role of logistics in the firm and in the international environment; sourcing materials and manufacturing; product distribution, inventory/warehousing issues; distribution alternatives, transportation, financial and organizational considerations; and the impact of government-imposed laws, treaties and policies.

*Students must be accepted into the program in order to take courses numbered 300 and above.*

**IBN 301 (5) N**  
**International Management**

Covers fundamentals of the global business environment: varying political, economic, and legal environments; globalization; international organizations; regional integration. Explores the cross-cultural environment, the dimensions of culture, cross-cultural communication, motivation, leadership, and negotiation. Includes global human resources.

**IBN 302 (5) N**  
**International Marketing**

Covers fundamentals of marketing within a global context, including the impact of economic, cultural, political, legal and other environmental influences on international marketing. Analyze international cases, considering product, pricing, placement, and promotion.

**IBN 303 (3) N**  
**Ethics & International Business**

Increase awareness of ethical issues of international corporate decision-making. Learn business strategies and frameworks needed to analyze and resolve ethical problems. Explore corporate social responsibility and moral decision-making processes.

**IBN 310 (5) N**  
**Operations Management**

Intro to processes that convert resources into goods and services and extends these to suppliers, distributors, and customers. Overview of operations, including operations strategy, system and process design, lean manufacturing, continuous improvement, global supply chain, production and workforce planning, inventory and materials management, and quality improvement.

**IBN 311 (3) N**  
**International Business Law**

Examines common legal issues and risks that affect business transactions in the global marketplace. Learn the international legal framework; methods of resolving disputes including litigation, arbitration, and mediation; joint ventures; trade agreements; sales contracts; intellectual property issues; labor matters; and risks of foreign direct investment.

**IBN 320 (5) N**  
**International Finance**

Focuses on the international financial environment. Study the risks of doing business in a global environment and tools available to minimize those risks. Examines foreign exchange and political risks, working capital management, long-term investments, financing and accounting controls. Familiarity with spreadsheets is needed.

**IBN 350 (8) N**  
**International Business Practicum**

Gain practical experience in a language/culture the student is studying through an educational excursion to a country speaking that language, working or volunteering in a non-profit or business that primarily communicates in that language, or other means.

**IBN 402 (5) N**  
**Management of Information Systems**

Overview of how businesses use information technologies and systems to achieve company objectives and attain competitive advantage in operations, product development, decision-making, and customer relations. Learn IT issues facing organizations: infrastructure, security, business intelligence, networking, the Internet, telecom, wireless, enterprise applications, e-commerce, and ethics.

**IBN 410 (3) N**  
**International Entrepreneurship**

Overview of the international entrepreneurial process, examination of the marketplace and successful business strategies. Addresses product or service selection, selling and marketing strategies, and sources of information and assistance.

**IBN 490 (1) N**  
**Research Skills for International Business**

Intro to the organization, retrieval and evaluation of electronic and print information, including college library systems, networked information system, scholarly resources, and the concepts underlying the research process. Focus on the International Business arena by examining various specialized services.

**INTERNATIONAL STUDIES****ISC 197, 198, 199 (2-5) C**  
**Intercultural Studies Internship**

Learn about the country being visited, including a brief history, major political institutions, major celebrations and holidays, social and political institutions. Write a description of the experience as it relates to an education career, including exploration through informational interviewing, observations, readings and special topic research.

**ISD 200 (3) N,C,S**  
**Orientation to the American College**

Provides international students with the knowledge and skills necessary for success in an American community college. Prereq: Advisor permission.

**ISP 101 (5) N**  
**The Global Society**

Intro to the globalization of cultures and societies in producing the current world system. Includes human interaction, social institutions, social stratification, socialization, deviance, social control, social and cultural change within the context of international inequality.

**ISP 105 (5) C,N**  
**Understanding Intercultural Communications**

Interdisciplinary focus on the values, patterns, history and attitudes that create and sustain cultures; emphasis on skills and empathy in intercultural communication gained from study of diverse cultures through literature, theory and guest lectures.

**ISP 110 (5) N**  
**Intro to Global Studies**

Intro to living in an interdependent and interconnected world, including the diversity in the world's biophysical landscape and examination of human inter-connectedness through time and space. Includes major global issues and problems such as migration, food and hunger and environmental pollution and development. Explores cultural diversity and unity at global, regional and national levels.

**ISP 112 (5) C,N**  
**The Contemporary World**

Intro to the nation-state system, elements of power and major problems facing nation-states today, including population, hunger, nuclear proliferation, energy, nationalism and North-South/East-West relations. May be taken as POLS 112.

**ISP 120 (5) S**  
**Intro to Scandinavian Culture**

Intro to Scandinavian culture, with an overview of the geography, heritage and history of the members of the Nordic Council: Denmark, the Faroe Islands, Finland, Greenland, Iceland, Norway, Sweden and Aland. Also covers Estonia.

**ISP 160 (5) N**  
**Asian Written Traditions**

Intro to written traditions in philosophy, religion, history and literature of East and South Asia. Emphasis on original texts in translation in relation to social and cultural background. Recommended: ENGL& 101 or placement.

**ISP 170 (5) N**  
**Intro to Contemporary China**

Multi-disciplinary survey course on the people, history, culture and socio-economic political systems of Chinese society. No prior knowledge of Chinese civilization or language is required.

**ISP 200 (5) N**  
**Origins of the Modern Global System**

Covers origins of the modern world system from its 16th century roots through World War I. Covers the interaction and interrelationship of economics and politics around the world, with particular emphasis on modern nation-states, capitalism, and imperialism. Prereq: Completion of ENGL& 101 strongly recommended.

**ISP 201 (5) C,N,S****Intro to International Political Economy**

Studies international political economy through facets/events of post-World War II era. Covers postwar changes leading to the creation of international financial institutions, rise of MNCs, emergence of the United States as a major power, globalization of production debt crisis and structural adjustment policies. Emphasis on Asian Pacific, South Asian, Sub-Saharan African and Latin American countries.

**ISP 205 (5) C,N,S****Women in the Global Context**

Interdisciplinary intro to the study of women in Asia, Africa, Latin America, the Middle East and/or indigenous women in some Western societies. Explores commonalities and differences among women in various societies and cultures. Specific societies or regions covered vary by instructor.

**ISP 210 (5) N****The Pacific Century**

Study of the transformation of Pacific Asia and its contribution to the modern world. Emphasis on responses to problems and challenges of economic, political and social development. Attention to impact of China and Japan on contemporary Pacific Asia.

**ISP 220 (5) N****World Hunger**

Comprehensive information about world food situations and the problem of hunger using an ecological/food system approach. Analyzes various components of the food system to identify causes of hunger. Examines acute, chronic and hidden hunger and evaluates proposed strategies using scientific measures as well as the voices of people.

**ISP 234 (5) N****Chinese Society & Thought**

Covers concepts of Chinese civilization from the earliest days to the present. Emphasis on morality-based political philosophy of Confucianism with other conflicting or complementary views of people, nature, society and state.

**ISP 251 (5) N****History of Chinese Civilization**

Development of Chinese society from ancient times to the present, including philosophy, literature, fine arts, religion, foreign relations, science and technology.

**ISP 255 (5) C,N,S****History of the Art of Asia**

Survey course of the paintings, sculpture, architecture and crafts of India, China, Japan and Southeast Asia. Studies influences brought about through invasion, assimilation and transformation of Hinduism, Buddhism, Daoism and Confucianism as reflected in the arts, history and culture.

**ISP 260 (5) N****World Migration**

Study of human migration in time and space including pre-colonial, colonial and current transnational migrations. Examines causes of voluntary and involuntary migration and their impact on economic, social and cultural aspects of people's lives. Covers how migration led to the formation of diasporas in different parts of the world. Studies recent trends in return migration among the Peruvian Japanese, Caribbean and Irish Americans and others.

**ISP 261 (5) N,S****Japanese Civilization**

The development of Japan as a society and nation including its origins, history, government, literature, economic institutions, material culture, social organizations and religions.

**ISP 270 (5) S****Contemporary Scandinavian Society**

Examines the distinctive policies, institutions and social norms of contemporary Scandinavian or Nordic societies: Denmark, the Faroe Islands, Finland, Greenland, Iceland, Norway, Sweden and Aland. Also covers Estonia.

**ISP 293 (5) N****Global Studies Projects & Practicum (Pacific Asia)**

Intro to and experiential knowledge of the people, history, culture and economic development in Pacific Asia. Field trip to selected Pacific Asian countries, lecture, on-site assignments and pre- and post-trip classroom work.

**ITALIAN**

*See Languages & Literature, see page 272.*

**JAPANESE**

*See Languages & Literature, see page 272.*

**JOURNALISM****JRN 101 (5) C,S****Media Writing**

Covers newsworthiness, sources, news gathering techniques (beat, interview, observation, research); writing and editing stories for newspaper, radio and television; law and ethics; influence on society; and values.

**JRN 102 (2-4) S****Newswriting**

Continuation of JRN 101. Emphasis on special assignments such as feature writing and in-depth reporting. Prereq: CMST& 102, JRN 101 or permission.

**JRN 103 (4) S****News Editing**

Editing of news copy for publication: headline writing and layout. Prereq: JRN 102 or permission.

**JRN 104 (1-5) C,S****College Publications**

Intro to newspaper production. Includes writing, editing and layout. Examine current newspapers and produce news and feature articles. Prereq: JRN 102, or another news-writing course, or permission (S); ENGL& 101 eligibility (C).

**JRN 105 (1-5) C,S****College Publications**

Covers college publishing. Includes basics of advanced reporting and writing through work on college newspaper and other assignments. Prereq: JRN 104 or another newswriting course and mastery of basic news reporting techniques.

**JRN 106 (1-5) C,S****Publications Leadership**

Advanced practicum on the student newspaper, arranged by contract. Focus on skills and responsibilities required of editorial or management positions (editor-in-chief, copy editor, business manager) for college newspapers.

**JRN 199 (1-5) S****Independent Study in Journalism**

Internship on a professional publication through arrangement between editor and journalism instructor, or management position on college publication. Prereq: CMST& 102 or JRN 101 and 104, plus permission.

**LANDSCAPE HORTICULTURE****LHO 100 (1) S**  
**Careers in Horticulture**

Explore career opportunities in horticulture, landscaping, urban food production, and sustainable land care. Learn about work requirements, training requirements, trade organizations, professional certification, continuing education opportunities, and related four-year degree programs. Create a personal career-development plan.

**LHO 105 (3) S**  
**Fundamentals of Landscape Design**

Explore the basics of design, then apply them to a residential or commercial setting. Develop skills in drafting and drawing, plant placement and aesthetics. Present the finished product to your peers. For both landscape professionals and home owners.

**LHO 108 (3) S**  
**Weed Identification & Management**

Recognize common landscape weeds and other invasive species. Use print and electronic weed identification tools. Explore weed biology, become familiar with various weed management strategies (cultural, biological, chemical) and learn how to develop an integrated approach to weed management. Helps prepare for the weed section of the WSDA pesticide license exam.

**LHO 109 (3) S**  
**Integrated Pest Management (IPM)**

Principles of integrated pest management (IPM). Covers pesticide laws, health and environmental concerns, and how to develop an IPM plan. Helps prepare for the WSDA pesticide license exam.

**LHO 111 (3) S**  
**Greenhouse Operations**

Intro to greenhouse operations and management, including production practices, maintenance methods and environmental control systems. Involves propagation and maintenance in the campus greenhouse. Includes industry overview through field trips to local production greenhouses.

**LHO 112 (3) S**  
**Nursery Operations**

Examine the world of retail and wholesale nursery operations through field trips to local nurseries. Learn the basic methods of business operations and apply them in the campus retail garden center.

**LHO 115 (3) S**  
**Fall Plant Identification**

Identify and properly use ornamental shrubs, trees, vines and ground covers adapted to and utilized in the Pacific Northwest landscapes. Prereq: Recommend LHO 150.

**LHO 116 (3) S**  
**Winter Plant Identification**

Identify and properly use conifers adapted to the Pacific Northwest and broadleaf plants that provide special winter interest: flowers, fragrance, attractive bark and fruit. Prereq: Recommend LHO 150.

**LHO 117 (3) S**  
**Spring Plant Identification**

Identify and properly use broadleaf evergreen and deciduous trees, shrubs, vines, and groundcovers adapted to and utilized in Pacific Northwest landscapes. Prereq: Recommend LHO 150.

**LHO 119 (3) S**  
**Native Plants for Northwest Landscapes**

Explore the successful use of native plants in landscapes: plant identification and culture, native plants in urban landscapes, native plant revegetation and plant ecology. Prereq: Recommend LHO 150.

**LHO 120 (3) S**  
**Perennial Plant Identification**

Identify and properly use plants adapted to and utilized for annual perennial plantings in the Pacific Northwest. Field trips to established gardens. Recommended: LHO 150. Prereq: Recommend LHO 150.

**LHO 122 (5) S**  
**Residential Landscape Design I**

Gain a conceptual foundation in manual drafting and design, an overview of tools, elements, computer assisted design software, and the process for residential landscape design. Covers horticultural graphics, survey, measurement, analysis of site and environmental field conditions, and development of an accurate scaled plot plan and base map.

**LHO 126 (5) S**  
**Residential Landscape Design II**

Information on how to complete the residential design process from the preliminary diagram to the final conceptual planting plan including CAD and the digital design process. Emphasis on functional, aesthetic, spatial, and ecological use of plants and trees to achieve a predetermined style, theme, or user response. Prereq: LHO 122 with 2.0 or higher or permission.

**LHO 135 (3) S**  
**Intro to Drainage and Irrigation Systems**

Study basic principles of hydraulics, drainage and irrigation systems, irrigation fixtures and apparatus.

**LHO 137 (3) S**  
**Landscape Management**

Covers sustainable maintenance practices, lawn management, tool and small equipment use, safety, landscape management plans, and the impact of design on maintenance requirements.

**LHO 140 (3) S**  
**Intro to Arboriculture**

Intro to the current science and practice of managing trees in urban landscapes. Prepare for the ISA Certified Arborists Examination.

**LHO 150 (3) S**  
**Horticulture Science**

Discover the basic principles of plant anatomy and physiology, growth and development, adaptations, and plant-soil-water relations. Exploration of ecology, people, plants and the environment as they relate to horticulture.

**LHO 152 (3) S**  
**Soils**

Uncover the mysteries of soil through in-depth study of soil properties, management and conservation. Explore the plant-soil-water relationship, urban soils, assessment of soils on site, soil fertility and plant nutrition.

**LHO 155 (3) S**  
**Pruning**

Covers the art and science of pruning in theory and practice. Develop skill at pruning broadleaf trees and shrubs, conifers, fruit trees, vines and roses.

**LHO 160 (3) S**  
**Garden Renovation**

Learn by renovating an existing garden. Includes site assessment, developing a timeline, removal and handling of materials, sourcing new plant material, installation and final evaluation of the process.

**LHO 189 (3) S**  
**Intro to Landscape Construction**

Introduction to the standards and procedures of the landscape construction industry. Covers the proper and accepted methods of a multitude of landscape installations. Includes construction specifications, project sequencing and safety practices.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

**HIN** . . . . . **Watch Technology**

**NAME TO PREFIX**

**Watch Technology** . . . . . **HIN**

Common Course Numbering explanation is on page 186.

**LHO 197 (VARIES) S**  
**Internship**

Explore propagation and plant production. Follow plant materials propagated in LHO 215. Production and ongoing management of specific species and quantities for sale in retail garden center. Prereq: LHO 215 or permission.

**LHO 210 (3) S**  
**Plant Problem Diagnostics**

Diagnose and manage plant problems: insect, disease, cultural and environmental maladies. Stresses a total plant health care approach that utilizes cultural, biological and chemical strategies. Prereq: LHO 109 or permission.

**LHO 215 (3) S**  
**Plant Propagation**

Covers the art and science of plant propagation by seed, cuttings, division and grafting. Includes field trips to plant production facilities. Recommended: LHO 111 or permission.

**LHO 217 (3) S**  
**Advanced Plant Propagation**

Explore propagation and plant production. Follow plant materials propagated in LHO 215. Production and management of specific species and quantities for sale in the campus retail garden center. Prereq: LHO 215 or permission.

**LHO 221 (3) S**  
**Turf Identification & Physiology**

Study turf grasses and weed grasses. Learn how use affects lawn types. Covers turf grass plant parts, root and shoot growth, plant metabolism, germination and seedling development. Learn how environment and cultural practices affect visual and functional quality of turf grasses.

**LHO 222 (3) S**  
**Turf Fertility**

Covers nutrient requirements of turf, reading fertilizer labels and calculating costs. Take and interpret soil tests, write a fertilizer program and diagnose basic nutrient deficiencies. Study how fertilizers interact with soils and affect microbial activity. Learn application techniques, calibration, leaching and environmental factors.

**LHO 223 (3) S**  
**Sports Turf Pest & Disease Management**

Learn to identify pests and diseases common to sports turf in the Pacific Northwest. Explore appropriate pest management practices. Emphasizes safety and legal responsibilities associated with pest management on sports turf.

**LHO 236 (5) S**  
**Advanced Irrigation System Design**

In-depth study of systems and their relationship to our environment focusing on irrigation technology and theory and practical application. Prereq: LHO 135 or permission.

**LHO 237 (5) S**  
**Advanced Irrigation Diagnostics & Repair**

Analyze mechanical, electrical and hydraulic systems. Learn to evaluate a system's efficiency and to troubleshoot, locate and repair problems of improper design and installation, and malfunctions of equipment and parts. Emphasis on turf and landscape areas. Prereq: LHO 135 & 235 or permission.

**LHO 238 (3) S**  
**Maintenance Estimating & Bidding**

Covers estimating material cost and quantity for bidding individual jobs and writing annual contracts. Includes design of efficient residential and commercial landscapes, as well as specifications and maintenance practices. Includes business operations. Prereq: LHO 137 or permission.

**LHO 240 (3) S**  
**Ecological Restoration: An Introduction**

Explore the field of ecological restoration as it applies to horticulturists attempting to repair damaged landscapes. Investigate the science and practice of restoration through field trips and service learning.

**LHO 241 (3) S**  
**Ecological Restoration: Project Planning**

Study the recovery of degraded, damaged, or destroyed ecosystems. Learn to plan, implement, maintain, and evaluate the success of ecological restoration projects. Includes planning and implementing a restoration project near campus. Prerequisite: LHO 240 or permission.

**LHO 242 (3) S**  
**Intro to Permaculture**

Explore permaculture and sustainable land use design based on ecological principles. Covers ecosystems, soils, water catchment and conservation, the food forest, and zones. Learn to apply these concepts and methods.

**LHO 255 (3) S**  
**Edible Trees, Shrubs & Vines**

Explore plants and their uses for edible, medicinal and health purposes. Covers selection, culture, maintenance and siting of plants in the landscape, home and community gardens. Includes site visits and service learning.

**LHO 263 (5) S**  
**Residential Landscape Design III**

Increase sophistication and usage of plant selection, placement, planting patterns, and structures. Develop products using digital applications for individual portfolios. Discuss and practice on-site consulting and other professional services. Prereq: LHO 126 with 2.0 or higher or permission.

**LHO 265 (3) S**  
**Landscape Contracts & Specifications**

Covers practical application of bidding and estimating procedures and techniques within the landscape industry, as well as industry opportunities and standards. Prereq: LHO 189 or permission.

**LHO 267 (5) S**  
**AutoCAD for Landscape Design**

Use Dynascape professional CAD software as a design tool. Learn to design landscapes, generate planting plans and reports, design irrigation, make estimates and bids, track supplier and purchasing information, and customize data libraries and client reports.

**LHO 272 (4) S**  
**Landscape Construction Project – Fall**

Application of standard trade procedures and techniques for residential landscaping. Covers care and safe use of tools used in garden structures and in trade. Prereq: LHO 189 with 2.0 or higher or permission.

**LHO 273 (4) S****Landscape Construction Project – Spring**

Application of standard trade procedures/techniques for residential landscaping. Covers care and safe use of tools used in garden structures and in trade. Prereq: LHO 189 or permission.

**LHO 299 (2-4) S****Special Topics**

Special individual or group study topic in the landscape horticulture field. Prereq: Permission.

**LANGUAGES & LITERATURE**

*NOTE: All listed world languages transfer to four-year colleges and universities. Students intending to transfer should be aware of differing world language requirements and consult with an advisor regarding requirements at specific colleges and universities.*

*The faculty recommend that students entering a world language 101 class have attained Eligibility for ENGL& 101. For information, contact the Humanities Division (N), Humanities & Social Sciences Division or Health & Human Services Division (ASL only) (C), or College Transfer Division (S).*

**Arabic****ARAB 101 (5) S****Arabic 101**

Intro to Modern Standard Arabic (MSA) language with a supplementary focus in Arabic culture. Develop elementary communication skills of listening, speaking, reading, and writing Arabic, with emphasis on pronunciation of Arabic sounds and letters, common Arabic greetings, phrases and basic vocabulary.

**ARAB 102 (5) S****Arabic 102**

Continuation of 101. Emphasizes speaking skills on topics such as Arabic names and titles, family and friends, daily life activities, and cultural topics. Begin learning written language and grammar. Prereq: ARAB 101 or permission.

**American Sign Language****ASL 104 (5) C****ASL Skills Enhancement**

Maintain or increase skills learned in ASL& 121, 121 and 123. Performance will be videotaped for critique. Gain exposure to a variety of signing styles. Prereq: ASL& 123 with a 2.0 GPA or higher or permission.

**ASL 120 (5) C****Intro to Deaf Studies**

Overview of the treatment and psychological aspects of Deafness; history and education of Deaf people; and Deaf culture.

**ASL& 121 (5) C,N,S****American Sign Language I**

Learn ASL grammar skills, increase vocabulary, and gain a deeper knowledge and appreciation of Deaf culture. Prereq: None.

**ASL& 122 (5) C,N,S****American Sign Language II**

Continuation of ASL& 121 to build mastery of grammar skills, increase vocabulary, and gain a deeper knowledge and appreciation of Deaf culture. Prereq: ASL& 121 with a 2.0 GPA or higher or permission.

**ASL& 123 (5) C,N,S****American Sign Language III**

Continuation of ASL& 122 with focus on grammatical features such as spatialization, directionality, and non-manual components. Intensive work in vocabulary development and continued study of Deaf culture. Prereq: ASL& 122 with a 2.0 or higher or permission.

**ASL 125 (5) C****American Deaf Culture**

Covers discussion of Deaf people as a culture, a group of people held together by strength of culture rather than disability. Examines Deaf minorities and current issues in the field.

**ASL 132 (4) C****Fingerspelling & Numbers Culture**

Emphasis on receptive and expressive fingerspelling and number use within a range of contexts. Learn strategies for maintaining uninterrupted language flow. Prereq: ASL& 223 or ITP 165 with 2.5 or higher or permission.

**ASL& 221 (5) C****American Sign Language IV**

Emphasis on expressive skills development and ASL fluency. Attention to the correct formation of signs, movement, rhythm, phrasing, linking, and clarity, intensive vocabulary building and proficiency in ASL grammar. Prereq: ASL& 123 with a 2.0 or higher or permission.

**ASL& 222 (5) C****American Sign Language V**

Continued development of receptive and expressive skills. Produce/receive narratives at a near-native level and decrease dependency on English syntax structures. Prereq: ASL& 221 with a 2.0 or higher or permission.

**ASL& 223 (5) C****American Sign Language VI**

Continue vocabulary development and participate in most formal and informal conversations on general topics. At this level signing errors seldom interfere with understanding and rarely disturb native signers. Prereq: ASL& 222 with a 2.0 or higher or permission.

**ASL 299 (2-10) C,N,S****Independent Study for ASL**

Independent study of selected topic(s) in ASL. A mutually desirable research project is assigned by faculty.

**Chinese****CHIN& 121 (5) C,N,S****Chinese I**

Intro to the standard language, emphasizing correct pronunciation and basic structure, with oral practice and structure skills. Emphasis on systematic study of the phonetics (Pinyin) and basic grammar. Covers everyday expressions and vocabulary, and background on history, culture and customs. Intended for students who have not previously studied Chinese. Recommended: Eligibility for ENGL& 101 (C).

**CHIN& 122 (5) C,N,S****Chinese II**

Continuation of CHIN& 121. Prereq: CHIN& 121 or permission.

**CHIN& 123 (5) C,N,S****Chinese III**

Continuation of CHIN& 122. Prereq: CHIN& 122 or permission.



**CHIN& 221 (5) C,N,S**  
**Chinese IV**

Continuation of CHIN& 123. Emphasizes using Chinese language in speaking, listening, reading, writing and translation. Prereq: CHIN& 123 or permission.

**CHIN& 222 (5) C,N,S**  
**Chinese V**

Continuation of CHIN& 221. Studies similarities and differences between Chinese and English. Prereq: CHIN& 221 or permission.

**CHIN& 223 (5) C,N,S**  
**Chinese VI**

Continuation of CHIN& 222. Use of Chinese in varied social settings. Includes writing academic papers and researching in Chinese. Prereq: CHIN& 222 or permission.

**English: High School Completion****ENGL 040 (5) S**  
**Composition I**

Assessment and development of skills in language and communications including spelling, vocabulary, grammar and usage in a pre-technical career-oriented context. Emphasizes sentence and paragraph development to describe situations, objects and basic processes. Prereq: Appropriate testing and counseling.

**ENGL 041 (5) S**  
**Composition II**

Assessment and development of language skills and communications skills in a pre-technical career-oriented context. Emphasizes paragraph and multi-paragraph writing and revision in various formats and purposes. Research paper or project relating to educational or career opportunities. Prereq: Appropriate placement testing and counseling.

**ENGL 042 (5) N,S**  
**Composition III**

Assessment and development of language and communications skills in academic and career contexts. Analysis of models of effective writing and speaking. Research paper or project on career-oriented topic integrated with a personal, historical, technical or sociological perspective. Prereq: Appropriate placement testing and counseling.

**ENGL 045 (5) S**  
**Literature II – World Literature**

Survey of English literature through reading and discussing novels, essays, poetry and drama. Studies author's purpose, style and point of view.

**ENGL 046 (5) S**  
**Literature III – American Literature**

Survey of the American heritage through its literature. Includes reading and analysis of fiction, poetry and drama. Write book reviews, biographical sketches and interpretations of characters or verse.

**English: Pre-College / Developmental**

*Designed to help students improve their reading, writing, thinking and study skills. For information about courses, contact the following offices: North – Humanities Division (206-934-3709) or Testing Office (206-934-3674); Central – Testing Office (206-934-6913); South – College Transfer (206-934-6600). Instructors will recommend the next appropriate course for students who complete a course in developmental English.*

**ENGL 070 (3) S**  
**Intro to Transitional English**

Development of basic skills required for vocational/technical communications. Using computers to organize, write and edit technical communications. Take concurrently with ICT 098.

**ENGL 079 (2) S**  
**English SAT Prep**

Builds skills in persuasive writing; grammar rules, mechanics, and punctuation; sentence structure and revision; reading strategies and comprehension; and vocabulary development.

**ENGL 080 (1-5) C,N,S**  
**English Skills Shop**

Individual and small group study to improve listening, speaking, study skills, reading comprehension and rate, vocabulary, phonics and word skills, spelling, grammar, writing sentences, paragraphs and essays. Prereq: Permission or placement; consult college testing office. Does not replace an ENGL 090-level class but may be taken concurrently with an 090-level classes.

**ENGL 081 (1-5) C,S**  
**English Skills Shop**

Continuation of ENGL 080. Prereq: ENGL 080.

**ENGL 082 (1-5) C,S**  
**Writing Skills II Prep**

Continuation of ENGL 081. Prereq: ENGL 081.

**ENGL 084 (2-5) S**  
**Spelling & Vocabulary**

Improving vocabulary through study of prefixes, suffixes, roots, context clues and essential vocabulary words; improving spelling through practice and study of spelling rules and patterns.

**ENGL 086 (5-10) N,S**  
**Grammar & Punctuation I**

Open to native and non-native speakers of English. Emphasis on basic sentence-level grammar: prepositional phrases, subject-verb identification, conjunction and sentence types. Practice in thinking, writing, proofreading and editing. Prereq: Placement into ESL 096/7 or higher or placement on English placement test or teacher recommendation.

**ENGL 088 (5) S**  
**Grammar & Punctuation II**

Open to non-native speakers of English only. Intensive study of clauses and reduced clauses (noun, adjective, adverb), form and usage as well as participle forms. Prereq: ESL 096/7 or higher or placement on English placement test or teacher recommendation.

**ENGL 090 (2-5) S**  
**Independent Study of Basic English**

Addresses individual learning needs of students in college preparatory reading or writing skills. Credit awarded according to students' mastery of various skills as determined by the successful completion of material specified by the instructor. Prereq: Appropriate placement on English placement test or permission (N). Appropriate placement, contact the Testing Office (S,C).

*NOTE: Prerequisite for ENGL 091 through 099.*

**ENGL 091 (3-5) C,S**  
**Basic Reading & Study Skills I**

Covers essential reading and study skills. Includes techniques for developing good reading skills and habits, vocabulary, comprehension, textbook reading and classroom skills. Prereq: Placement Test.

**ENGL 092 (3-5) C,S**  
**Basic Writing Improvement I**

Emphasis on the sentence. Includes basic sentence grammar and practice in thinking, writing, editing and proofreading. Prereq: Placement Test.

**ENGL 093 (3-5) C**  
**Reading & Study Skills II**

Development of college reading and study skills. Includes strategies for taking lecture notes, studying for exams, improving memory and reading comprehension and participating in small group discussions. Prereq: Placement Test.

**ENGL 094 (3-5) C,S**  
**Writing Improvement II**

Emphasis on paragraph structure and basic sentence grammar. Practice in thinking, writing, editing and proofreading. Assignments in writing clear sentences and paragraphs. Prereq: Placement Test (S). For students who have completed ENGL 092 but still need more work at that level (C).

**ENGL 095 (5) C,N,S**  
**College Preparatory Reading & Study Skills III**

Emphasis on increasing reading speed and vocabulary, identifying the main idea and supporting ideas in expository reading, making inferences and evaluations and understanding figurative language. Includes study strategies for test-taking, note-taking and outlining. Prereq: Placement Test.

**ENGL 096 (5) C,N,S**  
**College Preparatory Writing III**

Build writing skills through clear, correct sentences, well-developed paragraphs and coherent short essays. Prereq: Placement Test.

**ENGL 097 (5) C,N,S**  
**College Preparatory Reading IV**

Increase general knowledge of fiction and non-fiction through concepts and vocabulary needed to interpret, appreciate and respond to a wide range of reading selections. Prereq: Placement Test.

**ENGL 098 (5) C,N,S**  
**College Preparatory Writing IV**

Emphasis on writing skills for essays or longer papers. Practice in collecting, shaping, revising, editing and proofreading papers. Includes grammar, punctuation and other skills needed for effective writing. Prereq: Placement Test.

**ENGL 099 (5) C,N,S**  
**College Preparatory Writing V**

Emphasis on writing skills for longer, more fully developed essays. Practice prewriting, organizing, revising, editing and proofreading essays. Includes some review of grammar, punctuation and other skills needed for effective writing. Prereq: Placement Test.

**English: College Level****ENGL 100 (5) S**  
**Critical Literacy & College Writing**

Tandem course for students who are eligible for ENGL 098 but choose to move directly to ENGL& 101. Material advances and supports college-level academic critical literacy in both reading and writing. Prereq: Eligible for ENGL 098; Coreq: ENGL& 101.

**ENGL& 101 (5) C,N,S**  
**English Composition I**

Covers academic writing and major strategies of reading and writing analytically. Focuses on engaging and responding to a variety of texts. Through revision and reflection, develop skills as readers, writers and critical thinkers. Prereq: Eligible for ENGL& 101.

**ENGL& 102 (5) C,N,S**  
**Composition II**

Continues the composition sequence with further instruction and practice in the writing process, concentrating on critical reading and writing techniques needed for the preparation and completion of documented essays. Prereq: ENGL& 101.

**ENGL 103 (5) S**  
**Transitional English**

Improvement of skills required for professional-technical communications. Assessment of reading, writing and oral improvement. Use of computer to teach principles of organizing, drafting and editing technical reports. Prereq: Satisfactory performance on English placement test.

**ENGL 104 (5) C,N,S**  
**Advanced English Grammar**

Study of rhetoric and grammar of the English sentence. Includes sentence structure, grammar of the paragraph, usage, diction and mechanics. This course is not remedial. Prereq: Eligible for ENGL& 101 or permission.

**ENGL 105 (3) C,S**  
**Applied Composition**

Covers skills and strategies needed to meet writing demands in college and on the job. Prereq: Satisfactory performance on English placement test.

**ENGL 106 (3) C,S**  
**Technical Writing**

Writing strategies geared to target audiences. Emphasis on research and problem-solving requiring critical reading and writing; development of ideas and argumentation. Includes layout and design, use of illustration, schematics and mathematics. Prereq: ENGL 105 or permission.

**ENGL 108 (3) S**  
**Technical Report Writing**

Technical writing for the professional or student. Covers technical communication skills needed in industry. Provides examples of written or oral presentations typically required in a technical work setting. Prereq: ENGL 106.

**ENGL 109 (5) S**  
**The Art of Reading**

Offers a variety of experiences in college-level reading with emphasis on the critical analysis of works selected from across disciplines. Develop a strategic approach to efficient reading and active learning.

**ENGL& 111 (5) C,N,S**  
**Intro to Literature**

Study and analysis of fiction, poetry and drama with emphasis on understanding the art and techniques of each genre. Prereq: Placement into ENGL& 101.

**ENGL& 112 (5) C,N,S**  
**Intro to Fiction**

Survey of 20th century fiction. Study and analysis of the art, elements, and techniques of short stories, novellas, and novels of American and international authors. Prereq: Placement into ENGL& 101 (N).

**ENGL& 113 (5) C,N,S**  
**Intro to Poetry**

Study, appreciation and analysis of the form, meaning, music and metaphor of poetry. Includes poems from diverse sources. Prereq: Eligible for ENGL& 101 or permission (N).

**ENGL& 114 (5) C,N,S**  
**Intro to Drama**

Study and analysis of great works of the theater, including major themes and trends of playwrights from the Greeks to the present. Prereq: Eligible for ENGL& 101(N).

**ENGL 117 (5) C**  
**American Dialects**

Survey of the contributions other languages and dialects have made to American English, its make-up and creative communicative dynamics.

**ENGL 150 (3-5) C**  
**Writing for the Media – Scriptwriting**

Creating stories and characters and scripting them for video productions. Prereq: Computer literacy.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**ENGL 151 (5) C,N,S**  
**Creative Writing**

Reading and writing fiction, poetry and drama with focus on development of character and voice and emphasis on effective elements and techniques. Prereq: ENGL& 101 or permission.

**ENGL 152 (5) C,N,S**  
**Creative Writing**

Continuation of ENGL 151. Prereq: ENGL 151, ENGL& 101 or permission.

**ENGL 153 (5) C,N,S**  
**Creative Writing**

Continuation of ENGL 152. Emphasis on writing, editing and proofreading manuscripts. Includes literary magazine production experience in editing, design and layout. Prereq: ENGL& 101, ENGL 151 and ENGL 152 or permission (N). Includes workshops and seminars for those with writing experience (C).

**ENGL 155 (3) C**  
**Writing for the Media – Advanced Scripting**

Development of individual and small group scripts, teleplays, adaptation of short stories and individual projects. Projects to be used in the video festival.

**ENGL 198 (1-3) S**  
**English Workshop**

Emphasis on building skills in a variety of areas: vocabulary development, reading comprehension, grammar, punctuation, sentence structure and strength. Addresses diagnosed student needs individually, with a mixture of workshop and lecture techniques.

**ENGL 201 (5) C,S**  
**Advanced Composition**

Reading and writing exposition with emphasis on context, audience and rhetorical options. Provides critique experience for own and others' writing. Prereq: ENGL& 101 or permission.

**ENGL 203 (3) C**

**Writing for the Media:**

**Advanced Script Writing**

Emphasizes writing for film and videotape productions utilizing exterior and interior settings.

**ENGL 204 (5) C**

**Understanding Language**

Learn the fundamental structures of English as well as the theory of grammar, language origination (biological and historical), language relationships and usage. Study how language changes according to a clearly defined set of internal rules. Prereq: ENGL& 101.

**ENGL 205 (5) C**

**Creative Nonfiction**

Focuses on nonfiction and its disciplines but draws from the other literary genres in terms of creative techniques. Learn to combine imaginative strength with literary techniques borrowed from fiction, poetry and drama to create art in a nonfiction form. Goes well beyond the typical undergraduate composition essay. Prereq: ENGL& 101.

**ENGL 214 (5) C**

**Major British Writers**

Covers 1920 to the present. Read a wide variety of authors and genres with attention to the multi-cultural forces that shape British literature today. Study the historical and social forces surrounding the literature for context. Prereq: Eligible for ENGL& 101.

**ENGL 218 (5) C**

**Holocaust Literature:**

**Voices From the Holocaust**

Examines literature written by survivors of the Holocaust or the Shoah. Read accounts written by people who survived to write and publish their memories. Meet one of the authors. Develop an historical context for World War II and the rise of Nazi Germany to understand the literature.

**ENGL 219 (5) C,N,S**

**Between the Wars**

Explores the character, mood and atmosphere of post-WWI American writers, including African-American, Native-American, Asian-American and European-American. Considers the implications and nature of their work in the context of their time. Prereq: Eligible for ENGL& 101.

**ENGL& 224 (5) C,N,S**

**Shakespeare I**

Study of a representative selection of Shakespeare's comedies, tragedies, romances, and history. Covers the range of Shakespeare's career (without duplication of materials from ENGL& 225). May take one or both classes. Prereq: Eligible for ENGL& 101.

**ENGL& 225 (5) C,N,S**

**Shakespeare 2**

Continuation of ENGL& 224. May take one or both classes. Prereq: Eligible for ENGL& 101.

**ENGL& 226 (5) C,N**

**British Literature I**

The early Celtic period, the Roman occupation, the Anglo Saxon period, the Norse invasions, the Middle Ages to the English Renaissance before Shakespeare. Emphasizes the historical forces, social shifts and significant cultural clashes that form the context for this literature. Prereq: Eligible for ENGL& 101 (N).

**ENGL& 227 (5) C,N,S**

**British Literature II**

From 1540 -1800. Covers Shakespeare and the English Reformation and Renaissance, English global expansion, growing awareness of science and The Age of Reason. Emphasizes the historical forces, social shifts and cultural differences that form the context for this literature. Prereq: Eligible for ENGL& 101.

**ENGL& 228 (5) C,N,S**

**British Literature III**

Covers the French Revolution through the Romantic and Victorian periods through World War I (1785-1919). Emphasizes the historical forces, social shifts and cultural differences that form the context for this literature. Prereq: Eligible for ENGL& 101.

**ENGL& 230 (3) C,N,S**

**Technical Writing**

Presents formats and mechanics of writing needed in occupational areas related to engineering technologies. Emphasis on project types, layout and design, use of illustrations, schematics and mathematics, writing for specific audiences, research and documentation, and résumé writing. Prereq: ENGL& 101.

**ENGL 231 (3-5) N,S**

**Children's Literature**

Studies children's and adolescent literature from diverse cultures within the United States. Covers the power and elements of story and reflection of values. Prereq: Eligible for or completion of ENGL& 101 (N).

**ENGL 232 (5) S**  
**Young Adult Literature**

Explores literature that reflects the lives and concerns of young adults and teens in a culturally-diverse United State, and teaches the elements of story. Includes, but is not limited to works by Sandra Cisneros, John Green, Lois Lowry, Neil Gaiman, Julia Alvarez and Sherman Alexie. Prereq: Eligible for ENGL& 101.

**ENGL 233 (2-5) S**  
**Coming of Age Across Cultures**

Studies "coming of age" literature in two or more countries.

**ENGL& 235 (5) N,S**  
**Technical Writing**

Explores basic formats and content of technical communication. Covers writing process; analysis of purpose and audience for various reports and documents; research, documentation, presentation of technical material; and communication in digital media. Projects include writing and editing, digital communication, and collaboration. Prereq: ENGL& 101.

**ENGL 240 (5) C,N,S**  
**Reading & Writing Autobiography**

Read autobiographies of well-known people and write your own. Involves both critical and personal writing assignments, with an emphasis on the personal dimension of writing. Recommended: ENGL& 101.

**ENGL 241 (5) N**  
**Reading & Writing Autobiography**

Continuation of ENGL 240. Prereq: ENGL 240 and eligible for ENGL& 101.

**ENGL& 244 (5) C,N,S**  
**American Literature IP**

Surveys literature of the United States from Colonial times to the early 19th century. Prereq: Eligible for ENGL& 101.

**ENGL& 245 (5) C,N,S**  
**American Literature II**

Covers 19th century writers in all written forms. Prereq: Eligible for ENGL& 101.

**ENGL& 246 (5) C,N,S**  
**American Literature III**

Covers late 19th and 20th century writers with emphasis on modern fiction, drama, poetry and trends in literature. Practice critical techniques. Prereq: Eligible for ENGL& 101.

**ENGL 251 (5) C,N,S**  
**Studies in the Novel**

Studies major novels associated with specific philosophical or chronological periods, such as the great Victorian novelists, the Naturalists and American Realists. Usually covers 5 novels per quarter. Prereq: Eligible for ENGL& 101 (N).

**ENGL 252 (5) C,N,S**  
**Novels of Western Literature**

Emphasis on European and American novels from the past two centuries viewed in the philosophical and historical contexts of the time. Prereq: Eligible for ENGL& 101 (N).

**ENGL 253 (5) N,S**  
**Studies in the Novel**

Continuation of ENGL 252. Prereq: Eligible for ENGL& 101 (N).

**ENGL& 254 (5) C,N,S**  
**World Literature I**

Critical readings and discussion of the creation stories and early literature of several ancient cultures, examining the material as myth, as history, as literature and as records of a culture's self-image. May include Enuma Elish, Gilgamesh, The Theogony, The Iliad, The Odyssey, the plays of Sophocles and Aeschylus, parts of the Bible and writings of Virgil and Ovid. Prereq: Eligible for ENGL& 101.

**ENGL& 256 (5) C,N,S**  
**World Literature III**

Cross-cultural survey of 20th century literature from Latin America, Africa, Asia, Europe and the United States. Reading and discussion of major modern writers who have influenced the form and content of other writers. Prereq: Eligible for ENGL& 101 (N).

**ENGL 257 (5) C,N,S**  
**Survey of Literary Masterpieces of the United States**

Illustrates the richness and variety of writing and represents enduring concerns and questions of American literature through selected works. Prereq: Eligible for ENGL& 101.

**ENGL 258 (5) C,N,S**  
**Literature of American Cultures**

Surveys literature from a variety of cultures including Asian-American, African-American, European-American, Chicano and Latino-American and Native-American. Analysis of the writing and sociological, political, and historical contexts of the authors. Prereq: Eligible for ENGL& 101 (N).

**ENGL 259 (5) C**  
**African American Literature**

Explores African-American literature, poetry, short drama and essays. Prereq: Eligible for ENGL& 101.

**ENGL 260 (5) C,N,S**  
**Asian-American Literature**

Focuses on fiction and poetry of Asian-Americans, covered in order of their immigration: Chinese, Japanese, Filipino, Korean, Southeast Asian and the recent groups from Asia and the Pacific Islands. Prereq: Eligible for ENGL& 101.

**ENGL 263 (5) C,N**  
**The Bible as Literature**

Studies the Bible as an anthology of literary texts expressing the religious ideas of ancient Israel. Emphasizes reading the Old Testament and New Testament with literary and historical understanding. Prereq: Eligible for ENGL& 101.

**ENGL 265 (5) C,N**  
**Literature & Society**

Studies patterns of literary expression as a guide to social attitudes and value systems, the part society plays in shaping literature and the degree to which literature reflects society.

**ENGL 266 (5) C,S**  
**Literature of Emerging Nations – Third World Literature**

Surveys traditional and contemporary literature from Africa, Asia and South America.

**ENGL 267 (5) C,N**  
**The Literature of the American West**

Covers literature about the American West by people of the American West with emphasis on cultural, historical, and sociological concerns. Prereq: Eligible for ENGL& 101.

**ENGL 270 (5) C**  
**The Beat Generation Writers**

Focus on the literature of the Beat Generation writers in the U.S. in the 1940s, such as Jack Kerouac, Allen Ginsberg and William Burroughs, who continue to have an influence on American society today. Prereq: Eligible for ENGL& 101.

**ENGL 291 (5) C,N,S****Literature by Women**

Surveys the literature by culturally diverse American women authors. Analyzes fiction and non-fiction of various genres. Examines the ways women's literary voices have shaped society, culture, politics and gender roles in the United States. Prereq: Eligible for ENGL& 101. women writers from Asian, African, European, Latino and Native American cultures. Explores the contexts and lives of the characters, considering culture and gender in their values and attitudes. Prereq: Eligible for ENGL& 101 (N).

**ENGL 292 (5) C,N,S****Literature by Women: Global Perspectives**

Surveys literature by women from African, Asian, Latin American, Middle Eastern and other non-western cultures.

**ENGL 293 (5) C,N,S****Special Studies in Literature – Science Fiction**

Examines selected readings in science fiction and fantasy from the 19th century to present. May include American, British, continental European and other international writers.

**ENGL 296 (1-3) N,S****Special Topics in English**

Special courses developed by instructors. Prereq: permission.

**ENGL 299 (1-5) C,N,S****Independent Study**

Create an individual project, syllabus and outcomes with instructor. Prereq: Permission.

**English as a Second Language –  
Beginning and Intermediate****ESL 007 (1-15) C****ESL – Pre-Literacy**

For true beginners – students who are unable to read, write, speak or listen in English and who are pre-or-non-literate in their native language. Introduces beginning concepts of reading and writing and spoken English for aural comprehension to help students use English for meeting classroom and personal needs.

**ESL 010 (1-15) C,N,S****Level 1, Integrated Skills**

Emphasis on basic vocabulary, simple sentence structure, pronunciation, basic reading and writing needed for daily functioning. Concentrates on developing oral and listening skills through drills, dialogues, role-playing, dictation and conversation. Work on literacy skills.

**ESL 011 (1-15) C,N,S****Level 1A, Integrated Skills**

Beginning course for non-native speakers of English with emphasis on vocabulary, pronunciation, basic reading and writing needed to meet daily survival situations.

**ESL 012 (1-15) C,N,S****Level 1B**

Beginning course for non-native speakers of English with emphasis on vocabulary, pronunciation, basic reading and writing needed to meet daily survival situations. Prereq: ESL 011 or placement.

**ESL 013 (1-15) C,N,S****Level 1C**

Beginning course for non-native speakers of English with emphasis on vocabulary, pronunciation, basic reading and writing needed to meet daily survival situations. Prereq: ESL 012 or placement.

**ESL 015 (1-15) C,N,S****ESL Reading and Writing 1**

Practice in reading and writing skills needed for daily situations and jobs. Emphasis on basic vocabulary, simple sentences, and pronunciation.

**ESL 016 (1-15) C,N,S****ESL Listening and Speaking 1**

Practice in speaking and listening skills needed for job and/or daily situations. Prereq: Placement into ESL 011 or 012.

**ESL 017 (1-15) C,S****Level 1, Multiple Skills Lab**

Tutoring in specific areas for students in ESL Level 1. Prereq: Permission.

**ESL 018 (1-15) S****Level 1, Workplace Literacy**

Beginning level for non-native speakers of English. Practice with job-related skills in reading, writing, speaking and listening.

**ESL 019 (1-15) C,S****Level 1, VESL**

Designed to help prepare limited English-proficient students for entry into specific job training programs such as electronic assembly, culinary arts and wood construction. Focuses on the basic vocabulary and communication structures required in the job training class and on the job.

**ESL 020 (1-15) C,N,S****Level 2, Integrated Skills**

Practice in listening skills, understanding idiomatic expressions and producing appropriate responses in contextual situations. Continued emphasis on basic vocabulary, reading and writing. Prereq: ESL 010, ESL 012 (N), or placement.

**ESL 021 (1-15) C,N,S****Level 2A, Integrated Skills**

Beginning-level course for non-native speakers of English. Continued emphasis on vocabulary development, reading and writing needed to function effectively in a job or daily situations. Prereq: ESL 010, 012, or placement (N); ESL 013 or placement (S,C).

**ESL 022 (1-15) C,N,S****Level 2B, Integrated Skills**

Beginning-level course for non-native speakers of English. Continued emphasis on vocabulary development, reading and writing needed to function effectively in a job or daily situations. Prereq: ESL 021 or placement.

**ESL 023 (1-15) C,S****Level 2C**

Intermediate-level course for non-native speakers of English. Continued emphasis on vocabulary development, reading and writing needed to function effectively in a job or daily situations. Prereq: ESL 022 or placement.

**ESL 025 (1-15) C,N,S****ESL Reading and Writing 2**

Practice in reading, writing, and grammar skills for survival and academic English. Emphasis on vocabulary development, reading comprehension and strategies, and writing for effective communication in a job or daily situations.

**ESL 026 (1-15) C,N,S****ESL Listening and Speaking 2**

Practice in speaking and listening skills needed for job and/or daily situations. Prereq: ESL 012, 016, or placement at ESL Level 2.

**ESL 027 (1-15) C,N,S****Intro to Computer-Assisted  
Language Learning**

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, and conveying ideas in writing while learning computer skills. Prereq: Placement at ESL Level 2 or higher or permission.

**ESL 028 (1-15) C,N,S****Level 2, Workplace Literacy**

Advanced beginning level for non-native speakers of English. Practice English skills needed to obtain or keep a job.

**ESL 030 (1-15) C,N,S**  
**Level 3, Integrated Skills**

Intermediate level course for non-native speakers of English. Continued emphasis on writing practice and reading to improve vocabulary, comprehension and speed and writing practice. Coping and cultural orientation skills needed for vocational or academic program. Prereq: ESL 020 or placement, ESL 022 (N).

**ESL 031 (1-15) N,S**  
**Level 3A, Integrated Skills**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing practice includes sentence construction and simple paragraphs. Prereq: ESL 020, ESL 022 or placement.

**ESL 032 (1-15) N,S**  
**Level 3B, Integrated Skills**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing includes sentence construction and simple paragraphs. Prereq: ESL 020, ESL 031 or placement.

**ESL 033 (1-15) S**  
**Level 3C**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing includes sentence construction and simple paragraphs. Prereq: ESL 032 or placement.

**ESL 034 (1-15) N,S**  
**Level 3D, Fast Track**

Fast track course for students who are able to study at a faster pace than their classmates. Covers ESL 031, 032 and 033 in one quarter (North covers ESL 031 and 032). North students with less than a 75% average may return to other ESL classes as determined by their instructor. Prereq: Instructor recommendation only.

**ESL 035 (1-15) C,N,S**  
**ESL Reading and Writing 3**

For students who want to improve their writing skills. In-depth study of English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 3 or teacher recommendation.

**ESL 036 (1-15) C,N,S**  
**ESL Listening and Speaking 3**

Practice in speaking and listening skills needed for job and/or daily situations. Prereq: ESL 022, or placement at ESL Level 3.

**ESL 037 (1-15) C,N,S**  
**Beginning Computer-Assisted Language Learning**

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, and conveying ideas in writing while learning computer skills. Prereq: Placement at ESL Level 3 or higher or permission.

**ESL 038 (1-15) N,S**  
**Level 3, Workplace Literacy**

Low intermediate level for non-native speakers of English. Practice English skills needed to obtain or keep a job.

**ESL 039 (1-15) C,S**  
**Level 3, VESL**

Intermediate level for non-native speakers of English. Focuses on workplace and survival English and beginning academic English. Includes career planning, test-taking, study skills, interview skills, résumé writing, and computer and math skills. May also cover health, finances, college/training programs and/or citizenship.

**ESL 040 (1-15) C,N,S**  
**ESL Level 4 Integrated Skills**

Emphasis on oral and listening skills, reading instruction to improve vocabulary, comprehension, speed and writing practice. Prereq: ESL 030, ESL 032 or placement (N).

**ESL 041 (1-15) C,N,S**  
**ESL Level 4A, Integrated Skills**

Intermediate level course for non-native speakers of English with emphasis on improving vocabulary, reading comprehension and speed. Prereq: ESL 030, ESL 032 or placement (N); ESL 032 or placement (C, S).

**ESL 042 (2) N**  
**ESL Level 4B, Integrated Skills**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing practice includes sentence construction and paragraph development. Prereq: ESL 030, ESL 041 or placement.

**ESL 044 (1-10) C,N,S**  
**Level 4D Fast Track**

Fast track course for students who are able to study at a faster pace than their classmates. Covers ESL 041 and ESL 042 in one quarter. Prereq: Instructor recommendation only (N).

**ESL 045 (1-15) C,N,S**  
**Focus on Writing**

For students who want to improve their writing skill. In-depth study of English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 4 or teacher recommendation.

**ESL 045A (5-6) C**  
**ESL Reading and Writing 4A**

Intermediate level reading and writing focusing on quickly and accurately reading simple texts with understanding. Write short structured paragraphs on familiar topics.

**ESL 045B (5-6) C**  
**ESL Reading and Writing 4B**

Intermediate level reading and writing focusing on building skills from ESL 045A with more emphasis on grammatical structures.

**ESL 046 (1-5) C,N,S**  
**ESL Level 4, Listening & Speaking**

Practice, develop and improve speaking and listening skills needed for daily life, jobs and student educational goals. Emphasis on communication skills, not specific pronunciation. Prereq: Placement at Level 4 for listening skills or teacher recommendation.

**ESL 046A (5-6) C**  
**ESL Listening and Speaking 4A**

Listen and respond to most basic content related to personal background, everyday transactions, and routine tasks. Learn to communicate in familiar settings with one or more listeners, in person or on the telephone.

**ESL 046B (5-6) C**  
**ESL Listening and Speaking 4B**

Intermediate level listening and speaking to building skills from ESL 046A, with more emphasis on grammatical structures.

**ESL 047 (1-15) C,N,S**  
**Intermediate Computer-Assisted Language Learning**

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, and conveying ideas in writing while learning computer skills. Prereq: Placement at ESL Level 4 or higher and completion of ESL 037 or permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**ESL 048 (1-6) C,S**  
**ESL Test Preparation & College Readiness**

Develop skills necessary to transition successfully into an American college. Practice taking standardized English proficiency and placement tests. Provides information about the application process for financial aid and support services. Explores issues of time management, students' own current abilities and styles of learning, barriers, learning deficiencies or skills gaps. Covers strategies for improvement. Prereq: None.

**ESL 049 (1-15) C,N,S**  
**Vocational ESL 4**

Supports vocational, technical and employment training.

**ESL 050 (1-15) C,N,S**  
**ESL Level 5, Integrated Skills**

High Intermediate ESL course to develop reading, writing and grammar skills for students preparing to take college level courses. Prereq: ESL 042, 044 or placement on the ESL Placement Test (C, S). Placement in ESL 051 or 052 (N).

**ESL 051 (1-15) C,N,S**  
**ESL Level 5A, Integrated Skills**

High intermediate ESL course with emphasis on reading, writing, speaking and listening and grammar skills. Emphasis on accuracy of sentence level grammar and reading skills involving vocabulary development and inferencing skills. Prereq: ESL 042, 044 or placement.

**ESL 052 (1-15) C,N,S**  
**ESL Level 5B, Integrated Skills**

High intermediate ESL course with continued emphasis on reading, writing, speaking and listening and grammar skills to prepare students for vocational or academic coursework and for employment. Prereq: ESL 051 or placement.

**ESL 055 (1-15) C,N,S**  
**Focus on Writing**

For students who want to improve their writing skills. Study English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 5 or teacher recommendation.

**ESL 055A (5-6) C**  
**ESL Reading and Writing 5A**

High intermediate reading and writing designed to help students read fluently and independently and comprehend a variety of texts through structured reading activities in various familiar settings. Write independently, using well-defined and structured paragraphs.

**ESL 055B (5-6) C**  
**ESL Reading and Writing 5B**

Use high intermediate reading and writing skills from ESL 055B with greater emphasis on grammatical structures.

**ESL 056 (1-15) C,N,S**  
**ESL Level 5, Speaking & Listening**

Upon completion, be able to listen actively and speak so others can understand and participate effectively and independently in conversations on everyday survival, work and social situations, in person and on the telephone.

**ESL 057 (1-15) C,N,S**  
**Advanced Computer-Assisted Language Learning**

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, conveying ideas in writing, speaking comprehensibly, and listening actively while learning computer skills. Prereq: Placement at ESL Level 5 and completion of ESL 047 or instructor's permission.

**ESL 059 (1-15) C,N,S**  
**Vocational ESL 5**

For students currently enrolled in the ESL Program. Provides specific support in vocational ESL and assists students pursuing career and professional technical programs. Prereq: Permission.

**ESL 060 (1-15) C,N,S**  
**ESL Level 6 Integrated Skills, Advanced ESL**

Emphasis on writing multi-paragraph compositions and reading a variety of texts. Prereq: Placement in ESL 061 or 062.

**ESL 061 (1-15) C,N,S**  
**ESL Level 6A Integrated Skills, Advanced ESL**

Emphasis on writing multi-paragraph compositions and reading a variety of texts. Continued work on grammar. Prereq: ESL 052 or placement.

**ESL 062 (1-15) C,N,S**  
**ESL Level 6B**

Emphasis on composition, reading a variety of texts, grammar and vocabulary expansion. Prereq: ESL 061 or placement.

**ESL 063 (10) C**  
**ESL for Information Technology 1**

1 of 3 non-sequential courses which integrate the Washington State Adult Basic Education ESL Levels 5 and 6 reading, writing, listening and speaking standards with MIC courses, which provide the context for ESL learning outcomes and activities.

**ESL 064 (10) C**  
**ESL for Information Technology 2**

1 of 3 non-sequential courses which integrate the Washington State Adult Basic Education ESL Levels 5 and 6 reading, writing, listening and speaking standards with MIC courses, which provide the context for ESL learning outcomes and activities.

**ESL 065 (1-13) C,N,S**  
**Focus on Writing**

For students who want to improve their writing skills. Study English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 6 or teacher recommendation.

**ESL 066 (1-15) C,N,S**  
**ESL Level 6, Speaking & Listening**

On completion, be able to listen actively and speak so others can understand.

**ESL 067 (1-15) C,S**  
**ESL Level 6, Computer Assisted**

A self-paced, individualized instructional setting for ESL Level 6 students to build on English skills learned in core ESL classes.

**ESL 068 (1-3) C,N,S**  
**Educational Interviewing for ESL Students**

Helps ESL students at all competency levels identify their current abilities, characteristics, styles and readiness to learn. Intro to campus resources.

**ESL 069 (1-15) C,N,S**  
**Vocational ESL**

For ESL students concurrently enrolled in a professional-technical program. Provides specific support in content courses and vocational ESL and assists students in completing their programs and building job-related language skills. Prereq: Permission.

**ESL 070 (10) C**  
**ESL for Information Technology 3**

1 of 3 non-sequential courses which integrate the Washington State Adult Basic Education ESL Levels 5 and 6 reading, writing, listening and speaking standards with MIC courses, which provide the context for ESL learning outcomes and activities.

**ESL 071 (1-15) N,S**  
**ESL Citizenship 1**

Beginning level preparation for the United States citizenship examination through the practice of listening, speaking, reading and writing skills and through the study of U.S. history and government. Prereq: ESL Level 3 or higher.

**ESL 072 (1-15) N,S**  
**ESL Citizenship 2**

Intermediate level preparation for the United States citizenship examination through the practice of listening, speaking, reading and writing skills and through the study of U.S. history and government. Prereq: ESL 071 or permission.

**ESL 073 (1-15) N,S**  
**ESL Citizenship 3**

Continued preparation for the United States citizenship examination through the practice of listening, speaking, reading and writing skills and through the study of U.S. history and government. Prereq: ESL 072 or permission.

**ESL 075 (1-15) N**  
**ESL English Pronunciation**

Intro to the basics of accurate English pronunciation such as vowel and consonant sounds and sentence intonation. Prereq: Placement in Level 3, 4, or permission.

**ESL 076 (1-15) C,N,S**  
**ESL Pronunciation**

Intro to some of the basics of accurate English pronunciation for non-native speakers of English: some stressed and unstressed vowel sounds, basic word stress patterns, sentence stress and rhythm and other features.

**ESL 077 (1-15) C,N,S**  
**ESL Pronunciation**

Advanced course on accurate English pronunciation: troublesome vowel and consonant sounds, word stress and sentence intonation. Prereq: Placement into ESL 061 or 092/093 or instructor permission.

**ESL 078 (1-15) C,N,S**  
**ESL Pronunciation**

Advanced course on accurate English pronunciation: troublesome vowel and consonant sounds, word stress and sentence intonation. Prereq: Placement into ESL 061 or 092/093 or instructor permission.

**ESL 083 (5) N,S**  
**Strategic Learning in a Content Area**

Supports strategic learning in a college credit class through concurrent enrollment in the college class and ESL 083. Learn appropriate study skills such as metacognitive strategies, previewing, skimming and scanning of written materials, summarizing and paraphrasing, note-taking, revision and expansion of notes and research techniques. Understand and meet content teacher expectations.

**English for Non-Native Speakers –  
College Transitional ESL****ESL 084 (1-5) S**  
**English for Non-Native Speakers Telecourse**

Thirty-hour Telecourse to help high beginning ESL students improve their speaking, listening comprehension skills and vocabulary. Do speaking, listening, comprehension and vocabulary development exercises. Required attendance for ten three-hour class meetings on campus.

**ESL 085 (3-5) C,N,S**  
**Survey of English Grammar I**

For students under-prepared for college level English. Covers basic English grammar with a focus on writing simple, compound and complex sentences and paragraphs. Learn and practice academic English vocabulary to enhance writing skills. Prereq: Placement on ESL COMPASS test.

**ESL 086 (3-5) C,N,S**  
**Survey of English Grammar II**

Covers intermediate to advanced English grammar with an emphasis on sentence and paragraph writing using simple, compound and For students under-prepared for college level complex sentences. Continue developing academic English vocabulary to enhance writing skills. Prereq: Placement on the ESL COMPASS test.

**ESL 087 (1-5) S**  
**ESL Support Lab**

Work out an individualized program with the instructor, which could include the use of computer software/Internet resources. Focuses on content area, grammar, reading, writing, punctuation, spelling and vocabulary building.

**ESL 088 (3) N**  
**Advanced English Pronunciation I**

Advanced course on accurate English pronunciation. Covers features such as certain vowel and consonant sounds, word and sentence stress. Prereq: Placement in ESL 092/093 or higher or permission.

**ESL 089 (1-5) C,N**  
**Pronunciation Practice &  
Vocabulary Development**

Advanced class on accurate English pronunciation. Practice pronunciation, listening, conversation and writing skills to reinforce the work of ESL classes or other vocational or academic courses. May be repeated a maximum of eight quarters (ESL 089A-H). Must be taken in conjunction with recommended ESL classes. Coreq: Enrollment in ESL 092-099 or permission (C). Prereq: ESL 094/095 placement or permission (N).

**ESL 090 (2-5) C,N,S**  
**College Preparatory Speaking Skills for Non-Native Speakers**

Emphasizes improving pronunciation and comprehension of spoken English by non-native speakers. Focuses on general and individual pronunciation problems, especially stress and intonation. Includes class presentations and group communications. Prereq: Permission.

**ESL 091 (3-5) C,S**  
**Listening & Note-Taking Skills for Non-Native Speakers**

Improve listening, speaking and note-taking skills necessary for college lecture courses. Participate in lectures, workshop and videotaped lectures. Prereq: Placement on ESL COMPASS test.

**ESL 092 (5) N,S**  
**Basic English Reading for Non-Native Speakers**

For non-native speakers reading below the seventh-grade level. Emphasis on reading comprehension and study skills. Prereq: Placement on English placement test or permission (S); ESL 051 or placement in English placement test (N). Coreq: ESL 093.



**ESL 093 (5) C,N,S**  
**Basic English Writing for Non-Native Speakers**

Focus on control of English sentence structure, syntax, grammar and punctuation. Emphasizes writing skills. Prereq: placement on ESL COMPASS Test (C); ESL 051 placement on ESL Placement Test (N); ESL 051 or placement on English placement test (S). Coreq: ESL 092.

**ESL 094 (3-5) C,N,S**  
**College Preparatory English for Non-Native Speakers – Reading I**

For non-native speakers of English who need practice with basic academic reading, vocabulary, and writing responses to readings. Emphasizes reading comprehension and speed. Prereq: Placement on ESL COMPASS test. Coreqs: ESL 085 and 095.

**ESL 095 (3-5) C,N,S**  
**College Preparatory English for Non-Native Speakers – Writing I**

For non-native speakers of English. Focuses on mastering sentence control and developing clear, coherent paragraphs. Prereq: Placement on ESL COMPASS test. Coreqs: ESL 085 and 094.

**ESL 096 (3-5) C,N,S**  
**College Preparatory English for Non-Native Speakers – Reading II**

For non-native speakers. Increase reading comprehension and speed, improve vocabulary, and build confidence using college preparatory materials. Respond to readings using academic vocabulary in writing. Prereq: ESL 094 or placement on ESL COMPASS test. Coreqs: ESL 086 and 097.

**ESL 097 (3-5) C,N,S**  
**College Preparatory English for Non-Native Speakers – Writing II**

For non-native speakers. Practice developing coherent paragraphs into short essays. Review English writing styles and their application to academic writing. Prereq: ESL 093, placement on ESL Compass Test (C); ESL 094/095 or placement on ESL Compass Test (N). Prereq: ESL 095, placement on ESL Compass Test or permission. Coreqs: ESL 086 and 096 (S).

**ESL 098 (5) C**  
**College Preparatory English for Non-Native Speakers II – Reading**

Emphasis on vocabulary, increasing comprehension and formulation of answers to essay questions. Reading includes college-level academic and vocational texts. Concurrent enrollment in ESL 091 or ESL 099 strongly recommended. Prereq: ESL 096, placement on the English placement test or permission.

**ESL 099 (5) C**  
**College Preparatory English for Non-Native Speakers II – Writing**

Develop coherent paragraphs and short essays. Emphasis on complex paragraphs using appropriate style and techniques of paraphrasing and summarizing. Includes library research skills. Preparation for college-level writing. Prereq: ESL 097, placement on the English placement test, or permission. Recommended Coreq: ESL 091 or ESL 098.

**French**

**FRCH& 121 (5) C,N,S**  
**French I**

Conversation and cultural aspects of the countries in which French is spoken. Oral practice with tapes required outside of class. Recommended: Eligibility for ENGL& 101 (C).

**FRCH& 122 (5) C,N,S**  
**French II**

Continuation of FRCH& 121. Emphasis on pronunciation and oral and written communication. Prereq: FRCH& 121 or permission.

**FRCH& 123 (5) C,N,S**  
**French III**

Continuation of FRCH& 122. Development of skills in oral and written communication while mastering pronunciation techniques. Prereq: FRCH& 122 or permission.

**FRCH 204 (2-5) C,S**  
**Advanced French Language & Literature**

Advanced study of core literature and grammar. Choose an area of interest and prepare regular compositions and presentations. May include creating and performing adaptations of plays and short stories. Prereq: FRCH& 223 or permission.

**FRCH 205 (2-5) C**  
**Advanced French Language & Literature**

Continuation of FRCH 204. Prereq: FRCH 204 or permission.

**FRCH 206 (2-5) C**  
**Advanced French Language & Cultures**

Continuation of FRCH 205. Prereq: FRCH 205 or permission.

**FRCH 210 (4.5) C**  
**French Civilization**

Intro to aspects of contemporary French society. Taught in French. Part of overseas study program in France.

**FRCH 212 (5) C**  
**Intermediate French Language & Culture**

For those who have previously had four quarters of French or equivalent. Focuses equally on the four skills of language learning: speaking, comprehension, writing and reading.

**FRCH 215 (4.5) C**  
**Intro to French Literature**

Study of French literature and literary analysis for intermediate-level students through the study of selected modern texts. Taught in French. Part of overseas study program in France.

**FRCH& 221 (5) C,N,S**  
**French IV**

Detailed review of French grammar and syntax. Focus on writing, conversation and discussion of literary texts. Includes oral presentations on aspects of francophone cultures. Prereq: FRCH& 123 or permission.

**FRCH& 222 (5) C,N,S**  
**French V**

Continuation of FRCH& 221. Prereq: FRCH& 221 or permission.

**FRCH& 223 (5) C,N,S**  
**French VI**

Continuation of FRCH& 222. Prereq: FRCH& 222 or permission.

**FRCH 231 (5) N**  
**Advanced French Language & Literature**

Advanced review of all major concepts of French grammar and broadening of vocabulary base with more challenging reading and writing assignments. Some tutoring in small group work with FRCH& 221 students is expected. Prereq: FRCH& 223 or permission.

**FRCH 232 (5) N**  
**Advanced French Language & Literature**

Continuation of FRCH 231. Prereq: FRCH 231 or permission.

**FRCH 233 (5) N**  
**Advanced French Language & Literature**

Continuation of FRCH 232. Prereq: FRCH 232 or permission.

**FRCH 298 (2-5) C,N,S**  
**Independent Study in French**

Independent study of selected topic(s) in French. To be arranged with instructor. Prereq: Permission.

**FRCH 299 (1-5) C,N,S****Independent Study in French**

Independent study of selected topic(s) in French. Prereq: Permission.

**German****GERM& 121 (5) C,N,S****German I**

For students with no previous German studies. Covers pronunciation, fundamentals of grammar and syntax, oral and written exercises, reading and conversation and cultural aspects of the countries in which German is spoken. Requires oral practice with tapes outside of class. Recommended: Eligibility for ENGL&amp; 101 (C).

**GERM& 122 (5) C,N,S****German II**

Continuation of GERM&amp; 121. Focus on syntax, oral and written exercises, reading and conversation, fundamentals of grammar, pronunciation and culture. Prereq: GERM&amp; 121 or permission.

**GERM& 123 (5) C,N,S****German III**

Continuation of GERM&amp; 122. Emphasis on speaking, reading, writing and grammatical concepts and cultural discussions. Prereq: GERM&amp; 122 or permission.

**GERM 299 (1-5) C,N****Independent Study in German**

Further skills beyond the level of GERM&amp; 123. Uses an intermediate text of contemporary short stories. Prereq: Permission.

**Italian****ITAL 121 (5) C,N,S****Italian I**

For beginning students. Intro to spoken and written Italian with emphasis on speaking, listening and reading comprehension. Covers phonetic system and basic grammar concepts. Includes Italian culture and contemporary customs as an aid in learning the language.

**ITAL 122 (5) C,N,S****Italian II**

Continuation of ITAL 121. Emphasizes pronunciation, oral and written communication.

**ITAL 123 (5) C,N,S****Italian III**

Continuation of ITAL 122. Emphasizes pronunciation, oral and written communication.

**Japanese****JAPN& 121 (5) C,N,S****Japanese I**

For students who have not previously studied Japanese. Intro to Japanese conversation, grammar, culture and the Japanese hiragana writing system. Recommended: Eligible for ENGL&amp; 101 eligibility (C).

**JAPN& 122 (5) C,N,S****Japanese II**

Continuation of JAPN&amp; 121. Includes development of speaking, listening, reading and writing skills. Introduces the kanji (Chinese character) writing system and up to 30 basic characters. Prereq: JAPN&amp; 121 or permission.

**JAPN& 123 (5) C,N,S****Japanese III**

Continues the development of language skills in all areas. Presents another 60 characters. Prereq: JAPN&amp; 122 or permission.

**JAPN& 221 (5) C,N,S****Japanese IV**

Expands basic grammar, vocabulary and writing systems to intermediate level speaking, reading, writing and aural comprehension of the language. Acquire mastery of hiragana, katakana and 100 kanji. Prereq: JAPN&amp; 123 or permission.

**JAPN& 222 (5) C,N,S****Japanese V**

Continuation of JAPN&amp; 221. Further expands grammar, vocabulary and writing systems to intermediate level of speaking, reading and writing. Intro to new kanji. Prereq: JAPN&amp; 221 or permission.

**JAPN& 223 (5) C,N,S****Japanese VI**

Continuation of JAPN&amp; 222. Further expands basic grammar, vocabulary and writing systems to intermediate level of speaking, reading and writing. Intro to new kanji and the use of the Japanese dictionary. Prereq: JAPN&amp; 222 or permission.

**JAPN 298,299 (1-5) C,N,S****Independent Study for Japanese**

Independent study of selected topic(s) in Japanese arranged with faculty. Prereq: Permission.

**Linguistics****LAN 101 (5) C****Intro to Linguistics**

Intro to the study of natural language. Presents the similarities in the basics of language as an instrument of thought and communication. Covers the sources for cultural differentiation between all linguistic materials.

**LAN 110 (5) C,N,S****Comparative Linguistics:****American Sign Language & English**

Intro to linguistics as applied to English and American Sign Language. Examination of phonology, morphology, syntax and language use. Prereq: ASL&amp; 123 with a 2.0 GPA or higher.

**Literature****LIT 236 (5) C****Latin American Colonial Literature**

Surveys literary expressions of Colonial times through 18th century in Spanish America and Peninsular Spain. Covers representative and outstanding prose works of 16th &amp; 17th centuries. Also offered as SPAN 236.

**LIT 238 (5) C****Chicano Narrative**

Intro to significant works in Chicano literature. Study of genre development. Understand the implications of interdependence among diverse cultural groups. Also offered as SPAN 238.

**Russian****RUSS& 121 (5) C,N,S****Russian I**

For those who have not previously studied Russian. Intro to Russian, emphasizing speaking, listening and reading comprehension. Covers the writing system and basic grammar concepts. Studies culture and contemporary customs. Prereq: Eligibility of ENGL&amp; 101 (C).

**RUSS& 122 (5) C,N,S****Russian II**

Continuation of RUSS&amp; 121. Emphasis on speaking, reading, writing and grammatical concepts to ensure proper pronunciation in simple conversation. Covers reading simple texts. Prereq: RUSS&amp; 121.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
**HIN** ..... **Watch Technology**  
**NAME TO PREFIX**  
**Watch Technology** ..... **HIN**

Common Course Numbering explanation is on page 186.

**RUSS& 123 (5) C,N,S**  
**Russian III**

Continuation of RUSS& 122. Emphasis on speaking, reading, writing and grammatical concepts. Continued development of proper pronunciation, facility with conversation and the ability to read texts with the aid of a dictionary. Prereq: RUSS& 122.

**RUSS 299 (2-5) C**  
**Independent Study for Russian**

Independent study of selected topics in Russian arranged with instructor. Prereq: Permission.

**Spanish**

**SPAN 100 (4.5) C**  
**Comparative Spanish Grammar**

Systematic analysis of English and Spanish grammatical structures, with practical exercises on selected grammatical points suggested by students.

**SPAN 110 (4.5) C**  
**Basic Spanish Conversation**

Emphasis on developing speaking skills. Augments skills developed in Elementary Spanish. May repeat the course once to earn up to 9 credits.

**SPAN& 121 (5) C,N,S**  
**Spanish I**

For students who have not previously studied Spanish. Covers fundamentals of grammar and syntax, oral and written exercises, pronunciation, reading and conversation and cultural aspects of the countries in which Spanish is spoken. Practice outside class using an online workbook required.. Recommended: Eligibility for ENGL& 101 (C).

**SPAN& 122 (5) C,N,S**  
**Spanish II**

Continuation of SPAN& 121. Emphasis on pronunciation, oral and written communication. Prereq: SPAN& 121 or permission.

**SPAN& 123 (5) C,N,S**  
**Spanish III**

Continuation of SPAN& 122. Prereq: SPAN& 122 or permission

**SPAN 210 (4.5) C**  
**Intermediate Conversation**

Emphasis on developing speaking skills. Augments skills developed in SPA 210. May repeat once to earn up to 9 credits. Prereq: SPAN& 123 or SPAN 110.

**SPAN& 221 (5) C,N,S**  
**Spanish IV**

Continuation of SPAN& 123. Review of grammatical structures, intensive practice in writing, conversations and reading on a variety of topics. Intro to Hispanic culture, literature and art. Prereq: SPAN& 123 or permission.

**SPAN& 222 (5) C,N,S**  
**Spanish V**

Continuation of SPAN& 221. Emphasis on the four aspects of language: reading, writing, listening and speaking through composition, oral presentation and guest speakers. Prereq: SPAN& 221 or permission.

**SPAN& 223 (5) C,N,S**  
**Spanish VI**

Continuation of SPAN& 222. Prereq: SPAN& 222 or permission.

**SPAN 236 (5) C**  
**Latin American Colonial Literature**

Surveys literary expressions of Colonial times through 18th century in Spanish America and Peninsular Spain. Covers representative and outstanding prose works of 16th and 17th centuries. Also offered as LIT 236.

**SPAN 238 (5) C**  
**Chicano Narrative**

Intro to significant works in Chicano literature. Study of genre development. Understand the implications of interdependence among diverse cultural groups. Also offered as LIT 238.

**SPAN 299 (1-5) C,N,S**  
**Independent Study in Spanish**

Independent study of selected topics in Spanish arranged with instructor. Prereq: Permission and completion of 100 and 200 series or equivalent.

**Vietnamese**

*A three-course sequence in Vietnamese for beginners. Learn basic communicative skills in modern conversational Vietnamese. Emphasizes the systematic study of phonics, basic grammar, everyday expressions and vocabulary and background in culture and customs.*

**VIET& 121 (5) S**  
**Vietnamese I**

Prereq: SLEP/ASSET scores indicating ENGL& 101 readiness or permission.

**VIET& 122 (5) S**  
**Vietnamese II**

Prereq: VIET 121, SLEP/ASSET scores indicating ENGL& 101 readiness or permission.

**VIET& 123 (5) S**  
**Vietnamese III**

Prereq: VIET 121 & VIET 122, SLEP/ASSET scores indicating ENGL& 101 readiness or permission.

**VIET& 221 (5) S**  
**Vietnamese IV**

Vietnamese for second-year students. Increase ability to communicate and interact through speaking, listening, reading and writing. Prereq: VIET 123, SLEP/ASSET placement scores indicating ENGL& 101 readiness, or equivalent and/or permission.

**LIBRARY INFORMATION RESEARCH**

*NOTES: All listed Library Research courses transfer to four-year colleges and universities as electives (6-credit maximum).*

*See also: HUM 187 - Information Resources in Humanities; SSC 101 - Intro to Information Resources for Social Sciences; SSC 187 - Information, Knowledge and Power.*

**INFO 101 (1-3) C,N,S**  
**Intro to Information Resources**

Develops critical thinking in the research process. Examine strategies for locating and using information resources. Emphasizes proficiency using electronic resources and other research tools and retrieval techniques. Explores information policy issues such as copyright, censorship and freedom of information. Prereq: Eligible for ENGL& 101.

**INFO 102 (1) C,S**  
**Info in Action: Research Basics**

Covers the process to get started with a research project and gain a solid understanding of research options. Prereq: Eligible for ENGL& 101.

**INFO 103 (1) C,S****Info in Action: Books & Media**

Intro to the purpose, structure, and uses of books, ebooks and media as sources of in-depth or historical information on a subject. Covers use of local and regional library catalogs to find books, and strategies to evaluate them. Prereq: Eligible for ENGL& 101.

**INFO 104 (1) C,S****Info in Action: Research Databases**

Explores periodical databases for research purposes, including basic database structure and the variety of databases available. Focuses on research strategies and database features to retrieve and evaluate articles on a topic. Prereq: Eligible for ENGL& 101.

**INFO 105 (1) C,S****Info in Action: Scholarly Research**

Intro to scholarly communications that form the basis of new information, including where these communications are published, how to search periodicals databases for scholarly articles, and how to evaluate and cite sources for academic research. Prereq: Eligible for ENGL& 101.

**INFO 106 (1) C,S****Info in Action: Web Research**

Examines the Internet as a conduit for research information from a wide range of sources. Discover strategies for uncovering difficult to find "deep web" resources and evaluating content from multiple sources. Prereq: Eligible for ENGL& 101.

**INFO 110 (1-3) N,C,S****Researching Information Age Issues**

Develops strategies to locate, evaluate and use information safely and ethically. Includes extra language support for non-native English speakers. Prereq: Eligible for ENGL& 101

**INFO 180 (5) C,N,S****Research for the 21st Century**

Builds skills and techniques for success as an online learner and researcher. Through a research project on a global issue, examine various strategies for locating, evaluating and applying information resources with attention to information issues like intellectual property, censorship and freedom of information. Prereq: Placement in ENGL& 101.

**INFO 299 (1-3) C,N,S****Special Topics in Library Research**

Individuals or groups explore selected topics and/or special needs in library research.

**LINGUISTICS**

*See Languages & Literature, page 272.*

**LOGISTICS****LOG 197 (1-5) S****Transportation/Logistics/Cargo Handling Internship**

Optional. Provides significant experience in the areas of transportation, logistics management, or cargo handling and security. Apply classroom learning to real-life logistical issues. Each credit requires 55 working hours.

**LOG 235 (3) S****Intro to Transportation & Logistics**

Covers fundamentals of commercial transportation: operations and processes in efficient movement of cargo, logistics, supply chain management and the impact of these on the financial performance of business. Includes major transportation modes, the legal and regulatory environment, costing and pricing, security issues, managing transportation partnerships, and use of information and technology in the logistics sector.

**LOG 236 (4) S****Intro to Airport & Seaport Operations**

Intro to the structure, organization, and operation of a modern airport and seaport, including current issues and challenges. Covers the critical interface with private sector providers of agency, terminal, stevedoring, tug, and line-handling services. Examines roles of customhouse brokers, freight forwarders, cargo consolidators and government regulatory agencies.

**LOG 237 (4) S****Supply Chain Management**

Examines the global supply chain with an emphasis on supply sources, distribution, production planning, information systems, customer service, inventory management, warehouse management, supply chain relationships, and challenges facing managers today. Covers supply chain management systems and relationships.

**LOG 238 (4) S****Domestic & International Freight Operations**

Examines current and enduring issues of freight operations, air and surface modes, inbound and outbound logistics, and private and public policies. Focuses on expectations: customers want reliable service and reasonable prices; employees and regulators want greater safety and security; citizens want access to services and responsible care of the environment without tax increases; and shareholders want at least market returns on their investments.

**LOG 239 (4) S****Transportation & Border Security**

Covers border and transportation security, including the protection of seaports, ships, aircraft, trains, trucks and pipelines. Includes physical and procedural controls, and regulations of the Department of Homeland Security, Transportation Security Administration, Federal Aviation Administration, and the U.S. Coast Guard. Discusses current threats, counter terrorism, new technologies, and the importance of passenger and cargo security to the global economy.

**MARINE TECHNOLOGY****MGO 100 (24) C****Deckhand Cook**

Two-quarter class. Learn cooking theory and train to prepare crew meals at sea. Also includes seamanship, specifically securing ropes and wires to barges, vessel and equipment maintenance checks and repairs and watch-keeping skills.

**MGO 101 (2) C****Principles of Marine Mechanics**

Provides training in proper use of hand tools, power tools (both hand and stationary) and measuring instruments commonly used in mechanical trades. Covers safe work practices, including safety equipment, work procedures, etiquette and regulatory considerations. Includes fastenings, bearings, seals, gasketing methods and other relevant materials and equipment.

**MGO 103 (3) C****Survival Craft**

A study of survival craft commonly found aboard ships today. Training in lifeboat operation and handling congruous to that required for the U.S. Coast Guard rating of Lifeboatman. Includes lifeboat nomenclature and equipment, launching procedures, handling by oars, inflatables and other types of lifesaving equipment.

**MGO 105 (3) C**  
**Leadership & Management**

Examines relevant concepts and principles in management, leadership and organizational communication as they apply aboard ship. Emphasis on instilling an attitude and work ethic required to realize the objectives of "Social Responsibility" advocated by the STCW Code. Satisfies the General Education Requirement in human relations.

**MGO 111 (3) C**  
**Seamanship**

Study in seamanship to prepare for employment aboard ship. Includes training in seamanship congruous to that required for the U.S. Coast Guard rating of Able Seaman (AB). Includes nomenclature, ship structure, vessel equipment, deck fittings, knots and splices, rigging and watchstanding duties.

**MGO 112 (2) C**  
**Marlinspike**

Practical instruction in use of line, cordage, wire rope and splicing methods. Includes reeving tackles and rigging stages, boat-swains' chairs, pilot ladders and emergency steering gear.

**MGO 113 (3) C**  
**Marine Safety**

Covers basic damage control, marine fire-fighting and other safety topics to prepare for employment in the marine industry. Includes stability changes to a damaged vessel, emergency repairs to hull and vessel systems, proper use of marine fire-fighting equipment, vessel safety equipment, shipboard emergency procedures and survival at sea.

**MGO 119 (3) C**  
**Marine Mathematics**

Reviews algebraic and trigonometric methods. Includes the basics of signed numbers, linear equations, fractions, percentages, plane geometry, measurement and variables which represent additional aspects of mathematics required to solve shipboard problems. Satisfies the General Education Requirement in computation. Prereq: Math placement exam or permission.

**MGO 120 (2) C**  
**Vessel Maintenance**

Practical experience in vessel cleaning maintenance procedures and routine operation of a ship. Tasks include washing, sanding, scaling, chipping, grinding, priming, painting, stenciling and other assigned work both on the interior and exterior of training vessels. Focus on proper technique, optimal resource utilization, cost effectiveness and corrosion prevention.

**MGO 123 (3) C**  
**Basic Piloting & Navigation**

Focuses on chart navigation and basic methods of piloting with emphasis on use of charts and nautical publications, the IALA "B" buoyage system and solving standard navigation problems. Covers how to determine geographic and luminous ranges of lights; correct for compass error, set and drift; plot dead reckoning tracks, running fixes and lines of position; solve time, speed and distance equations; predict tides and tidal currents; calculate simple ETA; and formulate anchorage procedures.

**MGO 124 (2) C**  
**Basic Vessel Handling**

Covers fundamentals of ship handling for small vessels based on single-screw theory. Instruction in ship handling techniques includes backing and filling, "Y-backing," emergency stopping, flanking, and docking and undocking. Uses a small training vessel.

**MGO 127 (4) C**  
**Fundamentals of Marine Electricity**

Fundamentals of AC and DC electricity and elementary electronics. Focuses on basic theory, measurements and instruments, routine maintenance of electrical components and general operation of shipboard electrical systems. Prereq: MGO 119, MATH 098 or permission.

**MGO 133 (6) C**  
**Seamanship Practicum**

Introductory underway practicum. Receive indoctrination to both watchstanding duties and shipboard responsibilities of an able seaman. Perform all deck-related tasks one might expect to encounter when actually at sea. Involves 12-hour voyages weekly aboard SMA's training vessels.

**MGO 137 (2) C**  
**Electronic Navigation**

Intro to standard electronic equipment and systems used to aid navigation and communication. Covers radar, gyro compass, depthsounder, Loran C, RDF, GPS, GMDSS and radiotelephone. Includes training in radar piloting and collision avoidance theory using SMA's computer radar simulator.

*NOTE: This course is not designed to satisfy the requirements of either 46 CFR 10.480 or 15.815. Students pursuing the license option will need to take a USCG-approved radar observer course from an organization so certified by the Coast Guard.*

**MGO 140 (3) C**  
**Nautical Rules of the Road**

Comprehensive study of navigation rules and regulations including purpose, technical provisions and application. Provides a comparative study of the international (COLREGS) and inland (U.S. domestic) rules with emphasis on practical interpretation and application.

**MGO 147 (6) C**  
**Marine Engineering Practicum**

Introductory underway practicum. Receive an indoctrination to both watchstanding duties and shipboard responsibilities of a marine engineer. Covers how to read vessel blueprints, trace machinery systems and troubleshoot simulated malfunctions. Involves 12-hour voyages weekly aboard SMA's training vessels.

**MGO 166 (6) C**  
**Navigation Practicum**

Advanced underway practicum. Under supervision, assume role of mate aboard ship and be responsible for navigating the training vessel and operating all related navigational equipment as well as directing the deck crew while underway. Demonstrate competency, proficiency and confidence in navigating a vessel without guidance. Includes 12-hour voyages weekly aboard SMA's training vessels. Prereq: MGO 133.

**MGO 177 (6) C**  
**Advanced Engineering Practicum**

Advanced underway practicum. Under supervision, assume the role of Designated Duty Engineer aboard ship and be responsible for all facets of the operation of the engine room and related equipment while the training vessel is underway. Demonstrate competency, proficiency and confidence in running an engine room without guidance. Involves weekly 12-hour voyages aboard SMA's training vessels. Prereq: MGO 147.

**MGO 200 (4-5) C**  
**At-Sea Internship**

Provides real-world at-sea experience on vessels of at least 500 gross tons that operate beyond the boundary line. During 30–60 day internship demonstrate mastery of the competencies outlined in Table A-II/4 of STCW for ratings forming part of navigational watch or Table A-III/4 of STCW for ratings forming part of an engineering watch.

**MTS 201 (2) C****Naval Architecture**

Survey of ship design and construction of all types of vessels. Emphasis on basic naval architecture and management considerations regarding ship structure. Includes hull structure and components, vessel design process, design stresses, tonnage measurements and load line assignments.

**MTS 202 (2) C****Stability**

Covers principles, terms and procedures used in the determination of transverse, longitudinal and damage stability of ships. Includes physical laws affecting a floating body, effects of cargo operations, loose water, fuel consumption, grounding and flooding on vessel stability. Includes analyses of case studies involving loss of stability and how to perform trim and stability calculations.

**MTS 210 (2) C****Marine Meteorology**

A non-mathematical intro to meteorology with specific emphasis on marine applications. Focuses on ocean weather phenomena as they impact vessel operations and the role of the ship's officer in observing, recording and analyzing developing weather patterns.

**MTS 212 (4) C****Auxiliary Machinery & Ship Design**

Intro to auxiliary machinery and naval architecture. Includes heat exchangers, pumps, air ejectors, steering gear, distilling plants, pressure vessels, piping systems, cargo handling equipment, vessel design, vessel structure and stability.

**MTS 217 (4) C****Marine Diesel Engine Maintenance & Operation**

Theory, fundamental operating procedures, troubleshooting and repair of marine diesel engines. Applied training in diesel engine labs.

**MTS 221 (4) C****Applied Marine Electricity**

Applied course in AC and DC motors, generator applications and electrical theory to typical marine equipment. Covers 3-phase circuits and transformers. Operate marine electrical equipment in the laboratory, on a panel board simulator and aboard SMA's training vessels (dockside). Prereq: MGO 127 or permission.

**MTS 223 (3) C****Advanced Piloting & Navigation**

Continuation of MGO 123. Emphasizes advanced aspects of navigation and piloting essential to ocean voyaging. Studies methods for determining ETA of CPA by distance off; learn navigational techniques for ocean sailing and perform advanced ETA computations involving time conversion. Includes use of a sextant in determining position and range, measuring speed by RPM, fuel consumption and use of the speed log.

**MTS 228 (5) C****Marine Hydraulics**

Emphasizes routine maintenance, troubleshooting and repair of marine hydraulic equipment. Disassemble, analyze and reassemble various hydraulic components through simulation models.

**MTS 233 (5) C****Marine Refrigeration**

Fundamentals of refrigeration cycles, system components, common refrigerants, theory of operation and preventive maintenance techniques as they apply in the marine industry.

**MTS 257 (4) C****Advanced Marine Diesel Engines**

Continuation of MTS 217. Advanced training in the disassembly and rebuilding of marine diesel engines. Special emphasis on air intake systems, fuel injectors, governors, lubrication systems, cylinder wear, ring wear, piston clearances, bearing wear and crankshaft alignment. Prereq: MTS 217.

**MTS 263 (3) C****Propulsion Systems**

Focuses on the principles, operation, maintenance and repair of select propulsion systems. Includes design and application of engines and related systems such as fuel, lubricating, cooling, exhaust and heat recovery. Includes reduction gears, shafting, bearings and propellers.

**MTS 284 (2) C****Shipboard Pollution Prevention**

Using a non-technical format, review issues in pollution prevention and control as they impact on the duties and tasks performed by deck and/or engineering personnel onboard ship.

**MTS 285 (3) C****Marine Boilers**

Combines theory and applied training in operating steam boilers. Covers the principles, operation, maintenance and repair of marine boilers.

**MTS 294 (2) C****License Seminar**

Seminar on licensure knowledge requirements for deck/engineering candidates preparing to take the U.S. Coast Guard deck/engineering exams. Learn to consult and reference the Code of Federal Regulations, Title 46 and other publications.

**MATHEMATICS**

*Courses prepare students for advanced mathematics courses or application to work settings. Courses may include individual laboratory, lecture, or lecture/laboratory combination. Computers, graphing calculators, or both may be introduced and/or used. Collaborative learning may be emphasized. Consult with an advisor to determine how a particular class will be taught, its specific content and credits awarded.*

**Math Laboratory Courses****• SOUTH •****MATH 079 (2) S****Math SAT Prep**

Covers percents, fractions, linear equations, systems of equations, quadratics, factoring, word problems, angles, triangles, area perimeter, circles, averages, data interpretation and functions.

**MATH 080 (1-5) N,S****Preparatory Mathematics**

Focuses on activities that will deepen understanding of algebra and develop attributes of successful students.

**MATH 086 (5) S****Geometry I**

Covers points, lines and angles, triangles, parallel lines, polygons, proofs on congruence and similarity of triangles. Calculator required. Prereq: MATH 085 with a 2.0 or higher.

**MATH 087 (5) S****Geometry II**

Continuation of MATH 086. Covers perimeter and area of polygon, circles, three-dimensional (solid) geometry and intro to right triangle trigonometry. Calculator required. Prereq: MATH 086 with a 2.0 or higher.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**Math Lecture Courses****• NORTH • CENTRAL • SOUTH •**

*\*Indicates courses which are also offered as laboratory courses at South.*

**MATH 080 (5) S**  
**Arithmetic Skills**

**MATH 081 (5) C,N,S**  
**Basic Math Skills**

Covers whole numbers, fractions and decimals, percent, ratio and proportion and geometry. Includes intro to algebra and discussions about math avoidance. Prereq: none (N); placement exam (C,S).

**MATH 083\* (5) S**  
**Arithmetic**

High school-level course emphasizing the structure of the number system. Review of fundamental arithmetic, particularly the addition and subtraction of fractions and decimals. Intro to elementary algebraic concepts and primary concepts of probability, statistics and geometry. Reviews problem-solving strategies and applications. Prereq: Basic computational math skills.

**MATH 084\* (5) C,N,S**  
**Algebra I**

Basic operations with algebraic expressions; solving and graphing linear equations and inequalities; word problems; systems of equations. Prereq: MATH 081 or higher or placement exam (C,N); MATH 083 or higher (S).

**MATH 085\* (5) C,N,S**  
**Algebra II**

Factoring polynomials; rules of exponents; solving quadratic equations and graphs; roots and radicals; solving rational equations; problem-solving. Prereq: MATH 084 or higher or placement exam (C,N).

**MATH 084/085 SEQUENCE (5 EA.) C,N**  
**Algebra I & II, Express**

Real numbers, linear equations, linear inequalities, systems of linear equations in two variables, polynomials and factoring, rational expressions and equations, radical expressions and equations, quadratic equations and problem-solving. Prereq: MATH 081 or placement.

**MATH 089 (1-5) C,N,S**  
**Independent Study**

**MATH 090 (1-5) S**  
**Mathematical Modules**

Review class on different topics in math ranging from arithmetic to precalculus to help students meet necessary prerequisites. Taken together, Math 091, 092 and 136 in sequence result in credit for a college-level statistics course.

**MATH 091 (5) C,S**  
**Descriptive Statistics with Algebra I**

For non-STEM majors. First of 3 Statway™ courses for teaching statistics with integrated algebra. Covers concepts and methods of statistics with emphasis on data analysis, collecting data, graphical and numerical descriptions, correlation and simple linear regression. Application problems are multidisciplinary and multicultural. Completion of Statway™ sequence results in credit for college-level statistics course. Prereq: Eligible for MATH 084 and ENGL& 101.

**MATH 092 (5) C,S**  
**Descriptive Statistics with Algebra II**

For non-STEM majors. Second of 3 Statway™ courses for teaching statistics with integrated algebra. Continuation of content from MATH 091. Completion of Statway™ sequence results in credit for a college-level statistics course. Prereq: MATH 091 with 2.0 or higher or permission; eligible for ENGL& 101.

**MATH 094 (5) C,S**  
**Introductory Algebra 1/2**

Covers basic math review, linear equations and inequalities in one and two variables, systems of linear equations, and exponents and polynomials. Prereq: MATH 083 or COM-PASS core of 48.

**MATH 095 (5) C,S**  
**Intermediate Algebra 3/4**

Covers factoring and the use of factoring to solve equations; quadratic equations and methods to solve them; simplifying and solving rational expressions; basic math review, linear equations and inequalities in one and two variables, systems of linear equations, exponents and polynomials. Prereq: MATH 094.

**MATH 097 (5) N**  
**Elementary Algebra**

Fast-paced, for those with previous success in algebra. Includes linear and quadratic equations and graphs, inequalities, exponents, polynomials, rational expressions and radicals. Prereq: Placement exam.

**MATH 098 (5) C,N,S**  
**Intermediate Algebra**

Covers real number system, polynomial and rational expressions, exponents and radicals, first and second degree equations, linear systems of equations and graphs. Intro to functions and logarithms. Prerequisite: Placement or Math 085 or Math 097 with 2.0 or better.

**MATH 102 (5) C,N,S**  
**College Algebra**

For students in Math and Science. Bridges the gap between Intermediate Algebra and Pre-Calculus functions. Strongly recommended in preparation for MATH& 141(S). Required for entry into MATH 120 (N). Prereq: MATH 098.

**MATH 103 (5) C,N**  
**Geometry & Visualization**

Uses physical and computer constructions to investigate Euclidian and some non-Euclidian geometry in 2 and 3 dimensions. Covers point, line and plane symmetry with examples from tilings, rosette groups, wallpaper patterns and symmetries of Polyhedra. Includes Platonic and Archimedean solids and the geometry of perspective drawing. Prereq: MATH 098 or placement test.

**MATH& 107 (5) C,N,S**  
**Math In Society**

Primarily for liberal arts majors. Designed to enhance mathematics literacy. Instructors choose college-level topics centered around a theme such as Environmental Math, History of Math, or General Topics in Math. Fulfills QSR requirement for A.A. degree. Minimum 2.0 required to meet Intermediate Algebra proficiency and QSR. Prereq: MATH 098 or placement test.

**MATH 109***(replaced by Math& 146)***MATH 110 (3) C,S****Applied Math for Technicians**

Emphasis on applications of mathematics to vocational and technical courses. Prereq: Satisfactory performance on Math placement test.

**MATH 111 (5) S****Applied Mathematics I**

Intro to applied algebra, geometry and trigonometry. Includes algebraic operations, integral exponents, scientific notation, dimensional analysis, metric system, radicals, calculator fundamentals, first-degree equations, plane and solid geometry, solution of right triangles, systems of equations, graphs, determinants and applications. Prereq: Satisfactory performance on Math placement test.

**MATH 112 (5) S****Applied Mathematics II**

Includes factoring, algebraic fractions, fractional and quadratic equations, rational exponents, operations with radicals, oblique triangles, law of sines and cosines and trigonometric graphs. Prereq: MATH 111 or permission.

**MATH 113 (5) S****Applied Mathematics III**

Covers vector analysis, resolution of vectors, properties of logarithms, exponential and logarithmic equations, radical equations, analytic geometry, statistics, inequalities and applications. Prereq: MATH 112 or permission.

**MATH 116 (5) C,N,S****Applications of Mathematics to Management, Life & Social Sciences**

Emphasizes applications to business, finance, management, or life & social sciences. Covers mathematical models, graphs and exponential and logarithmic functions. May include ideas from statistics and probability. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or placement test.

**MATH 119 (3) C****Mathematics Behind Information Technology**

Learn basic aspects of discrete mathematics common to information technology: scientific notation; binary and hexadecimal number systems; logical operations and the design of logical networks; set theory; relations and functions; combinatorics; graphs and directed graphs; regular expressions; and finite-state machines.

**MATH 120 (5) N****Elementary Functions**

Studies the general nature of functions: polynomial, rational, exponential, logarithmic and trigonometric. Fulfills QSR requirement for A.A. degree. Prereq: MATH 102 or MATH 098 (with grade of 3.5 or better) and high school trigonometry or placement.

**MATH& 131 (5) C,N,S****Math for Elementary Education I**

Covers the mathematics elementary teachers are responsible for teaching at K-8 levels, including computing with whole numbers, fractions, decimals and percents; multiplicative comparisons and reasoning; ratio, rates, and proportions; negative numbers; algebra and graphing; relationships between time, distance and rate; patterns and functions. Fulfills QRS requirement for A.A. degree. Prereq: MATH 098 with 2.0 or higher.

**MATH& 132 (5) C,S****Math for Elementary Education 2**

Covers the mathematics elementary teachers are responsible for teaching at K-8 levels, including polyhedra, polygons, symmetry, tessellations, size changes, curves and curved surfaces, transformations, length, angles, area and surface area, volume, measure formulas, quantifying uncertainty, simulating probabilistic situations; sampling; and organizing and interpreting data with one and two variables. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or 131 or permission.

**MATH 136 (5) C,S****Inferential Statistics**

For non-STEM majors. Third of 3 Statway™ courses (MATH 091, 092, 136) for teaching statistics with integrated algebra. Continuation of content from MATH 092. Completion of Statway™ sequence results in credit for a college-level statistics course. Fulfills QSR requirement for A.A. degree through 2015 only. Prereq: MATH 092 with 2.0 or higher or permission; eligible for ENGL& 101.

**MATH& 141 (5) C,N,S****Pre-Calculus I**

Examines the general nature of polynomial, rational, exponential and logarithmic functions, and related functional and algebraic topics. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or placement test.

**MATH& 142 (5) C,N,S****Pre-Calculus II**

A study of right triangle trigonometry, trigonometric functions, related trig applications, and topics in analytic geometry. Fulfills QSR requirement for A.A. degree. Prereq: MATH& 141 or Placement test.

**MATH& 146 (5) N,C,S****Intro to Statistics**

(Formerly MATH 109) Covers descriptive methods, probability and probability distributions, samples, decisions, hypothesis testing and statistical inferences. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or placement test.

**MATH& 148 (5) C,N,S****Elements of Calculus**

Differential and integral calculus with emphasis on polynomial, rational, exponential and logarithmic functions. Draws applications from social sciences, biology, medicine and ecology with special emphasis on business and economic applications. Fulfills QSR requirement for A.A. degree. Prereq: MATH 116 or MATH& 141, with a 2.0 or better.

**MATH& 151, 152, 163**

*NOTE: Generally, institutions cover the same material over the entire sequence. However, some topics may be covered at different points in the sequence. It is recommended that students who transfer before completing the entire sequence should consult an advisor.*

**MATH& 151 (5) C,N,S****Calculus I**

The sequence MATH&151, &152 and &163 covers limits, differential calculus and its applications, integral calculus and its applications, intro to differential equations, series including Taylor series, vector geometry in three dimensions, multivariable calculus, partial differentiation, double integrals in Cartesian and polar coordinates and applications. Fulfills QSR requirement for A.A. degree. Prereq: MATH&142 or placement test or MATH 120 (N).

**MATH& 152 (5) C,N,S****Calculus II**

The sequence MATH&151, &152 and &163 covers limits, differential calculus and its applications, integral calculus and its applications, intro to differential equations, series including Taylor series, vector geometry in three dimensions, multivariable calculus, partial differentiation, double integrals in Cartesian and polar coordinates and applications. Fulfills QSR requirement for A.A. degree. Prereq: MATH&151.



**MATH& 163 (5) C,N,S**  
**Calculus III**

The sequence MATH&151, &152 and &163 covers limits, differential calculus and its applications, integral calculus and its applications, intro to differential equations, series including Taylor series, vector geometry in three dimensions, multivariable calculus, partial differentiation, double integrals in Cartesian and polar coordinates and applications. Fulfills QSR requirement for A.A. degree. Prereq: MATH& 152.

**MATH 172 (5) C**  
**Math for Elementary School Teachers 3**

Covers the mathematics elementary teachers are responsible for teaching at K-8 levels, including algebra and graphing; relationships between time, distance and rate; patterns and functions; quantifying uncertainty, simulating probabilistic situations; sampling; and organizing and interpreting data with one and two variables. Prereq: MATH 132 with 2.0 or higher.

**MATH 198 (1-5) C,N,S**  
**Mathematics Workshop**

A problem-solving workshop using math topics considered appropriate by the instructor. May include study skills, note-taking systems, test-taking strategies and group problem-solving approaches.

**MATH 211 (5) N**  
**Elements of Statistical Methods**

Covers data collection and analysis. Includes elementary concepts of probability and sampling; binomial and normal distributions; hypothesis testing, estimation, and confidence intervals; t-tests and chi-square tests; linear regression theory; the analysis of variance. Prereq: MATH 116 or MATH& 141 with a 2.0 or higher or placement test.

**MATH 215 (2) N,S**  
**Word Problems for MATH& 151 – Calculus**

Covers word problems. Develops critical thinking skills to transition between applied and theoretical calculus. May use new technologies for problem-solving. Enhances skills necessary to compete more successfully in math/science programs at four-year schools. Coreq: MATH& 151.

**MATH 216 (2) S**  
**Word Problems for MATH& 152**

Covers word problems. Develops critical thinking skills and bridges the gap between applied and theoretical calculus. May use new technologies for problem-solving. Enhances skills necessary to compete more successfully in math/science programs at four-year schools. Coreq: MATH& 152.

**MATH 220 (5) C,N,S**  
**Linear Algebra**

Intro to linear algebra and its implications. Includes systems of linear equations, matrices, determinants, vector spaces, inner product spaces, eigenvalue problems, similarity transformations and the Jordan form. Fulfills QSR requirement for A.A. degree. Prereq: MATH& 153 or higher or permission or concurrent enrollment.

**MATH 224 (5) C,N,S**  
**Vector Calculus**

Continuation of MATH& 153. Includes vector-valued functions, vector fields, line and surface integrals and the theorems of Green, Gauss and Stokes. Learn vector operators and the extension of the calculus to the vectors in 2-D and 3-D space. Fulfills QSR requirement for A.A. degree. Prereq: MATH& 153 or higher or permission (N) or concurrent enrollment (C,S).

**MATH 238 (5) C,N,S**  
**Differential Equations**

Learn linear differential equations, second order differential equations, their applications and LAPLACE transforms. Covers the elementary theory of differential equations and the interrelationship between pure mathematics and applied mathematics. Fulfills QSR requirement for A.A. degree. Prereq: MATH& 152 or higher; MATH& 163 or strongly recommended.

**MATH 239 (5) N**  
**Linear Systems of Differential Equations & Boundary Value Problems**

Continuation of MAT 220 and 238. Includes analysis of systems of ordinary differential equations using eigenvalues and eigenvectors, and using the phase plane. Also includes solving partial differential equations and boundary value problems using the method of separation of variables and Fourier series. Fulfills QSR requirement for A.A. degree. Prerequisite: MATH 220 & 238.

**MATH 298 (1-5) C,N,S**  
**Special Topics in Mathematics**

Problem-solving for special math topics. Prereq: Permission.

**MATH 299 (1-5) C,N,S**  
**Independent Study**

Independent study of problems or topics of special interest. Prereq: Permission.

**MEDICAL ASSISTING**

Also see Medical Assistant program at SVI.

The Medical Assisting Program includes short options in Medical Office Administration, Medical Reception, Clinical Lab Assisting and Medical Fundamentals for Clinical Research Professionals.

There are basic health requirements needed for many Medical Assisting courses. See Advisor.

**AHM 101 – 105 (1 EACH) N**

Series of 5 one-unit courses (to total 5 credits of Pathology) which cover a basic review of terminology, structure and basic anatomy, including cavities, regions, anatomical planes and directional terms for various systems and their related tests and procedures.

**AHM 101 (1) N**  
**Pathology 1 – Digestive System****AHM 102 (1) N****Pathology 2 – Urinary & Reproductive Systems****AHM 103 (1) N****Pathology 3 – Nervous, Musculoskeletal & Endocrine Systems****AHM 104 (1) N****Pathology 4 – Cardiovascular, Respiratory, Blood, Lymph & Immune Systems****AHM 105 (1) N****Pathology 5 – Skin & Senses Systems, Oncology & Radiology****AHM 117 (1) N****Intro to Lab & Clinical Safety**

Covers safety, state and federal laws, regulations, organization, personnel and testing procedures of a laboratory. Includes requisitions, reports, specimen collection, infection, inflammatory and immune responses, infectious disease, standard precautions and quality control.

**AHM 118 (1) N****Intro to Patient History, Medical Records & Documentation**

Covers medical records: starting a chart; entering data; charting methods; legal aspects; confidentiality; types of filing systems; and types of reports. Includes patient history and important information and components of a physical examination.

**AHM 124 (1) N****Intro to Medical Transcription**

Intro to the career of medical transcription and the American Association for Medical Transcription. Covers transcription equipment and tools, basic guidelines, reports that are transcribed, turnaround time and correcting work. Presents the laws and ethics of medical transcription. Prereq: Successful completion of medical terminology or permission.

**AHM 140 (1) N****Phlebotomy 2**

Presents more advanced techniques and increased skills in phlebotomy and difficult blood draws. Builds on skills learned in AMA 252. Prereq: AMA 252; health requirements.

**AHM 141 (1) N****Lab Equipment & Measurements**

Intro to lab equipment, measurements and calculations related to lab specimen collection, processing and testing. Learn how math is used in collecting and preparing specimens, the use of military time, preparing reagents, dilution of specimens and calculating amount of preservative needed. Prereq: Assessment test score or placement into MATH 084/085 or 097 or higher; health requirements.

**AHM 142 (1) N****Non-Blood Specimen Collection**

Covers knowledge and skills required to obtain specimens of body fluids or tissues other than blood. Includes techniques for collecting stool, sputum, urine, wound cultures and the preparation and testing of such specimens. Practice with other students. Prereq: Health requirements.

**AHM 151 (1) N****OB/GYN/Pediatric Theory**

Learn theory of typical OB/GYN and pediatric office visits and procedures. Includes prenatal, pregnancy complications, parturition and postpartum, GYN exam and related conditions and procedures, measuring an infant or child, taking vital signs, collecting specimens, screening hearing and vision and common disorders of childhood.

**AHM 152 (1) N****Theory of Exams by Body Systems**

Covers theory in various examinations and procedures grouped by body system, such as urinary catheterization, spirometry, visual acuity, irrigations, casting and removal, sputum collection and oxygen administration. Also includes symptoms of diseases in each system and intro to pathology.

**AHM 153 (1) N****Theory of Medication Calculation & Administration**

Learn theory of calculating dosages and administering medications. Includes legal and ethical factors, medication order or prescriptions, dosages, drug labels, the six rights of drug administration and various routes to deliver medications.

**AHM 154 (1) N****EKG Theory**

Covers theory and practicum of a standard electrocardiogram, including equipment, lead placement, basic interpretation of emergency conditions, the cardiac cycle and its relation to the tracing and artifacts. Covers basic theory of a stress EKG and Holter monitor.

**AHM 155 (1) N****Phlebotomy Theory**

Learn theory for blood collection by venipuncture and capillary puncture, anatomy and physiology of the cardiovascular system, equipment needed for venipuncture and techniques.

**AHM 231 (1-3) N****Exam Review & Preparation**

For those who have graduated an accredited medical assisting program and who are eligible to sit for the National CMA (Certified Medical Assistant) Exam offered through the AAMA (American Association of Medical Assistants). Variable credit lecture course that can be offered either on campus, or onsite at a facility that requests review for their employees.

**AMA 100 (1) N****Intro to Healthcare**

Overview of medical specialties, types of practices and the members of the health care team. Explores personal characteristics, certifications, professional organizations, career opportunities and the role of managed care. Presents a brief history of medicine, as well as the effects of attitudes and culture on the delivery of health care. Prereq: Placement into ENGL& 101 or completion of college English Composition within the last five years.

**AMA 101 (2) N****Communications in Healthcare**

Intro to effective communication, both oral and written. Addresses basic psychology related to communication in health care and includes cultural perspectives on illness, life-threatening illness, stress and burnout. Focuses on communication skills required in a medical setting in order to recognize individual needs and ensure accuracy and quality of information exchanged.

**AMA 102 (1) N****Legal Concepts**

Intro to legal terms and concepts related to ambulatory health care. Includes risk management, confidentiality, medical records, documentation, the physician's public duties and the principles of medical law terms and issues.

**AMA 103 (1) N****Ethical Concepts**

Intro to ethical terms and concepts related to ambulatory health care. Includes medical, ethical and bioethical issues, AAMA Code of Ethics, AMA Ethical Guidelines, allocation of scarce resources, abortion and fetal tissue research, genetic engineering, artificial insemination and surrogacy and dying and death.

**AMA 104 (2) N****Office Emergencies**

Provides knowledge of various emergency situations that may occur in a medical office or clinic and the related equipment and actions required of the health care team. Does not qualify for first aid certification, nor does it include practice in CPR.

**AMA 105 (1) N****Asepsis & Infection Control**

Provides information vital to all health care workers in infection control in the ambulatory care setting. Includes the process and chain of infection, inflammatory and immune responses, stages of infectious disease, standard (and other) precautions, state and federal laws and regulations, medical and surgical asepsis, sterilization of instruments and equipment. Prereq: Health requirements.

**AMA 106 (1) N****Patient History, Documentation & Physical Exam**

Covers first patient contact, including the patient history and important information and initiating the patient medical record and charting methods. Presents the components of a physical examination from the assistant's and physician's perspectives. Prereq: Health requirements.

**AMA 107 (1) N****Vital Signs & Measurements**

Take a patient's temperature, pulse and respirations, blood pressure, height and weight. Practice in a simulated ambulatory care setting. Includes normal ranges and abnormalities, factors that affect the vital signs, the physiology of the vital signs and related material. Prereq: Health requirements.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**AMA 108 (1) N**  
**Nutrition & Developmental Basics**

Intro to nutrition and digestion through studying types of nutrients, how to read food labels, various life stages and nutrition, therapeutic diets and culture in relation to diet and nutrition.

**AMA 109 (1) N**  
**Pharmacology**

Explores principles of pharmacology, including history, origin, sources, properties, uses and effects of drugs on living organisms. Covers uses and names of drugs, regulations and legal classifications, the PDR and other drug reference sources. Examines drug actions, routes of administration and forms of drugs, as well as the storage and handling of medications and controlled substances and emergency medications.

**AMA 110 (1) N**  
**Intro to Lab Safety**

Focuses on safety, laws and regulations concerning the physician's office laboratory as well as an intro to the lab's departments, personnel and testing procedures. Covers quality control, lab requisitions and reports, specimen collection and the use of the microscope.

**AMA 112 (1) N**  
**Credentials & Employment**

Preparation for obtaining appropriate credentials, certification and registration, and for the examination. Focuses on the medical assistant and offers information on credentialing of various allied health professionals such as limited x-ray technician, lab assistant, medical transcriptionist, medical office manager and EKG technician. Develop a job search strategy, prepare a résumé and cover letter, complete an employment application and learn about interviews.

**AMA 114 (1) N**

**Basic Psychology Principles**

Covers principles of psychology as well as the various theories of Jung, Erickson and others. Studies influences on behavior including heredity, culture and environment. Prereq: 2.0 GPA and permission.

**AMA 115 (1) N**  
**HIV/AIDS**

Includes curriculum topics for a 7-hour HIV/AIDS education program as outlined by the Washington State Department of Health. Includes the etiology and epidemiology of HIV, transmission and infection control, testing and counseling, clinical manifestations and treatment, legal and ethical issues and psychosocial issues.

**AMA 116 (1) N**  
**Principles of IV Therapy**

Presents the theory of intravenous (IV) therapy and its application in ambulatory care. Includes related anatomy and site selection, equipment and supplies, ongoing maintenance, calculations, risks and complications. Also covers professional standards, national and state laws and the role of the medical assistant. Prereq: 2.0 GPA and permission.

**AMA 120 (1) N**  
**Front Office Basics**

Intro to medical front office responsibilities and functions. Covers the office environment as well as computer basics and their medical applications, telephone techniques and basic triage.

**AMA 121 (1) N**  
**Patient Scheduling**

Learn patient scheduling in an ambulatory care setting. Includes basic triage skills in gathering patient information verbally.

**AMA 122 (1) N**  
**Medical Records & Correspondence**

Addresses the scope of medical records procedures, from how to initiate a new patient chart to entering data in the chart. Covers legal aspects, various types of filing systems and types of reports filed in a medical record. Intro to types of business correspondence, computer applications, USPS rates and regulations and faxing.

**AMA 123 (1) N**  
**Daily Financial Management**

Learn medical practice daily financial tasks including both manual and computerized bookkeeping, banking documents and functions. Covers common tasks such as using petty cash and purchasing, accounts receivable and working with credit procedures.

**AMA 125 (2) N**

**Intro to Medical Insurance & Coding**

Provides knowledge of the history and evolution of medical insurance in this country and the terminology necessary to understand and submit claims. Compares various types of medical insurance, as well as DRGs and MCO models and legal and ethical issues.

**AMA 170-181 (1-13) N**  
**AP/Terminology/Pathology 1-12**

AMA 170-181 is a series of individual 1-unit courses which introduce anatomy, physiology, pathology, tests and treatments. Study basic medical word structure and language and practice spelling and pronunciation in each course.

**AMA 170 (2) N**  
**AP/Terminology/Pathology 1**

**Intro**

Cavities and regions of the body, anatomical planes and directional terms and divisions of the spine.

**AMA 171 (1) N**  
**AP/Terminology/Pathology 2**

**Skin & Senses**

**AMA 172 (1) N**  
**AP/Terminology/Pathology 3**  
**Digestive System**

**AMA 173 (1) N**  
**AP/Terminology/Pathology 4**  
**Male Reproductive/Urinary Systems**

**AMA 174 (1) N**  
**AP/Terminology/Pathology 5**  
**Female Reproductive System**

**AMA 175 (1) N**  
**AP/Terminology/Pathology 6**  
**Nervous System**

**AMA 176 (1) N**  
**AP/Terminology/Pathology 7**  
**Endocrine System**

**AMA 177 (1) N**  
**AP/Terminology/Pathology 8**  
**Musculoskeletal System**

**AMA 178 (1) N**  
**AP/Terminology/Pathology 9**  
**Cardiovascular System**

**AMA 179 (1) N**  
**AP/Terminology/Pathology 10**  
**Respiratory System**

**AMA 180 (1) N**  
**AP/Terminology/Pathology 11**  
**Blood/Lymph System**

**AMA 181 (1) N**  
**AP/Terminology/Pathology**  
**12 Specialties: Cancer, Radiation, Pharmacology & Psychiatry**

**AMA 226 (1) N**  
**Medical Insurance Coding I**

Provides practice in performing various medical insurance coding projects utilizing knowledge and skills obtained in AMA 125. Practice performing primarily ICD-9 and CPT coding, but includes all aspects of coding to simulate the process in an ambulatory health care setting. Prereq: AMA 125.

**AMA 227 (2) N**  
**Medical Insurance Billing**

Provides advanced practice in performing medical insurance billing using skills obtained in AMA 125. Practice more complex medical insurance billing to build coding skill and accuracy. Prereq: AMA 125 and AMA 226 (AMA 226 may be taken concurrently) or permission.

**AMA 230 (1) N**  
**Medical Office Management**

Intro to managing a medical office. Explore management styles, teamwork supervision, travel arrangements, time management, marketing, financial management, facility management and liability coverage. Create a procedure manual and a marketing brochure. Covers HR policies, hiring, training, evaluating, dismissing employees, conflict resolution, personnel records and laws.

**AMA 240 (1) N**  
**GYN/Pediatrics**

Learn the theory and practice of assisting with typical OB/GYN and pediatric office visits and procedures. Includes prenatal visits, pregnancy complications, parturition and postpartum, GYN exam, measuring, vital signs, collecting specimens, screening hearing and vision and common childhood disorders.

**AMA 241 (1) N**  
**Male Reproductive System/Gerontology**

Presents various disorders, exams and procedures of the male reproductive system. Covers gerontology, including facts and biases about aging, physiological and psychological changes in each body system. Also addressed are memory- or visually-impaired elderly patients and the issue of elder abuse. Prereq: Health requirements.

**AMA 242 (2) N**  
**Exams by Body Systems**

Theory and practice in various examinations and procedures grouped by body system. Includes urinary catheterization, spirometry, visual acuity, irrigations, casting and cast removal, sputum collection and oxygen administration. Presents signs and symptoms of diseases in each system. Prereq: Health requirements.

**AMA 243 (1) N**  
**Rehabilitation**

Intro to using physical and mechanical agents to aid patients. Covers the principles of body mechanics for the health care worker as well as transferring patients, assisting with ambulation and using assistive devices, therapeutic exercises and modalities. Emphasizes safety. Prereq: Health requirements.

**AMA 244 (1) N**  
**Intro to Imaging**

Intro to diagnostic imaging with an emphasis on radiology. Includes ultrasound, PET and CT scans, as well as MRI, radiation therapy and nuclear medicine. Radiology includes safety, contrast media, patient preparation and positioning.

**AMA 245 (2) N**  
**Minor Surgery**

Learn theory and procedures for assisting a physician with minor surgery. Includes asepsis and sterile principles, surgical methods, common procedures, instruments, equipment, supplies, sterile field setup and the process. Focuses on the vital areas of patient education and consent, preparation and post-procedure follow-up care. Prereq: Health requirements.

**AMA 246 (1) N**  
**Patient Prioritizing & Instruction**

Covers accurate prioritizing of patients and good patient instruction. Using effective oral and written communication, learn to prioritize a patient's needs by phone or in-person and to interview them. Explain general office policies and general information, instruct in health maintenance, teach about disease prevention and locate community resources.

**AMA 250 (2) N**  
**Medication Calculations & Administration**

Learn theory and practical procedures in calculating medication dosages and administering medications. Includes legal and ethical factors, the medication order or prescription, dosages, drug labels, calculating dosages, the six rights of drug administration and various routes to deliver medications. Practice giving oral medications, various parenteral routes and injections intradermally, subcutaneously and intramuscularly. Prereq: Health requirements.

**AMA 251 (1) N**  
**EKG**

Learn theory and practical procedures for performing a standard electrocardiogram. Includes the equipment, lead placement, basic interpretation of emergency conditions, the cardiac cycle and its relation to the tracing and artifacts. Includes the basic theory of a stress EKG and Holter monitor, although not practiced. Prereq: Health requirements.

**AMA 252 (2) N**  
**Phlebotomy**

Learn theory and practical experience in procedures for blood collection by venipuncture and capillary puncture. Covers the anatomy and physiology of the cardiovascular system, equipment needed and technique. Includes patient interaction, site selection, safety, evacuated tube vs. syringe method, use of a butterfly collection system, capillary puncture and troubleshooting the unsuccessful venipuncture. Prereq: Health requirements.

**AMA 253 (1) N**  
**Hematology**

Learn the theory and practical procedures in hematology testing for the physician's office laboratory. Tests include white and red blood cell counts, white cell differential, erythrocyte indices, erythrocyte sedimentation rate and automated hematology. Also covers specimen preparation, testing, quality assurance, normal ranges of results and documentation. Prereq: Health requirements.

**AMA 254 (1) N**  
**Urinalysis**

Covers the importance of urinalysis in the diagnosis and treatment of various diseases and how to correctly perform a urinalysis. Includes safety, quality control, equipment and supplies, collection methods and the examination of urine physically, chemically and microscopically. Prereq: Health requirements.

**AMA 255 (1) N****Basic Microbiology**

Intro to the basics of microbiology as related to the medical assistant in a physician's office laboratory. Includes classification, cell structure, equipment, safety, specimens, collection procedures and the microscopic examination of bacteria. Covers culture media and the microbiological culture, biochemical tests, identification systems, sensitivity testing, parasitology and mycology. Prereq: Health requirements.

**AMA 256 (1) N****Lab Tests & Chemistry**

Includes a variety of lab tests not covered elsewhere including pregnancy testing, infectious mononucleosis, blood typing, semen analysis, phenylketonuria, tuberculosis, blood glucose, cholesterol, triglycerides and blood urea nitrogen (BUN) testing. Learn theory, procedure, equipment, supplies, values and safety. Perform the tests in the classroom laboratory. Prereq: Health requirements.

**AMA 290 (7) N****Medical Assisting Externship**

Provides the opportunity to practice (unpaid) Medical Assisting skills and gain valuable experience in the ambulatory health care setting. Share experiences and information. On the site, the student is guided by the extern site supervisor in performing various administrative and clinical tasks as expected of an entry-level medical assistant. Requires 198 unpaid hours in the clinical setting. Prereq: Permission.

**METEOROLOGY****MEY 100 (5) C,N,S****Meteorology**

Intro to the composition, structure, motions and origin of the atmosphere; forecasting; climates and how they have changed through time; and effects of human activities on weather and climate.

**MEY 298 (1-5) C,N****Special Topics**

Seminar on selected topics or activities in meteorology. Prereq: MEY 100 or permission.

**MEY 299 (1-5) C,N****Independent Study**

Independent study of approved topics in meteorology. Prereq: MEY 100 and permission.

**MUSIC****MUSC 100 (5) C,N,S****Music in the Western World**

Intro to classical music. Provides an understanding of musical expression through works of the great composers. Emphasizes music listening through recordings, films and special performances.

**MUSC& 105 (5) N****Music Appreciation**

Intro to the human and cultural values of music through the study of compositions from the Western tradition. Examines the reciprocal influences between society and music, past and present, and the influences of world culture on Western composers.

**MUSC 106 (5) S****Experience Rhythm**

Learn the basics of rhythm for a variety of musical styles. Create your own rhythm-based music, such as drumming, rap and dance music. Open to everyone.

**MUSC 109 (5) S****World Beat: Global Studies Through Music**

Examines societal beliefs, identity, history, world view, values and aspirations expressed by selected non-Western cultures (or groups within these cultures) through music. Features both traditional and contemporary popular music.

**MUSC 110 (5) C,N,S****Intro to World Music**

Covers the music of selected societies of the world within their cultural context. Using musical concepts on a cross-cultural basis, examine various cultural areas and societies.

**MUSC 113 (5) N,S****Music in the United States**

Overview of musical developments in the United States from Colonial times to the present, using live performances, videotapes and recordings. Examines contributions of ethnic/minority groups and the relevant social issues connected with these musical experiences.

**MUSC 116 (5) C,S****Rock Music – History**

Examines rock music as a musical, social, cultural, economic and political force in the United States. Emphasizes early rock music development.

**MUSC 117 (5) S****Rock Music II**

Examines rock music as a musical, social, cultural, economic and political force in the United States. Emphasis on the later decades of rock music development.

**MUSC 119 (2-3) C,N,S****Beginning Group Instruction – Voice**

Emphasis on beginning techniques of breath control, placement of tone, posture and other basic concepts. Recommended: enrollment in MUSC 125 for students without experience in reading music (C,S).

**MUSC 120 (2) C,S****Intermediate Group Instruction – Voice**

Continuation of MUSC 119. Prereq: MUSC 119 or permission.

**MUSC 125 (5) C,N,S****Fundamentals of Music**

Intro to reading and writing music for non-majors. Builds musical knowledge and skills to complement student's natural music ability.

**MUSC 126 (2) C,N,S****Beginning Group Piano**

Class piano for general student to develop reading skills and technical proficiency.

**MUSC 127 (2) C,N,S****Intermediate Group Piano I**

Class piano for students with previous keyboard experience. Prereq: MUSC 126 or permission.

**MUSC 128 (2) C,N,S****Intermediate Group Piano II**

Continuation of MUSC 127. Prereq: MUSC 127.

**MUSC 130, 134-139, 171-173 (1-2 EA) C,N,S****Individual Instruction Series**

Credit hours vary. May be repeated. An additional fee is charged for all individual instruction in this series. Prereq: Permission.

**MUSC 130 (1-2) C,N,S****Individual Instruction: Voice****MUSC 134 (1-2) C,N,S****Individual Instruction: Woodwinds****MUSC 135 (1-2) C,N,S****Individual Instruction: Percussion****MUSC 136 (1-2) C,N,S****Individual Instruction: Composition****MUSC 137 (1-2) C,N,S****Individual Instruction: Harpsichord**

**MUSC 138 (1-2) C,N,S**  
**Individual Instruction: Guitar**

**MUSC 139 (1-2) C,N,S**  
**Individual Instruction: Intermediate Guitar**

**MUSC 171 (1-2) C,N,S**  
**Individual Instruction: Piano**

**MUSC 172 (1-2) C,N,S**  
**Individual Instruction: Strings**

**MUSC 173 (1-2) C,N,S**  
**Individual Instruction: Brass**

**MUSC 140 (1-5) C,N,S**  
**College Choir**

Focus on musicianship, vocal techniques and performance skills for the large choral ensemble through study of literature from all stylistic periods. Present one concert per quarter in various musical styles and cultures. Daily attendance required. May be repeated for up to 15 credits. Prereq: Ability to match pitch.

**MUSC& 141 (5) C,N,S**  
**Music Theory I**

Covers rudiments of music notation, scales, intervals and triads, rhythmic and melodic sight-reading and dictation. Increases simple four-part writing and analysis and correlated keyboard exercises. For music majors and minors.

**MUSC& 142 (5) C,N,S**  
**Music Theory II**

Continuation of MUSC& 141. Elementary harmony and ear training including 4-part harmony. Prereq: MUSC& 141 or permission.

**MUSC& 143 (5) C,N,S**  
**Music Theory III**

Continuation of MUSC& 142. Prereq: MUSC& 142.

**MUSC 144 (2) S**  
**Vocal Jazz Ensemble**

Small vocal ensemble which performs jazz music.

**MUSC 145 (2) C,S**  
**Pop Vocal Ensemble**

Singing group featuring pop, Broadway show tunes and jazz. Focus on enjoyment and enrichment. Performances quarterly.

**MUSC 146 (5) C**  
**Jazz Ensemble I**

Jazz Ensemble is the Jazz performance group for Seattle Central. Participate in jazz combo, duo, trio, quartet and big band settings. Music drawn from representative genres, composers and performers. Prereq: Ability to play an instrument and sight read music at a 12th grade level or higher.

**MUSC 147 (5) C**  
**Jazz Ensemble II**

Continues the study of jazz performance repertoire, musicianship and technical skills from MUSC 146. Provides opportunity to learn the art of ensemble playing and singing in the jazz idiom. Focuses on small group and large ensemble rehearsal techniques, practice routines and improvisation. Prereq: Ability to sight read music at a 12th grade level or higher.

**MUSC 148 (5) C**  
**Jazz Ensemble III**

Provides opportunity to perform in a small-combo and big band jazz ensemble. Explores the literature associated with modern jazz composers such as Dizzy Gillespie, Herbie Hancock, Thelonious Monk, Charles Mingus, Chick Corea and more. Examine and perform avant-garde and contemporary jazz styles in a small group setting. Prereq: Ability to read music at a 12th grade level or higher.

**MUSC 149 (2) N**  
**Jazz Combo**

Performance class requiring reading and improvisational skills. Develops small ensemble skills in the jazz musician as a vocalist or instrumentalist.

**MUSC 150 (1-5) N,S**  
**Studio Jazz Orchestra**

Emphasis on big band concept. Covers style and performance techniques. Prereq: Performance ability.

**MUSC 151 (2-3) C,S**  
**The Performance Experience**

Instruction on presenting a public performance—the skills beyond the notes. Work as soloists or in small combinations. All styles. Prereq: Performance ability.

**MUSC 153 (1-2) N**  
**Contemporary Jazz Ensemble**

Membership by audition. Combines talents of professional and student musicians in the big-band experience. Practice and perform in concert the newest big-band arrangements which cover all styles of big-band jazz. Evening rehearsals. Prereq: Ability to perform at group level and permission.

**MUSC 154 (1-2) N,S**  
**Symphonic Band**

Features the finest in Wind band literature, both contemporary and traditional. Membership by audition.

**MUSC 156 (5) C**  
**Jazz Improvisation I**

Develops skills in improvisation and confidence in playing or singing in solo and combo settings, representing standard compositions from the art of jazz. Prereq: Ability to sight read music at a 12th grade level or higher.

**MUSC 157 (5) C**  
**Jazz Improvisation II**

Continues study of jazz improvisation with theoretical and technical concepts relating to the art of spontaneous improvisation. Work closely within a professional performance setting and learn the skills necessary for individual and group interaction in the traditional jazz combo and large ensemble presentations. Prereq: Knowledge of major/minor scales and basic keyboard skills.

**MUSC 158 (5) C**  
**Jazz Improvisation III**

Augments repertoire by studying compositions of modern jazz improvisers such as Chick Corea, Herbie Hancock and Wayne Shorter. Learn techniques associated within the style and receive instruction on the fundamentals, repertoire and technical studies introduced in MUSC 156 and 157. Recommended: MUSC 157. Prereq: Knowledge of major/minor scales, modes and basic keyboard skills and permission.

**MUSC 160 (5) S**  
**The Blues & its Influence**

Explores the development of the blues and its influence on jazz, rock, classical music and literature. Covers the social, economic and political forces that shaped African-American experiences in the U.S. as chronicled in blues music.

**MUSC 161 (5) C,S**  
**American Popular Music**

History of American popular music from colonial times to contemporary styles. Analysis of musical characteristics, as well as social/cultural contexts of development.

**MUSC 163 (5) C**  
**Musical Theater Stage Performance**

Covers principles of voice production, resonance and projection. Learn effective presentation of varied materials. Fills the gap between the teacher's studio and professional performance.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**MUSC 164 (2) S**  
**College Chorus/South Singers**

Vocal ensemble. May be repeated for additional credit.

**MUSC 165 (1-2) S**  
**Community Chorale**

Performs literature for the large choral ensemble. Meets one evening weekly.

**MUSC 166 (2) N,S**  
**Vocal Ensemble**

Small vocal ensemble performs music from several different periods, including contemporary.

**MUSC 171, 172, 173**  
**Individual Instruction Series**

See MUSC 130.

**MUSC 182 (4) N**  
**Intro to Musical Theater Production**

Basic instruction in dramatic and vocal discipline of musical theater. Learn basic techniques of analysis, rehearsal and performance of musical theater through the study of scenes and in-class performance. Recommended: MUSC 119, 130 and/or DRMA& 101.

**MUSC 185 (5) C**  
**Computer Music & Recording**

Intro to the technical skills of electronic music production and recording. Covers the basic elements of music including listening, improvising, recording, arranging, mixing and digital editing. Create original music using stimuli. Learn mixing and audio production, including sound shaping, effects use and midi sequencing. Open to all students.

**MUSC 204 (5) C,N**  
**History of Jazz**

Traces the roots of jazz in America, through films, lectures, recordings and live performances. Includes Rag, New Orleans, New York, Chicago, Kansas City, the Big Band era, Blues, Be-bop, Hard Bop, the New Thing, Free Form, Electric and Fusion Styles.

**MUSC 205 (5) N**  
**Jazz Masters of the Twentieth Century**

A music literature course for the general student who wishes to study jazz music in more depth. Lectures, selected readings and major recordings by each artist.

**MUSC 213 (3) N**  
**Music History – Post 1830 Romantic**

Chronological survey of Romantic Period. Emphasis on stylistic and historical trends through extensive listening, class discussion, and illustrated lectures.

**MUSC 221 (2) C,N,S**  
**Advanced Group Piano I**

Continuation of MUSC 128. Technique, repertoire and theory, with emphasis on classical compositions. Prereq: MUSC 128 or permission.

**MUSC 222 (2) C,N,S**  
**Advanced Group Piano II**

Continuation of MUSC 221. Prereq: MUSC 221 or permission.

**MUSC 223 (2) C,N,S**  
**Advanced Group Piano III**

Continuation of MUSC 222. Prereq: MUSC 222 or permission.

**MUSC& 231 (3) C,N,S**  
**Music Theory IV**

Continuation of MUSC& 143, completing the periods up to Impressionism. Chromatic harmony, modulations and related modern concepts. Prereq: MUSC& 143.

**MUSC& 232 (3) C,N,S**  
**Music Theory V**

Continuation of MUSC& 231. Advanced 4-part harmony, especially relating to form and development. Prereq: MUSC 231.

**MUSC& 233 (3) C,N,S**  
**Music Theory VI**

Continuation of MUSC& 232. Advanced music theory and practice from common practice to chromatic harmony. Prereq: MUSC& 232.

**MUSC 298 (1-5) C,S**  
**Practicum in Music**

Practicum in various skills in music, such as tutorial assistant in piano theory, coaching vocal students or apprenticeship in use of electronic equipment (Broadway Performance Hall).

**MUSC 299 (1-5) C,N,S**  
**Practicum in Music**

Research musical performance in an area of interest determined by student and instructor. Prereq: Permission.

**NANOTECHNOLOGY**

**NANO 101 (5) N**  
**Intro to Nanotechnology**

Intro to nanotechnology principles, applications, industry, ethics and careers. Includes basic concepts, properties and applications of relations between nano/microelectronics-mechanical materials, electronics, magnetism, mechanics, fluidics, optics, photonics and smart biological materials. Covers processing, fabrication, modeling and testing used in the field. Prereq: MATH 098. Recommend: one quarter of college-level chemistry.

**NANO 220 (5) N**  
**Materials Deposition & Characterization**

Learn the fabrication technologies used in the nano/micro fabrication laboratory and production environments. Includes cleanroom basics and proper technique: lithography: methods of physical and chemical materials deposition and etching. Prereq: NANO 101, CHEM& 131, MATH 098 or permission. PHYS& 121 recommended.

**NANO 230 (5) N**  
**Nano/Micro Device & Material Fabrication & Testing**

Intro to nano/micro device and material characterization testing and packaging. Covers surface and bulk material characterization methods, including composition and property analysis of nano/micro devices materials, and structures. Prereq: NANO 220, CHEM& 131 with a 2.0 or higher and MATH 098 with 2.0 or higher or permission. Recommend PHYS& 121.

**NANO 250 (5) N**  
**Capstone/Practicum II**

Provides direct experience in a nano/micro-fabrication facility. Complete a design and fabrication project related to a nano/micro-device, document and report on the project. Prereq: Permission.

**NETWORK TECHNOLOGIES**

*Also see Computer Support Technician at SVI.*

*North courses formerly listed as NET are now listed under Information Technology (IT).*

*Courses are designed to prepare a student to meet IT industry benchmarks and vendor certification programs.*

**NET 120 (5) C****Network Essentials – CompTIA Network +**

Intro to networking technologies for local area networks (LANs), wide area networks (WANs) and the Internet. Prereq: MIC 101 or ability to use MS Office.

**NET 122 (5) C****Network OS 1 – Windows Client Systems**

Learn to install and configure Microsoft Windows on stand-alone and client computers that are part of a workgroup or domain and those required for Implementing a Microsoft Windows Network Infrastructure. Prereq NET 120 with 2.0 or higher or permission.

**NET 124 (5) C****Network OS 2 – Windows Server**

Learn to install Windows Server and various file systems and to administer and manage Active Directory services and objects. Use Microsoft Management Console to monitor system performance and to administer Internet Information Services and user accounts, group accounts and group policies. Study print services, network protocols, virtual private networking, Routing and Remote Access Service, DHCP, WINS and DNS. Learn to back up data, implement disaster protection and recover from a disaster. Prereq: NET 122 with 2.0 or higher or concurrent enrollment in NET 122.

**NET 126 (5) C****Network OS 3 – Windows Network Infrastructure**

Continuation of NET 124. Covers capacity planning, directory services, group policies, multiple domain management, trust relationships, implementing RAS, IPsec, interoperating with various network operating systems. Prereq: NET 124.

**NET 134 (5) C****Network Communications – Enterprise TCP/IP**

Learn to set up, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on major operating systems used in a networked environment. Emphasis on DNS for directory systems and ports for service availability, troubleshooting network connectivity, bandwidth management and optimization. Prereq: NET 124 (may be taken concurrently) or permission. Eligible for MATH 098.

**NET 138 (5) C****UNIX for Network Administration**

Covers the organization of UNIX-based hardware components and software tools used by the host administrator to control access, tune the system, and account for system resources used. Covers advanced concepts with multi-user, multi-tasking, time-sharing networked communications, UNIX tools, network schedulers, security, remote access, performance monitoring and networking aspects of UNIX. Examines operational considerations including host initialization, suspension and termination and the system's physical environment. Prereq: ITC 136.

**NET 142 (5) C****Network Management – Cisco I**

Provides experience in current and emerging networking technology for future employment and/or further education. Content standards based on current industry standards. Examines safety, networking, network terminology and protocols, LANs, OSI model, cabling, cabling tools, IP addressing and network standards. Emphasis on decision-making and problem-solving techniques. Prereq: NET 122 (may be taken concurrently) or permission.

**NET 144 (5) C****Network Management – Cisco II**

Continuation of NET 142. Covers safety, networking, network protocols, LANs, WANs, Ethernet, LAN switching, router IOS, TCP/IP addressing, router configuration, dynamic routing, static routing and the network administrator's role and function. Emphasis on techniques to solve networking problems. Prereq: NET 142.

**NET 146 (5) C****Network Management – Cisco III**

Continuation of NET 144. Extends knowledge and practical experience with configuring LANs, hubs, switches, Internet-work Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP), Wide Area Networks (WANs) and network troubleshooting. Covers Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP) and frame relay design, configuration and maintenance. Prereq: NET 142, 144 or permission.

**NET 200 (10) C****Enterprise Applications**

Capstone course for network infrastructure students. Simulate a small business environment in hardware and software from a case study and apply the skills from the foundation networking courses. Further explore enterprise applications and server needs of businesses as directed by industry standards and trends. Prereq: NET 126 with 2.0 or better or permission.

**NEW MEDIA****NME 110,120,130 (6 EA) C****New Media I, II, III**

Use authentic tasks and projects to prepare for real-world work demands encountered in respective fields. Work collaboratively in projects, exploring the role of communications in the context of New Media and society.

**NURSING**

*NOTE: Most courses require concurrent enrollment. Please check program section for specific requirements.*

**Nursing Assistant - Certified****• CENTRAL •****AHE 111 (12) C****Nursing Assistant Certified**

Covers instruction and hands-on experience in basic nursing care skills and supervised clinical training in a long-term care facility. Preparation for WA State Nursing Assistant Certified examination. Current Healthcare CPR, First Aid and HIV/AIDS are required prior to clinical, and are scheduled as separate courses.



**LPN-RN Transition • CENTRAL •**

*Nursing experiences continual changes in courses to keep current with medical technology.*

**NUR 106 (8) C**  
**LPN-RN Transition**

Designed for the LPN to make a successful transition to RN student at the 4th quarter level. Emphasis on applying critical thinking and nursing process to selected physiological and psycho-social alterations. Individualized instruction based on initial diagnostic assessment. Coreq: NUR 120.

**NUR 120 (1) C**  
**LPN-RN Transition:**  
**Assessments & Intervention**

Integrates critical thinking in practical caregiving situations. Emphasis on principles used in performing selected nursing skills in various contexts. Coreq: NUR 106.

**Nursing – Associate Degree**  
**• CENTRAL •****NUR 101 (5) C**  
**Nursing I: Fundamentals of Nursing**

Intro to core nursing concepts, organized around the individual as a biopsychosocial being, constantly interacting with and adapting to a changing environment. Covers principles of critical thinking, the nursing process, the role of the nurse, cultural views of health and principles of growth and development with emphasis on the aging process. Addresses images and impressions of nursing, current trends in health care delivery and legal and ethical issues in nursing. Coreq: NUR 111, 122 and MATH& 107.

**NUR 102 (3) C**  
**Nursing II: Medical-Surgical Nursing**

First of 4 medical-surgical theory courses. Develop a comprehensive understanding of homeostasis and the adaptation of clients to the complex processes of the physiologic mode. Emphasis on alterations in fluid and electrolyte balance, acid-base balance, endocrine functions, compromise in wound healing and peripheral vascular circulation. Prereq: Completion of 1st quarter with 2.5 or higher. Coreq: NUR 112, 123 & NTR 150.

**NUR 103 (4) C**  
**Nursing III – Medical-Surgical Nursing**

Second of 4 medical-surgical theory courses. Develop a comprehensive understanding of homeostasis and adaptation with emphasis on alterations in neurologic, musculoskeletal, chronic respiratory and chronic cardiovascular systems. Covers key concepts of adaptation to the complex processes of movement and cognition, oxygenation and circulation. Prereq: Completion of 2nd quarter with 2.5 or higher. Coreq: NUR 113, 185 and PSYC& 200 or PSY 206.

**NUR 111 (3) C**  
**Nursing Practice I**

Apply nursing concepts from NUR 101. Assess four adaptive modes in the clinical setting: physiologic-physical, self-concept-group identity, role function and interdependence. Covers basic assessment and, care planning. Apply principled application of nursing skills in practice lab and clinical setting. Coreq: NUR 101, 122 & MATH& 107.

**NUR 112 (3) C**  
**Nursing Practice II**

Builds on NUR 111. Apply concepts relevant to adaptation in the basic physiological and psychosocial modes, client response and administration of medications. Assess the four adaptive modes. Gain experience in complete assessment, care planning and principled application of nursing skills in practice lab and clinical setting. Prereq: Completion of 1st quarter with 2.5 or higher. Coreq: NUR 102, 123 and NTR 150.

**NUR 113 (4) C**  
**Nursing Practice III**

Builds on NUR 112. Emphasizes integrating nursing theory, clinical data, skills in providing nursing care and developing priorities. Assess the four adaptive modes, gain experience in individualized assessment and care planning and apply nursing skills in practice lab and clinical setting. Prereq: Successful completion of 2nd quarter. Coreq: NUR 103, 185 & PSYC& 200.

**NUR 114 (3) C**  
**Nursing Practice**

Builds on the foundation established in NUR 111, 112 and 113.

**NUR 122 (2) C**  
**Psychosocial Nursing I**

First of 2 psychosocial nursing courses. Focuses on communication pertinent to the care of clients in various health care settings throughout the lifespan. Practice therapeutic and professional communication techniques. Assess adaptation in self-concept, role function and independence of clients who are coping with acute and chronic illness. Learn group process. Coreqs: NUR 101, 111 and MATH& 107.

**NUR 123 (4) C**  
**Pharmacology for Nursing**

Intro to basic concepts of drug therapy, roles and responsibilities of nurses, and applying critical thinking and the nursing process for safe medication administration. Includes terminology, resources and regulations related to drug therapy and principles of pharmacokinetics, pharmacodynamics and pharmacotherapeutics. Major classifications of drugs include autonomic nervous system agents; parenteral fluids; electrolytes; vitamins and minerals; endocrine, neurologic, respiratory and selected cardiovascular agents; anesthetic, immune system and gastrointestinal agents. Coreqs: NUR 102, 112 & NTR 150.

**NUR 185 (2) C**  
**Gerontology for Nurses**

Study adaptations of normal aging, differentiating these adaptations from disease and learn the implications for nursing care. Covers psychosocial, legal and ethical issues common in gerontological nursing practice. Prereq: Completion of 2nd quarter with a 2.5 or higher. Coreq: NUR 103, 113 and PSYC& 200.

**NUR 190, 191, 192 (2 EACH) C**  
**ADN Study Group I, II, III**

Enhances the lecture material presented in required core nursing courses each quarter. Focuses on understanding concepts relevant to adaptation in the basic physiological and psychosocial modes. Emphasizes the nursing process as the scientific basis for practice. Coreqs: Enrollment in all concurrent Nursing courses for the quarter specified.

**NUR 201 (2) C****Nursing IVA: Psychosocial Nursing II**

Second of 2 psychosocial nursing courses. Builds on NUR 122 (or NUR 106). Focuses on caring for clients with mental illness using a system with cognator and regulator subsystems to maintain adaptation in the four adaptive modes. Covers psychosocial assessment and therapeutic interventions in psychiatric disorders at three levels: integrated, compensatory and compromised. Prereq: Completion of 3rd quarter or LPN/RN Transition courses with 2.5 or higher. Coreq: NUR 211, 206, 216.

**NUR 206 (3) C****Nursing IVB: Medical-Surgical Nursing**

Third of 4 medical-surgical courses. Builds on NUR 101, 102 & 103. Develop a comprehensive understanding of homeostasis and the adaptation of clients to the complex processes of the physiologic mode. Emphasizes alterations in select integumentary and immune or protective responses and surgical therapies. Prereq: Completion of 3rd quarter or LPN/RN Transition courses with 2.5 or higher. Coreq: NUR 201, 211, 216.

**NUR 207 (4) C****Nursing V: Medical/Surgical Nursing**

Fourth of 4 medical surgical courses. Builds on NUR 101, 102, 103 & 206. Develop a comprehensive understanding of homeostasis and the adaptation of clients to the complex processes of the physiologic mode. Emphasizes acute respiratory, acute cardiovascular, gastrointestinal and renal alterations. Prereq: Completion of 4th quarter with 2.5 or higher. Coreq: NUR 217, 220.

**NUR 208 (6) C****Nursing VI: Developing Family Nursing**

Develop a comprehensive understanding of homeostasis and the adaptation of maternal, newborn and pediatric clients to the complex processes of the physiologic mode. Emphasizes learning and promoting normal family development and understanding adaptive and maladaptive physiologic and psychosocial responses to childbearing, childrearing and illness in childhood. Prereq: Completion of 5th quarter with 2.5 or higher. Coreq: NUR 218, 230.

**NUR 211 (3) C****Nursing Practice IV-A**

In a psychiatric setting focus on adaptation in the basic physiological and psychosocial modes and client response. Integrates nursing theory, clinical data and skills in nursing care and developing priorities. Assess the four adaptive modes in clinical setting, gain experience in individualized assessment and care planning and apply therapeutic skills in practice lab and clinical setting. Prereq: Completion of 3rd quarter LPN/RN Transition courses with 2.5 or higher. Coreq: NUR 201, 206, 216.

**NUR 216 (3) C****Nursing Practice IV-B**

Focuses on concepts relevant to adaptation in the basic physiological and psychosocial modes and client response. Emphasizes comprehensive care and the relationships of the various components of client data and health care interventions. Assess the four adaptive modes, gain experience in individualized assessment and care planning and apply nursing skills in practice lab and clinical setting. Prereq: Completion of 3rd quarter Nursing or LPN/RN Transition with 2.5 or higher. Coreq: NUR 201, 206, 211.

**NUR 217 (5) C****Nursing Practice V**

Study adaptation in the basic physiological and psychosocial modes and client response. Emphasizes analysis of client data and health care interventions, initiating nursing assessments and interventions, health promotions and education and developing leadership skills. Assess the four adaptive modes, gain experience in individualized assessment and care planning and apply nursing skills in a variety of clinical settings. Prereq: Completion of all 4th quarter with 2.5 or higher. Coreq: NUR 207 & 220.

**NUR 218 (3) C****Nursing Practice VI**

Emphasis on adaptation in the developing family. Apply concepts from NUR 208 relevant to adaptation in the basic physiological and psychosocial modes and client response. Assess the four adaptive modes in the clinical setting. Obtain experience in individualized assessment, care planning, and principled application of nursing skills in a variety of clinical settings. Coreqs: NUR 208, 230.

**NUR 220 (2) C****Health Promotions & Managing Care in Nursing**

Intro to theoretical foundations of health promotion, education and wellness maintenance across the lifespan and to the leadership role in Nursing. Emphasizes planning health promotions and managing care in a variety of settings. Addresses leadership in nursing: traits, styles, problem-solving, change, team communication, conflict management, delegation, time management and the implications of health care trends. Linked to final medical-surgical rotation. Prereq: Completion of 4th quarter with a 2.5 or higher. Coreq: NUR 207 & 217.

**NUR 230 (2) C****Transition to Professional Nursing Role**

Covers the transition from the role of student to Registered Nurse. Focuses on the role of the RN in health care, the community and organizations. Emphasizes professional and legal obligations, obtaining and maintaining licensure, professional organizations, continuing education and job searching. Includes preparation for the NCLEX/RN exam. Prereq: Completion of 5th quarter with a 2.5 or higher. Coreq: NUR 208 & 218.

**NUR 290, 291, 292 (2 EACH) C****ADN Study Group IV, V, VI**

Enhances the lecture material presented in required core nursing courses each quarter. Focuses on understanding concepts relevant to adaptation in the basic physiological and psychosocial modes. Emphasizes the nursing process as the scientific basis for practice. Coreqs: Enrollment in all concurrent Nursing courses for the quarter specified.

**NUR 299 (1-5) C****Independent Study in Nursing**

Independent study in selected nursing topics under faculty supervision. Prereq: Permission.

**Nursing Assistant – Certified  
• NORTH •****NUR 100 (1) N****Modified Fundamentals of Care**

For nursing assistants who have a current, unencumbered WA state NA-C license. To be taken as follow-up or concurrently with NUR 104.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**

HIN . . . . . Watch Technology

**NAME TO PREFIX**

Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**NUR 104 (1) N**  
**Nurse Delegation Training for Nursing Assistants – Special Focus on Diabetes**

For current WA licensed NA-Cs or NA-Rs. Understand and perform RN-delegated tasks, focusing on diabetes and its management. Includes theory; insulin injections as a delegated task; recognizing low/high blood sugars and adverse effects of treatment; taking correct actions when low/high blood sugars occur. Prereq: Permission

**NUR 105 (2) N**  
**CPR & First Aid for Healthcare Providers**

Provides support for ESL and Adult Basic Education students. Covers American Red Cross (ARC) or equivalent CPR/AED for the Professional Rescuer and Healthcare Provider, with 2-year valid certification; and First Aid Certificates required to work in skilled nursing facilities, adult family homes and hospitals. Co-req: NUR 107.

**NUR 107 (12) N**  
**Nursing Assistant – Certified**

Covers basic nursing care skills including HIV/AIDS, and 104 hours of supervised lab/clinical training in a long-term care facility. After successful completion students are eligible to take the Washington State NAC exam for certification as a Nursing Assistant. Prereq: CASAS 227 minimum score (reading & listening) or COMPASS 40 minimum reading score within last 3 years.

**NUR 108 (2) N**  
**Clinical Hospital Experience for Nursing Assistants – Certified**

For nursing assistants who have a current, unencumbered WA state NA-C license who wish to increase hospital-based skills in an effort to obtain employment in an acute care facility. Requires mastery of a list of skills developed by acute care facilities.

**NUR 110 (1) N**  
**Body Mechanics for Healthcare Providers**

Covers the anatomy involved in back injuries, all aspects of proper techniques for lifting, transferring, and positioning of patients, with a goal of prevention of injuries to the healthcare provider. Certificate issued upon successful completion.

**NUR 145 (1.5) N**  
**Mental Health & Dementia Training for Nursing Assistants**

For nursing assistants and other healthcare providers who care for patients with mental illness. Covers the major mental disorders and dementia, culturally competent caregiving, respectful communication, and strategies for caregiving.

**Licensed Practical Nursing • NORTH •**

**NUR 115 (2) N**  
**Intro to Patient Care**

Intro to supervised clinical experience in a long-term care environment. Includes communication and documentation skills. Coreqs: NUR 116, 117 & 130.

**NUR 116 (6) N**  
**Nursing Fundamentals**

Provides the theoretical background for basic nursing skills, including intro to nursing process, microbiology, nutrition, medical terminology and math equivalents. Coreqs: NUR 115, 117, & 130.

**NUR 117 (2) N**  
**Nursing Fundamentals Laboratory**

Demonstration of nursing skills and procedures, and laboratory practice, including communication skills. Coreqs: NUR 115, 116, & 130.

**NUR 118 (2) N**  
**Clinical Nursing Skills I**

Covers laboratory content linked to NUR 127 and 131. Intermediate level nursing practice. Prereq: 1st quarter NUR courses. Coreq: NUR 127 & 131.

**NUR 119 (1) N**  
**Clinical Nursing Skills II**

Continuation of NUR 118; theory and labs linked with NUR 128 and 141. Prereq: First two quarters NUR courses. Coreq: NUR 128 & NUR 141.

**NUR 126 (3) N**  
**Role of the LPN**

Assist the student to further understand the role of the LPN and legal issues related to practical nursing. Prereq: First three quarters NUR courses. Coreq: NUR 139 & 154.

**NUR 127 (6.5) N**  
**Medical/Surgical Nursing – Child/Adult I**

Covers common conditions of illness throughout the life span. Prereq: All first-quarter NUR courses. Coreq: NUR 118 & 131.

**NUR 128 (6) N**  
**Medical/Surgical Nursing – Child/Adult II**

Continuation of NUR 127. Prereq: First two quarters NUR courses. Coreq: NUR 119 & 141 and permission.

**NUR 130 (2) N**  
**Critical Thinking in Nursing Practice**

Intro to critical thinking skills in nursing and the nursing process, with practice applying theory and skills. Coreqs: NUR 115, 116, & 117.

**NUR 131 (3.5) N**  
**Clinical Nursing Practice I**

Supervised hospital and nursing home practice in medical/surgical care of the child/adult and chronic and convalescent patients. Includes communication and documentation skills. Prereq: All first-quarter NUR courses. Coreq: NUR 118 & NUR 127

**NUR 133 (1.5) N**  
**Family Nursing Theory**

Study of the care of families, perinatal clients and their partners, infants and children. Nursing care for children will center on health promotion and wellness maintenance as well as parenting. Coreq: NUR 134.

**NUR 134 (1.5) N**  
**Family Nursing Clinical**

Application of practical nursing care of families, including perinatal clients and their partners, infants and children in a childbirth center and pediatric setting. Nursing care for children will center on health promotion and wellness as well as parenting. Coreq: NUR 133.

**NUR 139 (4) N**  
**Transition to LPN Practice**

Provides experience in full-shift nursing care on a work-like schedule. Expands medical/surgical nursing experience. Coreqs: NUR 126 & 154.

**NUR 141 (2) N**  
**Clinical Nursing Practice II**

Supervised hospital and nursing home practice with related ward conferences, to expand basic nursing care skills for the convalescent and chronically ill patient, medical/surgical patient, child or adult. Includes communication and documentation skills. Prereq: First two quarters NUR classes. Coreq: NUR 119 & 128.

**NUR 154 (1) N**  
**Intravenous Therapy Skills**

Intermediate course in intravenous therapy which provides theoretical background for intravenous infusion and clinical application skills using the nursing process. Prereq: First three quarters NUR courses. Coreq: NUR 126 & 139.

**NUR 155 (1-6) N**  
**Special Topics in Practical Nursing**

Assists foreign students, pre-nursing and advanced placement students to meet special needs for licensure or other student interests. Tailored to meet State Board (LPN) or faculty recommendations to accomplish student/program objectives. Prereq: Permission.

**Nursing – Associate Degree (A.A.S. - T) • NORTH •****NUR 223 (2) N**  
**Advanced Nursing Skills**

With NUR 225 and 231 provides laboratory practice of advanced nursing skills, to prepare for employment as an RN. Prereq: WA state LPN license.

**NUR 224 (2) N**  
**Health Promotion Education in Nursing**

Provides theoretical knowledge related to planning and implementing educational processes in a health care setting. Prereq: WA state LPN license. Coreq: NUR 226, 227 & 228.

**NUR 225 (6) N**  
**Family Nursing**

With NUR 231, develops theoretical knowledge of the continuum of wellness and complex health conditions related to family nursing, to prepare for employment as an RN. Prereq: WA state LPN license. Coreq: NUR 223 & 231.

**NUR 226 (1.5) N**  
**Care Management & Leadership in Nursing**

Intro to theoretical foundations of leadership in nursing. Emphasizes leadership, change and motivational theories, conflict management, problem-solving and group dynamics. Includes principles of time management and delegation. Prereq: WA state LPN license. Coreq: NUR 224, 237 & 238.

**NUR 227 (7) N**  
**Complex Medical/Surgical/Psychiatric Nursing**

Expands theoretical knowledge and nursing care related to various complex medical/surgical and psychiatric health conditions throughout the life span. Prereq: WA state LPN license. Coreq: NUR 228.

**NUR 228 (5) N**  
**Complex Nursing Medical/Surgical/ Psychiatric Clinical Practice**

Covers supervised ambulatory, community-based, acute or long-term care practice (medical-surgical) which enhances nursing skills in order to plan and implement care for patients with acute medical/surgical illnesses and psychiatric disorders. Promotes health through the life span. Prereq: WA state LPN license. Coreq: NUR 227.

**NUR 231 (4) N**  
**Family Nursing Clinical Practice**

With NUR 223 and 225, prepare for work as an RN. Clinical hours focus on family nursing, normal growth and development, and adaptation of children and families to illness. In a supervised pediatric setting, practice assessment, planning, implementing care, and gain clinical experience with childbearing. Prereq: WA state LPN license.

**NUR 233 (0.5) N**  
**Advanced Nursing Skills II**

Provides theory and laboratory practice of advanced nursing skills. Prereq: WA state LPN license. Coreq: NUR 226, 234, 237 and 238.

**NUR 234 (1.5) N**  
**Implementation of Health Promotion & Health Care Education in Nursing**

With NUR 224 provides theory and practical experience in planning health promotion and health education activities. Prereq: WA state LPN license. Coreq: NUR 226, 233, 237 and 238.

**NUR 235 (1.5) N**  
**Legal Aspects/Care Systems**

Understand the role of a Registered Nurse in health care, the community and other health organizations. Explore the history of nursing, current health care, nursing and job market trends. Work with case studies involving legal and ethical nursing issues. Includes Washington State Nurse Practice, licensing, and uniform disciplinary laws and OBRA regulations. Intro to health care systems, funding, organization and function. Prereq: Successful completion of the first 2 quarters with 2.0 or better in all required courses. Coreq: NUR 223, 227 and 228.

**NUR 237 (3) N**  
**Advanced Medical/Surgical Nursing Care**

Covers theory needed to plan and implement culturally competent care for diverse populations related to various complex conditions of illness throughout the lifespan. Study how this care may impact treatment modalities. Prereq: LPN license in Washington state. Coreq: NUR 224, NUR 226 and 238.

**NUR 238 (5) N**  
**Transition to Registered Nursing Practice**

Provides supervised ambulatory, community-based, acute, critical, long-term care practice medical/-surgical. Develop further skills in assessment, analysis, planning, implementation and evaluation. Prereq: WA state LPN license. Coreq: NUR 224, 226 & 237.

**Nursing • SOUTH •****NUR 096 (3-5) S**  
**Intro to Applying Academic Study Strategies**

Intro to learning strategies, thinking and metacognitive skills needed to succeed in the Healthcare Pathway and Nursing. Apply skills in class while being mentored. Coreqs: enrollment in LPN prereqs.

**NUR 097 (3-5) S**  
**Applying Academic Study Strategies**

Continue developing learning strategies, thinking and metacognitive skills while being mentored. Coreqs: enrollment in LPN prereqs.

**NUR 098 (3-5) S**  
**Integrating Academic Study Strategies**

Consolidate and extend learning strategies, thinking and metacognitive skills while being mentored. Coreqs: enrollment in LPN prereqs.

**Certified Nursing Assistant • SOUTH •****NUR 170 (12) S**  
**CNA – Basic Health Care**

Covers basic health care concepts needed to provide nursing care to adults, including maintaining and monitoring patient's health status, clinical AIDS training and CPR. Covers the nurse's role in aspects of aging and disability. Provides clinical experience in a variety of long term care settings. Prereq: CASAS score of 220 or higher in reading and math and attend a CNA orientation at SSCC.

**Licensed Practical Nursing • SOUTH •****NUR 171 (12) S**  
**LPN I Fundamentals of Nursing**

Covers concepts of health and wellness, foundations, history, legal ethical principles, and professional and personal boundaries of nursing. Includes medical terminology, total body assessment, nursing process, care plan, critical thinking and communication techniques. Covers health assessment of the body systems, promotion of health across the life span, basic needs of patients, and grief; loss and dying. Studies integumentary, gastrointestinal and urinary systems. Prereq: CNA certificate and all program prerequisites.

**NUR 172 (12) S****LPN II Medical Surgical Nursing I**

Analysis and integration of cross-cultural concepts into the nursing process. Covers the pathophysiological concepts of medical surgical nursing, causation of illness and response of the body to current treatment and healing processes of many common illnesses. Includes aging and pharmacological and nutritional concepts. Lab skills correlate to the systems studied. Clinical rotations in long term care facilities. Prereq: NUR 171.

**NUR 173 (12) S****LPN III Medical Surgical Nursing II**

Foundations of medical surgical nursing, including pathophysiological principles, the body's attempt to heal and maintain itself, current treatment and promotion of healing. Integrates pharmacological understanding of classes of drugs and the nursing principles of administration and monitoring of medication. Practice in lab and in an acute setting. Prereq: NUR 172.

**NUR 174 (6) S****LPN IV Maternity & Newborn Nursing**

Learn skills, and attitudes for providing nursing care in maternal, newborn, pediatric, and infant care settings. Covers psychiatric nursing concepts and principles. Clinical experiences focus on labor, delivery, and pediatric care in inpatient and clinical facilities. Prereq: NUR 173.

**NUR 199 (1-12) S****LPN Practicum**

Independent clinical practicum for LPN graduates to practice in a clinical setting with a preceptor, gaining in-depth experience in a chosen specialty area. Carry out full-shift nursing care and hone nursing skills in real-life situations in preparation for jobs or further LPN-RN studies. Prereq: NUR 170, 171, 172, 173, 174, NCLEX & LPI/J WA State certification.

**LPN-RN Associate Degree • SOUTH •****NUR 244 (2) S****LPN-RN Transition:****Critical Thinking in Nursing**

Builds on LPN theory and skills. Intro to critical thinking skills, the nursing process and application. Prereq: LPN license and RN program admittance or permission.

**NUR 246 (1) S****Nursing Lab I**

Intro to basic concepts of drug therapy and advanced assessments and nursing skills in the obstetric and pediatric setting. Focuses on safe medication administration and nursing care. Emphasizes the role and responsibilities of the nurse in drug therapy. Prereq: Admission to program. Coreq: NUR 245, 247 and 249.

**NUR 247 (5) S****Nursing Experience I**

Covers supervised obstetric and pediatric nursing care. Develop nursing skills to plan and implement care for clients through the life span. Focuses on promoting normal growth and development and adaptation of children and families to illness. Practice pediatric assessment, planning and care in a supervised pediatric setting. Coreq: NUR 245, 246 and 249.

**NUR 249 (1) S****Health & Wellness**

Intro to theoretical foundations of health promotion and wellness maintenance across lifespan in a variety of health care settings. Coreq: NUR 245, 246, 247.

**NUR 252 (3) S****Nursing Role – Leadership/ Management/Ethical & Legal Issues**

Intro to theoretical foundations of leadership in nursing. Emphasizes leadership, change and motivational theories, conflict management, problem-solving, and group dynamics. Addresses time management, delegation, ethical and legal issues. Prereq: NUR 245, 246, 247, 249. Coreq: NUR 255 and 257.

**NUR 255 (4) S****Nursing Theory II – Psychosocial/Medical Surgical Nursing**

Covers psychiatric disorders of clients in acute care and theory and practice of psychosocial assessment and therapeutic interventions for various psychiatric disorders. Work in supervised psychiatric and acute care settings. Focuses on teaching. Prereq: NUR 245, 246, 247, 249. Coreq: NUR 252, 257.

**NUR 257 (5) S****Nursing Experience II**

Covers supervised ambulatory, community-based, acute or long term care practice (medical-surgical). Learn to plan and implement care for clients through the lifespan. Clinical hours focus on the psychosocial assessment and therapeutic interventions in psychiatric disorders in a supervised psychiatric care setting. Prereq: NUR 245, 246, 247, 249. Coreq: NUR 252, 255.

**NUR 265 (5) S****Nursing Theory III – Medical/Surgical Nursing**

Plan and implement advanced care related to various complex illnesses. Prereq: NUR 252, 255, 257. Coreq: NUR 266, 267, and 270.

**NUR 266 (1) S****Nursing Lab II**

Focuses on concepts of drug therapy and develops knowledge essential for safe medication administration of drugs that affect gastrointestinal, ocular, musculoskeletal, urinary and gynecological function and drugs used in the treatment of cancer and anti-infective medications. Covers the role and responsibilities of the nurse in drug therapy. Prereq: NUR 252, 255, 257. Coreq: NUR 265, 267, and 270.

**NUR 267 (3) S****Nursing Experience III**

Provides a choice of clinical observation opportunities in acute care to expand clinical skills. Prereq: NUR 252, 255, 257. Coreq: NUR 265, 266, and 270.

**NUR 270 (3) S****Senior Practicum**

Carry out full-shift nursing care and advance capabilities in a medical-surgical acute care setting. Focuses on continuity of care for clients with complex illnesses. Prereq: NUR 252, 255, 257. Coreq: NUR 265, 266, and 267.

**NUTRITION****NTR 150 (5) C,N,S****Human Nutrition**

Intro to nutrition, with an emphasis on the relationship of nutrition to growth, development, health, physical and mental functioning. Examines sources, functions, interrelationships and human requirements of proteins, carbohydrates, fat, minerals, vitamins and water. Includes changes in energy and nutrient requirements throughout the life cycle. Prereq: Eligible for MATH 084 and ENGL& 101 (C).

**NTR 155 (5) C,N****Advanced Human Nutrition**

Covers contemporary topics in nutrition. Emphasis on origins of the American diet, nutrition's role in disease and behavior and the safety of the food supply. Prereq: NTR 150.

**OCEANOGRAPHY****OCEA& 100 (5) C,N,S**  
**Intro to Oceanography**

Survey of the ocean in terms of physical, chemical, geological and biological processes and the human influence upon the ocean's natural equilibrium processes.

**OCEA& 101 (5) C**  
**Intro to Oceanography with Lab**

Explore the basic fields of ocean science: marine geology, biological, chemical and physical oceanography. Investigate natural disasters in the Pacific Northwest, the effects of climate change on the ocean, tribal whaling and fisheries decline. Lab. Prereqs: Eligibility for ENGL& 101 and MATH O84.

**OCEA 298 (1-5) C**  
**Special Topics: Oceanography**

Selected topics or activities in oceanography. Prereq: Permission.

**OCEA 299 (1-5) C**  
**Independent Study**

Study of selected topics in oceanography. Prereq: OCE 100 and permission.

**OPTICIANRY, SCHOOL OF****OPH 100 (2) C**  
**Orientation to Ophthalmic Dispensing**

Intro to optical mechanics, ophthalmic dispensing and optics and products. Overview of the optical business and the job of the ophthalmic dispenser. Prereq: Eligibility for ENGL& 101, MATH 110 and permission.

**OPH 101 (5) C**  
**Optical Theory I**

Focuses on ophthalmic lens optics and eye-glass fabrication process. Intro to practical application of ophthalmic lens equations. Includes study of powers of spectacle lenses including ophthalmic prisms and aberrations.

**OPH 102 (4) C**  
**Optical Theory II**

Continuation of OPH 101. Introduces reflection and refraction principles. Emphasis on light theories, propagation, ray tracing, plane surfaces and prisms.

**OPH 103 (3) C**  
**Optical Theory III**

Covers multi-focal lenses: origin, development, types and applications. Includes study of presbyopia and other conditions requiring correction and introduces presbyopic prescription analysis.

**OPH 105 (3) C**  
**Ocular Anatomy & Physiology**

Covers anatomy and physiology of the human eye, including relation of ocular anatomical structures to the visual process. Emphasis on ocular terminology.

**OPH 106 (5) C**  
**Contact Lens Technology I**

Covers basic principles of contact lenses: history, manufacturing methods, terminology, optics, equipment for fitting and evaluation of contact lens candidates. Lab demonstration on use of radius gauge, ophthalmometer, thickness and diameter gauges, shadow graph and biomicroscope.

**OPH 107 (5) C**  
**Ophthalmic Dispensing I**

Intro to responsibilities of the ophthalmic dispenser, including facial measurements, cosmetic considerations, frame fitting and selection based on prescription. Includes practical projects, role-playing and demonstrations.

**OPH 108 (5) C**  
**Ophthalmic Dispensing II**

Covers ophthalmic dispensing procedures relating to complex prescriptions: fitting, adjusting and ordering procedures with emphasis on multi-focal and absorptive lenses. Includes low-vision aids. Refines communication skills.

**OPH 110 (3) C**  
**Optical Lab Technology I**

Covers lens surface grinding, ophthalmic laboratory procedures, laboratory safety procedures, lens planing and design as related to eyeglass fabrication and basic optical terminology. Prereq: Eligibility for ENGL& 101 and MATH 110.

**OPH 111 (3) C**  
**Optical Lab Technology II**

Continuation of OPH 110. Intro to lab machinery, including applications, maintenance and repair, operation of focimeter, application of optical instruments and tools. Covers ophthalmic lens inspection process.

**OPH 112 (3) C**  
**Optical Lab Technology III**

Continuation of OPH 111, with emphasis on lens edging process. Covers manual skills, processing flow of the finishing laboratory, lens standards and insertion of hand-edged projects into plastic and metal frames.

**OPH 113 (5) C**  
**Finishing I**

Covers finishing work with emphasis on procedures and machinery for automatic edging. Studies American National Standards Institute guidelines. Intro to lens toughening procedures and stress testing.

**OPH 197, 198, 199 (2-5) C**  
**Work Experience – Opticianry**

Earn work experience credit in the field of opticianry. Prereq: Permission.

**OPH 203 (5) C**  
**Contact Lens Technology II**

Covers basic fitting techniques of hard and soft lenses. Includes patient instruction and contact lens adjustments. Examines bifocal, scleral and specialty lenses.

**OPH 204 (6) C**  
**Contact Lens Technology III**

Continuation of OPH 203. Emphasis on available lenses, solutions and accessories; diagnostic and fitting skills; development of biomicroscopy and keratometry skills.

**OPH 205 (2) C**  
**Contact Lens Technology IV**

Continuation of OPH 204. Emphasis on ocular surfaces in interaction with foreign objects, ocular pharmacology and the refractive examination.

**OPH 211 (5) C**  
**Finishing II**

Continuation of finishing laboratory skills, with emphasis on efficient production flow. Includes layout of multi-focal lenses and study of plastic lenses and tinting.

**OPH 212 (5) C**  
**Finishing III**

Continuation of OPH 211. Emphasis on efficiency, speed and accuracy. Includes finishing procedures for special lenses, frames and mountings.

**OPH 215 (3) C**  
**Benchwork Procedures**

Independent work on projects to develop production skills and workmanship. Lab time is scheduled, but students choose project completion date.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology

**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**OPH 295, 296, 297 (3 EA) C**  
**Ophthalmic Dispensing Business I, II & III**

Acquire real-world opticianry experience through practice in a retail optical store on campus under direct supervision of a Washington state-licensed optician. All business functions, including sales and management, are administered by student teams, over three academic quarters. Fully develop salesmanship, business plans and implementation. Prereq: Completion of first-year requirements.

**OPH 298 (1) C**  
**Opticianry Workshops**

Incorporate advanced ophthalmic skills with new technology, critical thinking and problem-solving. Provides the opportunity to pursue professional areas of interest.

**OPH 299 (7) C**  
**Comprehensive**

Typical workshops include advanced ophthalmic skills incorporating new technology, critical thinking and problem-solving. Pursue professional areas of interest.

**PARENT EDUCATION****Parent-Child Study Laboratory**

*Students with children birth through 6 years of age enroll in classes according to the age of their child. The students attend the laboratory class one day a week with their child and one evening class each month. Course content focuses on child development, positive guidance, health and safety, living in a diverse society, family issues and other parenting concerns depending on the age of the student's child.*

FAM	040, 041, 042	(2.5)	C
FAM	047, 048, 049	(3)	S
FAM	050, 051, 052	(2.5)	C
FAM	053, 054, 055	(3)	S
FAM	060, 061, 062	(2.5)	C
FAM	063, 064, 065	(3)	S
FAM	070, 071, 072	(2.5)	C
FAM	073, 074, 075, 079	(3)	S
FAM	080, 081, 082	(2.5)	C
FAM	083, 084, 085	(1-3)	S
FAM	090, 091, 092	(2.5)	C
FAM	093, 094, 095	(1-3)	S
FAM	145, 146, 147, 148	(1-3)	N
FAM	149	(1-3)	N
FAM	155, 156, 157, 158	(1-3)	N
FAM	165, 166, 167, 168	(1-3)	N
FAM	175, 176, 177, 178	(1-3)	N
FAM	185, 186, 187, 189	(1-3)	N
FAM	195, 196, 197, 198	(1-3)	N

**FAM 180 (1-5) N**

**Special Topics for Parents of Young Children**

Online Distance Education. Covers topics for parents and those who work with children on the care and teaching of young children.

**FAM 181 (2-6) N**

**STAR Parenting**

Online class. The STAR process (Stop, Think, Act, Review) encourages those who work with children to investigate children's temperament and development and to focus on long-range goals. Use the child's current behavior to teach skills/values the adult wants. Guide by avoiding problems, responding to cooperation, acknowledging feelings, setting limits and teaching new skills. May be repeated for credit.

**FAM 182, 183 (1-5) N**

**Special Topics**

Special topics for childcare providers focusing on working with parents, special needs children, multi-cultural curriculum, dealing with stress and burnout and management and personnel issues.

**PASTRY**

See *Culinary Arts*, page 220-225.

**PHARMACY TECHNICIAN**

**AHI 100 (3) N**

**Intro to Medical Vocabulary**

General survey of medical terminology introducing health service workers to the basic rules and fundamentals in medical vocabulary-building.

**PHA 112 (2) N**

**Pharmacy Law**

Intro to federal and state laws regulating pharmacy practice. Emphasis on Washington state pharmacy law regulating pharmacy technicians.

**PHA 115 (2) N**

**Orientation to Pharmacy Practice**

Intro to pharmacy technician as a career. Includes history, pharmacy information resources and drug distribution control. Visit job to observe typical job tasks.

**PHA 116 (1) N**

**HIV/AIDS & HIPAA**

Intro to the basic concepts of HIV/AIDS including the treatment and prevention guidelines for patient care and a review of the HIPAA federal law as it pertains to the pharmacy technician.

**PHA 120 (3) N**

**Pharmacy Calculations**

Covers mathematics review and an intro to calculations encountered in pharmacy practice.

**PHA 130 (2) N**

**OTC Drugs**

Overview and uses of drugs available without prescriptions (over-the-counter drugs).

**PHA 140 (2) N**

**Sterile Products & Aseptic Technique I**

Covers aseptic technique in preparing sterile solutions and pharmaceuticals. Learn laminar flow hood usage, preparation of intravenous fluids and hyperalimentation fluids. Practice filling unit dose carts and preparing IV fluid labels using hospital-based software.

**PHA 141 (2) N**

**Sterile Products & Aseptic Technique II**

Continuation of PHA 140. Focus on the preparation of cardiac and other iterable drips, IV antibiotics, chemotherapy, IVPs and TPNs. Intro to hospital application software. Includes lab.

**PHA 145 (1) N**  
**Pharmacy Ethics**

Focuses on commonly encountered ethical dilemmas from pharmacy practice. Intro to ethical decision-making models and problem-solving solutions.

**PHA 146 (2) N**  
**Communications in Pharmacy Practice**

Examination of communication processes to see how they are influenced by the values, behaviors and beliefs that are defined by society and culture. Also explores communication within the pharmacy setting and how present laws influence this communication.

**PHA 150 (3) N**  
**Pharmacology I**

Covers the principals of drug action including pharmaco-kinetics, anatomy and physiology of the nervous system and the drugs used in the treatment of disorders of the nervous system.

**PHA 151 (3) N**  
**Pharmacology II**

Continuation of PHA 150. Covers the anatomy and physiology of the cardiovascular, gastrointestinal, endocrine and respiratory systems. Emphasis on the treatment of diseases of cardiovascular, gastrointestinal, and respiratory systems.

**PHA 155 (1-4) N**  
**Special Topics**

Covers a variety of communication and leadership activities, including staff relationships, preparing a résumé and interviewing. Prereq: Permission.

**PHA 160 (3) N**  
**Pharmacy Technology I**

Covers many uses of computers in pharmacy practice. Gain proficiency using two different pharmacy prescription-filling software programs. Fill real prescriptions in pharmacy lab.

**PHA 161 (2) N**  
**Pharmacy Technology II**

Continuation of PHA 160. Intro to the top 200 drugs. Use pharmacy software to process real prescriptions in the pharmacy lab. Study computerized insurance billing and report generation. Intro to hospital and nursing home application software.

**PHA 170 (4) N**  
**Pharmacy Records Management**

General overview of skills required to work in a retail pharmacy (ambulatory care). Introduces the skills to interpret prescriptions, such as Latin abbreviations, the top 200 drugs and apothecary symbols. Covers inventory control, third party insurance billing and pharmacy record-keeping.

**PHA 190 (3-13) N**  
**Pharmacy Technician Externship**

Gain pharmacy technician experience in participating agencies, classroom guidance in assimilating experience and classroom assistance with problems. (13 credits generally provided over two-quarters, 5 + 8 credits).

**PHA 191 (1) N**  
**Job Skills & National Exam Prep**

Covers job search skills, résumé and cover letter writing techniques and the interview process to prepare students to seek a job as a pharmacy technician. Also reviews the subjects and process for the national exam for pharmacy technician.

**PHILOSOPHY****PHIL& 101 (5) C,N,S**  
**Intro to Philosophy**

Intro to philosophical thought and issues, intellectual systems and writings of the great philosophers. Covers the nature of philosophy, the meaning of knowledge, values, reality and related subjects.

**PHIL 102 (5) C,N**  
**Contemporary Moral Problems**

Covers philosophical consideration of some of the major moral problems of modern society and civilization, such as discrimination, abortion, euthanasia, animal rights, world hunger and homelessness. Examines the issue of what means are justified in trying to bring about social change.

**PHIL& 106 (5) C,N,S**  
**Intro to Logic**

Examines the principles of Aristotelian and symbolic logic, deductive argument and proof. Covers the meaning of language and its place in the reasoning process. Includes the application of logic to other fields.

**PHIL 110 (5) C,N,S**  
**Intro to Social Ethics**

Includes philosophical analysis of current or perennial issues in public affairs, such as the nature and scope of freedom in society, the justification of democratic government and the nature of social justice.

**PHIL 111 (5) N**  
**Intro to Bioethics**

Examines ethical questions surrounding clinical medical practice, ethical issues in biomedical research and more general ethical questions concerning the maintenance and improvement of the health and well-being of communities at local and global levels. Focuses on newly emerging infectious diseases (AIDS, drug-resistant tuberculosis) and on environmentally-induced diseases, such as asthma, cancers, chemical sensitivity and reproductive disorders.

**PHIL 118 (5) C,N,S**  
**Practical Reasoning & Decision-Making**

Emphasizes a non-symbolic approach to logic and critical thinking. Emphasis on analyzing and evaluating real life examples of reasoning.

**PHIL& 120 (5) C,N,S**  
**Symbolic Logic**

Symbolic logic provides a tool for analyzing and evaluating statements and deductive arguments. Focuses on both sentence and quantificational logic. Covers the meaning of language and its place in the reasoning process. Fulfills QSR requirement for AA degree. Prereq: MATH 098.

**PHIL 160 (5) C**  
**Historical Intro to the Philosophy of Science**

Covers the historical development of selected concepts from science and the philosophy of science.

**PHIL 215 (5) C,N**  
**Intro to Ethics**

Deals with questions: "What am I to do" and "why"; "What am I to be"; and "How can I be what I choose to be" Examines ethical principles of Aristotle, Mill, Aquinas, Kant, existentialism and situation ethics. Includes current problems in medical ethics. Explores ideas of duty, justice, responsibility, virtue and human excellence.



**PHIL 220 (5) N**  
**Environment & Human Rights**

Addresses ethics and human rights standards in general as well as the relevance of norms and instruments for environmental concerns. Examines ways ethical principles and international human rights norms apply to specific environmental and sustainability issues. Covers practical measures taken by human rights organizations to effect change.

**PHIL 240 (5) C**  
**Liberation Ethics**

Examines the morality of liberation, through general theoretical and conceptual analysis, with the focus of inquiry on conceptions of liberty, oppression and justice. Also examines personal identity and individual community/social interaction; social/cultural groups within the United States and North America; and social/cultural groups outside of North America and Western Europe.

**PHIL 245 (5) C**  
**Conceptualizing Race/Confronting Racism**

Focuses on questions and topics of race. What is race? Do/should races exist? What is the nature of racism? What is the relationship between racism and other forms of oppression? Is there only one primary system of oppression? What, if any, is the nature of the relationship between believing that races exist and being a racist? Can we/should we eradicate racism? Is celebrating the distinctive features of racial identity racist or anti-racist? Prereq: Eligibility for ENGL& 101.

**PHIL 250 (5) C**  
**Feminist Philosophical Perspectives**

Focuses on questions such as the nature of sexism and feminism; "sisterhood" as an empowering, unifying truth or an oppressive, difference-stifling myth; the relationship between sexism and other forms of oppression; and between sex and gender. Is celebrating feminism a uniquely female way of knowing or is it being morally judgmental, sexist or feminist? Prereq: Eligibility for ENGL& 101.

**PHIL 255 (5) C**  
**Marxist Philosophy Examined**

Examines Marxist philosophy: What is the nature of capitalism? What is exploitation? What are some Marxist criticisms of capitalism? Does Marxism clarify or distort the phenomenon of racism? What reasons, if any, are there why lesbians, gays, or bisexuals should support Marxism? Is Marxism Eurocentric? Can a person consistently support both Marxism and feminism? Must a Marxist be opposed to religion? What is political freedom? Prereq: Eligibility for ENGL& 101.

**PHIL 267 (5) C,N,S**  
**Philosophy of Religion**

Explores major issues of religion, including the nature of religious experience, the idea of the holy, God and gods, the problem of evil, the quest for transcendence, the question of authentic and unauthentic religious forms, religious relativism, mysticism and the contemplative life.

**PHIL 298 (1-5) C,N,S**  
**Special Topics in Philosophy**

Independent study in selected philosophical topics under faculty supervision. Prereq: Permission.

**PHIL 299 (3-5) C,N,S**  
**Special Problems in Philosophy**

Examines great philosophical questions and philosophers by instructor and student agreement.

**PHLEBOTOMY**

*Also see Phlebotomy Program at SVI.*

**AHE 118 (5) N**  
**Intro to Phlebotomy 1**

Provides theory of basic blood collection techniques and supervised blood collection practice. Provides support for ESL and Adult Basic Education students.

**AHE 119 (7) N**  
**Intro to Phlebotomy 2**

Provides theory of basic blood collection techniques, supervised blood collection practice and a clinical externship of 120 hours. Provides support for ESL and Adult Basic Education students.

**PHOTOGRAPHY –  
COMMERCIAL PHOTOGRAPHY****PHO 111 (4) C**  
**Camera Techniques I**

Learn the functions and operation of the DSLR camera, lenses, and light meter. Study manual camera controls: shutter, aperture, and depth of field. Learn file formats and digital image capture, lens and flash functions, light meter and techniques to determine optimum exposures.

**PHO 112 (3) C**  
**Camera Techniques II**

Learn more about the dSLR camera, large format electronic flash and specialty light modifiers. Emphasis on studio product photography including food, apparel, liquids and catalog. Learn to assist a photographer and collaborate with a team.

**PHO 113 (3) C**  
**Camera Techniques III**

Learn more about large format electronic flash, specialty light modifiers and strobe lighting systems in a studio environment. Emphasis on studio product photography including stop motion, hi key and fill flash. Learn presentation skills including web presence. Assist senior students.

**PHO 121 (4) C**  
**Lighting Techniques I**

Covers laws, principles and practices of lighting of inanimate objects, including lighting ratios; tungsten light sources; positioning; contrast control; and composition. Analyze photos to understand lighting and demonstrate safety procedures with studio grips and lighting equipment.

**PHO 122 (4) C**  
**Lighting Techniques II**

Explore posing and lighting people through tungsten lighting techniques, light controls and basic "subject lighting" setups such as Broad, Short, Butterfly, Low-Key and Hi-Key. Learn 3-dimensional contrast in a studio setting, explore theme-based lighting and demonstrate set construction skills.

**PHO 123 (3) C**  
**Location Techniques**

Learn logistical planning, technical and creative skills to successfully shoot on location, including strategies and equipment for set construction on location. Practice using skills of a location photographer, assistant, and location scout. Serve as assistant to second-year students.

**PHO 131 (3) C**  
**Digital Darkroom Techniques I**

Intro to digital darkroom procedures and file processing, including white point, tone curves, hue, saturation and luminance. Create a file management system using Adobe Lightroom. Experiment with printing papers, finishing and presentation techniques. Learn folder hierarchy, metadata, copyright and database file management.

**PHO 132 (3) C**  
**Digital Darkroom Techniques II**

Explore digital darkroom procedures and digital file processing using advanced techniques in Lightroom. Learn redundant data protection systems, global and selective image manipulation, and integration solutions with assorted image manipulation software. Learn to see color and produce accurate color output.

**PHO 133 (3) C**  
**Retail Photography**

Learn advanced retail portrait and wedding photography techniques: seeing and using available light; using on-camera strobe units; choosing pleasing poses and flattering lighting; sequencing photos to tell a wedding story; and adding words and music to increase emotional and saleable impact. Includes retail sales materials, presentations and pricing strategies.

**PHO 141 (3) C**  
**Survey of Photography**

Examines the multiple opportunities and challenges of professional photography as a career. Covers technical history from Daguerreotypes to HDSLR storytellers, and master photographers of many styles. Additional emphasis on business practices: working conditions; time management; organizational strategies; and professional ethics.

**PHO 142 (4) C**  
**Digital Imaging**

Intro to Photoshop software for creating and manipulating bitmapped graphics. Develop non-destructive, image-editing workflows for digital image processing and enhancement, color management, image selection, compositing, burning, dodging, retouching, tonal or color correction and modification. Adapt print resolution, size and format for print, video and web.

**PHO 143 (4) C**  
**Digital Media Production**

Learn multimedia storytelling, narrative forms and techniques. Develop a better understanding of using images and audio to advocate, communicate or address a specific subject or Issue.

**PHO 197 (1) C**  
**Work Experience: Photography**

Earn work experience credit in the photography field. Contact the Photography program for details.

**PHO 214 (3) C**  
**Catalog Production**

Create professional quality images for a multiple-page catalog layout, by producing a mini-catalog using traditional and digital photographic techniques. Explore personal photographic style. Collaborate on advertising assignments.

**PHO 215 (4) C**  
**Advertising Production**

Working with a local, community-based non-profit organization, develop and produce an advertising campaign. Learn all aspects of advertising production, including business components such as negotiating fees and expenses. Present completed campaigns to a panel of industry professionals.

**PHO 224 (4) C**  
**Communication Production**

Intro to shooting motion/video with a DSLR camera. Research, plan, direct and produce a completed video project. Learn techniques for writing treatments, scripts and storyboards. Covers video shooting techniques and use of video production equipment.

**PHO 225 (3) C**  
**Conceptual Development**

Intro to visual conceptualization skills, elements and principles of 2-D design. Study techniques and processes that support creativity and aesthetic development. Explore the critique process. Focus on developing individual creativity and photographic style.

**PHO 234 (3) C**  
**Professional Business Practices I**

Intro to small business development and management for the professional photographer. Learn to write a business plan for commercial or retail markets. Covers retirement planning, insurance, taxes, copywriting, budgeting, accounting, estimating, pricing and negotiating. Follow an assignment from first phone call to invoice. Acquire business licenses and join professional organization(s).

**PHO 235 (3) C**  
**Professional Business Practices II**

Focuses on marketing practices. Write and implement a marketing plan, create self-promotion materials for mail, web, social media and in-person presentations. Present final marketing plan to industry professionals for critique.

**PHO 244 (3) C**  
**Visual Narrative**

Learn to use industry standard video editing software for post-production, non-linear editing of digital video. Covers basic digital video and audio editing workflows. Learn to support a narrative by incorporating continuity and logical sequencing of both video and audio clips.

**PHO 245 (3) C**  
**New Media I**

Broaden understanding of image editing techniques including advanced retouching, layering, masking and color adjustments for basic web design. Learn to use templates to build sites. Create and publish online a basic website using image editing and design software.

**PHO 254 (3) C**  
**Portfolio I**

Intro to the processes of creating a professional-level portfolio as a marketing and job search tool. Includes various presentation methods, including electronic portfolios. Create marketing materials: business card, stationery and self-promotion pieces.

**PHO 255 (3) C**  
**Portfolio II**

Continuation of PHO 254. Produce portfolio-quality images and computer-generated portfolio pages. Investigate traditional and electronic alternatives for portfolios. Create a résumé and an information page for a website. Meet with industry professionals to discuss tools needed after graduation.

**PHO 256 (3) C**  
**Portfolio III**

Assemble a final portfolio of images that represents the student's creative voice and professional direction, for presentation to multiple clients, representatives and agencies. Continue learning about production stages of multiple, complex location shoots.

**PHO 266 (3) C**  
**New Media II**

Edit, sequence and prepare images for the website project from previous quarter. Finalize the website and all promotional materials. Complete a printed portfolio. Create a shot list and shot plan for the week-long Pt. Townsend Portfolio Shoot-out.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**PHO 276 (3) C****Portfolio Show**

Prepare materials for the annual Portfolio Show. Design individual show stations and work with committees to plan the two-day event. Work with faculty to edit and select images. Meet with industry professionals in one-on-one interviews and portfolio reviews.

**PHO 286 (3) C****Special Projects**

Focus on career entry and development by studying various projects such as employment strategies, technological innovations and global marketplace opportunities. Seek critical feedback on portfolios from professionals and develop professional relationships.

**PHYSICAL EDUCATION**

*NOTE: All physical education courses are co-ed.*

**PEC 104 (2) C,N****Beginning Martial Arts**

Learn the practical self-defense techniques and philosophies of Goju Ryu Karate-do including fundamentals of stances, blocks, strikes, kicks, movement and offensive and defensive strategies.

**PEC 105 (2) C,N****Intermediate Martial Arts**

For individuals at intermediate skill level. Adjust to the type of self-discipline and interaction required in the Goju Ryu Karate. Prereq: PEC 104, or formal rank up to and including green belt.

**PEC 106 (2) C,N****Advanced Martial Arts**

For advanced skill levels. Foster self-improvement and appreciation of Karate as an art, sport, physical conditioning and self-defense tool. Prereq: Intermediate skills, successful completion of PEC 105 or formal rank of brown belt or higher.

**PEC 110 (2) N,S****Aerobics**

Improve cardio-respiratory fitness through rhythmic, dynamic, large-muscle exercise performed to music. Workouts consist of warm-up, workout, cool-down, strengthening and flexibility. Current fitness-related issues, trends and topics included.

**PEC 113 (2) C****Badminton**

Intro to basic skills of badminton: clears, serves and drives. Covers rules of play and basic singles and doubles strategies. Opportunity for game play and tournament play.

**PEC 114 (2) N****Beginning Tennis**

Intro to the rules, history, techniques, skills and strategies of tennis. Reinforce and apply learning through game play and competition.

**PEC 115 (2) C,N****Beginning Volleyball**

Learn basic volleyball skills: forearm and overhead passing, serving and spiking. Includes basic offensive and defensive strategies for 6-on-6 team play. Opportunities for modified game play and tournament play.

**PEC 118 (2) N****Intermediate Tennis**

Provides the opportunity to practice the proper techniques and strategies associated with tennis and focus on advanced technical skills.

**PEC 129 (2) N****Intermediate Volleyball**

Covers intermediate level attacking, passing and serving techniques and multiple offensive systems and defensive patterning practice. Assumes basic volleyball skills. Prereq: PEC 115 or permission.

**PEC 130 (2) C,N****Beginning Basketball**

Covers basic individual skills of dribbling, passing and shooting, team skills and strategies. Includes in-class drills, modified game play, structured scrimmage and tournament play.

**PEC 131 (2) C,N****Beginning Weight Training**

Using a variety of resistance equipment, includes both individualized and instructor-driven programs: super-set, pyramid and circuit training. Includes safety, nutrition, supplementation, muscle anatomy and physiology, steroids and other ergogenic aids.

**PEC 132 (2) N****Intermediate Weight Training**

Continuation of PEC 131. Includes both individualized and instructor-driven intermediate programs. Prereq: Prior experience and a working knowledge of weight training.

**PEC 133 (2) S****Soccer**

Intro to basics, including offense and defense, current strategies, techniques, rules and trends. Practice basic skills in game situations. Emphasizes practical, skill-based training, technique and equipment.

**PEC 136 (2) C,N,S****Yoga**

Covers postures or asanas, breathing, meditation exercises for physical and mental fitness. Presents yoga as a philosophy and an art form, introducing a number of poses with their purposes.

**PEC 137 (2) S****Yoga II**

Builds on PEC 136 with stronger asana/postures and further discussion of Yoga principles and philosophy. Prereq: PEC 136 or permission.

**PEC 139 (2) N****Yoga Pilates**

Integrates Pilates matwork and yoga poses to improve posture, strength, flexibility, coordination and balance. Connect body-centered activity with mind-centered activity through breathing and relaxation practice. Includes movement mechanics, yoga and Pilates information, nutrition, and other health themes.

**PEC 143 (2) C,N****Walking for Fitness**

Develops cardio-respiratory fitness through progressive workouts including warm-ups, walking sessions and cool-downs. Covers safety, walking technique and issues and trends related to walking and physical fitness.

**PEC 145 (2) N**  
**Jogging**

Develop cardio-respiratory fitness through progressive workouts including warm-ups, walking sessions and cool-downs. Covers safety, jogging technique and issues and trends in jogging and physical fitness.

**PEC 150 (1-3) N,S**  
**Physical Fitness**

Instruction in developing, executing and maintaining individualized fitness programs. Emphasis on cardio-respiratory fitness, muscular strength and endurance and flexibility. Includes fitness, nutrition and wellness.

**PEC 151 (1-3) N,S**  
**Intermediate Physical Fitness**

Instruction in manipulating existing individualized fitness programs to meet personal goals, emphasizing health-related fitness. Includes fitness, nutrition and wellness.

**PEC 154 (1) N**  
**Smart Cycling Go By Bike**

Classroom and on-bike study of principles of traffic, traffic laws, safety equipment, bicycle safety checks, health and nutrition, bicycle handling skills, lane positioning, safer practices for riding in traffic and critical thinking for smart cycling. Emphasizes safety, utility and fun.

**PEC 155 (3) N**  
**First Aid & Personal Safety**

American Heart Association Heartsaver First Aid CPR/RED certification (adult, child, infant). Provides instruction in advanced rescue skills including two-person CPR, pocket mask. BLS for healthcare providers certification is available as an option.

**PEC 160 (2) C,N**  
**Step Aerobics**

Development of cardio-respiratory and musculoskeletal fitness by incorporating choreographed, rhythmic movements performed on a bench or step. Discussions include current fitness-related issues and trends.

**PEC 162 (2) N**  
**Step & Sculpt**

For all experience levels. Gain or maintain overall fitness levels. Workouts include warm-up, cardiovascular, cool-down, strengthening, and flexibility components. Perform dynamic, large-muscle movements on a bench designed for step aerobics. Sculpting incorporates hand-held weights, resistance bands, body bars, and other equipment.

**PEC 165 (2) C,N,S**  
**Body Conditioning**

Improve muscular strength, muscular endurance and flexibility of the upper body, abdominals, back and lower body by using lightweight resistance equipment. Workouts consist of resistance exercise performed to music, stretching and fitness-related discussions.

**PEC 170 (2) N**  
**Intro to Jazz Dance**

Covers fundamentals of dance technique while improving strength, flexibility and anaerobic capacity. Builds postural awareness and develops motor skills through jazz style, which borrows from ballet and contemporary street dance. Includes safety, injury prevention, spinal health and nutrition.

**PEC 175 (2) N**  
**Ballet Basics**

Covers fundamentals of ballet style. Stresses proper technique and body mechanics to avoid dance-related injury. Emphasis on flexibility and strength, focusing on basic movements (plie, tendu, developpe and battement), joint stability and range of motion. Includes "kinesthetic memory," basic nutrition, rest and the application of ballet to other dance and movement styles.

**PEC 180 (2) N**  
**Total Body Training**

Incorporates an overall conditioning plan through a variety of activities selected to improve aerobic stamina, muscular strength and endurance, and flexibility. Activities may include high-low and step aerobics, weight training/sculpting, kickboxing, yoga, Pilates and circuit training.

**PEC 298 (1-5) N,S**  
**Special Topics**

Seminar on selected topics and/or activities in physical education. Prereq: Variable, depends on topic.

**PEC 299 (1-5) N,S**  
**Independent Study**

Independent study of approved topics in physical education. Prereq: Permission.

## PHYSICS

**PHYS& 100 (5) C,N,S**  
**Physics for Non-Science Majors**

Basic laws of physics, such as motion, sound, gravitation, energy, heat and temperature, electricity and magnetism, light, relativity, quantum theory, and nuclear physics. For non-majors. Non-lab course.

**PHYS 107 (5) C,N,S**  
**Intro to Physics**

For non-majors. Study basic laws of physics through inquiry and learn to use the scientific method to predict, test, analyze and extend experiments demonstrating key concepts of physics. Perform and author experiments and effectively document observations, experimental designs and analyses.

**PHYS 111 (5) S**  
**Technical Physics I**

Includes force, linear and angular motion; work, energy, and power; rotation, torque, and power transmission; friction and the analysis of basic machines; structure of materials and the properties of solids. Prereq: MATH 111.

**PHYS 112 (5) S**  
**Technical Physics II**

Explores properties of solids, liquids, and gases; temperature and the effects of heat; specific heat, heat transfer, basic thermodynamics, heat engines; wave motion; illumination; refractions, resonance and interference. Prereq: Basic algebra and PHYS 111.

**PHYS 113 (5) S**  
**Technical Physics III**

Covers electrostatics, direct current circuits, magnetism, electromagnetic induction, alternating current, capacitance, inductance, resonance, vacuum tubes and transistors. Prereq: Basic algebra and PHYS 112.

**PHYS& 114 (5) N,C,S**  
**General Physics I with Lab**

First of three non-calculus-based courses covering the field of physics. Includes kinematics, vectors, forces, dynamics, work, energy, momentum, and rotation. Lab included. Prereq: MATH 098 (with 2.0 or higher) and placement into ENGL& 101.

**PHYS& 115 (5) N,C,S**  
**General Physics II with Lab**

Continuation of PHYS& 114. Includes fluids, heat, gas laws, electricity, magnetism and electrical circuits. Lab included. Prereq: PHYS& 114 (with 2.0 or higher) or permission.

**PHYS& 116 (5) N,C,S**  
**General Physics III with Lab**

Continuation of PHYS& 115. Covers electromagnetic waves, optics, atomic and nuclear physics. Lab included. Prereq: PHYS& 114 (with 2.0 or higher) or permission (N); PHYS& 115 or permission (C,S)

**PHYS 118 (5) N****Technical Physics for Electronics**

Intro to the physics of electricity and magnetism. Includes study of energy, work, harmonic motion and waves, electrostatics, magnetism, electrodynamics and electromagnetic waves. Prereq: MATH 106 and SCI 101.

**PHYS 198 (5) N****Physics Workshop**

A problem-solving workshop approach to physics topics considered appropriate by the instructor and/or physics faculty. Prereq: Permission.

**PHYS& 221 (5) C,N,S****Engineering Physics I**

Calculus-based study of kinematics, dynamics, energy, and momentum in linear and rotational coordinates and Newton's Laws of Motion. Lab included. Prereq: MATH& 151 with 2.2 or higher (C); with 2.0 or higher (N,S) and one year of high school physics.

**PHYS& 222 (5) C,N,S****Engineering Physics II**

Covers Maxwell's classical laws of electricity and magnetism which developed from the study of the Laws of Coulomb, Ampere, Gauss and Faraday. Lab included. Prereq: PHYS& 221 and MATH& 152.

**PHYS& 223 (5) C,N,S****Engineering Physics III**

Intro to waves and oscillations and the study of sound, geometric and physical optics. Covers the dualistic particle-wave nature of microscopic phenomena as an intro to modern physics. Lab included. Prereq: PHYS& 221 (N); PHYS& 222 (C,S).

**PHYS 298 (1-5) C,N,S****Special Topics**

Independent work in physics laboratory and/or library. Prereq: Permission.

**PHYS 299 (1-5) C,N,S****Independent Study - Physics**

Independent study of physics problems or topics. Prereq: Permission.

**POLITICAL SCIENCE****POLS& 101 (5) C,N,S****Intro to Political Science**

Intro to theory, organization, politics and administration of government. Includes political theory, comparative systems, political socialization, public administration, political parties and elections, the environment and technology, political economy and international relations. Foundation course for political science studies.

**POLS 111 (5) C,N****The American Presidency**

Explores the evolution of the American presidency. Includes the presidents' personalities, character, leadership and public relations. Examines presidential campaigns and the roles of the president as Chief Diplomat, Chief Executive, Chief of State, Commander-In-Chief and Chief Bureaucrat.

**POLS 112 (5) C,N****The Contemporary World**

Intro to the nation-state system, elements of power and major problems facing nation-states today including demographics, hunger and disease, nuclear proliferation, energy, nationalism and North-South/East-West relations. May be taken for international studies credit as ISP 112.

**POLS 170 (5) C,S****Minority Politics in America**

Focuses on socio-political developments leading to current status of minorities in America. Surveys U.S. legislative history and citizenship. Covers critical review of proposed solutions to minority tensions.

**POLS& 202 (5) C,N,S****American Government**

Survey of the origin and development of the U.S. government. Covers Colonial history, the Confederacy and the creation of a federal system, the functions of Congress, the presidency and courts. Includes interest groups, civil liberties, political parties and elections.

**POLS& 203 (5) C,N,S****International Relations**

Intro to international and regional governmental organizations. Examines major issues in the international arena including nationalism, rise of the Developing World, imperialism, technology and the arms race, environmentalism and foreign policy. Emphasis on issues which foster or frustrate world peace and prosperity.

**POLS 205 (5) C,S****Political Economy**

Study of basic economic terms and concepts, by surveying various nations and regions politically and economically. Study how nations and regions economically compete with one another. Includes study of human and non-human resources, the international monetary system, government business activity, development and international law.

**POLS 206 (5) C****Bill of Rights**

Survey of the origin and development of judicial review and concepts of civil rights and civil liberties. Covers due process, free speech, religion and equal protection. Includes background on current U.S. court and legislation decisions.

**POLS 213 (5) N****Women & Politics**

Intro to concepts of power and policy issues as they relate to women. Covers theoretical, historical and empirical studies of women's participation in social and political movements nationally and internationally. Studies women's diverse roles in relation to family, economics, labor, government and law.

**POLS 217 (3-7) N****Internship in Politics**

Intern as a participant-observer in a political campaign, political party or special interest group. Increase political sophistication by exposure to decision-making experiences. Prereq: Permission.

**POLS 220 (5) N,S****Comparative Political Systems**

Covers democratic and authoritarian governments. Includes political and economic systems of wealthier nations and less-developed nations. Examines supranational governments like the United Nations, European and African Unions and transnational trade groups like OPEC, NATO and IMF.

**POLS 255 (5) C,S****Government & Politics of the Middle East**

Problems of traditional society versus construction of a modern state. Emphasis on Arab-Israeli relations and impact on international affairs.

**POLS 298 (1-5) C,N,S****Independent Study in Political Science**

Independent research and writing on selected political science topics under faculty supervision. Prereq: Permission.

**POLS 299 (1-5) C,N,S****Special Problems in Political Science**

Seminar requiring study and written reports on political science topics. Prereq: Permission.

## PROFESSIONAL TECHNICAL TEACHER EDUCATION

### Bachelor of Applied Science

*Students must be accepted into the program in order to take these courses.*

**PTE 301 (3) S**

#### Workforce Instructional Methods & Materials

Overview of established training principles and practices including adult learning theory, and information literacy through library, internet and other resources. Focuses on five delivery methods: lecture, discussion, demonstration, small group work and on-line learning.

**PTE 302 (3) S**

#### Course Development & Design

Study models and processes for course design appropriate to the adult setting. Includes scope and sequence, thematic development, competency-based models of instruction, syllabus development, and assignment of class requirements. Covers program planning, advisory committee work, industry standards and accreditation standards.

**PTE 310 (3) S**

#### Managing the Learning Environment

Develop a management plan for determining, obtaining, and maintaining instructional equipment, tools, supplies, and materials. Emphasizes shop, laboratory, and classroom safety practices.

**PTE 311 (3) S**

#### Technology in Learning

Identify, evaluate and implement new and emerging technologies according to industry needs. Examine on-line, hybrid, and other emerging technology-based modes of communication to understand current curriculum development practices.

**PTE 312 (3) S**

#### American Community College

Explores the history, present status, student diversity, student services, ethical issues and future directions of the American community college. Includes grant proposals, procedures and processes, including researching and developing at least one grant proposal.

**PTE 314 (1) S**

#### Professional Portfolio

Document prior work experience by developing an e-portfolio to receive Workforce Experience Practicum credit.

**PTE 315 (1-10) S**

#### Workforce Experience Practicum

Credits based on the successful completion of PTE 314. Students must have demonstrated 2-5 years of relevant work experience in their area of interest.

**PTE 325 (2) S**

#### Organizational Leadership

Develop leadership skills in a technical environment. Evaluate various leadership theories

**PTE 345 (5) S**

#### Adult Learning

Covers adult learning theory, learning styles, learning processes, context, motivation and development.

**PTE 401 (3) S**

#### Student Support Guidance

Learn to evaluate student completion theories and develop skills to respond to student needs including scheduling and holding office hours, providing multiple modes of communication, and understanding professional obligations in regard to student contact.

**PTE 402 (3) S**

#### Assessment of Learning Performance

Study the process of curriculum evaluation and revision by examining existing research in assessment. Learn to design and develop evaluation processes to be integrated into classroom learning. Includes prior learning assessment, formative assessment and summative assessment linked to learning outcomes. Addresses accreditation standards and processes.

**PTE 420 (3) S**

#### Legal Issues & Ethics in Education

Learn how legal implications from local, state and federal sources guide professional practice. Evaluate social, economic and political issues that influence professional ethics and practice.

**PTE 460 (3) S**

#### Diversity & Globalism in Education

Examine cultural competence and the effects of globalism in the educational setting.

**PTE 468 (3) S**

#### Program Management & Recruitment

Covers all aspects of program management and leadership, including student recruitment. Learn about program budgets, staffing, facilities, scheduling, and forecasting. Develop a recruiting plan for their current program or intended area of instruction.

**PTE 489 (1) S**

#### Professional Development Certification

Develop a professional development plan per WAC 131-16-92 and attain an Initial Washington State Professional Technical Teacher Certification, which includes CPR and First Aid.

**PTE 490 (1-10) S**

#### Teaching Internship

Observe, reflect and practice teaching adult learners in a technical, post-secondary environment. Find a technical teaching placement in their field of interest and work with an adult educator on site to develop and deliver relevant curriculum. Site supervisor and college faculty advisor will evaluate the internship.

**PTE 491 (1-10) S**

#### Leadership Internship

Observe, reflect and practice leadership in a technical setting. Find a leadership-based placement in the field of interest and work with a technical manager on site to develop and practice leadership techniques. Site supervisor and college faculty advisor will evaluate the internship.

**PTE 495 (1) S**

#### Capstone

Develop a project based on previous classes and internship experiences.

**PTE 498 (1-10) S**

#### Special Topics

Special topics in teaching or leadership as agreed upon by the student and a faculty member.

## PSYCHOLOGY

**PSYC& 100 (5) C,N,S**

#### General Psychology

Intro to the scientific study of human behavior, including learning and thinking, development, perception, motivation, emotion, personality and individual differences, social and abnormal behavior, and research methods.

**PSYC 120 (5) C**

#### Psychology of Adjustment

Covers the study of personality within the framework of the social system and the application of proven psychological principles to problems of adjustment and conflict faced in daily living.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**PSYC 160 (5) N**  
**Psycho-Physical Development – The Life Span**

Survey of human physical, psychological and social development from infancy through death. Emphasis on major developmental theories, research and methods of studying life-span development.

**PSYC& 200 (5) C,N,S**  
**Lifespan Psychology**

Survey of human physical, psychological, and social development from conception through death. Emphasis on major developmental theories, research and research methods of studying life-span development. Prereq: PSYC& 100 or permission.

**PSYC 207 (5) C,N,S**  
**Developmental Psychology**

Analysis of psychological development of the child in relation to biological, physical and sociological antecedent conditions from conception through adolescence. Prereq: PSYC& 100 or permission.

**PSYC 209 (5) C,N**  
**Fundamentals of Psychological Research**

Examines the scientific method, hypothesis testing and designs of qualitative and quantitative research. Covers the search and evaluation of research literature in psychology, descriptive statistical analysis, fundamentals of scientific writing, ethical issues and cross-cultural considerations in psychological research. Includes a research project. Pre-req: PSYC& 100 or equivalent.

**PSYC 210 (5) C,N,S**  
**Personality & Individual Differences**

Intro to the study of personality and individual differences, including theory, measurement and research. Application of psychological principles to problems of everyday living.

**PSYC 217 (5) C**

**Intro to Probability & Statistics for Psychology**

Covers descriptive statistics, probability theory, probabilistic variables and experimental outcomes, distributions, experiments, sampling, hypothesis testing, normal distribution, T-tests and correlation. Prereq: Intermediate algebra.

**PSYC& 220 (5) C,N,S**  
**Abnormal Psychology**

Intro to theories of psychopathology and behavioral changes associated with abnormal behavior. Emphasizes ethical issues of diagnosis and treatment and major diagnostic categories such as schizophrenia, depression and anxiety disorders, and disorders of childhood and old age.

**PSYC 222 (5) C,N**  
**Survey of Physiological Psychology**

Covers workings of the nervous system. Explores the brain's capacity in language, hunger and thirst, learning and memory, emotions, sexual behavior, depression, schizophrenia and repair after injury. Recommended: PSYC& 100 or a biological science course.

**PSYC 230 (5) C,N,S**  
**Human Sexuality**

Survey of current literature on development of sexual behavior. Includes historical, physiological, psychological and social components of sexuality and its deviations. May be taken as SOC 230.

**PSYC 235 (5) C,S**  
**Contemporary Problems in Psychology**

Major socio-psychological contemporary problems leading to maladaptive behavior and its roots in social disintegration, drug addiction, alcoholism and divorce. Examines violence, sexual harassment and molestation of women and children. Prereq: PSYC& 100 or permission.

**PSYC 240 (3) C,S**  
**Psychology of Human Relations**

Covers dynamics of organizations and human resources in the workplace: motivational theory, leadership, group processes, organizational theory, participatory management, conflict management and counseling. Primarily for professional-technical students. Prereq: Satisfactory performance on placement test (S).

**PSYC 245 (5) C,N,S**

**Social Psychology**

Examines the effect of others on self-concept, social cognition, aggression, conformity, helping, loving and liking, competition and cooperation, and prejudice and discrimination. May be taken as SOC 245.

**PSYC 250 (5) C**

**Psychology of African Americans**

Provides an in-depth look at contemporary psychological research and issues involving African Americans. Includes Black personality, institutional racism and the educational system, counseling African Americans and methods of dealing with racism in daily life.

**PSYC 255 (5) N**

**Cognitive Psychology**

Overview of the field of cognitive psychology. Addresses current theory and research in the areas of attention, perception, learning, memory, decision-making, language, problem-solving and creativity in both clinical and real world contexts. Prereq: PSYC& 100; ENGL& 101; or permission.

**PSYC 257 (5) N,S**

**Psychology of Gender**

Explores major psychological theories of sex differences. Examines studies of sex-role development and biological and environmental influences that may determine and maintain sex differences in aggression, cognitive abilities, achievement, motivation, affiliation and sexuality. May be taken as WMN 257.

**PSYC 260 (5) C**

**Psychology of Racism**

Overview of theories and research concerning factors and contexts that contribute to racial/ethnic discrimination in the U.S. and the multilevel consequences for minority groups and the broader U.S. society. Covers socioeconomic, political, and historical structures and their consequences on racial/ethnic identity. Emphasizes how multiculturalism can have a positive impact and provide a safe space for discussion.

**PSYC 294 (1-5) C,N**

**Practicum in Psychology**

Practicum in the application of basic psychology principles. Specific seminar and practicum areas and evaluation criteria established by an educational contract. Prereq: PSYC& 100 and permission.

**PSYC 298 (1-5) C,N,S**

**Individual Study in Psychology**

Independent study in selected psychology topics under faculty supervision. Prereq: Permission.

**PSYC 299 (1-5) C,N,S**  
**Special Problems in Psychology**  
 Small group seminar for study and discussion of selected psychology topics. Prereq: Permission.

## REAL ESTATE

*All real estate courses meet Department of Licensing (DOL) requirements for renewal and educational clock hours of real estate and/or appraisal licenses.*

**RES 100 (5) N**  
**Real Estate Fundamentals**  
 Covers fundamentals of real estate industry, including sales and listing practices, financing, appraising, title, real estate law, escrow and property management. With RES 140 prepares students for the WA State Real Estate Broker Licensing Exam. (60 DOL clock hours)

**RES 101 (5) N**  
**Technology for Real Estate**  
 Learn Microsoft's Word, Excel, Outlook, Publisher and the internet to create marketing materials, manage time and contacts, communicate, create spreadsheets, and professional letters. Learn internet resources specifically for Real Estate Industry. Some computer experience highly recommended. (50 DOL clock hours)

**RES 106 (1) N**  
**Real Estate Fraud**  
 Covers real estate fraud in the sales, finance and appraisal industries. Study fraud cases, the local and national extent of the problem, and the impact on the market place. Learn to avoid potential fraudulent acts. Recommend RES 100 or concurrent. (10 DOL clock hours)

**RES 107 (1) N**  
**Foreclosures, Short Sales & Mortgage Elimination**  
 Learn about the foreclosure process. Examine the legal issues professionals and investors should consider before being part of a foreclosure or short-sale/mortgage elimination. (10 DOL hours)

**RES 110 (3) N**  
**Intro to Commercial Real Estate**  
 Learn about the opportunities in commercial real estate, and how to list, sell and lease various types of investment properties. Use finance as a tool to increase profits. Learn to establish market value and return for investments in office buildings, industrial properties, apartments, shopping centers and retail stores. (30 DOL clock hours)

**RES 120 (1.5) N**  
**Real Estate Principles of Maintenance & Repair**  
 Study maintenance and repair for residential and commercial properties. Learn to recognize maintenance problems and schedule preventative maintenance and repairs. Explore HVAC, roofing, landscaping, and janitorial services. Analyze maintenance and service contracts. (15 DOL clock hours)

**RES 125 (2) N**  
**Real Estate Math**  
 Develop skills in basic real estate mathematics using the HP12C programmable calculator. Apply principles for real estate transactions, valuation, finance and other investment analysis. Students bring HP12C calculator to first class or borrow HP12C from the Real Estate Program while supplies last. Recommend RES 100 concurrently. (20 DOL clock hours)

**RES 130 (3) N**  
**Green Real Estate**  
 Learn how sustainability and green building are transforming the real estate market. Focus on basic building science to value green strategies related to water, energy, design, materials, site development. Recognize emerging demographics of green-minded consumers. Distinguish between traditional and the spectrum of green building. WA licensed real estate broker prep course for BUILT GREEN® RE Pro Certification. (30 DOL clock hours)

**RES 131 (3) N**  
**Green Building Materials**  
 Learn how material choices affect real estate home sales and listings. Includes smart material choices affecting indoor air quality and occupant health, energy efficiency and water conservation products that enhance comfort and increase utility savings. Learn how to talk to green home buyers about material choices and how to work with clients preparing for sales and listing. Prereq: Recommend RES 130. (DOL clock hours).

**RES 132 (3) N**  
**Marketing, Education & Ethics in Sustainable Development**  
 Understand needs of green clients and communicate effectively. Covers marketing green projects through traditional strategies, new technologies, and creative approaches. Emphasizes education of clients and ethical responsibilities of agents in selling green properties. Intro to greenwashing. Prereq: Recommend RES 130. (30 DOL clock hours)

**RES 133 (1.5) N**  
**Energy Efficient Design & Development**  
 Learn green techniques for upgrading, constructing and maintaining energy efficient homes. Covers design, building processes, alternative envelopes, energy generation systems, energy saving products, home performance testing such as infrared thermography, rebate and incentive programs, regional greenhouse gas issues and planning. Recommend RES 130 or concurrent. (DOL clock hours)

**RES 134 (1.5) N**  
**Smart Locations, Integrated Communities, Sustainable Sites & Water Protection**  
 Covers integrated planning and strategies to lessen the impact of homes and communities on the environment and local watersheds. Includes transit, mixed-use development, habitat protection, green master planned communities and urban villages in low impact design. Prereq: Recommend RES 130 or concurrently. (DOL clock hours)

**RES 135 (1.5) N**  
**Healthy Buildings & Indoor Air Quality**  
 EPA says air in homes is 3-5 times more polluted than outside air. Discover sources of indoor pollution and learn to avoid or mitigate them. Covers construction practices that reduce mold and dust, and energy efficiency strategies that enhance air quality. Learn how choices about materials, site, and landscaping relate to air quality. Recommend Res 130 or concurrent. (DOL clock hours)

**RES 140 (3) N**  
**Real Estate Sales Practice**  
 Pre-license course for the Washington Real Estate Broker's License Exam and to enter the residential real estate sales industry. Includes sales techniques and practices; evaluating, pricing and showing property; listing and purchase/sale agreements; obtaining and servicing listings; qualifying the buyer; negotiating and servicing the sale, agency, planning and budgeting. ) Prereq: RES 100 or RES 210 or concurrent enrollment or real estate experience or permission. (30 DOL clock hours)

**RES 141 (3) N**  
**Land Use Principles & Practice**  
 Introduces federal and state laws and regulations governing land use and environmental issues. Includes in-depth study of local (King County) regulations. Provides practical land use knowledge including the permit process. (30 DOL clock hours)



**RES 142 (3) N****Inspecting the Condition of Real Estate**

Find deficiencies in residential and commercial buildings including site drainage, weatherproofing, structure, heating, plumbing and electrical systems. Emphasizes inspection techniques and handling the identified problems. (30 DOL clock hours)

**RES 143 (3) N****Fundamentals of Home Inspection**

Covers home inspection basics: WA laws, rules & codes; business practices and reports; exterior foundation, roofing, site and structural components; interior plumbing, electrical, HVAC systems. Prepare for WA and National Home Inspection Licensing exams. With RES 142 & 151 fulfills class and field prereqs for WA Home Inspector License. Prereq: RES 142 or concurrently. (90 DOL clock hours)

**RES 144 (4) N****Inspecting Structural Framing & Plumbing Systems**

Learn to inspect foundations, wall, floor, ceiling and roof framing, public and private water systems, water heaters, drain piping, fixtures and faucets. Meets Domain 2. Structural Components: Tasks 1.1-1.4 and Domain 4. Plumbing: Tasks 4.1-4.5 of ASHI Home Inspector Training. Prereq: RES 143 or concurrent enrollment or permission. (40 DOL clock hours)

**RES 145 (4) N****Inspecting Exteriors & Roofing**

Gain practical knowledge in the proper inspection of the entire exterior including roofs, skylights, siding, porches, decks, balconies, eaves, soffits, fascia, walkways, driveways, vegetation, grading, surface drainage, retaining walls, garages, carports and various types of roofs and flashings. Meets Domain 2. Exteriors: Tasks 2.1-2.5 and Domain 3. Roofing: Tasks 3.1-3.3 of ASHI Home Inspector Training. Prereq: RES 143 or concurrent enrollment or permission. (40 DOL clock hours)

**RES 146 (2) N****Inspecting Heating Systems I**

Gain hands-on skills for inspecting heating systems and identifying the energy source, type, material, condition, safety concerns and other issues related to gas and oil-fired forced-air furnaces and hot water heating plants as well as their distribution systems. Meets Domain 5. Heating: Tasks 5.1-5.3 of ASHI Home Inspector Training. Prereq: RES 143 or concurrent enrollment or permission. (20 DOL clock hours)

**RES 147 (3) N****Inspecting Heating Systems II**

Learn to inspect masonry and metal chimneys and exhaust vents; wood-burning furnaces and boilers; wood stoves; fireplaces; steam heating systems; electrical heating systems; wall and floor furnaces; room heaters and gas appliances to identify type, material, condition and safety concerns. Meets Domain 5. Heating, Tasks 5.1, 5.2, 5.3 and Domain 10. Fireplaces and Solid Fuel Burning Appliances, Tasks 10.1 & 10.2 of the ASHI Home Inspector Training. Prereq: RES 146 or concurrent enrollment or permission.

**RES 148 (3) N****Inspecting Electrical Systems**

Learn to inspect electrical systems. Study service boxes and their components, grounding and bonding, distribution panels, branch circuit wiring, outlets, switches, and junction boxes. Prereq: RES 143 or concurrent enrollment or permission. (30 DOL clock hours)

**RES 149 (4) N****Inspecting Heat Pumps, A/C, Interiors, Insulation & Ventilation Systems**

Learn to inspect various types of heat pumps and air conditioning. Study inspection procedures for interiors: insulation, walls, floors, ceilings, crawl space, attics, exhaust fans and windows. Identify foundation defects, basement leakage and methods of correction. Prereq: RES 143 or concurrent enrollment or permission. (40 DOL clock hours)

**RES 150 (1.5) N****Residential Sales & Leasing Documentation**

Covers Washington real estate broker and agent practices, emphasizing agency law, contracts, torts, and Multiple Listing forms. Prereqs: RES 100, 110, 170 or 210 or concurrent enrollment, or 6 months experience in real estate. (15 DOL clock hours).

**RES 151 (4) N****Home Inspection Field Training**

Field training in home inspection of insulation, ventilation, hazardous materials, plumbing, electrical, HVAC systems, communication and report-writing. Prepare for WA and National Home Inspection Licensing exams. With RES 142 & 143, fulfills class and field prereqs for WA Home Inspector License. Recommend RES 142 and/or 143 or concurrently. (40 DOL clock hours)

**RES 160 (1) N****Ethics for Loan Originators**

Covers ethical mortgage loan origination practices, RCW (statutes) and WAC (regulations) regarding prohibited practices, disclosure requirements, and advertising. Includes identification and prevention of loan fraud and predatory lending. Covers Mortgage Broker Practices Act (MBPA) and Consumer Loan Act (CLA). (10 DOL clock hours)

**RES 164 (5) N****Real Estate Finance – Residential**

Explore various financing programs for residential real estate. Learn to prequalify borrowers and generate closing cost worksheets. Gain knowledge about credit reports and credit scoring. Discover how underwriters determine who gets mortgages. Recommend RES 100 and/or RES 125 or concurrent. (50 DOL clock hours)

**RES 165 (3) N****Real Estate Loan Originator**

Examines the loan process, typical mortgage loan products and loan merchandising skills. Includes relevant laws and regulations and business development techniques. Coreq: RES 100 recommended. (30 DOL clock hours)

**RES 166 (4) N****Real Estate Loan Processing**

Learn to process residential Conventional/Conforming, Subprime, Jumbo, FHA and VA mortgages from application to closing. Use CALYX Point Loan Processing Software including Loan Applications, Good Faith Estimates, Truth-In-Lending and other required documents. Analyze credit reports, verifications of employment and assets. Prereq: Recommend RES 100 or taken concurrently. (40 DOL clock hours)

**RES 168 (1.5) N****Loan Origination Automation**

Hands-on training for originating residential loan applications using Interlinq's MortgageWare software. Prereq: RES 165 or RES 166 or concurrent enrollment or real estate experience. (15 DOL clock hours)

**RES 170 (3) N****Real Estate Law**

Review the principles of real estate law, including acquisition, encumbrance, transfer, rights and obligations of parties, and WA State regulations. Prereq: RES 100 or 110 or 210, or concurrent or real estate experience or permission. (30 DOL clock hours)

**RES 175 (3) N****Intro to Title**

For those in real estate sales, finance, escrow, or title insurance fields. Covers fundamentals of title insurance, various types of liens, methods of clearing title, and other items of record and off-record that affect real property. (30 DOL clock hours)

**RES 176 (1) N****Using Tax-Deferred Exchanges to Your Advantage**

Study Section 1031: Exchanges of the Internal Revenue Code pertaining to business and investment real property. Includes tax-deferred exchanges and advanced tax planning strategies, processes and pitfalls. (15 DOL clock hours)

**RES 177 (1.5) N****Real Estate Taxes**

Covers U.S. income taxes pertaining to real estate. Learn what constantly changing federal income tax laws affect residential, business, and investment properties. (15 DOL clock hours)

**RES 178 (1.5) N****Buyers Agency**

Presents torts, contract, and agency laws pertaining to real estate Buyer's Agents while emphasizing Washington law. Provides and discusses useful forms for a Buyer's Agent. Prereq: RES 100 or taken concurrently or real estate experience. (15 DOL clock hours)

**RES 180 (3) N****Basic Appraisal Principles**

Revised to meet the January 1, 2008 Real Property Appraiser Qualification Criteria. Intro to the appraisal process. Investigate influences on the types of real estate values. Overview of real estate markets and analysis. Recommend RES 100 concurrently. (30 DOL clock hours)

**RES 183 (3) N****Basic Appraisal Procedures**

Revised to meet the January 1, 2008 Real Property Appraiser Qualification Criteria. Presents methodologies used in valuation procedures. Understand property descriptions for appraisal reporting and apply these to residential and commercial appraisal applications. Prereq: RES 180 or appraisal experience or permission. (30 DOL clock hours)

**RES 184 (1.5) N****Residential Market Analysis & Highest & Best Use**

Research residential markets by using supply and demand analysis. Learn and apply highest and best use analysis through case studies. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 180 or real estate or appraisal experience or permission. (30 DOL clock hours)

**RES 185 (1.5) N****Residential Appraiser Site Valuation & Cost Approach**

Learn advanced methods for site valuation and the cost approach in determining value of real property. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 180 or real estate or appraisal experience or permission. (15 DOL clock hours)

**RES 186 (3) N****Residential Sales Comparison & Income Approaches**

Learn to estimate value using cost and sales comparison approaches. Learn to compute Capitalization Rates, Gross Rent Multipliers, finance and cash equivalency on the HP12C financial calculator. Bring your HP12C or borrow one from RES program if available. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 125 and RES 183 or real estate or appraisal experience or permission. (30 DOL clock hours)

**RES 187 (1.5) N****Residential Report Writing & Case Studies**

Gain writing and reasoning skills to complete the standard residential appraisal report. Overcome common report writing problems and learn options. Meets January 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 186 or concurrent enrollment or appraisal experience or permission. (15 DOL clock hours)

**RES 188 (1.5) N****Statistics, Modeling & Finance**

Study elementary statistical concepts and their application to real estate issues. Cover measures of central tendency, linear and non-linear trend analysis, linear regressions, complex multivariate automated valuation models (AVMs) and their application to mass appraisal and real estate finance. Uses HP12C calculator and Microsoft XL. Meets January 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 101, 125, & 186 or concurrent enrollment or appraisal experience or permission. (15 DOL clock hours)

**RES 189 (1.5) N****Advanced Residential Applications & Case Studies**

Discover the property and design elements, market conditions and other factors that create complexities in residential real estate and how these impact valuation. Measure supply and demand factors and their impact. Case studies include market analysis and feasibility determinations. Meets January 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 187 and RES 188 or concurrent enrollment or appraisal experience. (15 DOL clock hours)

**RES 190 (3) N****Real Estate Escrow I**

Intro to escrow principles and procedures covering laws, real estate and escrow documents, escrow closings, and title exceptions. (30 DOL clock hours)

**RES 191 (2) N****Advanced Escrow Closing System**

Covers computerized escrow closing: information entry, trust accounting, producing documents, letters and closing statements through the use of Advanced Escrow Closing software. Prereq: RES 190 or concurrent enrollment or six months escrow closing experience. (20 DOL clock hours)

**RES 195 (3) N****Real Estate Escrow II**

Includes extensive work in real estate contracts, assumptions, mortgages (FHA, VA and conventional) and wraparounds. Prereq: RES 190 or 6 months recent experience in escrow. (30 DOL clock hours)

**RES 200 (5) N****Seminar in Current Real Estate Issues**

Covers the latest information and laws on appraisal, sales, land development, title, finance, and current issues. Assists with career development through discussions with professionals and work-related research projects. (50 DOL clock hours)

**RES 201 (3) N****Principles of Real Estate Management**

Intro to basic principles of commercial and residential property management including property analysis, management and planning, marketing, staffing and maintenance of real estate. (30 DOL clock hours)

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**RES 202 (3) N**  
**Multi-family Property Management**

Learn important functions in residential property management, property analysis, rental policies, rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies and financial result analysis. (30 DOL clock hours)

**RES 203 (3) N**  
**Commercial Property Management**

Covers commercial property management, including personnel policies, marketing, tenant management, property maintenance, security, collection, lease provisions, and record-keeping systems. (30 DOL clock hours)

**RES 204 (3) N**  
**Community Association Management**

Learn how successful associations are established, operated, and managed. Explore the fundamental principles and procedures of various types of community associations, such as Home Owners Associations, Resort Association, and more. Applicable for property managers, association Boards, developers, condo sales agents, loan officers, escrow officers, and para-legals. (30 DOL clock hours)

**RES 210 (3) N**  
**Residential Property Investments**

Learn to invest in different types of residential properties, including the principles and techniques used to determine the advantages and disadvantages of buying, selling and renting investments. Study financing options for various residential investments. Recommend RES 100 or concurrent. (30 DOL clock hours)

**RES 215 (3) N**

**Business Opportunities: Purchase & Sale**

Explore the specialized field of buying and selling business opportunities. Cover all aspects from prospecting for buyers and sellers to closing the transaction and estimating value. (30 DOL clock hours)

**RES 217 (3) N**

**Real Estate Development & Sustainability**

Explore the fundamental principles and procedures in developing residential, commercial and industrial real estate, including all development stages of a project. Oriented to developers, but appropriate to investors. Focus on how sustainable development is applied. (30 DOL clock hours)

**RES 220 (3) N**

**Real Estate Economics**

Use economic principles to analyze the impact that national, regional, community, and neighborhood trends have on real estate values. Study trends in the money market, community growth patterns, land use controls, and taxations in the Puget Sound region. Prereq: RES 100 or 110 or 180 or 210 or concurrently, or real estate experience or real estate license or permission. (30 DOL clock hours)

**RES 221 (3) N**

**Corporate Real Estate**

Learn acquisition, disposal and management of properties in the corporate environment. Focus on best practices for maneuvering in the corporate real estate setting and understand asset management vs. property management. Use situational analysis and study typical legal documents. (30 DOL clock hours)

**RES 225 (1.5) N**

**Current Trends in Real Estate Market Analysis**

Presents current economic, political and real estate information affecting the Puget Sound Region. Provides practical methodology to distill information into useful market report. Learn techniques to understand, modify and create forecasts and scenarios. Prereq: RES 220 or concurrent enrollment. (15 DOL clock hours)

**RES 230 (5) N**

**Professional Business Practices of Brokerage Management**

Covers real estate brokerages operations: general business concepts, management practices and broker responsibilities. Fulfills WA state requirements of 30 hrs Brokerage Management and 30 hrs Business Management. Prep for Managing Broker exam. Prereq: RES 100 or licensed RE Broker for 12 months or permission. (60 DOL clock hours)

**RES 235 (3) N**

**Sales & Marketing**

Increase business and/or market share by incorporating sales and marketing techniques, including an action plan. Learn to differentiate yourself/business from your competition and generate effective marketing media strategy. Recommend RES 100 or RES 110 or RES 180 or concurrent enrollment. (30 DOL clock hours)

**RES 241 (3) N**

**Appraising Small Residential Income Properties**

Provides a foundation in the principles, concepts and methods applicable to appraising 2-4-unit small residential income properties. (Prereq: RES 180 and RES 125 or concurrent enrollment. (30 DOL clock hours)

**RES 260 (2) N**

**Real Estate Finance – Commercial**

Review different sources and methodologies for financing commercial and investment properties including alternative financing and the secondary market. Prereq: RES 100 or 110 or concurrent or real estate experience or permission. (15 DOL clock hours)

**RES 266 (3) N**

**Real Estate Loan Underwriter**

Intro to underwriting residential loans. Includes underwriting documents, analyzing appraisals, applications, verifications and formulas for buyer qualification. Prereq: RES 165 or 166, or concurrent enrollment or real estate experience. (30 DOL clock hours)

**RES 280 (3) N**

**Commercial Real Estate: Analyzing Markets & Income**

Learn research and analysis techniques in the appraisal of income property including property characteristics, sources of data, analysis of supply and demand and forecast of performance. Uses case studies in the multi-family, retail and lodging markets. Prereq: RES 125 and RES 183 (concurrent enrollment) or real estate experience. (30 DOL clock hours)

**RES 281 (1.5) N****National USPAP Course**

Focus on ethical behavior and competent performance set forth in the USPAP and Washington Regulations. Prereq: RES 183 or 6 months appraisal experience or permission. (15 DOL clock hours)

**RES 282 (3) N****General Appraisal Applications**

Increase ability to apply appraisal methods, techniques and procedures using case studies. Prereq: RES 125 and RES 281, or appraisal experience or approval; HP12C or similar financial calculator. (30 DOL clock hours)

**RES 290 (3) N****Commercial Sales & Leasing**

Study the opportunities and responsibilities of representing commercial property owners, buyers, tenants and landlords. Learn to list, sell and lease various commercial properties. Explore basic evaluation and marketing tools. Learn to complete market surveys, commercial listing, sales and leasing agreements. Prereq: RES 100 or 110, or Washington Real Estate License or permission. Coreq: RES 125 recommended. (30 DOL clock hours and initial license renewal under RCW 18.85.095(2)(a))

**RES 295 (2) N****Commercial Real Estate Investment Analysis**

Learn commercial real estate investment analysis, including fundamentals of commercial leases, pro forma analysis, use and selection of discount and capitalization rates, tax laws and applications of decision-making tools. Bring programmable financial calculator to class. Prereq: RES 110 and 125, and RES 290 or concurrently or real estate experience or permission. (20 DOL clock hours)

**RES 298 (2-6) N****Special Projects/Internships in Real Estate**

Provides research opportunities or unpaid work experience in real estate applications similar to actual job environment. Do independent study on special projects. May complete Green RE courses, RES 133, 134, 135, as independent study with weekly lab. Prereq: permission. (20-60 DOL clock hours)

**RELIGION****REL 150 (5) S****Intro to Western Religions**

A social-historical survey of religions that have developed west of the Indus River. Promotes a better understanding of those traditions and their cultural influences on history.

**REL 151 (1) C,S****Intro to Eastern Religions**

A social-historical survey of religions that have developed east of the Indus River. Promotes a better understanding of those traditions and their cultural influences on history.

**RESPIRATORY CARE  
Bachelor of Applied Science in Allied  
Health – Respiratory Care Track**

*Students must be accepted into the program in order to take these courses.*

**CHED 304 (5) C****Principles of Higher Education  
& Professional Training**

Reviews adult learning theory, emphasizing practical skills for successful post-secondary teachers and trainers in allied health disciplines. Includes development of course outlines and syllabi, learning objectives, teaching methods, experiential and non-experiential learning, clinical skills development strategies, and assessment.

**RCP 320 (4) C****Acute Care Clinical I**

Learn hospital-based respiratory care and practice direct patient care using basic respiratory care techniques and perform physical assessments. Emphasizes chart review, hand washing, and bronchial hygiene techniques.

**RCP 323 (2) C****Pathophysiology for Respiratory Care**

Continue cardiopulmonary assessment and development of the respiratory care plan in the context of respiratory failure, asthma, chronic obstructive pulmonary disease, cystic fibrosis, postoperative atelectasis, interstitial lung disease, neuromuscular disease, bacterial pneumonia, tuberculosis, and sleep disordered breathing.

**RCP 328 (4) C****Advanced Therapeutic Approaches**

Emphasizes safe and effective artificial airway care, arterial blood gas (ABG) drawing and analysis, bedside monitoring techniques and non-invasive positive pressure ventilation.

**RCP 329 (1) C****Advanced Therapeutic Approaches  
Equipment & Techniques**

Apply theory from RCP 328 using models, simulation and laboratory partners, including artificial airway care, arterial blood gas drawing and analysis, bedside monitoring techniques and non-invasive positive pressure ventilation.

**RCP 330 (5) C****Acute Care Clinical II**

Learn hospital-based respiratory care and practice direct patient care. Treat patients using basic respiratory care techniques and perform physical assessments. Emphasizes chart review, hand washing, and bronchial hygiene techniques.

**RCP 338 (4) C****Fundamentals of Mechanical Ventilation**

The third course in the Respiratory Care Fundamentals series, this course builds upon concepts, knowledge, and skills acquired in RCP 328. Emphasizes on the knowledge and skills needed to safely prepare, institute, monitor and modify mechanical ventilation in the care of the critically ill adult patient.

**RCP 339 (1) C****Fundamentals of Mechanical Ventilation  
Equipment & Techniques**

Practice theory from RCP 338 using models, simulation and laboratory partners, focusing on safe and effective application of basic, adult mechanical ventilation.

**RCP 340 (4) C****Adult Critical Care Clinical I**

Practice direct patient care in a Critical Care Unit and perform the duties associated with the management of the critically ill patient on mechanical ventilation, including ventilator management, set-up, monitoring, weaning, transport and extubation. Perform airway care, bronchial hygiene therapies, oxygen therapy and assessments.

**RCP 347 (2) C****Cardiology for Respiratory Care**

Emphasizes the integration of hemodynamic measurements in various clinical applications and critical care monitoring in the care of the critically ill patient. Learn the principles Advanced Cardiac Life Support (ACLS) and the interpretation of electrocardiogram (ECG) data.

**RCP 348 (2) C****Advanced Mechanical Ventilation**

Apply mechanical ventilation to patients in the acute care setting.

**RCP 349 (1) C**  
**Advanced Mechanical Ventilation Equipment & Techniques**

Apply therapeutics learned in RCP 348 on models, simulation and laboratory partners, including initiation, application, maintenance and weaning of mechanical ventilation in many of the specialized circumstances faced in an intensive care unit.

**RCP 450 (6) C**  
**Adult Critical Care Clinical II**

Work in a Critical Care Unit and perform the duties of management of the critically ill patient on mechanical ventilation, including ventilator management, set-up, monitoring, weaning, transport and extubation. Perform airway care, bronchial hygiene therapies, oxygen therapy, and assessments.

**RCP 451 (2) C**  
**Respiratory Care of Infants & Children**

An in-depth study of neonatal and pediatric respiratory care focusing on diseases specific to caring for infants and children. Covers fetal growth and development, labor and delivery, resuscitation, disease processes, congenital anomalies, assessment and therapy.

**RCP 455 (2) C**  
**Advanced Respiratory Care Pharmacology**

Study medications in the critical care setting and pediatric/perinatal disciplines. Emphasizes drugs used to treat emergent cardiac abnormalities, common critical care medications, pediatric/perinatal medications.

**RCP 458 (4) C**  
**Fundamentals of Neonatal/Pediatric Respiratory Care**

Covers techniques and equipment to manage neonatal and pediatric patients in the acute care environment, including oxygen therapy, bronchial hygiene, airway care, Continuous Positive Airway Pressure and mechanical ventilation.

**RCP 459 (1) C**  
**Neonatal/Pediatric Respiratory Care Equipment & Techniques**

Apply respiratory care therapeutics in the neonatal/pediatric population using models, simulation and laboratory partners for practice. Focuses on safe and effective application of mechanical ventilation and respiratory care therapeutics.

**RCP 460 (6) C**  
**Neonatal/Pediatric Clinical Practice**

Practice direct patient care with a clinical assignment in a pediatric or adult critical care setting. Perform ventilator management, set-up, monitoring, weaning, and transport of the critically ill patient during this clinical rotation. Emphasizes hemodynamic monitoring, chest drainage systems, alternative modes of ventilation, and assisting with special procedures.

**RCP 462 (1) C**  
**Advanced Practitioner Exam Review**

Get familiar with the unique style of the board exams from the National Board for Respiratory Care (NBRC): Recall, Application and Analysis. Based on the Advance Practitioner Registered Respiratory Therapist exam matrix published by the NBRC. Pre-test opportunity to identify areas of improvement is followed by focused review. Practice exams.

**RCP 463 (2) C**  
**Advanced Pathophysiology**

Emphasizes cardiopulmonary assessment and development of the respiratory care plan in the context of shock, pulmonary thromboembolic disease, heart failure, smoke inhalation and burns, trauma, near drowning, acute respiratory distress syndrome, chest trauma, pneumonia in the critically ill patient, and lung cancer.

**RCP 464 (2) C**  
**Pulmonary Rehabilitation & Home Care**

Study the concepts, knowledge, and procedures specific to the respiratory care of adults and children with chronic cardiopulmonary disorders, receiving care in an outpatient setting. Emphasizes patient education and health promotion.

**RCP 467 (2) C**  
**Advanced Cardiopulmonary Physiology**

Covers the immunology and fluid transport of the lung, hemodynamics and pulmonary circulation, and additional concepts of acid base physiology, in the critically ill patient.

**RCP 468 (3) C**  
**Advanced Cardiopulmonary Diagnostics**

Emphasizes the theory, application and interpretation of pulmonary function regimens, exercise testing, bronchoscopy, blood gas sampling and analysis and polysomnography, as well as equipment, its calibration and quality control.

**RCP 469 (1) C**  
**Diagnostic Equipment & Techniques**

Using models, simulation and laboratory partners, practice safe and effective application of respiratory care diagnostic equipment and diagnostic procedures across the age spectrum, including spirometry, diffusion studies and lung volume determination, cardiopulmonary exercise testing, and polysomnography.

**RCP 470 (6) C**  
**Adult Critical Care Clinical III**

Practice pediatric or adult care in a Critical Care Unit and perform ventilator management, set-up, monitoring, weaning, and transport of the critically ill patient. Emphasis on hemodynamic monitoring, chest drainage systems, alternative modes of ventilation, and assisting with special procedures. Students may also apply and compete for clinical residencies with partner institutions where they function as a Respiratory Therapist in a variety of possible settings.

**RCP 476 (3) C**  
**Advanced Patient Assessment**

Using case studies, use and analyze history, physical examination, lab data, Chest X-Rays, Pulmonary Function Tests and EKG data, and clinical reasoning skills to develop and implement plans of care for the cases. Emphasizes the NBRC Clinical Simulation Exam.

**RCP 479 (4) C**  
**Senior Capstone Project**

Complete a capstone project such as a QA at a local hospital, a research project, an administrative management project or a community service project related to Respiratory Care.

## RUSSIAN

*See Languages & Literature, page 272.*

**SCIENCE****MSC 101 (5) N****Intro to Material Science**

Intro to the molecular structure of different materials and the resulting effects in tensile strength and heat transmission. Emphasis on semiconductors and applications to electronic devices. Prereq: PHYS& 122 and PHYS 118, CHEM& 121 or equivalent; and MATH 118 and 120 or equivalent; or permission.

**SCI 090 (5) N,S****Basic Scientific Ideas**

Covers major concepts and ideas in science, exploring biology, physics, chemistry, geology, astronomy and ecology. Lab included. Satisfies science requirement of the high school completion program.

**SCI 100 (5) C,N****Intro to Science**

Covers basic principles and current scientific thought in the major fields of science, including history, philosophy, and methodology. No credit for students who have completed major-level science courses. Non-lab course.

**SCI 101 (5) C,N,S****Intro to Physical Science**

Through selected topics in the physical sciences, learn the process of science: Question, Observe, Organize/Analyze and Report. At each stage ask: Which aspects of this step are culturally dependent and which are not? Hands-on explorations guided by inquiry-based material.

**SCI 104 (5) C,S****Physical Science**

Intro to the physical world through everyday applications of physical science principles. Examines fundamentals of physics and chemistry in light of the scientific method.

**SCI 107 (4) C****Applied Bioengineering**

Covers water-related issues in the developing world: availability, sanitation, food production and environmental degradation. Includes integrative resource management using local human and material resources combined with developing technologies that are safe, adaptable and affordable. Promotes scientific critical thinking and problem-solving.

**SCI 110 (5) S****Intro to Robotics**

Intro to design, construction and programming of autonomous mobile robots. Using complete robot kits (micro-controller, sensors, motors, building parts), work in teams to study design issues of mechanics, sensors, motors and control. Design and construct a robot that will accomplish a particular task.

**SCI 111 (1) C,N****Geology Field Day**

Covers the best of the region's geology, including the Seattle Fault, ancient glaciers, fossil forests, landslides, Cascade Mountains and northeastern Oregon. Lab credit. May be taken as GEOL 111.

**SCI 112-118 (1 EA) C,N****Science Field Days**

Series of 1-credit courses consisting of five hours of lecture and a one-day field trip. Requires varying transportation fees.

**SCI 112 (1) C,N****Seashore Life**

Explores seashore life in the Pacific Ocean and Puget Sound.

**SCI 113 (1) N****Marsh Ecology**

Explore local wetlands and the organisms that inhabit wetlands ecosystems with a focus on the local animals and plants. Field trips. Lab.

**SCI 114 (1) N****Field Astronomy**

Covers astronomy from a hands-on perspective in the field.

**SCI 116 (1) C,N****Edible Plants of the Northwest**

Focuses on edible and medicinal plants of the Pacific Northwest. Lab credit.

**SCI 117 (1) C,N****Wildflowers of the Northwest**

Classification and ecology of lowland to alpine wildflowers of the Pacific Northwest. Lab credit.

**SCI 118 (1) C,N****Volcano Field Day**

Intro to the origin and destruction of Cascade volcanoes such as Mount St. Helens, Mount Rainier and Glacier Peak. Lab credit. May be taken as GEOL 118.

**SCI 119 (3) N****Natural History through Field Studies I**

Study aspects of biology, zoology, hydrology, meteorology, geology, botany, and/or soil and environmental sciences through field observation and lab work. Includes a multi-day trip or multiple single-day trips. Transportation fee will be assessed. Previous students should take SCI 129.

**SCI 121 (5) N****Natural Disasters**

Investigate local and national earthquakes, volcanos, floods, tsunamis, mudflows, landslides, avalanches and forest fire natural disasters. Examine the science behind natural disasters, exploring the disciplines of geology, meteorology, oceanography and astronomy. Lab and field trip include fees.

**SCI 129 (3) N****Natural History through Field Studies II**

Study aspects of biology, zoology, hydrology, meteorology, geology, botany, and/or soil and environmental sciences through field observation and lab work. Includes a multi-day trip or multiple single-day trips. Transportation fee will be assessed. Students should take SCI 119 first.

**SCI 131 (5) C****Interdisciplinary Science I**

Intro to science and scientific method for non-science majors and for students in the Associate in Elementary Education – DTA program. Covers measurements, the metric system, matter and energy, physical and chemical properties and changes, the atom, nuclear chemistry and the importance of science.

**SCI 132 (5) C****Interdisciplinary Science 2**

Intro to science and scientific method for non-science majors. Covers mechanics, some topics in astronomy, electricity and the importance of science.

**SCI 133 (5) C****Interdisciplinary Science 3**

For students in Associate in Elementary Education –DTA program. 3rd course of 3. Overview of Life Sciences of cellular biology, organismal biology, and ecology and Earth Sciences of geology and biogeology. Prereqs: SCI 131 and 132 each with 2.0 or higher or permission.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN ..... Watch Technology

**NAME TO PREFIX**  
Watch Technology ..... HIN

Common Course Numbering explanation is on page 186.

**SCI 298 (1-5) C,N,S**  
**Special Topics**

Seminar of selected topics or activities in the sciences. Prereq: Variable, dependent on topic.

**SCI 299 (1-5) C,N,S**  
**Independent Study**

Independent study of approved topics in the sciences. Prereq: Permission.

**SENIOR ADULT EDUCATION**

**FAM 012 (1-3) N,S**  
**Life Enrichment for Seniors**

Provides opportunities for seniors to stay informed on current social issues and meet the challenge of continual learning. Includes subjects in the fine arts, social sciences, humanities and sciences.

**FAM 013 (1-3) N,S**  
**Living Skills for Seniors**

Covers information, resources and skills helping seniors to live healthy, independent lives. Includes topics in health, nutrition, consumer education, community resources, exercise, crime prevention, lip-reading and memory improvement.

**FAM 014 (1-3) N,S**  
**Positive Growth for Seniors**

Includes classes in self-image, writing your life story, decision-making, widowhood, interpersonal communication and similar topics.

**SEN 001 (0) N**  
**Avocational Explorations for Seniors**

Non-credit course. Provides opportunities for learning avocational skills and developing personal talents, hobbies and interests.

**SERVICE LEARNING**

**SLN 101 (2-3) N**  
**Service Learning & Leadership**

Serve the campus and/or local community in conjunction with class seminars that require reading, writing and observation related to the work. Prereq: Instructor permission.

**SLN 102 (2-3) N**  
**Service Learning & Leadership**

Continuation of SLN 101. Prereq: Instructor permission.

**SLN 103 (2-3) N**  
**Service Learning & Leadership**

Continuation of SLN 102. Prereq: Instructor permission.

**SOCIAL & HUMAN SERVICES**

**CDS 197, 198, 199 (3-4) C**  
**Field Practicum: Human Services**

Supervised community-based field experience. Apply knowledge and develop skills by working in public and private agencies and organizations. Prereq: Enrollment in SHS program, SHS 106 and 108, ENGL& 102 and permission.

**SHS 100 (5) C**  
**Intro to the Human Services**

Overview of the human service field with emphasis on the role of the professional. Includes career development, attitudes and values, behavioral and cultural differences, individual and group intervention techniques and community awareness. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 103 (5) C**  
**Social Welfare: Policy and Systems**

Intro to social welfare policy, social justice, services and systems, with emphasis on those designed to respond to social issues such as public welfare, child welfare, mental health, chemical dependency, aging, poverty, health, disabilities, and corrections. Prereq or Coreq: SHS 100 and eligible for ENGL& 101 and MATH 084.

**SHS 106 (5) C**  
**Principles of Interviewing & Counseling**

Intro to beginning-level interviewing and counseling skills in multicultural settings. Demonstration of human services values and knowledge of diverse populations needs through counseling techniques: developing relationships; identifying problems, solutions, and goals; and evaluating progress. Prereqs: SHS 100, 103, and ENGL& 101.

**SHS 108 (5) C**  
**Group Dynamics & Counseling**

Intro to group work, including group processes, communication patterns, group and individual goal-setting, leadership and decision-making. Includes group participation, role-playing and simulations. Prereq: SHS 100, 103, and ENGL&101.

**SHS 150 (1) C**  
**HIV/AIDS Brief Risk Intervention**

Includes history, trends, transmission, infection control, testing, counseling, BRI, and psychosocial issues. Meets requirements for human services and chemical dependency professionals. Approved by the WA State Division of Alcoholism and Substance Abuse..

**SHS 197, 198, 199 (3-4.) C**  
**Field Practicum: Social & Human Services**

Supervised community-based field experience. Apply knowledge and develop skills by working in public and private agencies and organizations. Prereq: Enrollment in SHS program, SHS 106 and 108, ENGL& 102, and permission.

**SHS 200 (4) C**  
**Theories of Counseling**

Intro to psychopathology and assessment and counseling theories. Covers ethics, personality theory, counseling techniques and issues, and development of a personal style of assessment and counseling. Prereq: SHS 106.

**SHS 205 (3) C**  
**Crisis Management & Intervention**

Intro to crisis theory and techniques for beginning mental health/human services professional. Emphasis on high-stress populations requiring immediate intervention. Includes psychiatric emergencies, sexual assault, incest, battered women, death and dying, loss, assessment techniques and in-depth interviewing skills. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 207 (3) C**  
**Behavior Management**

For human service professionals working with children, adolescents and adults with behavioral problems. Covers learning theory and its application to clients in a variety of settings. Includes knowledge and skills needed to effectively help clients manage their behavior. Understand and practice behavior modification and management. Prereq: ENGL& 101 and eligible for MATH 084.

**SHS 210 (3) C**  
**Multicultural Counseling**

Covers effective counseling approaches which take into account client differences in culture, gender, sexual orientation, physical abilities and ethnicity. Learn to interview client group representatives and assess community resources. Prereq: SHS 100.

**SHS 215 (5) C**  
**Adolescent Development & Treatment**

Focuses on adolescent development and concurrent social, cultural and sexual problems. Includes theory of normal and deviant behavior development, treatment theory and practice and effective use of community resources. Prereq: SHS 235

**SHS 222 (3) C**  
**Conflict Management**

Intro to understanding and responding effectively to conflict situations. Assess real life conflict cases and design corresponding intervention strategies through video and case studies. Complete a conflict style inventory and practice conflict communication skills. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 223 (1) C**  
**Multicultural Counseling – Gay, Lesbian, Bisexual, Transgender Counseling**

Overview of Gay, Lesbian, Bisexual, and Transgender (GLBT) culture and issues. Covers theory, research and practices associated with GLBT multicultural competence, as well as the intersections of GLBT culture and race, ethnicity, gender, religion, sexuality and social class. Prereq: ENGL& 101 and MATH 084.

**SHS 224 (3) C**  
**Leadership Theory & Skills**

Covers selected major theories of effective leadership and application of leadership skills in the work setting. Examines the characteristics of effective leaders, and evaluates students' professional strengths for potential leadership development. Prereq: ENGL& 101 and MATH 084.

**SHS 225 (1) C**  
**Relapse Prevention**

Defines behavioral and chemical characteristics of relapse and what relapse prevention involves. Focuses on relapse prevention categories, requirements of clients for a relapse prevention program, characteristics that have an impact on relapse, antecedents to relapse and some of the dysfunctional thinking patterns. Covers clinical and practical techniques and skills in an experiential environment. Prereq: SHS 235 and eligible for ENGL& 101 and MATH 084.

**SHS 226 (1) C**  
**Adolescent Assessment**

Intro to adolescence from developmental, clinical and treatment perspectives. Focus on normal and dysfunctional adolescent development; assessment and diagnosis; progression of addiction/disease for the adolescent and the family; and implications for inpatient/outpatient treatment, aftercare, and relapse. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 231 (5) C**  
**Pharmacology of Addictions**

Overview of the effects of drug use and chemical dependency on the body including physiological, emotional and behavioral effects. Focuses on effects of various chemicals on body systems, drug interactions, and management of chronic and acute conditions of drug abuse. Prereq: SHS 235 and eligible for ENGL& 101 and MATH 084.

**SHS 232 (3) C**  
**Chemical Dependency & the Family**

Examines chemical dependency problems in the family, including family roles and dynamics, adult children of alcoholics, interventions and family work as focus of treatment. Prereq: SHS 235 and eligible for ENGL& 101 and MATH 084.

**SHS 233 (5) C**  
**Chemical Dependency Counseling**

Overview of specialized recovery techniques, including individual, group and family approaches. Prereq: SHS 235

**SHS 235 (5) C**  
**Intro to Chemical Dependency**

Surveys use and abuse of legal and illegal drugs. Analyzes patterns of dependency and addiction associated with prescription, over-the-counter and illegal substances. Explores methods of prevention, control and treatment. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 242 (5) C**  
**Mental Health Diagnosis in Chemical Dependency & Other Human Service Settings**

Intro to the DSM IV system of determining diagnosis and current theory for etiology of the primary Axis I and Axis II disorders. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 245 (3) C**  
**Mental Health Overview**

Covers the relationship between mental functioning and body physiology; behavioral and physical dysfunctions; reactions to prolonged stress; theories of pain, holistic health, nutrition, cross-cultural perspectives on healing, biofeedback, meditation, psychosomatic diseases and stress reduction. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 250 (4) C**  
**Client & Community Advocacy**

Covers the role of the advocate in a helping situation, use of community advocacy resources and effective use of the media, law, negotiation and political processes to achieve needed services for people. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 255 (5) C**  
**Co-Occurring Disorders: Treatment Issues & Services**

Explores skills and knowledge needed for working with clients with mental illness and chemical dependency. Covers symptomatology of frequently diagnosed mental disorders; criteria for substance and dependence; identifying referral needs and processes; treatment needs and barriers; and local services and case management available for the mentally ill chemically abusing (MICA) client. Prereq: SHS 235 and eligible for ENGL& 101 and MATH 084.

**SHS 265 (5) C**  
**Management & Supervision**

Covers management skills for first-line supervisors in alcohol, drug, mental health, correctional, youth and other human service programs. Includes supervision, time management, motivation, leadership, discipline, personnel management, performance appraisals, communications, training and self-development. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 270 (5) C**  
**Ethics in Human Services and Chemical Dependency**

Explores ethical behavior and analysis and utilization of ethical codes that apply to human services, mental health, and chemical dependency professionals. Covers ethical reasoning processes, ethical theory, and ethical analysis. Prereq: Eligible for ENGL& 101 and MATH 084.



**SHS 275 (3) C**  
**Chemical Dependency & Domestic Violence**

Specifically designed for those working with chemically addicted, abusive clients and their interactions with family members. Study of treatment goals for domestic violence to foster client understanding of anger, making anger a useful tool, and using healthy and appropriate modes of communication. Prereq: Eligible for ENGL& 101 and MATH 084.

**SHS 280 (3) C**  
**Chemical Dependency Case Management**

Emphasis on oral and written communication skills. Formulate up-to-date, accurate and understandable case files and records. Learn federal and state confidentiality regulations in handling chemical dependent client records. Formulate concise treatment plans in accordance with legal requirements. Prereq: SHS 235 and eligible for ENGL& 101 and MATH 084.

**SHS 296, 297, 298 (1-3EA.) C**  
**Human Services Special Topics**

Participate in approved human services professional workshops on topics such as stress management, welfare rights, aging, alcoholism, family therapy, depression, law and mental health. Credits vary.

**SHS 299 (1-5) C**  
**Independent Study Research**

Individual or group research projects on human service programs and problems. May include field or library research. Prereq: Requires a learning contract.

## SOCIAL SCIENCE

**SSC 101 (3) N**  
**Intro to Information Resources for the Social Sciences**

Develop critical thinking as applied to the research process by examining strategies for locating, evaluating, and applying information resources in the social sciences. Explore information policy issues such as copyright, censorship, and freedom of information. Emphasis on developing proficiency using various electronic resources, including library information networks, the library catalog the web, and other research tools and retrieval techniques.

**SSC 103 (5) N**  
**Human Dimensions of Work**

Covers human relations issues in the modern workplace. Includes contextual approach to understanding human relations, scientific research methods and theories of worker motivation and satisfaction. Examines work in relation to the economy, social institutions, diversity, prejudice and discrimination, interpersonal dynamics, leadership, conflict resolution, stress and ethics. Focuses on practical understanding and effective ways of dealing with issues.

**SSC 130 (3-5) C,N**  
**Death, Dying & Living**

Study of the experience surrounding dying and death. Examines such situations as dealing with the death of others, your own death, the biology of death, suicide and other issues.

**SSC 187 (5) C**  
**Information, Knowledge & Power**

Explores theories of mainstream and alternative cultures and their impact on information in a democratic society. Addresses concerns about the political and economic aspects of information related to the ongoing struggle for equality and human rights. Examines various research strategies for identifying, locating, evaluating and applying information resources for social justice.

**SSC/CDS 197, 198, 199 (1-15) C**  
**Work Experience – Social Sciences**

Earn work experience credit in the social science field. Prereq: Permission.

**SSC 220 (3) N**  
**Global Issues**

Provides professional-technical students with insight into topics of an international nature.

**SSC 290 (2) C,N**  
**Curriculum Practicum**

For educators. Examines the development of teaching/learning materials based on areas covered in the study and travel program. Includes class work and field trip.

**SSC 294 (2-5) C,N**  
**Practicum in the Social Sciences**

Application of theory and methodology in actual practice. Provides experiential learning in a community service agency. Create an individual contract by arrangement.

**SSC 297 (5-10) C,N**  
**Travel/Study Experience**

Hands-on learning opportunity for students in domestic and/or foreign travel. Focuses on learning outside the classroom and taking advantage of cross-cultural opportunities. Includes historic sites, geographical locations, geological formations, museums, art centers, regional customs and foods, language enhancement, specialized research libraries, local universities and legislatures available only through travel.

**SSC 295, 298, 299 (2-5) C,N,S**  
**Practicum in the Social Sciences**

Learn about basic research techniques, assist in planning and conducting a research project and in processing the resulting data.

**SWF 200 (5) N,S**  
**Intro to Social Welfare**

Overview of the social welfare system and social work profession, including roles, fields, client populations and career options. Focuses on values, ethics, social welfare policy, social problems, social work practices, services, knowledge and skills. Includes issues of diversity, social and economic justice and global perspectives. Prereq: ENGL& 101.

## SOCIOLOGY

**SOC& 101 (5) C,N,S**  
**Intro to Sociology**

Covers human social interaction with emphasis on group aspects of human behavior. Includes culture, socialization, family, education, urbanization, gender roles, social class, deviance, race, sexuality, demography and social change.

**SOC 102 (5) C,N**  
**Intro to American Culture**

Focuses on unique American values, behavior and world view. Compares others' values and world views and studies the implications and consequences of these differences. Gain insight from the perspectives of anthropology and sociology. Includes field trips. May be taken as ANTH& 106.

**SOC 105 (5) C,S**  
**Sociology of African Americans**

Evaluation of the sociological impact of the African-American experience in relation to various social systems in America.

**SOC 106 (5) C****Sociology of Asian Americans**

Examination of Asian-American experiences in the United States from a sociological perspective. Analyzes Asian-American ethnic communities, social institutions, activities and issues.

**SOC 107 (3-5) C****Sociology of Filipinos in America**

Examines the cultural, historical and situational forces shaping the Filipino community in America today. Studies the social and behavioral patterns of Filipino Americans within and outside of their community.

**SOC 120 (3-5) C****Sociology of the Media**

Sociological perspective of print and electronic media, including television, film, news and advertising. Analysis of media institutions and the way they affect social, political and cultural discourse and identities. Examines how American identity shapes and is shaped by the media, including changes in this identity from one period to another.

**SOC 130 (5) C****Living, Death & Dying**

Covers death and dying from a sociological perspective. Focus on relationships between death and other concepts such as socialization, stratification and culture. Examines resources and skills needed to work with the dying. Emphasizes a realistic look at death to reduce denial and increase preparation.

**SOC 150 (5) C,N,S****Race & Ethnic Relations in the United States**

Examines the majority-minority pattern of interaction in American society. Includes theories of race relations and issues shaping intra- and interracial ethnic relations.

**SOC 170 (5) C,N****Intro to Contemporary China**

Covers basic knowledge of the people, history, culture and socio-economic political systems of Chinese society. No prior knowledge of Chinese civilization or language is required.

**SOC& 201 (5) C,N****Social Problems**

Covers processes of social and personal disorganization and reorganization in relation to poverty, crime, drug use, family dissolution, mental disorders, sexual minorities, overpopulation and other social problems.

**SOC 220 (5) C****Sex Roles & Society**

Survey of causes and consequences of sex/gender roles. Examines the relationships between men and women in the U.S. and other regions. Focuses on historical, biological, economical, psychological and anthropological perspectives, identifying and discussing the discernible recurring sex role patterns.

**SOC 230 (5) C,N,S****Human Sexuality**

Survey of sexual behavior. Covers historical, physiological, psychological and social components of sexuality and its deviations. May be taken as PSYC 230.

**SOC 245 (5) C,N,S****Social Psychology**

Examines the effect of others on the individual in areas such as self-concept, social cognition, conformity, helping, loving and liking, competition and cooperation and prejudice and discrimination. Research and autobiography by two of the following groups provide content and illustration: African Americans, Asian Americans, Native Americans and Hispanic Americans. May be taken as PSYC 245.

**SOC 250 (5) C****Marriage, Family & Intimate Relationships**

Surveys the concept of family as a mode for personal living. Analyzes personal adjustment, parent-child relationships, marital and alternative structures and contemporary issues facing today's family systems.

**SOC 265 (5) C****Sociology of Food**

Using sociological theories and concepts, study the social status and role of food in societies and the production, distribution and working conditions in various food industries. Examine the socio-cultural, economic and political migrations of people and ideas through foods. Consider foods in relation to global economies, governments, the dynamics of power and societal ways.

**SOC 275 (5) C****Law & Society**

Covers the role of law in American society: what it is and what it should be. Survey of basic constitutional, business and personal legal concepts in theoretical and practical settings.

**SOC 280 (5) C****Exploring Contemporary SE Asia**

Explores the internal diversity and complexity of SE Asia to gain a clearer sense of this region and its connection to the social, political and economic global system. Examines the diversity of perspectives existing within localities, regions and societies.

**SOC 298 (1-5) C,N,S****Special Topics in Sociology**

Independent study in selected sociology topics under faculty supervision. Prereq: Permission.

**SOC 299 (3-5) C,N,S****Special Problems in Sociology**

Small group seminar to discuss selected sociology topics. Prereq: Permission.

**SPANISH**

*See Languages & Literature, page 273.*

**SUPERVISION & MANAGEMENT****SMG 100 (3) S****Leadership & Supervision**

Intro to management. Covers leadership theories, style skills in various organizational settings; developing techniques for productive work groups; managing a diverse work force; motivating employees; handling difficult people and situations; running effective meetings; and handling the responsibilities of being a leader, manager and supervisor.

**SMG 103 (3) S****Supervising a Diverse Workforce**

Examines perceptions held by supervisors and employees in connection with culturally and behaviorally diverse workers. Examines working with and supervising diverse population groups. Explores current legislation and challenges of an evolving workforce.

**SMG 110 (3) S****Financial Management**

Covers budget preparation at the organizational level using both private sector and public organization formats and formulas. Emphasis on budget development, presentation and justification of proposed allocations. Prereq: Basic understanding of business computations.

**FINDING COURSES**

Course names and course prefixes are cross-referenced in an index beginning on page 187. For example:

**PREFIX TO NAME**  
HIN . . . . . Watch Technology  
**NAME TO PREFIX**  
Watch Technology . . . . . HIN

Common Course Numbering explanation is on page 186.

**SMG 120 (3) S**  
**Hiring Personnel**

Examines supervisor's role in staffing. Covers job analysis, descriptions and classifications, recruiting, selection, EEO and new employee orientation.

**SMG 131 (3) S**  
**Supervision & Group Behavior**

Overview of group dynamics, moderation, strategies and productivity in the work place, with emphasis on diversity. Prereq: SMG 100.

**SMG 150 (3) S**  
**Training, Orientation & Employee Development**

For students starting employee training in industry. Survey of basic teaching and learning processes; motivation; learning styles; occupational analysis; course organization; selecting and preparing training materials; presentation methods; and evaluation of student outcomes and learning styles.

**SMG 197 (1-15) S**  
**Internship or Cooperative Education Experience**

Spend time in the field as an intern or cooperative education student under guidance of instructor and on-site mentor. Learn about operations, policies, procedures, culture and behavior standards in a business, industry, shop or other setting related to the student's course, certificate or degree program. May be taken during or after coursework. Prereq: Permission.

**SMG 201 (5) S**  
**The Manager as an Entrepreneur**

Study of the major steps, formation and growth for setting up a new small business or department, project or contract within a large organization. Focuses on entrepreneurial characteristics and the task of moving from concept to commercialization. Emphasis on time management, planning and projections, securing capital and marketing plans. Prereq: SMG 100.

**SMG 210 (3) S**  
**Project Management**

Covers project planning basics: timelines, evaluation, implementing budgeting concepts and formulating a budget request strategy with specific and measurable outcomes. Focuses on team concepts. Includes computer lab applications.

**SMG 213 (2) S**  
**Fund-Raising & Grant Writing**

Especially for nonprofits. Explores fundraising and grant writing, including identifying fund-raising needs and goals; designing a viable fund-raising program (campaign); creative fund-raising activities; writing grants; understanding grant requirements and their relationship to the nonprofit.

**SMG 217 (3) S**  
**Organizational Behavior**

Intro to strategies for developing an effective organization. Provides history of the field, overview of areas in which organizational behavior interventions can be of use and the types of interventions used in work environments.

**SMG 220 (3) S**  
**Personnel Performance Management**

Covers principles and techniques for employee performance programs, appraisals, coaching and counseling, disciplinary process and wage surveys. Explores reward systems, common disciplinary practice and employment law. Covers assessment of training needs, planning, development and evaluation of training programs.

**SMG 222 (3) S**  
**Management & Labor Relations**

Covers the supervisory role in employee and labor relations. Includes history of management thought, labor negotiations, laws affecting labor agreements, union contracts and the supervisor's role in the negotiating process.

**SMG 223 (2) S**  
**Marketing, Meetings & Presentation Skills**

Explores the dynamics of the marketing process. Includes the relevance of marketing a nonprofit and communicating to its numerous constituencies. Covers productive meetings and presentational skills and techniques for nonprofit leadership.

**SMG 233 (2) S**  
**Nonprofit Staff, Board & Volunteer Development**

Covers the development of staff, board and volunteers. Explores election of staff and board members, developing and capitalizing on their talents and skills, effective use of staff, drawing on the expertise of board members and expanding programs through the cultivation of volunteer/member development.

**SMG 243 (2) S**  
**It's the Law: Contracts & Liabilities**

Covers the law as it relates to contracts and liabilities in nonprofits. Focuses on legal issues that nonprofit staff and boards need to be aware of, including personnel contracts, grant contracts, personal service contracts, fund-raising contracts, service provider contracts, antitrust and related liabilities. Includes employment laws, officer/director liabilities and indemnification.

**SMG 253 (2) S**  
**Executive Development & Leadership**

Focuses on the role of executives in a nonprofit. Explores dynamic and practical leadership skills including characteristics and styles; team-building; organizational leadership and board relations; constituent leadership; fund-raising; crisis management; and political leadership. Covers self-nurturing and expansion of professional competencies.

**SMG 263 (2) S**  
**Nonprofit Strategic Planning**

Focuses on nonprofit planning including mission statement, program goals and objectives, annual plan and long range strategic plan. Covers membership development, fund-raising plans and board, staff and constituent development.

**SMG 265 (3) S**  
**Marketing Management**

Overview of marketing, promotion, advertising, sales, public relations and customer service in an organization. Compares, contrasts and defines the role of each function in business.

**SMG 295 (VARIES) S**  
**Externship in Supervision & Management**

Earn college credit for supervisory work experience in the City of Seattle PREP program or others. Requires documentation and supporting data, work experience and possible examination. Credit varies. Prereq: SMG 100.

**SMG 298 (1-10) S**  
**Independent Study**

Provides opportunity for research, advanced study, or special projects. Work independently with an instructor. Credits vary. Prereq: Permission.

**SMG 299 (1-10) S**  
**Special Topics**

Study an approved topic such as marketing, sales, advertising, retail management, promotion, customer service, consumer behavior, marketing research, entrepreneurship and business communication. May include a portfolio, project or activity to demonstrate competencies. Includes an oral presentation evaluated by faculty and industry representatives. Prereq: Permission.

**SURGICAL TECHNOLOGY****SURG 111 (10) C**  
**Surgical Lab**

Covers principles and techniques of operating room procedures. Includes gowning and gloving, aseptic technique, creating and maintaining a sterile field, draping materials, basic instrumentation and patient transport. Prereq: Permission.

**SURG 113 (10) C**  
**Surgical Theory I**

Intro to surgical technology, including legal and ethical aspects, relationships with co-workers, hospital organization and inter-departmental relations, physical and psychological aspects of patient care, operating room techniques and procedures. Prereq: Permission.

**SURG 115 (2) C**  
**Clinical Observation**

Covers observation of the environment, routines, supplies and equipment, patient-team interaction and application of scientific principles. Prereq: Permission.

**SURG 121 (6) C**  
**Surgical Specialty/Professional Prep**

Intro to the principles and practice of surgical pharmacology and anesthesia related to the surgical patient. Learn about minimally invasive surgical instrumentation, equipment and supplies. Prereqs: SURG 111, 113, 115.

**SURG 123 (12) C**  
**Surgical Theory II**

Examines microbiology, pharmacology and anesthesiology relating to the surgical patient. Includes additional peri-operative care techniques and surgical procedures, pathophysiology and the technologist's role in surgery. Covers general, orthopedic, gynecological, genitourinary-reproductive and ophthalmic specialties. Prereq: Permission.

**SURG 125 (7) C**  
**Clinical Practice I**

Provides clinical practice, with focus on development of entry-level skills. Prereq: Permission.

**SURG 133 (10) C**  
**Surgical Theory III**

Intro to circulating duties and job applicant skills. Covers advanced surgical specialties such as ear, nose and throat, vascular, cardiovascular, thoracic, neurological, plastic/reconstructive and pediatric procedures. Prereq: Permission.

**SURG 135 (12) C**  
**Clinical Practice II**

Provides advanced clinical practice to develop entry-level skills. Prereq: Permission.

**SUSTAINABILITY****SUST 101 (5) N**  
**Intro to Sustainability**

Intro to the concept and principles of sustainability, including science, technology, economic, political and social factors. Prereq: Recommend placement into ENGL& 101.

**SUST 111 (5) N**  
**Sustainability in Healthcare**

Survey of sustainability in healthcare, relevant to environmental services, waste management, hospital facilities, and dietary services. Open to all. Certificate (5-credit) issued on completion. Prereq: Permission.

**SUSTAINABLE BUILDING SCIENCE TECHNOLOGY****Bachelor of Applied Science**

*Students must be accepted into the program in order to take these courses.*

**SBST 301 (3) S**  
**Building Science**

Overview of the principles of Building Science and how it is applied to the design, operation and maintenance of buildings and their systems. Covers the interaction of those systems, and the careers that use and are impacted by these principles and their applications.

**SBST 302 (2) S**  
**Building Components & Systems**

Overview of building components, space conditioning and lighting systems, their interactions, and the building science issues surrounding and impacting them.

**SBST 314 (1) S**  
**Professional Portfolio**

Document prior work experience by developing an E-portfolio to receive Workforce Experience Practicum credit.

**SBST 315 (10) S**  
**Work Experience Practicum**

Credits based on the successful completion of the Professional Portfolio course SBST 314. Students must have demonstrated 2-5 years of relevant work experience in their area of interest.

**SBST 321 (2) S**  
**Building Codes in Washington State**

Overview of building codes and requirements.

**SBST 322 (2) S**  
**Energy Analysis & Auditing**

Covers energy auditing and analysis skills for commercial buildings.

**SBST 325 (1-10) S**  
**SBST Internship**

Observe, reflect and practice sustainable building science technology techniques in a technical, post-secondary environment. Find a building science placement in the field of interest and work with a site supervisor to develop and deliver relevant curriculum. The site supervisor and college faculty advisor will evaluate the internship.

**SBST 331 (2) S**  
**Financing Upgrades**

Overview of energy economics.

**SBST 332 (3) S**

**Building Energy Codes in Washington State**

Overview of building energy codes in Washington State.

**SBST 333 (4) S**

**Building Controls for Energy Efficiency**

Overview of building components.

**SBST 401 (2) S**

**Utility Rates, Regulations & Economics**

Overview of utility rate structure.

**SBST 402 (3) S**

**Lighting**

Overview of building lighting systems.

**SBST 421 (3) S**

**Energy Policy**

Overview of energy policy.

**SBST 422 (4) S**

**Facility Management**

Overview of facilities management.

**SBST 431 (4) S**

**Professional Communication**

Overview of professional communication in the building science industry

**SBST 432 (3) S**

**Fiscal Management for Facility Managers**

Overview of fiscal management for facility managers.

**SBST 489 (1) S**

**Capstone Course**

Develop a project based on previous classes and internship experiences.

**SUSTAINABLE & CONVENTIONAL ENERGY & CONTROL TECHNOLOGY**

**EEL 201 (5) N**

**Energy Generation, Conversion & Sustainability**

First of three evening classes in Industrial Power and Control Technology. Covers the fundamentals of electricity and magnetism, single phase and three phase circuits, transformers and electrical machines, AC and DC rotating equipment. Prereqs: MATH 109 and EET 162.

**EEL 202 (5) N**

**Industrial Motor Controls**

Second of three evening classes in Industrial Power and Control Technology. Study sequential control involving electromagnetic control devices and circuits for starting, accelerating, stopping, and reversing AC and DC motors. Includes programmable logic controllers. Program basic control circuits on Allen-Bradley's MicroLogix 1000 and SLC 500 line of PLCs. Prereq: EEL 201.

**EEL 203 (5) N**

**Industrial Motor Drives**

Third of three evening classes in Industrial Power and Control Technology. Study electric drives, including fundamentals of power electronics and electronic control of direct current and alternating current motors. Covers advanced PLC (Programmable Logic Controller) programming and practical applications of using a PLC to control an electric drive in the lab. Prereq: EEL 202.

**TRADES**

*See Pre-Apprentice Program at SVI, page 184.*

*See South's Georgetown Campus, Apprenticeship & Education Center programs, pages 142 and 146.*

**UNDERGRADUATE RESEARCH**

**UGR 214 (1-5) C,N**

**Intro to Scientific Research**

Preparation for successful completion of an independent research project. Includes the application of scientific method, ethics, research methods, proposal writing and presentation techniques.

**UGR 294 (1-5) C,N**

**Independent Research**

Work collaboratively with peers and faculty. Design, complete and publicly present an original research project.

**UGR 295 (5) N**

**Undergraduate Research in Psychology**

Work collaboratively with peers and faculty to design, complete, and publicly present an original research project in Psychology. Prereq: PSYC 209.

**VIETNAMESE**

*See Languages & Literature, page 273.*

**WATCH TECHNOLOGY**

*The Watch Technology Program is under revision. Contact the program office for the most current information.*

**HIN 111 (6) N**

**Watch Technology I – Intro**

Survey of the history of time measurement and the watch and clock trade. Learn safe shop practices including lab hazard, accident prevention and first aid. Intro to trade terminology associated with tools, equipment, technical drawing, measuring devices and applications appropriate to the trade and physical properties of materials. Coreqs: HIN 112 and 113.

**HIN 112 (6) N**

**Watch Technology I:**

**Tools, Equipment/Measurement**

Learn to use and maintain in a lab setting, including jeweler's saw, tweezers, screw drivers, files and the watchmaker's lathe. Learn the fundamentals of hardening, tempering and annealing steel; measuring techniques and applying the metric system in the use of instruments and gauges. Make technical drawings and manufacture tools and parts using drawings. Coreq: HIN 111 and 113

**HIN 113 (10) N**

**Watch Technology I: Practicum**

10 credit practicum. Apply knowledge from HIN 111 and 112. In lab practice making tools and develop basic skills in the manufacture and repair of parts for time pieces. Identify and apply tools and equipment using safety precautions in a watchmaker's shop. Practice measuring techniques and apply problem-solving skills to manufacturing. Coreqs: HIN 111 and 112.

**HIN 121 (6) N**

**Watch Technology II:**

**Professional Knowledge**

Learn or review the math necessary to calculate formulas used in manufacturing and watch repair. Use formulas to find the length of mainsprings, calculate running time and beats per hour. Apply various polishing materials and techniques to master the manufacture of small parts.

**HIN 122 (6) N**

**Watch Technology II:**

**The Watchmakers' Lathes**

Intro to use, care and maintenance of specialty lathes using the watchmakers' turns, the Jacot tool and pivot polishing machine.

**HIN 123 (10) N****Watch Technology II: Practicum**

Apply knowledge from HIN 121 and HIN 122. Practice manufacturing watch stems and pivoting. Identify and apply appropriate tools, equipment and safety precautions in a horological repair shop.

**HIN 131 (6) N****Watch Technology III: Winding & Setting Mechanisms**

Learn to correct common errors in the mainspring barrel, the barrel bridge and mainplate. Intro to common types of setting mechanisms. Practice correct disassembly, assessment and adjustment, re-assembly and lubrication procedures. Learn mathematical formulas for determining correct size of mainsprings. Prereqs: HIN 121, 122 and 123. Coreqs: HIN 132 and 133.

**HIN 132 (6) N****Watch Technology III: Watch Gear Trains**

Intro to the mathematics involved in working with the gear train and tooth form, module, pitch and distance between centers, including calculations to determine running time and vibrations per hour for mechanical watches and ratios. Learn to dismantle, assemble, maintain and repair the gear train of a watch. Prereqs: HIN 121, 122 and 123. Coreqs: HIN 131 and 133.

**HIN 133 (10) N****Watch Technology III: Practicum**

10-credit practicum. Apply knowledge from HIN 131 and 132. In lab practice jewel setting and adjusting. Develop skills to prepare for and complete the third WOSTEP intermediate exam (winding, setting, gear train). Expand skills to identify and apply appropriate tools and equipment safely in a horological repair shop. Prereqs: HIN 121, 122 and 123. Coreqs: HIN 131 and 132.

**HIN 141 (4) N****Watch Technology IV: Escapements**

Intro to the role of escapement in the watch. Explore history and development of different escapements and their influence on time-keeping. Prereqs: HIN 131, 132 and 133. Coreqs: HIN 142 and 143.

**HIN 142 (4) N****Watch Technology IV: External Parts**

Learn about different case styles and the parts that complete the case including crystals, crowns, push buttons, dials, hands, and gaskets. Prereqs: HIN 131, 132 and 133. Coreqs: HIN 141 and 143.

**HIN 143 (48) N****Watch Technology IV: Practicum**

8-credit practicum. Apply knowledge from HIN 141 and 142. Prereqs: HIN 131, 132 and 133. Coreqs: HIN 141 and 142.

**HIN 211 (6) N****Watch Technology V: Intro to Precision Timing**

Learn concepts of precision timing with emphasis on the eight influences of isochronisms (friction, external influence, regulating pins, escapement, magnetism, temperature, poising of balance wheel, poising of hair-spring). Students apply the theoretical concepts of precision timing to practice watches: analyzing errors and making corrections to improve the timekeeping of the watches. Prereq: Permission, HIN 141, 142 and 143 with 2.0. Coreq: HIN 212 and 214.

**HIN 212 (6) N****Watch Technology V: Intro to Electronic Watches**

Learn fundamentals of electronics to understand how quartz watches work: tension, current, capacity, power, consumption, electric field, magnetic field, functioning of stepping motors, energy source, and functioning of the transistors in switching. Intro to equipment designed specifically for testing quartz watches and to analyze the various components of watches. Prereq: Permission, HIN 141, 142 and 143 with 2.0. Coreq: HIN 211 and 213.

**HIN 213 (10) N****Watch Technology V: Practicum**

Intro to repair of pocket watches and/or wristwatches, the service, repair and replacement of external parts of watches. Practice includes work on precision timing, quartz watches, short jobs (battery, crystal, crown and stem replacement) and customer repairs. Prereq: Instructor permission, HIN 141, 142 and 143 with 2.0. Coreq: HIN 211 and 212.

**HIN 221 (6) N****Watch Technology VI: Precision Timing 2**

Continue study of theory and practical application of the principles of precision timing. Prereq: HIN 211, 212 and 213. Coreq: HIN 222 and 223.

**HIN 222 (6) N****Watch Technology VI: Automatic Watches**

Intro to the various self-winding (automatic) mechanisms for watches. Practice testing, adjusting, disassembly and assembly of automatic mechanisms. Study history and development of these mechanisms. Prereq: HIN 211, 212 and 213. Coreq: HIN 221 and 223.

**HIN 223 (10) N****Watch Technology VI: Practicum**

Apply knowledge from HIN 221 and 222. Practice repairing automatic watches and continue working on precision timing. Further develop skills with appropriate tools, equipment and safety precautions in a horological repair shop. Prereq: HIN 211, 212 and 213. Coreq: HIN 221 and 222.

**HIN 231 (6) N****Watch Technology VII: Advanced Precision Timing**

Refine and synthesize the art of precision timing. Each unit of the watch must be clean and well-adjusted. Check each unit systematically so that repairs are made in a timely fashion. Prereq: HIN 221, 222 and 223. Coreq: HIN 232 and 233.

**HIN 232 (6) N****Watch Technology VII: Chronographs**

Learn to repair the main types of chronographs - those with column wheels and those with cams. Covers the function and components of chronographs, checking the general condition and correct fitting of components, understanding and correct application of lubrication, identifying errors and carrying out required corrections. Prereq: HIN 221, 222 and 223. Coreq: HIN 231 and 233.

**HIN 233 (10) N****Watch Technology VII: Practicum**

10-credit practicum. Apply knowledge from HIN 231 and 232. Practice repairing chronograph watches and continue working on precision timing. Further develop skills of identification and use of appropriate tools and equipment. Exercise appropriate safety precautions. Prereqs: HIN 221, 222 and 223. Coreqs: HIN 231 and 232.

**HIN 241 (4) N****Watch Technology VIII: After Sales & Service**

Learn the range of skills necessary to manage a watch repair shop. Prereqs: HIN 231, 232 and 233. Coreqs: HIN 242 and 243.

**HIN 242 (4) N****Watch Technology VIII: Review of Courses**

Review highlights of the two-year Watch Technology Program in preparation for final exams. Prereq: HIN 231, 232 and 233. Coreq: HIN 241 and 243.

**HIN 243 (8) N****Watch Technology VIII: Practicum**

8-credit practicum. Apply knowledge from HIN 241 and 242. In lab, practice repairing all types of watches and review the theory of watchmaking. Prereqs: HIN 231, 232 and 233. Coreqs: HIN 241 and 242.

**WEB DEVELOPMENT**

See *Computing Technology, Computer Science and Information Technology*.

**WELDING FABRICATION TECHNOLOGY****WFT 100 (5) S****Welding Theory**

Exploration of the applications and criteria for selecting the most widely used welding and weld-related metal joining processes, including, gas metal arc welding, flux-cored arc welding, shielded metal arc welding, gas tungsten arc welding, submerged metal arc, oxyacetylene, brazing, soldering and cutting, plasma arc cutting and resistance welding. Covers types of welds and weld joints.

**WFT 105 (5) S****Print Reading & Welding Symbols**

Learn to read and interpret industrial prints for both mechanical and structural welded fabrications. Includes interpreting various views and types of prints and welding symbols and their application.

**WFT 111 (5) S****Materials & Testing**

Covers theory and application of metallurgical principles applied to weld design and heat affected zone (HAZ), heat treating and distortion (pre-post), and heat effects on crystalline structure of Ferrous and non-ferrous metals. Includes methods of destructive and nondestructive testing. Prereq: WFT 100.

**WFT 120 (6) S****Intro to Welding OXY Acetylene/Shielded Metal Arc Welding**

Practice safe and efficient use of oxyacetylene flame for cutting and joining applications. Perform sound welds using the Shielded Metal Arc Welding (SMAW) process.

**WFT 121 (6) S****(SMAW) Shielded Metal Arc Welding**

Learn advance configurations and position for welding with the Shielded Metal Arc Welding process including vertical and overhead. Prepare for the WABO certification testing procedure.

**WFT 124 (6) S****(GMAW) Gas Metal Arc Welding**

Lab practice and competencies with equipment, multiple positions and applications of GMAW uses. Combines weld theory, operation of OXY-Acetylene and SMAW processes, using mild steel, low alloy steel, aluminum, and stainless steel. Prereq: WFT 100, 120 and 121.

**WFT 125 (6) S****(FCAW) Flux Core Arc Welding**

Lab practice and competencies with equipment, multiple positions and applications of FCAW uses (Inner shield/Dual Shield). Combines weld theory, operation of OXY-Acetylene, and SMAW processes, using mild steel, low alloy and stainless steel. Prereq: WFT 100, 120 and 121.

**WFT 127 (6) S****(GTAW) Gas Tungsten Arc Welding**

Learn equipment, theory of operation and applications of the Gas Tungsten Arc Welding (GTAW) process, also called TIG and Heliarc, that is used in pressure piping systems, aerospace products and with heat-sensitive metals. Prereq: Experience with OAW (gas welding) and at least one arc welding process or permission.

**WFT 128 (6) S****Fabrication (CAC-C) Carbon Arc Cutting (PAC) Plasma Arc Cutting**

Learn the practical transfer of blueprint information onto metal using a variety of techniques. Covers applications of geometric shape constructions and divisions in the shop environment. Demonstrate proficiencies with Carbon Arc Cutting, Plasma Arc Cutting, and manual OXY Fuel Cutting. Prereqs: WFT 100, 105, 120, 121, 124 and 125.

**WFT 144 (6) S****Shipyard Intensive Welding**

Learn to adapt welding techniques to the marine industry. Apply Flux Core Arc Welding (FCAW), tack welding, joint fit-up, back-gouging and other skills in a shipyard work environment. Includes practice with welds in vertical and overhead positions for marine operations and accomplishing welds outdoors in all weather conditions and in areas not easily accessible. Prereq: WFT 125.

**WFT 197 (3) S****Industry Internship**

On-the-job training with college coordination to assist in analyzing and categorizing particular experiences in welding fabrication. Develop confidence, technical and job-keeping skills. Includes significant report writing.

**WFT 220 (7) S****Pipe (SMAW) Shielded Metal Arc**

Learn more advanced configurations and positions for welding with the E 7018, and E 6010 Shielded Metal Arc Welding process on pipe including vertical and overhead. Cut and bevel pipe with oxy fuel and hand tools. Prepare for the WABO pipe certification testing procedure. Prereqs: WFT 100, 120, 121, 124, 125, 127 and 128.

**WFT 227 (8) S****Advanced Fabrication I**

Covers knowledge of all shop equipment and theory of operation and applications of the SMAW, GMAW, FCAW, and GTAW processes through project-oriented exercises. Design and create preapproved individual project. Prereq: All level 100 WFT courses.

**WFT 228 (7) S****Pipe (SMAW/GTAW) Shielded Metal/ Gas Tungsten Arc Welding**

Learn more advanced configurations and position for welding with the E 7018 Shielded Metal Arc Welding and combining Gas Tungsten Arc Welding (GTAW) on pipe including vertical and overhead. Cut and bevel pipe with oxy fuel and hand tools. Prepare for AWS pipe certification testing procedure. Prereqs: All level 100 WFT courses and 220, 227.

**WFT 238 (8) S****Advanced Fabrication II**

Improve skills in all major areas including design and development, estimating, layout, cutting (machine torch & Plasma), forming, fit up, tack welding, and product assessment. Fabricate an approved individual design project. Prereqs: All level 100 WFT courses and 227.

**WFT 296 (3) S****Employment Success Skills**

Identifies behaviors and characteristics that employees need on the job. Develop and gain confidence in communication and listening, teamwork and group interaction, problem-solving, decision-making and customer service.

**WFT 297 (1-12) S****Special Topics**

Special topics for an individual or group in welding fabrication field. Prereq: Permission.

**WINE INDUSTRY TRAINING**

*Students must be 18 to participate in wine-tasting and wine-making.*

**WIN 101 (3) S****Intro to Enology**

Intro to the science of winemaking, including history and geographical distribution; grape varieties and wine types; influence of climate and soil; wine fermentation, handling, storage and bottling methods; wine disorders; winery sanitation; and legal compliance. Lab fee.

**WIN 102 (3) S****Enology Laboratory Analysis**

Intro to vineyard and winery laboratory practices including basic chemistry principles, laboratory techniques and commonly used analysis methods for musts and wines. Lab fee. Prereq: Intro to Chemistry, WIN 101 or permission.

**WIN 103 (4) S****Elements of Wine Production**

Intro to production of wines including considerations that take place during the harvesting of grapes, transportation, stemming and crushing. May include field trip. Oriented for the beginning student. Lab fee. Prereq: WIN 101 and permission. Coreq: WIN 102 and 107.

**WIN 104 (4) S****Elements of Wine Production II**

Intermediate course in winemaking. Emphasizes theories and practices of various fermentation processes, racking, topping and preservation methods. Lab fee. Prereq: WIN 101, 102, 103, 107. Coreq: WIN 108.

**WIN 105 (4) S****Elements of Wine Production III**

Advanced course in winemaking. Emphasizes the final stages of wine production including the philosophy of usage and maintenance of barrels, elements of mixing wine varieties and the final stages of finishing wine production. Lab fee. Prereq: WIN 101, 102, 103, 104, 107. Coreq: WIN 109.

**WIN 107 (1) S****Winery Production I**

Practical application of theories and principles from WIN 108. Lab fee. Prereq: WIN 101 or permission. Coreq: WIN 103.

**WIN 108 (1) S****Winery Production II**

Practical application of theories and principles from WIN 104. Lab fee. Prereq: WIN 103, 107 or permission. Coreq: WIN 105.

**WIN 109 (1) S****Winery Production III**

Advanced studies in winemaking. Practical application of the theories and principles of WIN 105. Lab fee. Prereq: WIN 121, 104, 108 or permission. Coreq: WIN 105.

**WIN 110 (1-3) S****Intro to Wine Science**

An introduction to scientific aspects of wine composition and production for the student with a limited background in chemistry and microbiology. Prereq: WIN 101, 123, 133, MATH 098, CHEM 139.

**WIN 121 (3) S****Intro to Viticulture**

Intro to the theory of grape growing including botany, anatomy, history, distribution, propagation, varieties, wine type, climate, production practices, and common diseases and pests.

**WIN 122 (3) S****Wine Chemistry & Microbiology**

Covers wine chemistry and microbiology including wine acidity, sulfur dioxide, protein and phenolic equilibria and other concerns. Learn to make informed decisions on style, crush options, cellar practices, fining, stabilization and quality assurance. Prereq: Intro to Chemistry, WIN 101, 102 or permission.

**WIN 123 (3) S****Sensory Evaluation**

Intro to wine sensory evaluation methods including statistical analysis of trials, philosophy of wine styles and the common evaluation methods used in sensory testing. Lab fee. Prereq: WIN 101 and 121.

**WIN 131 (3) S****Intro to Washington Wines**

Intro to wines produced in Washington, including history, viticulture practices and winemaking styles. Includes sensory evaluation of representative Washington wines. Lab fee.

**WIN 132 (3) S****Wine History & Appreciation**

A survey of wine and its role in history, religion, art, culture and society from pre-history to now. Includes sensory evaluation of representative wines. Lab fee.

**WIN 133 (5) S****Intro to Wines of the World**

Intro to the world's wine-producing regions, including history, viticulture practices and winemaking styles. Includes sensory evaluation of representative wines. Lab fee.

**WIN 141 (3) S****Wine Marketing & Sales**

Intro to wine marketing and sales methods, basic approaches to packaging, advertising, promotion, retail and wholesale selling of wine. Prereq: Intro to Business, Intro to Marketing or permission.

**WIN 142 (3) S****Wine Business**

Overview of winery operations with emphasis on inventory, pricing, forecasting, sales methods, allocating and distribution of wine from the manufacturer. Covers compliance for Washington State. Includes equipment, insurance, bonding, production, general management and the unique space needs of a winery. Prereqs: BUS& 101, BUS 114 and WIN 141.

**WIN 151 (2) S****Intro to Food & Wine Pairing**

Learn the basic elements of the character and key components of wines. Includes the four primary taste sensations present in everyday food (salty, sweet, bitter and savory) and how these affect the taste of wine. Lab fee. Prereq: WIN 101.

**WIN 152 (3) S****Advanced Food & Wine Pairing**

Continuation of WIN 151. Evaluate the character and key components of wines. Covers the different philosophies of classes and traditional pairs and opens the books on a new and emerging partnership between food and wine. Lab fee. Prereq: WIN 151.



**WIN 153 – 157 (2-4 EA.) S****Food & Wine Pairing Series**

Intro to the philosophies and techniques involved in bringing food and wine together in a cohesive pairing. Each class focuses on a specific group of wines. Participate in team demonstrations of food and wine pairings. Lab fee.

**WIN 153 (4) S****Food & Wine Pairing – Varietals I**

Focuses on Cabernet Sauvignon, Merlot, Pinot Noir, Chardonnay and Sauvignon Blanc. Prereq: WIN 101, 151, 152 (or concurrent enrollment) or permission.

**WIN 154 (4) S****Food & Wine Pairing – Varietals II**

Focuses on Zinfandel, Rhone style Syrah, Viognier, Pinot Grigio and others. Prereq: WIN 101, 151, 152 (or concurrent enrollment) or permission.

**WIN 155 (4) S****Food & Wine Pairing – Varietals III**

Focuses on Italian reds and whites, Rieslings and/or other specific varietals. Prereq: WIN 153 or 154 or permission.

**WIN 156 (2) S****Food & Wine Pairing – Fortified Wines**

Focuses on Sherry, Port, Madeira, Marsala and others. Prereq: WIN 153 or 154 or permission.

**WIN 157 (2) S****Food & Wine Pairing – Desserts**

Focuses on dessert wines: sweet wines, sparkling wines, red varietals and others. Prereq: WIN 153 or 154 or permission.

**WIN 197 (1-5) S****Wine Industry Internship**

Links classroom experience and on-the-job experience and reinforces and documents these experiences. Prereq: 2.5 GPA in WIN 101-109, 122, 123, & 133.

**WOMEN STUDIES****WMN 140 (5) C,N****Women in American History**

Focuses on the role of women in American history, with emphasis on frontier women, the industrial revolution, women's rights movements and the new feminism.

**WMN 200 (5) C,N****Intro to Women Studies:  
Issues of Gender, Race & Class  
in Contemporary Women's Lives**

Interdisciplinary, multicultural intro to Women Studies focusing on the way gender, race, class, sexuality and culture have shaped women's lives. Examines why women occupy similar and different locations in the United States and international cultures. Reading includes both narrative and analytical approaches.

**WMN 205 (5) C,N,S****Women in the Global Context**

Interdisciplinary intro to the study of women in Asia, Africa, Latin America, the Middle East and/or indigenous women in some Western societies. Explores commonalities and differences among women in various societies and cultures. Focuses on women from specific societies or regions varying by instructor.

**WMN 213 (5) C,N****Women & Politics**

Intro to concepts of power and policy issues as they relate to women. Covers theoretical, historical and empirical studies of women's participation in social and political movements nationally and internationally. Includes women's diverse roles in relation to family, economics, labor, government and law.

**WMN 257 (5) C,N****Psychology of Gender**

Explores major psychological theories of sex differences. Examines studies of sex-role development and biological and environmental influences that may determine and maintain sex differences in aggression, cognitive abilities, achievement, motivation, affiliation and sexuality. May be taken as PSYC 257.

**WMN 298 (1-5) N****Special Topics in Women Studies**

Independent research and writing on selected women studies topics under faculty supervision.

**WOOD TECHNOLOGY****WCO 110 (18) C****Intro to Professional Woodworking**

Intro to wood construction skills and safety, including safe operation of basic hand and power tools, wood construction terminology and materials.

**WCO 120 (1) C****Construction & Maritime First Aid**

11-hour course to certify students in First Aid and CPR as required by Washington State Department of Labor and Industries WAC 296-24.

**WCO 130 (18 PER QTR) C****Marine Carpentry**

Covers employable skills in the boatbuilding trade. Includes instruction in fiberglass, wood construction and repair. Prereq: WCO 110. Q-1: Lofting, layout, patterns, design, basic joinery, bevels, bandsaws & safety. Q-2: Fiberglass lay-up & repair, personal & safe shop practices with Fiberglass. Q-3: Fiberglass fitting-out & repair, spray gun, machine safety & maintenance. Q-4: Wood boat construction, estimating, bidding, safety of equipment & compounds. Q-5: Wood boat construction, fitting-out, materials, interior & exterior joinery

**WCO 131 (18) C****Lofting & Layout**

Covers the responsibilities of a boatbuilder beginning with lofting and layout. Interpret designer's drawing and reproduce it full size on a loft surface from which construction patterns and templates are lifted. Includes construction of a Pi scale deck, half-models and brass bevels. Participate in new boat construction and boat repair as available. Prereqs: WCO 110, 120.

**WCO 132 (18) C****Intro to Composites & Marine Cabinetry**

Intro to fiberglass boatbuilding and marine cabinetry construction. Work in teams to lay up, by hand, a complete fiberglass hull, ready to receive wood trim, then begin the marine cabinet project. Uses industry safety and production standards. Prereqs: WCO 110, 120, 131.

**WCO 133 (18) C****Advanced Composites**

Explores more complex fiberglass boatbuilding and repair problems, including repair of damaged fiberglass structures, plug and mold building, and advanced composites, including resin infusion. Apply wood trim to the fiberglass boat constructed in the previous quarter, and complete the marine cabinet. Emphasizes safe and productive use of machinery and supplies. Prereqs: WCO 110, 120, 131, 132.

**WCO 134 (18) C****Basic Wooden Boatbuilding**

Expands skills and concepts. Emphasis on wood boat construction in contemporary and traditional techniques. Work on a wooden boat already under construction, with new boats being started periodically. Covers hull structure, both chine and round bilge. Prereqs: WCO 110, 120, 131, 132, 133.

**WCO 135 (18) C****Wooden Boat Joinery & Repair**

Focuses on wood boat construction; intro to wood boat repair. Covers different types of woods used in boat construction and interior fitting out of hulls. Emphasizes the complexity of job scoping and spar building in wooden boat repair. Prereqs: WCO 110, 120, 131, 132, 133, 134.

**WCO 136 (18) C****Selected Topics in Boatbuilding**

Optional. Opportunity to re-visit a particular project or skill area in order to develop greater command of the subject matter, or to complete an unfinished project.

**WCO 137 (18) C****Special Projects in Boatbuilding & Repair**

Optional. Opportunity to build their own wood or fiberglass boat or to undertake a more comprehensive boat restoration. Emphasis on performance in a professional manner in safety and project execution.

**WCO 140 (18 PER QTR) C****Carpentry**

Four quarters of work dealing with residential construction and remodeling, including technical knowledge and hands-on experience. Prereq: WCO 110. Q-1: Concrete forms & footings, floor systems & job safety. Q-2: General Framing construction, roof framing, staging, working at heights. Q-3: Finish work, setting windows & doors, machine safety. Q-4: Selected class projects.

**WCO 141 (18 PER QTR) C****Residential Remodeling**

Covers specific techniques in residential remodeling including bathrooms and kitchens, stairs, scaffolding design and construction, sheetrock demolition, installation and repair and siding application.

**WCO 142 (4) C****Intro to Carpentry & Blueprint Reading**

Intro to becoming a professional carpenter. Focuses on career pathways, craftsmanship, vocabulary, blueprint reading, and jobsite and tool safety. Covers materials, products, tools and best practices for constructing sustainable residential and light commercial construction. Emphasizes developing a strong work ethic, communication skills and collaboration strategies. Prereq: WCO 110 and proof of First Aid/CPR/AED training.

**WCO 143 (5) C****Building Site Selection to Layout**

Develops skills in site selection, building layout, surveying, and moisture management. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and proof of First Aid/CPR/AED training.

**WCO 144 (9) C****Foundation Systems:****Forms to Concrete Finishes**

Develops skills in building foundations including form construction, concrete and cement placement, reinforcement and finishing. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and proof of First Aid/CPR/AED training.

**WCO 145 (9) C****Framing Systems: Floor to Ceiling**

Develops skills in structural framing systems including building physics, framing layout, alternative and traditional framing techniques and energy efficiency strategies. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and 120.

**WCO 146 (5) C****Roof System: Framing to Roofing Installation**

Develops skills in roof systems including framing styles, roofing techniques, flashing, ventilation, roofing materials, and installation strategies and techniques. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and proof of First Aid/CPR/AED training.

**WCO 147 (4) C****Stairs System:****Rough Framing to Finished Stairwell**

Develops skills in stair systems, including interior and exterior framing styles, layout techniques, and design strategies and techniques. Covers appropriate selection of materials, products, tools and best practices for constructing durable stairways in residential and light commercial buildings. Prereq: WCO 110 and proof of First Aid/CPR/AED training.

**WCO 148 (9) C****Exterior Finishes:****Building Enclosure to Finish Trim**

Develops skills in building exterior systems including building enclosure design, siding installation techniques, installing insulation, window types and installation, flashing techniques and strategies, and trim design and installation techniques. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and proof of First Aid/CPR/AED training.

**WCO 149 (9) C****Interior Finishes:****Door Installation to Finish Trim**

Develops skills in building interior systems including drywall installation and finishing, door and trim installation, finish carpentry techniques and strategies. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and proof of First Aid/CPR/AED training.

**WCO 150 (18 PER QTR) C****Cabinetmaking & Fine Woodworking**

Covers cabinetmaking and millworking, including technical instruction and shop experience. Includes precision work and production of fine furnishings. Prereq: WCO 110. Q-1: Preliminary cabinetmaking skills: planning, basic layout & shop safety. Q-2: Adv. Layout, traditional & contemporary joinery, residential & commercial cabinetry. Q-3: Custom furniture design, construction, joinery, veneering, jigs, finishing. Q-4: Personal projects.

**WCO 151 (18) C****Intro to Cabinetmaking Fundamentals**

Learn to work safely and efficiently with hand, portable, and stationary tools to produce jigs and fixtures to increase productivity. Covers basic principles of joining and assembling, blueprint reading, layout procedures, developing a cut list, milling procedures, and fabrication techniques to successfully produce required projects. Use working drawings, layout on a story stick or on a CAD program to construct a router table.

**WCO 153 (18) C****Basic Cabinetmaking Fundamentals**

Build a series of jigs and fixtures to produce basic traditional joinery. Use working drawings to produce a frameless cabinet based on the 32mm system of cabinet construction, and a face frame cabinet for personal hand tool storage. Includes workplace standards for self-confidence, interpersonal communication and safe use of equipment and tools, and individual skills development.

**WCO 155 (18) C****Advanced Cabinetmaking Architectural**

Design, layout and construct three pieces of furniture using advanced joinery techniques, applications of veneers, and previously learned construction techniques. Emphasizes mortise and tenon joinery, tapered legs and application of basic veneering techniques. Within certain criteria, choose own dimensions, materials and detailing.

**WCO 157 (18) C****Independent Capstone Project**

Propose a culminating project of interior furnishings (casework, furniture, and millwork) of a custom or limited production fabrication. Devise a coherent engineering approach to the concept and manage all project tasks. Emphasizes individual time management, problem solving, creativity, and professional growth. Expand fabrication skills. All projects must be faculty approved.

**WCO 160 (3) C****Architectural Blueprint Reading & Cost Estimating for the Building Trades**

Focuses on how to read and apply information gained from blueprints for cost-estimating and developing cutting lists.

**WCO 164 (2) C****Roof Framing & Stair-Building**

Develop and upgrade efficiency in stair- and roof-building with new techniques and skills.

**WCO 166 (3) C****Furniture Design & Construction**

Survey of furniture design trends in traditional and modern furniture.

**WCO 167 (4) C****Fine Furniture**

For students with solid cabinetmaking skills who are interested in learning techniques suited to making gallery-level fine furniture.

**WCO 170 (3) C****Boat Lofting**

Fundamental course in the development of lofting and fairbody. Covers the relationship of buttocklines, waterlines, sections and diagonals and how to interpret the lines and offsets for fairbody development.

**WCO 180 (1) C****Use & Application of the Hand Router**

Intro to the types and uses of the hand router. Includes basic operations, selection of router bits and an intro to jigs and templates.

**WCO 181 (2) C****Advanced Router Technique Jig & Template Use**

Covers construction of specialty jigs and templates for the hand router, including exploration and explanation of multiple uses and applications.

**WCO 197 (2-15) C****Work Experience – Wood Construction**

Earn work experience credit in the wood construction field. Prereq: Permission.

**WCO 299 (3-18) C****Special Projects in Boatbuilding****WORLD LANGUAGES**

*See Languages & Literature, page 262.*

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 Professional Technical Teaching Certificate.

**HELLER, RAINIER****Physics & Geophysics**

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**HIGDON, DEBORAH****Network Design & Administration**

B.Ed., *University of Hawaii*;  
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 Professional Certification: *Machine Trades Numerical, Machine Technology Control, A+, Network, Linux +, Security +, MCSE, MCP, CCNA, CCA1*;  
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**HIKIDA, ALLAN****English**

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**HINCKLEY, GREGORY****Sociology**

B.A., M.S., *Brigham Young University*.

**HO, EDWYNA****Social & Human Services**

B.S., *Colorado State University*;  
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 Professional Technical Teaching Certificate.

**HORNBECK, ROXANNE****English**

B.S., M.S., *Northern Arizona University*;  
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**HORTON, JOHNNY****English**

B.A., *The Evergreen State College*;  
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**HORTON, MARCIA****Philosophy**

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B.S., *University of Washington*;  
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**HUNT, VALERIE****Applied Behavioral Science B.A.S.**

B.A., *Rhodes College*;  
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**JEFFREYS, CHARLES****Psychology**

B.A., *Tennessee State University*;  
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**JEFFRIES, PORTIA****English**

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**JEWELL, PHEBE****English**

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M.A., Stanford University;  
Ph.D., University of Washington.***KENNEY, RICHARD M.****Maritime***M.A., Marine Maritime Academy.***KHAN, STEPHANIE****Institute of English***B.A., The Evergreen State College;  
M.A., King's College London, U.K.***KING, MELANIE****Art History***B.A., University of Colorado, Boulder;  
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M.A., Sacramento State University.***KNANNLEIN, TANYA****School of Apparel Design & Development***B.F.A., B.A., Washington University;  
Professional Technical Teaching Certificate.***KNUTSON, PETER****Anthropology***B.A., New School for Social Research;  
Ph.D., University of Washington.***KOVAL-HUENUQUEO, RENE****ESL***B.A., M.A.T.E.S.L., University of Washington.***KRIEG, KATE****Anthropology***B.A., New College of Florida;  
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M.A., University of Washington.***LAHER, SAMUEL****Marine Carpentry***A.A.S., Seattle Central Community College.***LAI, TRACY****History***B.A., University of California, Berkeley;  
M.Ed., University of Washington.***LANGKAMP, GREG****Mathematics***B.S., Purdue University;  
M.S., University of Washington.***LEGTTERS, MATTHEW****Biology***B.A., University of Washington;  
M.S., Bastyr University.***LENON, TOM****Graphic Design***A.A.S., Seattle Central Community College;  
B.A., The Evergreen State College;  
Professional Technical Teaching Certificate.***LEPEINTRE, FRANCOIS****Engineering & Computer Science***M.E., Ecole Centrale de Paris;  
M.S., Ph.D., University of Washington.***LEUNG, ELLEN****ESL***B.A., University of Hawaii;  
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M.A., Arizona State University;  
MATESOL & Teaching Certificate,  
Seattle Pacific University.***LEVINE, STACEY****English***B.J., University of Missouri;  
M.A., University of Washington.***LEVY, ANDREA****Mathematics***A.A., Bellevue Community College;  
B.A., M.Ed., Ed.D., University of Washington.***LIVINGSTON, CARL L.****Political Science***B.A., Oral Roberts University;  
J.D., University of Notre Dame.***LOH, ANDRE****ESL***B.A., Whitman College;  
M.A., University of Washington.***LOOS, DANIEL R.****ESL***B.A., University of Washington;  
M.A., University of California, Los Angeles.***LUGG, ADRIENNE****ABE, GED, ESL***B.A., Evergreen State College;  
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TESOL Certificate, Seattle University.***LYLES, MARIAN****Communications***B.A., Alaska Pacific University;  
M.Ed., University of Alaska Fairbanks;  
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A.A.S., Spokane Community College;  
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Professional Technical Teaching Certificate.***MALODY, CHARLES W.****English***B.A., University of Washington;  
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**MANLEY, BRENDAN****Institute of English**

B.A., University of Durham, UK;  
Post Graduate Certificate - TESOL, London  
University Institute of Education.

**MARTIN, JAMES****Seattle Culinary Academy**

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B.A., M.Ed., Western Washington University;  
Professional Technical Teaching Certificate.

**MAXWELL, DAVID****Business Administration & Accounting**

B.A., University of Washington.

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Certificates, Program and Web Development,  
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**MCELMEEL, PAM****Parent Education**

B.S., Western Illinois University;  
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**MCENTIRE, ALLISON****English**

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B.A., Yale University;  
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B.M., M.M., University of Southern  
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M.F.A., University of Southern California;  
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Security+, IBM, DEL, Toshiba, Compaq,  
HP, Apple, Cisco, Novell;  
Professional Technical Teaching Certificate.

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B.A., M.F.A., University of Washington.

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B.A., California State University;  
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**NEWMAN, SARA****IT, Web Design & Development**

Web Design Certificate, South Seattle  
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**NGUYEN, MY****Dental Hygiene**

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**QUINTERO, DAVID****Spanish**

B.A., M.A., Ph.D., *University of Washington.*

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B.A., *University of Washington;*  
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A.A., *Tacoma Community College;*  
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B.A., *University of Malaya;*  
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**ROMBOUTS, ERNESTINE****Social & Human Services**

B.S.W., *University of Washington;*  
M.S.W., *University of Denver;*  
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**RUSSELL, PAT****Social & Human Services**

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B.A., *Psy.D., Antioch University.*

**RUTHERFORD, KAY****Communications**

B.A., M.A., *Washington State University.*

**RYLAND, MARTHA****Nursing**

A.A.S., *Parkland College;*  
B.A., B.S.N., M.A., M.N., *University of*  
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B.S., *Western Illinois University;*  
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O.N.C., *Orthopedic Nurse Certified.*

**SALDIN, JOSEFINA A.****ESL**

B.A., *University of St. Thomas;*  
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**SALVERDA, MARC****Graphic Design**

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**SCHEINER, RACHEL****ABE, ESL**

B.A., *Syracuse University;*  
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**SCHULTZ, TOM****Chemistry**

B.S., M.S., *Eastern Washington University.*

**SCHWARTZ, KRAIG****History**

B.S., *University of Wisconsin, Whitewater;*  
M.A., *Pennsylvania State University;*  
Ph.D., *University of Maine.*

**SEREQUEBERHAN, MIRIAM****ESL**

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*TESL Certificate, Executive Master of Not-*  
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**SHAH, JING-SONG****ESL**

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**SHIN, KELLIE****Mathematics**

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**SIGELMANN, CAMILA****School of Apparel Design & Development**

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B.A., M.Ed., *University of Washington*.

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B.A., M.S.W., *University of Washington*.

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**SKIDMORE, ALEXANDRA****Institute of English**

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B.S., *University of Texas*;  
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**SPARKS, GRACE****Biology**

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**SPENCE-WILCOX, SHARON G.****Library**

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**SWISSHELM, JOHN****Mathematics**

B.S., *Ohio State University*;  
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**TAMBURO, CARRIE****Spanish**

B.A., *University of New Orleans*;  
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**TANZI, RON****Fine Arts**

B.F.A., *University of Washington*;  
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**TARTOW, ROBIN****Microcomputer Management, Applications Support**

B.S., *SUNY Brockport*;  
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**TAYLOR, MICHAEL****Microcomputer Management, Applications Support, Business & Cooperative Education**

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**TENNYSON, BILL****Business Administration**

B.A., *University of Washington*;  
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**TEREFE, TESFAYE****Mathematics**

*Diploma, Kotebe College of Teacher's Education, Addis-Ababa, Ethiopia*;  
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**TESDELL, REBECCA****ESL**

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B.S., *University of San Carlos, Philippines*;  
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**TOLER-SCOTT, ONDINE****School of Apparel Design & Development**

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**TREAT, JAMIE****ESL**

B.A., *Tufts University*.

**TROXCLAIR, MADELYN****English**

B.A., *Louisiana State at Baton Rouge*;  
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**TURNER, DEBORAH****Institute of English**

B.S., *University of Oregon*;  
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**TYLER, KELSEY****Psychology**

B.A., *Antioch University*;  
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**URSIN, JONNY****Mathematics**

B.S., M.S., *Western Washington University*;  
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B.A., *Oberlin College*;  
M.A., M.F.A., *University of Iowa*;  
*Professional Technical Teaching Certificate*.

**VAUGHN, DENISE M.****ESL**

B.A., *University of Michigan*;  
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M.A., A.B.S., *Bastyr University*.

**VILLARBA, MARIE****Chemistry**

B.S., *Willamette University*;  
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**VINCENT, CLYDE****American Sign Language & Deaf Studies**

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B.A., Shimer College;  
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**WALUCONIS, CARL****English**

B.A., Towson State University;  
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**WASSERMAN, JEFFREY****Cabinetmaking**

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Community College;  
B.F.A., Swain School of Design;  
Professional Technical Teaching Certificate.

**WELLMAN, CLARKE****Physics**

B.A., Dartmouth College;  
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**WELLS, SABELLA****Institute of English**

B.A., St. Xavier College;  
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**WESTON, NATHANIEL P.****History**

B.A., Hampshire College;  
M.A., University of Louisiana at Lafayette;  
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**WHITSITT, JONI****Surgical Technology**

Certificate, Seattle Central  
Community College;  
National Certification, National Board of  
Surgical Technology and Surgical Assisting;  
Professional Technical Teaching Certificate.

**WHORLEY, JOSHUA****Biology**

B.A., University of California;  
PhD., University of Washington.

**WICK, DOUGLAS****Chemistry**

A.B., Harvard University;  
Ph.D., University of Rochester.

**WILSON, NAT****American Sign Language & Theater**

B.A., Gallaudet University.

**WISELEY, JOHN****Biology**

B.S., Whitman College;  
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**WOLFE, KARLEEN PEDERSON****Child & Family Studies**

B.Ed., Seattle University;  
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A.O.S. Culinary Arts, Las Vegas Cordon Blue;  
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**WOODMANSEE, ANN****Institute of English**

B.A., University of California, Berkeley;  
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**WOODS, STEPHEN****English**

B.A., Metropolitan College, Denver;  
M.A., Western Washington University;  
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**WRIGHT, GERARD****Mathematics**

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**WYMAN, JEB****English & Journalism**

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# NORTH Faculty & Administration

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President (starting July 1, 2014)

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### JENNIE DULAS

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### JUDITH KITZMAN

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### HENRY GILLON

Manager, Opportunity Center for Employment & Education Workforce Affiliate North Seattle Administrator

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## ADMINISTRATIVE SERVICES

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 Healthcare Technology Management, IT  
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# ACADEMIC CALENDAR

## Summer Quarter 2014

Classes begin	Mon, June 30
Independence Day holiday	Fri, July 4
Quarter ends	Fri, Aug 22

## Fall Quarter 2014

Classes begin	Mon, Sept 22
Veterans Day holiday	Tues, Nov 11
Thanksgiving holidays	Thu & Fri, Nov 27-28
Quarter ends	Wed, Dec 10

## Winter Quarter 2015

New Year's holiday	Thu, Jan 1
Classes begin	Mon, Jan 5
Dr. Martin Luther King Jr. holiday	Mon, Jan 19
Presidents Day holiday	Mon, Feb 16
Quarter ends	Wed, Mar 25

## Spring Quarter 2015

Classes begin	Mon, Apr 6
Memorial Day holiday	Mon, May 25
Quarter ends	Fri, June 19

## Summer Quarter 2015

Classes begin	Mon, June 29
Independence Day holiday observed	Fri, July 3
Quarter ends	Fri, Aug 21

## Fall Quarter 2015

Classes begin	Mon, Sept 28
Veterans Day holiday	Wed, Nov 11
Thanksgiving holidays	Thu & Fri, Nov 26-27
Quarter ends	Wed, Dec 16

## Winter Quarter 2016

New Year's Day holiday	Fri, Jan 1
Classes begin	Mon, Jan 4
Dr. Martin Luther King Jr. holiday	Mon, Jan 18
Presidents Day holiday	Mon, Feb 15
Quarter ends	Wed, Mar 23

## Spring Quarter 2016

Classes begin	Mon, Apr 4
Memorial Day holiday	Mon, May 30
Quarter ends	Fri, June 17

Calendar subject to change; please verify dates with the colleges.  
For Seattle Vocational Institute calendar see <http://sviweb.sccd.ctc.edu/calendar.pdf>.



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