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 new skills or personal interests.

North Seattle College has four Bachelor of Applied Science (B.A.S.) degree programs: International Business, Information Technology Application Development, Early Childhood Education, and Property Management. All of North’s B.A.S. programs are designed for working students, using a hybrid format of online learning combined with weekday evening classes. North is planning to offer additional B.A.S. programs in the future, so keep checking the college website.

The college also provides a rich student life. Concerts, plays, intramural sports, fitness programs, an award-winning literary magazine, and a 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 that have inspired a collegewide commitment to sustainability.

Come for a visit and learn how North changes lives.

Getting Started at North

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

Mission

As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

Vision

Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

Core Themes

- Advancing Student Success
- Excelling in Teaching and Learning
- Building a Sustainable Community
Academic & Student Support Services

Facts at a Glance*

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<thead>
<tr>
<th>2017–2018 ANNUAL PROFILES</th>
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<tbody>
<tr>
<td>Annual attendance 2017–2018</td>
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<th>Special Enrollments</th>
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<td>Distance Education</td>
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<td>Running Start</td>
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<tr>
<td>International Students</td>
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<td>Worker Retraining</td>
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</table>

**FALL 2017 PROFILES**

<table>
<thead>
<tr>
<th>Students **</th>
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<tbody>
<tr>
<td>Median age</td>
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<tr>
<td>Ethnic diversity</td>
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<tr>
<td>Male/Female</td>
</tr>
<tr>
<td>With bachelor or higher degrees</td>
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<tr>
<td>Employed full-time</td>
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<tr>
<td>With dependents single parents</td>
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<td>Full-time/Part-time attendance</td>
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<th>Programs</th>
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<tbody>
<tr>
<td>Academic Transfer</td>
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<td>Workforce Education</td>
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<tr>
<td>Basic Skills, Pre-college, and other</td>
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</table>

<table>
<thead>
<tr>
<th>Course Funding Sources</th>
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</thead>
<tbody>
<tr>
<td>State-funded</td>
</tr>
<tr>
<td>Contract-supported</td>
</tr>
<tr>
<td>Student-supported</td>
</tr>
</tbody>
</table>

* Source: State Board for Community and Technical Colleges Data Warehouse and Seattle College District’s Database.

** State-funded

Career Services and Internships

Career Services
(206) 934-6074
careerservices@seattlecolleges.edu
northseattle.edu/career-services

Career Services provides students with full-time and part-time job listings, job search training, labor market information, and assistance with 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 Center 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. A schedule of WorkSource North Seattle workshops and hiring events can be found at worksourcowa.com (click on Career Tools).

Externships & Practicums

Externships and/or practicums are required for some academic programs. These courses contribute to a significant applied, hands-on learning focus for the degree/certificate, giving students real-world experience that they can bring to future jobs. Externship locations, course credits, and student expectations vary depending on the program of study. Specific information is available from the instructor. Students participating in externships may be required to pay for general liability insurance.

Internships
(206) 934-3734
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 2-credit course designed to assist students in developing and applying for internships. Once an internship is secured, CWE 110 provides 3 credits for the internship.

Class Schedule Quarterly

resources.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.

Advising

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

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.
Computer Labs
(206) 934-3630
itservices.northseattle.edu/content/open-computer-lab
There are five computer labs located on campus. The Open Computer Lab IB 3303 is located in the Instructional Building, northwest corner, third floor (northseattle.edu/locator map). This Open Computer Lab is the best place to start with computer-related problems. The other computer labs are located and described below. For EAD-related problems, be prepared to show picture ID and SID number.

Counseling
(206) 934-3676
northseattle.edu/counseling
Counseling offers North students individual appointments, classes, workshops, and online self-help to identify career interests and select programs of study. Counseling can help students improve concentration, study skills, and test taking; lower stress; manage crises; and find referral resources.

Disability Services
(206) 934-3697 Fax (206) 934-3958
ds@seattlecolleges.edu northseattle.edu/disability-services
Disability Services provides accommodations so qualified students with disabilities have equal opportunities at North. Some accommodations include sign language interpreters, adaptive equipment and software, testing modifications, note taking, and books in alternative format. Students should contact Disability Services as soon as possible to avoid delays in accommodations. We also offer consultations to faculty and staff about course content that provides equal access.

For specific details and additional information on eligibility and policies, see page 45.

eLearning/Distance Education
(206) 934-3738
North’s eLearning Support Center provides logistical support 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 nontraditional delivery modes, including fully online and blended learning. These modes bring new learning options to students who have diverse learning styles, those who require flexibility in their schedules, and those who do not live within commuting distance. Students can earn an A.A. degree and/or receive specific certificates through fully online courses.

See page 25 for complete information on eLearning options.

International Programs
(206) 934-3672
international@seattlecolleges.edu
Fax (206) 934-3794
ip.northseattle.edu
International Programs (IP) oversees admissions of international students for study in the U.S. as well as Study Abroad Programs for domestic students. IP provides international student admissions, activities, and services for students who have nonresident 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 26 for more information.

Library Services
Library Circulation (206) 934-3607
Reference (206) 934-3609
libguides.northseattle.edu/welcome
The Library offers a wide range of services, including research assistance and instruction, individual and group study space, and computers, and access to a wide variety of resources, including class textbooks, books, magazines, journals, and media in a variety of formats.

The Student Media Center
(206) 934-0070
libguides.northseattle.edu/StudentMediaCenter1
The 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.

Teaching and Learning Center
(206) 934-3776
webshares.northseattle.edu/tlc/index.shtm
The TLC is dedicated to the professional development of North’s faculty and staff. We actively support and encourage the continuous improvement of teaching and learning at NSC through workshops; one-on-one assistance; and access to computers, educational technologies, and other equipment.
Opportunity Center for Employment & Education (OCE&E)
(206) 934-6199
nsoceeeinfo@seattlecolleges.edu
northseattle.edu/ocee

The OCE&E brings together multiple state agencies, community-based organizations, and community colleges to help customers achieve self-sufficiency through education and employment. It is the most comprehensive multiservice center on a community college campus in Washington. It offers customer-friendly employment, education, and social services 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 financial assistance programs, and other organizations—all conveniently located in one building. Students can learn more about how to access the OCE&E and its services through the website (above) or through the OCE&E Canvas (online learning management system) community.

Testing Center
(206) 934-3674
northseattle.edu/testing

Students seeking a degree or certificate or enrolling in most English or mathematics classes (or classes with English or mathematics prerequisites) must take the placement tests prior to registration. These tests help the student and advisor select appropriate classes. The placement tests are offered during weekly drop-in hours. Basic Transitional Skills tests, which include ABE and ESL placement tests, are also available during drop-in hours. GED exams need to be scheduled through ged.com. For testing schedule and detailed information, visit the website or the Testing Center.

Student Learning Center
(206) 934-4752
northseattle.edu/tutoring

HSSR building next to the Grove Café

The Student Learning Center offers comprehensive one-on-one and group tutoring services, including accounting, biology, chemistry, computer science, English, ESL, math, world languages, and more. The center also provides other support services, including multimedia computer labs, study rooms, and student success workshops.

Page One Writing & Language Center
The Page One Writing & Language Center offers tutoring assistance on reading, writing, listening, or speaking assignments for any class offered at North.

The Math/Science Learning Center
The Math/Science Learning Center (MSLC) 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.

Accounting and Business Learning Center
The Accounting & Business Learning Center offers student 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.

Veterans Services
School Certifying Official: Greggory Tessensohn
(206) 934-7309
gregory.tessensohn@seattlecolleges.edu
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 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.

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

See page 34 for financial aid information.

Gender Equity Center
(206) 934-3696
northseattle.edu/womens-center

The Gender Equity Center connects current and prospective students to resources, referrals, and information, such as housing assistance, health care, child care, intimate partner/domestic violence, and contraception. To foster diversity, equity, and care, the Gender Equity 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 Gender Equity Center connects students with clubs such as the Feminist Alliance, the LGBTQ Club, and Sexes and Scholars Book Club.

If you have any questions or concerns, please contact Associate Vice President Equity, Diversity & Inclusion, Chief Diversity Office, D’Andre Fisher, (206) 934-3655.
WorkForce Education Programs
(206) 934-3787
nscwfe@seattlecolleges.edu
northseattle.edu/workforce-education

WorkFirst
(206) 934-3769
North is a WorkFirst contractor that provides tuition assistance and support for eligible students. To be eligible, students must be pursuing a career training certificate or degree, English as a second language (ESL) classes, or a high school completion or high school equivalency certificate. Students must also be receiving TANF benefits from DSHS and have a referral.

Opportunity Grant (OG)
Opportunity Grant (OG) helps low-income Washington residents increase job skills and knowledge to become eligible for living-wage, high-demand careers in nursing, nursing assistant, general business, early childhood education, accounting, medical assistant, Allied Health, or any IBEST course. Students must be in one of these programs, be income eligible, have less than an associate degree, and complete a Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA) 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 limited emergency assistance.

Worker Retraining
Worker Retraining provides tuition assistance for students who are eligible for unemployment insurance benefits or have exhausted unemployment benefits, veterans who have been discharged within the past 48 months, active duty military with separation orders, workers employed in a not-in-demand job, displaced homemakers due to divorce or death of spouse, or the self-employed who are now unemployed due to economic changes in their community.

Art Gallery
(206) 934-4557
northseattle.edu/programs/art/art-gallery-north
North's Art Gallery seeks to foster the appreciation of the visual arts on North's campus. We actively engage the college community through dynamic learning opportunities that directly demonstrate cultural and artistic diversity. The gallery is invested in showcasing art that questions established concepts and excels visually through carefully curated thematic exhibitions. It is located next to the Bookstore in IB1430.
11 a.m. to 3 p.m., Monday through Friday
5 to 8 p.m., Wednesday and Thursday evenings

Bookstore
(206) 934-4678
northscc.bncollege.com
The Bookstore carries textbooks, supplemental course materials, food and drinks, school supplies, and North clothing. Rent textbooks and save an average of 50 percent. 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.
8 a.m. to 6 p.m., Monday and Tuesday
8 a.m. to 4:30 p.m., Wednesday through Friday

Child Care Center
(206) 934-3644
northseattle.edu/child-care
For the children of students at North, the ASB Child Care Center provides a safe, supportive, welcoming, and diverse environment that fosters student access, retention, and success. The Child Care 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 5 years old. Call for tours or fee information.
7:30 a.m. to 4 p.m., Monday through Friday
Food Services
(206) 934-3728
northseattle.edu/campus-life/dining

The Grove includes an espresso bar featuring local roasters Caffé D’Arte coffee; an array of fresh pastries and sweets; Grab & Go offerings, including salads, sandwiches, hot panini, snacks, and cold beverages. The Hot Line serves breakfast and lunch and features a rotating menu of Daily Plate entrées, fresh baked pizza, homemade soups, and made-to-order torpedo sandwiches, as well as other daily Grill Specials. Both venues feature local, sustainable ingredients. Food Services is able to provide some special event catering. Please contact with inquiries.

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-security

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 42 for additional information on personal safety.

Student Administrative Team
(206) 934-3642
studentleadership.northseattle.edu

The Student Administrative Team (SAT) serves as North’s executive student government. SAT advocates for the student body by working with faculty, staff, and administration to ensure that student needs and concerns are addressed. SAT, including the student body president, also provides leadership and daily support to the seven student Boards:

- Student Fee Board
- Events Board
- Student Cabinet
- Research and Advocacy Board
- Communications Board
- Sustainability Board
- Club Council

Each board includes students who work with college staff, faculty, and administration on behalf of their constituents, the student body. Students who serve on a board or SAT receive an hourly wage, training, and mentoring designed to strengthen their leadership skills and to provide a foundation for success.

Student Leadership & Multicultural Programs
(206) 934-3642
studentleadership.northseattle.edu/

The department of Student Leadership & Multicultural Programs (SLMP) administers North’s Student Leadership program, which consists of approximately 40 paid student leaders, and collaborates with college faculty, staff, and the administration to develop programming that engages and represents our diverse student body. SLMP promotes and aids in creating a campus climate and culture that respects and celebrates diversity.

SLMP provides leadership training and advising for student leaders as well as a wide variety of cultural, educational, and leisure programs that fuel a vibrant and inclusive campus life. SLMP is committed to supporting students from all backgrounds, experiences, and levels of academic preparation.

Student Clubs
(206) 934-3641
studentleadership.northseattle.edu/clubs

Clubs provide students with opportunities to develop leadership skills and to promote personal and intellectual growth. Participation provides experience in planning, organizing, and working in teams. For information about 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.
Transportation & Parking
(206) 934-0060
northseattle.edu/transportation
North is served by several Metro bus routes. Carpooling, walking, busing, biking, and vanpooling 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 the start of the quarter online at seattlecolleges.edu/parking-permit. 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.

The Roy Flores Wellness Center / Student Recreation
(206) 934-3631
Information Line (206) 934-3649
northseattle.edu/wellness-center
The Roy Flores 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 a 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.

Alumni Association
(206) 934-3604
www.facebook.com/nsccalumni
nsceducationfund.org/alumni
The North Seattle College Alumni Association aims to build and sustain meaningful relationships with our past students, fostering support of current and future students’ success. Any student who has attended North, regardless of whether they completed a certificate or degree, is considered an alumni.
The Alumni Association provides a way to recognize our alumni and encourage alumni mentoring of current students, provide input to enhance college programs and services, and support identification and mentoring of future students. We believe that greater alumni participation directly benefits the students and programs at the college while providing networking opportunities for the alumni themselves.
Like us on Facebook, follow us on Twitter, or contact us using the form below to sign up and share your story about your experience at North Seattle College. Membership is free. Join online at nsceducationfund.org/alumni.

North Seattle College Education Fund
(206) 934-3604
NSCCEducationFund@seattlecolleges.edu
nsceducationfund.org
A nonprofit 501(c)(3) organization guided by a volunteer board of directors composed 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. The Education Fund’s mission is to support the students, faculty, staff, and programs at North Seattle College. Faculty and staff benefit from our work through the following program support, grant, and award programs.
General Education

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

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.

North Seattle College Learning Outcomes

North Seattle College is committed to changing lives through progressive education by advancing student success, excelling in innovative teaching and lifelong learning, and building a responsive community. Our diverse college community is committed to infusing our guiding values into all we do. As a learning community, we foster and promote development of these four essential skills for students completing courses, certificates, or degrees. These outcomes will be achieved through the use of current and emerging pedagogies and technologies, including integrative and applied learning.

- Inquiry based on information accessed through ethical research
- Problem Solving using critical and creative thinking, quantitative and qualitative reasoning, information literacy, and disciplinary and cross-disciplinary knowledge
- Communication in oral, written, and artistic modes of expression, individually and in collaboration with others
- Responsibility for understanding and integrating intercultural competence, practicing ethical reasoning and conduct, applying sustainability principles, and demonstrating respect for self and others

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.
- 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.
Academic Programs

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 5-9.

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.

Associate of Arts (A.A.)

Direct Transfer Agreement

This 90-credit transfer degree fulfills the general education requirements for most four-year degrees in arts and sciences. To earn the A.A. degree, students must achieve a minimum 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 the degree requirements. Students should contact an advisor to develop their individual programs of study.

See pages 6-9 for college transfer course requirements for A.A. or A.S. degree.

Associate of Science Transfer (A.S.)

This degree 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 minimum 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 a direct transfer agreement. 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 minimum 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

Workforce Instruction Division
(206) 934-3730

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.

A.B. degree requirements include satisfactory completion of at least 90 approved credits with a minimum 2.0 cumulative GPA. At least 15 college-level credits must be earned at the Seattle College awarding the degree.
Note: While many Washington state universities accept transfer of this degree, each has individual requirements and/or acceptable course substitutions needed for its specific program. 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 COURSES

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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL &amp; 101 English Composition I</td>
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</tr>
<tr>
<td>ENGL &amp; 102 Composition II</td>
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COMMUNICATION SKILLS | 10

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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 116 Applied Mathematics</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Following can be substituted: MATH &amp; 141 Precalculus I</td>
<td>5</td>
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</table>

QUALITATIVE/SYMBOLIC REASONING | 5

Choose from a minimum of two different prefixes with no more than 10 credits in a discipline area.

VISUAL, LITERARY AND PERFORMING ARTS | 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECON &amp; 201 Micro Economics</td>
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<tr>
<td>ECON &amp; 202 Macro Economics</td>
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Non-ECON course | 5

INDIVIDUAL, CULTURES AND SOCIETIES | 15

<table>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>MATH &amp; 148 Business Calculus</td>
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</tr>
<tr>
<td>Following can be substituted: MATH &amp; 151 Calculus I</td>
<td>5</td>
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<tr>
<td>-OR- MATH &amp; 124 Calculus w/ Geometry II</td>
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Physical, Biological, and/or Earth Sciences | 10

Note: Must include at least one 5-credit laboratory course

THE NATURAL WORLD | 15

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT &amp; 201 Financial Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT &amp; 202 Financial Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT &amp; 203 Managerial Accounting</td>
<td>5</td>
</tr>
<tr>
<td>BUS &amp; 201 Business Law</td>
<td>5</td>
</tr>
<tr>
<td>BUS &amp; 210 Business Statistics</td>
<td>5</td>
</tr>
</tbody>
</table>

BUSINESS COURSES | 25

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>U. S. CULTURES</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CREDITS | 90

The Associate of Fine Arts (A.F.A.) degree certifies completion of approved coursework. It is suitable for students currently working in art but does not currently transfer with the same transfer rights to area colleges as the NSC Associate of Arts (A.A.) degree. However, it is accepted by Evergreen State College and some other colleges with transfer rights similar to those of the A.A. Students seeking a Bachelor of Arts or a Bachelor of Fine Arts should consult NSC A.A. degree requirements, their art advisor, and the university in which they intend to enroll about equivalency requirements. Since university requirements for admission may change annually, the students must keep themselves informed of these changes.

The A.F.A. in Art requires General Education courses as follows: ENGL & 101 and one of the following computation courses: MATH & 107 or above, BUS 116, ACCT 110 or above. Students must also complete 10 credits in two of the three distribution areas: 5 from Visual, Literary, and Performing Arts other than ART courses; 5 from Individuals, Cultures, and Societies; and 5 from The Natural World. There are also 45 required ART credits and a minimum of 25 ART electives. Some of the art courses are offered only once a year, so students should consult the annual schedule (e.g., ART 251, Fall; ART 252, Winter; ART 253, Spring; ART 101, Spring; ART 112 and ART 205, 206, 207, Winter and Spring but not Fall). During the final quarter, students must submit a portfolio of work of at least eight pieces for evaluation. The art faculty will provide exact details on portfolio preparation and will review and vote on acceptability toward the degree.

All A.F.A. students in art must have an art advisor to plan their program. The art advisor is Lynne Hull. Some of the art courses are offered only once a year, so students should consult the annual schedule (e.g., ART 251, Fall; ART 252, Winter; ART 253, Spring; ART 101, Spring; ART 112 and ART 205, 206, 207, Winter and Spring but not Fall). 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 the Arts, Humanities & Social Sciences dean, and requests for such substitutions must be made on the request for waiver form.

Listed below is a possible course sequence for the A.F.A. degree in Art; however, it may be necessary to take courses out of sequence as the quarterly schedule dictates. For more information about program or the annual schedule, contact the Humanities Division at (206) 934-3709.

Fine Arts in Art

Arts, Humanities and Social Sciences

A Certificate of Fine Arts is offered in Art, Jewelry Design, and an Associate of Fine Arts degree is offered in Art.

Candidates for the Associate of Fine Arts degree in Art must complete a minimum of 100 college transfer-level courses (numbered 100 and above) with a GPA of 2.0 or higher. At least 15 credits must be earned at North Seattle College (NSC). The last quarter must be in residence at NSC.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 Design</td>
<td>5</td>
</tr>
<tr>
<td>ART 102 Design</td>
<td>5</td>
</tr>
<tr>
<td>ART 111 Drawing</td>
<td>5</td>
</tr>
<tr>
<td>ART 112 Drawing</td>
<td>5</td>
</tr>
<tr>
<td>ART 114 Beginning Digital Photography, ART 121 Beginning Printmaking, ART 201 Beginning Painting, or ART 211 Beginning Sculpture</td>
<td>5</td>
</tr>
</tbody>
</table>
Programs of Study

ART 2XX Choose two art history courses from the following:
ART 251 Art History – Ancient, ART 252 Art History – Medieval, ART 253 Art History – Modern, ART 255 Art History – Art of the Global South ........................................ 10
ART 210 Digital & Graphic Art – Photoshop + Illustrator ........................................ 5
ART 251 Art History ........................................ 5
Following can be substituted:
ART 252 – Art History ........................................ 5
Art History courses are taught at Seattle Central or other college.
ART 253 Survey of Western Art: Renaissance – Present ........................................ 5
Art History courses are taught at Seattle Central or other college.
ART 290 The Art Business ........................................ 5

GENERAL EDUCATION COURSES
Individuals, Cultures & Societies ........................................ 5
The Natural World ........................................ 5
Computation Course ........................................ 5
Select 5 credits from notated courses below:
MATH 107 (or above), BUS 116 (or above), ACCT 110 (or above) ......... 5
ENGL& 101 English Composition I ........................................ 5
ENGL& 102 Composition II ........................................ 5

ART ELECTIVES GROUP 1: 2-DIMENSIONAL ART
Approved Art electives must be taken in sequence; however, completion of a sequence is not required.
ART 113 Drawing ........................................ 5
ART 114 Introduction to Digital Photography I ........................................ 5
ART 115 Introduction to Digital Photography II ........................................ 5
ART 121 Introduction to Printmaking ........................................ 5
ART 122 Introduction to Printmaking – Intermediate ........................................ 5
ART 123 Continuing Printmaking: Monotype and Monoprint ........................................ 5
ART 124 Screen Printing ........................................ 5
ART 201 Painting ........................................ 5
ART 202 Painting ........................................ 5
ART 203 Painting ........................................ 5
ART 204 Mural Art ........................................ 5
ART 214 Digital & Graphic Art – Intermediate ........................................ 5
ART 215 Advanced Digital Art ........................................ 5
ART 166 Video Art ........................................ 5
ART 240 Book Arts ........................................ 5

GROUP 1 - 2-DIMENSIONAL ART ........................................ 5

ART ELECTIVES GROUP 2: 3-DIMENSIONAL ART
Approved Art Electives must be taken in sequence; however, completion of a sequence is not required.
ART 211 Sculpture ........................................ 5
ART 212 Sculpture ........................................ 5
ART 213 Sculpture ........................................ 5
ART 221 Ceramic Art ........................................ 5
ART 222 Ceramic Art ........................................ 5
ART 223 Ceramic Art ........................................ 5
ART 281 Jewelry Design I ........................................ 5
ART 282 Jewelry Design II ........................................ 5
ART 283 Introduction to Alloying and Jewelry Casting ........................................ 5
ART 284 Bench Techniques and Practices ........................................ 5
ART 285 Metal Techniques for Small Scale Sculpture ........................................ 5

GROUP 2 - 3-DIMENSIONAL ART ........................................ 5

ELECTIVES BETWEEN GROUP 1 AND GROUP 2 ........................................ 25

TOTAL PROGRAM CREDITS ........................................ MINIMUM 90 + PORTFOLIO

Liberal Arts
North Seattle College Academic Advising
The Associate of Arts (A.A.) is a flexible degree that prepares students to transfer to a four-year institution in a variety of majors related to the humanities, literature, political science, psychology, sociology, and more. A.A. degree students receive a broad education in English composition, quantitative reasoning, and social and natural sciences. Students complete 90 credits, tailored to meet individual academic goals. Students are strongly encouraged to meet with an advisor to discuss specific career goals and recommended coursework.

Associate of Arts (A.A.)
ELECTIVES
See advisor for list of approved courses.
AREAS OF KNOWLEDGE DISTRIBUTION REQUIREMENTS
See advisor for list of approved course, or use links below.

Science
North Seattle Academic Advising
The Associate of Science Degree: Option 1 is intended for students planning to transfer to a four-year college or university and major in biology, environmental/resource sciences, chemistry, geology, or earth sciences.

Students will complete 90 credits, including many of the laboratory and prerequisite courses for their major prior to transferring. Students are strongly encouraged to meet with an advisor to discuss specific career goals and recommended coursework.
Special Opportunities for Upper-Division and Graduate Courses

Eastern Washington University at North
(509) 359-6254 (EWU Department of Engineering & Design)
ewu.edu/CSEH/Programs/Engineering/NCSCEE

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
(206) 934-3719
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.

Western Governors’ University (WGU) – Washington
(877) 214-7004
washington.wgu.edu

WGU offers associate degree graduates junior status in four baccalaureate online education pathways: education, business, information technology, and health professions. North Seattle College B.A.S. program graduates may also qualify for reduced tuition when enrolling in WGU Washington graduate education programs.

Professional & Technical Programs

See page 117 for details about North’s programs.
Bachelor's Degrees

North Seattle College offers four Bachelor of Applied Science degrees: International Business, Residential and Commercial Property Management, Application Development, and Early Childhood Education. These degrees build on associate degrees that provide workplace skills in specific career areas. When compared with 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.

Application Development

Math and Science Division
(206) 934-7025

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 (IT) degrees, such as Associate of Applied Science (A.A.S.), or students who are interested in the programming field and have at least two years’ worth of college credit. 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.

A minimum of a 2.5 cumulative GPA and a 2.5 GPA or higher in all IT courses. Any General Education requirements taken as part of the associate degree can be transferred in to satisfy requirements. Contact the program office for further information.

Application Development
Bachelor of Applied Science (B.A.S.)

DEGREE REQUIREMENTS

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.

PREREQUISITES - IT COURSES

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Development/Programming in SQL</td>
<td>5</td>
</tr>
<tr>
<td>Web Programming/Web Development</td>
<td>5</td>
</tr>
<tr>
<td>Programming</td>
<td>10</td>
</tr>
<tr>
<td>5 credits of Object-Oriented Programming strongly recommended (Equivalent courses may be substituted)</td>
<td></td>
</tr>
</tbody>
</table>

PREREQUISITES - GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative/Symbolic Reasoning (QSR)</td>
<td>5</td>
</tr>
<tr>
<td>QSR course in Computer Science, Statistics or Mathematics (Statistics recommended) (Equivalent courses may be substituted)</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

PREREQUISITIES - GENERAL EDUCATION CREDITS 10

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD 300</td>
<td>Component Software</td>
<td>5</td>
</tr>
<tr>
<td>AD 315</td>
<td>Discrete Mathematics in Computer Programming</td>
<td>5</td>
</tr>
<tr>
<td>AD 320</td>
<td>Web Application Development</td>
<td>5</td>
</tr>
<tr>
<td>AD 325</td>
<td>Data Structure &amp; Algorithms</td>
<td>5</td>
</tr>
<tr>
<td>AD 340</td>
<td>Mobile Application Development</td>
<td>5</td>
</tr>
<tr>
<td>AD 350</td>
<td>Database Technology</td>
<td>5</td>
</tr>
<tr>
<td>AD 400</td>
<td>Project Management</td>
<td>5</td>
</tr>
<tr>
<td>AD 410</td>
<td>Web Application Practicum</td>
<td>5</td>
</tr>
<tr>
<td>AD 420</td>
<td>Cloud Computing - Software As Service</td>
<td>5</td>
</tr>
<tr>
<td>AD 430</td>
<td>Mobile Application Practicum</td>
<td>5</td>
</tr>
<tr>
<td>AD 440</td>
<td>Cloud Computing Practicum</td>
<td>5</td>
</tr>
<tr>
<td>AD 450</td>
<td>Data Science</td>
<td>5</td>
</tr>
<tr>
<td>AD 470</td>
<td>Data Science Practicum</td>
<td>5</td>
</tr>
<tr>
<td>AD 490</td>
<td>Internship/Capstone Project</td>
<td>5</td>
</tr>
</tbody>
</table>

TECHNICAL SPECIALTY CREDITS 70

RELATED INSTRUCTION

General Education Prerequisites comprise 10 of 60 credits required.

Visual, Literary and Performing Arts.                      | 10
  Contact the Advising Center for acceptable courses.

Individual, Cultures and Societies.                        | 10
  Contact the Advising Center for acceptable courses.

The Natural World.                                         | 10
  At least one 5-credits lab required.
  Contact the Advising Center for acceptable courses.

Communication.                                             | 5
  5 credits in a Composition, Writing-intensive, or Basic Speaking Skills course

General Education Elective.                                 | 15
  Credits may be selected to best suit the needs of the baccalaureate program.

ELECTIVES

See Advising Center for list of courses.

Includes any credits taken towards the associate degree and/or technology prerequisites.

TOTAL PROGRAM CREDITS 180
Early Childhood Education

Bachelor of Applied Science (B.A.S.)

**PREREQUISITES**
- ECED& 107 Health, Safety, and Nutrition 5
- ECED& 160 Curriculum Development 5
- ECED& 170 Environments-Young Child 3
- EDUC& 115 Child Development 5
- EDUC& 130 Guiding Behavior 3
- EDUC& 150 Child Family and Community 3

**TECHNICAL SPECIALTY COURSES**
- ECE 305 Early Childhood Education Approaches and History 3
- ECE 310 Cognition and General Knowledge 5
- ECE 320 Creative Expression 3
- ECE 350 Practicum: Interactions 5
- ECE 355 Anti-Bias Education 3
- ECE 405 Partnership and Collaboration in Early Care and Education 3
- ECE 410 Inclusive Early Childhood Education 4
- ECE 415 Children and Media 3
- ECE 420 Social and Emotional Foundations 5
- ECE 430 Linguistically Diverse Learners 5
- ECE 450 Child Development and Assessment 5
- ECE 480 Leadership and Professional Community 5
- ECE 490 Capstone 5

**GENERAL EDUCATION**
- ENGL& 101 English Composition I 5
- ENGL& 102 Composition II 5

ENGL& 101 is counted toward general education requirements. Must be eligible for ENGL& 101 through English Placement Exam or completion of ENGL 097/ENGL 098.

**ELECTIVES**
- Visual, Literary and Performing Arts 15
- Individual, Cultures, and Societies 20
- The Natural World 10
- Quantitative/Symbolic Reasoning 5

One course must include lab.

**ADDITIONAL CREDITS**
- INFO 101 Introduction to Information Resources 2

**TOTAL PROGRAM CREDITS** 182

International Business

Bachelor of Applied Science (B.A.S.)

**DEGREE REQUIREMENTS**
- A.A., A.S., A.B., A.A.S., A.A.S.-T degree earned with a minimum 2.0 GPA

**PREREQUISITEST**
- ACCT& 201 Principles of Accounting I 5
  Counts towards B.A.S. elective credits.
- ACCT& 202 Principles of Accounting II 5
  Counts towards B.A.S. elective credits.
- ACCT& 203 Principles of Accounting III 5
  Counts towards B.A.S. elective credits.
- BUS& 201 Business Law 5
  Counts towards B.A.S. elective credits.
### Programs of Study

#### North

## Business Administration

### Technical Specialty Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE 494</td>
<td>International Business Internship Preparation</td>
<td>1</td>
</tr>
<tr>
<td>CWE 495</td>
<td>Baccalaureate Internship</td>
<td>9</td>
</tr>
<tr>
<td>IBN 301</td>
<td>International Management</td>
<td>5</td>
</tr>
<tr>
<td>IBN 302</td>
<td>International Marketing</td>
<td>5</td>
</tr>
<tr>
<td>IBN 303</td>
<td>Ethics and International Business</td>
<td>3</td>
</tr>
<tr>
<td>IBN 310</td>
<td>Operations Management</td>
<td>5</td>
</tr>
<tr>
<td>IBN 311</td>
<td>International Business Law</td>
<td>3</td>
</tr>
<tr>
<td>IBN 320</td>
<td>International Finance</td>
<td>5</td>
</tr>
<tr>
<td>IBN 350</td>
<td>International Business Practice</td>
<td>5</td>
</tr>
<tr>
<td>IBN 401</td>
<td>International Project Management</td>
<td>5</td>
</tr>
<tr>
<td>IBN 402</td>
<td>Management of Information Systems</td>
<td>5</td>
</tr>
<tr>
<td>IBN 410</td>
<td>International Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>IBN 420</td>
<td>Global Business Strategy</td>
<td>5</td>
</tr>
<tr>
<td>IBN 490</td>
<td>Research Skills for International Business</td>
<td>2</td>
</tr>
</tbody>
</table>

### General Education Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 215</td>
<td>International Communication and Relations</td>
<td>5</td>
</tr>
</tbody>
</table>

### Electives

Total required Elective credits includes 25 credits from program prerequisites as listed and notated above, excluding ENGL&101, and 35 credits as noted below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 116</td>
<td>Applications of Math: Management, Life and Social Sciences</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;141</td>
<td>Pre-Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;148</td>
<td>Business Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>Visual, Literary, and Performing Arts</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp;102</td>
<td>Composition II</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp;235</td>
<td>Technical Writing</td>
<td>5</td>
</tr>
</tbody>
</table>

### Total Program Credits

Total program credits: 180

---

### Residential and Commercial Property Management

The Residential and Commercial Property Management (RCPM) program prepares students for a career in either residential or commercial property management. It is a multidisciplinary curriculum, combining business, accounting, and real estate courses. The RCPM program is an extension of a business, accounting, or real estate A.A.S.-T degree, with upper-division courses in property management. Students from several different business, accounting, and real estate programs will be qualified to enter the RCPM program.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

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

#### Associate degree or equivalent

**PREREQUISITES**

English 101 fulfills required program general education credits. All other prerequisite courses fulfill required program elective credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 202</td>
<td>Principles of Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 203</td>
<td>Principles of Accounting III</td>
<td>5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business and Economic Statistics</td>
<td>5</td>
</tr>
</tbody>
</table>

### Technical Specialty Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWE 495</td>
<td>Baccalaureate Internship</td>
<td>3</td>
</tr>
<tr>
<td>INFO 300</td>
<td>Information Literacy for Undergraduate Research</td>
<td>3</td>
</tr>
<tr>
<td>RCPM 301</td>
<td>Principles of Residential Property Management</td>
<td>3</td>
</tr>
<tr>
<td>RCPM 302</td>
<td>Stakeholder Relations &amp; Professional Development</td>
<td>4</td>
</tr>
<tr>
<td>RCPM 303</td>
<td>Intro to Development and Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>RCPM 304</td>
<td>Principles of Commercial Property Management</td>
<td>2</td>
</tr>
</tbody>
</table>
Programs of Study

RCPM 310  Specialty and Affordable Housing............. 2
RCPM 311  Marketing & Leasing of Residential Real Estate ................. 2
RCPM 313  Marketing and Leasing of Commercial Real Estate .................. 3
RCPM 315  Introduction to Negotiations. ......................... 2
RCPM 320  Financial Accounting for Property Management ................... 4
RCPM 330  Leadership and Team Building ......................... 3
RCPM 350  Revenue Management for Property Management ............... 2
RCPM 401  Project Management for Property Management ................... 5
RCPM 402  Supervision and Management ......................... 4
RCPM 403  Real Estate and Fair Housing Law ...................... 4
RCPM 410  Professional Ethics in Property Management ................... 2
RCPM 420  Sustainable Facilities Management ...................... 5
RCPM 494  Practicum Portfolio ................................ 4

GENERAL EDUCATION COURSES
CMST& 220  Public Speaking .............................. 5
ECON& 201  Micro Economics ............................. 5
ECON& 202  Macro Economics ............................. 5
ENGL& 101  English Composition I .......................... 5
Must be eligible for ENGL&101 through English Placement Exam or completion of ENGL 097/098.
ENGL& 102  Composition II ................................. 5
Following can be substituted:
  ENGL&235 Technical Writing .................................. 5
MATH 116  Applications of Math: Management, Life, and Social Sciences ............. 5
Following can be substituted:
  MATH&141 Pre-Calculus I ................................. 5
  OR  MATH&142 Pre-Calculus II ........................... 5
  OR  MATH&148 Business Calculus ....................... 5
  OR  MATH&151 Calculus I ................................. 5
Visual, Literary, and Performing Arts ................. 10
Individual, Cultures, and Societies ..................... 5
The Natural World ........................................ 10
Must include at least 5 credits of lab science.
U.S. Cultures ........................................ 5
Following can be substituted: Global Studies
  Recommended courses:
    CMST 205 Multicultural Communications
    HUM 105 Intercultural Communications

ELECTIVES – REQUIRED ELECTIVES
Total of 60 elective credits can be taken one of two ways:
  23 credits of required electives + 37 credits of 100/200-level courses
  35 credits of required electives + 25 credits of 100/200-level courses
Select credits from course listed below:
  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
  Following can be substituted:
  RES 170  Real Estate Law .................................. 3
  BUS 210  Business and Economic Statistics ............ 5
Following can be substituted:
  MATH&146 Introduction to Statistics ................. 5

ELECTIVES – 100/200-LEVEL COURSES
Total of 60 elective credits can be taken one of two ways:
  23 credits of required electives + 37 credits of 100/200-level courses
  35 credits of required electives + 25 credits of 100/200-level courses
Select from courses/credits not counted as Gen Ed credits – commonly fulfilled by accounting/business/real estate courses. See Advising for list of approved courses.

Continuing Education Classes
(206) 934-3705
learnatnorth.org
Continuing Education is committed to enriching lives by:
- Expanding horizons
- Serving the community
- Offering opportunities for lifelong learning
Continuing Education encourages lifelong learning through noncredit 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
Continued 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.
Bridge to College/Pre-College

Basic & Transitional Studies Division
(206) 934-4720

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 a better job, 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
- Career and College Ready 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
- High School 21+

Bridge to College Programs

Developmental Education
English, Mathematics and Human Development Courses
English (206) 934-7309 / Math (206) 934-3746
northseattle.edu/programs/pre-college-english
northseattle.edu/programs/pre-college-math

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

Career and College Ready 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 26.

Concurrent High School/College Programs

Running Start
(206) 934-3682
northseattle.edu/running-start

Running Start is a program that allows qualified high school juniors and seniors to register for college-level courses while remaining enrolled at their local public 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 provide proof of placement into college-level English or 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.

College in the High School
Arts, Humanities, and Social Sciences Division
(206) 934-3709
northseattle.edu/college-high-school

The College in the High School program at North Seattle College is a cooperative program between the Seattle Public Schools and the Seattle Colleges. Students have the opportunity to earn college and high school credit simultaneously while remaining on their high school campuses. The courses are taught by qualified high school teachers who collaborate with NSC faculty mentors (course leads) to ensure that the work students perform is college-level, providing students with insight to the academic standards of college courses.
Pre-College Programs

Adult Basic Education
(206) 934-7303
northseattle.edu/programs/abe-ged

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

English as a Second Language
(206) 934-7303
northseattle.edu/programs/esl

English as a Second Language (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, grammar, and digital literacy are taught, with special emphasis on the English skills needed for survival and employment. These noncredit 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 concentrates on college-preparation skills.

GED Preparation
(206) 934-7303
northseattle.edu/programs/abe-ged

The General Educational Development (GED) is a certificate of successful completion of the four-part GED test. It is an equivalent of a high school education and is usually accepted in place of a diploma. The GED Preparation program prepares adult students 18 and older to take the exams. Students review reading, math, grammar, writing, social studies, science, and test taking. Tuition is $25 per quarter (subject to change).

Prerequisite: Placement by orientation coordinator or instructor permission.

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

See page 23 for additional information.

High School Completion
(206) 934-7303
northseattle.edu/programs/high-school-completion

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

See page 24 for details and possible tuition waivers.

High School 21+

An alternative to the GED, High School 21+ (HS 21+) is a competency-based program that adds high school-level education and training to Basic Skills classes so that students can complete high school while transitioning into college or Professional Technical programs at North. Students who complete the program receive a high school diploma, not an equivalency. With HS 21+, students can take ABE, GED, HSC, Advanced ESL, I-Best, and college-level classes and receive high school credit. They can also take portfolio classes in subjects like fine arts, health, physical education, and Washington state history, which allows them to document and use prior learning in these fields while working at their own pace. They can also use skills learned on the job or in the military to receive high school credits. HS 21+ students work closely with North’s ABE advisors to review high school transcripts (foreign transcripts accepted) as well as life and work experience. Together they work to craft an individualized educational plan to receive the high school diploma as a part of a customized pathway to college and careers. Tuition is $25 per quarter.

eLearning/Distance Education

(206) 934-3738
elearning.northseattle.edu

North offers many credit courses that do not require campus visits. Online classes are designed so students can keep in close contact with their instructors using a Learning Management System, which includes 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.
International Programs

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

North Seattle College is proud to welcome a diverse population of international students from all over the world. These students can choose to study in North’s Intensive English program, career training, and college transfer programs. Many are also active in campus activities and organizations. 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. A three-day arrival orientation program prepares students to begin a successful academic experience, and the Intentional Programs Office provides special programming and advising services for international students throughout their time at the college.

Intensive English Program

The Intensive English program is for students who 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 also take regular college classes. Upon successful completion of the Intensive English Program (IEP) or testing into college-level English, they may enter one of the college’s academic or technical programs. See page 27 for more information.

International High School Completion

(206) 934-3672
ip.northseattle.edu/high-school-completion-plus

International students who have not completed a high school diploma have the opportunity to earn a Washington state high school diploma and an associate degree at the same time through North’s High School Completion Plus program. Students planning to work toward a high school diploma should meet with the international high school advisor in the International Programs Office for information.

Travel/Study Abroad

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

North Seattle College offers a variety of international study opportunities, including quarter-length and short-term options. These offerings are updated annually, so interested students should contact the International Programs Office to learn about programs and scholarship opportunities.

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 workforce
- 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
- Has separated from the military with an honorable discharge within the last 24 months
- Has suffered a loss of more than 50 percent 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 28 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 coursework 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 to progress in their fields. North Seattle College, including these programs, is accredited by the Northwest Commission of Colleges and Universities.

Accounting

Workforce Instruction Division

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 110</td>
<td>Introduction to Accounting/Bookkeeping I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 131</td>
<td>QuickBooks</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 202</td>
<td>Principles of Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 203</td>
<td>Principles of Accounting III</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 255</td>
<td>Individual Income Tax</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 257</td>
<td>Business Tax Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 260</td>
<td>Peachtree Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 261</td>
<td>Accounting Information Systems</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 267</td>
<td>Not-for-Profit Financial Management</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 271</td>
<td>Ethics in Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CWE 110</td>
<td>Internship</td>
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RELATED INSTRUCTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 124</td>
<td>Excel for Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 131</td>
<td>Integrated Communications I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 169</td>
<td>Using Computers in Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Law and Society</td>
<td>5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business and Economic Statistics</td>
<td>5</td>
</tr>
<tr>
<td>BUS 236</td>
<td>Interpersonal Communications for the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>U.S. Cultures</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Related Instruction</td>
<td></td>
<td>93</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CREDITS

93

Accounting Associate of Applied Science Transfer (A.A.S.-T)

The Associate in Applied Science – Transfer (A.A.S.-T) degree is built upon technical skills for job preparation but also includes a college-level general education component common to all the A.A.S.-T degrees. The Accounting A.A.S.-T degree is designed as a transfer program for those interested in an applied baccalaureate degree and, in particular, for students interested in the Bachelor of Applied Science (BAS) – International Business degree program here at North Seattle College.

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 131</td>
<td>QuickBooks</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting I</td>
<td>5</td>
</tr>
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<td>Principles of Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT&amp; 203</td>
<td>Principles of Accounting III</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 255</td>
<td>Individual Income Tax</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 257</td>
<td>Business Tax Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 260</td>
<td>Peachtree Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 261</td>
<td>Accounting Information Systems</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 267</td>
<td>Not-for-Profit Financial Management</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 271</td>
<td>Ethics in Accounting</td>
<td>5</td>
</tr>
<tr>
<td>CWE 110</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 116</td>
<td>Applications of Math: Management, Life, and Social Sciences</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201</td>
<td>Micro Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 202</td>
<td>Macro Economics</td>
<td>5</td>
</tr>
</tbody>
</table>

RELATED INSTRUCTION

ENGL 101 English Composition I | 5
Must be eligible for English 101 through English Placement Exam or completion of English 097/098.

MATH 116 Applications of Math: Management, Life, and Social Sciences | 5
May substitute MATH&141 or any math class with MATH&141 as a prerequisite.

The Natural World | 5
To transfer to an applied baccalaureate program, a lab course in physical, biological, and/or earth science is required.

U.S. Cultures | 5
Following can be substituted: Global Studies

RELATED INSTRUCTION: ELECTIVE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 251</td>
<td>Intermediate Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 252</td>
<td>Intermediate Accounting II</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 256</td>
<td>Taxation of Corporations and Partnerships</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 261</td>
<td>Accounting Information Systems</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 265</td>
<td>Accounting for Not-for-Profit and Government Entities</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 267</td>
<td>Not-for-Profit Financial Management</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 270</td>
<td>Cost Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 271</td>
<td>Ethics in Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 272</td>
<td>Fraud Examination</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 273</td>
<td>Introduction to Financial Crimes</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 274</td>
<td>Forensic Accounting</td>
<td>5</td>
</tr>
<tr>
<td>ACCT 275</td>
<td>Auditing</td>
<td>5</td>
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</tbody>
</table>
Professional Technical Programs

BUS& 101 Introduction to Business ................ 5
BUS 112 Issues in the American Workplace ......... 5
BUS 114 Introduction to Marketing .................. 5
BUS 118 Project Management Introduction and Overview .......................... 5
BUS 119 Leadership and Management Skills ........ 3
BUS 151 Introduction to Entrepreneurship .......... 5
BUS 169 Using Computers in Business .............. 5
BUS 186 Sustainable Business ...................... 5
BUS 215 Introduction to International Trade Business .. 5
BUS 229 Project Management Tools Techniques and Control ........................ 5
CMST& 220 Public Speaking .......................... 5

TOTAL CREDITS: 90
Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement. Please consult a college advisor and/or the program coordinator.

**Accounting Fraud Short-Term Certificate**

This certificate provides students with an overview of detection and prevention of financial fraud, financial abuse, and economic crime. Topics include money laundering, bribery and kickback schemes, retail loss prevention, investment swindles, securities fraud and Ponzi schemes, health care and Medicare/Medicaid fraud, inventory fraud, insurance fraud, and other accounting frauds. Additionally, the certificate will include case studies and discussions on preventative methods, effective internal control, and corporate culture and ethics. Instructional material will include videos of real-life financial crimes, interviews with perpetrators, record reconstruction, and recorded presentations by experts in the field.

**PREREQUISITES**

ACCT 200 Accounting for Non-Accountants ........ 5

Following can be substituted:
ACCT 272 Fraud Examination .......................... 5
ACCT 273 Introduction to Financial Crimes ........ 5
ACCT 274 Forensic Accounting .......................... 5

TOTAL PROGRAM CREDITS: 15

**Advanced Tax Preparation Certificate**

This certificate provides the student with an understanding of income tax law and procedures for individuals, corporations, and other entities. As part of the certificate program, the student prepares basic income tax returns for others.

**PREREQUISITES**

ACCT 110 Introduction to Accounting/Bookkeeping I .. 5
ACCT 255 Individual Income Tax ........................ 5
ACCT 256 Taxation of Corporations and Partnerships .. 5
ACCT 257 Business Tax Accounting ..................... 5
ACCT 258 Practical Income Tax Preparation ............ 5
ACCT 259 Practical Income Tax Preparation II .......... 5
ACCT 264 Tax Research Gifts and Estates ................ 5

TOTAL PROGRAM CREDITS: 35

**Allied Health**

**Workforce Instruction Division**

This program provides students with the prerequisite courses required to apply for admission to a nursing program or advanced allied health program. Advanced allied health programs have additional prerequisites. Please see program information on the website or speak to an advisor. Graduates of the program will be prepared for positions in medical front office, nursing assistant – certified (NAC), or other positions depending on their course of study.

This program prepares students for transfer to the Allied Health B.A.S degree program at Seattle Central College.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

**Allied Health Sciences**

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

**PREREQUISITES**

Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior coursework. Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.
TECHNICAL SPECIALTY COURSES
Up to 40 college credits may be block-transferred from the student’s 40 Allied Health certificate program(s). Examples of eligible Allied Health course prefixes: AHD, AHL, MAA, SURG, NUR, PHA, AMA, AHE, CMA, and EDT. For nursing students, these credits must include a Nursing Assistant – Certified (NA-C) certificate.

If fewer than 40 college credits are block-transferred in, the difference may be made up by credits from allied health courses with the above prefixes and/or a maximum of 10 credits of business (BUS) courses.

GENERAL EDUCATION
ENGL& 101 English Composition I .................. 5
MATH& 146 Introduction to Statistics................ 5
Visual, Literary, and Performing Arts .................. 5
Recommended courses:
HUM 105 Intercultural Communications.......... 5
-OR- CMST&210 Interpersonal Communications . 5
Individual, Cultures, and Societies .................... 5
Recommended courses:
PSYC&100 General Psychology................ 5
-OR- SOC&101 Intro to Sociology................ 5
Lab Science .................................. 5
Recommended courses:
CHEM&121 Intro to Chemistry ................ 5
-OR- BIOL&160 General Biology w/Lab ........ 5

RELATED INSTRUCTION
See Advising for courses that fulfill related instruction/foundation science requirement.

Architectural Engineering Drafting Certificate

TECHNICAL SPECIALTY COURSES
TDR 109 Architectural Engineering Lab. ............... 1
Total of three 3 credits required –
may be repeated each quarter.
TDR 111 Basic CAD Drafting for Construction
and Design .................................... 5
TDR 112 Intermediate CAD Drafting/Construction
and Design .................................... 5
TDR 113 Basic Drafting ................................ 5
TDR 115 Civil and Site Drafting ....................... 5
TDR 124 Materials and Methods of Construction .... 5
TDR 134 Systems in Buildings ....................... 5
TDR 144 Design and Construction Environment ... 5

RELATED INSTRUCTION
BUS 236 Interpersonal Communications for the Workplace . 5
Following can be substituted:
Any 100-level approved human relations course.
EET 109 Mathematical Applications for Circuit Analysis ........... 5
Following can be substituted: Higher-level math course
-OR- MATH 102 College Algebra ................ 5
ENGL&101 English Composition I .................. 5
Following can be substituted:
3 credits ENGL 105 and 5 credits General Education

TOTAL CREDITS 53

Architectural Engineering Drafting Associate of Applied Science (A.A.S.)
Completion of Certificate Requirements: 53 credits

TECHNICAL SPECIALTY COURSES
TDR 100 Basic BIM for Design and Construction .... 5
TDR 101 Intermediate BIM for Design
and Construction ................................ 5
TDR 109 Architectural Engineering Lab ................ 1
Total of two 2 credits required –
may be repeated each quarter.
TDR 160 Applied Mechanics I ....................... 5
TDR 269 Construction Estimating .................... 5

RELATED INSTRUCTION
General Education Courses .......................... 5
ENGL& 230 Technical Writing ....................... 3
General Education Elective ........................... 5
Select from approved General Education categories.
See the Advising Center.

ELECTIVES
IT 101 Software Applications ....................... 5
Following can be substituted:
Computer Skills Elective:
BUS 169 Using Computers in Business
-OR- CSC 111 Computers for Math & Science

TOTAL PROGRAM CREDITS 93
Aviation Electronics
Workforce Instruction Division

Aviation Electronics I: Wire Assembly Certificate
This certificate is designed to provide students with the basic knowledge, skills, and abilities to meet minimum requirements for employment as an entry-level wire assembly technician in aerospace-related technologies.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

PREREQUISITES
For placement testing, contact Testing Center, (206) 527-3674.
To begin program, students must test into the English and Math courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 169 Using Computers in Business</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 097 English 097: Integrated Reading and Writing</td>
<td>10</td>
</tr>
<tr>
<td>MATH 084 Algebra I</td>
<td>5</td>
</tr>
</tbody>
</table>

Following can be substituted:
- Equivalent computer experience
- Higher ENGL course
- Higher MATH course
- Have taken equivalent or higher MATH course

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 107 Introduction to Aviation Electronics</td>
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<tr>
<td>EET 108 Introduction to Fiber Optics</td>
<td>5</td>
</tr>
<tr>
<td>EET 109 Mathematical Applications for Circuit Analysis</td>
<td>5</td>
</tr>
<tr>
<td>EET 112 Fundamentals of Fluid Power &amp; Alternative Energy</td>
<td>5</td>
</tr>
<tr>
<td>EET 131 IT Essentials I – A+ Certification</td>
<td>5</td>
</tr>
<tr>
<td>EET 137 Introduction to Robotics</td>
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<tr>
<td>EET 161 D.C. Principles of Electronics</td>
<td>5</td>
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<td>EET 162 A.C. Principles of Electronics</td>
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<tr>
<td>EET 163 Solid State Electronics</td>
<td>5</td>
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<tr>
<td>EET 167 Digital Electronics &amp; PLCs</td>
<td>5</td>
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GENERAL EDUCATION COURSES

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUS 236 Interpersonal Communications for the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Following can be substituted:
- HUM 105 Intercultural Communication
- ISP 101 The Global Society
- ISP 110 Introduction to Global Studies
- POLS 112 Contemporary World
- SOC&101 Introduction to Sociology

The above course or listed substitutes meets the Human Relations requirement.

BUS 236 is the preferred course.

Aviation Electronics II: Electronics Technician Certificate
Workforce Instruction Division
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 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.

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

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

PREREQUISITES
For placement testing, contact Testing Center, (206) 527-3674.
To begin program, students must test into the English and Math courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 169 Using Computers in Business</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 097 English 097: Integrated Reading and Writing</td>
<td>10</td>
</tr>
<tr>
<td>MATH 084 Algebra I</td>
<td>5</td>
</tr>
</tbody>
</table>

Following can be substituted:
- Equivalent computer experience
- Higher ENGL course
- Higher MATH course
- Have taken equivalent or higher MATH course

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 105 Introduction to Technology</td>
<td>2</td>
</tr>
<tr>
<td>EET 106 Introduction to Soldering</td>
<td>1</td>
</tr>
<tr>
<td>EET 107 Introduction to Aviation Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 108 Introduction to Fiber Optics</td>
<td>5</td>
</tr>
<tr>
<td>EET 109 Mathematical Applications for Circuit Analysis</td>
<td>5</td>
</tr>
<tr>
<td>EET 112 Fundamentals of Fluid Power &amp; Alternative Energy</td>
<td>5</td>
</tr>
<tr>
<td>EET 131 IT Essentials I – A+ Certification</td>
<td>5</td>
</tr>
<tr>
<td>EET 137 Introduction to Robotics</td>
<td>5</td>
</tr>
<tr>
<td>EET 161 D.C. Principles of Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 162 A.C. Principles of Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 167 Digital Electronics &amp; PLCs</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 101 English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

Following can be substituted:
- HUM 105 Intercultural Communication
- ISP 101 The Global Society
- ISP 110 Introduction to Global Studies
- POLS 112 Contemporary World
- SOC&101 Introduction to Sociology

The above course or listed substitutes meets the Human Relations requirement.

BUS 236 is the preferred course.

TOTAL PROGRAM CREDITS

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60-63</td>
</tr>
</tbody>
</table>
**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.

**REQUIRED COURSES**

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

**TOTAL PROGRAM CREDITS**

43

---

**Broadband Cable Certificate**

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 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.

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

**PREREQUISITES**

For placement testing: contact Testing Center, (206) 527-3674.

To begin program, students must test into the English and Math courses listed below:

- BUS 169 Using Computers in Business ................. 5
  Following can be substituted: Equivalent computer experience
- ENGL 097 English 097: Integrated Reading and Writing I ....... 10
  Following can be substituted: Higher ENGL course
  - OR- ENGL 098 College Prep Writing IV ............... 5
- MATH 084 Algebra I ...................................... 5
  Following can be substituted: Higher MATH course
  - OR- Have taken an equivalent or higher course

---

**Bookkeeping Assistant Certificate**

The Bookkeeping Assistant certificate provides the student with a basic understanding of accounting principles and procedures, business and accounting computer software, and computational skill building. It is designed to provide foundational skill development and incremental course completion that can be applied to the Bookkeeping certificate, Computerized Accounting Technology certificate, and the Accounting A.A.S. degree. In addition, students will broaden their understanding of the accounting field through real-world job-shadowing experiences in the public and/or private sector. This is an I-BEST supported certificate.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

**PREREQUISITES**

I-BEST program prerequisites: The I-BEST program allows students who do not meet the prerequisites below to start earlier with supporting instruction. All I-BEST applicants must meet with the I-BEST coordinator and meet the following test score requirements. All tests must have been taken within the last six months.

- ESL and ABE CASAS must have test scores with a minimum score of 227 in Reading and Math.

ENGL 101 English Composition I ................. 5
Following can be substituted: Previous transcripts showing completion of ENGL 98 or above with minimum GPA of 2.0.
Tests must have been taken within the last two years.

**TECHNICAL SPECIALTY COURSES**

- ACCT 110 Introduction to Accounting/Bookkeeping I .... 5
- ACCT 131 QuickBooks .................................... 5
  Must have ACCT 110 or ACCT&201 or permission
- BUS 115 Computational Skill Building ............. 2
- BUS 124 Excel for Business ............................. 5
- BUS 169 Using Computers in Business ................ 5
- CWE 101 Portfolio, Job Search, and Interviewing .... 2
  Following can be substituted: CWE 102 Job Shadow .2

**TOTAL PROGRAM CREDITS**

12
TECHNICAL SPECIALTY COURSES

EET 108 Introduction to Fiber Optics ............... 5
EET 131 IT Essentials I – A+ Certification .......... 5
EET 132 IT Essentials A+ Certification Advanced ...... 5
EET 135 Introduction to Broadband ................. 5
EET 160 Introduction to Electricity and Electronics ... 5
Following can be substituted:
  EET 161 D.C. Principles of Electronics ............ 5

RELATED INSTRUCTION

BUS 236 Interpersonal Communications
  for the Workplace .................................. 5
Following can be substituted:
  HUM 105 Intercultural Communication ............. 5
  -OR- ISP 101 The Global Society ................. 5
  -OR- ISP 110 Intro to Global Studies .............. 5
  -OR- POLS 112 Contemporary World ............... 5
  -OR- SOCI 101 Introduction to Sociology ......... 5

TOTAL PROGRAM CREDITS 30

Business

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.

PREREQUISITES

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 ........................ 5

TECHNICAL SPECIALTY COURSES

ACCT 251 Intermediate Accounting I ................. 5
ACCT 252 Intermediate Accounting II ................. 5
ACCT 256 Taxation of Corporations and Partnerships ... 5
ACCT 261 Accounting Information Systems ............ 5
ACCT 265 Accounting for Not-for-Profit and
  Government Entities ................................ 5
ACCT 270 Cost Accounting ............................ 5
ACCT 271 Ethics in Accounting ......................... 5
ACCT 275 Auditing .................................... 5

TOTAL PROGRAM CREDITS 40

Administrative Specialist Short-Term Certificate

The students will learn valuable skills and tools to enhance their employment opportunities by being able to demonstrate competencies in math skill, written communication, interpersonal communication, and customer service interactions. This is a three-quarter program, but students can complete this program in less time if desired. The target audience is administrative employees who wish to build new skills and enhance current skills in order to become proficient and demonstrate on-the-job competencies.

TOTAL PROGRAM CREDITS 15

Certificate of Entrepreneurship

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.

ACCT 131 QuickBooks is recommended but not required.

REQUIRED COURSES

ACCT& 201 Principles of Accounting I .................. 5
BUS 118 Project Management Introduction
  and Overview ......................................... 5
BUS 151 Introduction to Entrepreneurship .......... 5
Following can be substituted:
  BUS 154 Exploring Entrepreneurship ............... 5
BUS 152 Entrepreneurship Product/Service/Pricing/
  Marketing ............................................ 5
BUS 153 Entrepreneurship Planning Business
  Financials ............................................ 5
BUS 156 Introduction to E-Business/Commerce ....... 5
Following can be substituted:
  BUS 169 Using Computers in Business ............ 5
BUS 186 Sustainable Business ......................... 5
BUS 236 Interpersonal Communications
  for the Workplace .................................. 5

TOTAL PROGRAM CREDITS 38-40

Computerized Accounting Technology Certificate

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.

TECHNICAL SPECIALTY

ACCT 110 Introduction to Accounting/Bookkeeping I .... 5
ACCT 120 Introduction 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 Advanced QuickBooks ..................... 5
**RELATED INSTRUCTION**

**BUS 115** Computational Skill Building ............ 2
**BUS 124** Excel for Business .................... 5
**BUS 169** Using Computers in Business ............ 5

*Following can be substituted:
IT 101 Software Applications .................... 5*

**BUS 236** Interpersonal Communications for the Workplace ............ 5
**CWE 110** Internship .................................. 3
**ENGL& 230** Technical Writing ...................... 3

**TOTAL CREDITS** 63

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**Customer Service Certificate**

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.

**TECHNICAL SPECIALTY COURSES**

**BUS 106** Keyboarding/Skill Building ............ 3

*Prerequisite: BUS 105 Keyboarding ............ 4
-OR Concurrent enrollment in BUS 105,
or 25 wpm accurate keyboarding.
May be repeated twice to build speed.*

**BUS 131** Integrated Communications I ............ 5

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

**BUS 140** Customer Relations .................... 5
**BUS 169** Using Computers in Business ............ 5
**CWE 110** Internship .................................. 3

**TOTAL CREDITS** 21

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**Entrepreneur Foundation Short-Term Certificate**

If you have a passion for a business venture but aren’t sure how to go about implementing it, the NSC Entrepreneur Foundation Certificate program will get you started with business planning. By the time you complete the program, you’ll have the beginning of a business plan, including information you’ll need to seek financing to start your business.

**PREREQUISITES:**
Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior coursework.

Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. See catalog for more information.

**REQUIRED COURSES**

**BUS 151** Introduction to Entrepreneurship ............ 3
**BUS 152** Entrepreneurship Product/Service/ Pricing/Marketing ............ 5
**BUS 153** Entrepreneurship Planning Business Financials ............ 5

**TOTAL PROGRAM CREDITS** 13

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**General Business Associate of Applied Science (A.A.S.)**

The General Business Associate degree program enables students to acquire a foundation in the basics of accounting, management, marketing, business communication, business law, and finance. Students learn to apply diverse skills, such as critical thinking, organization, problem solving, and professionalism, to the business world. Through exploration and analysis of relevant business models, students learn ways of solving problems that commonly arise in settings from small businesses to the corporate arena.

**TECHNICAL SPECIALTY COURSES**

**ACCT& 201** Principles of Accounting I ............ 5
**ACCT& 202** Principles of Accounting II ............ 5
**BUS& 101** Introduction to Business ............ 5
**BUS 112** Multi-Cultural Issues in the American Workplace ............ 5

*Students completing the Communications, Business & Media certificate may substitute
CMST 205 Multicultural Communication ............ 5*

**BUS 114** Introduction to Marketing ............ 5

*Must complete BUS 131 Integrated Communications
or be eligible for ENGL&101 through English Placement Exam or completion of ENGL 097/098.*

**BUS 169** Using Computers in Business ............ 5

*Following can be substituted:
BUS 171 Information Technology II ............ 5*

**BUS& 201** Business Law ............ 5
**BUS 210** Business and Economic Statistics ............ 5
**BUS 230** Business Communications ............ 5

*Must complete BUS 131 Integrated Communications
or be eligible for ENGL&101 through English Placement Exam or completion of ENGL 097/098.*

**BUS 236** Interpersonal Communications for the Workplace ............ 5

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**GENERAL EDUCATION COURSES**

Contact the Advising Center for approved list of courses

**U.S. Cultures** ............ 5
**General Education Elective** ............ 5

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**ELECTIVES**

Electives must include a minimum of 15 credits with BUS designation (except students with CB&M certificate)

**BUS course** ............ 5

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**ELECTIVES – PATHWAY**

Total of 8-10 credits required

**ACCT& 203** Principles of Accounting III ............ 5
**BUS 118** Project Management Introduction and Overview ............ 5
**BUS 151** Introduction to Entrepreneurship ............ 5

*Following can be substituted:
BUS 154 Exploring Entrepreneurship ............ 5*

**BUS 186** Sustainable Business ............ 5
**BUS 205** Human Resource Management ............ 5
**BUS 215** Introduction to International Trade Business ............ 5
**ECON& 201** Micro Economics ............ 5
**RES 100** Real Estate Fundamentals ............ 5
ELECTIVES - GENERAL
Total of 20-22 credits required.
Any additional course(s) with a BUS designation:
– Elective BUS courses must be numbered 100 or above AND not list above under Technical Specialty courses.
– May include BUS courses listed under Electives Pathway.
Any CMST designated courses in the Communication, Business and Media (CB&M) certificate. Only students completing the CB&M certificate may apply CMST courses.

ACCT 131 QuickBooks ........................................ 5
ACCT & 203 Principles of Accounting III .................. 5
ACCT 261 Accounting Information Systems .............. 5
ECON & 201 Micro Economics ................................ 5
ECON & 202 Macroeconomics .................................. 5
ENVS 160 Principles of Environmental Sustainability .... 5
RES 100 Real Estate Fundamentals ........................... 5
RES 202 Multifamily Property Management ................ 3

Following can be substituted:
RES 203 Property Management - Commercial .......... 3

TOTAL PROGRAM CREDITS 90

Note: Students wishing to transfer to an applied baccalaureate degree should consider the General Business A.A.S.-T program.

General Business
Associate of Applied Science – T (A.A.S.-T)
The Associate in Applied Science – Transfer (A.A.S.-T) degree is built upon technical skills for job preparation but also includes college-level general education components common to all the A.A.S.-T degrees. The General Business A.A.S.-T degree is designed as a transfer program for those interested in an applied baccalaureate degree and, in particular, for students interested in the B.A.S. – International Business degree program here at North Seattle College.

TECHNICAL SPECIALTY COURSES
ACCT & 201 Principles of Accounting I ..................... 5
ACCT & 202 Principles of Accounting II .................... 5
BUS & 101 Introduction to Business ......................... 5
BUS 112 Multicultural Issues in the American Workplace ...................................................... 5

Following can be substituted:
CMST 205 Multicultural Communications ................ 5
WITH Academic Exception approval

BUS 114 Introduction to Marketing ........................... 5
BUS & 201 Business Law ....................................... 5
BUS 210 Business and Economic Statistics ................. 5
BUS 215 Introduction to International Trade Business .. 5

Following can be substituted:
CMST 195 Media Management Operations ............... 5
WITH Academic Exception approval

BUS 236 Interpersonal Communications for the Workplace ...................................................... 5
ECON & 201 Micro Economics ................................ 5
ECON & 202 Macroeconomics .................................. 5

RELATED INSTRUCTION
ENGL & 101 English Composition I .......................... 5
Must be eligible for English 101 through English Placement Exam or completion of English 097/098.

MATH 116 Applications of Math to Management, Life and Social Sciences ............................. 5
Following can be substituted: MATH & 141 Precalculus I
-OR- Any math class with MATH & 141 as a prerequisite

The Natural World ................................................. 5
U.S. Cultures ....................................................... 5

Following can be substituted: Global Studies

ELECTIVES
ACCT & 203 Principles of Accounting III .................. 5
To transfer to the B.A.S.-International Business program, this class is a required prerequisite.

ACCT 255 Individual Income Tax ............................ 5
Following can be substituted:
ACCT 267 Financial Management .......................... 5

BUS course ......................................................... 5
Elective BUS course numbered 100 or above
and not listed under Technical Specialty Courses.
See Advising Center

TOTAL PROGRAM CREDITS 90

Microsoft Office Professional Short-Term Certificate

TECHNICAL SPECIALTY COURSES
BUS 123 Word for Business .................................... 5
BUS 124 Excel for Business .................................... 5
BUS 125 Access for Business .................................. 5
BUS 126 PowerPoint for Business ......................... 2

TOTAL PROGRAM CREDITS 17

Marketing Certificate
This certificate focuses on business marketing principles, strategy development, tactics, and necessary technology tools.

PREREQUISITES
Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement. Please consult a college advisor and/or the program coordinator.

ENGL & 101 English Composition I .......................... 5
Following can be substituted: Equivalent English course

TECHNICAL SPECIALTY COURSES
BUS 114 Introduction to Marketing ......................... 5
BUS 118 Project Management Introduction and Overview ...................................................... 5

Must be eligible for ENGL & 101 through English Placement Test or completion of ENGL 097/098 or completion of ABE 050 with minimum 2.0 GPA.

BUS 226 Advertising & Sales Promotion .................... 5
BUS 227 Digital Marketing ..................................... 5
CWE 101 Portfolio, Job Search, and Interviewing ....... 2
CWE 110 Internship .............................................. 3
Project Management Short-Term Certificate
This certificate program focuses on both the development of knowledge and professional skill to become a project manager. Coursework includes topics such as leadership in the project process, planning and control, risk management, and utilization of MS project management software to develop a project plan, schedule, and budget, and to produce deliverables for management reporting.

PREREQUISITES
Individual courses may have prerequisites.

TECHNICAL SPECIALTY COURSES
BUS 118  Project Management Introduction and Overview .5
Prerequisite: Must have completed BUS 169 or BUS 171 or demonstrate equivalent
BUS 119  Leadership and Management Skills ........ 3
BUS 229  Project Management Tools Techniques and Control .........................5
Prerequisite: Must complete BUS 118; Must have completed BUS 236 or an approved equivalent
CWE 110  Internship .......................... 3
Must be taken after BUS 118; May be taken concurrently with BUS 229

RELATED INSTRUCTION
ENGL& 230  Technical Writing...................... 3
Prerequisite: Must be eligible for English 101 via English Placement Exam or completion of ENGL 097/098

TOTAL PROGRAM CREDITS 19

Early Childhood Education
Workforce Instruction Division
Whether you’re a novice or a seasoned preschool teacher, the Early Childhood Education program at North Seattle College will provide you with valuable training and insight into how children learn. The program is designed for students who already work full time, so classes are offered in the late afternoons and evenings. NSC’s Early Childhood Education program is built upon the Washington State Stackable Certificates, allowing students to complete certificates while working toward the A.A.S. degree.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

Students enrolling in this program should have access to early childhood settings and preschool-aged children. Observations of children and their environments is a requirement of the ECE curriculum.

In order to successfully complete the program, a 2.0 GPA or higher is required in all Early Childhood Education and General Education/related instruction courses.

Early Childhood Education
Associate of Applied Science (A.A.S.)

GENERAL EDUCATION
ENGL& 101  English Composition I ................... 5
U.S. Cultures .................................. 5
Following can be substituted: Global Studies

REQUIRED GENERAL EDUCATION CREDITS 10

GENERAL EDUCATION - COMPUTATION/QUANTITATIVE ELECTIVE
MATH at 100 level or choose from course(s) listed below:
ACCT 110  Introduction to Accounting/Bookkeeping I .......... 5

REQUIRED C/Q ELECTIVE CREDITS 5

GENERAL EDUCATION - HUMAN RELATIONS ELECTIVE
Choose from one of the following courses:
BUS 236  Interpersonal Communications for the Workplace ....................... 5
HUM 105  Intercultural Communication ................. 5
ISP 101  the Global Society ................................ 5
ISP 110  Introduction to Global Studies ............... 5
POLS 112  Contemporary World ................. 5
SOC& 101  Introduction to Sociology ................. 5

REQUIRED HR ELECTIVE CREDITS 5

REQUIRED COURSES
CCE 240  Multicultural Dialogues in Early Childhood Education ..................... 3
ECE 219  Practicum - Instructional Interactions .......... 5
ECE 222  Math and Science Methods .................................. 5
ECED& 105  Introduction to Early Childhood Education ........... 5
ECED& 107  Health, Safety, and Nutrition ................. 5
ECED& 120  Practicum: Nurturing Relationships ........... 2
ECED& 132  Infants and Toddlers .......................... 3
ECED& 139  Administration ................................ 3
ECED& 160  Curriculum Development ...................... 5
ECED& 170  Environments-Young Child .................. 3
ECED& 180  Language and Literacy Development .......... 3
ECED& 190  Observing and Assessment ................. 3
EDUC& 115  Child Development ......................... 5
EDUC& 130  Guiding Behavior .......................... 3
EDUC& 150  Child Family and Community ............... 3
EDUC& 203  Exceptional Child .......................... 3

ELECTIVE COURSES
Select from the following courses:
CCE 145  Music and Creative Expression .................. 4
Credit range: 3-4; Total required credits: 4
CCE 195  Art for Young Children ....................... 3
CCE 200  Children and Nature ....................... 3
CCE 261  Readings in Early Childhood Education .......... 6
Credit range: 1-6; Total required credits: 1-6
ECED& 134  Family Child Care ....................... 3
EDUC& 136  School-Age Care .......................... 3

REQUIRED ELECTIVE CREDITS 11

TOTAL PROGRAM CREDITS 90
### State Early Childhood Education Certificate

This program is part of the Washington State Career State Career Lattice for Early Childhood Education (meets minimum child care licensing standards or registered apprentice in high school or equivalent, 20 hours of basic STARS/MERIT training or 2 college credits in basics of child care course, and at least two hours of training in each of the ECE Core Competency areas) for early care and education professionals.

The State Early Childhood Education Certificate is awarded following completion of the one of the specialized Early Childhood Short Certificates (total of 20 credits, which includes completion of the State Initial Early Childhood Education Certificate [12 credits]), plus 27 credits in additional required coursework as noted.

<table>
<thead>
<tr>
<th>TECHNICAL SPECIALTY COURSES</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 160 Curriculum Development</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 170 Environments-Young Child</td>
<td>3</td>
</tr>
</tbody>
</table>

Following can be substituted: ECED&130 Guiding Behavior

<table>
<thead>
<tr>
<th>TECHNICAL SPECIALTY COURSES</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 180 Language and Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>ECED&amp; 190 Observing and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 150 Child Family and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

### TECHNICAL SPECIALTY INITIAL CERTIFICATE CREDITS

Completion of the courses listed below equals the State Initial ECE Certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105 Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107 Health, Safety, and Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 120 Practicum: Nurturing Relationships</td>
<td>2</td>
</tr>
</tbody>
</table>

### TECHNICAL SPECIALTY INITIAL CERTIFICATE CREDITS

Completion of the courses listed below equals the State Initial ECE Certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 132 Infants and Toddlers</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of this course, ECED&115 Child Development (5 credits), and the State Initial ECE Certificate courses (12 credits) equals the State Initial ECE Certificate - Infant/Toddler Care

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 134 Family Child Care</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of this course, ECED&115 Child Development (5 credits), and the State Initial ECE Certificate courses (12 credits) equals the State Initial ECE Certificate - Family Child Care

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 139 Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of this course, ECED&115 Child Development (5 credits), and the State Initial ECE Certificate courses (12 credits) equals the State Initial ECE Certificate - Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC&amp; 115 Child Development</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 130 Guiding Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of this course, ECED&115 Child Development (5 credits), and the State Initial ECE Certificate courses (12 credits) equals the State Initial ECE Certificate - General

### State Initial Early Childhood Education Certificate

The Initial Early Childhood Education Certificate is a point of entry or a continuation of professional development based on Level 1 on the Washington State Career State Career Lattice (meets minimum child care licensing standards or registered apprentice in high school or equivalent, 20 hours of basic STARS/MERIT training OR 2 college credits in basics of child care course, and at least two hours of training in each of the ECE Core Competency areas.) The initial Certificate (Level 2, Step 5) is the first “stackable certificate” providing a foundation for the ECE state credential and associate degree.

<table>
<thead>
<tr>
<th>TECHNICAL SPECIALTY COURSES</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105 Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107 Health, Safety, and Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 120 Practicum: Nurturing Relationships</td>
<td>2</td>
</tr>
</tbody>
</table>

### TECHNICAL SPECIALTY INITIAL CERTIFICATE CREDITS

Completion of the courses listed below equals the State Initial ECE Certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105 Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107 Health, Safety, and Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 120 Practicum: Nurturing Relationships</td>
<td>2</td>
</tr>
</tbody>
</table>

### Total Program Credits

47

### State Short Early Childhood Education Certificate - Administration

This program is part of the Washington State Career State Career Lattice for Early Childhood Education (meets minimum child care licensing standards or registered apprentice in high school or equivalent, 20 hours of basic STARS/MERIT training OR 2 college credits in basics of child care course, and at least two hours of training in each of the ECE Core Competency areas) for early care and education professionals.

The State Short Early Childhood Education Certificate – Administration is awarded following completion of the State Initial Early Childhood Education Certificate (12 credits) plus 8 credits in additional required coursework as noted.

<table>
<thead>
<tr>
<th>TECHNICAL SPECIALTY COURSES</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 132 Infants and Toddlers</td>
<td>3</td>
</tr>
<tr>
<td>EDUC&amp; 115 Child Development</td>
<td>5</td>
</tr>
</tbody>
</table>

Completion of this course, ECED&115 Child Development (5 credits), and the State Initial ECE Certificate courses (12 credits) equals the State Short ECE Certificate - School-Age Care

### TECHNICAL SPECIALTY SPECIALIZATION CREDITS

8

### RELATED INSTRUCTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>Following can be substituted:</td>
<td></td>
</tr>
<tr>
<td>English course higher than ENGL&amp;101</td>
<td></td>
</tr>
<tr>
<td>College Level MATH course</td>
<td>5</td>
</tr>
<tr>
<td>Quantitative or Computational Math above 100 or designated Q/SR</td>
<td></td>
</tr>
</tbody>
</table>

### Total Program Credits

20

### Technical Specialty Courses - Specialization

Completion of the courses listed below equals the State Initial ECE Certificate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED&amp; 105 Introduction to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECED&amp; 107 Health, Safety, and Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>EDUC&amp; 115 Child Development</td>
<td>5</td>
</tr>
</tbody>
</table>
State Short Early Childhood Education Certificate – Family Child Care
This program is part of the Washington State Career State Career Lattice for Early Childhood Education (meets minimum child care licensing standards or registered apprentice in high school or equivalent, 20 hours of basic STARS/MERIT training OR 2 college credits in basics of child care course, and at least two hours of training in each of the ECE Core Competency areas) for early care and education professionals. The State Short Early Childhood Education Certificate – Family Child Care is awarded following completion of the State Initial Early Childhood Education Certificate (12 credits) plus 8 credits in additional required coursework as noted.

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE
Completion of the courses listed below equals the State Initial ECE Certificate.
ECED& 105 Introduction to Early Childhood Education .... 5
ECED& 107 Health, Safety, and Nutrition ................ 5
ECED& 120 Practicum: Nurturing Relationships .......... 2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION
ECED& 134 Family Child Care ............................ 3
ECED& 115 Child Development ........................... 5
TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate – Infant Toddler Care
This program is part of the Washington State Career State Career Lattice for Early Childhood Education (meets minimum child care licensing standards or registered apprentice in high school or equivalent, 20 hours basic STARS/MERIT training OR 2 college credits in basics of child care course, and at least two hours of training in each of the ECE Core Competency areas) for early care and education professionals. The State Short Early Childhood Education Certificate – Infant Toddler Care is awarded following completion of the State Initial Early Childhood Education Certificate (12 credits) plus 8 credits in additional required coursework as noted.

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE
Completion of the courses listed below equals the State Initial ECE Certificate.
ECED& 105 Introduction to Early Childhood Education .... 5
ECED& 107 Health, Safety, and Nutrition ................ 5
ECED& 120 Practicum: Nurturing Relationships .......... 2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION
ECED& 132 Infants and Toddlers ......................... 3
ECED& 115 Child Development ........................... 5
TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate – School-Age Care
This program is part of the Washington State Career State Career Lattice for Early Childhood Education (meets minimum child care 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, and at least two hours of training in each of the ECE Core Competency areas) for early care and education professionals. The State Short Early Childhood Education Certificate – School-Age Care is awarded following completion of the State Initial Early Childhood Education Certificate (12 credits) plus 8 credits in additional required coursework as noted.

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE
Completion of the courses listed below equals the State Initial ECE Certificate.
ECED& 105 Introduction to Early Childhood Education .... 5
ECED& 107 Health, Safety, and Nutrition ................ 5
ECED& 120 Practicum: Nurturing Relationships .......... 2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION
EDUC& 115 Child Development ........................... 5
EDUC& 136 School-Age Care .............................. 3
TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate – Infant Toddler Care
This program is part of the Washington State Career State Career Lattice for Early Childhood Education (meets minimum child care licensing standards or registered apprentice in high school or equivalent, 20 hours of basic STARS/MERIT training OR 2 college credits in basics of child care course, and at least two hours of training in each of the ECE Core Competency areas) for early care and education professionals. The State Short Early Childhood Education Certificate – Infant Toddler Care is awarded following completion of the State Initial Early Childhood Education Certificate (12 credits) plus 8 credits in additional required coursework as noted.

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE
Completion of the courses listed below equals the State Initial ECE Certificate.
ECED& 105 Introduction to Early Childhood Education .... 5
ECED& 107 Health, Safety, and Nutrition ................ 5
ECED& 120 Practicum: Nurturing Relationships .......... 2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION
ECED& 132 Infants and Toddlers ......................... 3
EDUC& 115 Child Development ........................... 5
TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate – School-Age Care
This program is part of the Washington State Career State Career Lattice for Early Childhood Education (meets minimum child care licensing standards or registered apprentice in high school or equivalent and 20 hours of basic STARS/MERIT training OR 2 college credits in basics of child care course, and at least two hours of training in each of the ECE Core Competency areas) for early care and education professionals. The State Short Early Childhood Education Certificate – School-Age Care is awarded following completion of the State Initial Early Childhood Education Certificate (12 credits) plus 8 credits in additional required coursework as noted.

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE
Completion of the courses listed below equals the State Initial ECE Certificate.
ECED& 105 Introduction to Early Childhood Education .... 5
ECED& 107 Health, Safety, and Nutrition ................ 5
ECED& 120 Practicum: Nurturing Relationships .......... 2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION
EDUC& 115 Child Development ........................... 5
EDUC& 136 School-Age Care .............................. 3
TOTAL PROGRAM CREDITS 20
Electronics

Workforce Instruction Division

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 approach, the use of sophisticated test equipment unique to each discipline, and a solid base of pertinent information. These programs provide high-skills learning opportunities, including professional certification and Associate of Applied Science degree options.

To accommodate students in as many segments of the industry as possible, day (D) and evening (E) programs are offered in the following areas:

Electronics Certificate and A.A.S Programs

Programs : Day (D) - Evening (E)

Biomedical Equipment Technology
Electronics Engineering Technology
Electronics Technology*
Electronics Technology*, Certificate
Industrial Power & Control Technology
Industrial Power & Control Technology, Certificate

* Students interested in Electronics Technology should contact the program advisor at (206) 528-4588, or the Advising Center at (206) 934-3658 before enrolling. Courses and programs are transferable to certain four-year institutions.

TOTAL CREDITS: (SEE INDIVIDUAL PROGRAMS)

Electronics Engineering Technology
Associate of Applied Science – Transfer (A.A.S.-T)

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

The program focuses on teaching practical engineering applications and skills, and it 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

For placement testing, contact Testing Center, (206) 527-3674.

To begin program, students must test into the English and Math courses listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 169</td>
<td>Using Computers in Business</td>
<td>5</td>
</tr>
</tbody>
</table>

Following can be substituted:

- IT 101 Software Applications | 5 |
- OR: Equivalent computer experience

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 097</td>
<td>English 097: Integrated Reading and Writing I</td>
<td>10</td>
</tr>
</tbody>
</table>

- OR: ENGL 098 College Prep Writing IV (5 credits)
- OR: Higher ENGL course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 084</td>
<td>Algebra I</td>
<td>5</td>
</tr>
</tbody>
</table>

- OR: Higher MATH course
- OR: Have taken equivalent or higher MATH course

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 142</td>
<td>Computer Programming I</td>
<td>5</td>
</tr>
</tbody>
</table>

Following can be substituted: Any higher CSC course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 105</td>
<td>Introduction to Technology</td>
<td>2</td>
</tr>
<tr>
<td>EET 161</td>
<td>D.C. Principles of Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 162</td>
<td>A.C. Principles of Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 163</td>
<td>Solid State Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 165</td>
<td>Analog Circuits and Devices</td>
<td>5</td>
</tr>
<tr>
<td>EET 166</td>
<td>Analog Circuits and Devices II</td>
<td>5</td>
</tr>
<tr>
<td>EET 170</td>
<td>Digital Electronics &amp; PLCs I</td>
<td>5</td>
</tr>
<tr>
<td>EET 171</td>
<td>Digital Electronics &amp; PLCs II</td>
<td>5</td>
</tr>
<tr>
<td>EET 251</td>
<td>Microprocessor Fundamentals I</td>
<td>5</td>
</tr>
<tr>
<td>EET 252</td>
<td>Microprocessor Fundamentals II</td>
<td>5</td>
</tr>
<tr>
<td>EET 285</td>
<td>Electronics Tech Project</td>
<td>3</td>
</tr>
<tr>
<td>PHYS&amp; 221</td>
<td>Engineering Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 222</td>
<td>Engineering Physics II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 223</td>
<td>Engineering Physics III</td>
<td>5</td>
</tr>
</tbody>
</table>

RELATED INSTRUCTION

See Advising Center for list of designated courses for above requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 210</td>
<td>Interpersonal Communication</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

While students must test into ENGL 097 to start the degree, they must complete ENGL&101 to finish.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 230</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Pre-Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>Global Studies</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Following can be substituted: U.S. Cultures credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Relations Elective</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

TECHNICAL ELECTIVES

Total required Technical Electives credits | 5
Select five credits from approved list.
See Advising Center.

Technical Electives | 5

TOTAL PROGRAM CREDITS | 110-112

Electronics Technology Certificate

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

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.

PREREQUISITES
For placement testing: contact Testing Center, (206) 527-3674.

To begin program, students must test into the English and Math courses listed below:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 169</td>
<td>Using Computers in Business</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 097</td>
<td>English 097: Integrated Reading and Writing I</td>
<td>10</td>
</tr>
<tr>
<td>MATH 084</td>
<td>Algebra I</td>
<td>5</td>
</tr>
</tbody>
</table>

Following can be substituted:
- Higher ENGL course
- ENGL 098 College Prep Writing IV
- Higher MATH course
- Have taken equivalent or higher MATH course

TECHNICAL SPECIALTY COURSES

- EET 105 Introduction to Technology
- EET 106 Introduction to Soldering
- EET 107 Introduction to Aviation Electronics
- EET 108 Introduction to Fiber Optics
- EET 131 IT Essentials I - A+ Certification
- EET 132 IT Essentials A+ Certification Advanced
- EET 112 Fundamentals of Fluid Power & Alternative Energy
- EET 138 Robotic Applications
- EET 161 D.C. Principles of Electronics
- EET 162 A.C. Principles of Electronics
- EET 163 Solid State Electronics
- EET 165 Analog Circuits and Devices
- EET 170 Digital Electronics & Plcs I
- EET 171 Digital Electronics & Plcs II
- EET 219 Metrology and Measurement Science

RELATD INSTRUCTION

- EET 109 Mathematical Applications for Circuit Analysis
- ENGL 101 English Composition I

While students must test into ENGL 097 to start the degree, they must complete ENGL 101 to finish.
RELATED INSTRUCTION - HUMAN RELATIONS ELECTIVES
Choose from one of the following:
BUS 236 Interpersonal Communications for the Workplace (the preferred course) ....... 5
HUM 105 Intercultural Communication ............. 5
ISP 101 the Global Society. .................... 5
ISP 110 Introduction to Global Studies ............ 5
POLS 112 Contemporary World .................. 5
SOC 101 Introduction to Sociology ................ 5
REQUIRED HUMAN RELATIONS ELECTIVE CREDITS 5

RELATIVITY INSTRUCTION – TECHNICAL ELECTIVES
Any non-required course(s) from the following departments – EEL, EET, HVC, TDR, CSC, CHEM, ENGr, NANO or course listed below:
See Advising Center for assistance.
BUS 210 Business and Economic Statistics .......... 5
BUS 229 Project Management Tools Techniques and Control ................. 5
IT 111 Internet and Web Authoring Using XHTML .... 5
Following can be substituted: Higher IT course
MATH 116 Applications of Math to Management, Life, and Social Sciences............ 5
Following can be substituted: higher MATH course
REQUIRED TECHNICAL ELECTIVES CREDITS 8-10
TOTAL PROGRAM CREDITS 108-111

Avionics Technician Short-Term Certificate
This certificate is designed to provide students with the basic knowledge, skills, and abilities to meet minimum requirements for employment as an entry-level avionics technician in aerospace-related technologies. This program is intended as a supplement for aviation maintenance technicians.
Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.
Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior coursework. Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.

PREREQUISITES
Successful completion of South Seattle College’s AMT 112 - Basic Electricity for Aviation
-OR Approved equivalent
-OR FAA Airframe license

TECHNICAL SPECIALTY COURSES
EET 107 Introduction to Aviation Electronics .......... 5
EET 108 Introduction to Fiber Optics ............... 5
EET 137 Introduction to Robotics .................. 5
Following can be substituted:
EET 170 Digital Electronics & PLCs I ............. 5
TOTAL PROGRAM CREDITS 15
**Engineering Graphics & Design Technology**

**Workforce Instruction Division**

**Advanced Design for Manufacturing Short-Term Certificate**

This program has been designed for the student who wants to pursue a career in mechanical engineering as a mechanical drafter or commercial/industrial designer. The student will use computer programs that relate to CAD (Computer Aided Design), including SolidWorks and CATIA, to construct rapid prototypes from basic 30-part creation to advanced surfacing models used in industries such as aerospace.

**PREREQUISITES**

Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior coursework. Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.

**TECHNICAL SPECIALTY COURSES**

Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDR 200</td>
<td>Introduction to SolidWorks</td>
<td>5</td>
</tr>
<tr>
<td>TDR 201</td>
<td>Introduction to CATIA</td>
<td>5</td>
</tr>
<tr>
<td>TDR 202</td>
<td>Intermediate CATIA</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS** 15

---

**Building Information Modeling (BIM) Short-Term Certificate**

Building Information Modeling (BIM) technology supports the principles of design and engineering and how the industry has made a paradigm shift to sustainability in whole-building design. The student will develop skills in building computer-generated models that unify architecture, engineering, construction, and sustainability. BIM management offers many solutions to fulfilling the challenge of sustainability and transition to a new medium.

**TECHNICAL SPECIALTY COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDR 100</td>
<td>Basic BIM for Design and Construction</td>
<td>5</td>
</tr>
<tr>
<td>TDR 101</td>
<td>Intermediate BIM for Design and Construction</td>
<td>5</td>
</tr>
<tr>
<td>TDR 102</td>
<td>Advanced BIM for Design and Construction</td>
<td>5</td>
</tr>
<tr>
<td>TDR 103</td>
<td>Energy Analysis for Building Information Modeling</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS** 19

---

**Computer Aided Design (CAD) for Design and Construction Short-Term Certificate**

This certificate prepares students for a growing number of entry-level jobs in engineering, construction, and architectural firms. Our laboratory is equipped with industry-standard Computer Aided Design (CAD) systems to provide state-of-the-art graphics training. Coursework includes instruction and hands-on training in basic engineering, architectural, and drafting practices.

**TECHNICAL SPECIALTY COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDR 111</td>
<td>Basic CAD Drafting for Construction and Design</td>
<td>5</td>
</tr>
<tr>
<td>TDR 112</td>
<td>Intermediate Drafting for Construction and Design</td>
<td>5</td>
</tr>
<tr>
<td>TDR 176</td>
<td>Advanced AutoCAD for Architecture &amp; Engineering Drafting</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS** 14

---

**Fine Arts in Art**

**Arts, Humanities and Social Services Division**

**Certificate**

A Certificate of Fine Arts is offered in Art, Jewelry Design, 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 GPA of 2.0 or better at North. Candidates for the Certificate in Fine Arts: Art must complete 85 credits in college transfer-level courses (numbered 100 and above) with a GPA of 2.0 or better. At least 15 credits must be earned at North Seattle College, and the final quarter must be in residence at North Seattle College (NSC).
The Certificate in Fine Arts in Art certifies completion of approved work and is suitable for students currently working in art, but it is not a transfer certificate. Students seeking a B.A. or B.F.A. should consult NSC Associate of Arts degree requirements and the graduation requirements of the university at which they intend to enroll. All CFA: Art students must plan their program with their art advisor. Some of the art courses are offered only once a year, so students should consult the annual schedule (Winter and Spring but not Fall). Substitution may be made only with the approval of the art advisor and the Dean of Arts, Humanities & Social Sciences Division. Students must submit a portfolio of at least eight pieces during their final quarter for evaluation; this portfolio will be evaluated by the art faculty. Final approval and recommendation to award the CFA: Art rests with the Art faculty.

Most General Education requirements for this certificate are met by course content in various art courses, communication by ART 251, 252, 253, and human relations by ART 290. Although it may be possible to complete this program in two years, it is suggested that it be spread over more time to allow better assimilation of skills and more flexible scheduling. Art courses require more time than is allowed in class alone as well as high energy and involvement for truly effective learning. The art faculty, therefore, highly recommends that students should consider two studio courses per quarter a maximum.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Design</td>
<td>5</td>
</tr>
<tr>
<td>ART 111</td>
<td>Drawing</td>
<td>5</td>
</tr>
<tr>
<td>ART 210</td>
<td>Digital Art</td>
<td>5</td>
</tr>
<tr>
<td>ART 2XX</td>
<td>Art History</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Choose from ART 251, 252, 253, 255, or 257</td>
<td></td>
</tr>
<tr>
<td>ART 290</td>
<td>The Art Business</td>
<td>5</td>
</tr>
<tr>
<td>ART XXX</td>
<td>Approved 2-D Elective</td>
<td>5</td>
</tr>
<tr>
<td>ART XXX</td>
<td>Approved 3-D Elective</td>
<td>5</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computation Course credits</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Choose from MATH 107 (or above),</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 116 (or other applicable business course),</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-OR- ACCT 110 (or above).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENGL&amp;101 English Composition I</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS** 45 MINIMUM + PORTFOLIO

---

### Health Care

#### Clinical Lab Assisting Certificate

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.

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

**PREREQUISITES**

Note: Courses must be taken within the last 10 years or the COMPASS test is required. Contact Testing Center.

General: A high school diploma or GED or 18 years of age. Certain tech-prep agreements can be accepted (see MA program advisor).

Applicant should have oral English skills sufficient to communicate accurately with others in the medical field.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE 103</td>
<td>Math for Health Careers</td>
<td>3</td>
</tr>
<tr>
<td>BUS 169</td>
<td>Using Computers in Business</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Following can be substituted:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IT 101 Software Applications</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp;101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Following can be substituted:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENGL&amp;230 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>-OR- AHE 100 Critical Thinking and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communications for Health Care</td>
<td>5</td>
</tr>
</tbody>
</table>

#### TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHM 140</td>
<td>Phlebotomy 2</td>
<td>1</td>
</tr>
<tr>
<td>AHM 141</td>
<td>Lab Equipment and Measurements</td>
<td>1</td>
</tr>
<tr>
<td>AHM 142</td>
<td>Non-Blood Specimen Collection</td>
<td>1</td>
</tr>
<tr>
<td>AMA 100</td>
<td>Introduction to Health Care</td>
<td>5</td>
</tr>
<tr>
<td>AMA 101</td>
<td>Intercultural Communication in Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>AMA 102</td>
<td>Medical Law and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>AMA 103</td>
<td>Ethical Concepts</td>
<td>1</td>
</tr>
<tr>
<td>AMA 104</td>
<td>Office Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>AMA 105</td>
<td>Asepsis and Infection Control</td>
<td>1</td>
</tr>
<tr>
<td>AMA 106</td>
<td>Patient History – Documentation and Physical Exam</td>
<td>1</td>
</tr>
<tr>
<td>AMA 107</td>
<td>Vital Signs and Measurements</td>
<td>1</td>
</tr>
<tr>
<td>AMA 110</td>
<td>Introduction to Lab Safety</td>
<td>1</td>
</tr>
<tr>
<td>AMA 112</td>
<td>Credentials and Employment</td>
<td>1</td>
</tr>
<tr>
<td>AMA 114</td>
<td>Basic Psychology Principles</td>
<td>1</td>
</tr>
<tr>
<td>AMA 115</td>
<td>HIV/AIDS</td>
<td>1</td>
</tr>
<tr>
<td>AMA 120</td>
<td>Front Office Basics</td>
<td>4</td>
</tr>
</tbody>
</table>
AMA 121 Patient Scheduling .................................. 1
AMA 122 Medical Records and Correspondence ...... 1
AMA 125 Introduction to Medical Insurance and Coding........................................... 5
AMA 170 AP/Terminology/Pathology 1 – Introduction .... 2
AMA 171 AP/Terminology/Pathology 2 – Skin/Senses ............................................... 1
AMA 172 AP/Terminology/Pathology 3 – Digestive System ......................................... 1
AMA 173 AP/Terminology/Pathology 4 – Male/Urinary System ...................................... 1
AMA 174 AP/Terminology/Pathology 5 – Female Reproductive .................................... 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 Sys ....................................... 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 System ................................... 1
AMA 181 AP/Terminology/Pathology 12 – Specialties .................................................. 1
AMA 252 Phlebotomy .............................................. 2
AMA 253 Hematology ............................................ 1
AMA 254 Urinalysis .............................................. 1
AMA 255 Basic Microbiology .................................. 1
AMA 256 Specialty Lab Tests and Chemistry ............. 1

BUS 236 Interpersonal Communications
for the Workplace ............................................ 5
BUS 236 is a nonmodular (not self-study) course but is required for the program.

TOTAL CREDITS 46

Additional requirements upon acceptance into program:

- Show proof of being at least 18 years of age at the beginning of the course enrollment (proof required).
- Provide a copy of high school diploma or GED equivalency or college transcript showing high school completion.
- Provide a copy of a clear Washington State Patrol background check.
- Provide copies of required immunizations: 1. Hepatitis B series or positive titer. 2. A current tuberculin skin test or alternative health documentation.

TECHNICAL SPECIALTY COURSES

EDT 101 Emergency Department Technician Fundamentals ........................................ 4
EDT 102 Emergency Department Technician Procedures and Diagnostics Testing ....... 5
EDT 103 Emergency Department Technician Lab Skills I ........................................... 4
EDT 104 Emergency Department Technician Lab Skills II ......................................... 5
EDT 105 Emergency Department Technician Practicum ............................................ 2

TOTAL PROGRAM CREDITS 20

Emergency Medical Technician Short-Term Certificate
This program teaches students the roles and responsibilities of the emergency medical technician according to state and King County standards and requirements. Students develop skills in patient evaluation and other emergency procedures. Graduates of this program are eligible to take the national registry exam to qualify for state certification after meeting the Washington state requirement of employment.

PREREQUISITES

- Attend a mandatory information session (see calendar); pass the advanced first-aid entrance exam with 70 percent or higher. Additional requirements once accepted into the program: Show proof of being at least 18 years of age at the beginning of the course enrollment (proof required).
- Provide a copy of a valid driver’s license issued in the United States. Note: Graduates will need a valid Washington state driver’s license to work in the state.
- Provide a copy of high school diploma or GED equivalency or college transcript showing high school completion.
- Provide a copy of a clear Washington State Patrol check.
- Provide copies of required immunizations: 1. Hepatitis B series or positive titer. 2. A current tuberculin skin test or alternative health documentation.
- Have the physical strength to carry, lift, extricate, and perform similar maneuvers in a manner not detrimental to the patient, fellow emergency technicians, or self.

TECHNICAL SPECIALTY COURSES

Corequisite: Completion of AHE 192 taken concurrently with AHE 190

AHE 190 Emergency Medical Technician .................................................. 12
AHE 192 Basic Life Support for Health Care Providers .................................. 1

TOTAL PROGRAM CREDITS 13
Health Care Technology Management
Associate of Applied Science (A.A.S.)

North Seattle College offers a unique opportunity to enter the field of Health Care Technology Management, part of Allied Health Sciences. Health Care 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 studying electronics and thus offers more employment possibilities in the health and medical repair fields.

PREREQUISITES
For placement testing, contact Testing Center, (206) 527-3674.
To begin program, students must test into the English and Math courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 169</td>
<td>Using Computers in Business</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 097</td>
<td>Integrated Reading and Writing I</td>
<td>10</td>
</tr>
<tr>
<td>MATH 084</td>
<td>Algebra I</td>
<td>5</td>
</tr>
</tbody>
</table>

Equivalent computer experience

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 098</td>
<td>College Prep Writing IV</td>
<td>5</td>
</tr>
<tr>
<td>MATH</td>
<td>Pre-requisite Mathematics</td>
<td>5</td>
</tr>
</tbody>
</table>

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHI 100</td>
<td>Introduction to Medical Vocabulary</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 128</td>
<td>Survey of Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp;121</td>
<td>Intro to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>EET 105</td>
<td>Introduction to Technology</td>
<td>2</td>
</tr>
<tr>
<td>EET 106</td>
<td>Introduction to Soldering</td>
<td>1</td>
</tr>
<tr>
<td>EET 112</td>
<td>Fundamentals of Fluid Power &amp; Alternative Energy</td>
<td>5</td>
</tr>
<tr>
<td>EET 114</td>
<td>Applied Physics</td>
<td>5</td>
</tr>
<tr>
<td>EET 131</td>
<td>IT Essentials A+ Certification</td>
<td>5</td>
</tr>
<tr>
<td>EET 132</td>
<td>IT Essentials A+ Certification Advanced</td>
<td>5</td>
</tr>
<tr>
<td>EET 137</td>
<td>Introduction to Robotics</td>
<td>5</td>
</tr>
<tr>
<td>EET 138</td>
<td>Industrial Robotics</td>
<td>5</td>
</tr>
<tr>
<td>EET 161</td>
<td>D.C. Principles of Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 162</td>
<td>A.C. Principles of Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 163</td>
<td>Solid State Electronics</td>
<td>5</td>
</tr>
<tr>
<td>EET 165</td>
<td>Analog Circuits and Devices</td>
<td>5</td>
</tr>
<tr>
<td>EET 170</td>
<td>Digital Electronics &amp; PLCs I</td>
<td>5</td>
</tr>
<tr>
<td>EET 286</td>
<td>Biomedical Equipment I</td>
<td>5</td>
</tr>
<tr>
<td>EET 287</td>
<td>Biomedical Equipment II</td>
<td>5</td>
</tr>
<tr>
<td>EET 297</td>
<td>Biomedical Technician Externship</td>
<td>5</td>
</tr>
<tr>
<td>CWE 101</td>
<td>Portfolio Job Search Internship</td>
<td>4</td>
</tr>
</tbody>
</table>

CWE 101 Portfolio Job Search Internship is a prerequisite for EET 297.

RELATED INSTRUCTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 112</td>
<td>Multicultural Issues in the American Workplace</td>
<td>5</td>
</tr>
<tr>
<td>BUS 236</td>
<td>Interpersonal Communications for the Workplace</td>
<td>5</td>
</tr>
</tbody>
</table>

This course has acceptable substitutes.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 109</td>
<td>Mathematical Applications for Circuit Analysis</td>
<td>5</td>
</tr>
<tr>
<td>IT 120</td>
<td>Network Essentials – Comptia Network +</td>
<td>5</td>
</tr>
</tbody>
</table>

And one other higher IT course for a total of 10 credits

TOTAL PROGRAM CREDITS 113-116

Any student wishing to transfer to the BSBMET program at DeVry University should take the following math and physics courses in place of courses listed above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp;142</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp;221</td>
<td>Engineering Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp;222</td>
<td>Engineering Physics II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp;223</td>
<td>Engineering Physics III</td>
<td>5</td>
</tr>
</tbody>
</table>

Industrial Automation and Electronic Controls

Math/Science Division

The Industrial Automation and Electronic Controls Certificate prepares students for immediate employment or future advancement in companies or government organizations that manufacture, service, sell, design, or support electrical and electronic systems that control machinery, automation, and/or processes.

Certificate

PREREQUISITES

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 169</td>
<td>Using Computers in Business</td>
<td>5</td>
</tr>
</tbody>
</table>

This course has acceptable substitutes.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 098</td>
<td>Integrated Reading and Writing II</td>
<td>10</td>
</tr>
</tbody>
</table>

Any student wishing to transfer to the BSBMET program at DeVry University should take the following math and physics courses in place of courses listed above:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp;142</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp;152</td>
<td>Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp;221</td>
<td>Engineering Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp;222</td>
<td>Engineering Physics II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp;223</td>
<td>Engineering Physics III</td>
<td>5</td>
</tr>
</tbody>
</table>

CWE 101 Portfolio Job Search Internship is a prerequisite for EET 297.
Industrial Power and Control

Workforce Instruction Division

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, A.C. and D.C. 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.”

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

PREREQUISITES

For placement testing, contact Testing Center, (206) 527-3674. To begin program, students must test into the English and Math courses listed below:

<table>
<thead>
<tr>
<th>BUS 169 Using Computers in Business</th>
<th>5</th>
</tr>
</thead>
</table>

Followings can be substituted:

| ENGL 097 Integrated Reading and Writing | 10 |
| OR ENGL 098 College Prep Writing IV | 5 |
| OR Higher ENGL course | 5 |

| MATH 084 Algebra I | 5 |
| OR Higher MATH course | 5 |
| OR Have taken an equivalent or higher MATH course | 5 |

TECHNICAL SPECIALTY COURSES

- EET 106 Introduction to Soldering
- EET 112 Fundamentals of Fluid Power
- EET 114 Applied Physics
- EET 122 Network OS 1 - Windows Client OS
- ETT & Alternative Energy
- ETT Professional/Technical Programs
- ETT North

TOTAL PROGRAM CREDITS 111
Information Technology

Workforce Instruction Division

Cisco Certified Network Associate Short-Term Certificate
This Certificate of Completion for Cisco Certified Network Associate training is intended for students not already enrolled in an Information Technology, Network Administration, or Telecommunications Technology certificate or degree program. It is intended to be completed in three academic quarters, but students may be able to complete it in fewer quarters depending on experience and preparation.

Graduates of this certificate of completion program can expect to pass Cisco's CCENT Cisco Certified Entry Network Technician and CCNA Cisco Certified Network Associate exams. The instruction based on the online curriculum and books provided by Cisco Systems are comprehensive in describing how the internet/internets work based on intense practice configuring Cisco routers and switches through a command line interface called Internet OS (Internet Operating System) and a simulation program called Packet Tracer.

Cisco II (IT 144) concentrates on configuring routing using RIP (Routing Information Protocol), EIGRP (Enhanced Interior Gateway Routing Protocol), and OSPF (Open Shortest Path First) routing protocols.
Cisco III (IT 146) combines two Cisco classes; the first class covers switch configuration and wireless access theory, while the second class covers remote access to the internet, security, and network management as a whole.

While configuration labs concentrate on and utilize Cisco equipment, the preparation provided by the Certificate of Completion for Cisco Certified Network Associate training applies to all router and switch vendors equipment based on the fact that most protocols used by Cisco and all other vendors are the same and are based on open standards.

PREREQUISITES
There are no formal program prerequisites, but students are strongly advised to have skills comparable to EET 131 (IT Essentials I/A+ Certification) and EET 132 (IT Essentials II/Advanced A+ Certification). Cisco 1 must be completed before enrolling in Cisco 2. Cisco 2 must be completed before enrolling in Cisco 3.

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 142</td>
<td>5</td>
</tr>
<tr>
<td>IT 144</td>
<td>5</td>
</tr>
<tr>
<td>IT 146</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CREDITS 15

IT-Controlled Electronic Systems Certificate
This certificate is intended for students who already have an associates or bachelor's degree, or substantial professional experience, in an IT-related field.

The certificate prepares students for employment as electronic systems application or facilities engineers, security and field technicians, systems and sales consultants, and technical support staff. Typical duties include installation, maintenance, and monitoring information technology systems and IT-controlled electronic systems, such as security systems, entertainment systems, and HVAC systems.

PREREQUISITES
Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

BUS 169 Using Computers in Business ...............5
Following can be substituted: Instructor permission

TECHNICAL SPECIALTY COURSES
Total Required Technical Specialty Course Credits: 25-30

In addition to courses listed below, select from one of the tracks below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 131</td>
<td>5</td>
</tr>
<tr>
<td>EET 137</td>
<td>5</td>
</tr>
<tr>
<td>EET 161</td>
<td>5</td>
</tr>
</tbody>
</table>

TECHNICAL SPECIALTY CREDITS 15

MICROSOFT TRACK

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>IT 122</td>
<td>5</td>
</tr>
<tr>
<td>IT 124</td>
<td>5</td>
</tr>
</tbody>
</table>

UNIX TRACK

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 135</td>
<td>5</td>
</tr>
<tr>
<td>IT 138</td>
<td>5</td>
</tr>
</tbody>
</table>

CISCO TRACK

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 142</td>
<td>5</td>
</tr>
<tr>
<td>IT 144</td>
<td>5</td>
</tr>
<tr>
<td>IT 146</td>
<td>5</td>
</tr>
</tbody>
</table>

RELATED INSTRUCTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 118 Project Management Introduction and Overview</td>
<td>5</td>
</tr>
<tr>
<td>BUS 236 Interpersonal Communications for the Workplace</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM CREDITS 35-40

IT-Controlled Electronic Systems

Associate of Applied Science Degree (A.A.S.)
The IT Controlled Electronic Systems Associate of Applied Science degree is a two-year degree focused on developing skills needed to install, maintain, and monitor information technology systems and IT-controlled electronic systems, such as security, entertainment, and HVAC systems. Coursework in electronics and computer networking is emphasized, along with building the interpersonal skills necessary to work with customers and co-workers.
## Technical Specialty Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE 232</td>
<td>Introduction to Clinical Software</td>
<td>5</td>
</tr>
<tr>
<td>AHE 233</td>
<td>Introduction to Health Informatics</td>
<td>5</td>
</tr>
<tr>
<td>AHE 234</td>
<td>HIPAA and Network Security</td>
<td>5</td>
</tr>
<tr>
<td>AHM 118</td>
<td>Intro to Patient History Medical Records and Documents</td>
<td>5</td>
</tr>
<tr>
<td>AMA 102</td>
<td>Medical Law and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>AMA 103</td>
<td>Ethical Concepts</td>
<td>1</td>
</tr>
<tr>
<td>AMA 121</td>
<td>Patient Scheduling</td>
<td>1</td>
</tr>
<tr>
<td>AMA 125</td>
<td>Introduction to Medical Insurance and Coding</td>
<td>5</td>
</tr>
<tr>
<td>AMA 226</td>
<td>Medical Insurance Coding 1</td>
<td>1</td>
</tr>
<tr>
<td>AMA 227</td>
<td>Medical Insurance Billing</td>
<td>2</td>
</tr>
<tr>
<td>BUS 118</td>
<td>Project Management Introduction and Overview</td>
<td>5</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Access for Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS 229</td>
<td>Project Management Tools, Techniques, and Control</td>
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</tr>
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</tbody>
</table>

## Related Instruction

<table>
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<tr>
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<tbody>
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<td>BUS 210</td>
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</tr>
<tr>
<td>U.S. Cultures</td>
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<td>5</td>
</tr>
<tr>
<td>Following can be substituted: Global Studies</td>
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</table>

## Total related instruction credits

20 credits

## Electives

Choose one of the options groups below:

### Electives – Option 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>AMA 170</td>
<td>AP/Terminology/Pathology 1 – Introduction</td>
<td>2</td>
</tr>
<tr>
<td>AMA 171</td>
<td>AP/Terminology/Pathology 2 – Skin/Senses</td>
<td>1</td>
</tr>
<tr>
<td>AMA 172</td>
<td>AP/Terminology/Pathology 3 – Digestive System</td>
<td>1</td>
</tr>
<tr>
<td>AMA 173</td>
<td>AP/Terminology/Pathology 4 – Male/Urinary System</td>
<td>1</td>
</tr>
<tr>
<td>AMA 174</td>
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<td>1</td>
</tr>
<tr>
<td>AMA 175</td>
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</tr>
<tr>
<td>AMA 176</td>
<td>AP/Terminology/Pathology 7 – Endocrine System</td>
<td>1</td>
</tr>
<tr>
<td>AMA 177</td>
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<td>1</td>
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<tr>
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</tbody>
</table>

### Technical Specialty Courses

<table>
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<tr>
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<td>Introduction to Clinical Software</td>
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</tr>
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<td>5</td>
</tr>
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<td>5</td>
</tr>
<tr>
<td>AHM 118</td>
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<td>5</td>
</tr>
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<td>AMA 102</td>
<td>Medical Law and Ethics</td>
<td>2</td>
</tr>
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<td>AMA 103</td>
<td>Ethical Concepts</td>
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</tr>
<tr>
<td>AMA 121</td>
<td>Patient Scheduling</td>
<td>1</td>
</tr>
<tr>
<td>AMA 125</td>
<td>Introduction to Medical Insurance and Coding</td>
<td>5</td>
</tr>
<tr>
<td>AMA 226</td>
<td>Medical Insurance Coding 1</td>
<td>1</td>
</tr>
<tr>
<td>AMA 227</td>
<td>Medical Insurance Billing</td>
<td>2</td>
</tr>
<tr>
<td>BUS 118</td>
<td>Project Management Introduction and Overview</td>
<td>5</td>
</tr>
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20 credits

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## Total related instruction credits

20 credits

## Electives

Choose one of the options groups below:
AMA 179 AP/Terminology/Pathology 10 – Respiratory System ..........................1
AMA 180 AP/Terminology/Pathology 11 – Blood/Lymph System ..................1
AMA 181 AP/Terminology/Pathology 12 – Specialties ..........................1
ELECTIVES – OPTION 2
AHI 100 Introduction to Medical Vocabulary .............3
BIOL& 241 Human Anatomy and Physiology 1 .............5
BIOL& 242 Human Anatomy and Physiology 2 .............5
ELECTIVES – OPTION 3
ACCT& 201 Principles of Accounting I ..................5
AHI 100 Introduction to Medical Vocabulary .............3
EET 132 IT Essentials A+ Certification Advanced ..........5
TOTAL ELECTIVES CREDITS 13
TOTAL PROGRAM CREDITS 92

Linux Network and Security Certificate
This program prepares students for careers in system administration, network administration, and information security. Students will gain experience managing and securing the Linux operation system. Students will also learn how Linux-based tools apply to network administration and security testing.

PREREQUISITES
Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.
EET 131 IT Essentials I – A+ Certification ..........5
Following can be substituted: Instructor permission

TECHNICAL SPECIALTY COURSES
IT 135 Introduction to UNIX ..........................5
IT 138 UNIX for Network Administration ..........5
IT 150 IT Systems Security + ..........................5
IT 157 Ethical Hacking ..................................5

Network Administration Microsoft Windows Completion Certificate
This Certificate of Completion in Microsoft Windows Network Administration is intended for students not already enrolled in an Information Technology, Network Administration, or Telecommunications Technology certificate or degree program.

PREREQUISITES
Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.
EET 131 IT Essentials I – A+ Certification ..........5
Following can be substituted: Instructor permission

TECHNICAL SPECIALTY COURSES
IT 122 Network OS 1 Windows Client OS ..........5
IT 124 Network OS 2 Windows Server ..........5
IT 126 Network OS 3 Windows Network Infrastructure 5
IT 128 Network OS 4 Windows Active Directory 5
TOTAL PROGRAM CREDITS 20

Network and Server Administration Specialist Certificate
The Information Technology program offers both a certificate and an Associate of Applied Science – Transfer (A.A.S.-T) degree in Information Technology. 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 fill jobs as network technician, assistant network administrator, PC technician, workstation support technician, technical support technician, or computer systems technician.

PREREQUISITES
EET 131 IT Essentials I - A+ Certification ..........5
Following can be substituted: CompTIA A+
Certification for EET 131 & EET 132

TECHNICAL SPECIALTY COURSES
Other courses may be substituted for courses below with permission of program coordinator. See Advising for list of approved courses.
IT 102 Introduction to Programming ..........5
IT 122 Network OS 1 Windows Client OS ..........5
IT 126 Network OS 3 Windows Network Infrastructure 5
IT 135 Introduction to UNIX ..........................5
Following can be substituted:
IT 138 UNIX for Network Administration ..........5
-OR- IT 140 Network Management - UNIX ..........5
IT 142 Network Management - CISCO I ..........5
IT 144 Network Management - CISCO II ..........5
IT 146 Network Management - CISCO III ..........5
TOTAL PROGRAM CREDITS 40

Network and Server Administration Specialist Associate of Applied Science (A.A.S.)
The Information Technology program offers both a certificate and an Associate of Applied Science – Transfer (A.A.S.-T) degree in Information Technology. 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.
This two-year program concentrates on UNIX/Linux, Microsoft, and Cisco operating system configuration, management, and security. Information security concepts and best practices are woven into individual courses. Specific courses concentrating on information security topics are also offered. Many individual courses or combinations of courses are designed to also prepare students for passing industry certifications sponsored by CompTIA, Microsoft, and Cisco. The version of Microsoft Windows offered will depend upon the current commercial release. This is a full-time program, but students may elect to take it on a part-time basis. There is a related certificate program.

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.

**PREREQUISITES**

English placement into ENGL&101
Math placement into MATH 084 or higher MATH course

**TECHNICAL SPECIALTY COURSES**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>EET 131</td>
<td>IT Essentials I - A+ Certification</td>
<td>5</td>
</tr>
<tr>
<td>EET 132</td>
<td>IT Essentials Advanced</td>
<td>5</td>
</tr>
<tr>
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<td>Software Applications</td>
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<td>IT 124</td>
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<td>IT 138</td>
<td>UNIX for Network Administration</td>
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<td>IT 142</td>
<td>Network Management – CISCO I</td>
<td>5</td>
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<td>IT 144</td>
<td>Network Management – CISCO II</td>
<td>5</td>
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<tr>
<td>IT 146</td>
<td>Network Management – CISCO III</td>
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<tr>
<td>IT 220</td>
<td>Desktop Management and Virtualization</td>
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**GENERAL EDUCATION COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BUS 236</td>
<td>Interpersonal Communications for the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>EET 109</td>
<td>Mathematical Applications for Circuit Analysis</td>
<td>5</td>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>U.S. Cultures</td>
<td></td>
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</tr>
</tbody>
</table>

Following can be substituted: Global Studies course
Contact the division office for a list of approved courses.

**ELECTIVES**

Technical Electives                                                   | 5       |
Contact the division office for a list of approved courses.

**TOTAL PROGRAM CREDITS**

90

**Programming and IT Network Support Associate of Applied Science - T (A.A.S.-T)**

Take the first step to become an IT professional. Graduates of the Programming and IT Network Support degree are dually prepared for both the workplace and for transfer into the Application Development Bachelor of Applied Science (B.A.S.) degree program. Learn beginning programming, networking, and troubleshooting skills so you can get an entry-level IT job as you pursue your B.A.S. degree.

**PREREQUISITES**

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

- EET 131 IT Essentials I - A+ Certification
- ENGL& 101 English Composition I
- MATH 098 Intermediate Algebra

**TECHNICAL SPECIALTY COURSES**

- CSC 110 Introduction to Computer Programming
- CSC 111 Computers for Math and Science
- CSC 112 Introduction to UNIX
- IT 101 Internet and Web Authoring Using XHTML
- IT 120 Network Essentials – CompTia Network +
- IT 125 Using Structured Query Language and SQL Server
- IT 126 Using Structured Query Language and SQL Server
- IT 135 Introduction to UNIX

**RELATED INSTRUCTION**

- ENGL& 101 English Composition I
- HUM 105 Intercultural Communication
- MATH& 141 Precalculus I
- MATH& 146 Introduction to Statistics
- U.S. Cultures

Following can be substituted: Global Studies course
Select course from list of approved courses.
See Advising for assistance.

**TECHNICAL ELECTIVES**

Select one of the following 20-credit elective tracks:
- CISCO
- Linux Networking & Security
- Windows
**Technical Electives - Cisco**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>IT 142</td>
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**Technical Electives - Windows**

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**Technical Electives - Linux Networking & Security**

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**Total Program Credits** 91

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**Web Application Technologies Certificate**

Web Technologies includes four 100-level courses enabling students to build and support simple web-based applications. Students completing this certificate will qualify for positions in web application support, quality assurance, usability testing, and help desk.

This certificate is the first in a series of stackable certificates leading to more advanced application development degrees at the associate and the baccalaureate levels.

**Technical Specialty Courses**

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<td>IT 125</td>
<td>Using Structured Query Language and SQL Server</td>
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**Total Program Credits** 20

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**Internships**

**Workforce Instruction Division**

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.

**Certificate**

**Required Courses**

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

**Total Program Credits** 24

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**Jewelry Design**

**Arts, Humanities, and Social Sciences Division**

A Certificate of Fine Arts is offered in Art, Jewelry Design, 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 GPA of 2.0 or better at North Seattle College.

Candidates for the Certificate in Jewelry Design must complete 50 credits in the college transfer-level courses (numbered 100 and above) with a GPA of 2.5 or better. The required Jewelry classes (25 credits) must be taken at North Seattle College. At the completion of the required courses, the 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.

Final approval and recommendation to award the CJD rests with the Art faculty.

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 certificate.

Students seeking a B.A. or B.F.A. should consult NSC Associate of Arts degree requirements and the graduation requirements of the university at which they intend to enroll.

All CJD art students must have an art advisor and must plan their program with that advisor. Some of the art courses are offered only once a year, and students should consult their advisor and the annual schedule. Substitution may be made with the approval of the Art advisor and the Dean of Arts, Humanities, and Social Sciences Division.
Most General Education requirements for this certificate are met by course content in various Art courses. Communication (5 credits) by ART 251, 252, 253; Human Relations (5 credits) can be fulfilled by CMST & 210 or CMST & 230. Students must take a 5-credit computation course from ACCT 110 or above.

Certificate in Jewelry Design

REQUIRED COURSES - JEWELRY DESIGN
ART 281 Jewelry Design I .............................. 5
ART 282 Jewelry Design II ............................. 5
ART 283 Introduction to Alloys and Jewelry Casting . 5
ART 284 Bench Techniques and Practices ............ 5
ART 285 Metal Techniques for Small Scale Sculpture . 5

REQUIRED COURSES - ART
ART 101 Design ........................................... 5
ART 111 Drawing .......................................... 5
ART 210 Digital & Graphic Art - Photoshop + Illustrator . 5

GENERAL EDUCATION COURSES
Total required Communication and Human Relations credits .5
Met by ART 251 (or ART 252 253, 255, 257) above.
Total required computation course credits .......... 5
Met by ART 290 Art Business

TOTAL PROGRAM CREDITS 50

Mechatronics

Workforce Instruction Division

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

Mechatronics is a two-year program that prepares students for immediate employment and future advancement in companies or government organizations that manufacture, service, sell, design, or support electromechanical systems that control machinery, automation, and/or processes.

This degree is offered jointly with Shoreline Community College. Students must take classes at both North Seattle College and Shoreline Community College in order to complete this degree.

PREREQUISITES

Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfed prior coursework. Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

BUS 169 Using Computers in Business ............ .5
   Following can be substituted:
   Equivalent computer experience
ENGL 098 Integrated Reading and Writing II ....... 10
   Following can be substituted: Higher-level ENGL class
   or Successful completion of ABE 050
MATH 084 Algebra I .................................... 5
   Following can be substituted: Higher-level MATH class
   -OR- Successful completion of ABE 031 or equivalent

TECHNICAL SPECIALTY COURSES
EET 106 Introduction to Soldering .................. 1
EET 112 Fundamentals of Fluid Power
   & Alternative Energy .............................. 5
   Following can be substituted:
   Shoreline Community College course:
   MFGT 247 Motive Maintenance ................ 5
EET 131 IT Essentials I – A+ Certification ........ 5
EET 137 Introduction to Robotics ................. 5
EET 138 Industrial Robotics ...................... 5
   Following can be substituted:
   Shoreline Community College course:
   MFGT 280 Robot Certification ................. 5
EET 160 Introduction to Electricity and Electronics .5
EET 161 D.C. Principles of Electronics .......... 5
EET 201 Energy Generation, Conversion, and
   Sustainability .................................. 5
EET 202 Industrial Motor Controls and Drives .... 5
EET 203 Programmable Logic Controllers ....... 5
EET 291 Electronics Internship ................... 4
   Following can be substituted:
   Shoreline Community College course:
   MFGT 196 Advanced Manufacturing Internship
   -OR-
   North Seattle College courses:
   Choose two of the following courses:
   EET 108 Intro to Fiber Optics ................... 5
   -OR- EET 170 Digital Electronics & PLCs I .... 5
   -OR- EET 162 A.C. Principals of Electronics .... 5
   -OR- EET 114 Applied Physics .................. 5
   The internship/externship requirement (EET 291
   or MFGT 196) is the preferred selection for this
   degree. Total credits can be from 4 to 10 based
   on course option selected.
MFGT 105 Basic Manufacturing ................... 20
   Can be taken at Shoreline Community College.
MFGT 244 Preventive Maintenance ............... 3
   Can be taken at Shoreline Community College.
MFGT 245 10-Hour OSHA ........................... 1
   Can be taken at Shoreline Community College.
MFGT 246 Mechanical Maintenance ............... 5
   Can be taken at Shoreline Community College.
Medical Assisting

Workforce Instruction Division

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education 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.

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 checkoffs 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.

In addition to the various fees charged by the college, students will have additional expenses, such as lab fees, scrubs and accessories, physical examination costs, and program costs, including background checks, a $35 application fee, and an immunization registry that is online.

To complete the program, a 3.0 grade or higher is required in all Medical Assisting (AMA) courses and a 2.0 GPA or higher is required in all other courses.

Medical Assisting Certificate

PREREQUISITES

Prerequisite courses must be taken within the last 10 years.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE 103</td>
<td>Math for Health Careers</td>
<td>.3</td>
</tr>
<tr>
<td>BUS 169</td>
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<td>ENGL&amp; 101</td>
<td>English Composition I</td>
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</table>

Equivalent course can be substituted

TECHNICAL SPECIALTY COURSES

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<tr>
<th>Course Code</th>
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<td>AMA 100</td>
<td>Introduction to Healthcare</td>
<td>.5</td>
</tr>
<tr>
<td>AMA 101</td>
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<td>AMA 102</td>
<td>Medical Law and Ethics</td>
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<td>PSYC&amp; 100</td>
<td>General Psychology</td>
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TOTAL PROGRAM CREDITS 85

Medical Assisting Associate of Applied Science (A.A.S.)

The Associate of Applied Science Degree in Medical Assisting provides a more liberalized education than the certificate program, and many employers view the A.A.S. degree as a sign of increased competency and readiness for career or salary advancement. The Medical Assisting program is a competency-based curriculum that uses a combination of online learning, hybrid, and face-to-face classes. Currently, students may enter the program any quarter. Students must practice the competency skills hands-on procedures in the classroom with an instructor during designated times.

North Seattle College’s Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs on recommendation of the Curriculum Review Board of the American Association of Medical Assistants’ Endowment (CRB-AAMAE). CAAHEP 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. Graduates of this program are eligible to sit for the Certified Medical Assistant (CMA) exam following graduation and are also eligible for the Washington State Medical Assistant – Certified License upon completion of the entire Medical Assisting program, including the externship. The CMA credential is obtained through a national exam given by the AAMA.
Medical assistants enjoy an exciting, challenging career that is essential to patient care. Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public’s health and well-being, and it requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The North Seattle College program requires self-motivation, time-management skills, critical thinking, attention to detail, the ability to read and comprehend college-level texts in English, and the ability to write accurately and communicate in English. It also requires psychomotor skills and sufficient vision, hearing, and manual dexterity to perform procedures.

In addition to the various fees charged by the college, students will have additional expenses, such as lab fees, scrubs and accessories, physical examination costs, and program costs, including background checks, a $35 application fee, and an immunization registry that is online.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior coursework. Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit or approved by a program advisor before registering.

To complete the program, a 3.0 GPA or higher is required in all Medical Assisting (AMA) courses, and a 2.0 GPA or higher is required in all other courses.

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**RELATED INSTRUCTION**

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<tr>
<td>U.S. Cultures</td>
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<tr>
<td>Human Relations Elective</td>
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<tr>
<td>College Level MATH course</td>
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This course meets the Quantitative Skills Requirement.

**TOTAL PROGRAM CREDITS**

105

**Medical Office Administration Certificate**

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.

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

**PREREQUISITES**

Note: Courses must be taken within the last 10 years, or the COMPASS test is required. Contact Testing Center.

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<td>AMA 102</td>
<td>Medical Law and Ethics</td>
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</tr>
<tr>
<td>AMA 103</td>
<td>Ethical Concepts</td>
<td>1</td>
</tr>
<tr>
<td>AMA 104</td>
<td>Office Emergencies</td>
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</tr>
<tr>
<td>AMA 106</td>
<td>Patient History-Documentation and Physical Exam</td>
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**TOTAL PROGRAM CREDITS**

105

**Medical Office Administration Certificate**

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.

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**TECHNICAL SPECIALTY COURSES**

...
Parent Education

Workforce Instruction Division

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

Workforce Instruction Division

Pharmacy technicians support pharmacists, who are legally responsible for all prescription orders and drug dispensing. The program emphasizes the knowledge, skills, and varied responsibilities of the pharmacy technician. Students completing program requirements earn a certificate and are eligible to take the national certification exam and to 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, outpatient clinics, insurance carriers, and pharmacy software companies. Employment opportunities have remained strong in this health service occupation since its inception in 1975. Applicants should contact the division office regarding enrollment and current information. The program begins in Fall and Spring.

Pharmacy Technician Certificate

PREREQUISITES

- Eligibility for MATH 098 or equivalent
- Eligibility for ENGL&101
- High school diploma or GED, or international equivalent or higher
- Must be a minimum of 18 years of age (copy of photo ID required)
- Prerequisite courses must have been completed within the last five years of application date. Documentation that prerequisites have been met is required.
- Applicants should have oral English skills sufficient to communicate accurately with others.
- Contact the Testing Center for test schedules, or go to northseattle.edu/testing.

TECHNICAL SPECIALTY COURSES

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<tbody>
<tr>
<td>AHI 100</td>
<td>Introduction to Medical Vocabulary</td>
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<td>PHA 110</td>
<td>Pharmacy Law</td>
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<tr>
<td>PHA 115</td>
<td>Orientation to Pharmacy Practice</td>
<td>3</td>
</tr>
<tr>
<td>PHA 116</td>
<td>HIV/AIDS and HIPAA</td>
<td>1</td>
</tr>
<tr>
<td>PHA 120</td>
<td>Pharmacy Calculations</td>
<td>3</td>
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<td>PHA 125</td>
<td>Over-the-Counter Drugs</td>
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<td>PHA 140</td>
<td>Sterile Products and Aseptic Technique I</td>
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<td>Sterile Products and Aseptic Technique II</td>
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<tr>
<td>PHA 145</td>
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<tr>
<td>PHA 146</td>
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<td>PHA 150</td>
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<td>PHA 161</td>
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<tr>
<td>PHA 170</td>
<td>Pharmacy Records Management</td>
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<tr>
<td>PHA 190</td>
<td>Pharmacy Technician Extenship</td>
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<tr>
<td>PHA 191</td>
<td>Job Skills and National Exam Preparation</td>
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TOTAL PROGRAM CREDITS 49
Pharmacy Technician Associate of Applied Science (A.A.S.)

Pharmacy technicians support pharmacists, who are legally responsible for all prescription orders and drug dispensing. The program emphasizes the knowledge, skills, and varied responsibilities of the pharmacy technician. Students completing program requirements earn a certificate and are eligible to take the national certification exam and to 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, outpatient clinics, insurance carriers, and pharmacy software companies. Employment opportunities have remained strong in this health service occupation since its inception in 1975.

Applicants should contact the division office regarding enrollment and current information. The program begins in Fall and Spring.

Completion of Certificate Requirements: 49 credits

Communication Courses
Total Required Credits: 5
CMST – Any approved college-level Communication course

TECHNICAL SPECIALTY COURSES

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<td>PHA 190</td>
<td>Pharmacy Technician Externship</td>
<td>13</td>
</tr>
<tr>
<td>PHA 191</td>
<td>Job Skills and National Exam Preparation</td>
<td>1</td>
</tr>
</tbody>
</table>

ELECTIVES
Any college electives

TOTAL ELECTIVES 16

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>Any approved college-level Computation or Q course</td>
<td>5</td>
</tr>
<tr>
<td>US/GS</td>
<td>Any approved U.S. Cultures or Global Studies</td>
<td>5</td>
</tr>
<tr>
<td>LIVING WORLD</td>
<td>Any approved Living World or other approved course</td>
<td>5</td>
</tr>
<tr>
<td>BUS 236</td>
<td>Interpersonal Communications for the Workplace</td>
<td>5</td>
</tr>
</tbody>
</table>

TOTAL GENERAL EDUCATION CREDITS 20

TOTAL PROGRAM CREDITS 90

Phlebotomist

Phlebotomist Short-Term Certificate

This is an I-BEST (Integrated Basic Education and Skills Training) Phlebotomy program. I-BEST partners basic skills instructors with professional-technical skills instructors in the classroom to provide students with basic education and workforce skills. The two-course sequence of AHE 118 and AHE 119 includes theory of blood collection, supervised blood collection practice, and a 120-hour clinical externship. This program prepares students to work as phlebotomists in a clinical workplace.

PREREQUISITES

- Instructor Permission Required
- CASAS (Comprehensive Adult Student Assessment Systems) reading and listening minimum scores of 215 or COMPASS English Placement Test minimum score of 40.
- Concurrent enrollment in ABE 049 or ESL 059 required, except with placement into ENGL&101 or completion thereof.

TECHNICAL SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE 118</td>
<td>Introduction to Phlebotomy I</td>
<td>5</td>
</tr>
<tr>
<td>AHE 119</td>
<td>Introduction to Phlebotomy II</td>
<td>7</td>
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</tbody>
</table>

TOTAL PROGRAM CREDITS 12

Real Estate

Workforce Instruction Division

North Seattle College’s Real Estate program prepares students for work in Residential and Commercial Real Estate Sales and Brokerage, Appraising, Property Management, Green Real Estate, Escrow, Finance, and Investment.

The North Seattle Real Estate Program provides the skills and educational clock hours necessary to satisfy Washington State Department of Licensing and Department of Financial Institutions’ requirements, and industry and continuing education requirements. Students learn from industry experts in settings emphasizing experiential learning.

North Seattle College offers classes leading to certification in the following Real Estate designations:

- Commercial Real Estate and Investment
- Escrow
- Green Real Estate
- Loan Officer
- Loan Processor
- Real Estate Appraisal Trainee
- Property Management
- Sales

For up-to-date information on Real Estate certificates, degrees, and courses, visit www.northseattle.edu/real-estate.
Advanced Commercial Real Estate Certificate

This certificate program builds on our core Real Estate Certificate (2758) by specializing in commercial property management and investment and providing advanced education in key management skills, including land use, title, and property management. Offers options to emphasize in multifamily or commercial property management. Additional coursework in finance, sales and leasing, and investment analysis. Courses also apply toward the Real Estate A.A.S. degree and other real estate certificates. They are approved as continuing education clock hours for real estate brokers, property managers, and appraisers by the Washington Department of Licensing.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

PREREQUISITES
Real Estate Certificate classes listed below.

Classes may be taken concurrently. Exceptions may be awarded for active real estate experience or with program coordinator permission.

RES 100 Real Estate Fundamentals .................. 5
    Recommend taken concurrently with
RES 125 Applications for Real Estate Math
RES 101 Technology for Real Estate .................. 5
    Following can be substituted:
BUS 169 Using Computers in Business ............... 5
RES 106 Real Estate Fraud .......................... 1
RES 140 Real Estate Sales and Practice ............... 3
RES 170 Real Estate Law ............................. 3
RES 217 Real Estate Development and
    Sustainability ..................................... 3

TECHNICAL SPECIALTY COURSES
RES 110 Introduction to Commercial Real Estate .... 3
RES 125 Applications of Real Estate Math ......... 2
RES 141 Land Use Principles and Practice ........ 3
RES 175 Introduction to Title ........................ 3
RES 202 Multifamily Property Management .......... 3
RES 203 Property Management – Commercial .... 3
RES 260 Real Estate Finance – Commercial .......... 5
RES 290 Commercial Sales and Leasing ............. 3
RES 290 Fulfills WA DOL requirement for first real estate
    license renewal.
RES 295 Commercial Real Estate Investment Analysis .2

TOTAL PROGRAM CREDITS 26

Advanced Residential Real Estate Certificate

This certificate program builds on our core Real Estate Certificate (275B) by specializing in residential sales and providing advanced education in key management skills including document preparation, sales and marketing, real estate math, and finance. Offers options to emphasize in inspection, title, appraisal, or escrow. Finally offers investment or brokerage management track. Courses also apply toward the Real Estate A.A.S. degree and other real estate certificates. They are approved as continuing education clock hours for real estate brokers, property managers, and appraisers by the Washington Department of Licensing.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

PREREQUISITES
Real Estate Certificate classes listed below.

Classes may be taken concurrently. Exceptions may be awarded for active real estate experience or with program coordinator permission.

RES 100 Real Estate Fundamentals .................. 5
RES 101 Technology for Real Estate .................. 5
    Following can be substituted:
BUS 169 Using Computers in Business ............... 5
RES 106 Real Estate Fraud .......................... 1
RES 130 Green Real Estate ............................ 3
RES 140 Real Estate Sales and Practice ............... 3
RES 170 Real Estate Law ................................ 3

TECHNICAL SPECIALTY COURSES
RES 125 Applications of Real Estate Math ......... 2
    Students may challenge RES 125 by passing
    the RES 125 test.
RES 150 Residential Sales and Leasing
    Documentation .................................. 1.5
RES 164 Real Estate Finance Residential .......... 5
RES 210 Residential Property Investments ........... 3
    Following can be substituted: RES 230 Business
    Practices of Brokerage Management
RES 235 Sales and Marketing .......................... 3

TECHNICAL SPECIALTY ELECTIVES
Choose from any two of the following:
RES 142 Inspecting the Condition of Real Estate ...... 3
RES 175 Introduction to Title ........................ 3
RES 180 Basic Appraisal Principles ................... 3
RES 190 Real Estate Escrow I .......................... 3

TOTAL PROGRAM CREDITS 25.5-27.5

State of Washington, Department of Licensing, requires successful completion of RES 100 before taking the state real estate sales license exam. Also, DOL requires completion of RES 140 or RES 290 before the first license renewal.

For up-to-date information on Real Estate certificates, degrees, and courses, visit northseattle.edu/real-estate.
### Green Real Estate Short-Term Certificate
This certificate program provides a strong background and prepares students to specialize in green and sustainable real estate while working as brokers, builders, developers, home inspectors, architects, appraisers, and government staff.

**TECHNICAL SPECIALTY COURSES**
- RES 130 Green Real Estate .................. 3
- RES 131 Green Building Materials .......... 2
- RES 132 Marketing, Education and Ethics in Sustainable Development ................. 3
- RES 133 Energy Efficient Design and Development .......... 2
- RES 134 Smart Locations Integrated Communities Sustainability .................. 1.5
- RES 135 Healthy Buildings and Indoor Air Quality .......... 2
- RES 217 Real Estate Development and Sustainability .......... 3

**TOTAL PROGRAM CREDITS** 16.5

### Real Estate Certificate
This certificate program forms the core of the real estate education pathway by providing a strong, broad background in real estate. As a stand-alone certificate, this certificate program includes the required licensing classes as well as a core curriculum required class and a cutting-edge class on sustainable building. This certificate prepares students for work in residential and commercial sales positions. Courses in the program apply toward the Real Estate A.A.S. degree and other real estate certificates. The classes are approved as continuing education clock hours for real estate brokers, property managers, and appraisers by the Washington Department of Licensing.

**TECHNICAL SPECIALTY COURSES**
- RES 100 Real Estate Fundamentals ............. 5
- RES 101 Technology for Real Estate .......... 5
- RES 106 Real Estate Fraud ................... 1
  Following can be substituted:
  - RES 160 Ethics for Loan Originators ........ 1
- RES 125 Applications of Real Estate Math .... 2
  Following can be substituted:
  - MATH&107 Math in Society .................. 5
  - OR MATH 116 Applications of Math to Management, Life and Social Science ........... 5
  Students may challenge RES 125 by passing the RES 125 test and receive 2 credits.
- RES 130 Green Real Estate ................... 3
- RES 140 Real Estate Sales and Practice ....... 3
  Following can be substituted:
  - RES 290 Commercial Sales and Leasing ...... 3
- RES 141 Land Use Principles and Practice .... 3
- RES 142 Inspecting the Condition of Real Estate .......... 3
- RES 150 Residential Sales and Leasing Documentation 1.5
- RES 165 Real Estate Loan Originator .......... 3
  Following can be substituted:
  - RES 166 Real Estate Loan Processing ....... 4
  - OR RES 260 Real Estate Finance - Commercial .... 2
- RES 170 Real Estate Law ...................... 3
- RES 175 Introduction 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
  Following can be substituted:
  - RES 202 Multifamily Property Management .......... 3
  - OR RES 203 Commercial Property Management .... 3
  - OR RES 204 Community Association Management .... 3
- RES 210 Residential Property Investments .......... 3
- RES 217 Real Estate Development and Sustainability .......... 3
- RES 220 Real Estate Economics .......... 3
- RES 235 Sales and Marketing .................. 3

**RELATED INSTRUCTION**
- Global Studies or U.S. Cultures elective: 5 credits
  Select elective credits from approved list. See Advising Center.
- ACCT 215 Accounting for Small Business Owners .......... 3
- BUS 140 Customer Relations ..................... 5
- BUS 236 Interpersonal Communications for the Workplace ............... 5
ELECTIVES
Choose credits from any nonrequired courses with RES prefix or from the following:
CWE 101 Portfolio, Job Search, and Interviewing ........ 2
CWE 110 Internship ........................................... 3
ELECTIVES CREDITS ........................................ 13
TOTAL PROGRAM CREDITS ..................... 91-96
For up to date information on Real Estate certificates, degrees and courses, visit northseattle.edu/real-estate.

Real Estate Escrow Certificate
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 A.A.S. 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.

TECHNICAL SPECIALTY COURSES
RES 100 Real Estate Fundamentals ...................... 5
RES 101 Technology for Real Estate ................... 5
Following can be substituted:
BUS 169 Using Computers in Business I ............ 5
RES 120 Real Estate Principles of Maintenance and Repair ..................... 1.5
RES 140 Real Estate Sales and Practice ................ 3
RES 170 Real Estate Law .................................. 3
RES 220 Real Estate Economics ......................... 3

ELECTIVES
Select total of six elective credits from courses listed below:
BUS 236 Interpersonal Communications for the Workplace ..................... 5
RES 125 Applications of Real Estate Math ............ 2
RES 164 Real Estate Finance Residential .............. 5
Following can be substituted:
260 Real Estate Finance – Commercial .............. 2
RES 202 Multifamily Property Management ........... 3
RES 203 Property Management – Commercial ........ 3
RES 204 Community Association Management ........ 3
TOTAL PROGRAM CREDITS ..................... 26.5
Note: Most employers require property managers to be licensed real estate sales associates in the state of Washington and to be able to quickly learn and use industry-specific software.
For up to date information on Real Estate certificates, degrees and courses, visit northseattle.edu/real-estate.

Real Estate Property Management Certificate
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 A.A.S. 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.

TECHNICAL SPECIALTY COURSES
RES 100 Real Estate Fundamentals ...................... 5
RES 101 Technology for Real Estate ................... 5
RES 150 Residential Sales and Leasing Documentation ..................... 1.5
RES 170 Real Estate Law .................................. 3
RES 175 Introduction to Title ............................ 3
RES 190 Real Estate Escrow I ............................ 3

ELECTIVES
Total required RES Electives credits: 6
Choose credits from any course(s) with RES prefix, CWE 101 or CWE 110.
Visual, Literary and Performing Arts ..................... 5
TOTAL PROGRAM CREDITS ..................... 22.5
For up to date information on Real Estate certificates, degrees and courses, visit northseattle.edu/real-estate.

Watch Technology Institute
Workforce Instruction Division
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 watchmaking 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-Clockmakers 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.
### Watch Technology Institute Certificate

**TECHNICAL SPECIALTY COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIN 111</td>
<td>Introduction to Watch Technology</td>
<td>6</td>
</tr>
<tr>
<td>HIN 112</td>
<td>Watch Technology I: Tools, Equipment &amp; Measurement</td>
<td>6</td>
</tr>
<tr>
<td>HIN 113</td>
<td>Watch Technology I: Practicum</td>
<td>10</td>
</tr>
<tr>
<td>HIN 121</td>
<td>Watch Technology II: Professional Knowledge</td>
<td>6</td>
</tr>
<tr>
<td>HIN 122</td>
<td>Watch Technology II: the Watchmakers Lathe</td>
<td>6</td>
</tr>
<tr>
<td>HIN 123</td>
<td>Watch Technology II: Practicum</td>
<td>10</td>
</tr>
<tr>
<td>HIN 131</td>
<td>Watch Technology III: Winding and Setting Mechanism</td>
<td>6</td>
</tr>
<tr>
<td>HIN 132</td>
<td>Watch Technology III: Watch Gear Trains</td>
<td>6</td>
</tr>
<tr>
<td>HIN 133</td>
<td>Watch Technology III: Practicum</td>
<td>10</td>
</tr>
<tr>
<td>HIN 141</td>
<td>Watch Technology IV: Escapements</td>
<td>4</td>
</tr>
<tr>
<td>HIN 142</td>
<td>Watch Technology IV: External Parts</td>
<td>4</td>
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<tr>
<td>HIN 143</td>
<td>Watch Technology IV: Practicum</td>
<td>8</td>
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<tr>
<td>HIN 211</td>
<td>Watch Tech V: Introduction to Precision Timing</td>
<td>6</td>
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<tr>
<td>HIN 212</td>
<td>Watch Tech V: Introduction to Electronic Watches</td>
<td>6</td>
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<tr>
<td>HIN 213</td>
<td>Watch Tech V: Practicum</td>
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<tr>
<td>HIN 221</td>
<td>Watch Technology VI: Precision Timing 2</td>
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<tr>
<td>HIN 222</td>
<td>Watch Technology VI: Automatic Watches</td>
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<td>HIN 223</td>
<td>Watch Technology VI: Practicum</td>
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<tr>
<td>HIN 231</td>
<td>Watch Technology VII: Advanced Precision Timing</td>
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<td>HIN 232</td>
<td>Watch Technology VII: Chronographs</td>
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<tr>
<td>HIN 233</td>
<td>Watch Technology VII: Practicum</td>
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<tr>
<td>HIN 241</td>
<td>Watch Technology VIII: After-Sales Service</td>
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<tr>
<td>HIN 242</td>
<td>Watch Technology VIII: Review of Courses</td>
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<tr>
<td>HIN 243</td>
<td>Watch Technology VIII: Practicum</td>
<td>8</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM CREDITS:** 164

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### General Education Coursess

**BUS 236**   Interpersonal Communications for the Workplace .......................... 5

Following can be substituted:
- Other Approved Human Relations Course

**ENGL&101** English Composition I ........................................... 5

**MATH&107** Math in Society .................................................. 5

**U.S. Cultures** ................................................................. 5

Following can be substituted: Global Studies courses
Selected from approved list. See Advising Center.

**GENERAL EDUCATION CREDITS** 20

**TOTAL PROGRAM CREDITS** 184

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### Work Experience/Cooperative Education

**Workforce Instruction Division**

Cooperative Education offers on-the-job learning for college credit. Business, industry and government work with the college to allow students to gain practical job experience coordinated with the student’s major field of study.

This program enriches the educational experience by giving relevance to classroom theory and provides students with the opportunity to explore occupational directions within their chosen fields.

Students will receive college credit for employment relating to their major courses of study. For more information, contact the Advising Center.