

Where Do You Want Your Education To Take You?

7 DIRECTIONS AT THE SEATTLE COMMUNITY COLLEGES

- 5 **1 | Academics COLLEGE TRANSFER**
Take courses which transfer to a four-year university or earn a two-year A.A. or A.S. degree.
- 13 **2 | Careers / PROFESSIONAL & TECHNICAL PROGRAMS**
More than 135 short-term, 1- and 2-year degree and certificate programs and two 4-year B.A.S. degrees.
- 19 **3 | CONTINUING EDUCATION / Lifelong Learning**
Find hundreds of diverse, non-credit courses for personal and professional growth.
- 20 **4 | BRIDGE TO COLLEGE / PRE-COLLEGE**
Improve your English, math or reading skills and/or prepare for future college-level course work. Non-native speakers study English as a Second Language.
- 24 **5 | DISTANCE EDUCATION / eLearning**
Fit your time and location with one course or a full-time schedule of online, hybrid or video courses.
- 27 **6 | INTERNATIONAL Programs**
International students study ESL, Intensive English, or pursue career or college transfer courses.
- 29 **7 | WORKER RETRAINING Program**
Explore opportunities for laid-off or displaced workers to get training for new high-demand jobs.

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

Seattle Community Colleges

MISSION

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

VISION

The Seattle Community Colleges will be learning-centered

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

VALUES

We value

- teaching and learning
- students
- diversity
- partnerships

ACCREDITATION

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

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ABOUT THE CATALOG

This catalog is published for information purposes and is designed to assist prospective students in program planning. The information in this catalog reflects current programs, requirements, and costs as of May 8, 2012. Every effort is made to ensure accuracy at the time of publication; however, the catalog is not an irrevocable contract between the student and the Seattle Community Colleges. The colleges reserve the option to amend, modify or revise any content or provisions of this catalog without notice, because of changes in policies, personnel, curricula or funding. For the most current information, go to www.seattlecolleges.edu.

2010–2011* annual profiles

Annual Attendance **49,353**

SPECIAL ENROLLMENTS 2010–2011

(Unduplicated headcount across the district)

Distance Education/eLearning	13,192
Running Start	1,181
International Students	3,008
Worker Retraining	2,409

DEGREES & CERTIFICATES 2010–2011

Annual awarded **4,595**

EMPLOYEES 2010–2011**

Total	1,993
Teaching faculty	1,276
full-time/part-time	383/893
Non-teaching faculty	29
Classified	465
Exempt	231

FALL 2011 profiles

Students

Median age	29
Ethnic diversity	50%
Male/Female	46%/54%
With bachelor or higher degrees	18%
Employed	55%
full-time	31%
With dependents	27%
single parents	9%
Full-time/Part-time attendance	41%/59%

Programs

College Transfer	38%
Workforce Education	36%
Basic Skills	18%
Pre-college & other	8%

Courses

State-funded	90%
Contract-supported	4%
Student-supported	6%

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

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

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

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Academic Calendar

Summer 2012–Spring 2014 inside back cover



LEARNING COMMUNITIES/ INTEGRATED STUDIES

at the Seattle Community Colleges

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

Coordinated Studies

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

Linked Courses

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

COMMON COURSE NUMBERING and “&” Courses

seattlecolleges.edu/district/catalog/ccn.aspx

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

GENERAL EDUCATION

at the Seattle Community Colleges

Definition

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

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

Rationale

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

Learning Outcomes

Each college has developed learning outcomes and specific degree requirements to support these General Education goals. See page 5 and college Academics sections for details.

1 | Academics/College Transfer

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

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

ASSOCIATE OF ARTS (A.A. – DTA) Degree

The Associate of Arts (A.A.) degree DTA (Direct Transfer Agreement) is a 90-credit transfer degree that fulfills the general education requirements for most four-year degrees in arts and sciences. To earn the A.A. degree, students must achieve a cumulative grade point average of 2.0 or better in courses numbered 100 and above, complete at least 15 credits at the Seattle Community College awarding the degree, and meet the requirements outlined below.

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

A.A. Degree Learning Outcomes

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

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

TRANSFER DEGREES Summary

DTA -Direct Transfer Agreement

C-Central N-North S-South

Associate of Arts (A.A. – DTA) C,N,S
Two-year degree designed to transfer to a four-year college or university.

Associate in Business (A.B. – DTA) N,S
Two-year degree designed to transfer to a four-year college or university.

Associate in Elementary Education (A.E.E. – DTA/MRP) C,S
Direct Transfer/Major Ready Pathway to a B.A. in Elementary Education (K-8) programs in the state of Washington.

Associate in Math Education (A.M.E. – DTA/MRP) C
Direct Transfer/Major Ready Pathway to a B.A. in Math Education (grades 6-12) degree programs in the state of Washington.

Associate of Science - Transfer Degree (A.S.) C,N,S
Two-year degree designed to transfer to a four-year college or university in two major areas of science.

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

Option 2 engineering, computer science, physics & atmospheric science

Associate of Science (A.S.) C,N,S
Two-year degree designed to transfer to a four-year college or university.

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

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

See pages 13-16.

6. Understand the United States as a multicultural society
7. Understand the global society and processes of globalization from mostly, but not exclusively, non-Western and indigenous perspectives.

See pages 8-9 for detailed A.A. Degree Requirements at the Seattle Community Colleges.

Associate of Arts: Special Emphasis Areas

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

- **ASIAN PACIFIC ISLANDER STUDIES – SOUTH**

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

- **DEAF STUDIES – CENTRAL**

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

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

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



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

North, South

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

See North, page 94 and/or South, page 135.

ASSOCIATE IN ELEMENTARY EDUCATION (A.E.E. – DTA) Degree

K-8 Education Pre-Major - Central, South

Designed for students transferring to a four-year university, this program provides a solid foundation for direct transfer to B.A. in Elementary Education (K-8) programs in the state of Washington. Although a 2.0 in each course and overall GPA is required to earn the A.E.E./DTA degree, many competitive programs require a 3.0 or better in program prerequisites or overall GPA. Students must also take the WEST-B test and have 30-80 hours of supervised work with children.

See Central, page 61 and/or South, page 136

ASSOCIATE IN MATH EDUCATION (A.M.E. – DTA) Degree

Secondary (6-12) Math Education Pre-Major – Central

Designed for students transferring to a four-year university to pursue a secondary math education teaching degree. This program provides a solid foundation for B.A. in Math Education degree programs (grades 6-12) in the state of Washington. Although a 2.0 in each course and overall GPA is required to earn the A.M.E./DTA degree, many competitive programs require an overall average of 3.0 or better. WEST-B and WEST-E/Praxis II tests are required.

See page 61 for further information.

ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree

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

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

Two different study options are offered:

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

Students should contact an advisor for specific program requirements.

ASSOCIATE OF SCIENCE (A.S.)

The Associate of Science (A.S. – DTA) is a transfer degree. However, there are certain major areas of study in which the student may not be able to take all the courses necessary to transfer with junior standing in his/her major. Contact an advisor for more information on this degree program. For specific courses leading to a premajor in a number of science fields, refer to the College Transfer section for each college.

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

ASSOCIATE OF FINE ARTS (A.F.A.)

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

See North, page 94.

COLLEGE TRANSFER A.A. Degree Requirements

Basic Requirements **15 credits**

Electives **30 credits**

**Areas of Knowledge
Distribution Requirements** **45 credits**

A.A. DEGREE TOTAL **90 CREDITS**

Special Requirements included within the 90-credit total

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

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

BASIC REQUIREMENTS **15 CREDITS**

English &101 and &102 **10 credits**

Intermediate Algebra Proficiency

All students must demonstrate proficiency in intermediate algebra. Proficiency may be demonstrated in one of the following ways:

- In high school, complete three years of study at the level of algebra, geometry and second-year algebra.
 - Second-year algebra must be completed with a minimum 2.0 grade.
 - The first algebra course may be completed in middle school if the second-year algebra course is completed in high school.

Note: Arithmetic, pre-algebra, business math, and statistics will not count toward the requirement.
- OR complete MATH 098 with a minimum 2.0 grade.
- OR place into and complete MATH &107 with a minimum 2.0 grade. (Placement is through an approved placement test.)
- OR place into and complete a mathematics course from either of the following lists with any passing grade. (Placement is through an approved placement test.)

List 1: These courses are recognized by Seattle Community Colleges, the University of Washington, and most Washington baccalaureate institutions as demonstrating intermediate algebra proficiency. Students should check the requirements of their destination institution: MATH 102, 116, 120, 136*, &141, &142, &148, &151, &152, &153, 220, 224, 238. *MATH 136 taken at SCCC accepted fall 2012 to spring 2015.

List 2: Although recognized by Seattle Community Colleges and some Washington baccalaureate institutions as demonstrating intermediate algebra proficiency, the following courses are not recognized for that purpose by the University of Washington: MATH 103, 109, &131. Students should check requirements of their destination institution.

Quantitative/Symbolic Reasoning **5 credits**

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

- MATH 102, 103, &107*, 109, 116, 120**, &131, &132, 136, &141, &142, &148, &151, &152, &153, 220, 224, 238, 239
- (* If using MATH &107 to meet both the IA proficiency requirement and the QSR requirement, students must earn a minimum 2.0 grade in the course.)
- (** MATH 120 does not meet the QSR requirement at University of Washington).

- ASTR &110
- BUS 210
- CHEM &139, &161, &162, &163, 191, 192
- CSC 110, 111, 142, 143
- ECON &201, &202
- ENGR 142, 240
- PHIL &106
- PHYS &121, &122, &123, &221, &222, &223
- PSYC 217

ELECTIVES **30 CREDITS**

Electives include:

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

College Transfer A.A. Degree Requirements continued...

AREAS OF KNOWLEDGE DISTRIBUTION REQUIREMENTS**45 CREDITS**

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

VISUAL, LITERARY, AND PERFORMING ARTS (Humanities and Arts)**15 CREDITS**

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

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

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

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

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

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

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

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

German: GERM &121, &122, &123

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

Italian: ITAL 121, 122, 123

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

Journalism: JRN 101, 102, 103

Linguistics: LAN 101, 110

Literature: LIT 236, 238

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

Russian: RUSS &121, &122, &123

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

Vietnamese: VIET &121, &122, &123

INDIVIDUALS, CULTURES, AND SOCIETIES (Social Sciences)**15 CREDITS**

Choices must include a minimum of two different course prefixes.

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

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

American Sign Language: ASL 120, 125 **Biology: BIOL** 150

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

Environmental Sci: ENV 150, 160, 170, 200, 202, 206, 208, 214, 294

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

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

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

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

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

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

Religion: REL 150, 151

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

Social Science: SSC 101, 103, 187

Social Welfare: SWF 200

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

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

Choices must include a minimum of two different prefixes; 5 credits must be in a lab science (*asterisked below).

Students may choose up to 5 credits from the following list of courses: Anthropology, Computer Science, Engineering, Geography, Mathematics, Philosophy or Psychology (see specific courses below).

Anatomy & Physiology: BIOL 128*, &241*, &242*

Astronomy: ASTR &100, 102, 104*, &110*, 201

Biology: BIOL &100*, 102*, 106*, 107*, 109, 120*, 125*, 130*, 150, &160*, 161*, 195, 196, &211*, &212*, &213*, 228*, 229*, 239*, &260*, 282*, 285*, 286*, 287*, 290, **SPS** 201*

Botany: BOT 110*, 112*, 113*

Chemistry: CHEM 106*, &110*, &121*, &122*, &123*, &131*, &139, &161*, &162*, &163*, 191*, 192*, 211*, &241, &242, &243, &251*, &252*, 255, 256

Environmental Science: ENV 150, 160, 170, 201, 202*, 203, 204*, 205, 206*, 208, 216*, 221

Geology: GEOL &101*, &103*, 104, 105*, 106, 108*, &110*, 111*,

&115*, 118*, 202*, 207*, &208*

Health: HEA 125, 150, 160, 225, 228

Material Science: MSC 101

Meteorology: MEY 100

Nanotechnology: NANO 101*

Nutrition: NTR 105*, 150, 155

Oceanography: OCEA &100, &101*

Physics: PHYS &100, 107*, &121*, &122*, &123*, &221*, &222*, &223*

Science: SCI 100, 101*, 104, 107*, 110*, 111*, 112*, 113*, 114*, 115*, 116*, 117*, 118*, 119*, 121*, 129*, 131*

Sustainability: SUST 101

Up to 5 credits total allowed from the following group:

Anthropology: ANTH &204, &205, 275

Computer Science: CSC 110, 111, 142, 143

Engineering: ENGR &111, 140, 142, &214, &215, &224, &225, 240 271

Geography: GEOG 205

Math: All MATH college transfer courses number 102 and above. *Technical math courses NOT usable for transfer purposes.*

Philosophy: PHIL &106

Psychology: PSYC 222

TOTAL CREDITS REQUIRED FOR ASSOCIATE OF ARTS DEGREE**90 CREDITS**

WASHINGTON 45

First Year Transfer Courses

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

TRANSFER POLICY and PROCESSES

Transfer Assistance

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

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

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

Reciprocity Agreement

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

See “Common Course Numbering” on page 4.

Transfer of Credits to Four-Year Institutions

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

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



Transfer Rights & Responsibilities

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

Student Rights and Responsibilities

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

College and University Rights and Responsibilities

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

Transfer Agreements

Direct Transfer Agreements with Four-Year Institutions

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

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

*These institutions have restrictions and exceptions to the DTA.

Online DTA institutions

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

Transfer Agreements with Out-of-State Universities

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

OUT-OF-STATE UNIVERSITIES

- Boise State University – Idaho
- Dickinson State University – North Dakota
- Grand Canyon University – Arizona
- Hawaii Pacific University – Hawaii
- Indiana University-Purdue University-Indianapolis – Indiana
- Indiana University-South Bend – Indiana
- Johns Hopkins University-Carey School of Business – Maryland
- North Dakota University System – 10 schools in North Dakota
- Northern Arizona University – Arizona
- Oregon State University – Oregon
- San Francisco State University – California
- State University of New York (SUNY) – Oneonta and Oswego campuses, New York
- Thompson Rivers University – Kamloops, BC, Canada
- University of Findlay – Ohio
- University of Montana-Missoula – Montana
- University of Oregon – Oregon
- University of Wisconsin-La Crosse – Wisconsin

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

- Eastern Washington University: B.S. in Electrical Engineering
- Washington State University Online: various online degrees
- Western Washington University: Elementary Teacher Education (B.A.E.) with Special Education and Elementary Teacher Certification
See page 97 for details.

Bachelor's Degree Program Partnerships with South

- Eastern Washington University: B.S. in Technology, Applied Technology Option
- City University: B.S.B.A. in Business Administration
See page 137 for details.

2 | Careers Professional & Technical Programs

DEGREES AND CERTIFICATES

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

Certificates C,N,S,V
More than 135 professional-technical programs

Associate of Applied Science Degree (A.A.S.) C,N,S
Preparation and qualification for employment

Associate of Applied Science – T Degree (A.A.S.-T) C,N,S
Two-year degree in specific professional technical programs for transfer to specific four-year institutions

Bachelor of Applied Science (B.A.S.) Degrees
Four-year degree in Applied Behavioral Science C
Four-year degree in Hospitality Management S

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

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

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

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

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

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

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

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

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

BACHELOR OF APPLIED SCIENCE (B.A.S.) DEGREES

Applied Behavioral Science

The Bachelor of Applied Science (B.A.S.) in Applied Behavioral Science at Seattle Central Community College is designed to offer a substantive, human services four-year degree for direct service practitioners. This program is designed for students with an Associate of Applied Science two-year degree in social and human services, or a related degree. Applications are accepted for Fall and Spring quarter entry. A minimum 2.0 cumulative GPA is required for application; however, entry to the program is competitive.

Please see page 66 for further details.

Hospitality Management

The Bachelor of Applied Science (B.A.S.) in Hospitality Management at South Seattle Community College prepares those students who have completed a two-year technical degree or approved associate's degree with a broad set of competencies in the hospitality industry. Students take upper-division classes in management, marketing, human resource and technical positions. This program is unique in its focus of providing applied management training in the hospitality industry.

See page 145 for more information.

CERTIFICATE Programs

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

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

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

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

SHORT-TERM and STACKABLE Certificates

www.seattlecolleges.edu/shortcertificates

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

RELATED INSTRUCTION for Certificates and Degrees

Definition

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

Rationale

The purpose of Related Instruction is to provide educational depth and breadth through development of essential skills in reading and writing, research and information literacy, in-person and media-based communication, critical thinking, problem-solving, understanding individuals and cultures, and quantitative or symbolic reasoning. These transferable skills support students as they continue in higher education, move forward in careers, and continue the process of lifelong learning.

Certificates of 45 credits or more

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

Associate of Applied Science Degree

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

PROFESSIONAL-TECHNICAL Programs

Degrees and certificates of 20 or more credits (2 – 7 quarters in length) are offered in the professional and technical career areas listed below. For the most current list please visit seattlecolleges.edu/district/catalog/ccprotech.aspx.

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

Arts/Design/Graphics/Media

Apparel Design	C
Film & Video	C
Graphic Design	C
Photography, Commercial	C

Automotive Technology/Diesel/Truck Driving

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

Aviation Maintenance/Aeronautical Technologies

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

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

Applied Behavioral Science	C
Hospitality Management	S

Business/Accounting

Accountancy (CPA Preparation)	N
Accounting	N,S
Administrative Assistant	N
Administrative Office Professional	V
Bookkeeping	N
Business Computers	V
Business Information Technology	C,S
Computer-based Accounting	V
Computerized Accounting Technology	N
Customer Service/Advanced Customer Service	N
Entrepreneurship	N
General Business	N
International Trade	N
Medical Office Clerk	S
Network Technician	V
Project Management	N

Retail Management	N
Supervision and Management	S
Tax Preparation (Advanced)	N

Child and Family Studies

Construction/Carpentry/Building Trades/ Apprentice Training

Pre-Apprentice Construction Training (P.A.C.T.)	V
Building Trades Apprentice – Journey Level Programs	S
<i>Includes courses for Bricklayers, Carpet & Tile Layers, Construction Line Clearance/Tree Trimmers, Construction trades, Electrical workers, Traffic flaggers, Glassworkers, Ironworkers, Meatcutters, Painters, Welders</i>	
Cabinetmaking & Fine Woodworking	C
Carpentry	C
Marine Carpentry/Boatbuilding	C
Wood Construction	C

Cosmetology

Cosmetology	V
Cosmetology Instructor Training	V

Communication

Communication, Business & Media	N
Communication & Media Arts	N

Culinary Arts/Food Production/Wine Industry

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

Drafting/CAD Technologies

Architectural Engineering Drafting	N
Computer-Aided Drafting & Design Technology	S

Early Childhood Education

Early Childhood Education	N
Parent Education	N

Electronics/Engineering/Telecommunications

Biomedical Equipment Technology	N
Broadband Cable Technology	N
Electronics Engineering Technology	N

Electronics Technology N
 Electronics Telecommunications Technology N
 Engineering Technology S
 Sustainable & Conventional Energy & Control Technology N

Health-Related Professions

Allied Health Sciences C,N
 Clinical Lab Assisting N
 Dental Assistant V
 Dental Hygiene C
 Emergency Medical Technician N
 Expanded Function Dental Auxiliary C
 Medical Administrative Specialist V
 Medical Assisting/Medical Assistant N,V
 Medical Fundamentals for Clinical Research Professionals N
 Medical Laboratory Assistant/Phlebotomy V
 Medical Office Administration N
 Medical Office Clerk S
 Medical Reception, Basic N
 Nursing Assistant – Certified C,N,S
 Nursing Assistant – Certified (I-BEST) N
 Nursing (Practical – LPN) N,S
 LPN to RN C,N,S
 Nursing (Registered – RN) (Associate’s Degree) C,N,S
 Opticianry C
 Pharmacy Technician N
 Phlebotomist (I-BEST) N
 Respiratory Care C
 Surgical Technology C

HVAC N
 HVAC Core N
 HVAC Service N

Information Technology

Applications Support C
 Computing Technology S
 Database Administration & Development C
 IT Certificates: Cisco Certified Network Associate,
 Linux/UNIX Admin, Windows Admin N
 IT Controlled Electronic Systems N
 Network Administration S
 Network Design & Administration C
 Network Design & Administration CISCO C

Network Infrastructure & Security Support N
 Network Technician S
 Programming C
 Web Design C
 Web Development C

Interpreter Training/Sign Language

Deaf Interpreter Training C
 Interpreter Training C

Landscape Horticulture

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

Maritime Training/Seattle Maritime Academy

Deckhand Cook C
 Marine Deck Technology C
 Marine Engineering Technology C

Nanotechnology N

Real Estate

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

Social and Human Services

Chemical Dependency Specialist C
 Service-Learning C
 Social and Human Services C

Watch Technology N

Welding

Welding Fabrication Technology S

Work Experience/Cooperative Education/Internships

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

SHORT TERM Certificates

www.seattlecolleges.edu/shortcertificates

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

STACKABLE Certificates

www.seattlecolleges.edu/shortcertificates

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

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

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

(Note: For programs with A.A.S. degrees and certificates of more than 20 credits, see the list on pages 15-16.)

PROFESSIONAL-TECHNICAL Programs with Short-term Certificates

www.seattlecolleges.edu/shortcertificates

Automotive Technology

Mechanical & Electrical Components	S
NATEF Certificates	S

Aviation Composites

General Aviation for Composites	S
Aviation Composites Lab	S

Business / Accounting

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

Building Sciences (Georgetown)

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

Community Corrections Program Monitor* S

Construction / Carpentry

Carpentry Fundamentals	C
Finish Fundamentals	C
Framing Fundamentals	C

Drafting

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

Early Childhood Education Assistant N

Emergency Medical Technician N

Green Energy N

*For information call Worker Retraining at (206) 934-5835.

Health-Related Professions

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

Information Technology

Computer Maintenance Fundamentals N
 Computer Maintenance with Networking N
 Computer Support Technician C
 CISCO Certified Network Associate N
 CISCO Specialist I, II, III C
 Microsoft Specialist I, II, III C
 Microsoft Windows N

Job Readiness Program* S

Maritime Academy

Able Seamen’s, Community & Industry Support Courses C
*Including Basic Seamanship and Deck Skills, Celestial, Coastal
 & Electronic Navigation, Diesel Engines, Electricity for Boaters,
 Marine Safety & Survival, Vessel Handling.*

Phlebotomy N,V

Real Estate N

Social & Human Services

Management in Human Services C
 Prevention Specialist C

Supervision & Management

Personnel Management S

Warehouse & Distribution* S

Welding

Electronic Assembly S
 Welding, Levels 1-6 S

*For information call Worker Retraining at (206) 934-5835.

3 | Continuing Education

Seattle Central Community College

(206) 934-5448
www.learnatcentral.org

North Seattle Community College

(206) 934-3705
www.learnatnorth.org

South Seattle Community College

(206) 934-5339
www.learnatsouth.org

Class Schedules for Continuing Education

Each college Continuing Education Department publishes a class schedule. These schedules and other information are available through the websites listed above.

COMMUNITY Education

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

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

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

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

FINANCIAL PLANNING

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

PUGET SOUND INDUSTRIAL EXCELLENCE CENTER

Georgetown Campus of South Seattle Community College
Georgetown.southseattle.edu/
(206) 934-6853

The Puget Sound Industrial Excellence Center (PSIEC) offers customized contract training programs designed to meet specialized workforce training needs. The center serves as a focal point for business, labor and community in support of economic development, educational opportunities, family wage jobs and global competitiveness in greater South King County. The PSIEC provides customized workforce training in manufacturing, transportation, distribution, logistics and construction. New training programs focus on green jobs training, including energy conservation, energy auditing, building science, and environmental sustainability practices. As part of the Seattle Community Colleges, the PSIEC has direct access to a wide range of high-quality instructors and training resources. The center also hosts career fairs and workforce development initiatives.

SENIOR ADULT Education

South Seattle offers classes and discussion groups especially designed for senior adults. Classes normally are held during the daytime, on campus or in senior or retirement centers. Generally there are no long assignments, exams or grades. Reduced tuition is available for some offerings.

TEACHER PREPARATION

Central offers a non-credit Teaching English as a Second Language (TESOL) Certificate and other teacher education preparation classes.

North offers teacher clock hours for most of its course offerings, including all Continuing Education courses.

South offers courses for those working toward a Career and Technical Education (CTE) Certification in Washington state. This program is for business and industry professionals who would like to become middle or high school teachers.

Contract TRAINING

Business and industry representatives can select from a full range of management and employee training, certificate training programs and development services through customized or contract training and certificate training programs offered by Continuing Education. These courses may be held at the employer's site or at the Seattle Community Colleges. Continuing Education Units may be granted to meet professional development requirements.

4 | Bridge to College / Pre-College

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

BRIDGE TO COLLEGE Programs

- Developmental Education
- Transitional ESL
- Concurrent High School / College Programs
- High School / College Preparation Programs

PRE-COLLEGE Programs

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

Seattle Central Community College

Basic & Transitional Studies
206-934-4180
seattlecentral.edu/basic/

North Seattle Community College

Basic & Transitional Studies Division
206-934-7303
northseattle.edu/programs

South Seattle Community College

Basic & Transitional Studies Division
206-934-5363
southseattle.edu/bts/

Seattle Vocational Institute

GED Program
(206) 934-4935
sviweb.sccd.ctc.edu/programs.htm

Bridge to College Programs:

DEVELOPMENTAL EDUCATION English, Mathematics and Human Development Courses

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

TRANSITIONAL ESL English as a Second Language

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

For information on more basic ESL classes (levels 1-4), see page 22.

NOTE: International Students should take ESL classes through International Programs, page 27.

CONCURRENT High School/College Programs

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

Running Start

Central (206) 934-3820
seattlecentral.edu/runstart

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

South (206) 934-5207
southseattle.edu/runningstart/index.html

Running Start is a program for high school juniors and seniors who qualify for college-level courses through placement testing. This program provides free or reduced tuition college-level credit courses that may count toward both high school requirements and college credit at the same time. Tuition is paid by the state through the student's public high school. Students should consult their high school counselor and the college Running Start Office for placement testing and applications. Students pay for books, transportation and applicable fees. Online Virtual Running Start courses allow students to take college courses from home, the school library or the workplace.

Upon completion of an associate's degree, a Running Start student may submit a written request for a high school diploma to receive one from the college.

For more information, visit www.virtualcollege.org.

Bright Future

SVI
(206) 934-6304
sviweb.sccd.ctc.edu/p_bright.htm

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

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

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

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

High School to College PREPARATION PROGRAMS

Career Link Academy at South

(206) 934-6475

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

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

TRIO Educational Talent Search

South
(206) 934-6474

This college access program serves 600 students each year from six secondary schools located in south and west Seattle. Participants are primarily low-income students whose parents did not complete a four-year degree. Students explore their options for colleges, universities, training programs and future careers. The program provides exposure to post-secondary educational options as well as test preparation advising, personal counseling, academic advising, and cultural activities. TRIO ETS provides the opportunity to visit colleges and offers assistance in applying for college, financial aid and scholarships.

Upward Bound

North (206) 934-7762
webshares.northseattle.edu/upwardbound

South (206) 934-6676
southseattle.edu/programs/upwardbd.htm

Upward Bound, a program funded by the Department of Education, provides high school students with services that support higher academic performance during high school. The goal is to maximize students' potential for graduation from high school and subsequent college enrollment. The program works closely with low-income and first generation college-bound students, parents, and the high schools to help guide each student in developing a strong sense of self and in acquiring the tools necessary for a successful college experience.

Upward Bound provides personalized instruction in basic academic skills, science, foreign language, and other arts and academic disciplines; personal counseling; academic advising; social and cultural activities; and assistance in applying to colleges and for financial aid and scholarships.

The year-round program includes spending six weeks on campus at either North or South during the summer for intensive academic and college preparatory activities. North Seattle Community College hosts 82 high school students from Franklin High School and Roosevelt High School. South Seattle Community College hosts 50 high school students with disadvantaged backgrounds from Evergreen High School and Tye High School.

Pre-College Programs:**Adult BASIC EDUCATION**

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

ENGLISH as a Second Language (ESL)

English as a Second Language (ESL) classes, levels 2-4 (1-5 at South), are offered to help non-native speakers communicate in English and increase their understanding of American culture. Conversation, pronunciation, reading, writing, and grammar are taught with special emphasis on the English skills needed for survival and employment. These non-credit courses cost \$25 per quarter tuition (subject to change). Course descriptions are found under ESL. When students test high enough, they can move on to Transitional ESL (levels 5 and 6 at Central and North), which concentrate on college-preparation skills. See page 20.

NOTE: International Students should take ESL classes through International Programs, page 27.

GED Preparation

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

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

A prerequisite for enrollment in GED classes is the ability to read at or above eighth grade level, or completion of ABE Level 4.

See page 241 for course descriptions under General Educational Development.

HIGH SCHOOL COMPLETION Options

Central (206) 934-5408
North (206) 934-7303
South (206) 934-5805

- All students who are 21 years of age and older and who earn an associate's degree of any type from Seattle Community Colleges are eligible to submit a written request for and to receive a college-based high school diploma. These individuals are not required to complete the State Board of Education high school graduation requirements.
- Running Start students who complete an associate's degree are eligible to request a high school diploma at any age. These individuals are not required to complete the State Board of Education high school graduation requirements.

- The Seattle Community Colleges also offer High School Completion options to students who have not completed their high school diplomas. With this option students must have a minimum of 19 credits which include required courses. Students will also need to complete a culminating project, a “High School and Beyond” plan, and pass the High School Proficiency Exam (HSPE).

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

**Option A:
Standard High School Diploma**

(95 college credits)

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

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

REQUIRED COURSES

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

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

English	15
Fine Arts (Drama, Music or Art)	5
Pacific Northwest or Washington State History	2.5
U.S. History I (includes U.S. Constitution)	5
Contemporary World Problems, World History or World Geography.....	5
Mathematics Series (Pre-Algebra, Algebra I or math class at student’s placement level)	10
Science (Two science courses, one of which must be a lab science, for which prerequisites have been met)	10
Occupational Education (May be chosen from any Professional-Technical courses)	5
Physical Education (May be waived with permission at C,S: not at N)	10
Approved Electives (from college transfer or Professional-Technical courses; quantity varies, depending on number of required courses), minimum	27.5
REQUIRED CREDITS	67.5
ELECTIVE CREDITS	27.5
TOTAL CREDITS	95

**Option B:
Associate Degree Conversion Diploma**

NOTE: This option is not automatic, and procedures vary from campus to campus. Consult an advisor.

Upon successful completion of the Associate of Arts (A.A.) or Associate of Science (A.S.) degree, and by taking the following courses, the student may be granted a high school diploma in addition to the A.A. or A.S. degree: U.S. History I (5) or POLS& 202 (5) and Washington State History (2.5) or satisfaction of requirement. Check with advisor.

SUBSTITUTING COURSES

Several pre-college transfer and college transfer courses may be substituted for required high school courses. Students who want to earn college credit while fulfilling high school graduation requirements should consult with the Advising Center or high school completion program director.

ELECTIVE COURSES

Elective courses may be selected from the high school completion program and the following areas: vocational, general studies (liberal studies), college preparatory courses in math and English. Work experience may also qualify for credit at some colleges. Check with your college advisor. Credits could be granted on proof of satisfactory employment (405 hours = 1 high school credit or 5 college credits).

Tuition Waiver for High School Completion

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

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

To receive a tuition waiver, a student must submit an application for high school diploma completion. If the student selects the associate’s degree option, only the courses listed above for Option B will be covered by the waiver.

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

5 | Distance Education/eLearning



www.seattlecolleges.edu/distance

Seattle Central Community College
www.seattlecentral.edu/distance

North Seattle Community College
www.virtualcollege.edu

South Seattle Community College
<http://sites.southseattle.edu/online>

The Seattle Community Colleges offer a wide range of Distance Education/eLearning options using a variety of technologies, including online courses, videotape/DVD courses, and telecourses offered through the Seattle Community Colleges cable channel, SCCTv. The colleges are fully accredited, and with more than 150 courses to choose from, students can earn an A.A. degree online at their own pace.

Distance Education/eLearning students experience the same curriculum, content and challenge as on-campus students at the Seattle Community Colleges and are able to earn the same degree. Classes require students to structure their own schedules, balancing their time around the assignments and requirements of the class. Courses usually contain more reading and assignments to ensure that student learning will be as rigorous as similar on-campus classes.

Experienced instructors are available for one-on-one communication, as are online study groups and discussion forums with other students. Students interact using a “virtual classroom” website incorporating regular communications with the instructor and other students, online content and lessons, and interactive web-based activities. Students can work directly with an advisor who will recommend courses relevant to the student’s goals, and develop an individualized degree completion plan. State tuition applies in most courses and may be covered by financial aid. All three campuses have Distance Education/eLearning offices that students may visit in person.

Types of DISTANCE EDUCATION/ eLearning Courses

Online Courses

Coursework for online courses is generally completed over the Internet, within a quarterly timeframe. Students will be given textbook reading and lesson assignments. Online study groups, student discussion forums, and interaction with the course instructor enhance the learning experience.

Fully online courses do not require campus visits. However, some online courses may require on-campus visits during exam times; check the individual course description. Classes require Internet access and an email address. Submission and grading of student work takes place online. Most classes use discussion forums for online discussion and do not require live chat. Some online classes also incorporate professionally produced video materials. Enrollment follows the quarterly college schedule.

Students can also take Washington Online (WAOL) courses through the Seattle Community Colleges.

Washington Online is a cooperative effort of Washington state’s community and technical colleges to deliver coordinated online instruction. A team of faculty members representing several community colleges develops Washington Online courses; the instructor may be a faculty member at another Washington state community or technical college. Enrollment usually follows the quarterly college schedule.

Hybrid Courses

Hybrid courses provide students with the scheduling flexibility of fewer campus visits while covering the same materials as an equivalent class held entirely on campus. Hybrid classes usually have at least one on-campus meeting per week combined with a “virtual classroom” website incorporating regular communications with the instructor and other students (through discussion forums), online content and lessons, and interactive Web-based activities. These courses often use on-campus exams as assessment tools. Enrollment usually follows the quarterly college schedule.

Telecourses, DVDs or Videotape Courses

Televised courses are offered through Seattle Community Colleges cable channel, SCCTv in Seattle. Telecourses involve viewing programs at specified times, reading textbook assignments, and completing lessons outlined in the study guide that students receive upon registration.

DVD or videotape courses are similar to telecourses. DVDs or videotape series may be available for purchase or rent. Contact the individual campus Distance Education/eLearning offices for available options.

On-campus meetings are generally not required for these courses. However, students may be required to take their exams on campus. Students who are not able to come to campus may find their own proctor to supervise the exams. Assignments are submitted to the instructor by mail, in person, fax, online or email. Enrollment follows the quarterly college schedule.

Videostreaming and Video-on-Demand

For students with broadband Internet connections, the Seattle Community Colleges offer online classes that incorporate video-on-demand. Professional telecourse series and college-produced video materials are videostreamed anytime students need to view them and DVDs or videotapes may also be rented or purchased for some classes. These classes are available to all students. Enrollment follows the quarterly college schedule.

Interactive Multisite Courses

Interactive Multisite Courses (also called ITV) are broadcast to and from Seattle colleges (or around the world) via two-way live interactive teleconferencing. Students from different campuses see and interact with one another and their instructor in specially designed classrooms. Instructors may spend time visiting each participating Seattle Community College. Enrollment follows the quarterly college schedule.

Note: Not available at Seattle Central.

Correspondence Courses

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

TECHNICAL REQUIREMENTS

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

- Access to a PC with a Pentium processor (Windows 2000, XP, Vista, 7) or comparable Macintosh computer (OS X or later versions) with at least 32mb RAM
- A reliable Internet connection (DSL or cable modem connection recommended)
- Browser requirement: Latest versions of Firefox (PC/MAC) or Internet Explorer (PC)
- This list contains links to common “plug-ins.” Any or all of these might be required for an individual course.
 - Adobe Acrobat
 - Java Runtime
 - QuickTime – for some movies
 - Macromedia Flash – for some movies
 - Microsoft PowerPoint Viewer 2003, 2007, 2010
 - Word Viewer 2003
 - Excel Viewer 2003, 2007, 2010
 - OpenOffice (compatible with Microsoft Office, free download)

Courses with audiostreaming or videostreaming will require sound and video cards and a broadband (DSL or cable modem) Internet connection. Technology fees allow students to use campus computers and Internet accounts. For more information on Washington Online, visit www.washingtononline.org.

Technical requirements for telecourses and other visual media courses require access to TV and VCR or DVD player (for some courses) and to audiocassette recorder (for some courses). Word-processed assignments are required in some cases.

ADDITIONAL FEES

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

ADVISING for Distance Education/ eLearning

Distance Education/eLearning classes are very popular and fill before the quarter begins. Academic advising can help students decide whether Distance Education/eLearning is a good option for their personal situations. Students can reach an advisor through email (dlweb@sccd.ctc.edu), by calling 1-800-510-1724 or by visiting college websites listed on page 24.

Students who register early usually receive an email, postcard or orientation packet with specific information that will provide a head start. Students are encouraged to register early. Upon registration, students must visit the online college website to determine the next steps.

Books and study guides for most Distance Education/eLearning courses may be ordered online or purchased at the campus bookstore.

There are also Distance Education/eLearning offices located on each campus.

Seattle Community Colleges TELEVISION & IRIS EDUCATION

(206) 934-3928

scctv.net

iriseducation.org

seattlecommunitymedia.org

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

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

Emmy-award winning SCCTV creates unique original programming such as *Professor Fred's Movie Marvels* and *Centuries of Great Music*, sharing these programs with community college television stations across the country from Portland to San Antonio to New York. Programming information is available on the website.

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



6 | International Programs

The Seattle Community Colleges welcome students from other countries for study in academic and technical programs as well as Intensive English programs. The colleges are committed to fostering international awareness and understanding and encourage the sharing of ideas and cultures generated by international students on campus.

The Seattle Community Colleges also offer a wide variety of study abroad, internships and service learning opportunities for U.S. students to study and learn in other countries.

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

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

Seattle Central Community College

International Education Programs

1701 Broadway, ISC 100

Seattle, WA 98122 USA

Telephone: (206) 934-3893

Fax: (206) 934-3868

Email: seattlecentral.intl@seattlecolleges.edu

www.seattlecentral.edu/international

North Seattle Community College

International Programs

9600 College Way North

Seattle, WA 98103 USA

Telephone: (206) 934-3672

Fax: (206) 934-3794

Email: international@seattlecolleges.edu

<http://isp.northseattle.edu>

South Seattle Community College

International Programs

6000 16th Ave. S.W.

Seattle, WA 98106 USA

Telephone: (206) 934-5360

Fax: (206) 934-5836

Email: ip@seattlecolleges.edu

www.southseattle.edu/international

SERVICES AND PROGRAMS

for International Students

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

ADMISSION GUIDELINES

for International Students

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

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

Guidelines for Continuing Enrollment for International Students

Students must:

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

TYPES OF PROGRAMS AVAILABLE for International Students

Intensive English

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

College Bridge

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

College Transfer

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

Professional-Technical

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

FAST TRACK High School Completion

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

Summer Session

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

TRANSFER TO FOUR-YEAR SCHOOLS Opportunities

The Seattle Community Colleges have many agreements with both in-state and out-of-state four-year colleges and universities for transfer for qualifying students, including international students. See pages 11-12, visit the website (seattlecolleges.edu/international) for the most current list, or see an academic advisor.

Programs for U.S. STUDENTS STUDYING AND VOLUNTEERING ABROAD

seattlecolleges.edu/international/

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

Travel/Study Courses

Cooperative Education
(206) 934-5422

seattlecentral.edu/coop

Travel/Study courses provide students with an opportunity to earn credits for various travel/study experiences in an international setting. Students can earn credit for language enhancement, research-based or work/internship/volunteer activities. Because these are contract courses, students are charged a per-course fee.

Course	Credits
EDU 291 Using the World as a Classroom	5-10
ITL 197 International Cooperative Education	5
ITL 198 International Cooperative Education	5
HUM 289 Chinese Language Enhancement through Experiential Activities	5-10
HUM 290 German Language Enhancement through Experiential Activities	5-10
HUM 291 Spanish Language Enhancement through Experiential Activities	5-10
HUM 292 French Language Enhancement through Experiential Activities	5-10
HUM 293 Italian Language Enhancement through Experiential Activities	5-10
HUM 297 Japanese Language Enhancement through Experiential Activities	5-10
HUM 298 Portuguese Language Enhancement through Experiential Activities	5-10
SCI 296 Natural History: Tropical Ecosystems in Costa Rica.	5-10
SCI 297 Natural History: Tropical Ecosystems	5-10
SSC 297 Travel/Study Experience	5-10

7 | Worker Retraining Program

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

Seattle Central Community College

(206) 934-6310
seattlecentral.edu/wrp

North Seattle Community College

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

South Seattle Community College

(206) 934-5835
southseattle.edu/wrp

Seattle Vocational Institute

(206) 934-4936
sviweb.sccd.ctc.edu/wrp/wd_wr.htm

District-wide

seattlecolleges.edu/wrp

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

ELIGIBILITY

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

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

- Is an unemployed or under-employed displaced homemaker.
- Has closed a business due to economic downturn
- Is working in a not-in-demand job (along with other criteria)
- Has lost a job because of a disaster
- Has separated from the military with an honorable discharge within the last 24 months
- Has suffered a loss of more than 50% of household income due to a divorce, separation or death of a spouse or partner within the last 24 months.

START NEXT QUARTER:

www.startnextquarter.org

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

BENEFITS

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

ACCREDITATION

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

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

Getting STARTED



6 Steps to Enrolling

- 1 Apply for **Admission**
- 2 Apply for **Financial Aid/other funding sources**
- 3 Prepare for and take **Placement Tests**
- 4 **Consult** with an Advisor
- 5 **Register** for Classes
- 6 **Pay Tuition** and Fees

1 | APPLY for Admission

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

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

OR

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

Admissions Exception

The college does not desire to replace or duplicate the functions of the local public schools; however, persons under the age of 18 may request special admission on a course-by-course basis, provided they have attained at least high school junior standing. Criteria for granting admission are: competency at an appropriate academic, artistic, and/or technical talent level and the ability to participate in an adult learning environment.

Specific admissions procedures are available in the registrar's office at each campus and at www.seattlecolleges/studentrules.aspx.

NEW STUDENT Admission

To apply, students have three options:

1. Complete and submit an online admissions application. The online application form is available at: [www.seattlecolleges.edu/Prospective Students/Getting Started](http://www.seattlecolleges.edu/Prospective%20Students/Getting%20Started). Additional application information is also available at each of the college websites:
 - Central: seattlecentral.edu/getstarted
 - North: northseattle.edu/admissions/steps
 - South: southseattle.edu/enrolling
 - SVI: <http://sviweb.sccd.ctc.edu>

OR

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

OR

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

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

NOTE: For some programs at Seattle Central, high school transcripts may be required.

ENROLLING AT MORE THAN ONE Seattle Community College

Intra-District Registration/Concurrent Enrollment

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

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

READMISSION of Former Students

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

NOTE: At Central, students may register with currently enrolled students if not more than five years have passed. Contact the Registration Office for an appointment.

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

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

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

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

RESIDENCY Requirements

Residents – U.S. Citizens

To qualify for in-state (resident) tuition applicants must have lived in Washington state for reasons other than educational purposes for one full year prior to the first day of the quarter in which resident fees are requested. A financially dependent student may also be eligible for resident tuition if one or both parents or legally appointed guardian(s) have maintained a domicile in Washington for

one full year prior to the first day of the quarter. Establishing permanent state residency includes compliance with Washington state laws, vehicle and driver's license registration and registration to vote in this state, if applicable.

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

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

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

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

Residents – Non-U.S. Citizens

Effective July 1, 2003, Washington state law changed the definition of "resident student" so that certain students who are not permanent residents or citizens of the United States are eligible for resident student status – and eligible to pay resident tuition rates – when they attend public colleges and universities in this state. The law does not make these students eligible to receive need-based state or federal financial aid. To qualify for resident status, students must complete an affidavit/declaration/certification if they are not permanent residents or citizens of the United States, but have met one of the following conditions:

CONDITION ONE:

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

CONDITION TWO:

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

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

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

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

INTERNATIONAL Student Admission

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

2 | APPLY for Financial Aid/ Opportunity Pathways/ Other funding sources

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

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

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

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

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

College EXPENSES

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

DETERMINATION of FINANCIAL AID

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

To be eligible for financial aid, a student must:

- Be a citizen, naturalized citizen, refugee, or immigrant to the United States
- Have a high school diploma or a GED certificate
- Demonstrate financial need as determined by the free application for federal student aid (FAFSA)
- Enroll in an approved certificate or degree program and take required coursework
- Be registered with the Selective Service, if required
- Not owe a refund or repayment on prior financial aid received, or have a student loan in default at these or prior colleges attended
- Make satisfactory academic progress as defined by each campus

Maintaining Eligibility

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

Types of Financial Aid/Opportunity Pathways

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

1. **Grants, Scholarships, & Waivers:** Students do not repay grants, scholarships and waivers if satisfactory academic progress is maintained. Grants include Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Washington State Need Grant (SNG), College Bound Scholarship and Institutional Grant.
2. **Employment:** Work-study programs provide part-time employment.

3. **Loans:** Contact the campus Financial Aid Office for information about participation in loan programs.

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

Opportunity Grants

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

** See "opportunity grants" on college websites for a list of approved programs. For additional grant information, visit www.sbctc.ctc.edu/s_opportunitygrants.aspx*

Grant Eligibility

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

Opportunity Grant Coordinators:

Central (206) 934-6937
seattlecentral.edu/finaid/opportunity_grant.php

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

South (206) 934-5200
southseattle.edu/resources/opportunitygrant.htm

SVI (206) 934-3192
sviweb.sccd.ctc.edu/f_opportunity_grant.htm

Start Next Quarter

startnextquarter.org

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

SVI Financial Aid and Assistance

(206) 934-4977

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

Financial aid application instructions and funding options information is given in the Educational Planning Course described on pages 171-172. Early application is encouraged. Late applicants may have their entry into school delayed.

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

FINANCIAL Assistance for VETERANS

Veterans Affairs Offices

Central & SVI	(206) 934-4147
North	(206) 934-3699
South	(206) 934-5811

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

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

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

Veterans Waivers

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

THE APPLICATION PROCESS

How to Apply for Financial Aid

Apply at www.fafsa.ed.gov. Be certain to complete the application according to instructions.

When to Apply

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

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

Notification

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

Disbursement of Funds

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

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

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

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

Withdrawal Penalties

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

Financial Aid Information CHANGES

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

3 | Prepare for and take PLACEMENT TESTS

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

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

Prepare for the COMPASS Test

www.beforeyoutest.org

Preparing for the test helps to ensure the most accurate test results and the best course placement. There are several options to prepare: A free two-hour workshop is available at all three colleges, usually twice a week. The workshop schedule is available on the website which also provides all the information you need about the COMPASS and on-line resources for test preparation, if you cannot attend a workshop. Current cost for the COMPASS Test is \$18 (for 2012).

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

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

Central Testing Office
(206) 934-6344
seattlecentral.edu/testing

South Student Assessment Services
(206) 934-6767
southseattle.edu/resources/sas/

Testing at SVI

SVI students take the CASAS Test. There is no fee for this test. Students prepare for the test by attending the Educational Planning Course described on page 171. SVI students for whom English is a second language take an ESL placement test.

SVI Educational Planning and Registration
(206) 934-4980
http://sviweb.sccd.ctc.edu/r_epc.htm

4 | CONSULT with Advisor on Program and Classes

The Seattle Community Colleges provide educational advising to new and enrolled students (District Policy 315). Advising is available to help plan a course of study and select the appropriate classes. At North and South, advisors provide information on Professional-Technical programs and academic transfer programs as well as admission requirements for four-year institutions. At Central, the Workforce Education Manager provides information on Professional-Technical programs, and advisors

provide information on academic programs as well as admission requirements for four-year institutions. Advising centers maintain a broad collection of catalogs/transfer guides from colleges, universities, and vocational schools.

Each college also has orientation sessions which new students are encouraged to attend.

For more information, email or call

Central AdvisorCentral@seattlecolleges.edu
(206) 934-4068

North AdvisorNorth@seattlecolleges.edu
(206) 934-3658

South AdvisorSouth@seattlecolleges.edu
(206) 934-5387

SVI **Admissions**
(206) 934-2948

5 | Official ENROLLMENT & REGISTERING for Classes

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

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

The Seattle Community Colleges operate on a quarter system. The quarterly course schedules are published approximately 6 weeks before the start of a quarter and are available through campus online services, at campus registration desks or by mail. Registration information is provided to all new and currently enrolled students. Current students receive priority in registering.

Check the academic calendar on the back inside cover of this catalog or at www.seattlecolleges.edu/district/calendar/academiccalendar.aspx.

ONLINE Services

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

Registration websites can also be reached by selecting a college at www.seattlecollege.edu/register.

SVI: SVI does not have online services at this time.

Please see SVI for enrollment through the Educational Planning Course.

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

ATTENDANCE POLICY

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

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

ADDING Classes

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

NOTE: Students may petition for a late registration* based on documentation demonstrating extenuating circumstances. Late registration petitions will only be considered for those students who attended classes prior to the 10th day of the quarter (8th day for summer). Cost is \$10.00 per credit.

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

DROPPING Classes

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

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

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

Current CONTACT INFORMATION

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

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

6 | PAY Tuition and Fees

Where and When to Pay Tuition and Fees

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

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

Optional Payment Plan for Tuition

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

Central: seattlecentral.edu/registration/tuition.php

North: northseattle.edu/tuition-fees/deferred-tuition-payment-system

South: www.southseattle.edu/services/facts.htm

TUITION

Tuition at community and technical colleges in Washington State is charged by credits, rather than by part-time or full-time status. In addition to credit load, tuition is also determined by residency*. International students are required to carry a credit load of 12 or more to maintain their status.

*See page 31, *Residency Requirements*.

NOTE: Amounts listed are for 2012–2013 tuition and fees. For current amounts, go to www.seattlecolleges.edu/tuitionfees.aspx or refer to the quarterly class schedule for each campus.

2012–2013 Tuition Rates for Credit Programs

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

19-25 credits

Resident/On-Campus

\$96.26 for each credit between 19 and 25

Non-resident/On-Campus

\$268.26 for each credit between 19 and 25

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

Distance Education /eLearning

For current Distance Education/eLearning tuition and fees, see seattlecolleges.edu/distance.

Tuition Changes

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

Non-payment of Tuition and Fees

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

Student FEES

NOTE: Fees listed are for 2011–2012. All fees are subject to change. Fees are approved by the Seattle Community College District Board of Trustees in late spring of each year. For current amounts, go to www.seattlecolleges.edu/tuitionfees.aspx or refer to the quarterly class schedule on each campus.

Technology Fee \$3 per credit

A technology fee of \$3 per credit (for those taking more than 3 credits) assures student access to the latest technologies to enhance learning. These fees help to equip student laboratories, including access to email accounts. At Central and South, this fee maximum is \$54 (18 cr.); at North, this fee maximum is \$30.

Student Identification Card \$5 (non-refundable)

The student identification card fee, which is non-refundable, is issued to all new and returning students.

Class and Lab Fees varies

Some classes require special fees for equipment, laboratory use, material or personal instruction. Such fees are listed in the quarterly class schedules.

Audited Class Fees same as regular class fees

Transportation Fee \$15 per quarter

A \$15 per quarter Transportation Management Fee (TMP) is charged to students enrolled for 10 or more credits at standard tuition rates. This fee allows these students to exercise one of the following options:

- Purchase a subsidized quarterly bus pass, called the ORCA Pass, from the Cashier's Office.
- Receive a one-time reimbursement of up to \$60 each quarter on a ferry pass.

For more information, call the campus Transportation Coordinator:

Seattle Central Community College	(206) 934-4393
North Seattle Community College	(206) 934-0060
South Seattle Community College	(206) 934-5157
Seattle Vocational Institute	(206) 934-4942

Special Program Fees

Refer to campus quarterly schedule for information and fees related to the following programs:

- Adult Basic Education ESL/GED Preparation
- Adult High School (age 19 or older)
- Apprentice-Related

Non-credit & Community Service Program Fees

Refer to campus quarterly schedule for information and fees for non-credit and community service classes and courses related to the following programs:

- Continuing Education
- Emergency Medical Training
- Industrial First Aid
- Parent Ed Cooperatives

Other Fees

NOTE: These fees are non-refundable.

Credits by Examination credits are equivalent to course tuition.

English/Math Placement Tests \$19 ea.

GED Test \$15 per test (section) or retest

Official Transcripts \$4.40 ea.

(Subject to change. Check with college for current fee.)

Work Experience Evaluation \$100 per submission

Student INJURY & SICKNESS INSURANCE PLAN

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

REFUNDS

General Refunds

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

Withdrawal resulting from classes	
canceled by college	100%
During the first five (5) instructional days	
of the college quarter	100%*
From the sixth (6) instructional day through the	
twentieth (20) calendar day of the	
college quarter	50%*

No refunds after the first twenty (20) calendar days of the college quarter 0%
**Subject to administrative fee of \$6.00.*

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

Financial Aid Refunds

Refunds to financial aid recipients will be refunded to the appropriate financial aid account as required by federal and state regulations, including those students who are dismissed for disciplinary reasons.

International Refunds

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

Intensive English Language Program Refunds

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

Continuing Education Programs and Community Education Classes

North Seattle Community College and South Seattle Community College Refund Policy:

Before 48 hours prior to first day class 100%*
No refunds for cancellations within 48 hours of start of class or after class begins 0%
**Subject to administrative fee*

Seattle Central Community College: varies

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

Other Refunds

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

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

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

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

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

WAIVERS

State Employees

Permanent Washington state employees working 50% of full-time equivalency (FTE) may register on a space-available basis using the State Tuition Waiver. Persons wishing to use this waiver may register between the 6th through the 10th instructional days of the quarter (5th and 8th for summer) after obtaining the instructor's permission. The cost is \$20 for the first 6 credits and is non-refundable. Students are responsible for any additional charges such as class fees, books, photo ID, transportation fee, or the Universal Technology fee.

NOTE: The following stipulations apply to the State Employees Waiver:

- This waiver cannot be used for Continuing Education classes or Distance Education WAOL classes
- Employees in the K-12 systems are eligible for the Washington State Employee Waiver with verification that they are teachers or certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area (go to http://www.sbctc.ctc.edu/college/_f-tuitionwaivers_stateemployees.aspx for a current list of the state-identified shortage areas). A new certification of employment form must be presented each quarter
- Students enrolled in more than 6 credits will be charged at the regular tuition rate for all credits in excess of 6
- Students who enroll prior to the 6th day of the quarter (5th for summer) will forfeit their waiver eligibility
- Please contact the Admissions/Registration Offices at each campus to request a Certification of Employment form, or download one from the district website

Waivers for Veterans

See Financial Assistance for Veterans, page 33.

Senior Citizen Waiver

Washington state resident seniors, 60+ years, can enroll in two state-funded classes for audit or credit on a space available basis. Some exceptions do apply. Students attempting to use the waiver should go to class on the first day of the class. Using the standard registration form, obtain instructor's signature if space is available and submit it to the Admissions/Registration Office beginning the 6th day (5th day for summer) of the quarter through the 10th day (8th day for summer) of the quarter. Cost is \$5 per class. This rate is applicable only for two state-funded classes. Regular tuition will be charged for more than two classes. Students are responsible for any additional charges such as class fees, books, photo ID, transportation fee, Universal Technology fee, etc. (Continuing Education, WAOL, ESL courses and financial aid recipients are not eligible for this program.) Students who enroll prior to the 6th day of the quarter (5th for summer) will forfeit their waiver eligibility. This waiver is not available to students who plan to use the course credits gained thereby for increasing credentials or salary schedule increases.

STUDENT PROGRESS

Grades & Transcripts

Student Progress

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

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

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

Degree/Certificate Completion: Students who are enrolled in degree or certificate programs must complete their programs in at least 125 percent of the credit or clock hour program requirements. Students who do not meet the above requirements may be subject to corrective actions. Copies of these rules and procedures are available online at each college website:

seattlecentral.edu/registration/stu_prog_policy.pdf
northseattle.edu/policies/progress-and-grades
southseattle.edu/campus/progress.htm
http://sviweb.sccd.ctc.edu/c_policies.htm

GRADUATION Requirements

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

Graduation Process

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

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

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

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

Academic RECOGNITION

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

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

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

Phi Theta Kappa Academic Honor Society

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

GRADES and CREDITS

Standard Grading System

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

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

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

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

Non-traditional Grading Options

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

I—Incomplete Indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. An Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Coursework must be completed during the following quarter, excluding Summer Quarter. If the student fails to remove the "I" by

completing the coursework in the specified time period, the "I" will remain on the transcript. The instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work which the student will need to do to remove it, with the dean of the division in which the course is offered. If the student elects to repeat a course rather than make up the work, the "I" will remain on the transcript. The grade earned will compute in the GPA; after receiving an "I" in a course, a student may repeat that course only once.

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

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

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

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

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

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

Repeating a Course

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

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

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

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

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

Grade Errors or Changes

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

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

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

Transferring Credits from Other Colleges

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

Limitations on Transfer of Courses or Credits

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

Also see the Reciprocity Agreement for College Transfer Programs on page 10.

Credit by Examination & Credit by Work Experience

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

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

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

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

TRANSCRIPTS

Official, sealed transcripts are required by other institutions when students transfer. Official transcripts (a copy of a student's permanent academic record) must be requested in writing from the Registration Office of the college where the classes were taken or online at http://www.studentclearinghouse.org/secure_area/transcript/to_bridge.asp. Allow two working days for processing. The current transcript fee is \$4.40 (subject to change). College websites have current fees. In compliance with the Family Educational Rights and Privacy Act of 1974, grade transcripts will be released only upon written request.

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

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

STUDENT RULES

Responsibilities & Right to Know

RECORDS

Confidentiality of Records (FERPA)

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

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

Student Rights and Educational Records

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record, as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of a right to a hearing.

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

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

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

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

Disclosure of Student Directory Information

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

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

Exceptions

For more information on exceptions to the requirement, see Policies and Procedures 380. Student Records at www.seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx.

Additional Information

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

Student Identification Numbers

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

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

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

Call **911** for serious emergencies.

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

Safety & Security

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

For additional information: www.seattlecolleges.edu/DISTRICT/prospectivestudents/studentrules.aspx

Campus Crime Data

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

Accidents

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

Alcohol and Drugs

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

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

Firearms

The possession of firearms on campus is not allowed.

Workplace Violence/Hostile Work Environment

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

Sexual Harassment

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

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

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

Employees and students are encouraged to report their concerns or complaints about sexual harassment.

Retaliation against any individual for making a complaint about or cooperating in a sexual harassment investigation is not permitted.

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

Smoking

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

Traffic Laws

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

Disciplinary Action

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

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

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

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

HIV/AIDS Program
400 Yesler Way, 3rd Floor
Seattle, WA 98104
Phone: 206-296-4649

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

EMERGENCY PREPAREDNESS & COMMUNICATIONS

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

Among resources available to students, faculty and staff is a Campus Alerts system that is used to send messages to cell phones and personal email addresses in case of a campus emergency or unplanned closure. To register for the system: <https://alert.seattlecolleges.edu>.

For more information about emergency communications and contacts, preparing for an emergency, and procedures for closure at the Seattle Community Colleges: www.seattlecolleges.edu/emergencies.aspx.

District-wide INFORMATION & POLICIES

Equal Opportunity Statement and Accommodation for District Students and Employees

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

TITLE IX/CHAPTER 28A.640 RCW OFFICER

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

SECTION 504/ADA COORDINATOR

Central & SVI	Al Souma	(206) 934-4169
	Pam Aden	(206) 934-3855
North	Rebecca Cory	(206) 934-7808
South	Roxanne Tillman	(206) 934-5137

Simplified Chinese

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

Russian

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

Somali

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

Spanish

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

Vietnamese

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

Reasonable Accommodations for Students with Disabilities

Alternative Telephone Access

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

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

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

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

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

Disability Support Services Offices

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

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

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

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

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

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

Title 38/Title 10

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

COMPLETION & TRANSFER RATES

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

Central: seattlecentral.edu/brandcentral/quickfacts.pdf

North: northseattle.edu/about-north/college-statistics

South: southseattle.edu/campus/studentstats.htm

District: seattlecolleges.com/DISTRICT/currentstudents/studentrulescs.aspx

Official Policies & Procedures Relating To Students

Student rules in the Washington Administrative Code

The official rules for students at the Seattle Community Colleges can be found in the Washington Administrative Code, Chapter 132F-121 WAC – Student Activities, Rights and Discipline. The Washington Administrative Code (WAC) is the official compilation of all current rules that have been adopted by state institutions of higher education and other state administrative agencies. <http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121>

District Policies Relating to Students

Seattle Community College policies may be viewed at seattlecolleges.edu/policies.aspx.

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

Student Progress (Academic)

See page 40.

Student Complaints

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

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

Central Dean for Student Life and Engagement
(206) 934-3890

North Human Resources Director
(206) 934-7792

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

SVI Dean of Student Services
(206) 934-4936

MEMBERSHIPS

The Seattle Community College District is a member of several national organizations for higher education, including the American Association of Community Colleges (AACC), American Association for Women in Community Colleges (AAWCC), Association of Community College Trustees (ACCT), League for Innovation in the Community College, Higher Education and Research Development Institute (HERDI), and the National Council for Black American Affairs (NCBAA).

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

Regionally, the District belongs to the Seattle/King County Economic Development Council (Enterprise Seattle), Workforce Development Council Board, Port Jobs Board, Seattle Goodwill Board, Prosperity Partnership, Seattle Chamber of Commerce, and the Northwest Commission of Colleges and Universities (NWCCU).

Seattle Central Community College

Welcome

Seattle Central Community College has been transforming lives for more than 40 years. We are proud to be Seattle's first community college, serving more than 500,000 students since 1966. Collegiate level career training programs, college transfer and associate degree programs, and a four-year baccalaureate degree in Applied Behavioral Science are all offered through the college.

Seattle Central, the only community college in downtown Seattle, sits atop Capitol Hill in the heart of Seattle. There is easy access by bus or car from any part of town, and soon, light rail will connect the campus to the University of Washington area. Students enjoy Capitol Hill's urban location which offers countless choices for shopping, dining and entertainment.

Our students are actively engaged and thrive in the many opportunities provided through student leadership programs. And the college has one of the largest and most active Phi Theta Kappa honor society chapters in the nation.

Seattle Central has been recognized by the *New York Times* as a community college of choice for ambitious, high-achieving students. Notably, about 500 students transfer from Seattle Central each year to one of Washington's public and private baccalaureate institutions, with nearly half transferring to the University of Washington.

The college also offers nearly 40 collegiate level career training programs which serve the career goals of students and the demands of employers. Students come to Seattle Central to train for careers in culinary arts, the maritime industry, healthcare professions, information technology fields, and more. All programs provide real-world, hands-on training.

Students will find a home in Seattle Central's richly diverse community where students range in age from 16 to 80, and come from all walks of life and corners of the world.

Whether you are just beginning college, plan to transfer to a four-year institution, or are interested in collegiate level training for a new or second career, Seattle Central has a place for you. Please visit in person or online at www.seattlecentral.edu.



GETTING STARTED at Central

Admissions	(206) 934-5450
International Students	(206) 934-3893
Financial Aid	(206) 934-3844
Information Center	(206) 934-3800
Registration	(206) 934-6918
TTY (Information Center)	(206) 934-4395

MISSION

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

CORE THEMES

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



FACTS at a Glance*

2010–2011 ANNUAL PROFILES

Annual attendance 2010–2011 18,053

Special Enrollments

Distance Education	3,213
Running Start	435
International Students	1,713
Worker Retraining	700

FALL 2011 PROFILES

Students **

Median age	27
Ethnic diversity	54%
Male/Female	45%/55%
With bachelor or higher degrees	11%
Employed	48%
full-time	22%
With dependents	19%
single parents	7%
Full-time/Part-time attendance	48%/52%

Programs

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

Courses

State-funded	89%
Contract-supported	3%
Student-supported	7%

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

** State-funded

Specialized TRAINING CENTERS

Seattle Maritime Academy

4455 Shilshole Ave NW, Seattle, WA 98107
(206) 934-2647

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

Wood Construction Center

2310 So. Lane, Seattle, WA 98144
(206) 934-5460

The Wood Construction Center has trained Northwest woodworkers since 1936. Programs include core training in safety, skills, tools and materials, and specializations in Cabinetmaking, Carpentry or Boat Building. Students can earn an Associate of Applied Science degree, a program certificate or a series of skill-specific certificates. The Center also offers evening community education classes at a variety of skill levels.

Academic & Student SUPPORT SERVICES

ADVISING Center

(206) 934-4068

The Advising Center helps students select classes based on background and test results. Advisors provide students with up-to-date academic information before and during registration. They help students select courses that meet their individual academic goals as well as the requirements for two-year degrees and/or transferring to a four-year institution.

CAREER Services Center

(206) 934-4383

Career Information

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

Career Advising & Planning Assistance

The Career Services Center offers the following resources and services: individual career testing and counseling; job listings online and in hard copy; an automated online job board for students and alumni called Interfase; job search information; résumé and employment letter critiques, mock interviews; an annual career fair; and access to a computer for résumé and cover letter preparation for other career-related searches.

CLASS SCHEDULE Quarterly

(206) 934-3800

seattlecentral.edu/course/class-schedule.php.

Each college produces a quarterly class schedule listing the specific courses being offered that quarter. This schedule is available approximately six (6) weeks before the start of each quarter in both printed and online formats. Call to receive a printed copy and to be put on the mailing list. To view or download the online class schedule, visit the website.

COLLEGE SUCCESS Program

(206) 934-3168

The College Success program serves and advocates for alumni of foster care. It provides a variety of support services to help these students succeed. Visit Room BE 1102 D-5 for more information and to register for the program.

COLLEGE TRANSFER Center

(206) 934-5469

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

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

COMPUTER Center

(206) 934-4194

The Computer Center is open to all Seattle Central students and has PC and Macintosh computers with student network software and Internet connectivity. Printing is available at minimal cost. Current Seattle Central enrollment is required. Students without computer experience are encouraged to enroll in MIC 101. Visit the Computer Center in Room BE3148 for more information.

COUNSELING Services

Student Services

(206) 934-3851

Counseling services at Seattle Central include educational, career and personal counseling. The primary goals of counseling are the retention of students and facilitating access. Counselors teach students strategies to develop critical thinking skills, set academic goals, develop skills for employment, engage in lifelong learning, maintain personal wellness, and interact in a diverse environment. Counselors are located in divisions throughout the college.

DISABILITY Support Services

(206) 934-4183 (V/TTY)

The role of the Disability Support Services office is to provide physical and academic accommodations to persons with documented disabilities. This office obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all community college courses, programs, counseling, activities and facilities.

Disability Support Services provides or arranges a variety of auxiliary services such as sign language interpreters, assistive technology, exam modifications and academic assistance. To avoid delays, auxiliary requests such as Braille and books on tape require six weeks advance notice. Interpreting services for ongoing classes require four weeks notice. At least three business days are required for special requests/one-time services.

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

Please see page 47 for specific details and additional information on eligibility and policies.

INTERNATIONAL EDUCATION Student Services

(206) 934-3893

International Students: This student services office can help international students get started in their educational programs and adjust to the Seattle area. It offers advising, counseling, activities and additional resources.

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

See page 27 for additional information about International Programs.

LIBRARY & MEDIA Services

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

Library & Media Services is located in BE2101. The library offers a wide range of information resources and services. Resources include collections of books, ebooks, periodicals, DVDs, CDs, online databases, and Internet access. Study rooms, photocopiers, media equipment, wireless laptop computers and open lab computers are also available. Students may connect their own computers to the Internet via Wi-Fi.

Librarians teach library research credit courses and workshops and provide reference services for those seeking individual research help.

MULTICULTURAL Services

(206) 934-4085

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

SENIOR ADULT Education

Washington state residents 60 years old or older may register for up to two courses taken for either audit or credit at a fee of \$5.00 per class. Seniors register on a space-available basis beginning the second week of the quarter but prior to the tenth day of the quarter. Students should attend class the first week of the quarter with instructor permission while waiting to find out if class space is available. If the instructor allows the student to attend, the student should pick up an enrollment form from the registration or information center to obtain instructor's signature to enroll. Students are responsible for any additional charges, such as I.D. card, lab fees, activity fee, transportation fee, books or supplies. When seniors enroll for more than two courses, they pay for the additional credits at regular tuition rates. Credits taken using the senior citizen waiver cannot be used toward degree completion.

STUDENT ACADEMIC Services / TUTORING

Seattle Central Learning Support Network

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

BE Learning Center

(206) 934-0972 or 0973

Room: BE 2102

Mon–Thurs, 9am–7pm

Fri, 9am–5pm, Sat 9am–3pm

seattlecentral.edu/learningsupportnetwork

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

Math Path

(206) 934-3206

Room: SAM 101 and 102

Mon–Fri, 1pm–5pm

seattlecentral.edu/learningsupportnetwork

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

Science and Math (SAM) Learning Centers

(206) 934-3206

Room: SAM 100

samlearningsupport@seattlecolleges.edu

Mon–Fri, 9am–6pm

seattlecentral.edu/learningsupportnetwork

Each discipline in the Science and Math building provides learning support for students through the Science and Math Learning Centers on a drop-in basis. Visit the SAM Learning Centers for help with chemistry, computer science, engineering, math and physics. In addition, both the Biology Learning Center (3rd floor Biology Labs) and the Chemistry Learning Center (4th floor Chemistry Labs) provide drop-in tutoring along with course and laboratory specific materials.

TRIO Student Academic Assistance

(206) 934-3852

Room: BE1102B1

Mon–Fri, 8am–4:30pm

seattlecentral.edu/academic-assistance

Student Academic Assistance, a TRIO program funded by the U.S. Department of Education, promotes the success of low-income and/or first-generation students, students with disabilities, veterans and former foster youth. It provides support services which include personal, academic and career counseling, transfer advising, visits to colleges and universities, personal growth and study skills workshops and tutoring services. The Student Academic Assistance Center (SAAC) also provides a wide range of services including one-on-one learning support, supplemental instruction and assessment services to students who qualify for TRIO. Please visit the SAAC center to obtain qualifying criteria. Help is available for math, biology, chemistry, physics and languages.

TESTING Office

GED: (206) 934-6915

Office Information: (206) 934-6344

seattlecentral.edu/testing/

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

Prepare for the Test

www.beforeyoutest.org

Preparing for the COMPASS Test helps to ensure the most accurate test results and the best course placement. A free two-hour workshop is available at all three colleges, usually twice a week (see the Testing Center website). The website provides the information you need about the COMPASS and online resources for test preparation if you cannot attend a workshop. Current cost for the COMPASS test is \$19 (2012–2013).

VETERANS AFFAIRS

(206) 934-4147

seattlecentral.org/finaid/veterans.php

For information about using VA benefits to attend Seattle Central Community College or how to qualify for Veterans tuition discount, visit the website or contact the Veterans Coordinator. The office is located in the Financial Aid Office, Room BE1104C.

Student LIFE

ART Gallery

M. Rosetta Hunter Art Gallery

(206) 934-4379

9:30am–3:30pm, Mon–Fri

5pm–7pm, Tues and Wed

The Art Gallery, located in the Atrium, is an educational exhibition space which enhances the academic goals and contributes to the cultural enrichment of the institution with exhibits and activities reflecting and serving our multi-cultural population. The Gallery presents approximately 9 exhibits through the academic year, and one show in the summer. Many feature the work of Seattle Central students.

BOOKSTORE

(206) 934-4148

seattlecentral.bkstore.com

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

CHILD CARE ASSISTANCE Program

(206) 934-3855

Room FA 202

The Child Care Assistance Program (CCAP) offers eligible Seattle Central parents financial assistance with a portion of their child care costs. To qualify, parents must have the child enrolled in a licensed child care facility and meet certain income standards. It is housed in FA 202 along with Women's Programs and provides many services to student parents on a quarterly basis including:

- Financial assistance with a portion of child care costs provided directly to low income parents
- Quarterly workshops provided by Seattle-based Child Care Resources to inform applicants of child care options available to meet the diverse need of Seattle Central parents
- Consultation with CCAP to discuss financial assistance and provide information for other support resources.

For a complete description of the educational benefits available to veterans and their dependents, as well as assistance for students interested in pursuing careers in the military, visit the U.S. Veterans Affairs website at <http://www.va.gov>.

Also see page 33 for more details.

WOMEN'S Programs & WORKFORCE Services

801 E. Pine, Room 202

Seattle, WA 98122

(206) 934-3854

seattlecentral.edu/womens-prog

Women's Programs & WorkForce Services assist students in identifying and achieving their educational and career goals, with a special emphasis on support for low-income returning students pursuing non-traditional career options and training in high-wage, high-demand jobs. Support is also offered to students choosing to complete transfer degrees.

Financial assistance for tuition, books and supplies is available to students who qualify through the Worker Retraining program, Basic Food Education & Training (BFET) program and/or WorkFirst program. Visiting www.startnextquarter.org can help a student determine preliminary eligibility.

Educational Planning with professional staff helps students access education and success through individual plans, campus and community resources, College Success Workshops and preparation for the COMPASS Test (visit www.beforeyourestest.org).

Emergency Funds are available for students who qualify through a variety of resources.

Employment Assistance is available through staff resources and job clubs, and community partnerships.

Student Activities & Organizations are sponsored in cooperation with Student Leadership. These include Women in Science and Engineering (WISE) and EMPOWR (Empowerment Means Political Organizing for Women's Rights); Club Mom; writing and art opportunities through Central Circuit; and the Wednesday Noon Lecture Series.

Both current students and those wanting information and assistance in attending Seattle Central can contact the Women's Programs and WorkForce Services.

COPY Center

(206) 934-5419

BE 3105A

Online ordering: seattlecentral.edu/copycenter/index.php

The Copy Center provides copying service for students, faculty and staff. It is equipped with self-service machines, and employees are available to assist in copying, selling blue books, scantrons, envelopes, transparencies and course packets. US FAX service is also available.

COPY CENTER HOURS

Fall, Winter & Spring Quarters (Summer hours may vary.)

7:30am–7:30 pm, Mon–Thurs

7:30am– 4:00pm, Fri & during quarterly breaks

ERICKSON THEATRE

1524 Harvard Avenue

(between Pike & Pine on Capitol Hill)

At present the Balagan Theatre is the resident theatre company at the Erickson Theatre. It is used almost exclusively for Balagan productions and college music, theatre and dance programs.

FOOD Services

(206) 934-4319

The **Atrium** cafeteria is open from 7:30 a.m.–3:00 p.m. Monday–Thursday and until 2:30 p.m. on Friday. The Atrium features a variety of cafeteria-style food, including a breakfast menu, burgers, pizza, beverages, salads, sandwiches and snacks.

The **C-Store** (convenience store) is open from 7:30 a.m.–8:00 p.m. Monday–Thursday and until 2:30 p.m. on Friday. The C-Store stocks different types of drinks, snacks, pre-wrapped sandwiches, bakery products and essential school supplies.

The **Buzz Espresso Stand** by the Broadway entrance welcomes students, employees and visitors to the campus with a wide variety of espresso, coffee and smoothies. It is open from 7:00 a.m.–8:00 p.m. Monday–Thursday and until 2:30 p.m. on Friday.

The **Buzz Pastry Case** offers goods and pastries made by students of the Specialty Desserts & Breads program. Selections include a variety of breakfast pastries, European pastries, cakes, cookies, many desserts, chocolates and a large selection of rustic artisan breads. It is open 9:30 a.m.–4:00 p.m. Tuesday – Friday.

During the instructional quarter, students from the Culinary Arts program prepare and serve a variety of specialty menu meals in the **Square One** and **One World restaurants**. These are open to the public Tuesday through Friday, from 11:15 a.m. to 12:50 p.m.

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

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

For **menus**, visit: seattlecentral.edu/seattleculinary/restaurants.php

Reservations for restaurants: (206) 934-5424

Note: Summer hours for all food service outlets may vary.

RECREATION & Fitness

Charles H. Mitchell Student Activity Center

(206) 934- 6315 Front Desk Phone Line

seattlecentral.edu/sac

7am–7pm, Mon–Sat

10am–4pm, Sun

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

SAFETY

(206) 934-5442 Campus Security
BE 1108

Seattle Central Community College is committed to the safety and well being of all students, staff, faculty and visitors; therefore, it is extremely important that all safety procedures and protocols be followed at all times while on campus and/or in classrooms.

For all on-campus security issues, call (206) 934-5442 or stop by room BE 1108 for immediate assistance.

For all on-campus emergencies, call 911 on either campus or personal phone. When it is safe to do so, please call campus safety and security at (206) 934-5442 to report the emergency as well.

When calling 911 or the campus safety and security office, please stay on the line and calmly answer all questions asked by the emergency or campus dispatcher; do not hang up unless directed to do so. Please describe in detail the exact nature of the incident, accident, or emergency that you are calling about.

In the event of an on-campus injury or accident, students and/or staff should report the incident to the safety and security office as soon as it is safe to do so. Please remember that instructors must be notified of an accident or injury occurring during class time.

See page 44 for more information on personal safety.

Student ATHLETICS

(206) 934-3745 Men's Basketball Program
 (206) 934-3773 Women's Basketball Program
northseattle.edu/storm

The intercollegiate men's and women's basketball teams, the Seattle Community Colleges Storm, are based at North's Wellness Center. These teams compete in the North Division of the Northwest Athletic Association of Community Colleges conference. Students from all three Seattle Community Colleges are eligible to play for the teams. Athletic scholarships for both men and women are granted by the coaches each year.

Student INSURANCE

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

See page 38 for information on student insurance.

STUDENT LEADERSHIP Division

Student Leadership

(206) 934-6924
 Room: SAC 350 (Above the bookstore)
seattlecentral.edu/stu-lead
 Mon–Fri, 8:00am–4:30pm
 Summer: Mon–Thurs, 8:00am–5:30pm

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

Associated Student Council

(206) 934-4057 SAC 356

The Associated Student Council (ASC) is the official student government of Central and is responsible for representing student interests to the college administration. ASC facilitates the organization of a broad range of student committees which address issues and concerns and promote services that enhance students' experience. ASC consists of six student executives, chosen each spring by peer selection, and six associates who can apply throughout the year to work on specific projects.

College Activities Board

(206) 934-6335 SAC 355

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

Intercultural Activities Board

(206) 934-0971 MAC 314

The Intercultural Activities Board (IAB) provides local activities and events and works to maximize interaction between local and international students, by coordinating the Conversation Partners language exchange program, assisting with orientation, and providing leadership opportunities that enhance the international student experience.

Organizations, Clubs And Resource Council

(206) 934-3165 SAC 357

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

Committee Involvement

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

Leadership Institute

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

Ambassador Corps

(206) 934-4134 SAC 350

The Student Ambassador Corps encourages success of their fellow students by informing them of available resources and opportunities at Central and assisting with programs and initiatives.

Tournaments & Games Team

(206) 934-5441 SAC 357

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

Website & Publications Team

(206) 934-0943 BE 1104

The Student Website and Publications (SWAP) Team is committed to fair, accurate, and inclusive reporting of news and events on campus through online and print publications, including Central Circuit, and serves as the voice for students.

Outreach & Recruitment Team

(206) 934-3898 BE 1104

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

Phi Theta Kappa

(206) 934-2829

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

Student Development Transcript

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

Seattle Central Alumni Programs

seattlecentralalumni.org

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

TRANSPORTATION & PARKING

Seattle Central Transportation Services

Room BE 1143

(206) 934-6931 or 934-6932 (Parking)

seattlecentral.edu/transportation

Bus Service

Due to limited parking and environmental concerns, carpooling, walking, biking and busing are strongly encouraged. Central's main campus is well-served by the Metro bus system. Students registered for 10 or more credits are eligible to purchase a discounted ORCA transit pass issued by the college. The ORCA pass may be used to ride Community, Everett, Kitsap, Metro, Pierce and Sound Transit. For additional information and/or inquiries about other transportation options and benefits, contact our office or visit the web.

Parking Services

Because the supply of parking spaces in Seattle Central's Parking Garage is often insufficient to meet the demand, a parking space lottery is held each quarter. Student carpools with 3 or more in a vehicle park free with a permit. Inquire at Parking Services.

From noon through the evening, single occupant student parking is available either by permit or without permit on a first-come, first-served basis for \$5/day (rate subject to change). Purchase permits at the Cashier's office. For forms, rates and more, visit the web.

Affiliate Organizations

The Seattle Central FOUNDATION

(206) 934-5491

seattlecentral.edu/foundation

The Seattle Central Community College Foundation supports students, faculty and programs by raising and providing the resources to help students achieve their full-est potential through quality education. The Foundation awards hundreds of thousands of dollars in scholarships in all areas of study. The foundation also supports college-wide tutoring services, faculty development, and other essential programs and activities which are not funded by state or federal funds.

The Foundation staff and Board of Directors are committed to the idea of creating possibility through education, by giving students the opportunities and access they might not otherwise have. The SCCC Foundation is a 501c3, non-profit organization. Students interested in scholarships should contact the Foundation office or speak with their counselor or advisor.

PROGRAMS OF STUDY at Central

7 Educational Directions

- 1 Academics **College Transfer**
- 2 Careers **Professional & Technical** Programs
- 3 **Continuing** Education
- 4 **Bridge to College / Pre-College** Courses
- 5 **Distance Education** eLearning
- 6 **International** Programs
- 7 **Worker Retraining**

DEFINITION AND RATIONALE of General Education

See page 4.

GENERAL EDUCATION Learning Outcomes

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

THINK: Analyze, create, and reflect to address and appreciate challenges and opportunities

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

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

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

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

- Determine the purpose and context for communicating
- Organize and present information purposefully
- Seek feedback and revise to enhance effectiveness
- Attend to conventions of communication to minimize barriers
- Consider perspectives, experiences, and cultural differences to develop understanding

CONNECT: Apply knowledge and skills to solve problems

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

CONTINUE LEARNING: Self-evaluate and act to improve knowledge and skills

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

ASSOCIATE OF ARTS DEGREE Learning Outcomes

See page 5.

ASSOCIATE OF SCIENCE DEGREE

Learning Outcomes

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

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

1 | ACADEMICS

College Transfer at Central

ACADEMIC PROGRAMS

(206) 934-5469

Seattle Central Community College offers a wide spectrum of college transfer courses that apply toward a four-year program of study. Students are encouraged to earn their Associate of Arts or Associate of Science degree at Seattle Central Community College for greater ease of transfer to a four-year institution; they may also take individual classes for transfer. It is recommended that students confer with an academic advisor to ensure course transferability.

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

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

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

See pages 5-9 for more information on A.A. and A.S. degree requirements.

ASSOCIATE OF ARTS DEGREE (A.A.)

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

See pages 5-9 for college transfer course requirements for A.A. or A.S. degree.

ASSOCIATE OF ARTS (A.A.)

Emphasis in Sustainable Agriculture

seattlecentral.edu/learn/sage.

Sustainable Agriculture Education (SAGE) is an innovative emphasis that offers interdisciplinary courses and hands-on service-learning and internship opportunities in the emerging field of urban agriculture. The emphasis provides fundamental knowledge and skills for students interested in pursuing related education at four-year institutions or entering the green workforce. For details, contact an advisor or visit the website.

ASSOCIATE OF ARTS (A.A.)

Emphasis in Deaf Studies

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

ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree

The Associate of Science (A.S.) is designed to transfer to a four-year college or university in the state of Washington. A.S. degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 college level credits must be earned at the Seattle Community College awarding the degree.

Two different study options are offered:

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

Please see page 7 for more information on this degree program and contact an advisor.

ASSOCIATE OF SCIENCE (A.S.)

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

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

ENGINEERING PRE-MAJORS

Science & Math Division
(206) 934-3858

The courses listed below generally meet requirements for the first and second years of study toward completion of a four-year engineering program, but may not constitute a complete two-year program leading to junior standing. Students who anticipate transferring to a specific school should consult with a counselor for assistance in course selection.

SUGGESTED COURSES

Chemistry: CHEM& 161, 162, 163 (some majors require only 8 credits)

Engineering: ENGR& 111; ENGR 142, 161, 170, 171; ENGR& 214, 204, 225, 215, 224

English: ENGL 106; ENGL& 230

Math: MATH& 151, 152, 153; MATH 220, 238

Physics: PHYS& 221, 222, 223

OTHER REQUIREMENTS

Credits in general education, English and liberal studies as required for an A.A. or A.S. degree.

See pages 5-9 for A.A. and A.S. degree requirements.

ASSOCIATE IN ELEMENTARY EDUCATION

A.E.E. – DTA/MRP Degree

K-8 Education Pre-Major

This program is designed for students transferring to a four-year university to pursue a professional teaching degree. It is designed to prepare students for a major-ready pathway (MRP) to B.A. in Elementary Education (K-8) programs in Washington state. It takes approximately two years to complete based on full-time enrollment.

ASSOCIATE IN MATH EDUCATION

A.M.E. – DTA/MRP Program

Secondary (9-12) Math Education Pre-major

This program is a major-ready (MRP) direct transfer degree program, designed for students who want to transfer to a university to earn a degree plus a teaching certificate for secondary (grades 6-12) math. It takes approximately two years to complete based upon full-time enrollment. The program provides a solid foundation for transfer to B.A. in Math Education degree (grades 6-12) programs in Washington state.

2 | CAREERS

Professional-Technical Programs

See page 66 for these programs and details of B.A.S. degree in Applied Behavioral Science at Central.

3 | CONTINUING Education

(206) 934-5476

The Office of Continuing and Professional Education offers a variety of credit and non-credit educational opportunities for individuals, organizations, and businesses. It does this through a variety of flexible, innovative, credit, non-credit and distance education programs.

COMMUNITY EDUCATION Classes

(206) 934-5448

Community Education programs focus on lifelong learning needs for personal enrichment, training and development. These programs respond to current community needs through seminars, workshops and classes that are non-credit and may range from a one-evening, three-hour offering to quarter-long classes.

Schedule: Community Education courses are listed under non-credit classes in Central's quarterly class schedules.

COMPUTER TRAINING Programs

(206) 934-5448

The Computer Training programs work to strengthen a range of skills from introductory computer courses to high-end 3-D animation, including Microsoft Office Suite, database software, multimedia software, web design, auto CAD and Revit Architecture are available.

3-D ANIMATION

Multimedia Courses

(206) 934-5448

Seattle Central offers a full range of training workshops and projects for current and aspiring professionals in the interactive multimedia industry. Focus of the instruction is on state-of-the art software packages and programs from visual layout to 3-D animation.

COOPERATIVE EDUCATION & SERVICE-LEARNING

(206) 934-5422

seattlecentral.edu/coop

The office of Cooperative Education and Service-Learning provides students with a variety of resources and opportunities to enhance their academic, professional and personal growth, leadership development and sense of civic responsibility.

Cooperative Education Program

Cooperative Education is an educational program offered to students enrolled in college transfer or workforce education programs. Students are able to earn credit for their jobs (with permission), paid or unpaid internships, volunteer service to the community and/or international travel/study experiences.

Service-Learning

Service-learning integrates community service and academic instruction by focusing on critical reflective thinking and civic responsibility to enhance the learning experience.

The Cooperative Education and Service-Learning Office lists internship, volunteer and service-learning opportunities as a resource for students and also provides access to organizations who recruit on campus.

Travel/Study Courses

Cooperative Education

(206) 934-6998

seattlecentral.edu/coop/travel_courses

Seattle Central provides students (resident and non-resident) with an opportunity to earn credit for various international travel/study experiences. Students can earn credit for language enhancement, research, or work/internship/volunteer activities.

CUSTOMIZED/CONTRACT Certificate Training

(206) 934-5483

Continuing and Professional Education, in partnership with government and industry partners, conducts a number of extended training programs that result in a professional certificate. Certified specializations such as Nutritional Therapist, Sustainable Building Advisor, Personal Trainer, and many others reflect a growing trend in short-term, high-impact development for high-demand professionals with special knowledge and skills. Continuing Education units are also available for professional development requirements.

ONLINE TRAINING/Courses

(206) 934-3843

Individuals who have severe time constraints, but who want to receive training in personal enrichment courses, computers and professional development can sign up for a variety of non-credit classes from the college's Continuing Education Department.

TEACHER TRAINING/ EDUCATION Programs

(206) 934-3895

www.teachertrainingprogram.com

The office of Teacher Training/Education Programs offers diverse programs related to teacher training and education. The department offers the following credit and non-credit programs and courses:

Teaching English to Speakers of Other Languages Certificate Program (TESOL)

The non-credit TESOL certificate program has been created for those who are interested in teaching English overseas. The program includes a practicum and introduces major approaches and effective methods in the second language acquisition field.

Associate in Math Education DTA/MRP

See page 61.

Associate in Elementary Education DTA/MRP

See page 61.

Future Math Teacher Para-pipeline Program

This program is open to working paraprofessionals who wish to pursue an alternate route to an associate in math education degree, and transfer to a university to become math teachers. The program provides full tuition scholarships and other forms of support.

Future Teachers of America (FTA)

This is a collaborative program between Seattle Central and multiple universities. The program provides advising, scholarships and other forms of support for students of diverse backgrounds who are underrepresented in the field of education. The FTA Program pathway reaches from the community college through the university teaching certificate program.

4 | BRIDGE to COLLEGE/ PRE-COLLEGE

Basic & Transitional Studies Division (206) 934-4180

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

BRIDGE TO COLLEGE PROGRAMS:

- Developmental Education
- English as a Second Language – Advanced Levels
- Concurrent High School / College Programs

PRE-COLLEGE PROGRAMS:

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

Bridge to College Programs:

DEVELOPMENTAL EDUCATION

English, Mathematics and Human Development Courses

Many students entering college or returning after some time away from studies need additional work to prepare for college-level courses. For these students, the Seattle Community Colleges offer a series of courses in English, mathematics and human development. Placement in one or more of these courses is determined by performance on placement tests required for admission to the specific college program or courses. Courses in this category are those numbered below 100. They are described in the course description sections for English (ENGL), mathematics (MATH) and human development (HDC). For more information contact the Basic & Transitional Studies division counselor at (206) 934-5408.

TRANSITIONAL ESL

English as a Second Language

Placement in transitional ESL classes (advances levels 5-6) is done by ESL COMPASS testing. These courses prepare students for college-level work with increasing emphasis on note-taking, composition, oral presentation, and class discussion at high levels. Although these classes do not count as credit for college-level work, ESL 093-099 can be covered by financial aid. Tuition for these classes is the same as regular tuition.

For information on more basic ESL classes (levels 2-4), see page 22.

NOTE: International Students should take ESL classes through International Programs, page 27.

CONCURRENT High School/College Programs

Running Start

(206) 934-3820
seattlecentral.edu/runstart

Eligible junior and senior high school students can earn high school and college credit simultaneously by taking courses at Seattle Central at reduced or free tuition.

See page 21 for more information.

Pre-College Programs:

ADULT BASIC EDUCATION

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

ENGLISH as a Second Language (ESL)

English as a Second Language (ESL) classes, levels 2-4, are offered to help non-native speakers communicate in English and increase their understanding of American culture. Conversation, pronunciation, reading, writing, and grammar are taught with special emphasis on the English skills needed for survival and employment. These non-credit courses cost \$25 per quarter tuition (subject to change). Course descriptions are found under ESL. When students test high enough, they can move on to Transitional ESL, levels 5 and 6, which concentrate on college-preparation skills.

GED Preparation

Adults may demonstrate they have reached an education level equal to a high school diploma by taking the General Educational Development (GED) test. GED preparation helps students improve their reading, writing and math skills before taking the test. The course also covers the science and social studies skills, stresses math for practical problem-solving, English usage, reading comprehension and test-taking skills.

Ability to read at or above eighth grade level or completion of ABE Level 3 is required for students. Students who pass the test earn a GED certificate, which is accepted by colleges, workforce training programs, unions, and many employers as equivalent to a high school diploma. See course descriptions under GED. Tuition is \$25 per quarter (subject to change).

See page 22 for more information.

HIGH SCHOOL COMPLETION

For students who have not completed work for a high school diploma, High School Completion offers the opportunity to earn the diploma through two options: the Standard High School Diploma and the Associate Degree Conversion Diploma. Students planning to work toward a high school diploma should obtain a copy of “Requirements for the High School Diploma” brochure from the Admissions Office for complete information.

See page 22 for details about the diploma options and possible tuition waiver for high school completion.

5 | DISTANCE EDUCATION/ eLearning

(206) 934-4060
seattlecentral.edu/distance/

The Distance Education/eLearning Office at Seattle Central provides information and support services for students taking online, correspondence, seminar and video courses. Students taking eLearning courses experience the same curriculum, content and challenges as on-campus courses while benefitting from the flexibility of fewer or no campus visits.

See page 24 for information on distance education/eLearning options.

6 | INTERNATIONAL Programs

INSTITUTE OF ENGLISH

(206) 934-3893
seattlecentral.edu/international

The Seattle Central Institute of English (SCIE) is a self-supporting intensive academic English program offering a variety of accelerated English as a Second Language courses and related training for international students. Most SCIE students are either preparing to enter U.S. colleges and universities, or are interested in improving their English language skills for personal or business use in their home countries.

See page 27 for further information.

TRAVEL/STUDY ABROAD

(206) 934-3899

See page 28 for information on district-wide Travel/Study Abroad courses.

7 | WORKER RETRAINING Program

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

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

WORKER RETRAINING BENEFITS INCLUDE:

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

See page 29 for additional information.

Professional-Technical PROGRAMS

Seattle Central Community College offers degrees and certificates in more than 30 workforce education areas, including a four-year Bachelor of Applied Science degree in Applied Behavioral Science. These programs, which vary in length from one to seven quarters, are designed to prepare students for careers and/or to expand skills in their career area. Several professional-technical programs offer short-term training certificates; students may build skills and add certifications over time to progress in their fields. Contact the program office for information. Seattle Central Community College is accredited by the Northwest Commission on Colleges and Universities.

HUMAN SERVICES CORE (30 CREDITS IN SOCIAL / HUMAN SERVICES, CHILD & FAMILY STUDIES OR RELATED COURSEWORK)

SHS 100	Intro to Human Services	5
SHS 103	Survey of Institutions	5
SHS 106	Interviewing & Counseling	5
SHS 108	Group Dynamics & Counseling	5
SHS 197	Field Placement: Human Services	3
SHS 198	Field Placement: Human Services	3
SHS 199	Field Placement: Human Services	4
TOTAL		30

-OR-

CHILD & FAMILY STUDIES

CFS 110	Learning Environments	3
CFS 120	Physical/Intellectual Development	3
CFS 130	Social/Emotional Development	3
CFS 245	Partnerships with Families	3
CFS 263	Children with Disabilities	3
CFS 270	Child & Family Health	3
CFS 284	Literacy Development	3
SHS 296, 297, 298, 299	Field Placement	8-10
TOTAL		30

BACHELOR OF APPLIED BEHAVIORAL SCIENCE

ABS 310	Professionalism & Ethical Practice	5
ABS 320	Applied Social Psychology	5
ABS 330	Info Literacy & Program Assessment	5
ABS 335	Human Services Practice (Elective)	5
ABS 340	Applied Environmental Science	5
ABS 350	Quantitative Principles in Research & Assessment	5
ABS 360	Public Policy Analysis	5
ABS 410	Relationships between Economic & Political Systems	5
ABS 415	Cross-Cultural Competency in Human Services	5
ABS 420	Multiculturalism & Artistic Expression (Elective)	5
ABS 430	Sociology of Families	5
ABS 495	Senior Capstone Project	5
ABS 497	Advanced Field Placement I	5
ABS 498	Advanced Field Placement II	5
TOTAL		60

Related Electives 60
60 additional credits from approved lists. Contact Division Office.

TOTAL CREDITS FOR B.A.S. DEGREE 180

ALLIED HEALTH SCIENCES

Allied Health Division
(206) 934-4347

A new Associate of Applied Science–T Degree (A.A.S.-T) in Allied Health is slated to begin in 2012. Please call for up-to-date information.

BACHELOR OF APPLIED SCIENCE Applied Behavioral Science

Workforce Education Division
(206) 934-6900

The Bachelor of Applied Science program offers a substantive, human services bachelor's degree for direct service practitioners. It is designed for students with an Associate of Applied Science two-year degree in social and human services, early childhood education, interpreting services, or a related degree. Applications are accepted for fall and winter quarter entry. A minimum of 2.0 cumulative GPA is required for application; however, acceptance into the program is competitive. Additional course work is under development. Contact the program office for further information. Contact the division for current tuition rates for third and fourth years.

PREREQUISITE:

An Associate of Applied Science degree in a Human Services field (consisting of 90-120 credits).

REQUIRED COURSES:

ENGL& 101	English Composition I	5
ENGL& 102	English Composition II	5
CMST& 101	Intro to Communication	5
SOC& 101	Intro to Sociology	5
PSYC& 100	General Psychology	5
Related Electives*		5

**Select from any Social Science/Humanities College transfer course.*

TOTAL 30

APPAREL DESIGN

**Business, Information Technologies
& Creative Arts Division**
(206) 934-3830

Apparel Design is a full-time, six-quarter program offering an Associate of Applied Science degree. Courses are designed to prepare students for employment in the garment industry, and focus on the technical, design and business aspects of apparel development. The curriculum includes courses in garment construction, production patternmaking and pattern grading, design, fashion history and computer applications specifically related to apparel design. Development of a professional portfolio and fashion collection as well as completion of a supervised internship are an integral part of the curriculum.

NOTE: Program courses are under frequent review to maintain industry relevancy. Please check with division for current program guidelines.

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

PREREQUISITES

ADS	096	Intro to Apparel Design Construction I	2
ADS	098	Intro to Apparel Design Construction II	2
ADS	100	Intro to Apparel Design Construction III	2

TECHNICAL SPECIALTY COURSES

ADS	101	Construction Techniques for Professional Applications	4
ADS	102	Intermediate Construction for Professional Applications	4
ADS	103	Mass Market Production Techniques	4
ADS	111	Design through Flat Patternmaking I	4
ADS	112	Pattern Development through Draping	4
ADS	113	Design through Flat Patternmaking II	4
ADS	122	Professional Alterations & Fitting I	2
ADS	138	Design I – Principles of Design	2
ADS	139	Intro to Apparel Manufacturing	2
ADS	140	Business Practices in Fashion	3
ADS	141	Textile Technology & Design I	2
ADS	142	Textile Technology & Design II	2
ADS	197	Work Experience in Apparel Design	5
ADS	205	Ready-to-Wear Construction	4
ADS	207	Active Sportswear Construction	4
ADS	215	Intro to Pattern Grading for Garment Industry	4
ADS	226	Intermediate Pattern Grading	4
ADS	227	Pattern Design for Ready-to-Wear	4
ADS	228	Pattern Design for Active Sportswear	4
ADS	229	Design A Line	2
ADS	230	Portfolio & Résumé Development	4
ADS	238	Fashion History	3
ADS	243	Textile Technology & Design III	2
ADS	250	Final Line Design & Development	8

RELATED INSTRUCTION

MIC	141	Computer Applications for Apparel Design I	3
MIC	142	Computer Applications for Apparel Design II	3

Incorporated into the 91 total program credits are the 24 credits which meet Related Instruction requirements, including 3 credits of embedded math.

TOTAL CREDITS	91
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BUSINESS INFORMATION TECHNOLOGY

**Business, Information Technologies
& Creative Arts (BITCA) Division**
(206) 934-3830

The Business Information Technology program prepares students for employment in a wide range of industry specialties requiring information technologies, effective communications, customer relations, and organizational management. The integrated, cross-disciplinary curriculum emphasizes business project-based learning, information literacy, diversity, and professionalism. A cumulative GPA of 2.0 or higher is required to attain the BIT Short Term Stackable Certificates, BIT One Year Certificate and/or the BIT A.A.S. Degree. Medical Front Office is also offered as a short-term certificate.

NOTE: Program courses are under frequent review to maintain industry relevancy. Please check with division for current program guidelines.

BIT (Short Term) Office Assistant Certificate

REQUIRED COURSES

BUS	113	Diversity Issues in Business	3
BUS	131	Integrated Communications I	5
BUS	140	Customer Relations	5
BUS	170	Information Technology I	4
BUS	164	Career Development I	2

TOTAL CREDITS	19
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BIT (Short Term) Office Support Certificate

REQUIRED COURSES

Office Assistant Certificate:	19		
BUS	113	Business Supervision	3
BUS	116	Business Math/Spreadsheets	5
BUS	132	Integrated Communications II	5
BUS	171	Information Technology II	4
BUS	165	Career Development II	2

TOTAL CREDITS	38
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BIT (Short Term) Office Professional Certificate

REQUIRED COURSES

Office Assistant and Office Support Certificates:		38
BUS 103	Human Resource Management	3
BUS 172	Information Technology III	4
BUS 181	Desktop Publishing	5
BUS 182	Records Information Management	5
BUS 166	Career Development III	2
TOTAL CREDITS		57

BIT One Year Certificate

REQUIRED COURSES

BUS 113	Diversity Issues in Business	3
BUS 116	Business Math/Spreadsheets	5
BUS 131	Integrated Communications I	5
BUS 132	Integrated Communications II	5
BUS 140	Customer Relations	5
BUS 170	Information Technology I	4
BUS 171	Information Technology II	4
BUS 172	Information Technology III	4
BUS 182	Information & Records Management	5
BUS 197	Work Experience: Business	4
BUS 216	Professional Development	5
TOTAL CREDITS		49

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

COMPLETION OF CERTIFICATE REQUIREMENTS 49

RELATED INSTRUCTION

ACCT& 201	Principles of Accounting I	5
BUS 100	Fundamentals of Supervision	3
BUS& 101	Intro to Business	5
-OR-		
BUS 185	Small Business Management].	5
BUS 103	Human Resources Management	3
BUS 178	Intro to Web Design/ Development with Dreamweaver	5
BUS 181	Intro to Desktop Publishing	5
BUS 184	Database Applications	5
CMST& 101	Intro to Communication	5

RELATED INSTRUCTION ELECTIVES

Select 10 credits from approved list. 10
Contact the BITCA Division Counselor.

TOTAL CREDITS 95

CHILD & FAMILY STUDIES

Child & Family Studies
(206) 934-3270

The Child & Family Studies option provides academic preparation for students interested in working with children and their families in a wide range of employment opportunities.

PREREQUISITE

Eligibility for ENGL& 101 and MATH 084.

Certificate

SPECIALIZATION CERTIFICATE COURSES

SHS 103	Survey of Institutions	5
SHS 106	Principles of Interviewing & Counseling	5
-OR-		
SHS 108	Group Dynamics & Counseling	5
SHS 197	Field Placement: Social & Human Services.	3

RELATED INSTRUCTION COURSES

ENGL& 101	English Composition I.	5
HUM 105	Intercultural Communication	5
PSYC& 200	Lifespan Psychology.	5
SOC& 101	Intro to Sociology	5
-OR-		
SOC 250	Marriage, Family & Intimate Relationships	5

CFS SPECIALIZATION AREA 12

Select 12 credits from the following classes

CFS 110	Planning Age-Appropriate Activities & Environments for Young Children	3
CFS 120	Supporting Young Children's Physical & Intellectual Development	3
CFS 130	Guiding & Supporting Young Children's Social & Emotional Development.	3
CFS 145	Activities that Foster Development During the School Age Years	3
CFS 155	Development During the Adolescent Years	3
CFS 180	Guiding Behavior & Social Development During the School Age and Adolescent Years	3
CFS 208	Planning Activities and Spaces for School Age & Youth Programs	3
CFS 215	Mathematics & Science Methods for Working with Young Children	3
CFS 223	Physical Development in School-Age & Youth Programs	2
CFS 225	Assessment/Programming	3
CFS 228	Childhood & Adolescent Sexuality & Education	3
CFS 245	Building Partnerships with Diverse Families	3
CFS 252	Violence Prevention & Community Development with Children, Youth & Families	3
CFS 263	Working with Children with Disabilities	3
CFS 270	Child & Family Health	3
CFS 280	Methods for Cultural Relevancy/Anti-Bias: Strategies for Children & Families	3
CFS 284	Literacy Development for Children & their Families.	3
CFS 290	Budget & Finance for Non-Profits	1-4
CFS 296	Personnel & Supervision	1-4
CFS 299	Independent Study Seminars	1-5

TOTAL CREDITS 45

Eligibility for graduation requires a minimum 2.0 GPA in all required technical specialty and related instruction courses.

CULINARY ARTS

Seattle Culinary Academy
Culinary Arts
(206) 934-5424

Seattle Culinary Academy's Culinary Arts program offers an innovative teaching environment along with new, state-of-the-art Culinary Arts and Specialty Desserts & Breads kitchens. Extensive theory is combined with hands-on education from highly skilled instructors focusing on international cuisine built upon French basics using local and seasonal ingredients. The Seattle Culinary Academy at Central is fully accredited by the prestigious American Culinary Federation.

Sustainable principles and practices shape the curriculum with the new greenhouse providing the opportunity to learn "seed to plate" practices while supplying fresh herbs for the dining menus. During summer quarter, learn about sustainable farming by planting, tending, harvesting and visiting local farms to discover where food really comes from.

Courses prepare graduates to work in restaurants, hotels, private clubs, catering businesses, and food service institutions, especially those committed to health and environmental wellness.

Culinary Arts, a six-quarter certificate program, is appropriate for individuals of all skill levels – from beginners to those with industry experience who wish to develop a broader range of skills.

Students may enter the program fall, winter or spring quarters. The Associate of Applied Science (A.A.S.) degree may be granted with the completion of 16 additional elective credits. A cumulative GPA of 2.0 or higher in all core and related instructional courses is required to attain a Culinary Arts Certificate and/or A.A.S. degree.

Culinary Arts Certificate

PREREQUISITES

ENGL	105	Applied Composition*	3
HOS	150	Measurements & Meanings*	2

*or successful completion of college-level English composition and math classes

TECHNICAL SPECIALTY COURSES

BAK	105	Restaurant Baking Theory	1.5
BAK	115	Restaurant Baking Practicum	1
BAK	116	Fine Dining Baking Practicum	1
BAK	117	Intro to Cheese Making	1
CUL	101	Food Theory I	6
CUL	102	Food Theory II	5
CUL	103	Food Theory III	4
CUL	104	Food Theory IV	6
CUL	111	Intro to Professional Cooking Practicum	6

CUL	112	Quantity Cooking Practicum	8
CUL	113	Restaurant Cooking Practicum	8
CUL	114	International Cooking Practicum	8
CUL	120	Intro to Wine	1
CUL	151	Sustainable Food Systems Practices I	1
CUL	152	Sustainable Food Systems Practices II	1
CUL	153	Sustainable Food Systems Practices III	1
CUL	205	Advanced Culinary Theory	1
CUL	215	Advanced Culinary Practices	4.5
CUL	251	Buffet Catering/Garde Manger/ Ice Carving: Theory	4
CUL	255	Buffet Catering/Garde Manger/ Ice Carving: Practicum	8
HOS	101	Customer Service Practicum I	1
HOS	102	Customer Service Practicum II	1
HOS	103	Customer Service Practicum III	1
HOS	104	Customer Service Practicum IV	1
HOS	108	Dining Room & Kitchen Management	4
HOS	110	Principles of Sanitation	3
HOS	111	Dining Room Theory	1
HOS	122	Purchasing & Inventory Theory	1
HOS	123	Food Costing Principles & Application	1
HOS	124	Computerized Menu Planning	1
HOS	201	Functions of Management	2

RELATED INSTRUCTION

BIOL	103	Nutrition for Food Service Professionals	3
MIC	102E	Computer Lab Survival Skills	1
PSYC	240	Psychology of Human Relations	3

TOTAL CREDITS 102

*NOTE: Certain courses require concurrent enrollment.
Check culinary course descriptions for specifics.*

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

Completion of Certificate Requirements 102

RELATED ELECTIVES 16

Select 4 credits from any humanities, social sciences, natural science or CSC class	4
Select 12 credits from any CSC, BUS, MIC or college transfer class, or CUL 299	12

TOTAL CREDITS 118

Specialty Desserts & Breads

Seattle Culinary Academy's Specialty Desserts & Breads program offers an innovative teaching environment along with new, state-of-the-art Culinary Arts and Specialty Desserts & Breads kitchens. Theory is combined with hands-on education from highly skilled instructors focusing on artisanal breads, European pastries and desserts, cheese making and chocolate creations. This program is fully accredited by the American Culinary Federation.

Sustainable principles and practices shape our curriculum with the new greenhouse providing the opportunity to learn “seed to plate” practices while supplying fresh herbs for savory and sweet preparations sold in our dining rooms and pastry shop.

Courses prepare graduates to work in restaurants, hotels, pastry shops, bakeries, private clubs, catering businesses and food service institutions committed to quality and environmental wellness. This program is appropriate for individuals of all skill levels — from beginners to those with industry experience who wish to develop a broader range of skills.

Specialty Desserts & Breads is a five-quarter certificate program. Students may enter the program fall, winter or spring quarters. The Associate of Applied Science (A.A.S.) degree can be earned with the completion of 16 additional elective credits. A cumulative GPA of 2.0 or higher in all core and related instructional courses is required to attain a Culinary Arts Certificate and/or A.A.S. degree.

Certificate

PREREQUISITES

ENGL	105	Applied Composition*	3
HOS	150	Measurements & Meanings*	2

**or successful completion of college-level English composition and math classes*

TECHNICAL SPECIALTY COURSES

BAK	101	Intro to Desserts & Breads Theory	4
BAK	102	Bread & Food Preservation	3
BAK	103	Advanced Theory	4
BAK	111	Intro to Desserts & Breads Practicum	6
BAK	112	Beginning Desserts & Breads Practicum	8
BAK	113	Intermediate Desserts & Breads Practicum	8
BAK	123	Advanced Desserts & Breads Theory	2
BAK	124	Adv. Buffet Desserts & Wedding Cakes Practicum	8
BAK	125	Advanced Desserts & Breads Practicum	8
BAK	126	Advanced Food Preservation	3
CUL	106	Intro to Culinary Arts Theory	1.5
CUL	116	Intro to Culinary Arts Practicum	1
CUL	120	Intro to Wine	1
CUL	151	Sustainable Food Systems Practices I	1
CUL	152	Sustainable Food Systems Practices II	1
CUL	153	Sustainable Food Systems Practices III	1
HOS	101	Customer Service Practicum I	1
HOS	102	Customer Service Practicum II	1
HOS	105	Customer Service for Specialty Desserts & Breads	1
HOS	110	Principles of Sanitation	3
HOS	122	Purchasing & Inventory	1
HOS	123	Food Costing Principles & Application	1
HOS	201	Functions of Management	2

RELATED INSTRUCTION

BIOL	103	Nutrition for Food Service Professionals	3
MIC	102E	Computer Lab Survival Skills	1
PSYC	240	Psychology of Human Relations	3
TOTAL CREDITS			77.5

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

Completion of Certificate Requirements			77.5
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RELATED ELECTIVES

16

Select 4 credits from any humanities, social sciences, natural science or CSC class			4
Select 12 credits from any CSC, BUS, MIC or college transfer class, or CUL 299			12

TOTAL CREDITS			93.5
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DENTAL HYGIENE

(206) 934-4186

Allied Health Division

(206) 934-4347

Seattle Central's two-year (seven-quarter) Dental Hygiene Program is accredited by the American Dental Association. Registered Dental Hygienists are licensed oral health professionals who focus on preventing and treating oral diseases to protect both teeth and gums and the total health of patients. They provide direct oral health care services in settings such as private dental offices, public and community health clinics, managed care organizations, correctional institutions, schools, nursing homes, and oral health research facilities.

The range of patient services performed by dental hygienists varies from state to state and may include performing oral health care assessments, educating patients about preventive oral health care techniques, cleaning and polishing teeth, taking and developing x-rays, administering local anesthetics, placing and contouring dental fillings, and providing additional preventive oral care services.

Eighteen students are accepted into the program each fall after successfully completing prerequisites listed below with a 2.5 minimum GPA in each class, completing the program application, and participating in the student selection/interview process.

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

ENGL& 101	English Composition I	5
ENGL& 102	Composition II	5
PSYC& 100	General Psychology	5
HUM 105 or ISP 105	Intercultural Communication	5
CHEM& 121	Intro to Chemistry	5
CHEM& 122	Intro to Organic Chemistry	5
BIOL& 241	Human Anatomy & Physiology I	5
BIOL& 242	Human Anatomy & Physiology II	5
BIOL& 260	Microbiology	5
MATH& 107	Math in Society	5
NTR 150	Human Nutrition	5
SOC& 101	Intro to Sociology	5
-OR-		
ANTH& 206	Cultural Anthropology	5

**MIC 101 is recommended if no prior basic computer course or evidence of basic computer skills.*

TOTAL PREREQUISITE CREDITS	60
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TECHNICAL SPECIALTY COURSES

DHY 100	Fundamentals of Dental Hygiene I	4
DHY 101	Clinical Dental Hygiene I	3
DHY 102	Health Promotion	2
DHY 103	Dental Radiology I	4
DHY 104	Preventive Dentistry	2
DHY 105	Oral Biology	2
DHY 107	Pharmacology	3
DHY 108	Periodontology I	2
DHY 109	Human Pathophysiology	3
DHY 110	Head and Neck Anatomy	2
DHY 112	Dental Anatomy and Morphology	3
DHY 113	Dental Radiology II	3
DHY 114	Restorative Practice and Materials I	3
DHY 117	Emergency Management	1
DHY 118	Pain Control Anesthesia for Dental Hygienists	4
DHY 119	Restorative Practice and Materials II	3
DHY 120	Fundamentals of Dental Hygiene II	2
DHY 121	Clinical Dental Hygiene II	4
DHY 122	Oral Pathology	2
DHY 130	Fundamentals of Dental Hygiene III	2
DHY 131	Clinical Dental Hygiene III	4
DHY 200	Fundamentals of Dental Hygiene IV	2
DHY 201	Clinical Dental Hygiene IV	8
DHY 203	Ethics and Jurisprudence	2
DHY 208	Periodontology II	2
DHY 215	Selective Populations	2
DHY 217	Community Rotation	2
DHY 220	Fundamentals of Dental Hygiene V	3
DHY 221	Clinical Dental Hygiene V	8

DHY 222	Community Health I	1
DHY 223	Community Health II	2
DHY 224	Community Health III	2
DHY 230	Fundamentals of Dental Hygiene VI	3
DHY 231	Clinical Dental Hygiene VI	8
DHY 233	Restorative Practice & Materials III	2
DHY 234	Restorative Practice & Materials IV	2
DHY 235	Restorative Practice & Materials V	2
DHY 236	Restorative Practice & Materials VI	2
DHY 238	Professional Issues	1
DHY 240	Fundamentals of Dental Hygiene VII	2
DHY 241	Clinical Dental Hygiene VII	8

TOTAL CREDITS	122
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TOTAL PROGRAM CREDITS INCLUDING PREREQUISITES:	182
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NOTE: Eligibility for graduation requires a 2.5 GPA in Related Instruction and Technical Specialty courses.

EXPANDED FUNCTION DENTAL AUXILIARY

Allied Health Division
(206) 934-4186
www.efdacentral.net/

Expanded Function Dental Assistants are dental assistants who have additional training that permits them to place and contour dental fillings. This 14-credit program prepares dental assistants for these expanded functions, and for the Washington Restorative Examination (WARE) given by the Dental Assisting National Board (DANB) as well as the Restorative Section of the Western Regional Examining Board (WREB) Exam. Entrance to the EFDA program is subject to Washington Dental Assisting career pathway requirements. Contact the division for prerequisites and requirements.

EFDA 100	Procedures I	1
EFDA 101	Restorative Lab	3
EFDA 110	Dental Coronal Anatomy	2
EFDA 111	Dental Materials & Techniques	2
EFDA 200	Procedures I	1
EFDA 201	Restorative Clinic II	3
EFDA 202	WREB Preparation	1
EFDA 212	Ethics & Jurisprudence	1

TOTAL	14
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FILM & VIDEO COMMUNICATIONS

Business, Information Technologies & Creative Arts Division
 (206) 587-3830
www.seattlecentral.edu/proftech/PROvideo.php

The Film and Video Program will close at the end of the 2011–2012 academic year. The final cohort has been selected; no further applications are being accepted.

The Film and Video Communications Program at Central is a two-year A.A.S. degree program characterized by interdisciplinary teaching and cooperative educational opportunities, with an emphasis on development of technical and creative skills needed to work in the industry. Faculty use current technology in the curriculum and rely on experts from the media industry. Graduates are prepared for entry-level employment as audio, lighting, set, camera and/or production technicians; photojournalists; and producers, directors, editors, and independent video and film makers.

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

TECHNICAL SPECIALTY COURSES

COM 101	TV Theory & Camera Composition	5
COM 102	TV Production & Post-Production	5
COM 103	TV Production Crew & Team Projects	5
COM 130	TV Production Design	3
COM 140	Intro to Media Images	3
COM 197	Work Experience – Film & Video.	3
COM 200	Small Group Productions	4
COM 214	History of Film & Video	3
COM 215	Media Law & Ethics	3
COM 225	Advanced TV Production/ Applied Communications	5
COM 230	Technical Operations	2
COM 235	Production Management.	3
COM 236	Audio Production	3
COM 240	Production Operations	3
COM 250	Portfolio Preparation	2
COM 260	Directing	3
COM 270	In-House Productions	3-5

RELATED INSTRUCTION

DRMA 120	Intro to Acting	5
ENGL& 101	English Composition I.	5
ENGL& 102	Composition II	5
ENGL 150	Writing for the Media: Scriptwriting	5
ENGL 155	Writing for the Media: Advanced Scriptwriting I	3
ENGL 203	Writing for the Media: Advanced Scriptwriting II.	3
HIST 130	History of Broadcasting	3
MIC 105	Using Computers	2
MIC 130	Digital Imaging.	3
MIC 131	Nonlinear Editing	3
MIC 241	2D & 3D Animation	3

SOC 120	Sociology of the Media	3
<i>Students are required to complete a total of five (5) Work Experience credits during the course of the two-year program.</i>		

TOTAL CREDITS	101-103
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GRAPHIC DESIGN

Business, Information Technologies & Creative Arts Division
 (206) 934-3830

The Graphic Design program, taught by instructors with industry experience, concentrates on skills for immediate entry into the job market in print design and interactive media areas. The curriculum covers graphic design fundamentals and explores and adapts to emerging communication technologies. Conceptual design and technical skills are combined in consecutive integrated tracks of print design and interaction design, which includes web design, UI/UX, mobile apps and motion. Students work on problem solving, strategy development, and powerful use of typography and visuals for communication solutions, using current computer software in a professional studio environment. Students complete the program with a competitive professional portfolio.

NOTE: Program courses are under frequent review to maintain industry relevancy. Please check with division for current program guidelines.

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

TECHNICAL SPECIALTY COURSES

DES 101	Drawing I.	3
DES 110	History of Graphic Design	3
DES 145	Graphic Production I	3
DES 146	Graphic Production II	3
DES 147	Graphic Production III	3
DES 148	Graphic Production IV	3
DES 249	Graphic Production V	4
DES 121	Typography I	3
DES 122	Typography II	3
DES 223	Typography III.	4
DES 224	Typography IV.	4
DES 131	Graphic Design I	3
DES 132	Graphic Design II	3
DES 133	Graphic Design III.	3
DES 231	Graphic Design IV	4
DES 232	Graphic Design V	4
DES 233	Graphic Design VI	4
DES 234	Graphic Design VII	4
DES 235	Graphic Design VIII.	4
DES 236	Graphic Design IX.	4
DES 237	Graphic Design X	4
DES 250	Interactive I	3

DES	251	Interactive II	4
DES	252	Interactive III	4
DES	253	Interactive IV	4
DES	254	Interactive V	4
DES	260	Portfolio Prep.	4
DES	197	Work Experience	3

RELATED INSTRUCTION

NME	110	New Media I	6
NME	120	New Media II	6
NME	130	New Media III	6

TOTAL CREDITS			117
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INFORMATION TECHNOLOGY

**Information Technology Programs
(206) 934-3150**

The Information Technology three-to-seven-quarter certificate and Associate of Applied Science–T degree (A.A.S.-T) programs prepare students for an industry with a growing need for skilled technicians. IT offers certificates and/ or degrees in six areas: Applications Support, Database Administration and Development, Network Design and Administration, Programming, Web Design, and Web Development. Graduates can expect to find employment as help desk analysts, programmers, web designers and developers, software support specialists, network designers and administrators, database designers and administrators and IT security specialists. Short-term certificates or industry certifications are offered in Computer Support Technician, Cisco Specialist I, II, III and Microsoft Specialist I, II, III.

NOTE: Program courses are under frequent review to maintain industry relevancy. Please check with division for current program guidelines.

PREREQUISITES

ITC	102	Information Systems Concepts	3
ENGL	106	Technical Writing	3
MATH	119	Mathematics Behind Information Technology *	3
MIC	101	Intro to Microcomputer Applications.	4
MIC	110	Program Design & Development in Visual Basic.	4
MIC	150	Internet and the World Wide Web**.	4
ITC	140	Intro to Computer Hardware†	5
NET	120	Network Essentials-Comp TIA Networks†	5
WEB	110	Web Authoring I††	4

* Web Development, Network Design & Administration, Database Administration & Development and Programming Development only.

** Web Design, Web Development, and Applications Support only.

† Networking Design & Administration only.

†† Web Development Only

Applications Support

Certificate

TECHNICAL SPECIALTY COURSES

ITC	134	Computer Operating Systems	5
ITC	140	Intro to Computer Hardware	5
MIC	110	Program Design & Development in Visual Basic	4
MIC	120	Database, Applications & Design w/ MS Access	4
MIC	160E	Supporting Microsoft Excel with certification	4
MIC	160P	PowerPoint Presentations with certification	4
MIC	160W	Supporting Microsoft Word with certification	4
MIC/CIS	197	Work Experience	4
WEB	110	Web Authoring I	4

RELATED INSTRUCTION

ACCT&	201	Principles of Accounting I	5
-OR-			
NET	120	Networking Fundamentals	5
MIC	175	Computer User Support	4
MATH	119	Math Behind IT	3

TOTAL CREDITS			50
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Associate of Applied Science–T Degree (A.A.S.-T)

Completion of Certificate Requirements				50
ENGL&	101	English Composition I	5	
HUM	105	Intercultural Communications	5	
MATH	116	Applications of Mathematics to Management, Life & the Social Sciences	5	
-OR-				
MATH&	107	Math in Society	5	
MIC/CIS	298	Capstone Project Class	5	
IT Electives				10
Science and Social Science Electives				10

TOTAL CREDITS			90
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Database Administration & Development

Certificate

ITC	110	Programming Concepts & Fundamentals	5	
ITC	136	Linux/UNIX Operating Systems	5	
ITC	172	.NET Web Programming	5	
ITC	220	Database Development for Programmers	5	
ITC	222	SQL	5	
ITC	224	Designing Database Solutions	5	
ITC	226	Database Administration	5	
ITC	255	Systems Analysis.	5	
ITC	280	Web Database.	5	
ITC	281	Advanced Web Databases	5	
WEB	110	Web Authoring I	4	
Restricted IT Electives				10

RELATED INSTRUCTION

BUS	140	Customer Relations	5
TOTAL CREDITS			69

Network Design & Administration CISCO

Certificate

TECHNICAL SPECIALTY COURSES

ITC	136	Linux/UNIX Operating System	5
NET	122	Network OS 1 – Windows Client Systems	5
NET	124	Network OS 2 – Windows Server	5
NET	126	Network OS 3 – Windows Network Infrastructure	5
NET	134	Network Communications – Enterprise TCP/IP	5
NET	142	Network Management Cisco I	5
NET	144	Network Management Cisco II	5
NET	146	Network Management Cisco III	5
TOTAL CREDITS			40

Network Design & Administration

Certificate

TECHNICAL SPECIALTY COURSES

ITC	136	Linux/UNIX Operating System	5
ITC	151	Network Security	5
ITC	197	Work Experience Information Technology	3
NET	122	Network OS 1 – Windows Client Systems	5
NET	124	Network OS 2 – Windows Server	5
NET	126	Network OS 3 – Windows Network Infrastructure	5
NET	134	Network Communications – Enterprise TCP/IP	5
NET	138	Unix for Network Administration	5
NET	142	Network Management Cisco I	5
NET	144	Network Management Cisco II	5
NET	146	Network Management Cisco III	5
NET	200	Enterprise Applications	10

RELATED INSTRUCTION

BUS	140	Customer Relations	5
Approved IT Electives			10
TOTAL CREDITS			78

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

Completion of Certificate Requirements			78
ENGL&	101	English Composition I	5
HUM	105	Intercultural Communications	5
MATH	107	Math in Society	5
Electives			5
TOTAL CREDITS			98

Programming

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

Certificate

TECHNICAL SPECIALTY COURSES

CSC	142	Computer Programming for Engineers	5
ITC	110	Programming Concepts & Fundamentals	5
ITC	172	.NET Web Programming	5
ITC	298	Special Topics	5
ITC	115	Intro to C++ Programming	5
-OR-			
CSC	143	Computer Programming II	5
ITC	216	Programming for the Web	5
ITC	220	Database Development for Programmers	5
ITC	255	Systems Analysis	5
ITC	280	Web Database	5
ITC	298	Special Topics	5
WEB	110	Web Authoring I	4
Restricted IT Electives			10

RELATED INSTRUCTION

BUS	140	Customer Relations	5
TOTAL CREDITS			69

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

Completion of Certificate Requirements			69
ENGL&	101	English Composition I	5
HUM	105	Intercultural Communications	5
MATH&	107	Math in Society	5
ITC	285	Capstone Project Class	5
Science or Humanities Electives			5
TOTAL CREDITS			94

Web Design

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

Certificate

TECHNICAL SPECIALTY COURSES

CIS	197	Work Experience	1
ITC	200	User Experience Design	4
ITC	220	Database Development for Programmers	5
ITC	280	Web Databases	5
MIC	102I	Illustrator	1
MIC	102G	Programming	1
WEB	105	Working on a Web Team	3
WEB	110	Web Authoring I	4
WEB	112	Typography for the Web	3
WEB	114	Photoshop for the Web	3
WEB	120	Web Authoring II	4
WEB	130	Web Design with Dreamweaver	3
WEB	150	Intro to Javascript	3
WEB	160	Writing for the Web	2
WEB	170	Web Animation Using Flash	3
WEB	200	Theory of Web Design	4
WEB	205	Web Career Strategies	2
WEB	210	Advanced Web Design	5
Restricted IT Electives			5

RELATED INSTRUCTION

PHIL& 106	Intro to Logic	5
TOTAL CREDITS		66

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

Completion of Certificate Requirements		66
BUS 240	Internet Law	5
ENGL& 101	English Composition I	5
HUM 105	Intercultural Communications	5
MATH& 107	Math in Society	5
ITC 285	Capstone Project Class	5
TOTAL CREDITS		91

Web Development

Certificate

TECHNICAL SPECIALTY COURSES

CSC 142	Computer Programming for Engineers	5
ITC 110	Programming Concepts & Fundamentals	5
ITC 172	.NET Web Programming	5
ITC 210	Advanced Web Development	5
ITC 216	Programming for the Web	5
ITC 220	Database Development for Programmers	5
ITC 280	Web Database	5
ITC 281	Advanced Web Databases	5
ITC 298	Special Topics	5
WEB 105	Working on a Web Team	3
WEB 120	Web Authoring II	4
WEB 150	Intro to Javascript	3
WEB 205	Web Career Strategies	2
Restricted IT Electives		10
TOTAL CREDITS		67

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

Completion of Certificate Requirements		67
BUS 240	Internet Law	5
ENGL& 101	English Composition I	5
HUM 105	Intercultural Communications	5
MATH& 107	Math in Society	5
ITC 285	Capstone Project Class	5
TOTAL CREDITS		92

INTERPRETER TRAINING PROGRAM

Allied Health Division
(206) 934-4347

*This program is currently under review.
Contact the division office for current information.*

The Interpreter Training program is one of the few two-year Associate of Applied Science—T (A.A.S.-T) degree programs in interpreting in Washington. The program

prepares graduates to facilitate communication between Deaf and hearing people using American Sign Language and English. It has a national reputation as a training program and for producing graduates with marketable skills.

A professional interpreter may work in a variety of settings such as education, social service, religion, government, business, performing arts, professional conferences, job training programs, scientific/technical areas, health fields, law, and law enforcement. Interpreters may specialize in one area or freelance, depending on their personal skills and preferences.

Approximately 40 students per year are accepted in this sequential program beginning each fall quarter. Applicants are advised to submit applications before the end of spring quarter. Contact the division office for program revisions and the program counselor for application procedures and schedule information.

PREREQUISITES

Successful completion of ASL& 121-123 and ASL& 221-223 or show commensurate ability.

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

TECHNICAL SPECIALTY COURSES

ITP 115	Survey of Interpreting	3
ITP 120	Support Service Personnel Training	2
ITP 145	Ethics of Interpreting	3
ITP 160	ASL to English, Interpretation I	4
ITP 161	English to ASL, Interpretation I	4
ITP 162	ASL to English, Interpretation II *	4
ITP 163	English to ASL, Interpretation II *	4
ITP 164	ASL to English, Interpretation III *	4
ITP 165	English to ASL, Interpretation III *	4
ITP 216	Interpreting Specialized Settings	3
ITP 217	Professional Entry Preparation	3
ITP 220	Deaf-Blind Interpreting	2
ITP 245	Applied Interpreting Experience I *	4
ITP 250	Applied Interpreting Experience II *	4
ITP 255	Applied Interpreting Experience III *	4
ITP 260	Interpreting IV *	4
ITP 261	Interpreting V *	4
ITP 262	Transliteration *	4

**2.5 GPA required in the previous interpreting class in order to continue in the program.*

RELATED INSTRUCTION

ASL 125	American Deaf Culture	5
ENGL& 101	English Composition I	5
HUM 105	Intercultural Communication	5
LAN 110	Comparative Linguistics: ASL & English	5
SPS 201	Survey of Hearing Impairment	5
MATH& 107	Math In Society	5

OPTIONAL ELECTIVES

ASL	120	Intro to Deaf Studies	5
DRMA	112	ASL Theatre.	5
DRMA	120	Intro to Acting	5
TOTAL CREDITS			94

NOTE: Eligibility for graduation requires a minimum 2.5 GPA in all technical specialty and 2.0 GPA in related instruction courses.

MARINE TECHNOLOGY

Seattle Maritime Academy
 4455 Shilshole Avenue NW, Seattle, WA 98107
 seattlecentral.edu/maritime
 (206) 782-2647

The Seattle Maritime Academy (SMA) offers technical vocational training and professional certification preparation for the workboat industry, commercial fishing and the Merchant Marine. Students may enroll in the formal certificate programs or pursue maritime training on a part-time basis through short-term certificates or community courses.

Marine Engineering Technology

The Marine Engineering Technology program combines practical shipboard experience and required courses in engineering with additional courses in computation, communication and human relations. Emphasis is placed on the theory, design, operation and maintenance of marine propulsion plants and equipment. Students go to sea once a week during the second and third quarters aboard the college’s training vessels. The academic program is followed by a 60-day at-sea internship on a large commercial vessel.

SMA offers the Marine Engineering Technology curriculum as a 73-77 credit program, culminating in a certificate in Marine Engineering Technology from Seattle Central. Students will also be eligible for a U.S. Merchant Mariners document endorsed with any and/or all of the following engine room (QMED) ratings: Electrician; Oiler; Pumpman; Refrigeration Engineer; and/or Junior Engineer. If the student’s at-sea internship was on a vessel with steam propulsion, he/she will also be eligible for a “fireman/watertender” QMED rating. The MET certificate program also qualifies each graduate for an STCW “ratings forming part of an engineering watch” endorsement.

Marine Deck Technology

The Marine Deck Technology program combines practical shipboard experience and requisite courses in nautical science with additional courses in computation, communication and human relations. Emphasis is placed on the theory, design, operation and maintenance of deck equipment and applied navigation skills. Students go to sea once a week during the second and third quarters aboard the college’s training vessels. The academic program is followed by a 30-day at-sea internship on a large commercial vessel.

SMA offers the Marine Deck Technology curriculum as a 63-64 credit program, culminating in a certificate in Marine Deck Technology from Seattle Central. Each graduate who successfully completes the program receives eight months of sea service credit towards a license as Master of Inland Steam or Motor Vessels of Not More Than 100 Gross Tons, or eight months of sea service credit towards a license as Mate of Near Coastal Steam or Motor Vessels of Not More Than 200 Gross Tons. This sea service credit is two-thirds of the total required sea service for the license. On completion, the student also receives eight months of sea service credit towards an Able Seaman-Special endorsement or one-third of the required sea service credit for any other Able Seaman endorsement. Combining the eight months of sea service from the academic program with the two months of actual sea service on SMA’s training vessels and the internship gives each graduate ten months of sea service towards AB-Special. Graduates satisfy both the written and practical examination requirements for both the Able Seaman and the Lifeboatman endorsements. The MDT certificate program also qualifies each graduate for an STCW “ratings forming part of a navigational watch” endorsement.

Marine Engineering Technology

Certificate

TECHNICAL SPECIALTY COURSES

MGO	101	Principles of Marine Mechanics	2
MGO	103	Survival Craft *	3
MGO	111	Seamanship	3
MGO	113	Marine Safety	3
MGO	127	Fundamentals of Marine Electricity	4
MGO	147	Marine Engineering Practicum	6
MGO	177	Adv. Engineering Practicum	6
MGO	200	At-Sea Internship	4-5
MTS	212	Auxiliary Machinery & Ship Design	4
MTS	217	Marine Diesel Engine Maintenance & Operation	4
MTS	221	Applied Marine Electricity	4
MTS	228	Marine Hydraulics	5
MTS	233	Marine Refrigeration	5
MTS	257	Advanced Marine Diesel Engines	4
MTS	263	Propulsion Systems	3

MTS	284	Shipboard Pollution Prevention	2
MTS	285	Marine Boilers	3
MTS	294	License Seminar	2

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
MGO	105	Leadership & Management	3
MGO	119	Marine Mathematics	3

TOTAL CREDITS			73-77
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*Optional course

Marine Deck Technology**Certificate****TECHNICAL SPECIALTY COURSES**

MGO	101	Principles of Marine Mechanics	2
MGO	103	Survival Craft	3
MGO	111	Seamanship	3
MGO	112	Marlinspike	2
MGO	113	Marine Safety	3
MGO	120	Vessel Maintenance	2
MGO	123	Basic Piloting & Navigation	3
MGO	124	Basic Vessel Handling	2
MGO	133	Seamanship Practicum	6
MGO	137	Electronic Navigation	2
MGO	140	Nautical Rules of the Road	3
MGO	166	Navigation Practicum	6
MGO	200	At-Sea Internship	4-5
MTS	201	Naval Architecture	2
MTS	202	Stability	2
MTS	210	Marine Meteorology	2
MTS	223	Advanced Piloting & Navigation	3
MTS	284	Shipboard Pollution Prevention	2
MTS	294	License Seminar	2

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
MGO	105	Leadership & Management	3
MGO	119	Marine Mathematics	3

TOTAL CREDITS			63-64
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Deckhand Cook

The deckhand cook program is designed to provide individuals with an understanding of the duties of a cook associated with the marine environment on board working vessels and with the knowledge, skills and attitudes necessary to achieve success and gainful employment as a deckhand cook.

Certificate**TECHNICAL SPECIALTY COURSES**

MGO	100	Marine Steward	24
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TOTAL CREDITS			24
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Short-term Community Service/Industry Support Courses:

- Basic Electricity for Small Boats & Recreational Boaters
- Diesel Engine Maintenance & Operation
- Vessel Handling

Short-term Certification Preparatory Courses:

- Lifeboatman
- Master 100 Ton
- Refrigeration Technician (testing)

NURSING**Nursing (206) 934-4123****Allied Health Division****(206) 934-4347**

Besides the LPN to RN and RN Associate Degree, Nursing offers short-term certificates in Nursing Assistant – Certified and in Patient Care Technician. Contact the office for information.

L.P.N. to R.N. Transition

Licensed Practical Nurses who possess an unencumbered Washington state license, have completed the prerequisites and first-year support courses, and meet admission criteria, may enter the second year of the RN program after successful completion of one-quarter transition courses.

NUR	106	LPN-RN Transition	8
NUR	120	LPN-RN Transition: Assessments & Intervention 1	1

TOTAL PREREQUISITE LPN-RN COURSES			9
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NOTE: Eligibility for graduation requires a minimum 2.5 GPA in all required technical specialty and related instruction courses.

Nursing R.N. Associate Degree

The associate degree nursing program prepares men and women to become Registered Nurses. It is approved by the Washington State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. The program includes general education courses, nursing theory, lab and clinical practice.

New students are accepted into the six-quarter program each fall. See website for application deadlines and admission procedures. Graduates are awarded an Associate of Applied Science–T (A.A.S.-T) degree and are eligible to take the National Council of State Boards of Nursing Examination NECLEX-RN and apply for a license as a registered nurse in Washington State.

Any required non-nursing course may be completed before entering the nursing program. For more information contact the division office.

PREREQUISITES

BIOL& 241	Human Anatomy and Physiology I *	5
BIOL& 242	Human Anatomy and Physiology II *	5
BIOL& 260	Microbiology	5
CHEM& 121	Intro to Chemistry	5

(or one year of high school Chemistry in the last three years)

ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5

Eligible for Math 107

** All science and math courses have a 5-year time limit, and MUST be taken within 5 years prior to entrance to the program. They may be repeated only once.*

Nursing Assistant Certified (required) TEAS-Test of Essential Academic Skills, with an Adjusted Individual Total Score of 75% or higher.

NOTE: A 2.5 GPA is required in each nursing, science and related instruction course in the program.

It is strongly suggested students complete related instruction support courses prior to entrance to the program. If not, the courses must be completed in the quarter or sequence listed.

TOTAL PREREQUISITE COURSES	30
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ADVANCED PLACEMENT

Students who have taken nursing education courses within the past three years and who meet the prerequisite and grade requirements may be considered for advanced placement.

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

GENERAL EDUCATION NURSING SUPPORT COURSES

MATH& 107	Math In Society	5
NTR 150	Human Nutrition	5
PSYC& 200	Lifespan Psychology	5

TOTAL	15
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TECHNICAL SPECIALTY COURSES

NUR 101	Nursing I: Fundamentals of Nursing	5
NUR 102	Nursing II: Medical-Surgical Nursing	3
NUR 103	Nursing III: Medical-Surgical Nursing	4
NUR 111	Nursing Practice I	3
NUR 112	Nursing Practice II	3
NUR 113	Nursing Practice III	4
NUR 122	Psychosocial Nursing I	2
NUR 123	Pharmacology for Nursing	4
NUR 185	Gerontology for Nurses	2
NUR 201	Nursing IV A: Psychosocial Nursing II	2
NUR 206	Nursing IV B: Medical-Surgical Nursing	3
NUR 207	Nursing V: Medical-Surgical Nursing	4
NUR 208	Nursing VI: Developing Family Nursing	6
NUR 211	Nursing Practice IV A	3
NUR 216	Nursing Practice IV B	3
NUR 217	Nursing Practice V	5
NUR 218	Nursing Practice VI	3

NUR 220	Health Promotions & Managing Care in Nursing	2
NUR 230	Transition to Professional Nursing Role	2

TOTAL	63
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TOTAL PROGRAM CREDITS INCLUDING PREREQUISITES	108
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SCHOOL OF OPTICIANRY

School of Opticianry
(206) 934-4321
Allied Health Division
(206) 934-4347

This two-year program provides an Associate of Applied Science (A.A.S.) degree in dispensing opticianry and is nationally accredited by the Commission on Opticianry Accreditation (COA). According to the Washington State Administrative Code and licensing guidelines: "The ophthalmic dispenser (dispensing optician) prepares duplications of and dispenses lenses, spectacles, eye-glasses, and/or appurtenances for intended wearers on written prescriptions from physicians or optometrists; and in accordance with such prescriptions, the dispenser measures, adapts, adjusts and fabricates such lenses, spectacles, eyeglasses and/or appurtenances to the human face for the aid or correction of visual or ocular anomalies of the human eye." Other responsibilities may include business/administrative functions including record maintenance, purchasing, maintenance of supplies and equipment, physiognomy measurements and preparation of job orders.

Graduates must pass a state licensing exam and have four hours of HIV/AIDS education to practice in this field. Students may enter during fall and winter quarters only. For more information contact the division office.

PREREQUISITES

Eligibility for ENGL&101 and MATH 110.

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

TECHNICAL SPECIALTY COURSES

OPH 100	Orientation to Ophthalmic Dispensing	2
OPH 101	Optical Theory I	5
OPH 102	Optical Theory II	4
OPH 103	Optical Theory III	3
OPH 105	Ocular Anatomy & Physiology	3
OPH 106	Contact Lens Technology I	5
OPH 107	Ophthalmic Dispensing I	5
OPH 108	Ophthalmic Dispensing II	5
OPH 110	Optical Lab Technology I	3
OPH 111	Optical Lab Technology II	3
OPH 112	Optical Lab Technology III	3
OPH 113	Finishing I	5
OPH 197	Work Experience: Opticianry	3
OPH 198	Work Experience: Opticianry	3

OPH	199	Work Experience: Opticianry	3
OPH	203	Contact Lens Technology II	5
OPH	204	Contact Lens Technology III.	6
OPH	205	Contact Lens Technology IV.	2
OPH	211	Finishing II.	5
OPH	212	Finishing III	5
OPH	215	Benchwork Procedures	3
OPH	295	Ophthalmic Dispensing Business I.	3
OPH	296	Ophthalmic Dispensing Business II	3
OPH	297	Ophthalmic Dispensing Business III.	3
OPH	299	Comprehensive	7

RELATED INSTRUCTION

AHE	165	Medical Terminology I.	3
CMST&	101	Intro to Communication	5
-OR-			
HUM	105	Intercultural Communication	5
BUS&	101	Intro to Business	5
-OR-			
BUS	185	Small Business Management	5
-OR-			
BUS	103	Personnel/Human Resource Management	3
PSYC&	100	General Psychology	5
-OR-			
PSYC&	200	Lifespan Psychology.	5
-OR-			
PSYC	240	Psychology of Human Relations.	3
ENGL&	101	English Composition I.	5
MATH	110	Applied Math for Technicians.	3
MIC	101	Intro to Microcomputer Applications.	4

TOTAL CREDITS	123-127
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NOTE: Eligibility for graduation requires a minimum 2.0 GPA in all required technical specialty and related instruction courses.

PHOTOGRAPHY, COMMERCIAL

**Business, Information Technologies
& Creative Arts Division**
(206) 934-3830

The Commercial Photography Program prepares committed students for careers as professional image-makers. Centered on digital photography, the program places emphasis on individual attention in a supportive learning environment with state-of-the-art facilities and equipment. This rigorous program assists students in realizing their creative potential and professional direction while providing technical and business skills necessary to earn a living. Students graduate with marketable portfolio(s), web presence, business and marketing plans, prepared to succeed in a changing and competitive profession.

NOTE: Courses are under frequent review to maintain industry relevancy. Check with division for current program guidelines.

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

PHO	111	Camera Techniques I	4
PHO	112	Camera Techniques II	3
PHO	113	Studio Techniques I	3
PHO	121	Lighting Techniques I	4
PHO	122	Lighting Techniques II	4
PHO	123	Location Techniques.	3
PHO	131	Digital Darkroom Techniques I.	3
PHO	132	Digital Darkroom Techniques II	3
PHO	133	Retail Photography	3
PHO	141	Survey of Photography	3
PHO	142	Digital Imaging.	4
PHO	143	Digital Media Production.	3
PHO	197	Work Experience – Internship	1
PHO	214	Catalog Production.	3
PHO	215	Advertising Production	4
PHO	224	Communication Production	4
PHO	225	Conceptual Development I	3
PHO	234	Professional Business Practices I	3
PHO	235	Professional Business Practices II	3
PHO	244	Digital Narrative.	3
PHO	245	New Media I	3
PHO	254	Portfolio I	3
PHO	255	Portfolio II	3
PHO	256	Portfolio III	3
PHO	266	New Media II	3
PHO	276	Portfolio Show	3
PHO	286	Special Projects.	3

RELATED INSTRUCTION**18**

NME	110	New Media I	6
NME	120	New Media II	6
NME	130	New Media III.	6
Electives		12

Select from business, social science, math, or science.

TOTAL CREDITS	115
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RESPIRATORY CARE

Allied Health Division
(206) 934-4347

Respiratory Care is an allied health specialty in the treatment and management of patients with cardiopulmonary disorders. The seven-quarter program includes the study of the therapeutic use of medical gases, medications, aerosols, lung drainage, ventilatory support, cardiopulmonary resuscitation, airway management, respiratory disease management and diagnostic testing. Under the direction of the physician, the respiratory care practitioner works with other health professionals to deliver effective health care.

The program offers an Associate of Applied Science (A.A.S.) degree and is fully accredited by the Committee on Accreditation for Respiratory Care.

NOTE: Because the A.A.S. degree may not transfer, students wishing to transfer to a four-year institution should see an advisor and take college transfer English and science courses.

Graduates are eligible for licensure as Respiratory Care Practitioners in Washington state, and are also eligible and prepared for the National Board Registered Therapist credentialing exams. The required seven hours of HIV/AIDS education is included. New classes begin fall quarter only. For advanced placement consideration, contact the division office for specific requirements.

Program courses are under frequent review to maintain industry relevancy. Please check with division for current program guidelines.

PREREQUISITES

Eligibility for ENGL& 101 & MATH 110.

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

BIOL& 241	Human Anatomy & Physiology I	5
CHEM& 121	Intro to Chemistry	5
ENGL& 101	English Composition I	5
MATH& 107	Math In Society	5
-OR-		
MATH 109	Elementary Statistics	5

TECHNICAL SPECIALTY COURSES

RCP 101	Respiratory Care Orientation	1
RCP 110	Intro to Respiratory Care	2
RCP 112	Applied Microbiology & Chemistry	2
RCP 114	Respiratory Care Fundamentals I	4
RCP 115	Pharmacology for Respiratory Care I	1
RCP 120	Clinical Practice I	4
RCP 123	Pathophysiology for Respiratory Care I	1
RCP 124	Respiratory Care Fundamentals II	5
RCP 125	Pharmacology for Respiratory Care II	1
RCP 130	Clinical Practice II	5
RCP 133	Pathophysiology for Respiratory Care II	1
RCP 134	Respiratory Care Fundamentals III	5
RCP 135	Pharmacology for Respiratory Care III	1
RCP 137	Cardiopulmonary Anatomy & Physiology	4
RCP 240	Clinical Practice III	4
RCP 241	Respiratory Care of Critically Ill Adults	2
RCP 243	Pathophysiology for Respiratory Care III	1
RCP 244	Respiratory Care Fundamentals IV	3
RCP 245	Pharmacology for Respiratory Care IV	1
RCP 250	Clinical Practice IV	6
RCP 251	Respiratory Care of Infants & Children	3
RCP 253	Pathophysiology for Respiratory Care IV	1
RCP 254	Respiratory Care Fundamentals V	3
RCP 260	Clinical Practice V	6
RCP 262	Entry level Exam Review	1

RCP 264	Respiratory Care Fundamentals VI	3
RCP 267	Advanced Mechanical Ventilation	2
RCP 270	Clinical Practice VI	6
RCP 272	Comprehensive Review of Respiratory Care	4
RCP 274	Pulmonary Rehabilitation & Home Care	2
RCP 276	Advanced Patient Assessment	3

RELATED INSTRUCTION

AHE 150	HIV/AIDS Education	0.5
BIOL& 242	Human Anatomy & Physiology II	5
ENGL& 102	Composition II	5
PSYC& 100	General Psychology	5
-OR-		
PSYC& 200	Lifespan Psychology	5
Electives	5

Select 5 credits from the Social Sciences/Humanities.

TOTAL CREDITS 129

NOTE: Eligibility for graduation requires a minimum 2.0 GPA in all technical specialty and related instruction courses.

SERVICE LEARNING**Cooperative Education & Service-Learning**

Room BE 1103

(206) 934-6997

seattlecentral.edu/course/servlearn.php

Service Learning is an educational program combining community involvement with academic instruction and is linked to specific classes as either a requirement or an option. Course assignments and final grades are determined by the faculty of the linked course. Advantages of Service Learning include the opportunity to enhance understanding of course content, build experience for a résumé, explore career options, and earn college credit. Please contact the Service Learning department for more information.

SOCIAL & HUMAN SERVICES**Social & Human Services**

(206) 934-6900

The Social and Human Services program provides training for employment in the social and human service field. It helps develop the professional values, skills and knowledge necessary to assist individuals with personal, interpersonal, and situational problems. The first year offers training in communication, human problems, community resources, interviewing and counseling, group dynamics and social change. The second year provides opportunity for specialization through field placement, supplemental social science courses and specialized coursework.

Options to the Social and Human Services degree are the Chemical Dependency Specialist Certificate, the Child and Family Studies Certificate or the Associate of Applied Science (A.A.S.) degree with an emphasis in Child and Family Services. For information on entrance requirements and additional coursework, contact the division office. Social and Human Services also offers short-term certificates in Prevention Specialist and in Management in Human Services.

PREREQUISITES

Eligibility for ENGL& 101 and MATH 084.

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

HUMAN SERVICES CORE

SHS 100	Intro to the Social & Human Services	5
SHS 103	Survey of Institutions	5
SHS 106	Principles of Interviewing & Counseling	5
SHS 108	Group Dynamics & Counseling	5
SHS 197	Field Placement: Social & Human Services.	3
SHS 198	Field Placement: Social & Human Services.	3
SHS 199	Field Placement: Social & Human Services.	4

HUMAN SERVICES SPECIALIZATIONS

Select 30 credits from the following classes: 30

SHS 150	AIDS Workshop	1
SHS 200	Theories of Counseling	4
SHS 205	Crisis Management & Intervention.	3
SHS 207	Behavior Management	3
SHS 210	Multicultural Counseling	3
SHS 215	Adolescent Development & Treatment	5
SHS 222	Conflict Management	3
SHS 223	Multicultural Counseling (LGBT).	1
SHS 224	Leadership Theory & Skills	3
SHS 225	Relapse Prevention	1
SHS 226	Adolescent Assessment	1
SHS 231	Physiology/Pharmacology of Chemical Dependency	3
SHS 232	Chemical Dependency & the Family	3
SHS 233	Chemical Dependency Counseling.	5
SHS 235	Intro to Chemical Dependency.	5
SHS 242	Mental Health Diagnosis in Chemical Dependency & Other Human Service Settings.	5
SHS 245	Mental Health Overview	3
SHS 250	Client & Community Advocacy	4
SHS 255	Co-occurring Disorders: Treatment Issues & Services.	5
SHS 265	Management & Supervision	5
SHS 270	Law & Ethics in Chemical Dependency	3
SHS 275	Chemical Dependency & Domestic Violence.	3
SHS 280	Chemical Dependency Case Management	3
SHS 296	Human Services Workshop *.	1
SHS 297	Human Services Workshop *.	2
SHS 298	Human Services Workshop *.	3
SHS 299	Independent Study or Research *	1-5

* Maximum of 8 credits may be applied towards degree.

RELATED INSTRUCTION

ENGL& 101	English Composition I.	5
ENGL& 102	Composition II.	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5
CMST& 101	Intro to Communication	5
Elective in Social Science or Humanities		5
TOTAL CREDITS		90

NOTE: Specific chemical dependency classes required for Washington State Chemical Dependency Counselor qualifications are listed in the Chemical Dependency Specialist brochure.

Eligibility for graduation requires a minimum 2.0 GPA in all required technical specialty and related instruction courses.

Chemical Dependency Specialist

The Chemical Dependency Specialist program includes an integrated classroom instruction and field-based clinical experience. Students acquire competencies in the areas of interviewing, group dynamics, case management, physiology and pharmacology related to chemical dependency; the impact of chemical dependency on family members; and specific counseling interventions for working with chemical dependent clients. Courses meet the State of Washington Division of Alcohol and Substance Abuse requirements for chemical dependency counselor certification. Courses are offered day and evening. For further information contact the division office.

NOTE: Additional courses may be needed to meet state certification requirements. Consult the division counselor before enrolling.

PREREQUISITE

Eligibility for ENGL& 101 & MATH 084.

Certificate

CORE COURSES

SHS 106	Principles of Interviewing & Counseling	5
SHS 108	Group Dynamics & Counseling *	5

TECHNICAL SPECIALTY COURSES

SHS 150	HIV/AIDS Workshop *	1
SHS 210	Multicultural Counseling * **.	3
SHS 215	Adolescent Development & Treatment * **.	5
SHS 231	Physiology/Pharmacology of Chemical Dependency *	3
SHS 232	Chemical Dependency & the Family *	3
SHS 233	Chemical Dependency Counseling *	5
SHS 235	Intro to Chemical Dependency *	5
SHS 270	Law & Ethics in Chemical Dependency *	3
SHS 280	Chemical Dependency Case Management *	3
SHS 296-298	Human Services Workshop **	1-3

** These courses meet current minimum state requirements for registration as Chemical Dependency Counselors with the Department of Health. Certification as a Chemical Dependency Professional with Washington state also requires*

an associate's degree or its academic equivalent in any area, and 2,500 clock hours of supervised clinical work.

**** Multicultural Counseling, Adolescent Assessment & Relapse Prevention can be taken as a SHS 296 Human Services workshop.**

FIELD PLACEMENT COURSES

CDS	197	Field Placement in Chemical Dependency.	3
CDS	198	Field Placement in Chemical Dependency.	3
CDS	199	Field Placement in Chemical Dependency.	4

GENERAL EDUCATION COURSES

ENGL&	101	English Composition I.	5
PSYC&	110	General Psychology	5
PSYC&	200	Lifespan Psychology.	5
-OR-			
PSYC	207	Developmental Psychology (Adolescent).	5

TOTAL CREDITS 67-69

NOTE: Eligibility for graduation requires a minimum 2.0 GPA in all required technical specialty and related instruction courses.

SURGICAL TECHNOLOGY

Allied Health Division
(206) 934-4347

This three-quarter program prepares men and women to share in the responsibility of the operating room team in the care of the patient requiring surgery. A surgical technologist is an allied health professional who works closely with surgeons, anesthesiologists, registered nurses and other surgical personnel delivering health care and assuming appropriate responsibilities before, during and after surgery. He/she is at all times under the supervision of the physician and/or registered nurse.

The program consists of instruction in the basic sciences, anatomy and physiology, medical terminology, surgical functions in the operating room, surgical instrumentation and equipment, and aseptic techniques. The program is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Clinical practice takes place in various healthcare facilities through Washington state. Graduation requirements include a minimum 2.0 GPA in each surgical technology course and related instruction and must be completed in the designated quarter to proceed to the next quarter. Entry is during the fall quarter only. Surgical Technology also offers a short-term certificate: Central Supply Instrument Technician.

PREREQUISITES

20.5 – 26.5

ENGL&	101	Composition I	5
SOC&	101	Intro to Sociology	5
MIC	101	Intro to Microcomputer Applications* **	4
BIOL	128	Survey of Anatomy & Physiology	5
AHE	165	Medical Terminology I.	3
-OR-			
AHE	168	Medical terminology (Online)	5
AHE	150	HIV/AIDS Education (7 hrs).	0.5
AHE	151	Standard Precautions/First Aid	1
AHE	152	Health Provider CPR/AED	1

**All prerequisites must be completed with a 2.0 GPA for each course before a student can enter the program or be placed on the waiting list.*

***Students can test out of MIC 101.*

Certificate

TECHNICAL SPECIALTY COURSES

SURG	111	Surgical Lab	6
SURG	113	Surgical Theory I	10
SURG	115	Clinical Orientation.	2
SURG	123	Surgical Theory II	12
SURG	125	Clinical Practice I	7
SURG	133	Surgical Technology III	10
SURG	135	Clinical Practice II	12

TOTAL CREDITS 79.5-85.5

**Students wanting to pursue an AAS should take AHE 168 to have enough credits.*

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

Completion of Certificate Requirements.			79.5-85.5
MATH&	107	Math in Society	5
-OR-			
MATH	109	Elementary Statistics	5
PSYC&	100	General Psychology	5
TOTAL CREDITS			91.5-95.5

WOOD CONSTRUCTION

2310 South Lane, Seattle, WA 98144
(206) 934-5460

The Wood Construction program prepares students for employment in the following three areas: Cabinetmaking & Fine Woodworking, Carpentry, and Marine Carpentry (Boatbuilding). All students enrolling in any full-time Wood Construction Certificate program are required to complete 13 credits of Related Instruction. Courses can be taken as independent certificates or as a series of stackable certificates.

Cabinetmaking & Fine Woodworking

Certificate

This program prepares students for employment in the cabinetmaking and fine woodworking trades.

TECHNICAL SPECIALTY COURSES

WCO	110	Intro to Professional Woodworking	18
WCO	150	Preliminary Cabinetmaking Skills: Planning, Basic Layout & Shop Safety	18
WCO	150	Adv. Layout, Traditional & Contemporary Joinery, Residential & Commercial Cabinetry . .	18
WCO	150	Custom Furniture Design, Construction: Joinery, Veneering, Jigs, Finishing (<i>Instructor permission required</i>)	18
WCO	150	Personal Projects (<i>Instructor permission required</i>)	18

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
MATH	110	Applied Math for Technicians.	3
MIC	103	Computer Applications for Builders	3
PSYC	240	Psychology of Human Relations.	3
WCO	120	Construction & Maritime First Aid	1

TOTAL CREDITS 103

Carpentry

Certificate

The Carpentry program prepares students for employment in residential and light commercial construction trades. Students have the option to earn quarterly short term certificates or the Carpentry Program certificate or an Applied Science (A.A.S.) degree. The carpentry one-quarter certificates can build to a full carpentry certificate.

TECHNICAL SPECIALTY COURSES

WCO	110	Intro to Professional Woodworking	18
WCO	142	Intro to Carpentry & Blueprint Reading	4
WCO	143	Building Site Selections to Layout	5
WCO	144	Foundation Systems: Forms to Concrete Finishes	9
WCO	145	Framing Systems: Floor to Ceiling	9
WCO	146	Roof System: Framing to Installation	5
WCO	147	Stairs: Rough Framing to Finished Stairwell.	4
WCO	148	Exterior Finishes: Building Enclosure to Finish Trim	9
WCO	149	Interior Finishes: Door Installation to Finish Trim	9

RELATED INSTRUCTION

ENGL	105	Applied Communication	3
MATH	110	Applied Math for Technicians.	3
MIC	103	Computer Applications for Builders	3
PSYC	240	Psychology of Human Relations.	3
WCO	120	Construction & Maritime First Aid	1

TOTAL CREDITS 85

Short-term/Stackable Carpentry Certificates

Carpentry Fundamentals Certificate

The Carpentry Fundamentals Certificate builds fundamental skills in blueprint reading, building site preparation, and foundation construction and finishing. Focusing on residential and light commercial construction, it emphasizes appropriate selection of materials, products, and best practices for constructing sustainable buildings.

PREREQUISITES

WCO	110	Intro to Professional Woodworking	18
WCO	120	Construction-Maritime First Aid	1

TECHNICAL SPECIALTY COURSES

WCO	142	Intro to Carpentry and Blueprint Reading	4
WCO	143	Building Site Selections to Layout	5
WCO	144	Foundation Systems: Forms to Concrete Finishes	9

TOTAL CREDITS 18

Framing Fundamentals Certificate

The Framing Fundamentals Certificate builds fundamental skills in framing floor, wall, ceiling, stair and roof systems. Focusing on residential and light commercial construction, it emphasizes appropriate selection of materials, products, and best practices for constructing sustainable buildings.

PREREQUISITES

WCO	110	Intro to Professional Woodworking	18
WCO	120	Construction-Maritime First Aid	1

TECHNICAL SPECIALTY COURSES

WCO	145	Framing Systems: Floor to Ceiling	9
WCO	146	Roof System: Framing to Roofing Installation . .	5
WCO	147	Stairs System: Rough Framing to Finished Stairwell.	4

TOTAL CREDITS 18

Finishing Fundamentals Certificate

The Finishing Fundamentals Certificate develops carpentry skills in exterior and interior finishes from sheathing to finish carpentry. Focusing on residential and light commercial construction, it emphasizes appropriate selection of materials, products, and best practices for constructing sustainable buildings.

PREREQUISITES

WCO	110	Intro to Professional Woodworking	18
WCO	120	Construction-Maritime First Aid	1

TECHNICAL SPECIALTY COURSES

WCO	148	Exterior Finishes: Building Enclosure to Finish Trim	9
WCO	149	Interior Finishes: Door Installation to Finish Trim	9

TOTAL CREDITS 18

Wood Construction**Associate of Applied Science Degree (A.A.S.)**

The A.A.S. degree requires completion of certificate requirements for the Cabinetry (103 credits) or Carpentry (85 credits) programs, plus 17 credits, taken in sets, from the groups below:

**A.A.S. CABINETMAKING AND
A.A.S. CARPENTRY ELECTIVES 17**

Select 17 credits from the following groups:

For Cabinetmaking Students:

WCO	130	Marine Carpentry	18
-OR-			
WCO	142, 143, 144; 145, 146, 147; 148, 149	Carpentry	18 per certificate
<i>Taken in certificates. Specifics listed above under Carpentry.</i>			

For Carpentry Students:

WCO	130	Marine Carpentry	18
-OR-			
WCO	150	Cabinetmaking	18

OTHER ELECTIVES:

MIC	203	Intro to CADD	3
WCO	160	Architectural Blueprint Reading & Cost Estimating for Building Trades	3
WCO	164	Roof Framing & Stair Building	2
WCO	167	Fine Furniture Making	4
WCO	197	Work Experience – Wood Construction	5-12
OR Any ACCT, BUS, CSC, HDC, MIC, MTS, TDR or Liberal Arts course			

TOTAL CREDITS FOR AAS DEGREE 120

Marine Carpentry (Boatbuilding)**Certificate**

The Marine Carpentry (Boatbuilding) program prepares students for employment in boatbuilding, boat repair and related industries. Students work in an actual boat shop environment, building and repairing both wood and fiberglass boats.

WCO	110	Intro to Professional Woodworking	18
WCO	130	Lofting, Layout, Patterns, Design Elements, Basic Joinery, Bevels, Bandsaws, Safety	18
WCO	130	Fiberglass Lay-up & Repair, Personal & Safe Shop Practices with Fiberglass Materials	18
WCO	130	Fiberglass Fitting Out & Repair, Spray Gun Use, Machine Safety & Maintenance	18
WCO	130	Wood Boat Construction, Estimating & Bidding, Safety of Equipment and Compounds	18
WCO	130	Wood Boat Construction, Fitting Out, Material Selection, Interior & Exterior Joinery	18

RELATED INSTRUCTION

ENGL	105	Applied Communication	3
MATH	110	Applied Math for Technicians	3
PSYC	240	Psychology of Human Relations	3
WCO	120	Construction & Maritime First Aid	1
TOTAL CREDITS			118

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

This degree requires completion of certificate requirements for Marine Carpentry (Boatbuilding) program (118 credits), plus 20 credits from electives such as the following courses: Completion of Certificate Requirements. 118

ELECTIVES 20

Select 20 credits from

MIC	103	Computer Applications for Builders	3
MIC	203	Intro to CADD	3
WCO	140	Carpentry <i>(Optional - Instructor permission required)</i>	18
WCO	150	Cabinetmaking <i>(Optional - Instructor permission required)</i>	18
WCO	160	Architectural Blueprint Reading & Cost Estimating for Building Trades	3
WCO	164	Roof Framing & Stair building	2
WCO	167	Fine Furniture	3
WCO	197	Work Experience - Wood Construction	3
-OR-			

Any ACCT, BUS, CSC, HDC, ITC, MIC, MTS, NET
or liberal arts course 5-15

TOTAL CREDITS 138

**WORK EXPERIENCE / INTERNSHIP /
VOLUNTEER PROGRAM****Cooperative Education**

(206) 934-5422

seattlecentral.edu/coop/intern_empinfo.php

Students receive credits per quarter for jobs, paid/unpaid internships or volunteer service to the community. Credit is based on the number of hours “worked” per week. Students have an opportunity to explore or clarify career choices, acquire career-related experiences, improve existing skills or learn new skills applicable to future employment, and earn college credit. Permission required. Contact the office for additional information.

Travel/Study Courses

(206) 934-5422

seattlecentral.edu/coop/travel_courses.php

Earn credit for various travel/study experiences in an international setting. Students can earn credit for language enhancement, research-based or work/internship/volunteer activities.

See page 28 for more information about credit for travel/study courses.



North

Seattle Community College

Welcome

For students who intend to transfer to a four-year college or university, starting at North Seattle Community 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. In addition, North helps people earn GEDs, learn English, enhance basic skills and/or pursue a new skill or personal interest.

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

Come for a visit and learn how North changes lives.

VISION

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



GETTING STARTED at North

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

MISSION

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

CORE THEMES

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

Academic & Student SUPPORT SERVICES



ADVISING

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

Advising provides resources and educational planning for students seeking college transfer degrees, career training degrees and certificates, and students enrolled in Adult Basic Education (ABE), English as a Second Language (ESL), General Equivalency Diploma (GED) and Adult High School Completion programs.

Advisors help students select courses and programs to reach their educational goals. Students seeking degrees or certificates attend new student orientation sessions, where they receive information about North and their program of study, and are assisted in selecting classes. Currently enrolled students work with advisors to develop educational plans based on the degrees or certificates they are pursuing. Advising provides resources and workshops on college transfer planning and provides opportunities for students to meet with four-year college representatives.

CAREER SERVICES and INTERNSHIPS

Career Services

(206) 934-3685 ■ CareerServices@seattlecolleges.edu
northseattle.edu/career-services

Career Services provides students with full-time and part-time job listings, job search training, labor market information, and assistance clarifying career and occupational goals. The WorkSource Affiliate North Seattle, located in the Opportunity Center for Employment and Education, offers a wealth of job search resources, workshops, and events designed to help students and all job seekers find employment.

Internships

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

Internships provide students with the opportunity to earn college credit while gaining practical work experience in their field of study. The Internship Program begins with CWE 101, which is a two-credit course designed to assist students in developing an internship. Once an internship is developed, CWE 110 provides three credits for the internship.

FACTS at a Glance*

2010–2011 ANNUAL PROFILES

Annual attendance 2010–2011 16,346

Special Enrollments

Distance Education	6,871
Running Start	355
International Students	979
Worker Retraining	705

FALL 2011 PROFILES

Students **

Median age	30.8
Ethnic diversity	39%
Male/Female	40%/60%
With bachelor or higher degrees	30%
Employed	65%
full-time	38%
With dependents	30%
single parents	7%
Full-time/Part-time attendance	31%/69%

Programs

Academic Transfer	48%
Workforce Education	31%
Basic Skills	14%
Pre-college and Others	7%

Courses

State-funded	91%
Contract-supported	1%
Student-supported	8%

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

** State-funded

CLASS SCHEDULE *Quarterly*

northseattle.edu/schedule

Each college produces a quarterly Class Schedule listing the specific courses being offered that quarter. This schedule is available approximately six weeks before the start of each quarter in both printed and online formats. To receive a printed copy, call (206) 934-3600 to be put on the mailing list. View or download the online class schedule at the website above.

COMPUTER *Labs*

(206) 934-3630

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

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

COUNSELING

(206) 934-3676

northseattle.edu/counseling

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

DISABILITY *Services*

(206) 934-3697 ■ FAX (206) 934-3958

TTY (206) 934-0079

northseattle.edu/disability-services

The role of Disability Services is to provide physical and program accommodations to persons with documented disabilities. This office obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all community college courses, programs, counseling, activities and facilities.

Disability Services provides or arranges a variety of auxiliary services such as sign language interpreters, assistive technology, exam modifications and academic assistance.

To avoid delays, auxiliary requests such as Braille and books on tape require six weeks advance notice. Interpreting services for ongoing classes require four weeks notice and interpreting services for special requests or one-time services need at least one week notice.

This office also offers consultations to faculty and staff to help design accommodations that provide equal access.

For specific details and additional information on eligibility and policies, see page 47.

DISTANCE LEARNING/*eLearning*

(206) 934-3738

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

See page 24 for complete information on eLearning options.

INTERNATIONAL *Programs*

(206) 934-3672 ■ international@seattlecolleges.edu

FAX (206) 934-3794

ip.northseattle.edu

International Programs (IP) oversees admissions of international students for study in the U.S. as well as Study Abroad Programs for domestic students. IP provides international student admissions, activities and services for students who have non-resident visas. IP processes admission applications for international students and assists them after admission. Contact this office for information about international admissions, or for assistance with academic issues, immigration regulations, housing or personal concerns. Field trips and other student activities promoting intercultural communication and enhanced experience of American culture are also provided. Students interested in Study Abroad should contact the IP Office to learn about programs and scholarship opportunities.

See page 27 for more information.

LIBRARY and MEDIA SERVICES

(206) 934-3607
library.northseattle.edu

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

Media equipment available includes VCRs, televisions, DVD and CD players, sound systems, video cameras, computers with data projectors and document cameras. Housed in Media is a new service called Student Instructional Media Production Center (SIMPC) where students get support and help with incorporating multimedia (digital/analog) into their assignments and presentations. Listening/viewing carrels, individual study carrels and group study rooms are available throughout the library.

Opportunity Center for EMPLOYMENT & EDUCATION

(206) 934-6199
northseattle.edu/ocee

The Opportunity Center for Employment & Education (OCE&E) brings together multiple state agencies, community-based organizations and community colleges to help customers achieve self-sufficiency through education and employment. The Center offers an enhanced experience for the unemployed, the underemployed, students and their families. It provides access to WorkSource employment services, Department of Social & Health Services benefits, North's Workforce Education resources, and numerous other employment, education and social services organizations – all conveniently located in one building at North Seattle Community College.

TESTING Center

(206) 934-3674
northseattle.edu/testing

Students seeking a degree or certificate or enrolling in most English or mathematics classes (or classes with English or mathematics prerequisites) must take the COMPASS placement tests prior to registration. These tests help the student and advisor to select appropriate

classes. The placement tests are offered during weekly drop-in hours. ESL placement tests and GED exams require appointments. For testing schedule and detailed information, visit the website or the Testing Center.

Prepare for the Test

www.beforeyoutest.org

Preparing for the COMPASS Test helps to ensure the most accurate test results and the best course placement. A free two-hour workshop is available at all three colleges, usually twice a week (see the Testing Center website). The website provides the information you need about the COMPASS and on-line resources for test preparation if you cannot attend a workshop. Current cost for the COMPASS Test is \$19 (2012–2013).

TUTORING Services

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

The Loft

(206) 934-0078
northseattle.edu/tutoring/loft-writing-center

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

The Math/Science Learning Center (MLC)

(206) 934-3746 Room ED1845A
northseattle.edu/tutoring/math-learning-center

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

Accounting and Business Learning Center

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

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

Student LIFE

VETERANS Services

(206) 934-3699

northseattle.edu/office-veterans-affairs

The Veterans' Affairs office assists veterans, reservists, active duty personnel and eligible family members to receive VA educational benefits.

See page 33 for financial aid information.

WOMEN'S Center

(206) 934-3696

northseattle.edu/womens-center

The Women's Center assists students, both women and men, who need information and referrals regarding housing, health care, child care, transitional housing, family planning and more. The center provides referrals for domestic violence, sexual assault, divorce, and personal and family counseling. It also sponsors programs on gender issues.

WORKFIRST Programs

(206) 934-3787

wfenscc@seattlecolleges.edu

northseattle.edu/workforce-education

The WorkFirst Program is designed for students receiving cash assistance from Temporary Assistance for Needy Families (TANF) who wish to upgrade their skills to prepare for better jobs. Participating students receive funding for tuition and books. Program components include:

Basic Education Program

This program offers the opportunity to earn a GED, prepare for career/technical programs and develop employable skills.

Job Skills Training

Job Skills Training offers short-term training programs. These programs enable students to build a college credit base as they acquire solid industry-focused skills. Programs include Certified Nursing Assistant, Medical Assistant, Broadband Cable Technician, Customer Service and more.

High-Wage/High-Demand Job Training Program

The High-Wage/High-Demand Program provides training for high-demand occupations in the Seattle/King County area that offer average starting wages of more than \$15 an hour. Programs include Computerized Accounting, Medical Assistant, and more.

ART Gallery

(206) 934-4557

northseattle.edu/programs/art

The NSCC Art Gallery is a professional art gallery featuring artwork by regional artists working in a range of media. The gallery hangs six different exhibitions annually, including a student show in spring. It is located next to the bookstore in IB 1430.

11am–3pm, Mon–Fri

5pm–8pm, Wed and Thurs evenings

BOOKSTORE

(206) 934-4678

northscc.bkstore.com/

The Bookstore is wellstocked with new and used textbooks, supplemental course materials, general interest books, school supplies, and sundry items. The Bookstore offers a year-round textbook buy-back service. Students save 25% when they buy used textbooks. The Bookstore offers a textbook rental service. For further information on this rental service please visit <http://whywaitforbooks.com>.

CHILDCARE Center

(206) 934-3644

northseattle.edu/child-care

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

7:30am–4pm, Mon–Fri

FOOD Services

(206) 934-3728

northseattle.edu/dining-services

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

HOUSING

(206) 934-3641

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

SAFETY & SECURITY

(206) 934-3636

northseattle.edu/safety

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

See page 44 for additional information on personal safety.

STAGE ONE THEATER

(206) 934-3661

northseattle.edu/programs/theater/stage-one-theater

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

Student ATHLETICS

(206) 934-3745 Men's Basketball Program

(206) 934-3773 Women's Basketball Program

northseattle.edu/storm

The intercollegiate men's and women's basketball teams, the Seattle Community College Storm, are based at North. Storm teams compete in the North Division of the Northwest Athletic Association of Community Colleges conference. Students from all three Seattle Community Colleges are eligible to play for the teams. Athletic scholarships for both men and women are granted by the coaches each year.

Student CLUBS

(206) 934-3641

studentleadership.northseattle.edu/clubs

Clubs provide students with opportunities to develop leadership skills and to promote personal and intellectual growth. Participation provides experience in planning, organizing and working in teams. For information about the types of student clubs, contact the program coordinator or visit the Student Leadership and Multicultural Programs Department in the College Center building.

Student GOVERNMENT

(206) 934-3641

studentleadership.northseattle.edu

The Student Leadership Council, North's official student government, identifies and represents the interests of the student body to the college administration. Members work collaboratively with campus staff to provide programs and services that enhance and support students' academic success. Members receive a stipend and training and mentoring designed to strengthen their leadership skills and to provide a foundation for success.

Student INSURANCE

For information on student injury and sickness insurance, contact the Cashier's Office at 206-934-3627 or visit northseattle.edu/cashiers-office/student-insurance

See page 38 for information on Student Insurance.

Student LEADERSHIP & MULTICULTURAL Programs

(206) 934-3643

northseattle.edu/student-programs

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

The program designs student-centered opportunities that complement learning, build leadership skills, shape campus policies and procedures, promote student participation, instill personal confidence, and encourage goal setting and values clarification to develop responsible citizens for a multicultural and global society.

AFFILIATE Organizations

TRANSPORTATION & PARKING

(206) 934-0060

northseattle.edu/transportation

North is served by several Metro bus routes. Carpooling, walking, busing, biking and van pooling are encouraged and incentives may be provided. 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. Contact the transportation coordinator in security at (206) 934-0060 for more information.

Parking

(206) 934-3636

Oncampus parking is available to those students who buy a permit. Due to space limitations, students are advised to buy a parking permit when registering. State motor vehicle laws and city traffic codes are strictly enforced. The campus speed limit is 15 m.p.h.

WELLNESS CENTER / Student Recreation

(206) 934-3631

Information Line (206) 934-3649

northseattle.edu/wellness-center

The Wellness Center offers a variety of fitness activities such as yoga, Pilates, resistance training and cardiovascular training. The 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.

ALUMNI Association

(206) 934-3604

northseattle.edu/edfund/alumni

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

North Seattle Community College EDUCATION FUND

(206) 934-3604

NSCCEducationFund@seattlecolleges.edu

northseattle.edu/edfund

A non-profit 501(c)(3) organization guided by a volunteer board of directors comprised of community and business leaders, the Education Fund provides support for students through scholarships and emergency assistance and for faculty and staff through professional development grants. It also purchases classroom equipment and supports programs that benefit students. Students and North employees interested in scholarship and grant applications should contact the Education Fund office.

PROGRAMS OF STUDY at North

8 Educational Directions

- 1 Academics **College Transfer**
- 2 Careers **Professional-Technical** Programs
- 3 **Continuing** Education
- 4 **Bridge to College / PreCollege**
- 5 **Distance Education / eLearning**
- 6 **International** Programs
- 7 **Worker Retraining** Program

GENERAL EDUCATION Definition and Rationale

See page 4.

GENERAL EDUCATION Essential Learning Outcomes

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

KNOWLEDGE

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

INTELLECTUAL AND PRACTICAL SKILLS, INCLUDING

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

PERSONAL AND SOCIAL RESPONSIBILITY, INCLUDING

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

INTEGRATIVE AND APPLIED LEARNING

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

ASSOCIATE OF ARTS DEGREE

Learning Outcomes

See page 5.

ASSOCIATE OF SCIENCE DEGREE

Learning Outcomes

Students completing the Associate of Science degree should:

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

1 | ACADEMICS

College Transfer at North

ACADEMIC PROGRAMS

(206) 934-7306

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

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

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

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

See pages 5-9 for college transfer course requirements for A.A. or A.S. degree.

ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree

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

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

Two different study options are offered:

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

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

ASSOCIATE OF SCIENCE (A.S.)

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

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

ASSOCIATE IN BUSINESS (A.B.)

Direct Transfer Agreement

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

NOTE: New students must complete the degree requirements outlined here. Returning students may choose to fulfill requirements in effect through Summer Quarter 2008. Students who choose this option will have through Summer Quarter 2013 to complete their degree.

Associate in Business Requirements

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

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

GENERAL EDUCATION REQUIREMENTS

Communication Skills

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

Quantitative/Symbolic Reasoning Skills/Intermediate Algebra Proficiency

MATH 116	Applications of Math to Management, Life & Social Sciences	5
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Visual, Literary, and Performing Arts

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

Individuals, Cultures, and Societies

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

The Natural World

MATH& 148	Elements of Calculus	5
Physical, biological, and/or earth sciences		10
<i>(at least one 5-credit laboratory course must be included)</i>		

BUSINESS REQUIREMENTS

ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
BUS 200	Law & Society	5
-OR-		
POLS& 200	Intro to Law	5
-OR-		
BUS& 201	Business Law	5
BUS 210	Business & Economic Statistics	5
-OR-		
MATH 109	Elementary Statistics	5
General Electives*		5
TOTAL CREDITS		90

Degrees & Certificates in FINE ARTS

Arts, Humanities and Social Sciences Division

(206) 934-3709

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

Certificate of Fine Arts in Art

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

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

Most General Education requirements are met by art course content – communication by ART 251, 252, or 253 (offered at Seattle Central) and human relations by ART 290. However, students must take a 5-credit computation course.

REQUIRED ART COURSES

ART&	101	Design	5
ART	102	3-D Design (Spring Quarter only)	5
ART	111	Drawing	5
ART	112	Figure Drawing	5
ART	113	Figure Drawing	5
ART	251, 252, 253	Art History (5 ea.) (offered through Seattle Central)	15
ART	290	The Art Business	5
Approved ART ELECTIVES (either group)*			4-5
Approved ART Electives – Group 1*			15
Approved ART Electives – Group 2**			12-15

GENERAL EDUCATION REQUIREMENT

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

TOTAL CREDITS	81-85
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***APPROVED ART ELECTIVES**

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

***Group 1: 2-Dimensional Art**

ART	110	Visualizing Science & Technology	5
ART	114, 115	Digital Photography	5 ea.
ART	121, 122, 123	Printmaking	5 ea.
ART	201, 203	Painting	5 ea.
ART	205, 206, 207	Watercolor	5 ea.
ART	210, 214	Computer Art	5 ea.

****Group 2: 3-Dimensional Art**

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

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

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

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

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

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

REQUIRED ART COURSES

ART	101	Design	5
ART	102	3-D Design (Spring Quarter only)	5
ART	111	Drawing	5
ART	112	Figure Drawing	5
ART	113	Figure Drawing	5
ART	251, 252, 253	Art History (5 ea.) (offered through Seattle Central)	15
ART	290	The Art Business	5
Approved ART ELECTIVES*			20-25

GENERAL EDUCATION REQUIREMENTS

ENGL& 101, 102	Composition (5 ea.)	10
Computation		5
<i>Select from MATH& 107 or higher, BUS 116, BUS 152 or ACCT 110 or higher.</i>		

Visual, Literary & Performing Arts (non-Art)	5
Individuals, Cultures & Societies	5
The Natural World	5
TOTAL CREDITS	95-100

***APPROVED ART ELECTIVES**

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

Group 1: 2-Dimensional Art

ART	110	Visualizing Science & Technology	5
ART	114, 115	Digital Photography	5 ea.
ART	121, 122, 123	Printmaking	5 ea.
ART	201, 203	Painting	5 ea.
ART	205, 206, 207	Watercolor	5 ea.
ART	210, 214	Computer Art	5 ea.

Group 2: 3-Dimensional Art

ART	211, 212, 213	Sculpture	5 ea.
ART	221, 222, 223	Ceramics	5 ea.
ART	281, 282, 283	Jewelry Design	5 ea.
ART	284	Bench Techniques & Practices in Metal	5
ART	285	Metal Techniques for Small Scale Sculpture	5

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

Candidates for the Certificate in Jewelry Design must complete 60 credits in college transfer-level courses with a 2.5 or better. The required jewelry design classes (25 credits) must be taken at North. Upon completion of the required courses, a student must exhibit at an approved venue a solid body of work expressing their mastery of materials. Final approval and recommendation to award the C.J.D. 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 or workforce certificate. Students seeking a B.A. or B.F.A. should consult North Associate of Arts degree requirements and the graduation requirements of the university to which they intend to transfer.

All C.J.D. art students must plan their program with an art advisor. Some of the art courses are offered only once a year, so consultation is critical. This certificate is a four-quarter program that can be completed in the following Summer Quarter. Substitution may be made only with the approval of the art advisor and the Dean of Arts, Humanities & Social Sciences.

Most General Education requirements for this certificate are met by course content in various art courses: Communications by ART 251, 252, 253; Human Relations by CMST 210& or CMN 125 or CMST& 230 or 165; however, students must take a 5-credit computation course (ACCT 110 or above).

REQUIRED JEWELRY DESIGN COURSES

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

REQUIRED ART COURSES

ART 251, 252, OR 253	Art History (offered through Seattle Central)	5
ART 101	Design	5
ART 111	Drawing	5
ART 210	Computer Art	5
ART 290	The Art Business	5

GENERAL EDUCATION REQUIREMENTS

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

TOTAL CREDITS 60

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

Candidates for the Certificate in Fine Arts in Acting must have successfully completed 90 credits in college transfer-level courses with a GPA of 2.0 or better. At least 30 credits must be earned at North and the final quarter of enrollment must be at North.

The Certificate in Fine Arts: Acting is not a transfer program, so students seeking a B.A. or B.F.A. in Drama should consult the degree requirements for the Associate of Arts degree at North and the graduation requirements for the university at which they intend to enroll. C.F.A. students in drama must have a drama advisor so that they can plan their two-year program. Students who wish to receive this certificate must submit a portfolio of work and/or a special performance during their final quarter for

evaluation by the drama faculty. The specific courses are to be planned with the drama advisor who will also review and recommend final certification. Substitutions may be made only with the approval of the drama advisor and Humanities Associate Dean.

General Education requirements of 5 credits each are met by communication, computation and human relations courses.

REQUIRED DRAMA COURSES

DRMA 121	Beginning Acting	5
DRMA& 101	Intro to Theatre	5
DRMA 122, 123	Intermediate Acting (5 ea.)	10
DRMA 221, 222, 223	Advanced Acting (5 ea.)	15
DRMA 298	Portfolio or Public Performance	5

DRAMA-RELATED ELECTIVES

20-25

Select 20 credits from the Drama-related list below.

TECHNICAL THEATER ELECTIVES

15

Select 15 credits from Technical Theater list below.

GENERAL EDUCATION REQUIREMENTS

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

Communication	5
<i>Select from CMST& 101, 220, 230 (5 ea.)</i>	
Computation	3-5
<i>Select from MATH& 107, BUS 116 or ACCT 110 (5 ea.) or MATH 110 (3 credits)</i>	
Human Relations	5
<i>Select from PSYC 245, SOC 102 or PSYC& 100 (5 ea.)</i>	

TOTAL CREDITS 88-90

DRAMA-RELATED ELECTIVES

Choose 20 credits from

ART& 100	5
ART 251, 252, OR 253 (offered only at Seattle Central)	5 ea.
DRMA 116	4
DRMA 108, 109, 110, 200, 201, 202, 271, 272, 273, 291, 292, 293, 298	variable 2-5
ENGL& 112, 224, 225, 226, 227, 228, 244, 245, 246	5 ea.
ENGL 258	5
HUM 104, 110, 200	5 ea.
MUSC 100	5
MUSC 121, 122, 123, 126, 127, 128	2 ea.
MUSC 140	variable 1-5

TECHNICAL THEATER ELECTIVES

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

DRMA 211, 224, 231, 241, 251, 261	variable 2-5
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Special Opportunities for UPPER DIVISION COURSES

EASTERN WASHINGTON UNIVERSITY AT NORTH SEATTLE COMMUNITY COLLEGE

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

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

WASHINGTON STATE UNIVERSITY ONLINE

(206) 934-7306 North Advising

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

WESTERN WASHINGTON UNIVERSITY AT NORTH SEATTLE COMMUNITY COLLEGE

(206) 934-6052
www.wce.wvu.edu/Depts/TEOP/Seattle/Index

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

2 | CAREERS Professional-Technical Programs

See page 101 for these programs at North.

3 | CONTINUING Education

CONTINUING EDUCATION CLASSES

(206) 934-3705
learnatnorth.org

Continuing Education is committed to enriching lives by:

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

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

CUSTOMIZED BUSINESS TRAINING

(206) 934-6075

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

4 | BRIDGE to COLLEGE/ PRE-COLLEGE

Basic & Transitional Studies Division
(206) 934-3709

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

BRIDGE TO COLLEGE PROGRAMS:

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

PRE-COLLEGE PROGRAMS:

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

Bridge to College Programs:

DEVELOPMENTAL EDUCATION

English, Mathematics and Human Development Courses

(206) 934-7303

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

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

TRANSITIONAL ESL

English as a Second Language

(206) 934-7303

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

NOTE: International Students should take ESL classes through International Programs, page 27.

CONCURRENT High School/ College Programs

Running Start

(206) 934-3682

runstart.northseattle.edu

Running Start is a program for high school juniors and seniors who qualify for college-level courses through placement testing. This program provides free or reduced-cost tuition for college-level courses that may count toward both high school requirements and college credit. Many students have completed their high school diploma requirements and a two-year college degree simultaneously through this program. Running Start students will pay some fees. Students who qualify for free or reduced cost lunch may have these fees waived.

See page 21 for more information.

High School to College PREPARATION PROGRAMS

Upward Bound

(206) 934-7762

nsccupwardbound@seattlecolleges.edu
webshares.northseattle.edu/upwardbound

Upward Bound, a program funded by the Department of Education, provides high school students with services that support better academic performance during high school and prepares them for college admissions and postsecondary completion. The program serves potential first generation college students and students from low-income households from Franklin and Roosevelt High Schools.

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

See page 22 for more information.

Pre-College Programs:

ADULT BASIC EDUCATION

(206) 934-7303

northseattle.edu/programs/abe-ged

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

ENGLISH as a Second Language (ESL)

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, and grammar are taught with special emphasis on the English skills needed for survival and employment. These non-credit courses cost \$25 per quarter tuition (subject to change). Course descriptions are found under ESL. When students test high enough, they can move on to Transitional ESL, levels 5 and 6, which concentrate on college-preparation skills.

GED Preparation

(206) 934-7303

northseattle.edu/programs/abe-ged

The General Educational Development (GED) is a certificate of successful completion of the five-part GED test (reading, writing, social studies, science, and math). 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, and test-taking. These classes stress math for practical problem solving, English usage, and reading comprehension and test-taking skills. 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 22 for additional information.

HIGH SCHOOL COMPLETION

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

See page 22 for details about the diploma options and possible tuition waiver for high school completion.

5 | DISTANCE EDUCATION/ eLearning

(206) 934-3738

www.virtualcollege.org

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

See page 24 for complete information on all eLearning options.

6 | INTERNATIONAL Programs

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

North Seattle Community College serves over 600 students from 50 countries who study in North's Intensive English Program, career training or college transfer programs. Many are also active in campus activities and organizations. New students must take either the ESL Placement Test or the COMPASS (college level) Test before starting school. Students who take the TOEFL test must have scores sent directly to North.

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

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

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

See page 27 for more information.

TRAVEL/STUDY ABROAD

(206) 934-3672

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

Also see page 28 for information on district-wide Travel/Study Abroad courses.

7 | WORKER RETRAINING Program

WORKER RETRAINING

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

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

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

Worker Retraining benefits include:

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

See page 29 for additional information.

Professional-Technical PROGRAMS

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

ACCOUNTING

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

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

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

The Accounting program also offers short-term certificates in Accounting Office Assistant I & II, Not-for-Profit Management, Accounting Fraud, Accounting Achievement and Accounting/Bookkeeping I-Best.

Accounting

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

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

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

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

GENERAL EDUCATION COURSES

Electives *		10
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** Must be selected from approved list of General Education courses; 5 credits in Multicultural, U.S. Cultures or Global Studies and 5 from remaining areas*

**IT 101 may be substituted for BUS 169*

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

TOTAL CREDITS		98
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Bookkeeping Certificate in Accounting

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

Certificate

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

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

**IT 101 may be substituted for BUS 169*

TOTAL CREDITS		43
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Certificate of Accountancy

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

Certificate

TECHNICAL SPECIALTY COURSES

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

Computerized Accounting Technology

This certificate is a four-quarter program that 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 with basic and mid-range accounting systems. Graduates gain viable entry and/or advancement in the accounting job market with large and small organizations.

Certificate

REQUIRED COURSES

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

Advanced Tax Preparation

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 forms for others.

Certificate

REQUIRED COURSES

ACCT 110	Intro to Accounting/Bookkeeping I	5
ACCT 255	Individual Income Tax	5
ACCT 256	Taxation of Corporations & Partnerships.	5
ACCT 257	Business Tax Accounting	5
ACCT 258	Practical Income Tax Preparation I	5
ACCT 259	Practical Income Tax Preparation II.	5
ACCT 264	Tax Research, Estates and Gifts	5
TOTAL CREDITS		35

ALLIED HEALTH SCIENCES

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

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

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

DEGREE CRITERIA INCLUDE:

1. A North health occupation certificate with a minimum of 45 technical credits specific to that occupation. Graduates from similar programs at other Washington community colleges or accredited vocational-technical schools may also be candidates.
2. Completion of specific technical courses, related General Education or Related Instruction.
3. Completion of 90 credit hours.
4. An overall GPA of 2.0.

Other requirements may be established by faculty or administrative policies.

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

- a. 45 (minimum) - 70 (maximum) vocational-technical credits.
- b. Minimum of 25 credits in General Education or Related Instruction courses: Communication (5); Computation/Quantitative Reasoning (5); Human Relations (5); and 10 credits from the list of approved courses for the A.A. degree, which must include 5 credits from Multicultural, U.S. Cultures or Global Studies.
- c. Up to 20 elective credits may be taken as necessary to complete the 90 credits required for the degree.

BIOMEDICAL EQUIPMENT TECHNOLOGY

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

Biomedical Equipment Technology is a two-year program with core electronics classes and medical background including anatomy and physiology, hospital computer and specialized training procedures, and biomedical equipment. The program concludes with a one-quarter externship with students placed in a hospital or medical manufacturer for work experience.

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

TECHNICAL SPECIALTY COURSES

EEL	201	Industrial Transformers & Motors	5
EET	105	Intro to Technology	3
EET	109	Mathematical Applications for Circuit Analysis *	5
EET	114	Applied Physics *	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials II – A+ Certification Advanced.	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics.	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Advanced Analog Circuits	5
EET	170	Digital Circuits I	5
EET	171	Advanced Digital Circuits	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	286	Biomedical Equipment I	5
EET	287	Biomedical Equipment II	5
EET	297	Biomedical Technician Externship	4
CSC	110	or higher course	5

RELATED INSTRUCTION

AHI	100	Intro to Medical Vocabulary *	3
BIOL	128	Survey of Human Anatomy & Physiology *	5
BUS	112	Multicultural Issues in the American Workplace *	5
BUS	236	Interpersonal Communication for the Workplace *	5
CHEM&	121	Intro to Chemistry *	5
ENGL&	101	English Composition I **	5
TOTAL CREDITS			120

* This course has acceptable substitutes. See Advising Center.

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

BUSINESS

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

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

Business also offers a short-term certificate in Administrative Specialist.

General Business

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

TECHNICAL SPECIALTY COURSES

ACCT&	201	Principles of Accounting I	5
ACCT&	202	Principles of Accounting II	5
BUS&	101	Intro to Business	5
BUS	112	Multicultural Issues in the American Workplace.	5
BUS	114	Intro to Marketing	5
BUS	131	Integrated Communications I *	5
BUS	169	Using Computers in Business	5
BUS	200	Law & Society	5
BUS	205	Human Resource Management	5
BUS	210	Business & Economic Statistics	5
BUS	215	Intro to International Business	5
BUS	216	Professional Development	5
BUS	230	Business Communications	5
BUS	236	Interpersonal Communication for the Workplace.	5

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

GENERAL EDUCATION COURSES 10

10 credits from the following two lists:

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

"B" List: ACCT& 203, ACCT 255, BUS 116, 197, 299, ECON& 201, 202

ELECTIVES 10

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

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

TOTAL CREDITS 90

Administrative Assistant

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

Certificate

TECHNICAL SPECIALTY COURSES

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

** Prereq: BUS 105, take 105 and 106 concurrently, or 25 wpm accurate keyboarding. May be repeated twice to build required speed.*

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

TOTAL CREDITS 62-63

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

Completion of Certificate Requirements. 62-63

RELATED INSTRUCTION

BUS&	101	Intro to Business	5
BUS	156	Intro to e-Business/Commerce	5
-OR-			
IT	111	Internet & Web Authoring Using XHTML	5
BUS	205	Human Resource Management	5
BUS	236	Interpersonal Communications for the Workplace.	5

GENERAL EDUCATION COURSES 10

10 credits from approved list. See Advising Center.

TOTAL CREDITS 92-93

Retail Management Certificate

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

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting/Bookkeeping.	5
BUS	114	Intro to Marketing	5
BUS	116	Business Math/Spreadsheets	5
BUS	119	Leadership and Management Skills	5
BUS	169	Using Computers in Business	5
-OR-			
IT	101	Software Applications.	5
BUS	205	Human Resource Management	5
BUS	230	Business Communications	5
BUS	236	Interpersonal Communications for the Workplace.	5
BMT	140	Management Skills (SVC online)*	5
BMT	213	Retailing (SVC online)*.	3

TOTAL CREDITS 48

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

Customer Service

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

Certificate

TECHNICAL SPECIALTY COURSES

BUS	106	Keyboarding/Skillbuilding*	3
BUS	131	Integrated Communications I**	5
BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CWE	110	Internship	3

** Prereq: BUS 105, take 105 and 106 concurrently, or 25 wpm accurate keyboarding. May be repeated twice to build speed.*

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

TOTAL CREDITS 21

Advanced Customer Service

Certificate

TECHNICAL SPECIALTY COURSES

BUS	106	Keyboarding/Skillbuilding*	3
BUS	112	Multicultural Issues in the American Workplace.	5
BUS	123	Word for Business	5
BUS	124	Excel for Business	5
-OR-			
BUS	125	Access for Business.	5
BUS	131	Integrated Communications I**	5
BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
BUS	230	Business Communications	5
CWE	110	Internship	3

* Prereq: BUS 105, take 105 and 106 concurrently, or 25 wpm accurate keyboarding. May be repeated twice to build speed.

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

TOTAL CREDITS 41

COMMUNICATION, BUSINESS AND MEDIA

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

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

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

Communication, Business and Media

Certificate

TECHNICAL SPECIALTY COURSES

BUS	114	Intro to Marketing	5
BUS	210	Business & Economic Statistics+	5
CMST	195	Media Management & Operations	5
CMST	255	Writing for Organizations & the Media*	5
BUS	112	Multicultural Issues in the American Workplace.	5
-OR-			
CMST	265	Media Relations & Ethics*	5
BUS	156	Intro to e-Business & Commerce	5
-OR-			
CMST	235	Media Research, Marketing, & Sales*	5

BUS	118	Project Management	5
-OR-			
CMST	290	Media Project Management Practicum*	5
BUS	236	Interpersonal Communication for the Workplace.	5
-OR-			
CMST&	220	Public Speaking.	5
-OR-			
CMST	275	Online Communication*	5
CMST	291	Internet & Print Practicum*	5
-OR-			
CMST	292	Radio & Audio Practicum*	5
-OR-			
CMST	293	Television & Video Practicum*	5
-OR-			
CMST	294	News & Public Information Practicum*	5
Optional Internship & Certificate Portfolio**			5

TOTAL CREDITS 45-50

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

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

+ BUS 210 prereq: MATH 098 or 116

Communication and Media Arts

Certificate

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

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

* For acceptable substitutes, see Advising Center.

TOTAL CREDITS 50

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

BUS&	101	Intro to Business	5
BUS	114	Intro to Marketing*	5
CMST&	101	Intro to Communication	5
CMST	195	Media Management & Operations	5
CMST	255	Writing for Organizations & the Media**	5
BUS	112	Multicultural Issues in the American Workplace.	5
-OR-			
CMST	265	Media Relations & Ethics**	5
BUS	131	Integrated Communications I*	5
-OR-			
ENGL&	102	Composition II	5
BUS	156	Intro to e-Business & Commerce	5
-OR-			
CMST	235	Media Research, Marketing & Sales**	5
BUS	197	Work Experience - Business	5
-OR-			
BUS	299	Special Topics - Business	5
-OR-			
CMST	295	Studies & Works in Communication**	5
BUS	200	Law & Society	5
-OR-			
CMST	245	Media Communication & Criticism**	5
BUS	118	Project Management	5
-OR-			
CMST	290	Media Project Management Practicum**	5
BUS	236	Interpersonal Communications for the Workplace.	5
-OR-			
CMST&	220	Public Speaking**	5
-OR-			
CMST	275	Online Communication**	5
RELATED INSTRUCTION			
BUS	210	Business & Economic Statistics +	5
CMST	205	Multicultural Communication**	5
ENGL&	101	English Composition I*	5
Individuals, Cultures & Societies Elective ++ 5			
Natural World Elective 5			
Communication, Business & Media Electives*** 10			
TOTAL CREDITS			95

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

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

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

+ BUS 210 prerequisite: MATH 098 or 116.

++ Select from approved list. See Advisor.

**DRAFTING—
ARCHITECTURAL ENGINEERING
DRAFTING**

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

This program prepares students for a variety of entry-level jobs in engineering, construction firms, and public agencies in the construction and design industry. Students learn basics of conventional hand drafting, CAD and Building Information Modeling (BIM), basic applied mechanics, cost estimating, shop drawing preparation, and construction materials and processes. The two-year sequence leads to an Associate of Applied Science degree. A one-year certificate is also offered. Students may also take short-term certificate programs in 3-D Modeling Techniques using BIM or Autocad.

Certificate**TECHNICAL SPECIALTY COURSES**

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

RELATED INSTRUCTION

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

* May be repeated each quarter.

** May be substituted by any 100-level approved human relations course.

*** 3 credits ENGL 105 and 5 credits Gen. Ed. may substitute for ENGL& 101.

TOTAL CREDITS	53
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Students may also take short-term certificate programs in 3-D Modeling Techniques using BIM or Autocad.

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

Completion of Certificate Requirements. 53

TECHNICAL SPECIALTY COURSES

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

* May be repeated each quarter.

** A minimum of 5 credits in computer skill classes required.

COMMUNICATIONS COURSES

ENGL& 230 Technical Writing 3

GENERAL EDUCATION COURSES 5

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

TOTAL CREDITS 93

Certificate (evening program)

TECHNICAL SPECIALTY COURSES

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

GENERAL EDUCATION COURSES

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

TOTAL CREDITS 47

EARLY CHILDHOOD EDUCATION

**Health & Human Services Division
 (206) 934-3783**

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

Early Childhood Education

Assistant Certificate

TECHNICAL SPECIALTY COURSES

CCE	160	Connecting to Children (2-credit modules):	
	D1	Expressing Warmth to Children	2
	D2	Playing Responsively	2
	D3	Talking Informatively	2
	D4	Initiative, Cooperation, Perseverance	2

TOTAL CREDITS 8

Certificate

REQUIRED COURSES

CCE	160	Connecting to Children:	
	D1	Expressing Warmth to Children	2
	D2	Playing Responsively	2
	D3	Talking Informatively	2
	D4	Initiative, Cooperation, Perseverance	2
CCE	125	Program Planning	5
CCE	145	Music & Creative Expression	4
CCE	165	Understanding Literacy	3
CCE	175	Mathematics & Design	3
CCE	185	Physical Education in Early Childhood Education	3
CCE	195	Art for Young Children	3
CCE	200	Children & Nature	3
CCE	240	Multicultural Dialogues	3
CCE	285	The Project Approach	5

ELECTIVE COURSES 3

Select a minimum of 3 credits from the following courses:

CCE	101	Human Development	5
CCE	135	Foundations of Early Learning	5
CCE	159	Behavior Management	4
CCE	166	Cultivating Conversation	3
CCE	204	Autism & Related Disorders	2
CCE	234	Staff Relationships	3

TOTAL CREDITS 34

Associate of Applied Science Degree (A.A.S.)**GENERAL EDUCATION 20**

Select 5 credits from each of the following categories (total of 20 credits). Contact the Health and Human Services Division for the list of approved courses:

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

RELATED INSTRUCTION 20**Professional Practice with Young Children**

CCE 160D- Connecting to Children (2-credit modules):	
D1 Expressing Warmth to Children	2
D2 Playing Responsively	2
D3 Talking Informatively.	2
D4 Initiative, Cooperation, Perseverance.	2
CCE 292 Classroom Research	12

REQUIRED COURSES 30

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

* Human Relations included in these required courses.

ELECTIVE COURSES 20

Select a minimum of 20 credits from the following:

CCE 101 Human Development	5
CCE 136 Signing with Young Children	2
CCE 145 Music & Creative Expression.	4
CCE 165 Understanding Literacy.	3
CCE 175 Mathematics & Design	3
CCE 180 Professional Development	1-6
CCE 185 Physical Education in Early Childhood	3
CCE 195 Art for Young Children.	3
CCE 200 Children & Nature	3
CCE 204 Autism & Related Disorders	2
CCE 240 Multicultural Dialogues.	3
CCE 261 Readings in Early Childhood Education.	1-6
CCE 285 The Project Approach	5

TOTAL CREDITS 90

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

Electronics and associated technologies at North prepare students for careers in this diverse and expanding field. Ongoing changes in the electronics technology programs reflect changing community and industry needs. Instruction emphasizes a hands-on approach, the use of sophisticated test equipment unique to each discipline, and a solid base of pertinent information. These programs provide high-skill learning opportunities, including professional certification and Associate of Applied Science degree options. Also see the Sustainable & Conventional Energy & Control Technology program. Students can take a short-term certificate in Green Energy.

Broadband Cable

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

Certificate**TECHNICAL SPECIALTY COURSES**

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

RELATED INSTRUCTION

BUS 236 Interpersonal Communications for the Workplace	5
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TOTAL CREDITS 25

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

This two-year program of study, designed as a “plus two” or transfer program, prepares students for advanced technical training. Many graduates transfer into the Bachelor of Science degree program in electronics engineering technology at a four-year institution such as Western Washington University, Central Washington University, or Eastern Washington University. The course work provides an excellent foundation in applied engineering for those who wish to enter the workplace upon completion.

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

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

EET	105	Intro to Technology	3
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	285	Electronics Technology Project	3

RELATED INSTRUCTION

CSC	142	Computer Programming for Engineers	5
MATH&	142	Precalculus II	5
MATH&	151	Calculus I	5
MATH&	152	Calculus II	5
PHYS&	221	Engineering Physics I	5
PHYS&	222	Engineering Physics II	5
PHYS&	223	Engineering Physics III	5

COMMUNICATIONS COURSES

CMST&	210	Interpersonal Communication	5
ENGL&	101	English Composition I	5
ENGL&	230	Technical Writing	3

GENERAL EDUCATION COURSES **10**

10 credits selected from approved list. See Advising Center.

TECHNICAL ELECTIVES **5**

Select 5 credits. See Advising Center.

TOTAL CREDITS	114
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ELECTRONICS TECHNOLOGY

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

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

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

Certificate**TECHNICAL SPECIALTY COURSES**

EET	105	Intro to Technology*	3
EET	109	Mathematical Applications for Circuit Analysis	5
EET	114	Applied Physics*	5
EET	131	IT Essentials – A+ Certification	5
EET	132	IT Essentials – A+ Certification - Advanced	5
-OR-			
EET	135	Intro to Broadband	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	170	Digital Circuits I	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication for the Workplace*	5
CSC	110	Intro to Computer Programming*	5
ENGL&	230	Technical Writing*	3

TOTAL CREDITS	61
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** For acceptable substitutes, see Advising Center.*

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

EEL	201	Industrial Transformers & Motors	5
EET	105	Intro to Technology*	3
EET	109	Mathematical Applications for Circuit Analysis *	5
EET	114	Applied Physics*	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials II – A+ Certification - Advanced	5
EET	135	Intro to Broadband	5
EET	136	Intro to Robotics	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	285	Electronics Technology Project*	3

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace*	5
BUS	236	Interpersonal Communications for the Workplace*	5
CSC	110	Intro to Computer Programming*	5
ENGL&	101	English Composition I **	5
Technical Electives***			10
TOTAL CREDITS			116

* For acceptable substitutes, see Advising Center.

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

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

ELECTRONICS TELECOMMUNICATIONS TECHNOLOGY

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

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

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

TECHNICAL SPECIALTY COURSES

EET	105	Intro to Technology*	3
EET	109	Mathematical Applications for Circuit Analysis	5
EET	131	IT Essentials I - A+ Certification	5
EET	132	IT Essentials I - A+ Certification Advanced	5
EET	135	Intro to Broadband	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics I	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	241	Principles of Telecommunications I	5
EET	242	Principles of Telecommunications 2	5
EET	243	Principles of Telecommunications 3	5
EET	251	Microprocessor Fundamentals I	5
IT	124	Network OS 2 – Win2K Server	5
IT	134	Network Communications – TCP/IP	5
IT	138	Unix for Network Administration	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5

RELATED INSTRUCTION

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

* This course has acceptable substitutes. See Advisor.

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

EMERGENCY MEDICAL TECHNICIAN (EMT)

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

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

Students need to contact the Health and Human Services Division office to obtain specific requirements for enrollment in this course. A written first aid entrance exam is required and attendance at a mandatory orientation session.

AHE	190	Emergency Medical Technician (EMT)	10
AHE	191	EMT Continuing Education	2-5

ENTREPRENEURSHIP

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

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

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	215	Accounting for Small Business Owners	3
BUS	118	Project Management Intro & Overview	5
BUS	151	Intro to Entrepreneurship	3
-OR-			
BUS	154	Entrepreneurship: Overview	5
BUS	152	Entrepreneurship: Product, Service, Selection, Pricing & Marketing.	5
BUS	153	Entrepreneurship: Planning, Business Financials.	5
BUS	156	Intro to e-Business/Commerce	5
-OR-			
IT	101	Software Applications.	5
BUS	186	Sustainable Business	5
BUS	236	Interpersonal Communication for the Workplace.	5
TOTAL CREDITS			36-38

HVAC

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

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

HVAC Service Certificate:

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace.	5
CWE	101	Portfolio, Job Search & Interviewing.	2
CWE	110	Internship	3
EET	109	Mathematical Applications for Circuit Analysis .	5
TOTAL CREDITS			40

HVAC Core Certificate

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

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

EET	160	Intro to Electricity & Electronics	5
HVC	101	Essentials of HVAC.	5
HVC	210	Cooling & Heating Systems 1	5
HVC	211	Cooling & Heating Systems 1 & 2B	5
HVC	212	Cooling & Heating Systems 2A & NATE Prep . . .	5
HVC	220	Green HVAC.	3
TOTAL CREDITS			28

**INDUSTRIAL POWER &
 CONTROL TECHNOLOGY**

*See Sustainable & Conventional Energy &
 Control Technology on page 123.*

INFORMATION TECHNOLOGIES

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

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

IT Controlled Electronic Systems

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

The one-year certificate is intended for students who already have a 2- or 4-year degree or experience in the field. It is designed for students who are interested in pursuing employment in the IT-controlled Electronics Systems field as an applications engineer or technician.

Certificate**PREREQUISITE**

IT	101	Software Applications*	5
		<i>*or permission</i>	

TECHNICAL SPECIALTY COURSES

BUS	118	Project Management Introduction & Overview	5
BUS	236	Interpersonal Communication for the Workplace	5
EET	131	IT Essentials – A+ Certification	5
EET	136	Intro to Robotics	5
EET	160	Intro to Electricity & Electronics	5
-OR-			
EET	161	DC Principles of Electronics	5
<i>Choose one track:</i>			
<i>Windows:</i>			
IT	122	Network OS 1 – Windows Client OS	5
IT	126	Network OS 3 – Windows Network Infrastructure	5
-OR-			
<i>CISCO:</i>			
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5
-OR-			
<i>Unix:</i>			
IT	135	Intro to UNIX	5
IT	138	UNIX for network Administration	5
TOTAL CREDITS			35-40

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials II – A+ Certification - Advanced	5
EET	136	Intro to Robotics	5
EET	160	Intro to Electricity & Electronics	5
-OR-			
EET	161	DC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
IT	122	Network OS 1 – Windows Client OS	5
IT	126	Network OS 3 – Windows Network Infrastructure	5
IT	135	Intro to UNIX	5
IT	138	UNIX for network Administration	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication for the Workplace	5
EET	109	Mathematical Applications for Circuit Analysis	5
ENGL&	101	English Composition I	5

GENERAL EDUCATION COURSES**5**

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

TOTAL CREDITS

90

Network Infrastructure & Security Support Specialist

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

Graduates of the Network Infrastructure & Security Support program find jobs as Network Technician, Assistant Network Administrator, PC Technician, Workstation Support Technician, Technical Support Technician or Computer Systems Technician.

Certificate**PREREQUISITE**

EET	131	IT Essentials – A+ Certification	5
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TECHNICAL SPECIALTY COURSES

IT	102	Intro to Programming	5
IT	122	Network OS 1 – Windows Client OS	5
IT	124	Network OS 2 – Windows Server	5
IT	128	Network OS 3 – Windows Active Directory	5
IT	135	Intro to UNIX	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5

TOTAL CREDITS

40

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

IT	101	Software Applications	5
IT	102	Intro to Programming	5
IT	122	Network OS 1 – Windows Client OS	5
IT	128	Network OS 3 – Windows Active Directory	5
IT	135	Intro to UNIX	5
IT	138	UNIX for network Administration	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5

TECHNICAL ELECTIVES**10**

See advisor.

RELATED INSTRUCTION

BUS	118	Product Management Introduction & Overview . . .	5
BUS	236	Interpersonal Communication for the Workplace.	5
EET	109	Mathematical Applications for Circuit Analysis . . .	5
EET	131	IT Essentials – A+ Certification	5
EET	132	IT Essentials – A+ Certification (Advanced)	5
ENGL&	101	English Composition I.	5

GENERAL EDUCATION COURSES**5**

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

TOTAL CREDITS	90
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INTERNATIONAL TRADE

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

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

Certificate**TECHNICAL SPECIALTY COURSES**

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

TOTAL CREDITS	24
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INTERNSHIPS

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

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

MEDICAL ASSISTING

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

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

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

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

It is possible to earn an Allied Health A.A.S. degree with a Medical Assisting Certificate as a base, by completing General Education courses and additional electives. See further information under Allied Health, page 102.

PREREQUISITES FOR MEDICAL ASSISTING AND ALL MEDICAL ASSISTING PROGRAM OPTIONS

Courses must be taken within the last 10 years of application date or the COMPASS test is required. Contact the Testing Center.

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

PREREQUISITES

11-13

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

Certificate

TECHNICAL SPECIALTY COURSES

AMA 100	Intro to Healthcare	1
AMA 101	Communications in Healthcare	2
AMA 102	Legal Concepts	1
AMA 103	Ethical Concepts	1
AMA 104	Office Emergencies	2
AMA 105	Asepsis & Infection Control.	1
AMA 106	Patient History, Documentation & Physical Exam	1
AMA 107	Vital Signs & Measurements.	1
AMA 108	Nutrition & Development Basics	1
AMA 109	Pharmacology	1
AMA 110	Intro to Lab Safety	1
AMA 112	Credentials & Employment	1
AMA 114	Basic Psychology Principles	1
AMA 115	HIV/AIDS	1
AMA 116	Principles of IV Therapy.	1
AMA 120	Front Office Basics	1
AMA 121	Patient Scheduling.	1
AMA 122	Medical Records & Correspondence	1
AMA 123	Daily Financial Management	1
AMA 125	Intro to Medical Insurance & Coding	2
AMA 170	AP/Terminology/Pathology 1 Intro	2
AMA 171	AP/Terminology/Pathology 2 Skin & Senses.	1
AMA 172	AP/Terminology/Pathology 3 Digestive System	1
AMA 173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA 174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA 175	AP/Terminology/Pathology 6 Nervous System	1
AMA 176	AP/Terminology/Pathology 7 Endocrine System	1
AMA 177	AP/Terminology/Pathology 8 Musculoskeletal System.	1
AMA 178	AP/Terminology/Pathology 9 Cardiovascular System.	1
AMA 179	AP/Terminology/Pathology 10 Respiratory System	1

AMA 180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA 181	AP/Terminology/Pathology 12 Specialty Topics.	1
AMA 226	Medical Insurance Coding I.	1
AMA 227	Medical Insurance Billing	2
AMA 230	Medical Office Management	1
AMA 240	GYN/Pediatrics	1
AMA 241	Male Reproductive/Gerontology	1
AMA 242	Exams by Body Systems.	2
AMA 243	Rehabilitation	1
AMA 244	Intro to Imaging	1
AMA 245	Minor Surgery	2
AMA 246	Patient Prioritizing & Instruction.	1
AMA 250	Medication Calculations & Administration	2
AMA 251	EKG	1
AMA 252	Phlebotomy	2
AMA 253	Hematology.	1
AMA 254	Urinalysis	1
AMA 255	Basic Microbiology	1
AMA 256	Lab Tests & Chemistry	1
AMA 290	Medical Assisting Externship*.	7

RELATED INSTRUCTION

BUS 236	Interpersonal Communications for the Workplace**.	5
TOTAL CREDITS		70

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

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

Clinical Lab Assisting

An option of the Medical Assisting program, this program is intended to prepare the student for clinical laboratory entry-level positions such as phlebotomist or clinical lab assistant. Students study basic anatomy and physiology, medical terminology and pathology, lab safety, regulations/legal requirements, specimen collection and preparation, phlebotomy, various 'CLIA-waived' tests and 7 hours of HIV/AIDS. Students perform phlebotomy and lab testing procedures in the classroom. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

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

Certificate

TECHNICAL SPECIALTY COURSES

AHM	140	Phlebotomy 2	1
AHM	141	Lab Equipment & Measurements.	1
AHM	142	Non-Blood Specimen Collection.	1
AMA	100	Intro to Healthcare	1
AMA	101	Communications in Healthcare	2
AMA	102	Legal Concepts	1
AMA	103	Ethical Concepts	1
AMA	104	Office Emergencies	2
AMA	105	Asepsis & Infection Control.	1
AMA	106	Patient History, Documentation & Physical Exam	1
AMA	107	Vital Signs & Measurements.	1
AMA	110	Intro to Lab Safety	1
AMA	112	Credentials & Employment	1
AMA	114	Basic Psychology Principles	1
AMA	115	HIV/AIDS	1
AMA	120	Front Office Basics.	1
AMA	121	Patient Scheduling.	1
AMA	122	Medical Records & Correspondence	1
AMA	125	Intro to Medical Insurance & Coding	2
AMA	170	AP/Terminology/Pathology - Intro.	2
AMA	171	AP/Terminology/Pathology 2 Skin & Senses.	1
AMA	172	AP/Terminology/Pathology 3 Digestive System.	1
AMA	173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA	174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA	175	AP/Terminology/Pathology 6 Nervous System	1
AMA	176	AP/Terminology/Pathology 7 Endocrine System	1
AMA	177	AP/Terminology/Pathology 8 Musculoskeletal System.	1
AMA	178	AP/Terminology/Pathology 9 Cardiovascular System.	1
AMA	179	AP/Terminology/Pathology 10 Respiratory System	1
AMA	180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA	181	AP/Terminology/Pathology 12 Specialties	1
AMA	252	Phlebotomy	2
AMA	253	Hematology.	1
AMA	254	Urinalysis	1
AMA	255	Basic Microbiology.	1
AMA	256	Lab Tests & Chemistry	1

RELATED INSTRUCTION

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

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

Medical Office Administration

An option of the Medical Assisting program, this program is intended to prepare the student for work in the administrative, clerical and management areas of an ambulatory care setting. It covers anatomy and physiology, terminology, pathology, safety, communication, professionalism and job search skills to enhance understanding in the clinic/office. No hands-on patient care tasks or procedures are included. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

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

Certificate

TECHNICAL SPECIALTY COURSES

AHM	124	Intro to Medical Transcription	1
AMA	100	Intro to Healthcare	1
AMA	101	Communications in Healthcare	2
AMA	102	Legal Concepts	1
AMA	103	Ethical Concepts	1
AMA	104	Office Emergencies	2
AMA	106	Patient History, Documentation & Physical Exam	1
AMA	112	Credentials & Employment	1
AMA	114	Basic Psychology Principles	1
AMA	115	HIV/AIDS	1
AMA	120	Front Office Basics.	1
AMA	121	Patient Scheduling.	1
AMA	122	Medical Records & Correspondence	1
AMA	123	Daily Financial Management	1
AMA	125	Intro to Medical Insurance & Coding	2
AMA	170	AP/Terminology/Pathology 1 Intro	2
AMA	171	AP/Terminology/Pathology 2 Skin & Senses.	1
AMA	172	AP/Terminology/Pathology 3 Digestive System.	1
AMA	173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA	174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA	175	AP/Terminology/Pathology 6 Nervous System	1
AMA	176	AP/Terminology/Pathology 7 Endocrine System	1
AMA	177	AP/Terminology/Pathology 8 Musculoskeletal System.	1
AMA	178	AP/Terminology/Pathology 9 Cardiovascular System.	1
AMA	179	AP/Terminology/Pathology 10 Respiratory System	1
AMA	180	AP/Terminology/Pathology 11 Blood & Lymph Systems.	1

AMA	181	AP/Terminology/Pathology 12 Specialty Topics	1
AMA	226	Medical Insurance Coding I	1
AMA	227	Medical Insurance Billing	2
AMA	230	Medical Office Management	1
AMA	246	Patient Prioritizing & Instruction.	1

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace*	5
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TOTAL CREDITS	41
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*BUS 236 is a non-modular (not self-study) course,
but is required for the program.

Basic Medical Reception

An option of the Medical Assisting program, this program prepares the student for entry-level positions such as front desk, receptionist or file clerk. Instruction includes safety, hygiene, communication, computation, professionalism, work habits and job search skills.

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

Students will have additional expenses other than the fees charged by the college. A separate list is available from the medical assisting program coordinator. Program prerequisite: Completion of Medical Terminology.

Certificate**TECHNICAL SPECIALTY COURSES**

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

RELATED INSTRUCTION

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

**Medical Fundamentals for
Clinical Research Professionals**

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

Prerequisites:

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

Certificate**TECHNICAL SPECIALTY COURSES**

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

TOTAL CREDITS	16
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Health Care Assistant Preparation

northseattle.edu/health/medasst/mhcare.htm
www.wssma.org/hcalaw.php

An option of the Medical Assisting program, this program is for working Medical Assistants only. Instruction covers safety, hygiene, communication, computation, professionalism, work habits and job search skills. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

Nine hundred hours of formal education at the post secondary level must be completed. The following courses, as well as medical terminology and anatomy and physiology, are all required to qualify for HCA levels A, C, & E.

Certificate**TECHNICAL SPECIALTY COURSES**

AMA	103	Ethical Concepts	1
AMA	109	Pharmacology	1
AMA	110	Intro to Lab Safety	1
AMA	115	HIV/AIDS	1
AMA	250	Medication Calculations & Administration	2
AMA	252	Phlebotomy	2
AMA	255	Basic Microbiology	1
TOTAL CREDITS			9

NANOTECHNOLOGY**Mathematics & Sciences Division
(206) 934-3746**

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

Certificate

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

Prerequisites:

Two quarters of college-level physics, all with a minimum GPA 2.0.

Either of the following chemistry sequences, all with a minimum GPA 2.0:

CHEM& 121 and 131

CHEM& 161, 162 and 163.

TECHNICAL SPECIALTY COURSES

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

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

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

PREREQUISITES

To begin the program, students must test into ENGL& 099 or higher and into MATH& 098 or higher.

GENERAL EDUCATION/REQUIREMENTS

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

TECHNICAL & RELATED INSTRUCTION

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

PHYS& 122	General Physics II	5
-OR-		
PHYS& 123	General Physics III	5
Human Relations Elective		5
<i>Choose either HUM 105 or POLS 112</i>		
Multicultural, U.S. Cultures or Global Studies Elective		5
<i>Choose from CSC 142; BIOL 161; EET 136; ENV 150 or 170; or PHYS& 122 or 123 (if not taken as required course).</i>		
Technical Elective		5
TOTAL CREDITS		95

NURSING

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

Nursing Assistant-Certified

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

CERTIFICATE

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

Nursing, Practical (LPN)

Candidates for the Practical Nursing certificate must meet specific course requirements established by the Washington State Board for Practical Nurse Examiners. The four-quarter program prepares graduates for practical nursing careers in acute care, long-term care and out-patient services through classroom, laboratory and clinical studies. Emphasis is placed on nursing skills, general medical knowledge and behavior in various health care agencies.

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

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

It is possible to earn an Allied Health A.A.S. degree with the License Practical Nursing Certificate as a base, by completing General Education courses and additional electives. See further information under Allied Health, page 102

PROGRAM PREREQUISITES

MATH requirement: COMPASS placement into MATH 107 Math in Society or higher within 2 years of application date or transcript showing successful completion of MATH 098 Intermediate Algebra or AHE 103 Math for Health Careers or within 7 years of application date.

BIOL& 241	Human Anatomy & Physiology I*	5
BIOL& 242	Human Anatomy & Physiology II*	5
ENGL& 101	English Composition I	5
PSYC& 200	Lifespan Psychology	5

TOTAL PREREQUISITES **MINIMUM 20**

**BIOL& 241 AND 242 and Math requirement must be taken within 7 years of application date. All prerequisites must be completed with a minimum 2.8 grade or higher.*

STRONGLY RECOMMENDED ADDITIONAL PREREQUISITES:

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

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

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

COREQUISITES:

MATH 109	Elementary Statistics	5
NTR 150	Human Nutrition	5
	US Cultures & Global Studies	5

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

Certificate

TECHNICAL SPECIALTY COURSES

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

TOTAL CREDITS **44**

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

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

Nursing: Associate of Applied Science – T Degree

North Seattle Community College's **LPN-to-RN Ladder** program provides an option for LPNs to complete coursework for a 3-quarter RN program that will make them eligible to take the Registered Nurse (RN) state boards.

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

PREREQUISITES

MINIMUM OF 35 CREDITS FROM AN ACCREDITED PRACTICAL NURSING PROGRAM 35

TECHNICAL SPECIALTY COURSES 36

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

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

GENERAL EDUCATION & RELATED INSTRUCTION REQUIREMENTS 45

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

COREQUISITES:

MATH	109	Elementary Statistics	5
NTR	150	Human Nutrition	5
U.S. Cultures or Global Studies**			5

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

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

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

*** Students may choose from either category.*

TOTAL CREDITS 116

PARENT EDUCATION

Health & Human Services Division
 (206) 934-3783

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 1–4 days a week, depending on the child’s age. Enrolled parents also attend parenting classes and learn decision-making and group management skills as officers or committee members in the cooperative. The program gives parents the opportunity to study child development and behavior; learn new ways to interact with children; share ideas and experiences with other adults; and share in their child’s early development and group experiences.

PHARMACY TECHNICIAN

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

Pharmacy technicians support pharmacists, who are legally responsible for all prescription orders and drug dispensing. The program emphasizes knowledge, skills and the varied responsibilities of the pharmacy technician. Students completing program requirements earn a certificate and are eligible to take the national certification exam, and apply to the Washington State Board of Pharmacy for a certificate to practice as a Pharmacy Technician. Graduates are employed in hospitals, home infusion, long-term care, independent and chain community pharmacies, out-patient clinics, insurance carriers and pharmacy software companies. Employment opportunities have remained strong in this health service occupation since

its inception in 1975. Applicants should contact the division office regarding enrollment and current information. The program begins in Fall and Spring.

It is possible to earn an Allied Health A.A.S. degree with a Pharmacy Technician Certificate base, by completing General Education courses and additional electives. See further information under Allied Health, page 102.

Certificate

TECHNICAL SPECIALTY COURSES

AHI	100	Intro to Medical Vocabulary	3
PHA	112	Pharmacy Law	2
PHA	115	Orientation to Pharmacy Practice	2
PHA	116	HIV/AIDS & HIPAA	1
PHA	120	Pharmacy Calculations	3
PHA	130	Over-the-Counter Drugs.	2
PHA	140	Sterile Products & Aseptic Technique I	2
PHA	141	Sterile Products & Aseptic Technique II	2
PHA	145	Pharmacy Ethics	1
PHA	146	Communications in Pharmacy Practice.	2
PHA	150	Pharmacology I	3
PHA	151	Pharmacology II	3
PHA	160	Pharmacy Technology I	3
PHA	161	Pharmacy Technology II.	2
PHA	170	Pharmacy Records Management	4
PHA	190	Pharmacy Technician Externship	13
PHA	191	Job Skills & National Exam Prep	1
TOTAL CREDITS			49

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

Completion of Certificate Requirements. 49

COMMUNICATIONS COURSES 5

Any approved College Level Communication Course (CMST) . . 5

GENERAL EDUCATION COURSES 20

BUS 236 Interpersonal Communications
in the Workplace 5

Any approved College-level Computation or Q Course 5

Any approved US Cultures or Global Studies Course 5

Any approved Living World or other Approved Course. 5

ELECTIVES 16

Any college level electives 16

TOTAL CREDITS 90

PHLEBOTOMIST CERTIFICATE (I-BEST)

Health & Human Services Division
(206) 934-3790

This 2-quarter program is an I-BEST option that provides both basic education and workforce skills. Students who successfully complete the certificate are prepared to work as phlebotomists in clinical workplaces. Upon successful completion of the program, students will earn a Certificate of Completion from the Health and Human Services Division. Contact division for additional information. All students must attend an information session.

PREREQUISITES

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

AHE 118 Intro to Phlebotomy 1 5

AHE 119 Intro to Phlebotomy 2 7

TOTAL CREDITS 12

PROJECT MANAGEMENT

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

www.northseattle.edu/business/projman.htm

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

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

PREREQUISITES:

BUS 236, BUS 169 or IT 101

Certificate

TECHNICAL SPECIALTY COURSES

BUS 118 Project Management Intro & Overview 5

BUS 119 Leadership and Management Skills 3

BUS 229 Project Management Tools, Techniques, Control 5

ENGL& 230 Technical Writing 3

CWE 110 Internship 3

TOTAL 19

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

REAL ESTATE

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

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

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

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	106	Real Estate Fraud.	1
RES	110	Intro to Commercial Real Estate	3
RES	125	Real Estate Math*.	2
-OR-			
MATH&	107	Math In Society	5
-OR-			
MATH	116	Applications of Math to Management, Life & Social Sciences	5
RES	130	Green Real Estate	3
RES	140	Real Estate Sales Practice	3
RES	141	Land Use Principles & Practice	3
RES	142	Inspecting the Condition of Real Estate	3
RES	150	Residential Sales & Leasing Documentation.	1.5
RES	164	Real Estate Finance – Residential	5
RES	260	Real Estate Finance – Commercial.	2
RES	170	Real Estate Law.	3
RES	175	Intro to Title.	3
RES	177	Real Estate Taxes	1.5
RES	180	Basic Appraisal Principles.	3
RES	190	Real Estate Escrow I.	3
RES	201	Principles of Real Estate Management.	3
-OR-			
RES	202	Multi-Family Property Management	3
-OR-			
RES	203	Commercial Property Management	3
RES	210	Residential Property Investments	3
RES	217	Real Estate Development & Sustainability	3
RES	220	Real Estate Economics.	3
RES	235	Sales & Marketing.	3
		Real Estate Electives	13

Choose any non-required courses with RES prefix.

TOTAL 73-78

RELATED INSTRUCTION

ACCT	215	Accounting for Small Business Owners	3
-OR-			
ACCT	110	Intro to Accounting/Bookkeeping I.	5
BUS	140	Customer Relations	5
BUS	236	Interpersonal Communication for the Workplace.	5
		Multicultural, U.S. Culture or Global Studies Elective**.	5
TOTAL CREDITS			91-96

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

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

North Seattle Community College Real Estate

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

Certificate

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	164	Real Estate Finance – Residential	5
-OR-			
RES	260	Real Estate Finance – Commercial	2
RES	170	Real Estate Law.	3
		Approved Electives*	3
TOTAL CREDITS			18-21

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

Real Estate Appraisal Trainee

Certificate

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	106	Real Estate Fraud.	1
RES	125	Real Estate Math*.	2
RES	180	Basic Appraisal Principles.	3
RES	183	Basic Appraisal Procedures	3
RES	281	National USPAP Course	1.5
TOTAL CREDITS			20.5

*Students may challenge by passing the RES 125 test.

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

RES 141	Land Use Principles & Practice	3
RES 217	Real Estate Development & Sustainability	3
RES 260	Real Estate Finance – Commercial.	2
RES 295	Commercial Real Estate Investment Analysis	2
RES Electives	6
TOTAL CREDITS		16

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

RES 110	Intro to Commercial Real Estate	3
RES 125	Real Estate Math*	2
RES 141	Land Use Principles & Practice	3
RES 170	Real Estate Law.	3
RES 217	Real Estate Development & Sustainability	3
RES 220	Real Estate Economics.	3
RES 260	Real Estate Finance – Commercial.	2
RES 295	Commercial Real Estate Investment Analysis	2
Approved Elective*	5
TOTAL CREDITS		26

* Choose 3 credits from approved list. See Advising Center.

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

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 150	Residential Sales & Leasing Documentation	1.5
RES 170	Real Estate Law.	3
RES 175	Intro to Title.	3
RES 190	Real Estate Escrow I.	3
Approved Electives*	6
TOTAL CREDITS		22.5

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

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

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 164	Real Estate Finance – Residential	5
RES 175	Intro to Title.	3
RES 190	Real Estate Escrow I.	3
Approved Elective*	6
TOTAL CREDITS		23

* Select from approved list. See Advising Center.

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

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

Choose two from 201, 202, 203 or 204:

RES 201	Principles of Real Estate Management	3
-OR-		
RES 202	Multi-Family Property Management	3
-OR-		
RES 203	Commercial Property Management	3
-OR-		
RES 204	Community Association Management	3
RES 220	Real Estate Economics.	3
Approved Elective*	3

TOTAL CREDITS 26.5

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

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

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 125	Real Estate Math*	2
RES 140	Real Estate Sales Practice	3
RES 142	Inspecting Real Estate	3
-OR-		
RES 175	Intro to Title.	3
-OR-		
RES 180	Basic Appraisal Principles.	3
-OR-		
RES 190	Real Estate Escrow I.	3
RES 150	Residential Sales & Leasing Documentation	1.5
RES 164	Real Estate Finance – Residential	5
-OR-		
RES 260	Real Estate Finance – Commercial.	2
RES 170	Real Estate Law.	3

TOTAL CREDITS 23.5

* Students may challenge by passing the RES 125 test.

Real Estate Sales (Advanced)

Certificate

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	106	Real Estate Fraud.	1
RES	125	Real Estate Math *	2
RES	140	Real Estate Sales Practice	3
RES	142	Inspecting Real Estate	3
-OR-			
RES	175	Intro to Title.	3
-OR-			
RES	180	Basic Appraisal Principles.	3
-OR-			
RES	190	Real Estate Escrow I.	3
RES	150	Residential Sales & Leasing Documentation	1.5
RES	164	Real Estate Finance – Residential	5
-OR-			
RES	260	Real Estate Finance – Commercial.	2
RES	170	Real Estate Law.	3

TOTAL CREDITS 28.5

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

APPROVED REAL ESTATE ELECTIVES

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

**SUSTAINABLE & CONVENTIONAL
ENERGY & CONTROL TECHNOLOGY**

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

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

Certificate

TECHNICAL SPECIALTY COURSES

EEL	201	Energy Generation, Conversion & Sustainability	5
EEL	202	Industrial Motor Controls	5
EEL	203	Industrial Motor Drives	5
EET	109	Mathematical Applications For Circuit Analysis*	5
EET	114	Applied Physics*	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics.	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	170	Digital Circuits I	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication For The Workplace*	5
CSC	110	Intro to Computer Programming*	5
ENGL&	230	Technical Writing	3

TOTAL CREDITS 63

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

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

TECHNICAL SPECIALTY COURSES

EEL	201	Energy Generation, Conversion & Sustainability	5
EEL	202	Industrial Motor Controls	5
EEL	203	Industrial Motor Drives	5
EET	105	Intro to Technology*	3
EET	109	Mathematical Applications For Circuit Analysis*	5
EET	112	Fluid Power & Alternative Energy Systems.	5
EET	114	Applied Physics*	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials I – A+ Certification Advanced	5
EET	135	Intro to Broadband	5
EET	136	Intro to Robotics	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II.	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	285	Electronics Technology Project*	3

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace *	5
BUS	236	Interpersonal Communications For The Workplace *	5
CSC	110	Computer Programming *	5
ENGL&	101	English Composition I **	5

TOTAL CREDITS 121

* For acceptable substitutes, see Advising Center.

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

WATCH TECHNOLOGY INSTITUTE

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

This program is currently under review. Please contact the office for the most current information.

The Watch Technology Institute teaches watch repair, theory and practical applications. Faculty members have industry experience and are WOSTEP-certified trainers. After the successful completion of the program, students will qualify to take the American Watchmakers & Clockmakers Institute (AWCI) CW21 exams for certification. Contact the office for more information.

Rolex Watch USA, Inc. joined with North to create a state-of-the-art facility for North's long-established watchmaking

school, one of only a few partnership-training programs nationally and the only program on the West Coast.

The SAWTA curriculum is supported by Rolex Watch USA, Inc. to encourage the training of watchmakers in the U.S.

Certificate

TECHNICAL SPECIALTY COURSES

HIN	111	Watch Technology I – Intro.	6
HIN	112	Watch Technology I – Tools, Equipment/Measurement	6
HIN	113	Watch Technology I – Practicum	10
HIN	121	Watch Technology II – Professional Knowledge	6
HIN	122	Watch Technology II – The Watchmaker's Lathe.	6
HIN	123	Watch Technology II – Practicum	10
HIN	131	Watch Technology III – Winding & Setting Mechanisms & Gear Trains	6
HIN	132	Watch Technology III – Watch Gear Trains	6
HIN	133	Watch Technology III – Practicum	10
HIN	141	Watch Technology IV – Escapements	4
HIN	142	Watch Technology IV – External Parts	4
HIN	143	Watch Technology IV – Practicum	8
HIN	211	Watch Technology V – Intro to Precision Timing	6
HIN	212	Watch Technology V – Intro to Electronic Watches	6
HIN	213	Watch Technology V – Practicum	10
HIN	221	Watch Technology VI – Precision Timing 2	6
HIN	222	Watch Technology VI – Automatic Watches	6
HIN	223	Watch Technology VI – Practicum	10
HIN	231	Watch Technology VII – Advanced Precision Timing	6
HIN	232	Watch Technology VII – Chronographs	6
HIN	233	Watch Technology VII – Practicum	10
HIN	241	Watch Technology VIII – After Sales & Service	4
HIN	242	Watch Technology VIII – Review of Course	4
HIN	243	Watch Technology VIII – Practicum	8

TOTAL CREDITS 164

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

Completion of Certificate Requirements. 164

TECHNICAL SPECIALTY COURSES

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

* Satisfies 5 General Education requirements.

GENERAL EDUCATION COURSES

Multicultural, U.S. Cultures or Global Studies 5

TOTAL CREDITS 192



South

Seattle Community College



Welcome

Welcome to South Seattle Community College. South has educational opportunities to meet a wide variety of interests and needs, whether on the main campus in West Seattle, through online courses, or at one of the satellite campuses. Real-world experience is emphasized through team-learning projects and portfolio development, or internships and classes that engage students in the learning process.

The main campus is located on 87 wooded acres in a residential West Seattle neighborhood, overlooking downtown Seattle and Elliott Bay. The six-acre college Arboretum is adjacent to the site of the developing Seattle Chinese Garden.

The Northwest Wine Academy features the only operating winery at a two-year college in western Washington, and our University Center offers classes toward a B.A. degree from four-year partner institutions. South's Bachelor of Applied Science in Hospitality Management celebrated its first graduating class in spring 2009.

South is one of the most culturally diverse colleges in the state, a strength celebrated through the annual Rainbow Festival. At South, faculty and staff help people enrich, even transform their lives through educational opportunities close to home. Come visit in person or on the website: www.southseattle.edu. It is never too late to get started.

GETTING STARTED at South

Admissions	(206) 934-7943
Financial Aid	(206) 934-5317
Registration	(206) 934-7938
TDD	(206) 934-5845

southseattle.edu

MISSION

South Seattle Community College is a constantly evolving educational community dedicated to providing quality learning experiences which prepare students to meet their goals for life and work. The college values and promotes a close involvement with the community and strong partnerships with business, labor and industry.

The college commits to meeting the diverse needs of students by providing:

- Applied baccalaureate, associate degree, college transfer, certificate, technical and professional, and pre-college programs which prepare students to succeed in their careers and further their education.
- Responsive technical and professional training programs developed in collaboration with business, labor and industry.
- Student-centered and community-centered programs and services which value diversity, support learning, and promote student success.
- Lifelong learning opportunities for the cultural, social, professional and personal development of the members of our communities.

CORE THEMES

- Student Achievement
- Teaching and Learning
- College Culture and Climate
- Community Engagement and Partnerships



FACTS at a Glance*

2010–2011 ANNUAL PROFILES

Annual attendance 2010–2011 15,230

Special Enrollments

Distance Education	3,487
Running Start	363
International Students	503
Worker Retraining	796

FALL 2011 PROFILES

Students **

Median age	29.8
Ethnic diversity	52%
Male/Female	54%/46%
With bachelor or higher degrees	15%
Employed	56%
full time	35%
With dependents	33%
single parents	11%
Full-time/Part-time attendance	43%/57%

Programs

College Transfer	28%
Workforce Education	41%
Basic Skills	24%
Pre-college & Other	8%

Courses

State-funded	90%
Contract-supported	8%
Student-supported	2%

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

** State-funded

Specialized TRAINING CENTERS

Georgetown Campus of South Seattle Community College

Apprenticeship & Education Center
Puget Sound Industrial Excellence Center
Washington State Labor, Education and Research Center

6737 Corson Avenue South
(206) 934-5350
georgetown.southseattle.edu/

South Seattle Community College's Georgetown Campus is a leader in green and sustainability education, offering courses in residential energy auditing, weatherization, and specialized contract training. Located on the Georgetown Campus is South's Apprenticeship & Education Center, one of the largest facilities of its type on the west coast, serving apprentices and journey-level workers in more than 30 trades. Georgetown also houses the Puget Sound Industrial Excellence Center (PSIEC) – Where Industry Meets Innovation. It provides a wide variety of training and services for the industrial business community.

The Washington State Labor, Education and Research Center at Georgetown offers workshops and training for unions and other organizations concerned with economic justice.

The Georgetown Campus received a 2008 Governor's Economic and Workforce Development Award and a 2009 Vision 2020 Award from the Puget Sound Regional Council.

NewHolly Learning Center

7058 32nd Avenue S.
2nd floor of the Learners Building
Seattle, WA 98118
(206) 934-6642
southseattle.edu/programs/holly.htm

NewHolly is a community whose mission is to foster the success of youth, adults and families. In implementing this mission, South Seattle Community College, along with community partners, values and promotes services that build on strengths, diversity and multiculturalism, public-private collaboration, an open and engaged community, and a commitment to innovation. South Seattle Community College offers Adult Basic Education (ABE), English as a Second Language (ESL), General Education Development (GED), and a Corrections Training program at NewHolly.

Academic & Student SUPPORT SERVICES

ADVISING

Counseling and Advising Center

(206) 934-5387

southseattle.edu/resources/advisors.htm

The Advising Center assists students in interpreting entry assessment scores and provides an overview of certificate and degree programs. Advisors help students select quarterly course schedules. They provide advising and educational planning for students seeking college transfer degrees to a four-year college or university. The advising staff also guides those seeking professional-technical degrees and certificates, students enrolled in Adult Basic Education (ABE), English as a Second Language (ESL), General Equivalency Diploma (GED) and Adult High School Completion programs. In addition, advisors assist students in finding the appropriate resources at South to help with academic success.

Counselors are available to provide a comprehensive assessment of each student's interests, abilities, values, life experiences, and past educational and work experiences. They also provide career counseling and assist students in establishing their educational plans.

CAREER DEVELOPMENT Services

WorkSource Affiliate

(206) 934-5304

careerservices.southseattle.edu/

Student Job Board: www.myinterfase.com/sccd/student

This comprehensive WorkSource – Career Center offers a full spectrum of services to students. It is the home of the innovative student pre-graduation employment program “Embedded Career Services,” which partners with faculty to help students obtain employment upon program completion.

The WorkSource – Career Center self-service lab provides multiple computers with career exploration tools and knowledgeable staff to assist in navigating the Internet to apply for positions and research employers.

Students and community members may schedule an appointment with Career Center staff or participate in workshops for assistance in advanced online job search, identifying employers, and career networking techniques.

CLASS SCHEDULE Quarterly

(206) 934-5300

classes.southseattle.edu

Each college produces a quarterly Class Schedule listing the specific courses being offered that quarter. This schedule is available approximately six weeks before the start of each quarter in both printed and online formats. Call to be put on the mailing list to receive a printed copy. View or download the online class schedule at the website above.

CULTURAL CENTER

(206) 934-7969

southseattle.edu/campus/facility/Department.asp?number=158

The Cultural Center empowers student leaders, called commissioners, to explore, celebrate, and educate the campus community about the diversity, equity and social justice among us. The center offers an inclusive and reflective space, multicultural programming, and support services that encourage positive interaction, academic persistence, and growth among students, faculty, and staff.

DISABILITY SUPPORT

Educational Support Services

(206) 934-5137

V/TTY 1-800-833-6384 ■ TDD 1-800-833-6388

southseattle.edu/campus/facility/Department.asp?number=43

The role of the Disability Support Services office is to provide physical and academic accommodations to persons with documented disabilities. This office obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all community college courses, programs, counseling, activities and facilities.

Disability Support Services provides or arranges a variety of auxiliary services such as sign language interpreters, assistive technology, exam modifications, and academic assistance. To avoid delays, auxiliary requests such as Braille and books on tape require six weeks advance notice. Interpreting services for ongoing classes require four weeks notice and interpreting services for special requests or one-time services need at least one week notice.

This office also offers consultations to faculty and staff to help design accommodations that provide equal access.

Please see page 47 for specific details and additional information on eligibility and policies.

INFORMATION TECHNOLOGY Services (ITS)

(206) 934-5844

The college provides a high-speed network linking Windows-based workstations to the Internet via a fiber-optic system. This includes 27 instructional computer/lab classrooms. Each machine is equipped with a large variety of production software available for student use. Open Computer Labs are available for use by any student who pays the computer lab fee. A quarterly lab fee is charged at registration and students must have a valid Student I.D. number in order to log on to computers on campus.

INTERNATIONAL Programs

(206) 934-5360 email: ip@seattlecolleges.edu
southseattle.edu/international/

This office supports the development of global citizenship through programs and services that support international students studying at South, and South students studying abroad. Key functions of the office include International student admissions and comprehensive support services, oversight of the Intensive English Program, and the development of resources and programming for faculty, staff and student exchanges.

See page 27 for additional information.

LIBRARY

(206) 934-5395
southseattle.edu/library/

The library supports the college's mission by providing students, faculty, staff and the community with the services, information, resources, and equipment necessary to accomplish the college's academic and institutional goals. The library acquires and maintains relevant collections in a variety of formats and offers services to promote their use and to foster informational literacy skills for patrons.

The library also plays an active role in the instructional program by offering course-related library instruction, and by consulting with faculty about collection development and services. Goals include service excellence through timely, competent and cheerful service; a comfortable physical environment; and responsiveness to the changing needs of patrons.

The library collection includes over 50,000 print books, reference volumes and periodicals, as well as more than two dozen databases with access to thousands of periodicals, books and other sources.

MULTICULTURAL

Office of Diversity & Retention

(206) 934-6455

The Diversity & Retention Department includes the Office of Diversity & Retention, the Cultural Center, and the Women's Center. Diversity & Retention is a network of departments working together to foster an inclusive campus community by providing education about diversity, social justice, gender equity, and multiculturalism. We advocate for the persistence and success of students, faculty and staff of color and underrepresented groups through academics, leadership opportunities, support services, programming, and college-wide initiatives.

OPPORTUNITY GRANT Program

(206) 934-5200
southseattle.edu/resources/opportunitygrant.htm

The goal of the Opportunity Grant Program is to assist low-income adults to reach the educational tipping point and beyond in high-wage, high-demand professional-technical careers by providing financial support and student support services. Reaching the tipping point allows students to complete 45 credits, receive a credential, and increase job skills and knowledge through career pathways.

social sciences and some vocational programs. See the quarterly schedule for details. Registration under the waiver needs instructor approval after the first week of the quarter. As this special waiver is available for audit only, a student enrolled under this option will not receive an official grade or transcript.

STUDENT ASSESSMENT and Testing Services

(206) 934-6765
southseattle.edu/resources/sas.htm

Student Assessment Services conducts the COMPASS placement tests for English, ESL, math and chemistry as well as GED certification examinations. See the college website for the assessment calendar, links to study questions, study aids and more. Students are welcome to visit the Assessment office located in the Robert Smith Building, Room 76.

Prepare for the Test

www.beforeyoutest.org

Preparing for the COMPASS Test helps to ensure the most accurate test results and the best course placement. A free two-hour workshop is available at all three colleges,

usually twice a week (see Assessment Calendar). The website provides the information you need about the COMPASS and on-line resources for test preparation if you cannot attend a workshop. Current cost for the COMPASS Test is \$19 (2012–2013).

STUDENT SUCCESS Programs

AANAPISI Program

Asian American Native American Pacific Islander (AANAPISI)
(206) 934-5196

southseattle.edu/programs/aanapisi.htm

South is one of the first institutions to be designated as an Asian American Native American Pacific Islander Serving Institution (AANAPISI). Though the AANAPISI program does not offer financial aid to students, it does provide resources for the development of new programs to support the student's success and experience at South. With funding from the U.S. Department of Education, South developed new resources for students to support their transition, retention, graduation and transfer to four-year institutions. Resources available include:

- a Transition Portfolio (<http://www.transitionportfolio.southseattle.edu>)
- a series of college success videos (<http://aapiherc.southseattle.edu/en/college-success-videos>)
- a pre-advising website (<http://www.southseattle.edu/pre-advising/>)
- financial aid education resources (<http://www.southseattle.edu/finaid/>)
- an Asian American Pacific Islander Higher Education Resource Center (AAPIHERC) website (<http://aapiherc.southseattle.edu>)
- two new degree programs: Associate of Arts degree with Asian Pacific Islander (API) Emphasis and Associate of Elementary Education DTA/MRP

TITLE III Program

(206) 934-5196

South received funding through the U.S. Department of Education Title III, Part A: Strengthening Institutions Program to promote student learning and success by:

- 1) improving student intake services, financial aid, orientation, advising cohorts, and creation of a social network site
- 2) improving progression through developmental English/writing and math coursework
- 3) strengthening services for students to transition from non-credit to credit coursework.

These vital services and improvements provide additional resources and strengthen pathways for student success.

TRIO – Student Success Services

(206) 934-5326

trio.southseattle.edu/

Student Success Services encourages student retention by providing students with resources that help them to progress in college, graduate and transfer to four-year universities. Key features include:

- 1) educating students about how the college system works and how to improve their academic performance and problem-solving skills
- 2) creating a welcoming environment where students feel a sense of belonging in the college setting
- 3) adapting college educational policies and services in response to wide-ranging and changing student development needs

The program's primary components are CLIC (Collaborative Learning and Instruction Center), college orientation course, transfer and scholarship assistance, and information regarding financial aid, economic literacy, and referrals to resources.

Student Success Services is funded through the U.S. Department of Education's Title IV TRIO grants. The program works with first-generation college students, low-income students, and physically and/or learning-disabled students, as outlined in the Department of Education guidelines. Students are encouraged to participate in the program throughout their attendance at South until they graduate or transfer.

TRANSFER by Major

(206) 934-5387

The Transfer by Major program is designed to help students connect with a university of their choice in the state of Washington. Students participating in the program receive important information regarding both their major and the admission guidelines of the university. The program is voluntary and intended as a guide in the transfer program.

TUTORING Services

Tutoring Center

(206) 934-5137

southseattle.edu/tutorcenter/

The Tutoring Center offers a variety of services. Students may arrange for individual or small group assistance with courses in which they are having difficulty. Students should contact the Tutoring Center for more information.

MAST: The Math and Science Tutoring Center

(206) 934-5137
southseattle.edu/mast/

Drop-in help is available for all levels of math and science to students who come to the Robert Smith Building, Room RS 18. An instructor and peer tutors are available to help students solve problems and improve their math skills. Students can earn credit while working in MAST.

Writing Center

(206) 934-6412
dept.seattlecolleges.com/ssccwrite/

The Writing Center assists students with their writing assignments and promotes writing across the curriculum. Students work with trained peer writing assistants who help them explore and develop ideas, clarify their thoughts and produce a polished, finished product. User-friendly word processing programs are available for student use. The Writing Center is located on the second floor of the library, LIB 205.

Writing and Language Lab (The WALL)

(206) 934-5363

The Writing and Language Lab (The WALL) assists students with their writing assignments and oral presentations. Students work with faculty or tutors and in study groups in a lab setting. The WALL is particularly designed for students who do not speak English as their first language and for students in the Adult Basic Education program. However, all students enrolled at South are welcome. The WALL is located in the Robert Smith Building, Room 16.

VETERANS' Affairs

(206) 934-5811
southseattle.edu/veterans/

This office provides services and referrals for veterans.

See page 33 for further veterans' assistance and financial aid information.

WOMEN'S Center

(206) 934-6801
southseattle.edu/campus/facility/Department.asp?number=86

The Women's Programs at South are located in the Student Life Office, Room 128 in the Jerry Brockey Center. Women's Programs provide services such as tuition assistance, referrals, community resource information on health care and child care, and support groups.

WORKFIRST/BFET Programs

(206) 934-5835 or (206) 934-6666
southseattle.edu/programs/workretr.htm

WorkFirst offers short-term and long-term training in technical education programs such as health care, transportation, information technology, manufacturing technology and more. Temporary Assistance to Needy Families/TANF recipients, low-income adults and Basic Food & Employment Training (BFET) recipients receive tuition assistance for job skills training, GED/ABE and technical education.

Also see Career Development/WorkSource Affiliate on page 127 and Worker Retraining, pages 29 and 141.

Student LIFE

ART Gallery

(206) 934-5337

The South Seattle Community College Art Gallery serves the campus population and the surrounding community, showing artwork that promotes art education and an appreciation of many artistic forms. The mission of the Art Gallery is to foster appreciation and experience of visual arts and culture through exhibits that promote the education, enrichment and cultural diversity of our students and the surrounding community. The Art Gallery emphasizes diversity and frequently shows student artwork. The gallery is open from Monday to Friday.

BOOKSTORE

(206) 934-5338

<http://whywaitforbooks.com>

The Bookstore is wellstocked with new and used textbooks, general interest books, school supplies, school spirit items, food, beverages, gifts and greeting cards. Textbooks and other supplies may be purchased online and picked up in the store or shipped directly. The Bookstore also offers a textbook rental service. The Bookstore buys back books daily; the best time to sell back books is the last week of each school quarter.

CHILDCARE Center

(206) 934-5348

The Childcare Center is state-certified and provides quality care for children of South Seattle Community College students, employees and the community. Since 1976 the program has offered a convenient on-campus location with a family-oriented atmosphere, parent education opportunities, flexible scheduling, and a curriculum that stimulates and challenges toddler and preschool-aged children while providing them with an opportunity to gain socialization skills. Staff trained in early childhood development create a welcoming and supportive environment. Contact the Childcare Center for specific information regarding enrollment, fees, and hours.

COPY Center

(206) 934-6662

The Copy Center is located in the Library. Printing is done by Copy Center staff, or can be done on a self-service copier. Various sizes and colors of paper, including résumé quality, are available. The Copy Center also creates transparencies for classroom presentations.

FOOD Services

(206) 934-5344

A variety of meal and snack selections is available in the campus Cafeteria, Deli and Grill, ranging from complete hot meals or quick food items to custom-made sandwiches, beverages, snacks and takeout items. Both breakfast and lunch items are available.

In addition, the Culinary Arts and Baking and Pastry Arts students prepare and serve award-winning cuisine in two dining rooms, also located in the Food Science Building. The Café Alki offers cold starter plates, soups, sandwiches and a selection of moderately priced hot food entrees. The Alhadeff Grill, with more upscale dining, offers a full menu. The dining rooms are open for lunch weekdays during the instructional quarter. Reservations are encouraged.

Bernie's Pastry Shop, located in Cascade Court, is a retail sales outlet featuring baked goods prepared by students during the instructional quarter, as well as soup, sandwiches, coffee, espresso, cold beverages, and more.

HOUSING

(206) 934-5332

On-campus housing is not available. However, a bulletin board located in the Jerry Brockey Student Center lists various accommodations available in the local area. Check out the bulletin board for housing needs, or phone with room or apartment rental availability. Flyers can be posted in JMB 135.

RECREATION & Intramurals

(206) 934-6670

Campus Recreation at South Seattle Community College includes the Games Room, Fitness Center, and Outdoor Sports Court facilities, recreational activities and intramural sports. The staff, through facilities and services, provides health, wellness, nutritional, and personal growth programs that complement overall learning outcomes and promote student retention and success.

Campus Recreation also offers excursions to professional sports games, hiking, kayaking and team sports on a club level. Contact the recreation coordinator or visit the Student Life Office in the Brockey Student Center, Room 135.

Fitness Center**(206) 934-6471**

The Fitness Center provides the campus community with an opportunity to promote a healthy lifestyle at this weightlifting and training facility. Treadmills, ellipticals, bikes, rowing machines, cable weight machines and free weights are available, as well as lockers and showers. Student ID is required. The Fitness Center is located in the Multi-Purpose Building/Fitness Center. Check the website for updated hours.

SAFETY**(206) 934-5157**

The well-being and safety of students are of utmost importance. It is vital that students follow strict safety procedures with equipment in all classes, especially technical-vocational classes. In the event of an oncampus accident or injury, the accident should be reported to the Security Office so the injury can be addressed and an accident report completed. Students should immediately call 911 for serious injuries. Instructors must be notified if the accident occurs during class.

For further information on personal safety, see page 44.

Student ATHLETICS**(206) 934-3745 (Men's)****(206) 934-3773 (Women's)**
northseattle.edu/storm

The intercollegiate men's and women's basketball teams, the Seattle Community Colleges Storm, are based at North's Wellness Center. Storm teams compete in the North Division of the Northwest Athletic Association of Community Colleges conference. Students from all three Seattle Community Colleges are eligible to try out for the teams. Athletic scholarships are granted by coaches each year.

Student CLUBS**(206) 934-5330**

By getting involved in clubs, students participate in team-building exercises and strengthen their organizational and leadership skills. Students also have the opportunity to organize new student clubs at South. For more information and a list of current student clubs, please contact the club center coordinator or visit the Student Life Office located in the Brockey Student Center, Room 142.

Student GOVERNMENT**(206) 934-6751**

The United Student Association (USA) is the official governing body for students at South. Student officers are elected each spring to represent student interests. The USA meets weekly in the Jerry M. Brockey Student Center, Room 128. For more information about how to get involved and/or how to become a paid student representative, contact the USA president or vice president. Office mailboxes are located in the Student Life office, Room 119.

Services and Activities Fee Board

S&A Fees are quarterly fees that some students pay as part of their tuition/registration fees. The purpose of the S&A Fee Board is to monitor S&A fee allocated funds/departmental expenditures throughout the academic year, allocate S&A fee monies on an annual basis, develop and maintain long-term fiscal plans for S&A Fee Carry Forward/Savings, and develop guidelines and address issues related to S&A Fees. The S&A Fee Board is made up of seven students: two from student government, two from student clubs, and three students at large (Chair, Treasurer and Communications Director) who meet weekly in the Student Life Office.

Student Leadership

Develop your personal and leadership skills while attending college. Student Life provides monthly workshops, funding to attend local and regional student conferences, and opportunities to advocate for student interests by serving on campus-wide committees. Contact the United Student Association advisor for more information.

Student Leadership Development Transcript

Document your extracurricular involvement at South by signing up for the Student Leadership Development Transcript. Include this document in your university admissions packets, scholarship and job applications. For more information, contact the United Student Association advisor.

Student INSURANCE

For information on student insurance, contact the Cashier's Office at (206) 934-5388.

See page 38 for information on Student Injury and Sickness Insurance.

AFFILIATE Organizations

STUDENT LIFE Office

(206) 934-5332

studentlife.southseattle.edu/index.html

The Office of Student Life oversees several areas in order to support and assist students in making their experience at South Seattle a successful one: new student orientation; concerns & complaints; lost & found; Fitness Center; sports & recreation; student clubs; United Student Association (USA); student development transcript and a student lounge with free coffee and tea. The Student Life office is located in the Jerry Brockey Student Center, Room 135.

TRANSPORTATION & PARKING

Bus Service

(206) 553-3000 (Metro Rider Information)

Due to space limitations and environmental concerns, carpooling and bus transportation are strongly encouraged. Students registered for 10 or more credits are eligible to purchase a discounted ORCA transit pass issued by the college at the Cashier's Office. The ORCA pass may be used to ride Community, Everett, Kitsap, Metro, Pierce and Sound Transit. For inquiries about other transportation options and benefits, contact the campus Transportation Coordinator in Room 50 in the Robert Smith building.

Parking Services

(206) 934-5157

Student permits may be purchased during registration on a first come, first served basis. State motor vehicle laws and city traffic codes are strictly enforced. The campus speed limit is 15 m.p.h. Parking fees are determined by District policy. Parking can be paid on a daily basis without a quarterly permit. Student single occupant parking permits are purchased at the Cashier's Office; evening purchases can be made during the second week of the quarter in the Registration Office. Daily permits are purchased at dispenser machines located at the North Gatehouse, South Parking Lot, or the Visitors Parking Lot in front of the Robert Smith Building. Carpooling is strongly encouraged; carpool applications are available from the Transportation Coordinator in the Registration Office, Room 62A in the Robert Smith Building. Many incentives are available, including discounted passes for parking and buses.

South Seattle Community College FOUNDATION

(206) 934-5809

southseattle.edu/foundation/foumain.htm

The South Seattle Community College Foundation, a non-profit 501 (c)(3), tax-exempt organization, promotes and supports educational programs and training pursuits. Since its inception in 1981, the South Foundation has received more than \$10 million in contributions from individuals, clubs and organizations, corporations and foundations.

The South Foundation serves an increasingly important role in supporting college programs and students.

Foundation scholarships, which provide pre-paid tuition, are awarded three times each year. Interested students should contact the Foundation Office for an application and for more information.

PROGRAMS OF STUDY at South

9 Educational Directions

- 1 Academics **College Transfer**
- 2 Careers **Professional & Technical** Programs
- 3 **Continuing** Education
- 4 **Bridge to College / Pre-College**
- 5 **Distance Education / eLearning**
- 6 **International** Programs
- 7 **Worker Retraining** Program
- 8 Georgetown Campus
Apprenticeship & Education Center

Definition and Rationale OF GENERAL EDUCATION

See page 4.

GENERAL EDUCATION

Learning Outcomes

Student Learning Outcomes are also known as General Education Requirements. These are the knowledge and abilities every student should have upon graduating with a certificate or degree from South Seattle Community College. While each academic or technical program has its own specific outcomes, these outcomes are the core curriculum for the college.

COMMUNICATION

- Read and listen actively to learn and communicate
- Speak and write effectively for personal, academic and career purposes

COMPUTATION

- Use arithmetic and other basic mathematical operations as required by program of study
- Apply quantitative skills for personal, academic and career purposes
- Identify, interpret and utilize higher level mathematical and cognitive skills (for those students who choose to move beyond the minimum requirements as stated above)

HUMAN RELATIONS

- Use social interactive skills to work in groups effectively
- Recognize the diversity of cultural influences and values

CRITICAL THINKING & PROBLEM-SOLVING

- Think critically in evaluating information, solving problems and making decisions

TECHNOLOGY

- Select and use appropriate technological tools for personal, academic and career tasks

PERSONAL RESPONSIBILITY

- Be motivated and able to continue learning and adapt to change
- Value one's own skills, abilities, ideas and art
- Take pride in one's work
- Manage personal health and safety
- Be aware of civic and environmental issues

INFORMATION LITERACY

- Access and evaluate information from a variety of sources and contexts, including technology
- Use information to achieve personal, academic and career goals, as well as to participate in a democratic society

ASSOCIATE OF SCIENCE DEGREE

Learning Outcomes

Students who successfully complete this program will show:

- An ability to apply knowledge of mathematics and science to complex problems
- An ability to design and conduct experiments, as well as to analyze and interpret data
- An ability to think critically in evaluating information, solving problems and making decisions
- An ability to function on diverse, multi-disciplinary teams
- An ability to access and evaluate information from a variety of sources including the Internet
- An understanding of professional and ethical responsibility
- An ability to communicate effectively with written, oral, and visual means
- The broad education necessary to understand the impact of scientific and engineering solutions in a global and societal context
- A recognition of the need for and an ability to engage in lifelong learning
- An ability to use modern scientific and engineering techniques, skills, and technology necessary for scientific and engineering practice

1 | ACADEMICS

College Transfer at South

ACADEMIC PROGRAMS

(206) 934-6600

South Seattle Community College offers the Associate of Arts (A.A.) degree to meet the general education requirements for four-year baccalaureate degrees in arts and sciences. In addition to the general A.A. degree, the College offers an A.A. option in Asian and Pacific Islander Studies, an Associate in Business (A.B.), and an Associate in Elementary Education (A.E.E.) Direct Transfer Agreement/Major-Ready Program (DTA/MRP). The College also offers an Associate of Science (A.S.) transfer degree, with several major-specific pathways (or “tracks”) which include Biology, Chemistry, Computer Science, Physics, and various Engineering specialties. Students should contact an advisor for details.

Students are encouraged to attain an Associate of Arts or Associate of Science transfer degree at South in order to ease transfer to a four-year institution, but students may also take individual classes for transfer. Students should confer with an academic advisor to ensure course transferability to their target four-year institution.

Students may be required to complete work in the college preparatory program if their records and test scores indicate a need for additional preparation in order to complete a degree program. College preparatory courses are not credited toward transfer degree requirements.

College transfer courses at South Seattle Community College are offered in several disciplines, including the following:

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

See pages 5-9 for college transfer course requirements for A.A. or A.S. degree.

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

southseattle.edu/programs/academ/degree.htm

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

See pages 5-9 for college transfer course requirements for A.A. or A.S. degree.

ASSOCIATE OF ARTS (A.A.) Emphasis in Asian Pacific Islander Studies

This interdisciplinary transfer degree program examines history and contemporary issues affecting Asians, Asian Americans and Pacific Islanders. The flexible curriculum draws from a wide range of classes including literature, history, music, anthropology, art, religion and humanities. The A.A. with API Studies Emphasis can be a student's pathway to transfer to a four-year institution offering programs and degrees in a number of fields, including American/Comparative Ethnic Studies or Asian Studies. Additionally, students will gain an intercultural perspective that can prepare them for careers in education, social work, business, government and public policy, hospitality management, law, journalism, community leadership and advocacy. Certain requirements for this degree differ from the general A.A. degree requirements. Students should contact the Advising Office for details.

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

This degree is designed for students planning to transfer into a baccalaureate business degree program. It will satisfy the lower division education requirements for business and/or accounting degrees at Washington's public four-year colleges and universities.

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

Basic Requirements (English and Math)	15
Visual, Literary, and Performing Arts	15
Choose from a minimum of two different prefixes.	
Must include 5 credits in CMST	
Individuals, Cultures, and Societies	15
The Natural World (Including a lab science)	15
Business Electives	25
General Electives	5
TOTAL CREDITS	90

ASSOCIATE IN ELEMENTARY EDUCATION (A.E.E.)

DTA/MRP Degree

K-8 Education Transfer Premajor Program

(206) 934-6600

Designed for students transferring to a four-year college or university, the program provides courses, specific advising on prerequisites and a solid foundation for direct transfer in a Major-Ready Program (MRP) to programs offering a B.A. in Elementary Education (K-8) in Washington. Students must also complete a minimum of 30 hours of K-8 classroom experience.

Basic Requirements	20
<i>Includes Composition and Math for teachers</i>	
Visual, Literary, and Performing Arts	15
<i>Includes Public Speaking</i>	
Individuals, Cultures, and Societies	25
<i>Includes U.S. and World History</i>	
The Natural World	15
<i>Includes life science, physical science and at least one Lab course.</i>	
Education	7
<i>Includes a 30-hour practicum</i>	
General Electives	8
<i>NOTE: Included among the credits above are the following requirements: proficiency in intermediate Algebra (Math 098 or equivalent); US Cultures (5); Global Studies (5); Integrated Studies (8); Gender/Culture (5). A course may qualify in more than one category. See an advisor for specific details.</i>	
TOTAL CREDITS	90

ASSOCIATE OF SCIENCE DEGREE (A.S.) Transfer Premajor Program

southseattle.edu/programs/academ/degree.htm

The Associate of Science (A.S.) transfer degree requirements include satisfactory completion of at least 90 approved credits with 2.0 cumulative GPA. At least 15 credits must be earned at the Seattle Community College (North, Central or South) that is awarding the degree. The A.S. degree has two distinct degree options and many additional pathways to four-year degrees in various disciplines.

The two degree options are:

- (1) life sciences – biology, botany, environmental science, health, nutrition, oceanography and physical education
- (2) physical sciences – astronomy, chemistry, computer science, engineering, geology, physics and science.

The science pre-major A.S. degree programs prepare students for transfer to science programs at four-year colleges and universities and will give students basic skills needed for scientists working in various fields. Students study basic mathematical and scientific principles with an emphasis on problem solving and critical thinking. Credits earned with the A.S. degree at South can be applied toward the first two years of a four-year baccalaureate degree in one of the sciences. Students planning to transfer to a four-year institution should be aware that they must complete all admission requirements for their destination institution. Contact Advising for more details.

Basic Requirements	20
<i>Select from ENGL& 101; MATH& 151, 152 or 153 or MATH 240; CSC 142 (depending on pre-major area).</i>	
Areas of Knowledge	15
<i>Courses taken must have at least three different prefixes and must be from both areas: Visual, Literary, and Performing Arts and Individuals, Cultures, and Societies.</i>	
Major Areas of Study	31-58
TOTAL CREDITS (MINIMUM)	90

Ninety credits are required for the degree. The number of credit requirements for major areas of study vary depending on the chosen pre-major. Students should consult with an advisor before preparing their academic plan and should also refer to the official college website for current information.

ASSOCIATE OF SCIENCE DEGREE (A.S.)

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

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

ADDITIONAL B.A. & B.S. DEGREE OPPORTUNITIES

The University Center at South

southseattle.edu/universitycenter

The University Center offers several ways for students and community members to complete a four-year degree at South. Choose from the following options:

Eastern Washington University

(425) 564-5100

www.outreach.ewu/dieo/off-campus/bachelor-of-sciences-in-technology.htm

Bachelor of Science in Technology: Applied Technology

For students who specialize in web design and development, computer applications/helpdesk, network administration, business information technology and more. To participate, students must first obtain an Associate of Applied Science degree at South Seattle, or be near completion of one, in any of the following programs: Computer Applications/Help Desk, Network Administration or Business Information Technology (BIT). All four years will be at South. Three of the four years students pay South's tuition rates; the fourth year students pay EWU's tuition rates.

City University of Seattle

(800) 422-4898 x5297

www.CityU.edu/SSCC

Bachelor of Science in Business Administration (B.S.B.A.)

Students with an A.A. degree can complete a B.S. degree in Business Administration.

2 | CAREERS

Professional-Technical Programs

See page 145 for these programs and information on the Hospitality Management B.A.S. degree.

3 | CONTINUING

Education

COMMUNITY LIFELONG LEARNING Classes

(Noncredit and nongraded classes)

(206) 934-5339

cedstaff@seattlecolleges.edu

learnatsouth.org

Lifelong learning classes are non-credit courses that focus on personal enrichment. An array of short-term courses are offered in such fields as languages and culture, gardening, food and wine, health and wellness, career planning, business basics, family and financial planning, and computer applications. New classes, including online classes, are developed continually. Register online.

FINANCIAL PLANNING

Affiliate of the College for Financial Planning

(206) 934-5339

learnatsouth.org

As an affiliate of the College for Financial Planning, South Seattle Community College offers both the educational course of instruction and the "Live Review" for those seeking to develop a professional career as a financial planner and/or those studying for the national certification examination for financial planners. Content areas include financial planning and insurance, investment planning, income tax planning, retirement planning, employee benefits and estate planning.

SENIOR ADULT EDUCATION

(206) 934-5339
learnatsouth.org

To meet the growing demand for lifelong learning opportunities, South Seattle Community College offers many classes and discussion groups designed especially for senior adults. Classes cover a wide range of topics and reflect a broad range of interests. Classes are normally held during daytime hours, on campus and in senior centers and retirement centers. There are usually no long assignments, examinations or letter grades. Registration is by mail, phone or online.

Senior Tuition Waiver

In addition to the Senior Adult Education programs, persons over 60 may enroll in college courses.

See page 40 for further information.

TEACHER PREPARATION

(206) 934-5339
learnatsouth.org

South offers courses for those working toward a Career and Technical Education (CTE) Certification in Washington state. This program is for business and industry professionals who would like to become middle school or high school teachers.

4 | BRIDGE to COLLEGE/ PRE-COLLEGE

Basic & Transitional Studies Division
(206) 934-5363

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

BRIDGE TO COLLEGE PROGRAMS:

- Developmental Education
- Transitional ESL
- Concurrent High School / College Programs
- High School to College Preparation Programs

PRE-COLLEGE PROGRAMS:

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

Bridge to College Programs:

DEVELOPMENTAL EDUCATION

English, Mathematics and Human Development Courses

(206) 934-6600

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

TRANSITIONAL ESL

English as a Second Language

(206) 934-5363

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

NOTE: International Students should take ESL classes through International Programs, page 27.

CONCURRENT High School/ College Programs

Running Start

(206) 934-5207

southseattle.edu/runningstart/

Running Start is a program for high school juniors and seniors who qualify for college-level courses through placement testing. This program provides free or reduced tuition for college-level credit courses that may count toward both high school requirements and college credit. With proper planning it is also possible to earn a two-year degree while completing high school graduation requirements. Running Start students will pay some fees. Students who qualify for free or reduced lunch may have these fees waived and have access to free textbooks.

See page 21 for more information.

High School to College PREPARATION PROGRAMS

Career Link Academy

(206) 934-7946

southseattle.edu/programs/careerlk.htm

Career Link prepares students for success in college and careers while they work toward earning a high school diploma. Students who are 16 to 20 years old, have left high school without a diploma and want to earn a diploma as well as to gain skills for success in college and beyond, can be assisted by Career Link at South Seattle. Tuition for students is free and support is available for transportation, books and supplies. In addition, Career Link at South Seattle offers support through this program and other campus programs for students to enroll in regular college classes. All Career Link students at South Seattle receive ongoing academic advising and assistance to ensure they are on track to graduate and have a High School & Beyond plan in place.

See page 21 for more information.

SAT Preparation Courses

(206) 934-6600

South helps students prepare for the SAT (Scholastic Aptitude Test) college entrance exam by offering math and verbal SAT prep courses most quarters. Held on Saturdays, the courses offer a thorough review of core topics and provide test-taking strategies. Students also have the opportunity to be exposed to a college environment, as well as to earn college credit. Running Start students can take the courses at no cost.

Trio Educational Talent Search

(206) 934-6474

This program serves 600 students from middle and high schools in Southwest Seattle. Students explore their options for colleges, universities, training programs and future careers. The program provides academic support, test preparation assistance, personal counseling, academic advising, and cultural activities. ETS provides students with opportunities to visit colleges and offers assistance in applying for college, financial aid and scholarships.

See page 21 for more information.

Upward Bound

(206) 934-6676

This program serves 56 high school students from disadvantaged backgrounds at Health and Human Services High School and Global Connections High School. It provides personalized instruction in basic academic skills, science, foreign language, and other arts and academic disciplines; personal counseling, academic advising; social and cultural activities; and assistance in applying to colleges and applying for financial aid and scholarships. Students also spend six weeks on the South Seattle Community College campus during the summer for intensive academic and college preparatory program activities.

See page 22 for more information.

Pre-College Programs:

ADULT BASIC EDUCATION

(206) 934-5363

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

ENGLISH as a Second Language (ESL)

(206) 934-5363

English as a Second Language (ESL) classes, levels 1-5, help non-native speakers communicate in English and increase their understanding of American culture. Conversation, pronunciation, reading, writing, and grammar are taught with special emphasis on the English skills needed for survival and employment. These non-credit courses cost \$25 per quarter tuition (subject to change). Course descriptions are found under ESL. Student enrollment depends on eligibility and space availability. Students are placed in class based on their CASAS Test results. Call the department for placement testing and registration information.

When students test high enough, they can move on to Transitional ESL, which concentrates on college-preparation skills.

Note: International students take ESL classes through International Programs, page 27.

GED PREPARATION

(206) 934-5363

Adults may demonstrate they have reached an education level equal to a high school diploma by taking the General Educational Development (GED) test. GED preparation helps students improve their reading, writing and math skills before taking the test. The course also covers the science and social studies skills, stresses math for practical problem-solving, English usage, reading comprehension and test-taking skills.

Ability to read at or above eighth grade level or completion of ABE Level 3 is required for students. Students who pass the test earn a GED certificate, which is accepted by colleges, workforce training programs, unions, and many employers as equivalent to a high school diploma. See course descriptions under GED. Students must attend a mandatory orientation and placement testing session prior to enrolling in the class. Tuition is \$25 per quarter (subject to change). The fee may be waived for low-income students.

See page 22 for more information.

HIGH SCHOOL COMPLETION

For students who have not completed work for a high school diploma, High School Completion offers the opportunity to earn the diploma through two options: the Standard High School Diploma and the Associate Degree Conversion Diploma. Students planning to work toward a high school diploma should obtain a copy of "Requirements for the High School Diploma" brochure from the Admissions Office for complete information.

See page 22 for details about the diploma options and possible tuition waiver for high school completion.

5 | DISTANCE EDUCATION/ eLearning

(206) 934-7930
sites.southseattle.edu/online

Distance learning offers an opportunity for students to enroll and complete South Seattle Community College courses from the convenience of home or work. As distance learners, students can enroll in individual courses for personal interest, to improve knowledge and skills, or to earn college credit for the A.A. degree program. Currently, students in South's distance education program can choose from online courses and interactive television courses.

Distance learning students use videos, textbooks, study guides, computers and the Internet, and have individual contact with instructors to complete their coursework and earn college credits. Distance learning classes meet fewer times than traditional courses and students take responsibility for their own education by working and learning at home. Registration for distance education courses is the same as other credit classes.

See page 24 for more details on distance education.

6 | INTERNATIONAL Programs

INTENSIVE ENGLISH PROGRAM

(206) 934-5360

The Intensive English Program (IEP) is a self-supporting program offering a variety of accelerated English as a Second Language courses for international students. The majority of IEP students are preparing for academic and technical programs here at South. Additional programs include customized short-term English programs for international groups, and the Summer Institute, a study-tour program highlighting communicative skills and sight-seeing in Seattle.

Successful completion of the IEP enables students to enter one of the college's academic or technical programs without a TOEFL or IELTS requirement or further placement testing.

See page 27 for more information on International Programs.

TRAVEL/STUDY ABROAD

(206) 934-5360

Assistance with identifying educational opportunities abroad is available through the International Programs Office. Explore information on exchange programs in China, Japan, Denmark and Italy; Service Learning through the Seattle Community Colleges Global Impact programs in Vietnam, Peru, Tanzania and India; and quarter-long programs in Spain, Costa Rica, London, Italy, and Peru. See the Study Abroad Advisor to select courses that will apply to South's degree requirements.

See page 28 for additional information on district-wide Travel/Study Abroad Courses.

7 | WORKER RETRAINING Program

(206) 934-5835

The Worker Retraining program offers a variety of services to dislocated workers: individuals who have been laid off and are collecting unemployment insurance, have been issued a WARN notice, are displaced homemakers, or had to close a small business due to the economic downturn. To get a new start on a career, interested individuals should attend a Worker Retraining Orientation Session. Worker Retraining helps recipients to gain new skills in order to return to the workforce in competitive wage jobs. Services may include:

- High wage, high demand job training programs
- Liaison to other agencies, programs & funding
- Tuition assistance (subject to income guidelines and availability of funds)
- Help with applying for other funding such as Federal Trade Act Assistance, NAFTA and regular financial aid
- Educational planning
- Interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job search assistance

See page 29 for additional information on the Worker Retraining Program.

8 | GEORGETOWN CAMPUS of South Seattle Community College

(206) 934-5350

georgetown.southseattle.edu/

South Seattle Community College's Georgetown Campus is located on a 19-acre parcel of land in the heart of Seattle's industrial zone, Washington's largest manufacturing center. The area is home to more than 4,000 businesses and 70,000 employees, supporting the largest number of family-wage jobs in Seattle. The campus is located near major airport, seaport and manufacturing operations, making it an ideal location for industrial and craft training and related services. South Seattle Community College supports a strategic objective to provide quality workforce training and apprenticeship opportunities that meet high occupational needs. The Georgetown campus hosts the Puget Sound Industrial Excellence Center (PSIEC), Apprenticeship and Education Center, the Washington Safety and Health Training Institute (WASHTI), the Washington State Labor Education and Research Center, and multiple community and educational programs.

The Georgetown Campus consists of five training and instructional facilities with more than 100,000 square feet dedicated to classrooms, labs and offices. New buildings feature classrooms with increased technology and flexibility for instruction. Labs provide larger spaces for instruction and hands-on learning indoors. The new Gene J. Colin Education Hall is an excellent state-of-the-art space for classroom instruction, conferences and seminars, allowing for short-term and contracted training and community and business collaboration through the Puget Sound Industrial Excellence Center.

APPRENTICESHIP & EDUCATION CENTER

(206) 934-5350

georgetown.southseattle.edu/

The Georgetown Campus trains more than 4,000 apprentices and journey-level workers annually in 30 different trades. Each of the training centers provides classroom and laboratory space with training equipment focused upon specific trade needs. Each program offers certificate options. The various certificates, plus an Associate of Applied Science degree option, provide students with flexibility to reach their educational goals. The apprenticeship

programs offer immediate employment while training at family-wage jobs. Students learn in the classroom and labs and obtain practical hands-on experience in industry. Upon completion, the student is knowledgeable and experienced in his or her chosen trade or occupation. Programs usually last 3-5 years. General requirements are that participants be 18 years of age; possess a valid driver's license; and go through a selection process which may include, but is not limited to, both written and physical testing, drug testing and an interview by a joint apprenticeship committee. The Apprenticeship & Education Center is currently cooperating with Joint Apprenticeship Committees to provide related and supporting instruction for apprentices and journey-level students in the following areas:

Aerospace Apprenticeship Programs

(206) 768-6629

www.ajactraining.org

Boeing Machinist/Apprenticeships (Boeing Employees only)

(253) 657-2518

apprenticeship@boeing.com

Boilermakers

(206) 624-4707 or (206) 391-2996

boilermakerapprenticeship@msn.com

Cement Masons

(206) 762-9286

concretetraining@msn.com

Construction Industry Training Council/Carpentry,

Heavy Equipment, HVAC and Plumbing (in development)

(425) 452-1950

concretetraining@msn.com

Drywall Finishing

(206) 762-8332

eric@apprenticeship.net

Floorcovering

(253) 709-4348

Glaziers & Glassworkers

(206) 762-7001

Greater Puget Sound Area Automotive Machinists

(206) 396-4222

HVAC/Marine Electricians (GPSEW)

Ironworkers

(206) 244-2993

robertiw86@gmail.com

Meatcutters

(253) 735-8181

tphelan@ufcw81.org

Northwest Construction Linemen, Power Line Clearance & Tree Trimmers

(503) 253-8202

bstone@nwlinejatc.com

Puget Sound Electrical

(425) 228-1177

bill@PSEJATC.ORG

Puget Sound Energy

(360) 766-5510

Troy.nutter@pse.com

Seattle City Light, Electrical Workers
(206) 386-1603
sheri.tanakaeng@seattle.gov

Snohomish County Public Utility District 1
(425) 783-5035
jkmainstone@snopud.com

Sprinkler Fitters
(206) 764-0395
sprinkler62@q.com

Western Washington Masonry Trades, Bricklayers, Caulkers,
Cleaners, Pointers, Tilessetters
(206) 767-3986
thays@imiweb.org

Western Washington Painting Decorating & Drywall
(206) 762-8332
(206) 767-3986
wmmtrades@msn.com
don.o@apprenticeship.net

SHORT-TERM CERTIFICATES

(206) 934-6653
georgetown.southseattle.edu/

There are several educational opportunities at the Georgetown campus for short-term certificates, including Basic Weatherization Technician, Residential Auditing and Level I Commercial Energy Auditing. Others are developed as student and industry needs evolve.

FIRST AID & SAFETY (INDUSTRIAL)

(206) 934-5350
georgetown.southseattle.edu/

The Washington Industrial Safety and Health Act (WISHA) specifies that employees and supervisors in many industries must have formal first aid and safety training. This training includes first aid/AED with CPR and blood-borne pathogens certification. An 8-hour course is available to those who require this training.

FLAGGING & TRAFFIC CONTROL CERTIFICATION

(206) 934-6877
georgetown.southseattle.edu/

Flaggers are responsible for the safe and effective movement of traffic through construction or maintenance zones, safety of the workforce involved, and minimum delay to the motorist. This six-hour certification course, based on the Washington State Safety Standards for Construction Work and the Manual on Uniform Traffic Control Devices, is taught by certified instructors. Classes are on Fridays and testing will be conducted during class. Certification is valid for three years in Washington, Oregon and Idaho. Payment for these classes is by credit card or Money Order only (Cash/Checks are not accepted).

PUGET SOUND INDUSTRIAL EXCELLENCE CENTER

(206) 934-5350
georgetown.southseattle.edu/

The Puget Sound Industrial Excellence Center (PSIEC) serves as a focal point for business, labor and community in support of economic development, educational opportunities, family wage jobs and global competitiveness in greater South King county. The PSIEC provides customized workforce training in manufacturing, construction, bilingual safety training and small business operations. New training programs focus on green jobs training, including energy conservation, energy auditing, building science, and environmental sustainability practices. As part of the Seattle Community Colleges, the PSIEC has direct access to a wide range of high-quality instructors and training resources. The center also hosts career fairs and workforce development initiatives.

PSIEC Programs & Services include:

- Green Jobs Training
- Computer Skills Training
- Safety Training/Accident Prevention
- Specialized Craft Training
- Workforce Development Initiatives and Events

WASHINGTON STATE LABOR EDUCATION AND RESEARCH CENTER

(206) 934-5380

georgetown.southseattle.edu/LERC/

The Labor Education and Research Center is Washington's only statewide higher education outreach program providing direct educational and research services to labor unions and worker-centered organizations. The Labor Center's mission is to collaborate with union and community members in designing programs that will help them develop the skills, confidence, and knowledge to become more effective leaders, staff, and rank-and-file activists. The center provides educational and technical services for specific unions and community-based organizations; organizes conferences, workshops, and schools; and serves as a resource for faculty, students, and staff.

Some of the programs and services include: programs on worker education and rights; the Emerging Leaders Initiative; public lectures, conferences, and film showings; and a book, film, and journal library focusing on work and workers.

WASHINGTON STATE HEALTH AND TRAINING INSTITUTE

(206) 934-5350

georgetown.southseattle.edu

Washington State Health and Training Institute (WASHTI) is a coalition of apprenticeships, labor, government, businesses and community-based agencies committed to training and promoting workplace safety. WASHTI provides training in industrial first aid as well as classroom and online OSHA 30 instruction. Students gain hands-on experience in fall protection, scaffold and ladder safety, staging and leading edge training, equipment safety, confined spaces, and trade-specific ergonomics. Safety and health awareness curriculum is designed to meet the needs of industry.

Professional-Technical PROGRAMS

South Seattle Community College offers degrees and certificates in more than 20 workforce education areas, including a four-year Bachelor of Applied Science in Hospitality Management. The rest of these programs, which vary in length from one to seven quarters, are designed to prepare students for careers and/or to expand skills in their career area. Several professional-technical programs offer short-term training certificates; students may build skills and add certifications over time to progress in their fields. Contact the program office for information. South Seattle Community College is accredited by the Northwest Commission of Colleges and Universities.

BACHELOR OF APPLIED SCIENCE (B.A.S.) DEGREE

Hospitality Management B.A.S.

Technical Education
(206) 934-6783
southseattle.edu/bas

The Bachelor of Applied Science (B.A.S.) in Hospitality Management program at South prepares students who have completed a two-year technical degree or approved associate degree with a broad skill set of industry-specific competencies. Students take upper-division classes to prepare for management, marketing, human resource and technical positions in all facets of hospitality, including tourism, hotel operation, restaurant management, catering, cruise ship-casino operations, and travel. Students have opportunities to gain occupational competencies through internships and networking with industry leaders. This program is unique in its focus on providing applied management training for students in the region's largest hospitality industry.

For detailed information on admissions criteria or other requirements refer to the Hospitality Management Student Handbook. Contact the office for a copy.

TECHNICAL SPECIALTY COURSES

HMG 301	Intro to Hospitality	3
HMG 302	Hospitality Management	5
HMG 303	Hospitality Marketing	5
HMG 310	Hospitality Computer Applications	3
HMG 311	Lodging Operations	3
HMG 312	Legal Issues in Hospitality	3
HMG 313	Entrepreneurship	3
HMG 314	Diversity & Culture in Global Travel & Tourism . .	5
HMG 401	Cost Controls	5
HMG 402	Hospitality Accounting	5
HMG 411	Human Resource Management	3
HMG 412	Services Operations Management	5
HMG 420	Ethical Leadership	3
HMG 489	Professional Career Development	1
HMG 490	Internship	3
HMG 491	Hospitality Management Capstone	5

ADDITIONAL ACADEMIC COURSE REQUIREMENTS

ENGL& 102	English Composition	5
NTR 150	Human Nutrition	5
BUS 210	Business & Economic Statistics	5
ECON& 201	Micro Economics	5
-OR-		
ECON& 202	Macro Economics	5
CMST& 220	Public Speaking	5
Lab Science Elective	5
TOTAL CREDITS		90

AERONAUTICAL TECHNOLOGY*

Aviation Maintenance Division
(206) 934-5394
southseattle.edu/programs/proftech/avimaint.htm

**This program is currently undergoing revision of existing curriculum. Please visit the website for current information on the required courses for Aviation Maintenance and Aeronautical Technology.*

South offers both certificate and degree programs in Aviation Maintenance and Aeronautical Technology. Check with the department for short-term certificate offerings relating to General Aviation for Composite and Aviation Composites Lab.

The Aviation Maintenance certificate program offers a preparatory program in airframe and powerplant (A&P) mechanics. The two-year (8 quarters) curriculum provides training on current aviation airframes and powerplants.

Students who successfully complete the curriculum are awarded a certificate of completion qualifying them to take the Federal Aviation Administration examination for the airframe and powerplant mechanic license.

Either the airframe or the powerplant component may be taken separately. Completion of both components is highly recommended for increased employment opportunities. Students may qualify for advanced program placement if they provide acceptable documentation from any F.A.A. certified airframe and powerplant program and meet the course challenge requirements.

The aviation maintenance airframe and powerplant curriculum is approved by the F.A.A. (Air Agency Certificate # HQ6T596N).

The A.A.S. and A.A.S.-T degree programs provide graduates of recognized airframe and powerplant programs and experienced F.A.A.-certified mechanics the opportunity to expand their knowledge and training, and earn an Associate of Applied Science degree.

Prereq: Minimum COMPASS Test Scores: Writing = 65, Reading = 75, Math = 54 Prealgebra.
ESL/COMPASS Scores: Grammar & Reading = see COMPASS; Listening = 75.

Aviation Airframe Mechanic**Certificate****TECHNICAL SPECIALTY COURSES**

AMT	111	Basic Science for Aviation	17
AMT	112	Basic Electricity for Aviation	17
AMT	113	Airframe Structure & Repair	17
AMT	214	Airframe Systems	17
AMT	215	Advanced Airframe	17

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
ICT	103	Computer Applications	2
PSYC	240	Psychology of Human Relations.	3

TOTAL CREDITS			96
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Requirements: Satisfactory completion of a minimum 245 prescribed clock-hours of instruction per quarter and a minimum 2.0 (70%) on each class assignment.

Aviation Powerplant Mechanic**Certificate****TECHNICAL SPECIALTY COURSES**

AMT	111	Basic Science for Aviation	17
AMT	112	Basic Electricity for Aviation	17
AMT	133	Powerplant Theory & Maintenance.	17
AMT	234	Powerplant Systems & Components	17
AMT	235	Advanced Powerplant	17

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
ICT	103	Computer Applications	2
PSYC	240	Psychology of Human Relations.	3

TOTAL CREDITS			96
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Aviation Maintenance Airframe & Powerplant**Certificate****TECHNICAL SPECIALTY COURSES**

AMT	111	Basic Science for Aviation	17
AMT	112	Basic Electricity for Aviation	17
AMT	113	Airframe Structure & Repair	17
AMT	133	Powerplant Theory & Maintenance.	17
AMT	214	Airframe Systems	17
AMT	215	Advanced Airframe	17
AMT	234	Powerplant Systems & Components	17
AMT	235	Advanced Powerplant	17

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
ICT	103	Computer Applications	2
PSYC	240	Psychology of Human Relations.	3

TOTAL CREDITS			147
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Aeronautical Technology**Associate of Applied Science Degree (A.A.S.)**

Completion of Certificate Requirements in Aviation

Maintenance Airframe & Powerplant Programs	147
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RELATED INSTRUCTION

IFS	100	Industrial First Aid & Safety*	2
MATH	111	Applied Mathematics I*	5
PHYS	111	Technical Physics I*	5
QCT	205	Non-Destructive Testing I*	3

**These courses are included in the Aviation Maintenance Airframe & Powerplant Certificate program.*

ELECTIVE COURSES**9**

A minimum of 9 credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS			156
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Associate of Applied Science–T Degree (A.A.S.-T)**TECHNICAL SPECIALTY COURSES**

AMT	111	Basic Science for Aviation	17
AMT	112	Basic Electricity for Aviation	17
AMT	113	Airframe Structure & Repair	17
AMT	133	Powerplant Theory & Maintenance.	17
AMT	214	Airframe Systems	17
AMT	215	Advanced Airframe	17
AMT	234	Powerplant Systems & Components	17
AMT	235	Advanced Powerplant	17

RELATED INSTRUCTION

IFS	100	Industrial First Aid & Safety*	2
MATH	111	Applied Mathematics*	5
PHYS	111	Technical Physics I*	5
QCT	205	Non-Destructive Testing I*	3

**These courses are included in the Aviation Maintenance Airframe & Powerplant Certificate programs.*

ENGL&	101	English Composition I.	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

ELECTIVE COURSES**9**

A minimum of 9 credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS			160
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APPRENTICESHIP PROGRAMS

Georgetown Campus
 (206) 934-5350

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

South Seattle Community College (SSCC) provides an Associate of Applied Science degree, MultiOccupational Trades Degree for students already enrolled in an approved SSCC Joint Apprenticeship and Training Council (JATC) apprenticeship program in the following areas: Electricians, Boeing Machinist, Puget Sound Electricians, Sprinkler Fitters, and Meatcutters. Students enrolled in apprenticeship classes who are interested in this degree should contact their Apprenticeship Coordinator for more information and specific details.

The A.A.S. degree is 90–100 credits. Degree requirements are fulfilled in the following categories:

- Hands-on apprenticeship trainingMaximum of 22 credits
- On-site apprenticeship classesVaries over 2–5 years
- General Education classesMinimum of 13 credits (Computation, Communications, and Human Relations)
- Elective classesVaries from 5–29 credits

AUTO BODY COLLISION REPAIR

Automotive Collision Technology Training Center
 (206) 934-5391

Individuals employed in automotive collision, repair, and refinishing face constant challenges and variety. Career opportunities include frame technicians, body technicians, refinish technicians, advanced positions such as shop managers and owners, damage appraisers, and insurance adjusters. The curriculum is modular and competency-based, and program completion generally requires seven quarters. Advanced standing may be granted for work experience and/or related training.

The Auto Body Collision Repair program is a NATEF/ASE Master-certified training program and offers ASE certificate options. See an instructor for more information.

The A.A.S. degree provides an opportunity to develop leadership and communication skills and increase general knowledge.

The program also offers a short-term certificate in Mechanical & Electrical Components.

There are additional costs for books and supplies. Each student is responsible for the purchase of certain supplies and required tools before the instruction begins.

Certificate

TECHNICAL SPECIALTY COURSES

ABR 111	Intro to Automotive Collision Technology.	4
ABR 112	Safety & Environmental Practices	3
ABR 113	Welding & Cutting	8
ABR 121	Panel Replacement & Alignment	4
ABR 122	Working with Trim & Hardware	3
ABR 123	Metal Straightening	4
ABR 124	Body Fillers	4
ABR 131	Understanding Automotive Finishes.	2
ABR 132	Preparing the Surface for Refinishing	6
ABR 133	Preparing Equipment, Paint & Refinishing Materials	5
ABR 134	Detailing	1
ABR 161	Damage Analysis	5
ABR 162	Door Skin & Intrusion Beam Replacement	3
ABR 163	Quarter Panel Replacement	5
ABR 164	Moveable Glass & Hardware	2
ABR 171	Straightening Structural Parts	7
ABR 172	Full & Partial Panel Replacement.	7
ABR 173	Restoring Corrosion Protection	2
ABR 181	Steering & Suspension.	6
ABR 182	Electrical & Electronic Systems	7
ABR 183	Mechanical Systems	3
ABR 191	Applying the Finish	4
ABR 192	Blending Color	3
ABR 193	Solving Paint Application Problems	3
ABR 194	Finish Defects, Causes & Cures	3

RELATED INSTRUCTION

MATH 110	Applied Math for Technicians.	3
ENGL 105	Applied Composition *	3
ICT 103	Computer Applications	2
PSYC 240	Psychology of Human Relations.	3

* Indicates a testing prerequisite, permission only.

TOTAL CREDITS 115

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

Completion of Certificate Requirements. 115

RELATED INSTRUCTION 9

A minimum of 9 credits in two of these areas:

- Business & Office
- Science & Mathematics
- Supervision & Management
- Technical Specialty Courses

ELECTIVE COURSES 9

A minimum of 9 credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 133

INTERNSHIP OPTION

ABR	197	Internship I	4
ABR	297	Internship II.	2
TOTAL CREDITS			139

Associate of Applied Science—T Degree (A.A.S.-T)**TECHNICAL SPECIALTY COURSES**

ABR	111	Intro to Automotive Collision Technology.	4
ABR	112	Safety & Environmental Practices	3
ABR	113	Welding & Cutting	8
ABR	121	Panel Replacement & Alignment	4
ABR	122	Working with Trim & Hardware	3
ABR	123	Metal Straightening	4
ABR	124	Body Fillers	4
ABR	131	Understanding Automotive Finishes.	2
ABR	132	Preparing the Surface for Refinishing.	6
ABR	133	Preparing Equipment, Paint & Refinishing Materials	5
ABR	134	Detailing	1
ABR	161	Damage Analysis	5
ABR	162	Door Skin & Intrusion Beam Replacement	3
ABR	163	Quarter Panel Replacement	5
ABR	164	Moveable Glass & Hardware	2
ABR	171	Straightening Structural Parts	7
ABR	172	Full & Partial Panel Replacement.	7
ABR	173	Restoring Corrosion Protection	2
ABR	181	Steering & Suspension.	6
ABR	182	Electrical & Electronic Systems	7
ABR	183	Mechanical Systems	3
ABR	191	Applying the Finish.	4
ABR	192	Blending Color.	3
ABR	193	Solving Paint Application Problems	3
ABR	194	Finish Defects, Causes & Cures	3

RELATED INSTRUCTION

ENGL&	101	English Composition I.	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

A minimum of 9 credits in two of these areas: 9

- Business & Office
- Science & Mathematics
- Supervision & Management
- Technical Specialty Courses

ELECTIVE COURSES

9

A minimum of 9 credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS			137
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AUTOMOTIVE TECHNOLOGY

Automotive Technology Training Center
(206) 934-5391

The Automotive Technology program qualifies students for employment in auto maintenance and related fields. Additional career opportunities include advancement to auto shop supervisor, service department head, auto service advisor, sales representative, and shop owner. The certificate program can be completed in six quarters. The A.A.S.-T degree provides an opportunity to develop leadership and communication skills and increase general knowledge. There are additional costs for books and supplies. Students are also responsible for the purchase of required materials such as hard-toed boots, coveralls and tools (minimum \$300).

The Automotive Technology program is a NATEF/ASE Master certified training program and offers ASE certificate options. See an instructor for more information.

Automotive Technician**Certificate****GENERAL SERVICE TECHNICIAN I**

MVM	100	Intro to Automotive Technology I	4
MVM	102	Intro to Automotive Technology II	4
AUT	100	Intro to Electricity	4
AUT	134	Intro to Driveability	3

GENERAL SERVICE TECHNICIAN II

AUT	122	Steering & Suspension.	4
AUT	124	Tires & Wheel Alignment.	4
AUT	126	Basic Brake Systems	3
AUT	127	Advanced Brake Systems	4

Automotive Minor

AUT	102	Advanced Electrical Systems.	4
AUT	104	Automotive Electronics.	3
AUT	106	Basic Power Accessories	3
AUT	116	Air Conditioning & Heating	6
AUT	138	Advanced Driveability & Fuel Systems	6
AUT	140	Engine Computers	4
AUT	143	Emission Controls & Diagnostic Equipment	6

Automotive Major Transmissions/Engines

AUT	112	Manual Transaxles & Clutches	3
AUT	114	Manual Transmissions, Transfer Cases & Drive Axles.	3
AUT	118	Auto Transmission Diagnosis & Service	4
AUT	120	Advanced Automatic Transmission Service	6
AUT	128	Automotive Engine Diagnosis & Repair/Replace	4
AUT	130	Automotive Engine Rebuild	8
AUT	132	Automotive Welding	3

GENERAL EDUCATION REQUIREMENTS

15

ENGL&	101	English Composition I.	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

TOTAL CREDITS			108
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Associate of Applied Science Degree—T (A.A.S.-T)

Completion of Certificate Requirements 108

ADDITIONAL GENERAL EDUCATION COURSES 10

Minimum 10 credits from at least two of these categories:

- Business & Office
- Science & Mathematics
- Supervision & Management
- Technical Specialty Courses
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 118

BUSINESS AND OFFICE PROGRAMS

**Technical Education
(206) 934-5394**

This program provides a foundation for management trainee positions. Students receive background in accounting, communications skills, law and finance; students gain an understanding of today's business world and business technology. Check with the department for short-term certificate offerings such as Medical Office Assistant.

**Accounting
Certificate**

TECHNICAL SPECIALTY COURSES

ACCT 110	Intro to Accounting/Bookkeeping I	5
-OR-		
ACCT& 201	Principles of Accounting I	5
ACCT 120	Intro to Accounting/Bookkeeping II	5
-OR-		
ACCT& 202	Principles of Accounting II	5
ACCT 214	Accounting Systems	5
ACCT 257	Business Tax Accounting	5
BUS 104	Keyboarding*	3
BUS 115	Computational Skillbuilding	2
BUS 177	Spreadsheets	5

RELATED INSTRUCTION

BUS& 101	Intro to Business	5
BUS 116	Business Math/Spreadsheets	5
BUS 169	Using Computers in Business	5
BUS 131	Integrated Communications	5
BUS 230	Business Communications	5
PSYC& 100	General Psychology	5
-OR-		
PSYC 240	Psychology of Human Relations	3

TOTAL CREDITS 58-60

*BUS 106 may be substituted if typing speed is above 25 wpm.

A.A.S. Degree

TECHNICAL SPECIALTY COURSES

ACCT 110	Intro to Accounting/Bookkeeping I	5
-OR-		
ACCT& 201	Principles of Accounting I	5
ACCT 120	Intro to Accounting/Bookkeeping II	5
-OR-		
ACCT& 202	Principles of Accounting II	5
ACCT 214	Accounting Systems	5
ACCT& 203	Principles of Accounting III	5
ACCT 257	Business Tax Accounting	5
BUS 200	Law and Society	5
-OR-		
BUS& 201	Business Law	5
BUS 104	Keyboarding	3
BUS 115	Computational Skillbuilding	2
BUS 116	Business Math/Spreadsheets	5
BUS 175	Applied Business Statistics	5
-OR-		
BUS 210	Business & Economic Statistics	5
-OR-		
MATH 109	Elementary Statistics	5
BUS 177	Spreadsheets	5
BUS 216	Professional Development	5
-OR-		
ACCT 197	Internship	5
BUS 235	Oral Communications	5
-OR-		
CMST& 101	Intro to Communication	5

RELATED INSTRUCTION

BUS& 101	Intro to Business	5
BUS 169	Using Computers in Business	5
ECON& 201	Micro Economics	5
-OR-		
ECON& 202	Macro Economics	5
BUS 131	Integrated Communications	5
-OR-		
ENGL& 101	English Composition I	5
BUS 230	Business Communications	5
-OR-		
ENGL& 102	Composition II	5
PSYC& 100	General Psychology	5
-OR-		
PSYCH 240	Psychology of Human Relations	3

Select two of the following:

BUS 170	Information Technology	4
CTN 120	Databases I	5
SMG 100	Leadership & Supervision	3
SMG 103	Supervising a Diverse Workforce	3
SMG 120	Hiring Personnel	3

TOTAL CREDITS 94-99

Associate of Applied Science—T Degree (A.A.S.-T)**TECHNICAL SPECIALTY COURSES**

ACCT	110	Intro to Accounting/Bookkeeping I	5
-OR-			
ACCT&	201	Principles of Accounting I	5
ACCT	120	Intro to Accounting/Bookkeeping II	5
-OR-			
ACCT&	202	Principles of Accounting II	5
ACCT	214	Accounting Systems	5
ACCT&	203	Principles of Accounting III	5
ACCT	257	Business Tax Accounting	5
BUS	200	Law and Society	5
-OR-			
BUS&	201	Business Law	5
BUS	104	Keyboarding	3
BUS	115	Computational Skillbuilding	2
BUS	175	Applied Business Statistics	5
-OR-			
BUS	210	Business & Economic Statistics	5
-OR-			
MATH	109	Elementary Statistics	5
BUS	177	Spreadsheets	5
BUS	216	Professional Development	5
-OR-			
ACCT	197	Internship	5
BUS	235	Oral Communications	5
-OR-			
CMST&	101	Intro to Communication	5

RELATED INSTRUCTION

BUS&	101	Intro to Business	5
BUS	169	Using Computers in Business	5
ECON&	201	Micro Economics	5
-OR-			
ECON&	202	Macro Economics	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

Select two of the following:

BUS	170	Information Technology	4
CTN	120	Databases I	5
SMG	100	Leadership & Supervision	3
SMG	103	Supervising a Diverse Workforce	3
SMG	120	Hiring Personnel	3
TOTAL CREDITS			96-99

Business Information Technology

This program prepares students for employment as specialists in information processing and office administrative assistant positions requiring computer literacy in word processing, spreadsheet and database business applications.

Certificate**REQUIRED COURSES**

BUS	113	Diversity Issues in Business	3
BUS	116	Business Math/Spreadsheets	5
-OR-			
MATH	102	College Algebra	5
BUS	131	Integrated Communications I	5
BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
BUS	170	Information Technology I	4
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5
BUS	197	Work Experience: Business	3-5
TOTAL CREDITS			45-47

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

Completion of Certificate Requirements. 45-47

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting/Bookkeeping I	5
-OR-			
ACCT&	201	Principles of Accounting I	5
ACCT	214	Accounting Systems	5
BUS	175	Applied Business Statistics	5
-OR-			
BUS	210	Business & Economic Statistics	5
-OR-			
MATH	109	Elementary Statistics	5
BUS	216	Professional Development	5
BUS	230	Business Communications	5
BUS	235	Oral Communications in Business	5

RELATED INSTRUCTION

BUS&	101	Intro to Business	5
BUS&	201	Business Law	5
-OR-			
BUS	200	Law & Society	5
PSYC&	100	General Psychology	5
-OR-			
PSYC	240	Psychology of Human Relations	3

ELECTIVE COURSES 5

A minimum of 5 credits in the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS 93-97

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

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting/Bookkeeping I	5
-OR-			
ACCT&	201	Accounting Principles I	5
ACCT	214	Accounting Systems	5
BUS&	101	Intro to Business	5
BUS	113	Diversity Issues in Business	3
BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
BUS	170	Information Technology	4
BUS	175	Applied Business Statistics	5
-OR-			
BUS	210	Business & Economic Statistics	5
-OR-			
MATH	109	Elementary Statistics	5
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5
BUS	197	Work Experience: Business	5
BUS	216	Professional Development	5
BUS	235	Oral Communications in Business	5
BUS&	201	Business Law	5
-OR-			
BUS	200	Law & Society	5

RELATED INSTRUCTION

ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

ELECTIVE COURSES

A minimum of 5 credits in one of the following areas: 5

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 97

Medical Office Clerk

The Medical Office Clerk certificate program prepares individuals to work in a variety of medical office facilities including hospitals, clinics, physician, dental, optical, chiropractic and physical therapy offices, insurance companies and government offices. Emphasis is on interpersonal communication, insurance billing, medical terminology, software programs and conversational skills in a medical setting. Skill development includes clerical functions, keyboarding, billing and patient relations.

Prerequisite: Enter program with 25 wpm keyboarding skills, or take BUS 104 first.

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting I *	5
-OR-			
ACCT&	201	Principles of Accounting I	5
ACCT	214	Accounting Systems	5
AHE	124	Software Applications for Health Care	4
AHE	130	Medical Coding & Insurance Processing	5
AHE	168	Medical Terminology	5
BUS	170	Information Technology I	4
BUS	179	Word Processing	5
BUS	182	Information Database Management	5
BUS	197	Work Experience Internship	5
-OR-			
BUS	216	Professional Development	5
BUS	235	Oral Communications in Business	5

**May substitute ACCT&201*

RELATED INSTRUCTION

BUS	116	Business Math/Spreadsheets	5
BUS	131	Integrated Communications I	5
BUS	140	Customer Relations	5
-OR-			
PSYC	240	Psychology of Human Relations	3
BUS	169	Using Computers in Business I	5

TOTAL CREDITS 65-68

COMPUTER-AIDED DRAFTING & DESIGN TECHNOLOGY

Technical Education
 (206) 934-5394 or (206) 934-6814
southseattle.edu/programs/proftech/drafting.htm

*This program has been revised.
 Contact the office for current information.*

This program provides training for employment in civil, architectural and mechanical drafting positions. Instruction includes a combination of technical knowledge and skill development in areas such as orthographic projection, descriptive geometry, sections, dimensions, auxiliaries, materials and processes, presentation graphics, design models and surveying, culminating in a comprehensive design/drafting project. Training in computer-aided design (CAD) is an integral part of the program.

Certificate

TECHNICAL SPECIALTY COURSES

ENGR 110	Engineering Orientation	1
INT 100	Overview of Manufacturing Processes	3
TDR 121	Drafting Technology I	4
TDR 123	Drafting Technology II	4
TDR 126	Space Geometry	3
TDR 131	Intro to CAD - 2-D	3
TDR 133	Intermediate CAD - 2-D	3
TDR 179	CAD Mechanical	4
TDR 230	Basic CAD - 3-D	3

RELATED INSTRUCTION

ICT 103	Computer Applications	2
MATH 111	Applied Mathematics I	5
MATH 112	Applied Mathematics II	5
ENGL 105	Applied Composition *	3
PSYC 240	Psychology of Human Relations	3

** Indicates a testing prerequisite, or by permission.*

TOTAL CREDITS 46

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

Completion of Certificate Program 46

ADDITIONAL TECHNICAL SPECIALTY COURSES

MET 102	Creative Technical Problem-Solving*	3
TDR 160	Surveying/CAD Civil	5
TDR 169	CAD – Electrical	4
TDR 228	CAD – Sheet Metal/HVAC	4
TDR 231	Advanced CAD - 3-D	3
TDR 236	Design Project Considerations	1
TDR 237	Design Project 1	2
TDR 238	Design Project 2	2
TDR 263	Applied Mechanics 1	2
TDR 268	Architectural/Structural	4
TDR 272	Applied Mechanics 2	2
TDR 298	Special Topics, Drafting	3

** ENGR 111 may sub for MET 102. Check prereqs.*

RELATED INSTRUCTION

ENGL 106	Technical Writing	3
ENGL 108	Technical Report Writing	3

ELECTIVE COURSES 6

Select a minimum of 6* credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 93

** Courses must support student's overall technical objectives and have Dean's signed approval.*

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

TECHNICAL SPECIALTY COURSES

ENGR 110	Engineering Orientation	1
INT 100	Overview of Manufacturing Processes	3
MET 102	Creative Technical Problem-Solving*	3
TDR 121	Drafting Technology I	4
TDR 123	Drafting Technology II	4
TDR 126	Space Geometry	3
TDR 131	Intro to CAD – 2-D	3
TDR 133	Intermediate CAD - 2-D	3
TDR 160	Surveying/CAD Civil	5
TDR 169	CAD – Electrical	4
TDR 179	CAD – Mechanical	4
TDR 228	CAD – Sheet Metal/HVAC	4
TDR 230	Basic CAD – 3-D	3
TDR 231	Advanced CAD – 3-D	3
TDR 236	Design Project Considerations	1
TDR 237	Design Project 1	2
TDR 238	Design Project 2	2
TDR 263	Applied Mechanics 1	2
TDR 268	Architectural/Structural	4
TDR 272	Applied Mechanics 2	2
TDR 298	Special Topics, Drafting	3

** ENGR 111 may sub for MET 102. Check prereqs.*

RELATED INSTRUCTION

ENGL& 101	English Composition I	5
ENGL 108	Technical Report Writing	3
MATH& 141	Pre-Calculus I	5
MATH& 142	Pre-Calculus II	5
PSYC& 100	General Psychology	5

ELECTIVE COURSES 6

A minimum of 6 credits in two of these areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 92

COMPUTING TECHNOLOGY

Technical Education Division

(206) 934-5365

southseattle.edu/programs/proftech/comptech.htm

The Computing Technology program provides the opportunity to learn IT fundamentals and prepares the student for industry certification exams such as A+, Network+, Linux+ and CCNA. The program is designed for maximum flexibility in career choice and adaptation to changes in this industry. Specialized labs provide essential hands-on training in installation, maintenance, troubleshooting and performance tuning of networks, operating systems, database, web and specialized software. Computing Technology offers AAS and AAS-T degrees in Network Administration and in Network Technician. These degrees may be completed in approximately two years. The AAS-T degree allows the student to continue studies on the South's campus while earning a four-year Bachelor of Science in Technology degree from Eastern Washington University. Check the website for current updates as this program evolves with the ever-changing IT industry.

Network Administration

This program is for students who want to specialize in the design, implementation, security and management of networks, workstations, virtualization and Cloud computing. Areas covered also include hardware, operating systems, databases, local and wide area networks and wireless environments. Graduates can continue at South to earn a BAS degree or seek employment in IT as administrative support, start their own business, or be a support specialist in one of these in-demand technologies.

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

TECHNICAL SPECIALTY COURSES

CSC	100	Beginning Computers	5
CTN	120	Databases I	5
CTN	131	Intro to Computer Programming	5
CTN	142	Operating Systems II	5
CTN	143	Operating Systems III	5
CTN	160	Web Production I	5
CTN	170	PC Hardware I	5
CTN	171	PC Hardware II	5
CTN	270	Local Area Networks I	5
CTN	272	Local Area Networks II	5
CTN	274	Local Area Networks III	5
CTN	278	Wireless Communications I	3
CTN	282	CISCO I	5
CTN	283	CISCO II	5
CTN	295	Help Desk/Research/Customer Service	5

TECHNICAL ELECTIVES

15

Minimum of 15 credits from the following courses or other approved computer-related coursework

CTN	121	Database II	5
CTN	161	Web Productions II	5
CTN	165	Usability Design	5
CTN	172	PC Hardware III	5
CTN	197	Computing Internship	3-15
CTN	224	Web Server Configuration & Management	5
CTN	267	XML I	5
CTN	277	Network Security 1	5
CTN	284	CISCO III	5
CTN	285	CISCO IV	5

GENERAL EDUCATION COURSES

ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
BUS	116	Business Math	5
PHYS	111	Technical Physics I	5
PSYC	240	Psychology Of Human Relations	3

GENERAL EDUCATION ELECTIVES

5

Minimum of 5 credits in one of these areas:

- Visual, Literary and Performing Arts
- Individuals, Cultures and Societies

TOTAL CREDITS 112

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

TECHNICAL SPECIALTY COURSES

CSC	100	Beginning Computers	5
CTN	101	Intro to Computing Technology	5
CTN	120	Databases I	5
CTN	131	Intro to Computer Programming	5
CTN	141	Intro to Operating Systems	5
CTN	142	Operating Systems II	5
CTN	143	Operating Systems III	5
CTN	160	Web Production I	5
CTN	170	PC Hardware I	5
CTN	171	PC Hardware II	5
CTN	270	Local Area Networks I	5
CTN	272	Local Area Networks II	5
CTN	274	Local Area Networks III	5
CTN	278	Wireless Communication I	3
CTN	282	CISCO I	5
CTN	283	CISCO II	5
CTN	295	Help Desk/Research/Customer Service	5

TECHNICAL ELECTIVES 10

Minimum of 10 credits from the following courses or other approved computer related coursework:

CTN	197	Computing Internship	3-5
CTN	121	Database II	5
CTN	161	Web Production II	5
CTN	165	Usability Design	5
CTN	172	PC Hardware II	5
CTN	224	Web Server Configuration & Mgmt.	5
CTN	267	XML I	5
CTN	277	Network Security 1	5
CTN	284	CISCO III	5
CTN	285	CISCO IV	5

RELATED INSTRUCTION

ENGL&	101	English Composition I	5
MATH	102	College Algebra	5
PHYS	101	General Physics I	5
PSYC&	100	General Psychology	5

GENERAL EDUCATION ELECTIVES 5

Minimum of 5 credits in one of these areas:

- Visual, Literary and Performing Arts
- Individuals, Cultures and Societies

TOTAL CREDITS 118

Network Technician

The Network Technician program is for people who enjoy solving PC hardware, operating systems, common applications and network problems. Students learn to diagnose, document and correct problems. Graduates can continue at South to earn the Network Administration AAS or AAS-T degree and/or can seek employment as technical support personnel in retail stores, communication companies, IT support/installation companies, education institutions, health care facilities and others.

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

TECHNICAL SPECIALTY COURSES

CSC	100	Beginning Computers	5
CTN	101	Intro to Computing Technology	5
CTN	120	Databases I	5
CTN	131	Intro to Computer Programming	5
CTN	141	Intro to Operating Systems	5
CTN	142	Operating Systems II	5
CTN	143	Operating Systems III	5
CTN	160	Web Production I	5
CTN	170	PC Hardware I	5
CTN	171	PC Hardware II	5
CTN	197	Computing Internship	3
CTN	270	Local Area Networks I	5
CTN	272	Local Area Networks II	5
CTN	274	Local Area Networks III	5
CTN	277	Network Security	5
CTN	295	Help Desk/Research/Customer Service	5

RELATED INSTRUCTION

BUS	116	Business Math/Spreadsheets	5
ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
PSYC	240	Psychology of Human Relations	3

GENERAL EDUCATION ELECTIVES 5

Minimum of 5 credits in one of these areas:

- Visual, Literary and Performing Arts
- Individuals, Cultures and Societies

TOTAL CREDITS 97

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

TECHNICAL SPECIALTY COURSES

CSC	100	Beginning Computers	5
CTN	101	Intro to Computing Technology	5
CTN	120	Databases I	5
CTN	131	Intro to Computer Programming	5
CTN	141	Intro to Operating Systems	5
CTN	142	Operating Systems II	5
CTN	143	Operating Systems III	5
CTN	160	Web Production I	5
CTN	170	PC Hardware I	5
CTN	171	PC Hardware II	5
CTN	197	Computing Internship	3
CTN	270	Local Area Networks I	5
CTN	272	Local Area Networks II	5
CTN	274	Local Area Networks III	5
CTN	277	Network Security	5
CTN	295	Help Desk/Research/Customer Service	5

RELATED INSTRUCTION

ENGL&	101	English Composition I	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

GENERAL EDUCATION ELECTIVES 5

Minimum of 5 credits in one of these areas:

- Visual, Literary and Performing Arts
- Individuals, Cultures and Societies

TOTAL CREDITS 98

WEB Specialty Courses

Students can take Web specialty courses which provide skills and tools in the field of website creation, coding, design and maintenance.

CULINARY ARTS

Culinary Arts Department
 (206) 934-5344
 www.chefschoo.com

Restaurant industry leaders recognize that the Culinary Arts program at South Seattle Community College provides outstanding culinary arts training. The program is a member of the prestigious International Association of Culinary Professionals and offers internships and training at partner institutions in Spain, Italy, Ireland, China and France. The department works closely with the hospitality industry to develop innovative, realistic programs that provide students with skills needed for successful employment.

Culinary Arts students learn the food production skills necessary to operate multifaceted food service operations on campus. A Food Court features a cafeteria with classic and contemporary menus, a short order grill, grab-and-go items, and a delicatessen. Two waited-service dining rooms, Café Alki and Alhadeff Grill, feature cooked-to-order menus with preparation typical of upscale restaurants in the Northwest. Food management classes train students in inventory control, operations analysis, purchasing, production, supervision, and personnel management. Students prepare for careers in dining room service, food production, and supervision for hotel, restaurant, catering and institutional food service operations.

The Culinary Arts and Pastry and Baking Arts programs require all uniforms, tools, and books which will be used throughout the program to be purchased by the first day of class. Please check with the Culinary Arts Office for a complete list of uniform and tool kit options, prices, and for a list of required texts.

Banquets and Catering Certificate

TECHNICAL SPECIALTY COURSES

HOS	203	Commercial Food Nutrition	3
FSD	100	Health & Sanitation	3
FSD	101	Orientation to Culinary Arts	1
FSD	160	Theory I (Culinary Fundamentals).	5
FSD	170	Theory 2 (Advanced Culinary Fundamentals).	5
FSD	180	Theory 3 (Garde Manger/Advanced Cold Food)	5
FSD	190	Theory 4 (Restaurant Cost Controls)	5
FSD	200	Theory 5 (Management Techniques)	5
FSD	165	Culinary 1	15
FSD	175	Culinary 2	15
FSD	185	Culinary 3	15
FSD	195	Culinary 4	15
FSD	215	Banquets & Catering	15

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
MATH	110	Applied Mathematics for Technicians	3
PSYC	240	Psychology of Human Relations.	3
TOTAL CREDITS			119

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

To earn an A.A.S. degree in Banquets & Catering students must complete the Culinary Arts certificate requirements, the General Education Electives, and maintain a minimum cumulative 2.0 GPA.

GENERAL EDUCATION ELECTIVES 10

A minimum of 10 elective credits from at least two of these categories:

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS			129
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Associate of Applied Science—T Degree (A.A.S.-T)

To earn an A.A.S.-T Degree, students must maintain a cumulative 2.0.

TECHNICAL SPECIALTY COURSES

HOS	203	Commercial Food Nutrition	3
FSD	100	Health & Sanitation	3
FSD	101	Orientation to Culinary Arts	1
FSD	160	Theory I (Culinary Fundamentals).	5
FSD	170	Theory 2 (Advanced Culinary Fundamentals).	5
FSD	180	Theory 3 (Garde Manger/Advanced Cold Food)	5
FSD	190	Theory 4 (Restaurant Cost Controls)	5
FSD	200	Theory 5 (Management Techniques)	5
FSD	165	Culinary 1	15
FSD	175	Culinary 2	15
FSD	185	Culinary 3	15
FSD	195	Culinary 4	15
FSD	215	Banquets & Catering	15

RELATED INSTRUCTION

ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MATH&	102	College Algebra	5
PSYC&	100	General Psychology	5

GENERAL EDUCATION ELECTIVES 10

A minimum of 10 elective credits from at least two of these categories:

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS			137
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Restaurant Production**Certificate****TECHNICAL SPECIALTY COURSES**

HOS	203	Commercial Food Nutrition	3
FSD	100	Health & Sanitation	3
FSD	101	Orientation to Culinary Arts	1
FSD	160	Theory I (Culinary Fundamentals)	5
FSD	170	Theory 2 (Advanced Culinary Fundamentals) . . .	5
FSD	180	Theory 3 (Garde Manger/Advanced Cold Food) .	5
FSD	190	Theory 4 (Restaurant Cost Controls)	5
FSD	200	Theory 5 (Management Techniques)	5
FSD	165	Culinary 1	15
FSD	175	Culinary 2	15
FSD	185	Culinary 3	15
FSD	195	Culinary 4	15
FSD	205	Restaurant Production	15

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
MATH	110	Applied Mathematics for Technicians	3
PSYC	240	Psychology of Human Relations	3

TOTAL CREDITS	119
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Associate of Applied Science Degree (A.A.S.)

To earn an A.A.S. degree in Restaurant Production students must complete the Culinary Arts certificate requirements, the General Education Electives and maintain a minimum cumulative 2.0 GPA.

GENERAL EDUCATION ELECTIVES 10

A minimum of 10 elective credits from at least two of these categories:

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS	129
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Associate of Applied Science—T Degree (A.A.S.-T)

To earn an A.A.S.-T Degree, students must maintain a cumulative 2.0 GPA.

TECHNICAL SPECIALTY COURSES

HOS	203	Commercial Food Nutrition	3
FSD	100	Health & Sanitation	3
FSD	101	Orientation to Culinary Arts	1
FSD	160	Theory I (Culinary Fundamentals)	5
FSD	170	Theory 2 (Advanced Culinary Fundamentals) . . .	5
FSD	180	Theory 3 (Garde Manger/Advanced Cold Food) .	5
FSD	190	Theory 4 (Restaurant Cost Controls)	5
FSD	200	Theory 5 (Management Techniques)	5
FSD	165	Culinary 1	15
FSD	175	Culinary 2	15
FSD	185	Culinary 3	15
FSD	195	Culinary 4	15
FSD	205	Restaurant Production	15

RELATED INSTRUCTION

ENGL&	101	English Composition I	5
ENGL&	102	English Composition II	5
MATH&	102	College Algebra	5
PSYC&	100	General Psychology	5

GENERAL EDUCATION ELECTIVES 10

A minimum of 10 elective credits from at least two of these categories:

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS	137
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Pastry & Baking Arts**Culinary Arts Department****(206) 934-5344****www.chefschooll.com**

The Pastry and Specialty Baking program covers basic and advanced skills in pastry and specialty baking and decorating. It includes cakes and Danish; French and Swiss pastries; fancy desserts; confections; tortes; fillings; specialty breads; decorating; and sugar and chocolate work. Graduates are prepared for pastry positions in hotels, fine restaurants, clubs, and a variety of positions in retail and wholesale bakeries. This program is accredited by the American Culinary Federation Educational Institute Accrediting Commission.

Certificate**TECHNICAL SPECIALTY COURSES**

HOS	203	Commercial Food Nutrition	3
FSD	100	Health & Sanitation	3
PST	101	Pastry & Baking Orientation	5
PST	102	Intro to Bakery Management	5
PST	103	Decoration Theory I	4
PST	104	Decoration Theory II	4
PST	105	Decoration Theory III	4
PST	111	Baking I	15
PST	112	Pastry I	15
PST	113	Baking II	15
PST	211	Pastry II	15
PST	212	Pastry III	15
PST	213	Pastry IV	15

RELATED INSTRUCTION

ENGL	105	Applied Composition	3
ENGL	106	Technical Writing	3
MATH	110	Applied Mathematics for Technicians	3
PSYC	240	Psychology of Human Relations	3
TOTAL CREDITS			130

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

To earn an A.A.S. degree in Pastry and Baking Arts, students must complete the certificate requirements, General Education Electives and maintain a minimum cumulative 2.0 GPA.

GENERAL EDUCATION ELECTIVES **10**

A minimum of 10 elective credits from at least two of these categories:

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS			140
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Associate of Applied Science—T Degree (A.A.S.-T)

To earn an A.A.S.-T Degree in Pastry & Baking Arts students must maintain a cumulative 2.0 GPA.

TECHNICAL SPECIALTY COURSES

HOS	203	Commercial Food Nutrition	3
FSD	100	Health & Sanitation	3
PST	101	Pastry & Baking Orientation	5
PST	102	Intro to Bakery Management	5
PST	103	Decoration Theory I	4
PST	104	Decoration Theory II	4
PST	105	Decoration Theory III	4
PST	111	Baking I	15
PST	112	Pastry I	15
PST	113	Baking II	15
PST	211	Pastry II	15
PST	212	Pastry III	15
PST	213	Pastry IV	15

RELATED INSTRUCTION

ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MATH&	102	College Algebra	5
PSYC&	100	General Psychology	5
GENERAL EDUCATION ELECTIVES			10

A minimum of 10 elective credits from at least two of these categories:

- Business & Office
- Science & Mathematics
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS			148
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DIESEL & HEAVY EQUIPMENT TECHNOLOGY

Diesel Technology Training Center
(206) 934-5391

Graduates of this program find career opportunities in trucking, heavy equipment, construction, industrial machinery, marine diesel, and materials handling. Additional and more advanced opportunities may be available as shop service representatives, service managers, foremen and construction equipment superintendents.

The certificate program can be completed in six quarters. Advanced standing may be granted for work experience and/or related training. The Associate of Applied Science degree builds upon previously acquired knowledge and skills to develop leadership and communication abilities.

There are additional costs for books and supplies. Students are responsible for getting required tools before instruction begins.

Certificate

TECHNICAL SPECIALTY COURSES

HDM	101	Intro to Heavy Duty	3
HDM	107	Hydraulics & Pneumatics	9
HDM	113	Basic Welding & Cutting – Diesel & Equipment Technology	6
HDM	127	Drive Train	8
HDM	128	Basic Gasoline Engines	4
HDM	138	Steering, Suspension & Brakes	15
HDM	171	Lift Truck Operator	2

RELATED INSTRUCTION

ENGL	105	Applied Composition*	3
MATH	110	Applied Math for Technicians	3
PSYC	240	Psychology of Human Relations	3

**Indicates a testing requirement/permission only.*

TOTAL CREDITS			56
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Associate of Applied Science Degree (A.A.S.)

Certificate Requirements & Technical Specialty courses 56

HDM	102	Electrical – Electronics, Basic	6
HDM	104	Batteries, Generators & Alternators	6
HDM	106	Cranking & Lighting Systems	5
HDM	123	Diesel Engine Repair & Performance	12
HDM	124	Preventive Maintenance	5
HDM	191	Advanced Gasoline Engines	4
HDM	193	Heating, Ventilation & Air Conditioning	6
HDM	197	Internship Heavy Duty Diesel*	1-6
HDM	201	Shop Practices	6

**Requires seeing a program advisor.*

RELATED INSTRUCTION

10

Minimum of 10 credits from at least two of the following:

- Business & Office
- Science & Mathematics
- Supervision & Management
- Technical Specialty Courses
- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS			117-122
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OPTIONAL ELECTIVES

HDM	198	Special Topics HD Mechanical Repair	1-10
HDM	298	Advanced Special Topics HD Mechanical Repair	1-10

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

TECHNICAL SPECIALTY COURSES

HDM	101	Intro to Heavy Duty	3
HDM	102	Electrical – Electronics, Basic	6
HDM	104	Batteries, Generators & Alternators	6
HDM	106	Cranking & Lighting Systems	5
HDM	107	Hydraulics & Pneumatics	9
HDM	113	Basic Welding & Cutting – Diesel & Equip Tech	6
HDM	123	Diesel Engine Repair & Performance	12
HDM	124	Preventive Maintenance	5
HDM	127	Drive Train	8
HDM	128	Basic Gasoline Engines	4
HDM	138	Steering, Suspension & Brakes	15
HDM	171	Lift Truck Operator	2
HDM	191	Advanced Gasoline Engines	4
HDM	193	Heating, Ventilation & Air Conditioning	6
HDM	197	Internship Heavy Duty Diesel*	1-7
HDM	201	Shop Practices	5

**Requires seeing a program advisor.*

RELATED INSTRUCTION

ENGL&	101	English Composition I	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

ELECTIVE COURSES

10

Minimum of 5 credits from:

- Business & Office
- Supervision & Management
- Technical Specialty Courses

Minimum of 5 credits from:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS			122-128
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OPTIONAL ELECTIVES

HDM	198	Special Topics HD Mechanical Repair	1-10
HDM	298	Advanced Special Topics HD Mechanical Repair	1-10

ENGINEERING TECHNOLOGY

Technical Education
 (206) 934-5394 or (206) 934-6814

Engineering technicians play a key role in implementing designed solutions to technical problems. These tasks are accomplished with a solid background in mathematics, physics, and applied engineering, as well as skills in problem-solving and creative thinking. Successful graduates of the engineering technology program are qualified to seek employment as engineering technicians or may transfer to a four-year college to pursue a degree in Engineering or Engineering Technology.

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

TECHNICAL SPECIALTY COURSES

ENGR 110	Engineering Orientation	1
ENGR& 111	Engineering Graphics I	4
ENGR& 112	Engineering Graphics II	4
ENGR& 116	Engineering Design & Creativity	4
ENGR 142	Computer Programming for Engineers	5
ENGR& 214	Statics	5
ENGR& 225	Mechanics of Materials	5
ENGR 298	Special Topics	4
ENGR 299	Independent Study	4
INT 100	Overview of Manufacturing Processes	3
TDR 126	Space Geometry	3
TDR 131	Intro to CAD 2-D	3
TDR 133	Intermediate CAD 2-D	3
TDR 236	Design Project Considerations	1
TDR 237	Design Project I	2
TDR 238	Design Project II	2

RELATED INSTRUCTION

MATH& 142	Pre-Calculus II	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
PHYS& 221	General Physics I	5
PHYS& 222	General Physics II	5
ENGL& 101	English Composition I	5
ENGL 108	Technical Report Writing	3
PSYC 240	Psychology of Human Relations	3

ELECTIVE COURSES 6

A minimum of 6 credits in the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS 95

GEORGETOWN CAMPUS

Short-term Certificates
 (206) 934-6653
<http://georgetown.southseattle.edu/>

There are several educational opportunities at the Georgetown campus for short-term certificates, including Basic Weatherization Technician, Residential Auditing, Level I Commercial Energy Auditing and Industrial First Aid. Others are developed as student and industry needs evolve.

LANDSCAPE HORTICULTURE

Technical Education
 (206) 934-5394

The Landscape Horticulture program offers training in landscape design and construction, greenhouse and nursery operations, irrigation systems, plant problem diagnostics, pruning, plant identification, soil science and much more. Students may choose between a certificate program, an Associate of Applied Science degree or individual courses to meet specific needs. Graduates typically find employment in landscape construction firms, pest management services, tree care companies, garden centers, wholesale nurseries, park maintenance departments and greenhouses. There are many opportunities for self-employment in this field.

One Year Certificate

TECHNICAL SPECIALTY COURSES

Core Curriculum – 28 credits

LHO 100	Careers in Horticulture	1
LHO 109	Integrated Pest Management	3
LHO 135	Intro to Irrigation & Drainage Systems	3
LHO 137	Landscape Management	3
LHO 150	Horticulture Science I	3
LHO 152	Soils	3
LHO 242	Permaculture	3

Select 3 of the following courses:

LHO 115	Fall Plant Identification	3
LHO 116	Winter Plant Identification	3
LHO 117	Spring Plant Identification	3
LHO 119	Native Plants for NW Landscapes	3
LHO 120	Herbaceous Plant Identification	3

SPECIALTY AREAS (SELECT ONE TRACK – A, B OR C)

Select a minimum of 12 credits from one of three specialty areas:

A. Landscape Design & Construction Basics Track

LHO	105	Fundamentals of Landscape Design	3
LHO	189	Intro to Landscape Construction	3
LHO	121	Landscape Design I	4
LHO	125	Landscape Design II	4
LHO	262	Landscape Design III	4
LHO	273	Landscape Construction Project - Spring	4

B. Landscape Maintenance Track

LHO	105	Fundamentals of Landscape Design	3
LHO	108	Weed Identification & Management	3
LHO	140	Intro to Arboriculture	3
LHO	155	Pruning	3
LHO	240	Ecological Restoration: An Intro.	3

C. Horticultural Studies Track

LHO	105	Landscape Design Basics	3
LHO	108	Weed Identification & Management	3
LHO	111	Greenhouse Operations	3
LHO	112	Nursery Operations	3
LHO	140	Intro to Arboriculture	3

TOTAL CORE CREDITS 40

RELATED INSTRUCTION 10

IFS	100	Industrial First Aid	1
ENGL	105	English Composition	3
MAT	110	Math for Technicians	3
PSYC	240	Psychology of Human Relations	3

TOTAL CREDITS 50

Landscape Design & Construction Basics Track A**Associate of Applied Science Degree (A.A.S.)**

Completion of Certificate Requirements. 50

TECHNICAL SPECIALTY COURSES 31

Minimum of 31 credits from one of the 3 specialty areas:

REQUIRED COURSES

LHO	189	Intro to Landscape Construction	3
LHO	197	Internship (or equivalent work experience)	2
LHO	238	Maintenance Estimating & Bidding	3
LHO	265	Contracts & Specifications	3

Choose one required Construction Project course:

LHO	272	Landscape Construction Project – Fall	4
LHO	273	Landscape Construction Project – Spring	4

Choose a minimum of 16 credits with faculty advisor approval:

Design:

LHO	264	Landscape Design IV	4
LHO	266	Landscape Design V	4
LHO	267	CAD for Landscape	5

Construction:

LHO	236	Advanced Irrigation Design	5
LHO	237	Advanced Irrigation Diagnostics & Repairs	5

Horticulture:

LHO	108	Weed Identification & Management	3
LHO	112	Nursery Operations	3
LHO	140	Intro to Arboriculture	3
LHO	155	Pruning	3
LHO	160	Garden Renovation	3
LHO	240	Ecological Restoration: An Intro.	3
LHO	241	Ecological Restoration – Project Planning & Implementation	3
LHO	255	Edible Trees, Shrubs & Vines	3

GENERAL EDUCATION 10

A minimum of 10 credits in two of the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 91

Landscape Design & Construction Basics Track A**Associate of Applied Science –T Degree (A.A.S.-T)**

Completion of Core Certificate Requirements. 40

TECHNICAL SPECIALTY COURSES 31

Minimum of 31 credits from one of the 3 specialty areas:

REQUIRED COURSES

LHO	189	Intro to Landscape Construction	3
LHO	197	Internship (or equivalent work experience)	2
LHO	238	Maintenance Estimating & Bidding	3
LHO	265	Contracts & Specifications	3

Choose one required Construction Project course:

LHO	272	Landscape Construction Project – Fall	4
LHO	273	Landscape Construction Project – Spring	4

Choose a minimum of 16 credits with faculty advisor approval:

Design:

LHO	264	Landscape Design IV	4
LHO	266	Landscape Design V	4
LHO	267	CAD for Landscape	5

Construction:

LHO	236	Advanced Irrigation Design	5
LHO	237	Advanced Irrigation Diagnostics & Repairs	5

Horticulture:

LHO	108	Weed Identification & Management	3
LHO	112	Nursery Operations	3
LHO	140	Intro to Arboriculture	3
LHO	155	Pruning	3
LHO	160	Garden Renovation.	3
LHO	240	Ecological Restoration: An Intro.	3
LHO	241	Ecological Restoration – Project Planning & Implementation	3
LHO	255	Edible Trees, Shrubs & Vines	3

RELATED INSTRUCTION REQUIREMENTS 16

IFS	102	Industrial First Aid	1
ENGL&	101	English Composition I.	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

GENERAL EDUCATION 10

A minimum of 10 credits in two of the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS	97
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Sustainable Land Management – Track B

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

Completion of Certificate Requirements.	50
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TECHNICAL SPECIALTY COURSES 31-34

REQUIRED COURSES

LHO	155	Pruning	3
LHO	197	Internship (or equivalent work experience)	2
LHO	210	Plant Problem Diagnostics	3
LHO	236	Advanced Irrigation Systems Design	5
LHO	238	Maintenance Estimating & Bidding	3
LHO	240	Ecological Restoration: An Intro.	3
LHO	241	Ecological Restoration – Project Planning & Implementation	3

Choose six to nine credits with faculty advisor approval:

LHO	105	Landscape Design Basics.	3
LHO	111	Greenhouse Operations	3
LHO	112	Nursery Operations	3
LHO	160	Garden Renovation.	3
LHO	189	Intro to Landscape Construction	3
LHO	215	Plant Propagation.	3
LHO	237	Advanced Irrigation Diagnostics & Repairs	5
LHO	255	Edible Trees, Shrubs & Vines	3
LHO	272	Landscape Construction Project – Fall	4
LHO	273	Landscape Construction Project – Spring	4

GENERAL EDUCATION 10

A minimum of 10 credits in two of the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS	91-94
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Sustainable Land Management – Track B

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

Completion of Core Certificate Requirements.	40
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REQUIRED COURSES 31-34

LHO	155	Pruning	3
LHO	197	Internship (or equivalent work experience)	2
LHO	210	Plant Problem Diagnostics	3
LHO	236	Advanced Irrigation System Design	5
LHO	238	Maintenance Estimating & Bidding	3
LHO	240	Ecological Restoration: An Intro.	3
LHO	241	Ecological Restoration – Project Planning & Implementation	3

Choose six to nine credits with faculty advisor approval:

LHO	105	Landscape Design Basics.	3
LHO	111	Greenhouse Operations	3
LHO	112	Nursery Operations	3
LHO	160	Garden Renovation.	3
LHO	215	Plant Propagation.	3
LHO	237	Advanced Irrigation Diagnostics & Repairs	5
LHO	255	Edible Trees, Shrubs & Vines	3
LHO	272	Landscape Construction Project – Fall	4
LHO	273	Landscape Construction Project – Spring	4

RELATED INSTRUCTION REQUIREMENTS 16

IFS	102	Industrial First Aid	1
ENGL&	101	English Composition I.	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

GENERAL EDUCATION 10

A minimum of 10 credits in two of the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS	97-100
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Horticultural Studies – Track C**Associate of Applied Science Degree (A.A.S.)**

Completion of Certificate Requirements 50

TECHNICAL SPECIALTY COURSES 32-33**REQUIRED COURSES**

LHO 155	Pruning	3
LHO 197	Internship (or equivalent work experience)	2
LHO 210	Plant Problem Diagnostics	3
LHO 215	Plant Propagation	3
LHO 217	Advanced Plant Propagation	3
LHO 255	Edible Trees, Shrubs & Vines	3
LHO 238	Maintenance Estimating & Bidding	3
LHO 240	Ecological Restoration: An Intro.	3
LHO 241	Ecological Restoration Project Planning & Implementation	3

Choose 15 to 16 credits with faculty advisor approval:

LHO 105	Landscape Design Basics	3
LHO 108	Weed Identification & Management	3
LHO 111	Greenhouse Operations	3
LHO 112	Nursery Operations	3
LHO 140	Intro to Arboriculture	3
LHO 160	Garden Renovation	3
LHO 189	Intro to Landscape Construction	3
LHO 240	Ecological Restoration: An Intro.	3
LHO 241	Ecological Restoration – Project Planning & Implementation	3
LHO 273	Landscape Construction Project – Spring	4

GENERAL EDUCATION 10*A minimum of 10 credits in two of the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 92-93

Horticultural Studies – Track C**Associate of Applied Science–T Degree (A.A.S.-T)**

Completion of Core Certificate Requirements 40

REQUIRED COURSES 31-32

LHO 155	Pruning	3
LHO 197	Internship (or equivalent work experience)	2
LHO 210	Plant Problem Diagnostics	3
LHO 215	Plant Propagation	3
LHO 217	Advanced Plant Propagation	3
LHO 255	Edible Trees, Shrubs & Vines	3

Choose 15 to 16 credits with faculty advisor approval:

LHO 105	Landscape Design Basics	3
LHO 108	Weed Identification & Management	3
LHO 111	Greenhouse Operations	3
LHO 112	Nursery Operations	3
LHO 140	Intro to Arboriculture	3
LHO 160	Garden Renovation	3
LHO 189	Intro to Landscape Construction	3
LHO 240	Ecological Restoration: An Intro.	3
LHO 241	Ecological Restoration – Project Planning & Implementation	3
LHO 255	Edible Trees, Shrubs & Vines	3
LHO 273	Landscape Construction Project – Spring	4

RELATED INSTRUCTION REQUIREMENTS 16

IFS 102	Industrial First Aid	1
ENGL& 101	English Composition I	5
MATH 102	College Algebra	5
PSYC& 100	General Psychology	5

GENERAL EDUCATION 10*A minimum of 10 credits in two of the following areas:*

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies
- The Natural World

TOTAL CREDITS 97-98

NURSING**Nursing**

(206) 768-6654

southseattle.edu/programs/nursing.htm

Nursing programs offered by South include Certified Nursing Assistant, Licensed Practical Nurse and the Licensed Practical Nurse to Registered Nurse Ladder Program which can lead to an Associate of Applied Science–T degree.

Certified Nursing Assistant

This one-quarter course prepares students for the certification test for an entry-level position in the health care field. It includes 50 hours of actual skills applications at a clinical site.

Certificate

NUR 170	CNA – Basic Health Care	12
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Licensed Practical Nurse

Students are admitted into this program on a competitive basis. Details of the application process are on the website. Students build on what they learned in the Certified Nursing Assistant (CNA) course in this three-quarter program. Upon successful completion of the program, students are qualified to take the Washington Practical Nurse state examination to become an LPN.

PREREQUISITES/RELATED INSTRUCTION

A current CNA license in Washington State, and a 2.5 in all nursing prerequisites:

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

Certificate

TECHNICAL SPECIALTY COURSES

NUR 171	LPN I – Fundamentals of Nursing	12
NUR 172	LPN II – Medical Surgical Nursing I	12
NUR 173	LPN III – Medical Surgical Nursing II	12
NUR 174	LPN IV – Maternity & Newborn Nursing	10
NUR 179	LPN Mentorship	2
TOTAL CREDITS		78

LPN to RN Ladder A.A.S.-T Degree

Students must first successfully complete an LPN certificate program and the general education and related instruction requirements.

PREREQUISITES/RELATED INSTRUCTION

A minimum of 36 credits from an accredited Practical Nursing program; have a current LPN license in Washington state, and a 2.5 cumulative GPA in LPN courses and a 2.5 in all Nursing prerequisite courses, including:

BIOL& 241	Human Anatomy & Physiology I	5
BIOL& 242	Human Anatomy & Physiology II	5
BIOL& 260	Microbiology	5
CHEM 121	Intro to Chemistry	5
ENGL& 101	English Composition I	5
PSYC& 200	Lifespan Psychology	5
TOTAL PREREQUISITE COURSES		30

The prerequisite courses count in the degree.

TECHNICAL SPECIALTY COURSES

NUR 245	Nursing Theory I – Obstetric/Pediatric Nursing	5
NUR 246	Nursing Lab I	1
NUR 247	Nursing Experience I	5
NUR 249	Health & Wellness	1
NUR 252	Nursing Role – Leadership, Management, Ethical & Legal Issues	3
NUR 255	Nursing Theory II – Psychosocial/Medical Surgical Nursing	4
NUR 257	Nursing Experience II	5
NUR 265	Nursing Theory II – Medical/Surgical Nursing	5
NUR 266	Nursing Lab II	1
NUR 267	Nursing Experience III	3
NUR 270	Senior Practicum	3

TOTAL TECHNICAL SPECIALTY COURSES	36
Transfer Credits from an LPN Program	36
Prerequisite Related Instruction Credits	30
Technical Specialty Credits	36
TOTAL CREDITS FOR A.A.S.-T DEGREE	102

SUPERVISION & MANAGEMENT

Technical Education

(206) 934-5394

Designed for middle managers seeking to sharpen their skills or attain a promotion, the Supervision and Management program is also open to employees who are interested in advancing to management.

Levels of recognition are provided during progressive phases of the program, including a Certificate in Personnel Management (upon completion of six specific courses), a Certificate in Nonprofit Leadership (upon completion of six specific courses), a Certificate of Achievement (upon completion of a minimum of 55 credits), and an A.A.S. degree (upon completion of the required course of study). The Supervision and Management program is articulated to four-year institutions.

Certificate

TECHNICAL SPECIALTY REQUIREMENTS

SMG 100	Leadership & Supervision	3
SMG 103	Supervising a Diverse Workforce	3
SMG 110	Financial Management	3
SMG 120	Hiring Personnel	3
SMG 197	Internship or Cooperative Education Experience	5
SMG 210	Project Management	3
SMG 217	Organizational Behavior	3
SMG 220	Personnel Performance Management	3
SMG 222	Management & Labor Relations	3
SMG 265	Marketing Management	3

RELATED INSTRUCTION

BUS	110	Business Mathematics	5
BUS	131	Integrated Communications I	5
BUS	169	Using Computers in Business I	5
BUS	230	Business Communications	5
PSYC	240	Psychology of Human Relations.	3
TOTAL CREDITS			55

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

Completion of Certificate Requirements. 55

RELATED INSTRUCTION

BUS&	101	Intro to Business	5
BUS	235	Oral Communications in Business	5
BUS&	201	Business Law	5
SMG	197	Internship or Cooperative Education Experience	5-10

ELECTIVES

15

Minimum of 15 credits from the following:

- Accounting
- Computer Science and Technology
- Economics, Trainer Education
- College Transfer track

TOTAL CREDITS 90-95

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

TECHNICAL SPECIALTY REQUIREMENTS

BUS&	101	Intro to Business	5
BUS	169	Using Computers in Business I	5
-OR-			
CSC	100	Beginning Computers	5
BUS&	201	Business Law	5
BUS	230	Business Communications	5
BUS	235	Oral Communications in Business	5
SMG	100	Leadership & Supervision.	3
SMG	103	Supervising a Diverse Workforce	3
SMG	110	Financial Management	3
SMG	120	Hiring Personnel	3
SMG	197	Internship or Cooperative Education Experience	6-8
SMG	210	Project Management	3
SMG	217	Organizational Behavior	3
SMG	220	Personnel Performance Management.	3
SMG	222	Management & Labor Relations	3
SMG	265	Marketing Management	3

RELATED INSTRUCTION

ENGL&	101	English Composition I.	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5

ELECTIVES

17-20

Choose 17-20 credits from the following:

- Accounting
- Computer Science and Technology
- Economics, Trainer Education
- College Transfer track

TOTAL CREDITS 90-95

WELDING FABRICATION TECHNOLOGY

Technical Education

(206) 934-5394 & (206) 934-5210

Metal fabrication and welding are important components of many trades and the demand for trained welders and fabricators continues to rise. Job opportunities and skill needs are diverse, including general and production welding, blueprint reading, layout, cutting and fitting, finishing and materials handling.

Training includes all aspects of welding and fabrication operations including blueprint reading, planning operation sequence, applying geometry, heat effects and metal properties, layout, positioning, fitting, welding and material handling. Special projects are also offered for the journey-level welding fabricator desiring to update skills and certification.

Graduates are prepared for positions such as welders, fabricators, shop supervisors, estimators and shop owners in boatbuilding, automotive, machine fabrication, commercial fishing gear, piping systems, and building construction and maintenance. This program prepares students to pass welder certification tests through the Washington Association of Building Officials (WABO).

Welding also offers a short-term certificate in Electronic Assembly.

Certificate

TECHNICAL SPECIALTY COURSES

WFT	100	Welding Theory	5
WFT	105	Print Read/Weld Symbols	5
WFT	111	Materials and Testing.	5
WFT	120	Intro to Welding (OXY/SMAW)	6
WFT	121	SMAW – Shielded Metal Arc Welding	6
WFT	124	GMAW – Gas Metal Arc Welding.	6
WFT	125	FCAW – Flux Core Arc Welding	6
WFT	127	GTAW – Gas Tungsten Arc Welding	6
WFT	128	Fabrication/Carbon Arc Cutting/ Plasma Arc Cutting.	6

RELATED INSTRUCTION

BUS	116	Business Math Spreadsheets	5
BUS	131	Integrated Communications I	5
-OR-			
ENGL&	101	English Composition I	5
-OR-			
ENGL	105	Applied Composition	3
-WITH-			
ICT	103	Computer Applications	2
PSYC	240	Psychology of Human Relations.	3
-OR-			
PSYC&	100	General Psychology	5
TOTAL CREDITS			64-66

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

Completion of Certificate Requirements above 64-66

TECHNICAL SPECIALTY COURSES

WFT	197	Industry Internship.	3
WFT	220	Pipe (SMAW)	7
WFT	227	Advanced Fabrication I	8
WFT	228	Pipe (SMAW/GTAW) Shielded Metal/ Gas Tungsten	7
WFT	238	Advanced Fabrication II.	8

RELATED INSTRUCTION

CSC	100	Beginning Computers	5
TDR	121	Drafting Technology I	4

ELECTIVE COURSES **5**

A minimum of 5 credits in the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL AAS DEGREE CREDITS 111-113

Associate of Applied Science—T Degree (A.A.S.-T)**TECHNICAL SPECIALTY COURSES**

WFT	100	Welding Theory	5
WFT	105	Print Read/Weld Symbols	5
WFT	111	Materials and Testing	5
WFT	120	Intro to Welding (OXY/SMAW)	6
WFT	121	SMAW – Shielded Metal Arc Welding	6
WFT	124	GMAW – Gas Metal Arc Welding	6
WFT	125	FCAW – Flux Core Arc Welding	6
WFT	127	GTAW – Gas Tungsten Arc Welding	6
WFT	128	Fabrication/Carbon Arc Cutting/ Plasma Arc Cutting.	6
WFT	197	Industry Internship.	3
WFT	220	Pipe (SMAW)	7
WFT	227	Advanced Fabrication I	8
WFT	228	Pipe (SMAW/GTAW) Shielded Metal/ Gas Tungsten	7
WFT	238	Advanced Fabrication II.	8

RELATED INSTRUCTION

CSC	100	Beginning Computers	5
ENGL&	101	English Composition I	5
MATH	102	College Algebra	5
TDR	121	Drafting Technology I	4
PSYC&	100	General Psychology	5

GENERAL EDUCATION **5**

A minimum of 5 credits in the following areas:

- Visual, Literary & Performing Arts
- Individuals, Cultures & Societies

TOTAL CREDITS 115

LEVEL 1 WELDING CERTIFICATE **17**

WFT	100	Welding Theory	5
WFT	120	Intro to Welding (Oxy/SMAW).	6
WFT	121	SMAW – Shielded Metal Arc Welding	6

TOTAL CREDITS 17

LEVEL 2 WELDING CERTIFICATE **17**

WFT	105	Print Read/Weld Symbols	5
WFT	124	GMAW – Gas Metal Arc Welding.	6
WFT	125	FTAW – Flux Core Metal Arc Welding	6

TOTAL CREDITS 17

LEVEL 3 WELDING CERTIFICATE **17**

WFT	111	Materials and Testing	5
WFT	127	GTAW – Gas Tungsten Arc Welding	6
WFT	128	Fabrication/Carbon Arc Cutting/ Plasma Arc Cutting.	6

TOTAL CREDITS 17

LEVEL 4 WELDING CERTIFICATE **15**

WFT	220	Pipe (SMAW)	7
WFT	227	Advanced Fabrication I	8

TOTAL CREDITS 15

LEVEL 5 WELDING CERTIFICATE **15**

WFT	228	Pipe (SMAW/GTAW)	7
WFT	238	Advanced Fabrication II.	8

TOTAL CREDITS 15

WINE INDUSTRY TRAINING

Culinary Arts (206) 934-7942
<http://nwwineacademy.com>

The program provides introductory and professional development classes relating to the wine industry, including certificates, Associate of Arts and Associate of Arts – T degrees in these areas: Wine Making (learning to produce quality wines and develop an individual style of wine); Wine Marketing and Sales; and Food and Wine Pairing (the intricacies of bridging food and wine). The program prepares individuals for careers in the wine industry, and provides advanced skill training for those already employed in the industry. Must be 21 years or older to apply.

Wine Making**Certificate****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology	3
WIN	102	Enology Laboratory Analysis	3
WIN	103	Elements of Wine Production I	4
WIN	104	Elements of Wine Production II	4
WIN	105	Elements of Wine Production III	4
WIN	107	Winery Production I	1
WIN	108	Winery Production II	1
WIN	109	Winery Production III	1
WIN	121	Intro to Viticulture	3
WIN	122	Wine Chemistry & Microbiology	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	197	Wine Industry Internship	3

RELATED INSTRUCTION

CHEM&	121	Intro to Chemistry	5
ENGL&	101	English Composition I	5
-OR-			
ENGL	105	Applied Composition	3
-AND-			
ENGL	106	Technical Writing	3
MATH	102	College Algebra	5
-OR-			
BUS	116	Business Math/Spreadsheets	5
PSYC&	100	General Psychology	3-5
-OR-			
PSYC	240	Psychology of Human Relations	5

TOTAL CREDITS	62-65
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Wine Making**Associate of Applied Science Degree (A.A.S.)****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology	3
WIN	102	Enology Laboratory Analysis	3
WIN	103	Elements of Wine Production I	4
WIN	104	Elements of Wine Production II	4
WIN	105	Elements of Wine Production III	4
WIN	107	Winery Production I (lab)	1
WIN	108	Winery Production II (lab)	1
WIN	109	Winery Production III (lab)	1
WIN	121	Intro to Viticulture	3
WIN	122	Wine Chemistry & Microbiology	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	197	Wine Industry Internship	3

RELATED INSTRUCTION

ACCT	110	Intro to Accounting/Bookkeeping	5
BUS&	101	Intro to Business	5
BUS	116	Business Math/Spreadsheets	5
BUS&	201	Business Law	5
BUS	235	Oral Communications in Business	5
ENGL	105	Applied Composition	3
PSYC	240	Psychology of Human Relations	3
SMG	210	Project Management	3

A minimum of 15 credits from the following: 15

BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CTN	160	Web Production I	5
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5

GENERAL EDUCATION**10**

A minimum of 10 credits in the following area:

- Visual, Literary & Performing Arts

TOTAL CREDITS	103
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Wine Making**Associate of Applied Science–T Degree (A.A.S.-T)****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology	3
WIN	102	Enology Laboratory Analysis	3
WIN	103	Elements of Wine Production I	4
WIN	104	Elements of Wine Production II	4
WIN	105	Elements of Wine Production III	4
WIN	107	Winery Production I (lab)	1
WIN	108	Winery Production II (lab)	1
WIN	109	Winery Production III (lab)	1
WIN	121	Intro to Viticulture	3
WIN	122	Wine Chemistry & Microbiology	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	197	Wine Industry Internship	3

RELATED INSTRUCTION

ACCT	110	Intro to Accounting/Bookkeeping	5
BUS&	101	Intro to Business	5
BUS&	201	Business Law	5
BUS	235	Oral Communications in Business	5
ENGL&	101	English Composition I	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5
SMG	210	Project Management	3

A minimum of 15 credits from the following: 15

BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CTN	160	Web Production I	5
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5

GENERAL EDUCATION 10

A minimum of 10 credits in the following area:

- Visual, Literary & Performing Arts

TOTAL CREDITS	107
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Wine Marketing & Sales

Certificate

TECHNICAL SPECIALTY

WIN	101	Intro to Enology	3
WIN	121	Intro to Viticulture	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	141	Wine Marketing & Sales	3
WIN	151	Intro to Food & Wine Pairing	3

RELATED INSTRUCTION

BUS&	101	Intro to Business	5
CMST&	101	Intro to Communication	5
ENGL&	101	English Composition I.	5
-OR-			
ENGL	103	Transitional English and ENGL 105 Applied	
-AND-		Composition (3/3)	6
MATH	102	College Algebra	5
-OR-			
BUS	116	Business Math/Spreadsheets	5
PSYC&	100	General Psychology	5
-OR-			
PSYC	240	Psychology of Human Relations.	3

TOTAL CREDITS	49-52
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Wine Marketing & Sales

Certificate

TECHNICAL SPECIALTY

WIN	101	Intro to Enology	3
WIN	121	Intro to Viticulture	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	141	Wine Marketing & Sales	3
WIN	151	Intro to Food & Wine Pairing	3

RELATED INSTRUCTION

BUS&	101	Intro to Business	5
CMST&	101	Intro to Communication	5
ENGL&	101	English Composition I.	5
-OR-			
ENGL	105	Applied Composition	3
-AND-			
ENGL	106	Technical Writing	3
MATH	102	College Algebra	5
-OR-			
BUS	116	Business Math/Spreadsheets	5
PSYC&	100	General Psychology	5
-OR-			
PSYC	240	Psychology of Human Relations.	3

TOTAL CREDITS	49-52
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Wine Marketing & Sales

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

TECHNICAL SPECIALTY

WIN	101	Intro to Enology	3
WIN	121	Intro to Viticulture	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	141	Wine Marketing & Sales	3
WIN	142	Wine Business.	3
WIN	151	Intro to Food & Wine Pairing	3
WIN	197	Wine Industry Internship.	3

RELATED INSTRUCTION

ACCT	110	Intro to Accounting/Bookkeeping.	5
BUS&	101	Intro to Business	5
BUS	116	Business Math/Spreadsheets	5
BUS&	201	Business Law	5
BUS	235	Oral Communications in Business	5
ENGL	105	Applied Composition	3
PSYC	240	Psychology of Human Relations.	3
SMG	210	Project Management	3

A minimum of 15 credits from the following: 15

BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CTN	160	Web Production I	5
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5

GENERAL EDUCATION 10

A minimum of 10 credits in the following area:

- Visual, Literary & Performing Arts

TOTAL CREDITS	91
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Wine Marketing & Sales**Associate of Applied Science—T Degree (A.A.S.-T)****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology	3
WIN	121	Intro to Viticulture	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	141	Wine Marketing & Sales	3
WIN	142	Wine Business.	3
WIN	151	Intro to Food & Wine Pairing	3
WIN	197	Wine Industry Internship.	3

RELATED INSTRUCTION

ACCT	110	Intro to Accounting/Bookkeeping.	5
BUS&	101	Intro to Business	5
BUS&	201	Business Law	5
BUS	235	Oral Communications in Business	5
ENGL&	101	English Composition I.	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5
SMG	210	Project Management	3

A minimum of 15 credits from the following: 15

BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CTN	160	Web Production I	5
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5

GENERAL EDUCATION**10**

A minimum of 10 credits in the following area:

- Visual, Literary & Performing Arts

TOTAL CREDITS 95

Food & Wine Pairing**Certificate****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology	3
WIN	121	Intro to Viticulture	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	151	Intro to Food & Wine Pairing	3
WIN	152	Advanced Food & Wine Pairing.	3
WIN	153	Advanced Food & Wine Pairing – Varietals I.	4
WIN	154	Advanced Food & Wine Pairing – Varietals II	4
WIN	155	Advanced Food & Wine Pairing – Varietals III	4
WIN	156	Advanced Food & Wine Pairing – Fortified Wines.	2
WIN	157	Advanced Food & Wine Pairing – Desserts	2

RELATED INSTRUCTION

ENGL&	101	English Composition I.	5
-OR-			
ENGL	105	Applied Composition	3
-AND-			
ENGL	106	Technical Writing	3
MATH	102	College Algebra	5
-OR-			
BUS	116	Business Math/Spreadsheets	5
PSYC&	100	General Psychology	5
-OR-			
PSYC	240	Psychology of Human Relations	3

TOTAL CREDITS 55-58

Food & Wine Pairing**Associate of Applied Science (A.A.S.)****TECHNICAL SPECIALTY**

WIN	101	Intro to Enology	3
WIN	121	Intro to Viticulture	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	151	Intro to Food & Wine Pairing	3
WIN	152	Advanced Food & Wine Pairing.	3
WIN	153	Advanced Food & Wine Pairing – Varietals I.	4
WIN	154	Advanced Food & Wine Pairing – Varietals II	4
WIN	155	Advanced Food & Wine Pairing – Varietals III	4
WIN	156	Advanced Food & Wine Pairing – Fortified Wines.	2
WIN	157	Advanced Food & Wine Pairing – Desserts	2
WIN	197	Wine Industry Internship.	3

RELATED INSTRUCTION

ACCT	110	Intro to Accounting/Bookkeeping.	5
BUS&	101	Intro to Business	5
BUS	116	Business Math/Spreadsheets	5
BUS&	201	Business Law	5
BUS	235	Oral Communications in Business	5
ENGL	105	Applied Composition	3
PSYC	240	Psychology of Human Relations.	3
SMG	210	Project Management	3

A minimum of 15 credits from the following: 15

BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CTN	160	Web Production I	5
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5

GENERAL EDUCATION**10**

A minimum of 10 credits in the following area:

- Visual, Literary & Performing Arts

TOTAL CREDITS 104

Food & Wine Pairing

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

TECHNICAL SPECIALTY

WIN	101	Intro to Enology	3
WIN	121	Intro to Viticulture	3
WIN	123	Sensory Evaluation	3
WIN	131	Intro to Washington Wines	3
WIN	132	Wine History & Appreciation	3
WIN	133	Intro to Wines of the World	5
WIN	151	Intro to Food & Wine Pairing	3
WIN	152	Advanced Food & Wine Pairing.	3
WIN	153	Advanced Food & Wine Pairing – Varietals I	4
WIN	154	Advanced Food & Wine Pairing – Varietals II	4
WIN	155	Advanced Food & Wine Pairing – Varietals III	4
WIN	156	Advanced Food & Wine Pairing – Fortified Wines.	2
WIN	157	Advanced Food & Wine Pairing – Desserts	2
WIN	197	Wine Industry Internship.	3

RELATED INSTRUCTION

ACCT	110	Intro to Accounting/Bookkeeping.	5
BUS&	101	Intro to Business	5
BUS&	201	Business Law	5
BUS	235	Oral Communications in Business	5
ENGL&	101	Composition I	5
MATH	102	College Algebra	5
PSYC&	100	General Psychology	5
SMG	210	Project Management	3

A minimum of 15 credits from the following: 15

BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CTN	160	Web Production I	5
BUS	177	Spreadsheets	5
BUS	179	Word Processing	5
BUS	182	Information & Database Management	5

GENERAL EDUCATION **10**

A minimum of 10 credits in the following area:

- Visual, Literary & Performing Arts

TOTAL CREDITS **108**

INTERNSHIP/COOPERATIVE EDUCATION

WorkSource/Career Development Services

(206) 934-7935

<http://worksource.southseattle.edu/internship.html>

The Internship Program offers the opportunity to apply what students learn in class in a professional setting. Internships are credit-bearing experiences that complement classroom learning and require permission. The Internship Office is located in the WorkSource Center and provides regular orientations and support for any South student who is interested in learning more.



Seattle Vocational Institute

Welcome

Programs at Seattle Vocational Institute lead to jobs with a future, personal achievements and educational advancement. SVI is a division of Seattle Central Community College and collaborates with colleges in the Seattle Community College District as well as with business, labor, government and community-based organizations.

SVI is located in the heart of the city's Central District and is the area's largest delivery system for short-term workforce training and education leading directly to employment.

- Basic skills courses enable students to improve their reading, writing, math and critical thinking skills
- Short-term, open-entry job training programs lead to real-world jobs with livable wages
- Personal and professional development courses are designed to enhance the development of individual potential and success in the workplace

This independent job-training institute joined the Seattle Community College District as part of the State Legislature's 1991 Workforce Training and Education Act.

MISSION

The Seattle Vocational Institute provides basic skills, vocational and workforce training opportunities through competency-based, open-entry, short-term programs that lead to jobs with a future, personal achievements and educational advancement, collaborating with business, labor, government and community groups.



GETTING STARTED at SVI

Admissions	(206) 934-4945
Bright Future	(206) 934-6304
Career Information	(206) 934-2940
GED	(206) 934-4935
Financial Aid	(206) 934-4977
Outreach	(206) 934-4950
Registration	(206) 934-4980
Worker Retraining	(206) 934-4936

LEARNING OUTCOMES

The success of SVI's workforce training programs is best measured by:

- the number of students who successfully complete their training programs
- the number of students placed into jobs upon program completion
- the level of wages earned by program completers in their first placement upon completion
- evidence that SVI graduates successfully retain jobs
- the number of students who participate in further education and training

Admissions & REGISTRATION



FACTS at a Glance*

2010–2011 ANNUAL PROFILES

Annual attendance 2010–2011 1,273

Special Enrollments

Running Start 47
Worker Retraining 241

FALL 2009 PROFILES

Students **

Median age 27
Ethnic diversity 82%
Male/Female 31%/69%
With bachelor or higher degrees 5%
Employed 30%
 full-time 10%
With dependents 37%
 single parents 27%
Full-time/Part-time attendance 52%/48%

Programs

Workforce Education 71%
Basic Skills 29%

Courses

State-supported 98%
Contract-supported 1%
Student-supported 1%

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

** State-funded.

ADMISSIONS

(206) 934-4945

Admission to Seattle Vocational Institute is open to anyone who meets the following criteria:

- is competent to profit from the curricular offerings of the institute and
- is 18 years or older or
- is a high school graduate or has a GED or
- has applied for admission under the Bright Future (Running Start) program or
- is 16 years or older and is seeking a GED (with Seattle Public Schools' approval)

Applications for Admission are accepted on a continuing basis. Admission is required for students pursuing a Certificate of Completion in a vocational training program.

Admission standards vary from program to program. Students need to meet the criteria for the individual program, ability to benefit, and/or test requirements. Each program's requirements are listed on that program's profile page.

REGISTRATION

(206) 934-4980

Admissions Process

Applying for college can be an overwhelming experience. At SVI we take it one step at a time. We have a process that helps the student determine career goals and how to attain them, and SVI provides support every step of the way.

Step 1 Begin the Admission Processes by attending an Educational Planning Course

This course runs consecutively most weeks on Tuesdays, Wednesdays, and Thursdays from 1-5 p.m. Evening Educational Planning Courses are also available based on demand from 5-9 p.m. on Tuesdays, Wednesdays and Thursdays. The Educational Planning Course consists of the following:

Day 1: Learn about Financial Aid, other funding, on-line admissions, practice math & reading test exercises and learn what to do if you have a felony

Day 2: Orientation, Programs, Goal Setting, Life Skills, Math Review

Day 3: CASAS testing

Step 2 Apply for Financial Aid

Room 111A or (206) 934-4977. Check for WRT, WBL, or OG funding eligibility in WorkForce Development, Room 109. Have high school transcripts or GED sent directly to SVI Registrar. See admissions specialist if you did not graduate from high school or did not obtain your GED.

Step 3 Follow Through on All Requirements

1. Work to improve your reading and/or math skills in the Intensive Labs if needed for your program. Take the CPAT test if necessary.
2. Make sure your Funding (FA, OG, WRT, WBL, SP) is secured.
3. Make sure high school transcripts or GED have been received by the SVI Registrar. This is very important because there is no financial aid funding without it.

Seattle Vocational Institute now offers programs and courses that generate credits. Students applying for graduation must complete the required course credits mandated with a cumulative attendance percentage of 85%. Please be aware of certificate program requirements. Due to the nature of professional-technical education, SVI does not allow for Advanced Placement, Transfer of Hours and/or Credit from another school, and does not recognize prior and/or experiential learning for credit.

ABE/GED Courses

Open-entry classes are offered for Adult Basic Education and GED classes.

ESL Courses

Attend an ESL Evaluation if English is not your native language. Open-entry English as a Second Language classes are offered on a space available basis. The first step is to contact the Admissions Office for ESL evaluation dates.

Calendar

<http://sviweb.sccd.ctc.edu/Calendar.pdf>

The instructional calendar is on the SVI website and shows quarter start and end dates, holidays and vacations. Individual course calendars or schedules show days that topics will be covered as well as dates when assignments are due and when tests will be given.

Tuition & Fees

Costs for tuition, books, lab fees and supplies vary among SVI programs. For specific cost, consult with the Admissions Coordinator.

FINANCIAL AID and Assistance

(206) 934-4977

Federal and state financial assistance is available for students attending SVI.

Depending on eligibility, assistance consists of work study and grants, including Pell Grants, State Need Grants, Worker Retraining, WorkFirst funding, and Federal Supplemental Opportunity Grants.

Funding and Financial Aid information is given in the Educational Planning Workshop. Financial aid application information is electronically transmitted to a federal processing center.

Early application is encouraged. Late applicants may have their entry into school delayed. In order to maintain financial aid eligibility, students must maintain satisfactory academic and attendance progress.

College Refund Policy

Students must complete an Add/Drop Form for a refund to be issued. Refunds will be made as stated below, subject to a \$5.50 administration fee. (In those instances where the fee subject to refund is less than \$5.50, the minimum forfeiture will be reduced to that amount.)

Withdrawal due to class cancellation by the institution . . .	100%
Withdrawal prior to the first day of class (less admin. fee)	100%
Withdrawal during the first five instructional days of class (less admin. fee)	100%
Withdrawal from the 6th instructional day through the 20th calendar day of the quarter (less admin. fee)	50%

NOTE: This tuition and lab fee refund schedule applies to regular SVI programs only. Tuition refund policies for customized programs are defined in the training agreement for each customized program.

PROGRESS, GRADES & TRANSCRIPTS**Attendance**

Students must maintain an average of 85% total attendance for Satisfactory Attendance Progress.

Grades

Seattle Vocational Institute uses the decimal/letter grading system of the Seattle Community College District.

See page 41 of this catalog.

Satisfactory Academic Progress

Student Progress Policy (District Policy 311) says that students are expected to make satisfactory academic progress while enrolled at the Seattle Community Colleges. Satisfactory progress means that students are passing and completing their coursework in their educational programs.

To maintain Satisfactory Progress, all students must pass each and every class with a minimum 2.0 GPA and maintain an 85% attendance percentage. Individual programs of study may have additional requirements including higher GPA requirements for certain courses. Please see SVI Student Handbook for details (<http://sviweb.sccd.ctc.edu/Handbook.pdf>).

Students enrolled at SVI who meet any of the following criteria will be contacted by college personnel and may be placed on probation:

- Students who do not earn a 2.0 GPA or better in every class
- Students who do not earn the individual program required GPA for particular classes or do not meet other requirements
- Students who do not achieve 85% or better attendance
- Students who have a pattern of not successfully making up attendance deficiencies by the 10th day of the subsequent quarter

Program Coordinators/Administrators will work with students to develop an educational plan and identify strategies and resources tailored to individual needs and circumstances.

Students who are in violation of one or more satisfactory progress standards will receive a letter from the college; it will be sent to the home address that is on record with the college registration office. The letter will explain what the student needs to do and resources that are available to help the student meet the student progress standards in the future.

Probation & Reinstatement

Students who fail to meet the satisfactory progress requirements during a college quarter will be placed on probation in the subsequent quarter and will be notified in writing of their placement on probation during that quarter. Students who fail to maintain the required GPA and/or the required attendance in each course will be placed on probation for one college quarter.

Academic Probation

Students who earn less than the required GPA at the end of each quarter for which they enroll, will be placed on Academic Probation in the subsequent quarter. They will be notified in writing of their placement on Academic Probation during that subsequent quarter. Students on probation cannot enroll in the next quarter of programs until the probation is removed.

In order to end Academic Probation the student must meet with their lead or designated instructor on a weekly basis to discuss progress, repeat the course or courses in which a grade of less than 2.0 was awarded (less than 2.9 for Medical and Dental Assistant students) and achieve the required GPA.

Attendance Probation

Students unable to make up enough hours are withdrawn from the current quarter, placed on Attendance Probation and given until the end of that quarter to make up the missing hours.

Students who demonstrate satisfactory academic and attendance progress will be removed from probationary status. Students may not advance to the next quarter unless the probation status is removed.

Enrolling and Withdrawing from Classes

Program Enrollment

Students may enroll in programs prior to the first day of the session without instructor permission.

Absolutely no documents will be processed after the 10th day of the session.

Withdrawing from classes

To officially withdraw from classes at Seattle Vocational Institute, students must complete an Add/Drop Form, available at the Registration Office. Students should return the Add/Drop Form to the Registration Office to officially withdraw.

- During the first 10 days of the college quarter, students may withdraw from a course without a “W” appearing on their transcripts.
- From the third week to the eighth week of the quarter, students may withdraw and a “W” will be recorded and will remain on their transcripts.
- After the eighth week of the quarter, students may not officially withdraw from a class, regardless of academic status.
- After a “W” is issued, the course may be repeated only once.

NOTE: Enrollment and withdrawal decisions may affect a student's financial aid. Check with the Financial Aid Office to determine eligibility.

Repeating a Course

At SVI, students enroll in programs in cohorts. Students must complete all program courses for that quarter before enrolling in the next quarter's courses for that program. If a student receives a “W” or a failing grade, the student must repeat and receive a passing grade for the course before being allowed to enroll in the next quarter's program courses. A student is allowed to repeat the course one time. Under exceptional circumstances, the Executive Dean may allow an additional repeat.

Grade errors

Grade errors should be reported to the Registration Office within six months from the date of issue of that grade. Grade errors reported after this time may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process.

Academic & Student SUPPORT SERVICES

Transcripts

Students who wish to obtain an official transcript (a copy of their permanent academic record) must make a request in writing to the Registration Office. This service costs \$4.40 per copy (subject to change) and requires up to one week for processing. Official, sealed transcripts are generally required by other institutions when students transfer. Students may also obtain an unofficial copy of their transcripts at any time, at no charge.

Transcripts may be released directly to a student or a designated second party only upon presentation of positive identification (such as a driver's license). Release of transcripts to a second party requires a written release from the student authorizing that person to pick up a transcript. Transcripts will not be released to a student's parent without the student's written consent or unless the parent can establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.

Transcripts will not be released if students have not fulfilled all of their financial obligations to SVI and the Seattle Community College District.

Graduation Requirement

To earn a Certificate of Completion from Seattle Vocational Institute, students must complete all required courses within their vocational program, have a minimum GPA of 2.0, meet individual program requirements, and have a cumulative minimum attendance percentage of 85% of total program hours. Students must apply for graduation one quarter prior to completion. Please see the SVI Student Handbook for details.

Student Rights & Responsibilities

As a unit of Seattle Community College District VI, students of the Seattle Vocational Institute comply with the Student Rights and Responsibilities of the District.

See pages 43-48 of this catalog or visit www.seattlecolleges.edu/district/currentstudents/studentrulescs.aspx.

Policy, Fee & Program Changes

Policies and procedures contained in this catalog are subject to change by the SVI administration; SVI also reserves the right to change fee schedules, tuition amounts and program content.

Admissions & PROGRAMS

(206) 934-4945

The Admissions Coordinator can help individuals review program and course options, and can provide information about the job market.

(206) 934-2940 and (206) 934-3195

Outreach Coordinators are available to assist students with placement in programs.

BOOKSTORE

See page 54 for the Bookstore at Seattle Central Community College.

CHILDCARE

(206) 934-4426

(206) 934-4489

First A.M.E. provides on-campus childcare for SVI students on a space-available, first-come, first-served basis. For information, call the numbers above.

DISABILITY Services Center

(206) 934-4183 (V/TTY)

Seattle Central Community College provides support services to help SVI students with disabilities meet their educational needs. Students with disabilities requiring accommodations are asked to contact the office at Central prior to registration, present certified documentation and meet with a counselor. There are two counselors, one who focuses on disabilities, and one who works directly with Deaf students.

See pages 47 and 52 for a complete description of disability support services.

FOOD Service

Vending machines and microwave ovens are available in the 2nd floor Cafeteria and the 5th floor Student Lounge.

JOB PLACEMENT & Career GUIDANCE

Workforce Development Office (WDO)

(206) 934-4936

New listings for full-time and part-time jobs are posted and updated in the SVI Job Resource Center. In addition, the WDO has computers for use in writing résumés. Information on employers and current wages for different occupations are also available. Pre-employment, Life Skills, and Stress Management workshops are offered periodically. These workshops provide information on how to manage stress, make initial contact with potential employers, write a résumé and interview successfully. Students who need personal counseling or assistance will be referred to appropriate community resources.

SAFETY & Security

(206) 934-4933

For all on-campus security issues, call this number. For serious emergencies, dial 911.

Security personnel are on duty every day; however, they are not responsible for loss or theft. Students should take appropriate precautions to keep their personal property safe.

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

See pages 44 and 55 for additional information on personal safety.

Student COUNSELING

(206) 934-3190

The Counseling Department is coordinated by a teaching and learning partnership which allows candidates of the University of Washington's Master of Social Work Program to provide direct student services in counseling and mentoring for students under the direction of the SVI Counseling staff.

WORKFIRST Program

(206) 934-2948

The SVI Work-First Program works in partnership with the Department of Social and Health Services (DSHS) to assist DSHS Work-First participants with tuition assistance and books. DSHS refers qualified participants to SVI for services including:

- Tuition assistance
- Educational planning
- Interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job placement
- Work-First Work Study

Interested WorkFirst participants should inform their DSHS Case Managers of their interest in attending SVI. The DSHS Office will in turn notify SVI.

PROGRAMS OF STUDY at SVI

4 Educational Directions

- 1 **Pre-College Programs** ABE, ESL, GED
- 2 Concurrent **High School** Programs
- 3 Worker **Retraining**
- 4 Careers **Professional-Technical** Programs

GENERAL EDUCATIONAL DEVELOPMENT Preparation (GED)

(206) 934-4950

This open-entry/open-exit, variable-length course prepares adult students for the General Educational Development examination. It combines traditional instruction with computer-assisted and individualized learning appropriate to student needs. Students ready for final testing in one or more of the five subject areas will be assisted in making their appointments at the most appropriate GED testing location. Classes are offered each quarter at low cost to the student. Students may start at any time on a space-available basis. The Educational Planning Course is required for entry.

COURSES INCLUDE:

GED 050 Basic GED Preparation Level 5
GED 070 Intensive GED Preparation

2 | Concurrent HIGH SCHOOL Programs

BRIGHT FUTURE Program

(206) 934-6304

http://sviweb.sccd.ctc.edu/p_bright.htm

The Bright Future Program is a Running Start funded program serving students from all area high schools. The Bright Future program gives students an opportunity to start their college courses early by allowing qualified high school students access to accredited programs at Seattle Vocational Institute. The program is designed to assist the participants in earning a high school diploma and a certificate of completion in one of SVI's professional technical programs. Students are eligible to enroll in the professional-technical programs of the Allied Health Division (Dental Assistant, Medical Administrative Specialist, Medical Assistant and Medical Laboratory Assistant/Phlebotomy), Business Computers Division (Administrative Office Professional, Computer-Based Accounting and Network Technician), the Pre-Apprenticeship Construction Training program and the School of Cosmetology. Course-work completed at SVI counts toward high school graduation requirements as well as professional/technical certification.

1 | ADULT BASIC EDUCATION ESL/GED

ADULT BASIC EDUCATION (ABE)

(206) 934-4950

The Adult Basic Education program is designed to enhance basic skill levels in math, reading, writing and critical thinking. The integrated instruction uses lecture/discussion, computer-assisted learning, small group work and independent learning in developing competence in Washington state learning standards for math, reading and writing. Classes are open-entry and available at low cost to the student on a space-available basis. The Educational Planning Course is required for entry.

COURSES INCLUDE:

ABE 040 Level 4 Integrated
 Basic Skills-Reading, Math & Writing

ENGLISH AS A SECOND LANGUAGE (ESL)

(206) 934-4925

Intermediate/advanced level classes are offered for non-native speakers of English. Emphasis is on vocabulary development, reading and writing needed to function effectively on the job, in an educational program, or in daily situations. Classes are available each quarter, at low cost to the student, on a space-available basis. Placement test required.

COURSES INCLUDE:

ESL 050 English as a Second Language - Level 5

3 | WORKER RETRAINING Program

(206) 934-4965

The Worker Retraining Program offers a variety of services to dislocated workers. A dislocated worker is an individual who:

- Is currently collecting unemployment insurance after a job layoff
- Has exhausted unemployment benefits within the past two years
- Was self-employed, and is now unemployed due to closure of their own small business
- Is a displaced homemaker who now has to return to work due to separation, divorce, or other inability of the financial supporting partner to provide
- Has received a WARN letter
- Is working in a not-in-demand job
- Has lost a job because of a disaster
- Is a recently separated veteran

Services are devoted to helping workers get a new start on a career in high-wage/high-demand jobs through the provision of tuition assistance. Additional services can include:

- Application assistance for Federal Trade Act Assistance
- Educational planning/interest assessment
- Career advising/counseling
- Job search skills
- Internships
- Job placement
- Advocacy for additional support from community partner agencies who offer Workers Investment Act (WIA) Funding and other funding sources

Finally, the Worker Retraining Program works in partnership with the Employment Security Department (ESD). One of the roles is reviewing Commission Approved Training (CAT) applications that authorize permission for people receiving unemployment benefits to retain their benefits while attending school.

*See page 29 for more information.
 Also see WorkFirst on page 175.*

4 | CAREERS Professional-Technical Programs

ALLIED HEALTH

**Dental Assistant
 4 Quarters**

78 Credits

The Dental Assistant Certificate of Completion Program has been granted full accreditation by the American Dental Association. This program prepares students for entry-level employment within the dental industry. Students are taught chair-side dental assisting through lecture, hands-on experience and 275 hours of mandatory clinical experience in the workplace. Classes are conducted in a state-of-the-art dental environment located at SVI, with dental services available on Wednesday and Thursday. Certified SVI instructors conduct classes and a licensed dentist lectures and demonstrates patient procedures. Coursework includes anatomy and physiology, medical terminology, clinical procedures, and specialty dental courses that prepare the student for employment following completion of the program.

Certificate

QUARTER 1	20
AHD 100 Strategies for Success for DA Students	1
AHD 101 CPR/First Aid	0.5
AHD 105 AIDS	0.5
AHD 150 Intro to Dental Assisting	1
AHD 151 Clinical Science I	4
AHD 152 Clinical Science II	4
AHD 153 Dental Equipment & Instruments	1
AHD 154 Dental Materials	2
AHD 155 Clinical Laboratory I	2
AHD 156 Practice Management	2
AHD 157 Preventive Dentistry	2
QUARTER 2	20
AHD 160 Clinical Procedures I	10
AHD 161 Radiology Science	6
AHD 162 Radiology Laboratory	4
QUARTER 3	20
AHD 170 Clinical Procedures II	10
AHD 171 Dental Specialties	4.5
AHD 172 Clinical Laboratory II	3.5
AHD 173 Human Relations	2
QUARTER 4	18
AHD 190 Job Seeking Skills I/ Computer Lab	1.5
AHD 192 Mandatory Clinical	16.5
TOTAL CREDITS	78

**Medical Assistant
4 Quarters**

81 Credits

Medical Assistants are allied health professionals who perform a wide range of roles in physicians' offices, clinics and other health care settings. They are proficient in many clinical and administrative tasks and are vital members of the health care delivery team. The Medical Assistant Certificate of Completion Program teaches the business and clinical skills to become a Medical Assistant. This fully accredited program provides the mechanism for graduates to take the National Board Examination to become a nationally Certified Medical Assistant. Emphasis is on both front and back office. Front office skills include patient relations, medical insurance, finances, coding, anatomy and physiology, medical terminology, interpersonal communication skills, administrative procedures, skill development in computer usage and transcription. Back office skills include clinical skills such as medical and surgical asepsis, charting, patient prep, procedure set-ups, prioritizing, medication calculation and administration, EKG, diagnostic imaging theory, and lab skills such as hematology, urinalysis, basic microbiology and phlebotomy.

The SVI Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs* (www.caahep.org) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowments (AAMAE).

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

Certificate

QUARTER 1	21
AHL 100 Strategies for Success for MA Students	1
BOS 104 Keyboarding	4
PSG 110 Behavioral Psychology	2
AHL 111 Anatomy/Physiology/Pathophysiology I	6
BCT 111 Computer Literacy & Application Fundamentals 2	
AHL 113 Medical Terminology	6
QUARTER 2	20
AHL 112 Anatomy/Physiology/Pathophysiology II	6
AHL 126 Reception/Scheduling/Medical Records	2
BCT 130 Word Processing	4
AHL 180 Clinical I – Medical Asepsis/Infection Control/ EKG/PT Positions/Charting/Therapy	8
QUARTER 3	20
AHL 123 Insurance/Coding	2
AHL 124 Medical Office Finances/Spreadsheets	2.5
COR 131 Employment Skills	3
AHL 142 Medical Computer Applications	2
AHL 161 Pharmacology Principles	2.5
AHL 183 Clinical II – Medication Administration/ Laboratory Skills	8
QUARTER 4	20
AHL 101 Health Care Provider CPR	0.5
AHL 105 HIV/AIDS.	0.5
AHL 125 Medical Office Simulation	2.5
AHL 128 Law & Ethics	3
AHL 190 Clinical Review/Certification Exam Prep*	8.5
AHL 192 Medical Assistant Mandatory Clinical*	5
TOTAL CREDITS	81

**These two courses must be taken together.*

**Medical Administrative Specialist
 3 Quarters**

60 Credits

A MAS manages the administrative duties involved in patient care and is the liaison between inpatient, out-patient and medical staff. Work settings may include hospitals, doctors' offices, clinics and nursing homes. A typical day for a MAS would include patient reception, interpreting doctors' handwriting, ordering and scheduling tests, chart assembly, data entry, verifying insurance, performing transfers, discharging and admitting hospitalized patients. The job outlook for this position is increasing due to population growth and expanding medical technology.

Certificate

QUARTER 1	20
MAS 100 Strategies for Success for MAS Students	1
BOS 104 Keyboarding	4
BCT 111 Computer Literacy & Application Fundamentals	2
AHL 113 Medical Terminology	6
MAS 114 Anatomy & Physiology for MAS Students	3
BOS 116 Math Fundamentals & Ten-Key	2
BOS 121 Office Procedures & Computerized Office Management	2
QUARTER 2	20
COR 120 Customer Service & Professionalism	3
AHL 123 Insurance/Coding	2
MAS 129 MAS Reception/Medical Records	4
BCT 130 Word Processing	4
COR 131 Employment Skills	3
AHL 142 Medical Computer Applications	2
MAS 162 Intro to Pharmacology & Clinical Skills	2
QUARTER 3	20
AHL 101 Health Care Provider CPR	0.5
AHL 105 HIV/AIDS	0.5
AHL 124 Medical Office Finances/Spreadsheets	2.5
AHL 128 Law & Ethics	3
MAS 125 MAS Office Simulation	2
COR 126 Business Communication & Research Skills . .	3
MAS 130 MAS Advanced Office Simulation	8.5
TOTAL CREDITS	60

**Phlebotomy
 1 Quarter**

8 Credits

This one-quarter Phlebotomy program provides students with the theory, skills and practice necessary to work as phlebotomists in hospitals, medical laboratories, blood banks, clinics, and doctors' offices. Typical duties include drawing blood specimens, maintaining laboratories and supplies, informing and instructing patients, processing specimens, keeping accurate records, and communicating results. An essential part of the program includes preparation to pass the following: the Registered Phlebotomy Technician (RPT) certification examinations administered by the American Medical Technologists (AMT); the Clinical Assistant (CA) and the Phlebotomy (PHLEB) certification examinations administered by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and the Phlebotomy Technician (PBT) exam administered by the American Society for Clinical Pathology (ASCP). To sit for these examinations, phlebotomists must complete the required hours of work experience and required blood draws. The job outlook for these positions is increasing due to population growth and expanding medical technology.

Certificate

ONE QUARTER	8
GSPL 002 Phlebotomy	8
TOTAL CREDITS	8

BUSINESS COMPUTERS

Administrative Office Professional 2 Quarters

41 Credits

The Administrative Office Professional program prepares the student with the skills and knowledge needed for a satisfying career in today's business office. The program covers a wide variety of computer application software including MS Windows, MS Word, MS Excel as well as web-design software and MS PowerPoint to produce business documents. The office-simulated environment focuses on customer service and professional standards that meet the hiring needs of the modern office.

Certificate

QUARTER 1		21
COR	100 Strategies for Success for AOP Students	1
BOS	104 Keyboarding.	4
BCT	111 Computer Literacy & Application Fundamentals	2
BOS	116 Math Fundamentals & Ten Key.	2
COR	120 Customer Service & Professionalism	3
BOS	121 Office Procedures & Computerized Office Management	2
COR	126 Business Communication & Research Skills . .	3
BCT	130 Word Processing	4
QUARTER 2		20
BOS	105 Keyboarding Applications	2
BCT	123 Spreadsheets	2
BCT	124 Spreadsheet Production	1
BCT	131 Word Processing Production	1
COR	131 Employment Skills	3
COR	132 Employment Preparation	1.5
BOS	180 Office Simulation	4
BOS	181 Advanced Office Simulation	5.5
TOTAL CREDITS		41

Computer-Based Accounting 3 Quarters

61 Credits

The Computer Based Accounting Certificate of Completion Program prepares students for financial careers as bookkeeping, accounting, payroll, accounts payable, and accounts receivable clerks. Students will develop a solid understanding of business operations and accounting fundamentals and learn direct computerized accounting applications in QuickBooks software. In addition to Microsoft Office applications in MS Word and MS Excel, students receive training in time management, email applications and web browsing using a wide variety of search engines and the Windows operating system. Students learn professional skills, business communication, keyboarding, ten-key, business math and employment skills in a financial office simulation course.

Certificate

QUARTER 1		21
ACT	100 Strategies for Success for CBA Students	1
BOS	104 Keyboarding.	4
ACT	110 Accounting I.	7
BCT	111 Computer Literacy & Application Fundamentals	2
BOS	116 Math Fundamentals & Ten-key	2
COR	120 Customer Service & Professionalism	3
BCT	123 Spreadsheets	2
QUARTER 2		20
ACT	120 Accounting II	4
BCT	121 Spreadsheets for Accounting Applications . . .	2
BOS	121 Office Procedures & Computerized Office Management	2
COR	126 Business Communications & Research Skills .	2
ACT	130 Computerized Accounting I	4
BCT	130 Word Processing	4
QUARTER 3		20
ACT	131 Computerized Accounting II	4
COR	131 Employment Skills	3
COR	132 Employment Preparation	1.5
ACT	132 Computerized Accounting III	4
ACT	180 Financial Office Simulation	2
BOS	181 Advanced Office Simulation	5.5
TOTAL CREDITS		61

Network Technician

This program is undergoing revision. It is anticipated that it will be offered again in Fall Quarter 2012.

COSMETOLOGY

Cosmetology 5 Quarters

100 Credits

The Cosmetology Program includes training in multi-ethnic hairdressing and cosmetology services. A Certificate of Completion includes 1,650 hours of training. Students completing the program will be eligible for advanced placement toward an A.A.S. degree from Seattle Central Community College. The core curriculum is designed to prepare students for employment and to take the State Board of Cosmetology Licensing Examination. The School of Cosmetology is a MiLady Member School. Group and individual instruction utilizing Pivot Point techniques and specialized ethnic hair techniques for hair sculpting, scalp care, wet and thermal hair styling, ethnic hair care, hair coloring, permanent waving, chemical relaxing, skin care, make-up, manicures, pedicures and sanitary and safety measures are typical learning experiences. Advanced students gain additional experience involving customer work under the supervision of state licensed instructors in cosmetology. A detailed estimation of costs and tuition is available.

Salon Services (206) 934-5477

The School of Cosmetology Salon is open to the public from 9:00 am until 7:00 pm on Tuesdays and Wednesdays and from 9:00 am until 5:00 pm on Thursdays and Fridays. The Salon is located at 1500 Harvard Avenue, Seattle, WA. Senior Citizens (65 years and older) receive a discount for all services rendered. A licensed Cosmetology Instructor is on staff during all salon hours.

Certificate

QUARTER 1	20
COS 100 Strategies for Success for Cosmetology/ Barbering Students.	1
COS 141 Intro to Physical Hair Design	4
COS 142 Hair Design Practicum I.	14.5
COS 143 CPR and First Aid	5
QUARTER 2	20
COS 148 Intro to Chemical Hair Design	12.5
COS 149 Hair Design Practicum II	7.5
QUARTER 3	20
COS 161 Intro to Esthetics for Cosmetology	7.5
COS 162 Intro to Natural Nail Care.	2.5
COS 163 Comprehensive Cosmetology Practicum I . . .	10

QUARTER 4	20
COS 171 Principles of Salon/Shop Business	4.5
COS 172 Employment Skills	3
COS 173 Comprehensive Cosmetology Practicum II. . . .	6
COS 174 Comprehensive Hair & Facial Hair Design Practicum	6.5
QUARTER 5	20
COS 181 State Board Preparation	7.5
COS 182 Salon/Shop Simulation I.	7
COS 183 Salon/Shop Simulation II	5.5
TOTAL CREDITS	100

Cosmetology Instructor's Training **500 Hours**

CTT 171 Intro to Teaching.85 Hours
CTT 172 Intro to Instructor Training Lab165 Hours
CTT 173 Principles of Teaching85 Hours
CTT 174 Instructor Training Lab165 Hours
TOTAL CONTACT HOURS	500 HOURS

PRE-APPRENTICESHIP CONSTRUCTION TRAINING (P.A.C.T.)

Pre-Apprenticeship Construction Training 2 Quarters **42.5 credits**

The Pre-Apprenticeship Construction Training program is designed to assist adults, especially people of color, to gain the skills needed to make them successful competitors for entry-level jobs in construction trade apprenticeship programs. Participants study and apply subjects and skills that are relevant to the work-sites of many occupations, and tour many apprenticeship schools and construction job sites. Students learn basic carpentry skills and terminology, shop math, and effective and safe operation of power tools and demonstrate their competency. Students learn and receive certification in forklift operation, road flagging, OSHA 10 safety, and first aid/CPR. There is additional emphasis on learning skills and adopting attitudes that lead to becoming a positive and productive member of any work-site team/organization. The focus is on building habits for success, including time management, understanding non-verbal communication, taking the initiative, group/team communication, and line/staff/team organization.

Certificate

QUARTER 1	22.5
MTA 100 Strategies for Success for PACT Students	1
MTA 160 Construction Job Skills	2
MTA 162 Trades Math I	6
MTA 164 Industrial First Aid/CPR	0.5
MTA 167 Construction Trades Training I	3
MTA 168 Construction Trades Training II	3.5
MTA 174 Tools & Material ID & Handling	2
MTA 177 Fitness & Nutrition I	2
MTA 179 OSHA 10 Safety Certification	1

Courses for PACT offered through Continuing Education

MTA 165 Road Flagging Certification	0.5
MTA 172 Forklift Operation & Certification	1.0

QUARTER 220
MTA 161 Construction Job Readiness	5.5
MTA 163 Blueprint Reading	3.5
MTA 169 Construction Trades Training III	2
MTA 170 ASSET Preparation	2
MTA 175 Forms & Grades	2
MTA 176 Trades Math II	2.5
MTA 178 Fitness & Nutrition II	2.5

TOTAL CREDITS	42.5
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ABE – ADULT BASIC EDUCATION**ABE 040 (1-15) V**
Adult Basic Education Level 4

Focuses on reading comprehension, making inferences, recognizing fact and opinion, vocabulary development, basic sentence patterns, paragraphs, punctuation, capitalization and correct word usage. Covers multi-paragraph essays.

ACT – ACCOUNTING**ACT 100 (1) V**
Strategies for Success for AOP Students

Covers business professional and educational success strategies for lifelong learning. Skills development and assessment activities focus on goal setting, self-management, positive image building and leadership qualities.

ACT 110 (7) V
Accounting I

Covers basic accounting concepts, including starting a proprietorship, analyzing and journalizing transactions, posting to a general ledger, using cash control systems, reconciling bank statements, producing work sheets and financial statements, recording adjusting and closing entries, and proving cash and journal pages.

ACT 120 (5) V
Accounting II

Covers accounting principles and practical applications in bookkeeping: journalizing purchases, payments, sales, and receipts; posting to general and subsidiary ledgers; preparing payroll records and taxes; producing work sheets and financial statements; recording adjusting and closing entries; accounting and paying sales taxes; collections, depreciation, and inventory.

ACT 130 (4) V
Computerized Accounting I

Covers fundamentals of manual accounting principles and techniques for a medium/large business. Includes control accounts, balances, accounts receivable, accounts payable, payroll, banking, transactions, posting, reports, financial statements, reconciling and tracing all results back to source documents.

ACT 131 (4) V
Computerized Accounting II

Covers fundamentals of manual accounting principles and techniques for a small business using QuickBooks. Includes control accounts, balances, accounts receivable, accounts payable, payroll, banking, transactions, posting, reports, financial statements, reconciling and tracing all results back to source documents.

ACT 132 (4) V
Computerized Accounting III

Advanced business accounting principles and techniques using QuickBooks. Covers account registers, credit card payments, reconciliations, bad debts, refunds, inventory, subaccounts, classes and subclasses, batch invoicing, sales orders, filtered reports, cash flow, forecasting, payroll, job costing, transferring funds, petty cash, depreciation and year-end closing.

ACT 180 (2) V
Financial Office Simulation

Practice accounting office activities: routine transactions, sales invoices, accounts payable and receivable, cash management, banking, business report forms, and document filing. Use various business machines. Develop professionalism and teamwork in an office environment.

AHD – ALLIED HEALTH DENTAL**AHD 100 (1) V**
Strategies for Success for Dental Assistant Students

Develop study skills for life-long learning, using strategies effective in all classes. Explore lifelong applications of learning that can enhance personal and professional life.

AHD 101 (.5) V
CPR/First Aid

Covers Cardiopulmonary Resuscitation (CPR) and First Aid procedures for infants, children and adults through demonstration and practice. Earn CPR and First Aid certificates from the American Red Cross by passing skills tests.

AHD 105 (.5) V
HIV/AIDS

HIV/AIDS education for health care workers. Covers HIV epidemiology, four clinical manifestations of HIV infection, "at risk" populations, psychological impact, transmission of HIV, risks of transmission to health care workers, patient education in health promotion and disease prevention.

AHD 150 (1) V
Intro to Dental Assisting

Intro to the field of dentistry and the dental assistant program with emphasis on attendance policy, academic progression, and professional appearance. Covers history of dentistry, dental terminology and the dental healthcare team.

AHD 151 (4) V
Clinical Science I

Learn general anatomy and physiology, structures and functions of the human body, head and neck. Overview of disease processes impacting skeletal, muscular, nervous, cardiovascular, respiratory, digestive, endocrine, urinary, integumentary, and reproductive systems. Covers oral embryology/histology related to prenatal, embryonic, facial and oral cavity development and dentition, tooth life cycle and anatomy.

AHD 152 (4) V
Clinical Science II

Gather diagnostic information from history, clinical and radiographic sources; learn patient assessment for medical and dental emergencies. Covers inflammation, microorganisms, disease transmission and immune system; principles and techniques of disinfection, instrument sterilization; documentation of prescribed medications, controlled and uncontrolled substances. Learn about CDC, OSHA, FDA and EPA.

AHD 153 (1) V
Dental Equipment and Instruments

Learn dental equipment and tray set-ups for basic operative procedures of four/six-hand dentistry. Study pain control and topical anesthetic placement sites for local anesthesia. Chart entries of patient treatment through case studies.

AHD 154 (2) V
Dental Materials

Intro to properties, uses and limitations of dental materials in clinical practice: gypsum, impression pastes, hydrocolloid materials, acrylics, metals; bases, liners and varnishes; amalgams, composite resins, inlays; abrasives, polishing agents and dentifrices; synthetic resins; and thermal conductivity and expansion.

AHD 155 (2) V
Clinical Laboratory I

Intro to a clinical and laboratory setting. Use of rubber dam, matrix/wedge placement and removal on anterior and posterior teeth, mixing temporary cements, liners, bases, varnish and preliminary impressions.

AHD 156 (2) V
Practice Management

Learn dental office procedures including appointment scheduling, accounts receivable, accounts payable, telephone techniques and inventory control.

AHD 157 (2) V
Preventative Dentistry

Intro to patient education, fluoridation, sealants, coronal polishing and nutritional analysis. Covers the dental caries process, early childhood caries, modes of transmission, the periodontium, types of periodontal diseases, stains, plaque, and calculus. Collect nutritional information for dietary analysis.

AHD 160 (10) V
Clinical Procedures I

Intro to clinical dental assistant skills. Interact with dentist, hygienist, peer, and patient. Learn professionalism and effective communication. Covers infection control, instrumentation, 4-and-6-handed dentistry, moisture control, asepsis, vital signs, topical placement, documentation, and computer software.

AHD 161 (6) V
Radiology Science

Covers principles of dental radiology science, and theory, safety, and application of oral radiographic techniques.

AHD 162 (4) V
Radiology Laboratory

Develop radiology proficiency for best possible diagnostic quality. Focuses on intraoral and extraoral radiographs, digital imagery, film duplication, mounting and dark room management. Includes infection control and patient management.

AHD 170 (10) V
Clinical Procedures II

Increase proficiency and time management skills in clinical procedures: composites amalgams, sealants, cavatron, radiology and patient exams. Demonstrate 90% or higher proficiency in all competency exams.

AHD 171 (4.5) V
Dental Specialties

Practice and demonstrate competency in both general and specialized areas of dentistry, including fixed and removable prosthodontics, endodontics, periodontics, pediatrics, orthodontics, dental implants, oral and maxillofacial surgery.

AHD 172 (3.5) V
Clinical Laboratory II

Increase skills in general dentistry procedures involving instrumentation, laboratory materials, study models, vacuum-formed thermoplastic resin and dental waxes.

AHD 173 (2) V
Human Relations

Covers ethics and law in dentistry: principles and guidelines, confidentiality, and the American Dental Assistant Association professional code of ethics. Examines the legal ramifications of licensing, auxiliary supervision, abandonment, negligence and malpractice suits. Includes treatment modifications for special needs patients.

AHD 190 (1.5) V
Job Seeking Skills I/Computer Lab

Learn basic skills involving employment applications, résumé, cover and thank you letters, and job interviews. Prepare for externship work assignment.

AHD 192 (16.5) V
Dental Assistant

Clinical practice in dental assisting functions, performed under direct supervision of the Board Certified Dentist in private practice, specialty office, and/or community dental clinic. Demonstrate knowledge and competency in clinical dental health care in accordance with minimum entry-level industry standards for dental assisting.

AHL – ALLIED HEALTH**AHL 100 (1) V**
Strategies for Success for MA Student

Learn health care and educational success strategies for lifelong learning. Assessment and skill development activities focus on goal setting, self management, positive image building and leadership qualities.

AHL 101 (.5) V
Health Care Provider CPR

Learn Cardiopulmonary Resuscitation (CPR) and First Aid procedures for infants, children and adults and earn American Red Cross CPR and First Aid certificates on successful completion.

AHL 105 (.5) V
HIV/AIDS

HIV/AIDS education for health care workers, including HIV epidemiology, four clinical manifestations of HIV infection, "at risk" populations, psychological impact, transmission of HIV, risks to healthcare workers, patient education in health promotion and disease prevention.

AHL 111 (6) V
Anatomy/Physiology/Pathophysiology I

Intro to human body structure and function. Overview of the disease processes of major conditions, including infectious diseases, major neoplastic conditions and congenital diseases. Focuses on human diseases that are first diagnosed in the clinical setting.

AHL 112 (6) V
Anatomy/Physiology/Pathophysiology II

Continuation of AHL 111. Study the structure and function of the human body: body parts, functions of systems, importance of homeostatic balances, organ placement within its appropriate body system. Learn disease etiology, signs and symptoms, diagnosis, treatment, prognosis and primary prevention of disease processes.

AHL 113 (6) V
Medical Terminology

Intro to terminology of anatomy, physiology, diagnostic procedures, pathological conditions and treatment procedures of body systems. Covers prefixes, suffixes, roots, connections and combinations of medical terms applying to human structure, function and diseases. Learn proper medical abbreviations, standard pronunciation, spelling and definitions for accurate and efficient communication.

**AHL 123 (2) V
Insurance/Coding**

Learn ICD-9 codes for different diagnoses, tests, and treatments; Current Procedural Terminology (CPT) coding; manual and computerized insurance and billing. Covers vocabulary specific to medical insurance, billing and coding; medical insurance forms; and medical plans including Medicare, Medicaid, CHAMPA, CHAMPVA, Disability Insurance, private Insurance companies and Workers Compensation.

**AHL 124 (2.5) V
Medical Office Finance/Spreadsheets**

Learn basic business records for the medical office including bookkeeping/accounting, journalizing, posting, collections, billing, credit arrangements, payroll, petty cash, accounts payable, accounts receivable, and account aging. Includes billing practices and common medical abbreviations.

**AHL 125 (2.5) V
Medical Office Simulation**

Practice medical office skills: patient information brochures, written health care documents, mail, telephone techniques, oral communication, teamwork, personnel manuals and orientation of new employees.

**AHL 126 (2) V
Reception/Scheduling/Medical Records**

Practice medical front office reception duties: scheduling appointments, referrals, surgeries; telephone triage, interviewing, and patient flow protocols; medical records management; safety rules and regulations; office facility and supply maintenance. Emphasizes professional demeanor and customer service.

**AHL 128 (3) V
Law and Ethics**

Covers laws, regulations, legal and ethical matters in healthcare: duty to treat, confidentiality, privacy, withholding and withdrawing treatment, euthanasia, liability, negligence, malpractice, consent, physician-patient relationship, ownership of genetic materials, allocation of resources. Includes moral dilemmas and issues relating to advances in medicine and medical research.

**AHL 142 (2) V
Medical Computer Applications**

Learn software systems and computerized account and information management for the medical office, including patient records, billing, insurance, and coding.

**AHL 161 (2.5) V
Pharmacology Principles**

Covers language of pharmacology, abbreviations, controlled substances act, drug dependency and prescriptions. Includes medication supply, patient care applications, drug classifications and interactions, safety, and routes of administration. Learn to administer oral medication, calculate dosages and prepare injections.

**AHL 180 (8) V
Clinical I**

Clinical experience with vital signs, charting, asepsis, infection control, minor surgery and wound care and bandage application. Intro to surgical instruments, minor surgical procedures, autoclaving, medical specialty exams, patient positioning, pediatric charting and OB/GYN procedures. Learn infection control, prevention and workplace safety.

**AHL 183 (8) V
Medication Administration/Laboratory Skills**

Intro to clinical skills: injections, oral medication administration, math calculations, venipuncture, capillary puncture, glucose measurement, urinalysis and waived tests. Covers basic hematology, microbiology, immunology; diagnostic imaging; medication records; safe disposal of potential contaminants; equipment and specimen protocol, handling and transport; quality control; and awareness of blood borne pathogens.

**AHL 190 (8.5) V
Clinical Review/Certification Exam Prep**

Review and practice all clinical and medical office skills, and apply critical thinking skills. Take computer-based practice tests to prepare for the Medical Assistant national certification examination.

**AHL 192 (5) V
Medical Assistant
Mandatory Clinical Practicum**

Includes 162 hours of supervised on-the-job training in applying basic outpatient administrative and clinical skills. This clinical experience is unpaid.

BCT – BUSINESS COMPUTER TECHNOLOGY**BCT 111 (2) V
Computer Literacy & Application Fundamentals**

Intro to computer use, concepts, terminology, word processing, presentation and database software. Learn business skills related to use of Internet, email, scheduling, contact management, directory and file management.

**BCT 121 (2) V
Spreadsheets for Accounting Applications**

Learn advanced formulas and functions and efficiently produce spreadsheets for bookkeeping/accounting situations. Create business charts from spreadsheet data and link data from one spreadsheet to another.

**BCT 123 (2) V
Spreadsheets**

Intro to MSExcel spreadsheets, workbooks and calculations for business. Integrates business math concepts and ten-key use to develop spreadsheets.

**BCT 124 (1) V
Spreadsheet Production**

Covers advanced formulas, charts, graphs, and data entry in business spreadsheet production.

**BCT 130 (4) V
Word Processing**

Learn word processing concepts and commands to produce business memos, letters, reports, tables, forms and other business documents in standard business English.

**BCT 131 (1) V
Word Processing Production**

Covers advanced business document production including mail merge and multi-page documents. Emphasizes speed, efficiency and accuracy.

BOS – BUSINESS OFFICE SKILLS**BOS 104 (4) V
Keyboarding**

Covers basic keyboarding skill development, emphasizing accuracy and speed.

BOS 105 (2) V
Keyboarding Applications

Increase knowledge of applications, accuracy and speed in keyboarding.

BOS 116 (2) V
Math Fundamentals & Ten-Key

Learn ten-key functions with emphasis on accuracy and speed, using proper techniques and correct fingering to reach industry standards for numeric data entry. Apply basic math concepts to business problems.

BOS 121 (2) V
Office Procedures & Computerized Office Management

Learn organizational systems and develop skills in filing, storing documents, using common business machines and forms, and mail processing. Emphasizes professionalism.

BOS 180 (4) V
Office Simulation

Includes document production, processing, filing, storage and retention; common business forms development; reporting requirements; scheduling; data entry; and telephone procedures. Emphasizes office teamwork.

BOS 181 (5.5) V
Advanced Office Simulation

Covers more complex document production and processing, scheduling, data entry, and telephone procedures.

BTS – BASIC AND TRANSITIONAL STUDIES**BTS 090 (1) V**
Educational Planning

Intro to BTS and SVI resources and services; examines current abilities, background, barriers, and strategies; develops an educational plan to determine the next best educational step. Includes math and reading reviews and abilities assessment.

COR – CORE EMPLOYMENT READINESS**COR 100 (1) V**
Strategies for Success for AOP Students

Covers business professional and educational success strategies for lifelong learning. Assess and develop skills in goal setting, self-management, positive image building and leadership qualities.

COR 120 (3) V
Customer Service & Professionalism

Covers professional behavior and customer relations in the workplace. Practice customer service telephone techniques.

COR 126 (3) V
Business Communication & Research Skills

Develop professional quality business and communication skills. Covers techniques for producing good-news, routine and bad-news memos, letters and reports using standard business English.

COR 131 (3) V
Employment Skills

Use writing and critical thinking skills to compose résumés, cover and thank-you letters. Develop oral communication skills for contacting prospective employers and interviewing effectively.

COR 132 (1.5) V
Employment Preparation

Strategies and opportunities to obtain employment. Transition to employment with focus on getting a job. Update résumé with all experience and education, research companies and available jobs, prepare cover and thank-you letters, and prepare for interviews.

COS – COSMETOLOGY**COS 100 (1) V**
Strategies for Success for Cosmetology/Barbering Students

Explore business and educational success strategies in both educational and work environments, using skills development and assessment activities focusing on goal setting, time management, positive self-image and leadership.

COS 141 (4) V
Intro to Physical Hair Design

Intro to theory and methods of cosmetology for diverse hair types and textures. Covers tools, equipment and supplies; chemistry, electricity, light therapy and trichology; safety, hygiene and sanitary methods; personal behavior and human relations; and professional ethics.

COS 142 (14.5) V
Hair Design Practicum I

Apply theory from COS 141 and practice hair sculpting with clippers, razor and shears, styling with hairdryer, thermal iron or wet styling tool, and safety and sanitation of manikins and models.

COS 143 (.5) V
CPR/First Aid

Covers theory and practice of cardiopulmonary resuscitation (CPR), AED and other skills needed to provide First Aid to the injured.

COS 148 (12.5) V
Intro to Chemical Hair Design

Intro to theory and methods of chemical hair design for diverse hair types and textures. Covers tools, equipment and supplies for hair texture and coloring services, safety and sanitary methods, and human relations.

COS 149 (7.5) V
Hair Design Practicum II

Apply theory from COS 148 and practice permanent waving, hair straightening and coloring techniques, using proper safety and infection control procedures.

COS 161 (7.5) V
Intro to Esthetics for Cosmetology

Covers structure, functions, diseases and disorders of the skin, general anatomy and physiology, and basic massage of the head, face and neck. Includes techniques of hair removal, waxing, facials and makeup.

COS 162 (2.5) V
Intro to Natural Nail Care

Intro to theory and methods of natural nail care and structure and growth of the nail. Covers tools, equipment and supplies, safety and sanitary conditions, and identification of nail diseases, disorders and conditions.

COS 163 (10) V**Comprehensive Cosmetology Practicum I**

Apply theory from COS 161 and 162 by practicing hair removal, facial techniques and natural nail care following proper safety and infection control procedures. Continue building previous skills.

COS 171 (4.5) V**Principles of Salon/Shop Business**

Intro to proper salon business practices. Learn Washington state laws affecting salon businesses, proper setup of salon ownership and methods, operations and requirements for the good business practice.

COS 172 (3) V**Employment Skills**

Intro to strategies for finding a job in cosmetology: interview skills, résumé writing, preparation for entering the workforce in various facets of the industry. Covers importance of professional networking, advertising and promotions, and establishing rapport with clients as a beauty expert.

COS 173 (6) V**Comprehensive Cosmetology Practicum II**

Apply theory of COS 171 & 172 to developing successful professional relationships, building a clientele, and successfully completing retail sales in a simulated clinic. Practice all previously learned cosmetology services.

COS 174 (6.5) V**Comprehensive Hair & Facial Hair Design Practicum**

Apply theory of COS 171 & 172 to practical facial hair design using proper safety and infection control procedures. Demonstrate successful retail sales in a simulated clinic. Practice all previously learned services.

COS 181 (7.5) V**State Board Prep**

Understand and prepare for the expectations, requirements and procedures of the State Board written and practical Cosmetology examinations for licensure in Washington state.

COS 182 (7) V**Salon/Shop Simulation I**

Apply theory of COS 181 with a focus on upholding standards and requirements for the WA State Board practical and written exams. Continue developing professional relationships, a clientele, and retail sales, while practicing all previously learned services in a simulated clinic.

COS 183 (5.5) V**Salon/Shop Simulation II**

Apply all cosmetology services learned as well as mastery of beard and facial hair design. Focus on standards and requirements for the WA State Board exams. Continue developing professional relationships, a clientele and retail sales in a simulated clinic.

CTT – COSMETOLOGY INSTRUCTOR TRAINING**CTT 171 (5) V****Intro to Teaching**

Intro to concepts and methods of creating effective learning environments. Covers different learning styles and the communication skills needed for each; teaching methods and styles; classroom set-up; and preparing lesson plans. Includes classroom management, student evaluation, professional ethics and the responsibilities of being a role model. 85 lecture hours. Coreq: CTT 172

CTT 172 (10) V**Intro to Teaching Training Lab**

Apply concepts from CTT 171 to scenarios in classroom and simulated salon environment. Observe professional instructors and assist in teaching lessons, guiding and motivating students, preparing materials, and setting up the classroom appropriate for the lesson. 165 lab hours. Coreq: CTT 171

CTT 173 (5) V**Principles of Teaching**

Taken concurrently with CTT 174

Continue learning theory and methods of teaching, including different learning styles, communication skills, lessons plans, and teaching styles. Practice teaching in class with specific assignments. Review teaching fundamentals to prepare for the State Board exam. 85 lecture hours. Coreq: CTT 174

CTT 174 (10) V**Instructor Training Lab**

Apply the concepts from CTT 173 to scenarios in the classroom and simulated salon environment. Observe professional instructors, assist in teaching lessons, guide and motivate students, prepare materials, and set up the classroom appropriate for the lesson. Teach lessons and be responsible for an area in the simulated salon environment in the clinic. 165 lab hours. Coreq: CTT 173.

ESL – ENGLISH AS A SECOND LANGUAGE**ESL 050 (1-15) V****English as a Second Language Level 5**

High intermediate ESL includes reading, writing, speaking, listening and grammar skills. Emphasis on accuracy of sentence level grammar and reading skills involving vocabulary development and inference skills. Follows WA State Learning Standards. Aims for reading skills high enough to enter professional-technical programs.

GED – GENERAL EDUCATION DEVELOPMENT**GED 050 (1-18) V****Basic GED Preparation Level 5**

Prepare to pass the Language Arts Reading & Writing, Social Studies, Science and Math GED subject-area tests leading to the General Educational Development Certificate. Follows WA State Learning Standards. Aims for reading and math skills high enough to enter professional-technical programs.

GED 070 (1-6) V**Intensive GED Preparation**

For those who have already passed four of the five GED subject area tests. Prepare to pass the final GED subject-area test leading to the GED Certificate. Follows WA State Learning Standards. Aims for reading and math skills high enough to enter professional-technical programs.

MAS – MEDICAL ADMINISTRATIVE SPECIALIST**MAS 100 (1) V****Strategies for Success for MAS Student**

Covers health care and educational success strategies for lifelong learning. Assessment and skills development focus on goal setting, self-management, positive image building and leadership qualities.

MAS 114 (3) V
**Anatomy & Physiology for
Medical Administrative Specialists**

Intro to the language of medicine and the structure, function and relationships of human body systems: integumentary, skeletal, sensory, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. Includes cells, tissues, development, metabolism, fluid and electrolyte balance, acid-base balance, congenital disorders, infectious diseases and neoplastic conditions.

MAS 125 (2) V
**Medical Administrative Specialist
Office Simulation**

Practice skills used in medical offices: document development, reception, scheduling, data entry, records management and storage, insurance forms and coding, computer applications and telephone skills.

MAS 126 (8.5) V
MAS Advanced Office Simulation

Practice activities used in hospital unit and medical clinic administration locations: transcribe doctors' orders; prepare and maintain patient charts; processing MD and RN orders for tests, therapies, services, and medication; complete admission, discharge, transfer, and surgery-related forms and processes; and maintain patient census logs and boards, assignment boards, and on-call schedules.

MAS 129 (4) V
MAS Reception/Scheduling/Medical Records

Practice medical front office reception duties: scheduling appointments, referrals, surgeries; telephone triage, interviewing, and patient flow protocols; medical records management; safety rules and regulations; office facility and supply maintenance. Emphasizes professional demeanor and customer service.

MAS 162 (2) V
Intro to Pharmacology & Clinical Skills

Learn basic pharmacological concepts, terms, abbreviations, symbols, systems of measurement and conversions. Covers controlled substances act; prescription meds administration and dosages; pharmacological reference books and online tools; medication forms, immunization logs, documentation; storage; equipment protocol and safety. Includes taking vital signs, preventing disease transmission, charting, and prepping patients for exams.

**MTA – MULTIPLE TRADES
APPRENTICE****MTA 100 (1) V**
Strategies for Success

Explore opportunities for greater academic, professional and personal success. Learn that change is possible, using tools to develop cognitive skills so change can take place.

MTA 160 (2) V
Construction Job Skills

Study workplace issues, develop professional attitudes and workplace ethics, and learn how to survive in today's working environment.

MTA 161 (5.5) V
Construction Job Readiness

Prepare for entry-level employment as a beginning apprentice in a building/construction trade. Focuses on job hunting materials and skills, entry requirements for various trades, and knowledge of the union apprenticeship system.

MTA 162 (6) V
Trades Math I

Review fundamentals and develop competency in basic mathematical/arithmetic functions with applications to building/construction trades.

MTA 163 (3.5) V
Blueprint Reading

Learn basic blueprint terms and symbols and follow the plan in a construction application.

MTA 164 (.5) V
Industrial First Aid/CPR

Covers cardiopulmonary resuscitation (CPR) and basic industrial first aid as it applies to the building and construction trades. Learn to apply correct life saving techniques, assess and treat the sick and injured.

MTA 165 (.5) V
Road Flagging Certification

Prepare for road flagging certification. Learn to establish and maintain a safe traffic flow in a construction zone, understand hazardous and safe behaviors in flagger situations, and review material to successfully pass the Washington State 3-year flagger certification examination. Continuing Education class.

MTA 167 (3) V
Construction Trades Training I

Survey of skills and responsibilities of 12 building/construction trades. Visit the training centers of several trades: carpentry, laborer, electrician, plumber, drywall installer, brick layer, painter, cement mason, sheet metal worker, and ironworker.

MTA 168 (3.5) V
Construction Trades Training II

Intro to terminology of carpentry trade. Includes basic components and methods of frame construction and wallboard installation; accurate measuring techniques using appropriate tools; proper use of hand and power tools; workplace safety and protection from falls.

MTA 169 (3.5) V
Construction Trades Training III

Continuation of MTA 168. Includes more skill training, construction safety and hands-on experience through community projects.

MTA 170 (2) V
ASSET Test Preparation

Review and/or learn language arts, mathematical computation and reading comprehension skills to achieve at least minimum required test scores of the ASSET exam for placement into apprenticeship. Practice taking tests.

MTA 172 (1) V
Forklift Operation & Certification

Covers functions and parts of a forklift, OSHA forklift regulations, safety habits, and proper picking, placing, and moving of a variety of loads through a work site. Take the test to become an OSHA certified forklift operator, a federal requirement in industry. Continuing Education Class.

MTA 174 (2) V
Tools & Material Identification & Handling

Intro to construction-related tools and building materials. Learn proper use of tools and materials: lumber, brick, blocks, scaffolds, wheelbarrows, and shovels. Emphasizes occupational safety.

MTA 175 (2) V
Forms & Grades

Learn form-building for pouring concrete, including proper techniques of measuring, digging, compacting, leveling, laying out and building concrete forms.

MTA 176 (2.5) V

Trades Math II

Continuation of MTA 162. Develop competency and review fundamentals of general mathematics with applications to building and construction trades.

MTA 177 (2) V

Fitness & Nutrition I

Develop competency in personal dietary management and physical fitness through regular stretching and aerobic exercise to assure a more injury free and healthier career in construction.

MTA 178 (2.5) V

Fitness & Nutrition II

Continuation of MTA 177. More stretching, dietary information, aerobic exercise and upper body strengthening exercises.

MTA 179 (1) V

OSHA 10 Safety Certification

Occupational Safety and Health Administration regulates construction safety, and certifies workers on safety practices. OSHA 10 (first level) provides 10 hours of safety training: intro to OSHA, personal protective equipment, stairways and ladders, electrical, fall protection, confined space, scaffolds, cranes, excavations, and materials handling.

PSG – PSYCHOLOGY

PSG 110 (2) V

Behavioral Psychology

Identify life stages, changes, the role of threats to life adjustments, anger management and effective behavior in the workplace. Gain personal insight and emotional control, while developing better interpersonal relations with patients and health care team members. Emphasizes communication skills, patient education, and death and dying issues.

Combined Campus COURSE DESCRIPTIONS

COMBINED CAMPUS

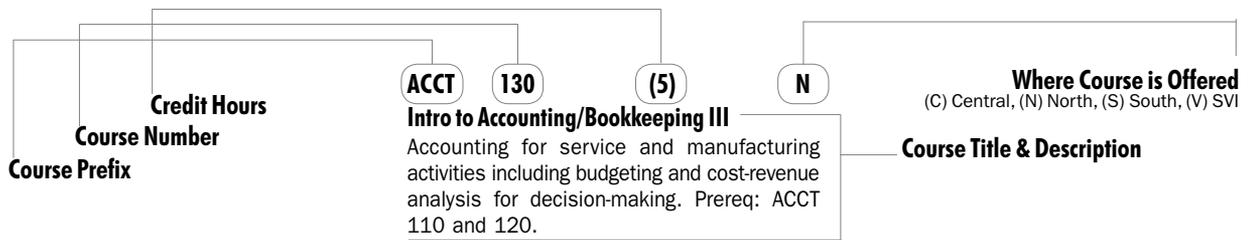
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Course Descriptions



Brief descriptions of courses offered at the three Seattle Community Colleges are listed here. **SVI course listings are on pages 183-189.** Guides on pages 191-193 contain prefix/course and course/prefix lists to assist you in locating courses associated with a particular program. Courses are updated on an ongoing basis, and the most current course information is available at: www.seattlecolleges.edu

How to Read Course Descriptions



Common Course Numbering (&)

As of summer 2008, all Washington community colleges, including the Seattle Community Colleges, are using a **Common Course Numbering (CCN) System**. The system identifies courses that are equivalent at community colleges across the state to make it easier for students to transfer between two-year colleges.

Courses identified with an ampersand (&) are part of the CCN system (examples: ACCT& or HIST&). However, courses without an “&” will continue to transfer between two-year and four-year colleges under individual Direct Transfer Agreements (DTA), as in the past.

For further explanation of the CCN system visit www.seattlecolleges.edu/coursesSearch.aspx.

COURSE/PREFIX Index

PREFIX to Course

NOTE: Prefixes are revised to fit the statewide Common Course Numbering system implemented in Summer 2008. See pages 4 and 190 for further CCN information.

ABD	Abroad/Study Abroad
ABE	Adult Basic Education
ABR	Auto Body Collision Repair
ABS	Applied Behavioral Science B.A.S.
ACCT	Accounting
ACM	Aerospace Composite Materials
ACT	Computer-based Accounting (see SVI)
ADS	Apparel Design
AHD	Dental Assistant (see SVI)
AHE	Allied Health/Emergency Medical Technician/Medical Assisting/Phlebotomy
AHI	Pharmacy Technician
AHL	Medical Assistant (see SVI)
AHM	Medical Assisting (N)
AMA	Medical Assisting (N)
AME	American Ethnic Studies
AMT	Aviation Maintenance Technology
ANTH	Anthropology
ART	Art
ASL	American Sign Language – see Languages & Literature
ASTR	Astronomy
AUT	Automotive Technology
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BAK	Specialty Desserts & Breads – see Culinary Arts (C)
BCT	Business Computers (see SVI)
BIOL	Biology
BOS	Business (see SVI)
BOT	Botany
BTS	Basic & Transitional Studies (see SVI)
BUS	Business
<hr/>	
CCE	Early Childhood Education
CDS	Chemical Dependency – see Social & Human Services
CFS	Child & Family Studies
CHEM	Chemistry
CHIN	Chinese – see Languages & Literature

CMST	Communication
COM	Film & Video Communications
COR	Core Employment Readiness (see SVI)
COS	Cosmetology (see SVI)
CSC	Computer Science
CTN	Computing Technology
CTT	Cosmetology Instructor Training (see SVI)
CUL	Culinary Arts
CWE	Cooperative Education/Work Experience
<hr/>	
DES	Graphic Design
DHY	Dental Hygiene
DRMA	Drama
<hr/>	
ECON	Economics
EDUC	Education
EEL	Sustainable & Conventional Energy & Control Technology
EET	Electronics Technology
EFDA	Expanded Function Dental Auxiliary
ENGR	Engineering
ENGL	English – see Languages & Literature
ENV	Environmental Sciences
ESL	English as a Second Language – see Languages & Literature
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FAM	Parent Education/Senior Adult Education
FRCH	French – see Languages & Literature
FSD	Restaurant Production – see Culinary Arts (S)
<hr/>	
GED	General Education Development
GEOG	Geography
GEOI	Geology
GERM	German – see Languages & Literature
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HDC	Human Development
HDM	Diesel & Heavy Equipment Technology
HEA	Health
HIN	Watch Technology

HIST	History
HMG	Hospitality Management B.A.S.
HOS	Hospitality – see Culinary Arts
HSC	High School Completion – Adult Basic Education
HUM	Humanities
HVC	Heating, A/C, Refrigeration Design
<hr/>	
IBN	International Trade
ICT	Information Technology
IFS	Industrial First Aid
INFO	Information – see Library Research
INT	Industrial Manufacturing Technology
ISC	Intercultural Studies – see International Studies
ISP	International Studies
IT	Information Technology
ITAL	Italian – see Languages & Literature
ITC	Information Technology
ITP	Interpreter Training
<hr/>	
JAPN	Japanese – see Languages & Literature
JRN	Journalism
<hr/>	
LAN	Linguistics – see Languages & Literature
LHO	Landscape Horticulture
LIB	Library Research
LIT	Literature – see Languages & Literature
LOG	Logistics
<hr/>	
MAS	Medical Administrative Specialist (see SVI)
MATH	Mathematics
MET	Mechanical Engineering Technology – see Engineering
MEY	Meteorology
MGO	Marine Deck Technology
MIC	Information Technology
MKT	Marketing
MSC	Material Science – see Science, Mechanical Engineering Technology

MTA Building Trades Pre-Apprentice Training (see SVI)
 MTS Marine Technology
 MUSC Music
 MVM Automotive Technology

NANO Nanotechnology
 NET Network Technologies
 NME New Media
 NTR Nutrition
 NUR Nursing

OCEA Oceanography
 OPH Opticianry

PEC Physical Education
 PHA Pharmacy Technician
 PHIL Philosophy
 PHO Photography, Commercial
 PHYS Physics
 POLS Political Science
 PSG Psychology (see SVI)
 PST Pastry Arts – see Culinary Arts (S)
 PSYC Psychology

RCP Respiratory Care
 REL Religion
 RES Real Estate
 RUSS Russian – see Languages & Literature

SCI Science
 SEN Senior Adult Education
 SHS Social & Human Services
 SLN Service Learning
 SMG Supervision & Management
 SOC Sociology
 SPAN Spanish – see Languages & Literature
 SPS Audiology – see Interpreter Training
 SSC Social Sciences
 SURG Surgical Technology
 SUST Sustainability
 SWF Social Welfare

TDR Technical Drafting & Architectural Engineering Drafting

UGR Undergraduate Research

VIET Vietnamese – see Languages & Literature

WCO Wood Construction
 WEB Web Development – see IT
 WFT Welding Fabrication Technology
 WIN Wine Industry Training
 WMN Women Studies

COURSE to Prefix

Abroad/Study Abroad ABD
 Accounting ACCT, ACT (SVI)
 Adult Basic Education ABE, HSC
 Aerospace Composite Materials ACM
 Allied Health AHE, AHI, AHL (SVI)
 Allied Health Dental AHD (SVI)
 American Ethnic Studies AME
 American Sign Language – see Languages & Literature ASL
 Anthropology ANTH
 Apparel Design ADS
 Applied Behavioral Science B.A.S. – see Social & Human Services ABS
 Architectural Engineering Drafting – see Drafting TDR
 Art ART
 Astronomy ASTR
 Auto Body Collision Repair ABR
 Automotive Technology AUT, MVM
 Aviation Maintenance Technology AMT

Baking – see Culinary Arts (C) BAK
 Basic & Transitional Studies BTS (SVI)
 Biology BIOL
 Biomedical Equipment Technology – see Electronics Technology
 Botany BOT

Building Trades Pre-Apprentice MTA (SVI)
 Business BUS
 Business Office Skills BOS (SVI)
 Business Computer Technology BCT (SVI)

Chemical Dependency – see Social & Human Services CDS
 Chemistry CHEM
 Child & Family Studies CFS
 Chinese – see Languages & Literature CHIN
 Communication CMST
 Computer Science CSC
 Computing Technology CTN, ICT
 Cooperative Work Experience CWE
 Core Employment Readiness COR (SVI)
 Cosmetology COS (SVI)
 Cosmetology Instructor CTT (SVI)
 Culinary Arts (C) BAK, CUL, HOS
 Culinary Arts (S) FSD, PST

Dental Assistant AHD (SVI)
 Dental Hygiene DHY
 Diesel & Heavy Equipment Technology HDM
 Drafting – Architectural/Engineering (N) and Technical Drafting (S) TDR
 Drama DRMA

Early Childhood Education CCE, CFS
 Economics ECON
 Education EDUC
 Electronics Technology EET
 Emergency Medical Technician AHE
 Engineering ENGR
 English – see Languages & Literature ENGL, ESL
 English as a Second Language – see Languages & Literature ESL
 Environmental Sciences ENV
 Expanded Function Dental Auxiliary EFDA

Film & Video Communications COM
 French – see Languages & Literature FRCH

General Education Development	GED	Marine Technology	MGO, MTS	Service Learning	SLN
Geography	GEOG	Marketing	MKT	Social & Human Services	ABS, CDS, SHS
Geology	GEOL	Material Science – see Science and Engineering	MSC	Social Sciences	SSC, SWF
German – see Languages & Literature	GERM	Mathematics	MATH	Sociology	SOC
Graphic Design	DES	Mechanical Engineering Technology – see Engineering	MSC, MET, ENGR	Spanish – see Languages & Literature	SPAN
		Medical Administrative Specialist	MAS (SVI)	Specialty Desserts & Breads – see Culinary Arts	BAK (C)
Health	HEA	Medical Assistant	AHL (SVI)	Study Abroad	ABD
Heating, A/C & Refrigeration Design	HVC	Medical Assisting (N)	AHM, AMA	Supervision & Management	SMG
High School Completion – see Adult Basic Education	HSC	Meteorology	MEY	Surgical Technology	SURG
History	HIST	Multiple Trades Apprentice	MTA (SVI)	Sustainability	SUST
Hospitality – see Culinary Arts (C)	HOS	Music	MUSC	Sustainable & Conventional Power & Control Technology	EEL
Hospitality Management B.A.S.	HMG			Technical Drafting & Design – see Drafting	TDR
Human Development	HDC	Nanotechnology	NANO	Undergraduate Research	UGR
Humanities	HUM	Network Technologies	NET		
		New Media	NME	Vietnamese – see Languages & Literature	VIET
Industrial First Aid	IFS	Nursing	NUR		
Industrial Manufacturing Technology	INT	Nutrition	NTR	Watch Technology	HIN
Industrial Power Technology – see Sustainable & Conventional Energy & Control Technology	EEL			Web Development – see IT	WEB
Information – see Library Research	INFO	Oceanography	OCEA	Welding Fabrication Technology	WFT
Information Technology	ICT, IT, ITC, MIC, NET, WEB	Opticianry	OPH	Wine Industry Training	WIN
				Women Studies	WMN
Intercultural Studies – see International Studies		Parent/Senior Adult Education	FAM	Wood Construction	WCO
International Studies	ISC, ISP	Pastry – see Culinary Arts	PST (S), BAK (C)		
International Trade	IBN	Pharmacy Technician	AHI, PHA		
Interpreter Training	SPS, ITP	Philosophy	PHIL		
Italian – see Languages & Literature	ITAL	Phlebotomy (N)	AHE		
		Photography, Commercial	PHO		
Japanese – see Languages & Literature	JAPN	Physical Education	PEC		
Journalism	JRN	Physics	PHYS		
		Political Science	POLS		
Landscape Horticulture	LHO	Pre-Apprentice Trades	MTA (SVI)		
Languages	ASL, CHIN, ENGL, ESL, FRCH, GERM, ITAL, JAPN, RUSS, SPAN, VIET	Psychology	PSG (SVI), PSYC		
Library Research	LIB				
Linguistics – see Languages & Literature	LAN	Real Estate	RES		
Literature – see Languages & Literature	LIT	Religion	REL		
Logistics	LOG	Respiratory Care	RCP		
		Russian – see Languages & Literature	RUSS		
		Science	MSC, SCI		
		Senior Adult Education	FAM, SEN		

COMBINED CAMPUS Course Descriptions

ABROAD/STUDY ABROAD

ABD 150 (5-24) C,N,S
Study Abroad

Students studying abroad through approved Seattle Community College District programs register for ABD 150, similar to the Learning/Coordinated Studies Programs. Once the student's enrollment schedule is confirmed, the course credits are broken out into discrete courses. All courses are marked "STDY ABD" in the course description. Study Abroad courses not offered in the Seattle Community College District are designated with "900" series of numbers. These courses may be used to satisfy distribution requirements in the Associate Degree.

ACCOUNTING

NOTE: While ACCT& 201, 202 and 203 generally transfer to four-year institutions, some institutions may also accept other accounting courses. Business administration students should check in advance with the four-year institutions of their choice to determine the transferability of any Accounting course. Non-native or ESL students at North Seattle should see their advisor for prerequisites.

ACCT 110 (5) N,S
Intro to Accounting/Bookkeeping I

Covers development of the accounting cycle for the sole proprietor, covering service and merchandising, types of businesses, special journals, payroll and financial statements.

ACCT 120 (5) N,S
Intro to Accounting/Bookkeeping II

Explores specialized accounting procedures for merchandising businesses and partnerships. Intro to accounting for corporations. Prereq: ACCT 110 with 2.0 or higher.

ACCT 121 (3) S
Intro to Accounting Computer Applications II

Provides opportunity to complete applications using manual and computer systems. Prereq: ACCT 110/111 with 2.0 or higher. Coreq: ACCT 120.

ACCT 131 (5) N
QuickBooks

Hands-on use of QuickBooks to record business transactions, prepare customer invoices, pay vendors and record payroll. QuickBooks organizes and summarizes all financial data and produces a myriad of reports.

ACCT 200 (5) N
Accounting for Non-Accountants

Overview of accounting practices, procedures, terminology and concepts needed to understand financial statements and accounting in every day financial transactions. For non-financial individuals and those involved in oversight of financial affairs.

ACCT& 201 (5) C,N,S
Principles of Accounting I

Defines basic accounting concepts, principles and procedures for recording business transactions and developing financial accounting reports. Recommended: ACCT 110 or sophomore standing (S).

ACCT& 202 (5) C,N,S
Principles of Accounting II

Examines application of basic accounting concepts, principles and procedures to more complex business situations in a corporate setting. Prereq: ACCT& 201 or permission (N,S).

ACCT& 203 (5) C,N,S
Principles of Accounting III

Analysis of accounting data as part of the managerial process of planning, decision-making and control. Concentrates on economic decision-making in enterprises. Prereq: ACCT 120, ACCT& 202 or permission (C, N); ACCT 120 or ACCT& 202 or permission (S).

ACCT 214 (5) S
Accounting Systems

Computer applications of basic accounting concepts, principles and procedures, including but not limited to discussions of QuickBooks, Excel, and Microsoft Accounting. Prereq: ACCT 110, 120, &201 or &202 with 2.0 or higher.

ACCT 215 (3) N
Accounting for Small Business Owners

Gain skills in accounting and financing practices necessary to successfully operate your own small business. Learn cash flows; financing; cost-volume-profit analysis; controlling tax liabilities; insurance; federal, state and local reporting requirements; risk management; investing in long-lived assets and using ratios to evaluate operations.

ACCT 251 (5) N
Intermediate Accounting I

First of two intermediate courses which provide a comprehensive study of financial accounting theory and financial accounting reporting.

ACCT 252 (5) N
Intermediate Accounting II

Second of two intermediate courses which provide a comprehensive study of financial accounting theory and financial accounting reporting. Prereq: ACCT& 202 or permission.

ACCT 255 (5) N
Individual Income Tax I

Intro to individual tax laws (as opposed to business tax laws). Includes preparation of many common forms.

ACCT 256 (5) N
Taxation of Corporations & Partnerships

Theory of taxation and application to the preparation of partnership and corporate tax reports and tax returns. Prereq: ACCT& 202 and ACCT 255 or permission.

ACCT 257 (5) N,S
Business Tax Accounting

Basic principles, practices and governmental regulations (federal, Washington state and local) involved in business tax accounting. Includes filing returns, record-keeping, tax planning, registrations and business licenses. Prereq: ACCT 120 or ACCT& 202 (N) or permission.

ACCT 258 (5) N
Practical Income tax Preparation I

Builds on ACCT 225. Covers current tax year update information, training in tax preparation software, client information gathering and return preparation processes. Gain real experience working with clients preparing basic level tax returns in a structured environment. Prereq: ACCT 225 or permission.

ACCT 259 (5) N
Practical Income Tax Preparation II

Further develop individual income tax skills by reviewing the subtitles in the basic law practiced in ACCT 258. Learn new and more complex aspects of individual income tax. Study ethics in the profession and methods/resources to conduct basic independent research. Prereq: ACCT 255 & 258 or instructor permission.

ACCT 260 (5) N
Peachtree Accounting

A hands-on approach to learning Peachtree Accounting Software, widely used by service and merchandising businesses and accountants. Utilize various modules to prepare internal and external reports. Prereq: ACCT 110, ACCT& 201 or ACC 210 or permission.

ACCT 261 (5) N**Accounting Information Systems**

Examines accounting information systems as part of enterprise resource planning systems. Focuses on the activities performed in the major business cycles and the flow of accounting data and information in those systems, whether manual or computerized. Includes systems analysis, design and implementation, internal controls, fundamental database concepts, and flowcharting.

ACCT 264 (5) N**Tax Research & Advanced Topics**

Learn federal tax research and IRS tax dispute resolution procedures and skills. Covers ethics related to professional tax preparation and representation. Includes a comprehensive study of tax law as it applies to gifts, estates and trusts. Prereq: ACCT 255.

ACCT 265 (5) N**Accounting for Not-For Profit & Governmental Entities**

Covers basic accounting principles and practices as applied to governmental and nonprofit entities; emphasizes use of funds in planning, budgeting and controlling operations of such agencies. Prereq: ACCT& 202 or permission.

ACCT 267 (5) N**Not-for-Profit Financial Management**

Covers vocabulary, concepts, methods, and basic tools of financial management and financial analysis in three major areas of the public sector. Recommended: ACCT 200 or ACCT 110 and 120 or ACCT& 201 and 202.

ACCT 270 (5) N**Cost Accounting**

Study of the measurement, analysis, and reporting of financial and non-financial cost information relating to the acquisition and use of resources in the organization. Prereq: ACCT& 203 or permission.

ACCT 271 (5) N**Ethics in Accounting**

Learn and cultivate the ethical commitment needed to ensure work in the business world meets the highest standards of integrity, independence and objectivity. Understand obligations and professional responsibilities of accountants and auditors. Uses case studies and SEC case files to study real world issues. Prereq: ACCT 202.

ACCT 272 (5) N**Fraud Examination**

Overview of general fraud examination methodology and fraud theory approach, including criminology related to fraud. Prereq: ACCT 200 or permission.

ACCT 273 (5) N**Intro to Financial Crimes**

Intro to major categories of financial crime and the legal procedures which are frequently relevant to fraud accounting work, including both criminal and civil procedures. Prereq: ACCT 200 or permission.

ACCT 274 (5) N**Forensic Accounting**

Integrate accounting, auditing and fraud investigative skills. Using case studies, analyze documents, evaluate internal controls and trace funds to resolve accounting irregularities. Emphasis on fraudulent financial reporting. Includes indirect methods of reconstructing income, litigation support, computing commercial and economic damages and business valuation. Prereq: ACCT 200 or permission.

ACCT 275 (5) N**Auditing**

Intro to generally accepted auditing standards, the auditor's opinion, professional ethics, audit evidence, internal control, and audit procedures. Prereq: ACCT 251.

ACCT 290 (2-5) N**Independent Study in Accounting**

Collaboration between student and instructor to perform research in the field of accounting. Prereq: Permission.

ACCT 298 (1-5) C**Special Topics – Accounting**

Seminar on selected topics or activities in accounting. Prereq: Permission.

ACCT 299 (1-5) C**Independent Study – Accounting**

Independent study of selected accounting topics. Prereq: Permission.

ADULT BASIC EDUCATION**ABE 020 (1-15) C,N****Adult Basic Education – Level 2**

Covers reading, writing and math skills. Review and apply language skills, correct usage and spelling. Math includes computation and application problems with addition, subtraction, multiplication and division. Prereq: Division placement test.

ABE 021 (1-15) C,N**Adult Basic Education – Level 2 Math**

Covers addition, subtraction, multiplication and division of whole numbers.

ABE 022 (1-15) C,N**Adult Basic Education – Level 2A Communication Skills**

Learn to participate in groups, recognize learning styles, recall and restate information. Covers reading using simple, familiar materials such as menus, signs, work schedules. Learn writing by completing personal information on forms, copying text and writing in simple sentences.

ABE 024 (1-15) C,N**Computer Assisted ABE – Level 2**

Computer lab class provides an opportunity to practice basic skills learned in class or learn new skills independently. Use popular computer programs as well as specialized basic skills software. Emphasizes keyboarding and computer literacy skills for those new to personal computers.

ABE 030 (1-15) N,S**Adult Basic Education – Level 3**

Concentrates on reading comprehension, making inferences, recognizing fact and opinion, vocabulary development and writing simple paragraphs. Prereq: ABE 020 (N,C) or division placement test.

ABE 031 (1-15) C,N,S**Adult Basic Education – Level 3 Math**

Review of whole numbers. Concentration on fractions and decimals. Intro to percents. Prereq: ABE 021 or division placement test (N,C).

ABE 032 (1-15) C,N,S**Adult Basic Education – Level 3 Communications Skills**

Covers reading, writing and communication skills for review of basic grammar, punctuation and spelling. Concentrate on reading comprehension, main idea, vocabulary development, making inferences. Covers single paragraph writing. Prereq: ABE 031 or division placement test (C).

ABE 034 (1-15) C,S**Computer-Assisted ABE – Level 3**

More advanced computer-assisted practice in reading, writing and math. Learn from textbooks, fiction, policies and procedures manuals, and purchase agreements. Write résumés, reports and formal letters. Compute percentages, ratios, proportions, simple formulas and interpret graphs and charts.

ABE 040 (1-15) C,N,S
Adult Basic Education – Level 4

Focuses on reading comprehension, making inferences, recognizing fact and opinion, vocabulary development, basic sentence patterns, paragraphs, punctuation, capitalization and correct word usage. Covers multi-paragraph essays. Prereq: ABE 030 or division placement test (N,C).

ABE 041 (1-15) C,N,S
Adult Basic Education – Level 4 Math

Review of ratio and proportion, percents and measurement. Prereq: ABE math level 3 or division placement test (N,C).

ABE 042 (1-15) C,N,S
Adult Basic Education – Level 4 Communication Skills

Further development of skills in reading, vocabulary, grammar and multi-paragraph essays. Prereq: ABE 030 or division placement test (N,C).

ABE 044 (1-15) C,N,S
Computer-Assisted ABE – Level 4

More advanced computer-assisted practice in reading, writing, math and test-taking skills. Instructional activities will improve general reading, writing, math and test-taking skills. Take practice tests and work with instructor until ready to take the college division placement test (C,S). Covers the basics of Microsoft Office applications. Self-paced with a high level of student/teacher interaction (N).

ABE 049 (1-15) C,N
Basic Skills Support

Provides specific support to assist students in completing Professional-Technical programs and building job-related language skills. Coreq: Enrollment in a Professional-Technical program.

ABE 054 (1-15) C,N
Computer-Assisted ABE – Level 5

Use computers to improve basic skills of reading, writing and math. Prepare to take the College Placement Test and receive scores high enough to enter developmental education courses in English and math. Take practice tests and work with instructor until ready for the actual test.

ABE 060 (1-15) C,S
Adult Secondary Education ASSET/COMPASS Prep

Preparation to pass exams needed to enter a college program.

ABE 061 (1-15) C
Adult Secondary Education Math Level 6

Preparation to pass the math portion of the COMPASS exams.

ABE 062 (1-15) C
Adult Secondary Education – Level 6 Communications Skills

Preparation to pass the Communications portion of the COMPASS exam needed to enter a college program. Emphasizes effective essay writing, reading college text and adapting to the college culture.

ABE 064 (1-15) C
Computer-Assisted ABE – Level 6

Advanced computer-assisted skill-building in reading, writing, math and test-taking. Prepare for the COMPASS Test. Take practice tests and work with instructor until ready to take the actual test.

ABE 070 (1-3) C,N,S
Educational Interview for ABE/GED Students

Helps ABE/GED students at all competency levels identify their current abilities, characteristics, styles and readiness to learn. Intro to campus resources.

HSC 091 (5) C
EDP Skill Enhancement I

Assessment portion of the National External Diploma Program (EDP). Measures reading, writing and math skills. Work individually with an instructor to identify skills needed for successful completion of the diploma program. www.nedp.org

HSC 092 (5) C
EDP Skill Enhancement II

Project portion of the National External Diploma Program (EDP). Working with an instructor, complete five projects that demonstrate skills in 65 generalized competencies, including communication and computation. Demonstrate occupational preparedness by completing a sixth individualized project based on employment or other specific experiences. Must complete these projects with 100% accuracy.

AEROSPACE COMPOSITE MATERIALS

Also see Aviation Maintenance Technology, page 206.

ACM 120 (4) S
Composite Fabrication

Develop skills in print reading, project planning, layout, distortion control, fixturing and other fabrication techniques. Apply knowledge to assigned or personal projects. Prereq: Permission.

ACM 125 (4) S
Composite Assembly

Identify and use appropriate materials and processes to assemble structures made of composite materials. Lab covers safety of handling resins, reinforcements and related materials. Prereq: Permission.

ACM 130 (4) S
Composite Repair

Learn to inspect, test and repair composite structures. Emphasizes structural and nonstructural evaluation, material handling, surface preparation, and repair procedures. Prereq: Permission.

ACM 145 (3) S
Special Projects

Develop further skills in print reading, project planning, layout, distortion control, fixturing and other fabrication techniques through assigned and/or personal projects. Prereq: Permission.

ALLIED HEALTH

Includes courses relevant to Emergency Medical Technician (EMT), Medical Assisting, Medical Office Assisting, Medical Transcription, Phlebotomy and Surgical Technician.

AHI 100 (3) N
Intro to Medical Vocabulary

General survey of medical terminology introducing health service workers to the basic rules and fundamentals in medical vocabulary-building.

AHE 101 (8) S
Front Office Medical Assisting Procedures

Provides skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within company guidelines.

AHE 103 (3) N
Math for Health Careers

For those entering health care medical programs. Review basic arithmetic and algebra and apply concepts to health care of children and adults. Covers decimal and fractional numbers, ratios, percents and basic algebra techniques to solve equations involving unknowns and proportions. Prereq: MATH 081 or placement into MATH 084 and permission. Recommended: ENGL& 101.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

AHE 104 (9) S
Medical Office Procedures & Document Processing

Learn basic administrative skills and procedures using MS Office Suite and keyboarding, including creating patient medical documents. Includes appointment processing, written and oral communications, medical records management, filing systems, office environment and patient education. Prereq: Typing 35 wpm, CASAS Reading score of 220 and basic skills in Microsoft Office Suite.

AHE 105 (10) S
Medical Terminology, Insurance Billing & Coding

Includes medical terms, therapeutic interventions, pharmacology and surgical terms. Intro to medical insurance processing, coding, claims and the use of Medisoft for invoicing and scheduling for ambulatory care settings, dental offices and hospitals. Prereq: Typing 35 wpm, CASAS Reading score of 220 and basic skills in Microsoft Office Suite.

AHE 111 (9.5) C
Nursing Assistant

Covers instruction and hands-on experience in basic nursing care skills and supervised clinical training in a long-term care facility. Develop job search skills. Prepare for the State of Washington Nursing Assistant Certified Examination.

AHE 117 (1) C
Medical Terminology I

Intro to medical terminology. Emphasizes vocabulary and knowledge to communicate with health care team. Prereq: Enrollment in Surgical Technology.

AHE 118 (5) N
Intro to Phlebotomy I

Provides theory of basic blood collection techniques and supervised blood collection practice. Provides support for ESL and Adult Basic Education students.

AHE 119 (7) N
Intro to Phlebotomy II

Provides theory of basic blood collection techniques, supervised blood collection practice and a clinical externship of 120 hours. Provides support for ESL and Adult Basic Education students.

AHE 124 (4) S
Software Applications for Health Care

Learn Patient Accounting Software. Features include standard HCFA health insurance claims forms, diagnoses codes, patient ledgers, statements, patient appointment book and specialized reporting. Coreq: AHE 130.

AHE 127 (1) C
Medical Terminology II

Continuation of AHE 117. Terminology of the circulatory/lymphatic, urinary, reproductive and musculoskeletal systems and their pathophysiology. Prereq: Enrollment in Surgical Technology.

AHE 130 (5) S
Medical Coding & Insurance Processing

Intro to diagnosis and procedural coding. Covers basic ICD-9 (International Classification of Diseases) and the CPT (Current Procedural Terminology) coding systems, which are recognized by the insurance industry, the physician and medical office as the standard for billing and reimbursement. Includes documentation, information flow, insurance forms and medical office policies. Coreq: AHE 124.

AHE 131 (8) S
Medical Coding, Insurance, Medi-Soft

Provides skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within company guidelines.

AHE 137 (1) C
Medical Terminology III

Continuation of AHE 127. Terminology of the respiratory, integumentary, endocrine, nervous systems and their pathophysiology. Prereq: Enrollment in Surgical Technology.

AHE 140 (10) C
Central Supply/Instrument Technician

For students interested in being a certified Central Supply/Instrument Technician. Addresses infection control, supplying and processing and distribution of supplies. Gain knowledge in safety, inventories, interpersonal skills, communication, interdisciplinary teams, professionalism and ethics.

AHE 145 (4) S
Medical Document Processing

Provides skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within company guidelines.

AHE 150 (0.5) C
HIV/AIDS Education

Meets requirements for health care professionals under RCW 18.130. Covers etiology and epidemiology of HIV, transmission and infection control, testing and counseling, clinical manifestations and treatment and psychosocial issues. Approved by the Washington State Department of Licensing.

AHE 151 (1) C
Standard Precautions/First Aid

Covers blood-borne pathogens and infections that students may be exposed to in the health care setting, methods of prevention, and regulations surrounding workplace safety. Learn about equipment and supplies and practice using them.

AHE 152 (1) C
Healthcare Provider CPR

American Heart Association Certificate –Health Care Provider CPR is for those in or entering health care with patient contact. Covers skills competency for infant, child and adult CPR that might be needed in the professional health care setting. Certificate awarded on completion. Prereq: Permission.

AHE 165 (3) C
Medical Terminology I

Fundamentals of medical terminology, with emphasis on basic rules, vocabulary building, abbreviations and knowledge of medical terms relating to body systems and medical specialties.

AHE 166 (3) C
Medical Terminology II

Continuation of AHE 165. Prereq: AHE 165.

AHE 167 (3) C
Medical Terminology III

Continuation of AHE 166. Prereq: AHE 166.

AHE 168 (5) S
Medical Terminology

Intro to the concept of word building with Greek and Latin word roots, prefixes and suffixes, resulting in the acquisition of a large medical vocabulary. Also available as correspondence course.

AHE 170 (1) S
HIV/Blood-Borne Pathogens

Covers the principles of disease transmission in compliance with OSHA Standard 2001 and the Washington State AIDS Omnibus Law for Health Care Providers Requiring Seven Hours of HIV/AIDS Education. Includes occurrence and spread of infection, exposure control plan and use of personal protective equipment. Examines employer and employee responsibilities, guidelines for environmental infection control for health care facilities, exposure incidents and needle stick safety and prevention.

AHE 190 (10) N
Emergency Medical Technician

Provides training in pre-hospital emergency care. Follows Department of Transportation EMT Basic Curriculum, State of Washington law and King County EMS guidelines.

AHE 191 (2-5) N
Emergency Medical Technician Continuing Education

Provides appropriate continuing education for EMTs to meet the State of Washington's requirements for recertification and upgrading.

AHE 195 (4) C
Pathophysiology for Health Professions

Overview of human physiological changes which cause or are the result of pathologic processes. Expands knowledge of human anatomy and physiology of the pathophysiological processes in major organ systems of the body. Covers key concepts of homeostasis.

AHE 197, 198, 199 (2-5) C
Work Experience – Allied Health

Allows students to earn work experience credit in Allied Health field. Prereq: Permission.

AHE 242 (2) N
Basic Blood Collection Techniques

Theory and laboratory practice in supervised blood collection to meet requirements for job entry as a phlebotomist (blood drawer). Prereq: Take or placement into ENGL& 101.

AHE 296 (2) C
Clinical Seminar

Seminar format to share and compare clinical experiences, hold evaluative critiques and obtain additional instructional support in special areas of medical assisting.

AHE 299 (1-3) C
Allied Health Seminar

Seminar format to address current trends and issues in allied health occupations.

AMERICAN ETHNIC STUDIES**AME 150 (5) N,S**
America's Ethnic History

Intro to U.S. history as a multicultural phenomenon. Emphasizes the interaction of American Indian, African, European, Latino and Asian immigrants in the development of the U.S. Focuses on conflict and cooperation in the areas of economics, politics and culture.

AME 151 (5) N,S
Societies & Cultures of the U.S.

Intro to contemporary issues in American ethnic and race relations. Emphasizes racism, prejudice, stereotypes and equity issues through an examination of Asian, African and Indigenous Americans. Focuses on diversity of interests and identities within each community.

AME 160 (2-5) C
Special Topics in Multicultural Studies

Intro to the continuum of social justice issues that emphasize the role of multicultural collaboration in the establishment and securing of democracy and democratic practice. Considers the forces shaping social change past and present; the role of the individual (change agent); and the personal characteristics and skills required of change agents.

AME 200 (5) N
Leadership & Social Change

Examines issues raised by civil rights struggles in the United States. Covers the forces shaping social change, the role of the individual or "change agent," and the personal skills required of change agents. Incorporates community service as a central teaching technique.

AME 201 (5) S
Diversity & Social Justice

Combines theoretical frameworks, practical issues and experiential activities to help students develop skills and identify plans of action in eradicating the multiple forms of social oppression. Use critical analysis as an investigative tool to examine racism, sexism, hetero-sexism, able-ism, class-ism, religious oppression and aspects of internalized oppression.

AMERICAN SIGN LANGUAGE

See Languages & Literature, page 262.

ANTHROPOLOGY**ANTH& 100 (5) C,N,S**
Survey of Anthropology

Survey of the physical and cultural development of human beings. Includes evolution, archaeology, social structure, material culture, human ecology and communications.

ANTH& 106 (5) C,N,S
American Mosaic

Focuses on implications and consequences of America's cultural uniqueness. Provides an insightful look at ourselves from anthropological and sociological perspectives. Field trips. May be taken as SOC 102.

ANTH 113 (5) C,N
Africa

A survey of cultures, languages and social diversities of Africa south of the Sahara. Examines Africa's role in the contemporary world.

ANTH& 125 (5) C,N,S
Human Variation

Covers past and present evolutionary forces contributing to variations in human populations. Investigates the biological and social concepts of race.

ANTH 130 (3-5) C,N,S
World Cultures

Exploration of ethnic traditions of the world, the concepts of worldview and the way people think in various cultures, using an ecological approach. Employs cultural relativism to examine traditional religious practices and educational systems in a comparative framework.

ANTH 135 (3-5) C
Cultural Ecology

The development of human societies with special emphasis on relationships between environments and respective cultures throughout the world. Focus on conflicts between traditional cultures and pressures of modernization.

ANTH 201 (5) C,S
Contemporary Issues in Anthropology

Analysis of current research on a particular topic in cultural or physical anthropology. Topic varies by quarter; check with instructor for specific course content.

ANTH& 204 (5) C,N,S
Archaeology

Intro to archaeology and the interpretation of archaeological remains.

ANTH& 205 (5) C,N,S
Biological Anthropology

Intro to biological and cultural evolution of humans with evidence from fossil and contemporary populations. Examines physical and biological variations of humans past and present. Emphasis on developing a working vocabulary of anthropological terms.

ANTH& 206 (5) C,N,S
Cultural Anthropology

Intro to human culture, including social organization, economics, political systems, religion, technology, values, art and language. Cultural perspective focuses on contemporary literate and pre-literate societies.

ANTH& 210 (5) C,N,S
Indians of North America

Ethnographic survey of North American native cultures. Examination of historical and contemporary problems regarding legislation, treaties, reservations, fishing rights and education.

ANTH 211 (5) S
Peoples of Mainland Southeast Asia

History and contemporary issues of the nations of Burma, Cambodia, Laos, Thailand and Vietnam and the tribal people who live there.

ANTH 212 (3) N
Methods of East African Archaeological Research

Intro to paleo-anthropological research in East Africa in "digging up" hominid evolutionary past. Analyze archeological remains. Observe terrain and type of environment occupied by early hominid. Discuss patterns of tool manufacture and use. Lectures and field participation at actual archeological sites in Kenya, East Africa (Koobi, Fora, Lake Turkana).

ANTH 213 (3) N
East African Hominid Evolution

Surveys origin and relations of the extinct forms of humankind that have been discovered in East Africa. Review of some of the earliest hominids of the late Cenozoic Era through the present. Focuses on the biocultural stages of evolution to modern hominid. Includes lectures and field sessions on site in Kenya, East Africa.

ANTH& 216 (5) C,N,S
Northwest Coast Indians

Ethnographic survey of the Indians of Alaska, British Columbia, Washington, Oregon and Western Idaho. Examines prehistoric and contemporary cultures and controversial legislation regarding fishing, water rights and treaties.

ANTH& 228 (5) C,N,S
Cultures of the Middle East

Multidisciplinary intro to Middle Eastern cultures including ecological, economic, political and religious factors contributing to the region's diversity. Exploration of historical and contemporary forces and changing interpretations by both Westerners and Middle Easterners.

ANTH 275 (5) C,N,S
Medical Anthropology

Explores culture, society and medicine from a global perspective.

ANTH 298 (1-5) C,N,S
Special Topics in Anthropology

Independent study or fieldwork in anthropology. Periodic meetings with instructor. Prereq: Permission.

ANTH 299 (3-5) C,N,S
Special Problems in Anthropology

Small group setting to cover selected topics in anthropology. Prereq: Permission.

APPAREL DESIGN

Courses above 100 require completion of all entry requirements to the Apparel Design Program.

ADS 096 (2) C
Intro to Apparel Design Construction I

For the novice who has little or no sewing experience and is preparing for entry into the Apparel Design Program. Use industrial sewing equipment to construct a simple garment and samples. Covers sewing terms, measurement, working with patterns, fabric preparation, layout and cutting.

ADS 098 (2) C
Intro to Apparel Design Construction II

For the intermediate beginner or those updating their sewing and machine-handling skills in preparation for entry into the Apparel Design Program. Use industrial sewing and pressing equipment to complete more complex sewing technique samples and a sample garment. Covers industrial equipment use, working with commercial and production patterns and construction sequencing. Prereq: ADS 096 or prior sewing experience with understanding of patterns, grainline and layout.

ADS 100 (2) C
Intro to Apparel Design Construction III

Builds on ADS 096 and 098. For the advanced beginner wishing to update sewing skills and gain experience using industrial sewing and pressing equipment for entry into the Apparel Design Program. Covers industrial sewing techniques for more advanced sample and garment production, fashion fabric selection, use of commercial and production patterns and construction sequencing. Prereq: ADS 098 and/or knowledge and skills to sew a variety of garments, handle a sewing machine, know construction terminology, pattern use, layout, cutting, grains and grainline.

ADS 101 (4) C
Construction Techniques for Professional Applications

Presents professional garment construction techniques and methods to construct samples and garments to industry standards. Emphasizes accuracy, use of industrial sewing and pressing equipment and developing specification packages using industry guidelines. Prereq: ADS 100 and program entrance requirements.

ADS 102 (4) C
Intermediate Construction for Professional Applications

Builds on skills from ADS 101 by producing samples and garments using intermediate construction techniques and meeting industry quality standards. Emphasizes industrial equipment use and proficiency and enhanced specification package development. Prereq: ADS 101.

ADS 103 (4) C
Mass Market Production Techniques

Apply ADS 101 and 102 skills. Focuses on using industrial factory methods to produce quality garments for mass production and to target markets. Continuation of specification development and industrial equipment use. Prereq: ADS 102.

ADS 111 (4) C
Design Through Flat Patternmaking I

Intro to development of production patterns using the flat pattern and drafting method. Focuses on fundamental patternmaking practices and developing basic patterns to be modified using various pattern manipulations. Prereq: ADS 100.

ADS 112 (4) C
Pattern Development Through Draping

Focus on pattern development using draping techniques to create a basic sloper and other garments. Combines draping with basic flat pattern manipulations to create patterns for garment designs. Prereq: ADS 111.

ADS 113 (4) C
Design Through Flat Patternmaking II

Continue development of flat pattern and draping techniques from ADS 111 and 112. Use production pattern blocks to create a variety of more complicated garment designs. Prereq: ADS 112.

ADS 122 (2) C
Professional Alterations & Fitting I

Intro to professional ready-to-wear garment alteration techniques, evaluation methods and industry fitting standards. Includes business management practices, record keeping, output efficiency and client relations. Prereq: ADS 101 and 102.

ADS 137 (2) C
Design I – Principles of Design

Covers the basic design principles of repetition, rhythm, emphasis, harmony, balance, scale and proportion as they relate to garment design. Prereq: ADS 100.

ADS 138 (3) C
Fashion History

Identify key clothing items from major historical periods and gain tools for communicating clothing concepts. Explore how human relations, social influences and cultural ideals affect fashion. Enhance understanding of current trends in society and fashion. Prereq: ADS 100.

ADS 139 (2) C
Intro to Apparel Manufacturing

Survey of apparel manufacturing business cycle. Includes materials acquisition, production, scheduling, product costing, machine processes and industry standards. Prereq: ADS 100.

ADS 140 (3) C
Business Practices in Fashion

Explore various aspects of conducting business in the fashion industry including general apparel industry practices, various job categories, business communications and trends. Prereqs: ADS 101, 111, 139 and MIC 141.

ADS 141 (2) C
Textile Technology & Design I

First of a 3-part series on textile technology and design. Covers basic fiber and fabric information for the apparel industry. Research fibers, fabric structures and characteristics, and the history of textiles. Prereqs: ADS 139 and MIC 142.

ADS 142 (2) C
Textile Technology & Design II

Second of a 3-part series on textile technology and design. Explores color design trends and their application in the apparel market. Focus on experimentation with hues, values and saturation to gain an understanding of basic color theory. Prereqs: ADS 141 and MIC 142.

ADS 197 (1-5) C
Work Experience – Apparel Design

Earn work experience credit and practical hands-on skills through the completion of an internship in the apparel design field. Prereq: permission.

ADS 205 (4) C
Ready-to-Wear Construction

Focuses on tailoring and ready-to-wear construction. Uses a variety of methods to construct samples and garments from pattern designs for specific target markets. Coordinates with ADS 227. Prereq: ADS 103.

ADS 207 (4) C
Active Sportswear Construction

Emphasizes sportswear and outerwear construction techniques used in the garment industry. Produce more complex and advanced garments made from patterns developed in ADS 228. Prereqs: ADS 205 and 227. Coreq: ADS 228.

ADS 215 (4) C
Intro to Pattern Grading for the Garment Industry

Learn to grade patterns up to large sizes and down to small sizes according to certain specifications and measurements, using the grid and shift method. Prereqs: ADS 103 & 113.

ADS 221 (2) C
Professional Alterations & Fitting II

Builds on ADS 122 skills. Learn methods for altering more complex garments. Continued emphasis on professional garment alteration and fitting techniques, evaluation methods and business practices. Prereqs: ADS 102 & 122.

ADS 226 (4) C
Intermediate Pattern Grading

Enhances skills acquired in ADS 215 and applies methods to more complex and difficult patterns. Intro to computer-aided technology for pattern grading. Prereq: ADS 215.

ADS 227 (4) C
Pattern Design for Ready to Wear

Focuses on advanced ready-to-wear and tailored garments. Employs a variety of methods to produce patterns from blocks, measurements, tears and line drawings. Coreq: ADS 205. Prereqs: ADS 103 & 113.

ADS 228 (4) C
Pattern Design for Active Sportswear

Emphasis on patternmaking for active sportswear and outerwear. Develop patterns from samples and sketches to industry standards. Emphasis on patterning for functionality for specific activities. Prereq: ADS 207.

ADS 229 (2) C
Design a Line

Explore elements of designing a line of clothing to industry standards. Focus on development of boards for line presentations and design of a clothing line for production in ADS 250. Prereqs: ADS 207, 215 & 228

ADS 230 (4) C
Portfolio & Résumé Development

Produce a professional-quality portfolio and résumé. Learn job search and interviewing strategies. Prereqs: ADS 197, 207, 226, 228, 229.

ADS 238 (3) C
Fashion Design

Learn to identify key clothing items from major historical periods and gain tools for communicating clothing concepts. Explore how human relations, social influences and cultural ideals affect fashion and apply this knowledge for a deeper understanding of current trends in society and fashion. Prereqs: MIC 141, 142; ADS 137, 141, 142.

ADS 240 (3) C
Computerized Pattern Grading

Grade patterns using computer-aided design technology. Prereq: permission.

ADS 243 (2) C
Textile Technology & Design III

Third of three-part series. Integrate concepts and skills from ADS 141 & 142 and apply them to the development of surface designs for fabrics and garment silhouettes. Focus on design methodology, textile technology and apparel industry practices. Prereqs: ADS 142 & MIC 142.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

ADS 250 (8) C
Final Line Design & Development

Produce the line of clothing designed in ADS 229. Includes pattern development, sample construction, building final garments and producing specification packages. Create a display of this collection and collaboratively produce the Apparel Design Portfolio show where the collections are viewed by industry professionals and the public. Prereqs: ADS 197, 207, 226, 228, & 229.

ADS 298 (1-5) C
Special Topics – Apparel Design

Seminar on selected topics in Apparel Design. For students who wish to upgrade their skill in an area related to but not offered as part of the regular ADS curriculum. Prereq: Permission.

MIC 141 (3) C
Computer Applications for Apparel Design I

Covers basic computer applications used in the apparel design field, including specification development and technical drawing. Prereq: ADS 100.

MIC 142 (3) C
Computer Applications for Apparel Design II

Continue building computer skills, terminology and procedures. Emphasizes graphics programs commonly used in the industry to produce technical drawings and visual presentations. Prereq: MIC 141.

APPLIED BEHAVIORAL SCIENCE

See *Social & Human Services*, page 310.

ART

ART& 100 (5) C,N,S
Art Appreciation

Historical backgrounds and design fundamentals that have affected art using slide lectures, reading and practical studio applications.

ART 101 (5) N,S
Design

Studio series in the fundamentals of two-dimensional art with problems based on line, space, texture, shape and color theories. Includes practical applications of theories to design. Required for art majors.

ART 102 (5) C,N,S
Design

Continuation of ART 101. Intro to three-dimensional space organization using the elements of design. Construction in sculptural formats. Required for art majors. Prereq: ART 101

ART 103 (5) C,S
Design

Tutorial in individual problems in design. Prereq: Permission.

ART 105 (5) C,S
Survey of Modern Art

Understanding today's cultural environment and viewpoint by using art and architecture to analyze cultural philosophies of the past that affect today's aesthetic values.

ART 110 (5) N
Visualizing Science & Technology

Hands-on course to increase ability to represent complex information using the principles and elements of the visual arts. Explore modes of illustration and presentation from pencil to pixel and from paper to PowerPoint.

ART 111 (5) C,N,S
Drawing

Study of line, value, space, perspective and composition through the use of charcoal, pencil, pen and brush.

ART 112 (5) C,N,S
Drawing

Drawing from the human figure in black and white media. Focus on composition. Emphasis on proportion and shading in short sketches as well as long poses. Prereq: ART 111 or permission.

ART 113 (5) C,N,S
Drawing

Continuation of ART 112. Drawing from human figures in black, white and color media. Emphasis on expression and composition. Prereq: ART 112 or permission.

ART 114 (5) C,N,S
Intro to Digital Photography I

Intro to digital camera use, photography basics, photographic visualization, composition, lighting, and minimal editing. Students must provide their own digital camera with five or more mega-pixels, Auto, Auto-P, Aperture Priority, Shutter Priority, and full manual Exposure Modes.

ART 115 (5) C,N,S
Digital Photography II

Continue with photography basics involving digital imaging, lighting, models, and presentation. Students need a current DSLR camera with full manual modes, tripod, lens tissue, thumb drive, card reader, compact flash or other memory card. Photo lights optional. Prereq: ART 114 or permission.

ART 121 (5) C,N,S
Intro to Printmaking

Study and application of basic relief print media. Covers linocuts, woodcuts, multicolor prints and experimental monoprints. Intro to relief and intaglio techniques, with emphasis on small editions. Recommended: Some drawing background.

ART 122 (5) C,N
Intro to Printmaking (Intermediate)

Covers various aspects of printmaking, with an emphasis on intaglio printmaking processes. Intro to drypoint, engraving and etching with hard and soft grounds. Learn water and acid etching and the use of photosensitive emulsions on metal plates. Recommended: Some drawing background.

ART 123 (5) C,N
The Painterly Print: Monotype & Monoprint

Develop technical and conceptual skills to create the painterly print. Emphasis on sequential imagery, layered impressions, color use and inks, use of the press, plates and papers and evolution of personal imagery. Covers variation, using a matrix and altered monotypes. Recommended: Some drawing background.

ART 163 (3) S
Intro to Still Photography

Covers basic photographic techniques using 35mm photographic equipment. Includes camera, exposure, lighting, composition, black and white darkroom work and digital imaging.

ART 166 (5) S
Video Art I

Focuses on the art of digital video editing and shooting using Adobe Premiere. Explore in-depth digital video editing, effects, transitions, graphics animation, sound and music integration, selecting format, basic DVD authoring and distribution strategies and options. Create a finished digital video film. Also offered as CTN 166. Recommended: ART 210.

ART 170 (3-5) C,S
Photography as an Art

Traces the history and distinctive properties of photography. Includes camera, exposure, lighting, composition, black and white dark-room work and digital imaging.

ART 201 (5) C,N,S
Painting

Beginning painting in oil or synthetic media using still life. Emphasis on basics: composition, value studies, color mixing, canvas preparation, styles and techniques. Recommended: Drawing background.

ART 202 (5) C,N,S
Painting

Further development of color and composition. Individual instruction. Prereq: ART 201 or permission.

ART 203 (5) C,N,S
Painting

Further studies in color, composition and subject matter. Individual instruction. Prereq: ART 202 or permission.

ART 205 (5) C,N,S
Water Color Painting

Intro to water color painting. Covers basic wash techniques, color mixture, value contrast, composition and wet into wet. Recommended: Some drawing background.

ART 206 (5) C,N,S
Water Color Painting

Continuation of ART 205, based on a series of water color problems utilizing skills learned in the previous quarter. Further work with composition. Prereq: ART 205 or permission.

ART 207 (5) C,N,S
Water Color Painting

Individual water color projects in series. Prereq: ART 206 or permission.

ART 210 (5) N,S
Computer Art

First of 2 courses. Image design, creation and manipulation using vector-based and pixel-based programs. Combines fine art and technical aspects of digital composition for production of media formats including print and web-based. Previous drawing/design and basic computer skills strongly recommended.

ART 211 (5) C,N,S
Sculpture

Fundamentals of composition in the round, in clay and plaster, using basic techniques of carving, casting and building. Prereq: One quarter of drawing, design, or permission.

ART 212 (5) C,N,S
Sculpture

Fundamentals of relief composition in clay, plaster and wood using basic techniques of carving, casting and building. Prereq: ART 211 or permission.

ART 213 (5) C,N,S
Sculpture

Fundamentals of three-dimensional composition with emphasis on life studies. Basic materials used are clay, plaster, or wood. Prereq: ART 212 or permission.

ART 214 (5) C,N,S
Advanced Computer Art

Continuation of ART 210. Explores creative, technical and aesthetic concepts and problems for comprehensive fine art and commercial projects. Prereq: ART 210.

ART 215 (5) C,S
Advanced Computer Art II

Continuation of ART 214. Advanced projects and intro to advanced programs. Prereq: ART 214.

ART 216 (5) S
Multimedia Art I

Covers the key artistic concepts and practical skills in multimedia design and production: linear and nonlinear storytelling and the role of interactivity from aesthetic and technical viewpoints. Includes a survey of industry-standard multimedia production tools. Build several interactive projects using Macromedia Flash. Also offered as CTN 164. Recommended: ART 210.

ART 217 (5) S
Multimedia Art II

Expand multimedia design and scripting skills. Technical focus on Macromedia Flash development using complex animation, advanced design and action scripting for increased interactivity. Covers event/event handler logic, creating variables, setting values and using Flash to create animation and effects for video. Also offered as CTN 205. Prereq: ART 216 or CTN 164.

ART 221 (5) N
Ceramic Art

Beginning basic pottery design and construction. Emphasizes hand building coils and slabs, basic glazing and beginning pot throwing on the potter's wheel.

ART 222 (5) N,S
Ceramic Art

Develop throwing skills. Understand basic glaze composition and kiln operation. Continue studies in techniques of surface decoration. Prereq: ART 221 or permission.

ART 223 (5) N,S
Ceramic Art

Continuation of ART 222. Advanced work on the wheel. Emphasis on combining methods of construction. Learn basic glaze skills. Prereq: ART 222 or permission.

ART 251 (5) C,S
Art History

Study of the major forms of visual expression including Paleolithic, Egyptian, Mesopotamian, Greek, Roman and Early Christian periods. Emphasis on European and Middle Eastern art (C, S).

ART 252 (5) C,S
Art History

Continuation of ART 251 with emphasis on the Medieval period through the Renaissance focusing on European and Middle Eastern art.

ART 253 (5) C,S
Art History

Continuation of ART 252 with emphasis on the 17th century Baroque through 20th century Western/Modern Art.

ART 254 (3-5) C,S
Survey of the Art of the Pacific Northwest

Focus on visual arts of the Pacific Northwest, from early coastal tribal art to the present day. Covers architecture, sculpture, painting and analysis of contemporary art in public places.

ART 255 (5) C,N,S**History of the Art of Asia**

Study of the paintings, drawings, sculpture, architecture and crafts of India, China, Japan and other countries of Southeast Asia. Study of influences brought about through invasion, assimilation and transformation of Hinduism, Buddhism, Daoism and Confucianism as reflected in the arts, history and culture.

ART 281 (5) N**Jewelry Design I**

Basic jewelry design and construction with precious and/or semi-precious metals. Simple stone setting, tool usage, soldering, metal testing, properties and characteristics of metals and stone. Recommended: One quarter each of design and drawing.

ART 282 (5) N**Jewelry Design II**

A continued exploration of metal fabrication and jewelry design, covering surface enrichment, advanced forming techniques, faceted stone setting and intro to enameling. Prereq: ART 281.

ART 283 (5) N**Intro to Alloying & Jewelry Casting**

Explore the alloying and casting processes of Jewelry Design. Learn lost wax casting and rubber molding processes. Prereq: ART 282 or permission.

ART 284 (5) N**Bench Techniques & Practices in Metal**

Covers advanced bench skills and production techniques which encourage creation of innovative pieces with personal statements. Emphasis on creating a body of work that is ready for exhibition. Prereq: ART 283.

ART 285 (4) N**Metal Techniques for Small Scale Sculpture**

Metalsmithing techniques for functional and sculptural objects. Learn the physical properties of metal and create objects that express personal images and creative thoughts in metal sculpture, hollowware and model making. Includes field trips to metal fabrication studios.

ART 290 (5) N**The Art Business**

Fundamentals of the business aspects of art, including designing and packaging the portfolio for A.F.A./C.F.A. degrees, photographing artwork, building a résumé, marketing, copyrights, contracts and other essential business practices. Recommended: At least two college-level art courses.

ART 291 (2) C,N**Art Seminar**

Readings and discussion in the philosophy and ideas of artists and art movements with criticism and analysis of works of art.

ART 298 (3) C,S**Special Problems in Film Media**

Advanced film production involves scripting, budgeting and scheduling. Emphasis on information film production, interior and studio lighting for color, sync-sound recording and editing techniques.

ART 299 (1-5) C,N,S**Special Problems in Art**

Individual or seminar instruction. May be repeated to earn a maximum of 9 credits. Prereq: Second year art major, level of ability and permission.

ASTRONOMY**ASTR& 100 (5) C,N,S****Survey of Astronomy**

Emphasis on astronomic concepts fundamental to an understanding of the solar system, stars, galaxies and origin and history of the universe.

ASTR 102 (5) N**Space & Space Travel**

Intro to space exploration, both robotic and human, and the engineering of space-faring vehicles to withstand space hazards. Prereq: Placement or completion of MATH 098. ENGL& 101 strongly recommended.

ASTR 104 (5) C**Observational Astronomy**

Covers the celestial sphere and coordinates; Earth's orbital motion; time; moon, planets, stars, constellations and deep sky objects. Includes technology, processes and math used by astronomers: optics, telescopes, digital detectors, data reduction, observing techniques and data analysis. Minimum two nights observing required. Prereq: Recommend ASTR& 100 and MATH 102.

ASTR& 110 (5) C,N,S**The Solar System**

Survey of planets of the solar system with emphasis on recent space exploration and the comparative evolution of the Earth and the other planets. Includes light optics, telescopes and the history and development of astronomy. Night observing sessions required. Prereq: MATH 098 or higher with 2.0 or permission. Recommended: test into ENGL& 101 or higher.

ASTR 201 (5) C,N,S**The Universe & the Origin of Life**

Modern views of atomic and molecular evolution from the big bang theory through the formation of the solar system and emergence of life on earth. Discuss extraterrestrial intelligent life and the ultimate fate of the cosmos. Recommended: AST 100 or some science background.

AUTO BODY COLLISION REPAIR

NOTE: Courses ABR 111 through ABR 164 include instruction in safety, environmental awareness, human relations and work ethics.

ABR 111 (4) S**Intro to Automotive Collision Technology**

Covers the skills needed to become a good body shop employee, typical movement of a vehicle through a body shop and basic procedures for repairing a collision damaged vehicle. Identify and use general purpose hand tools and power tools used in a body shop.

ABR 112 (3) S**Safety & Environmental Practices**

Covers various environmental and other regulations in an automotive refinishing department. Locate hazardous warning information for products used in refinishing, select the proper personal protection equipment, inspect it and demonstrate proper use.

ABR 113 (8) S**Welding & Cutting**

Covers the differences between various metal joining processes, selection of the correct heat joining for various jobs, the advantages of using MIG welding, personal and shop safety, along with vehicle protection measures. Learn about welding wires, shielding gases, tuning the welder. Be able to visually inspect and destructively test the weld.

ABR 121 (4) S**Panel Replacement & Alignment**

Covers selection, understanding and use of panel replacement and alignment tools. Prereq: ABR 111, 112 and 113 or permission.

ABR 122 (3) S**Working with Trim & Hardware**

Covers the proper use and selection of tools and removing and installing of interior door trim panels, door locks and handles, deck lid lock cylinders and exterior trim. Install pinstripes and decals. Prereq: ABR 111, 112 and 113 or permission.

ABR 123 (4) S**Metal Straightening**

Covers the basic fundamentals of metal straightening and proper selection of metal straightening tools. Prereq: ABR 111, 112 and 113 or permission.

ABR 124 (4) S**Body Fillers**

Covers the correct mixing and application of body fillers to increase the quality of the repair. Prereq: ABR 111, 112 and 113 or permission.

ABR 131 (2) S**Understanding Automotive Finishes**

Identify the differences between a variety of automotive finish systems, including dry time, chemical make-up and plant and body shop application. Prereq: ABR 111, 112 and 113 or permission.

ABR 132 (6) S**Preparing the Surface for Refinishing**

Determine the condition of a vehicle's finish and plan the steps used in refinishing the vehicle. Prereq: ABR 111, 112 and 113 or permission.

ABR 133 (5) S**Preparing the Equipment, Paint & Refinishing Materials**

Setup and use the final preparation, spray environment and drying areas for refinishing. Understand paint mixing formulas using reference manuals; mix paint according to published formulas; and describe the various types of air supply equipment and setup. Use various types of spray guns, make all preliminary adjustments to the air system and spray gun, test the spray gun and make final adjustments in preparation for refinishing. Prereq: ABR 111, 112 and 113 or permission.

ABR 134 (1) S**Detailing**

Covers proper cleaning of the exterior and interior of the vehicle, removal of overspray, decals and pinstripes. Prereq: ABR 111, 112 and 113 or permission.

ABR 161 (5) S**Damage Analysis**

Covers how a vehicle absorbs the forces of a collision through "crush zones," how damage travels from the point of impact through the body, and the identification of two types of damage conditions. Prereq: ABR 111, 112 and 113 or permission.

ABR 162 (3) S**Door Skin Repair & Replacement**

Covers proper alignment of door frames, the principles and techniques for removing and replacing a welded door skin, door intrusion beam removal, surface preparation and installation techniques. Prereq: ABR 111, 112 and 113 or permission.

ABR 163 (5) S**Quarter Panel Replacement**

Analyze quarter panel damage, determine whether sectioning or full panel replacement is required; learn the principles and techniques of removing a damaged quarter panel, surface preparation, alignment and installation. Prereq: ABR 111, 112 and 113 or permission.

ABR 164 (2) S**Moveable Glass & Hardware**

Remove and install moveable door glass, identify cause and correct air and water leak problems. Prereq: ABR 111, 112 and 113 or permission.

ABR 171 (7) S**Straightening Structural Parts**

Learn proper mounting and anchoring of the vehicle and various types of pulling equipment. Study H.S.S., cold and hot stress relief, pulling and straightening of front, rear end, side impact and roof damage. Prereq: ABR 111, 112 and 113 or permission.

ABR 172 (7) S**Full & Partial Panel Replacement**

Understand full or partial panel replacement, uses of various types of joints used in sectioning, repair or replacement of a complete rail section, rocker panel, A and B pillar, floor pan, truck floor and full body section. Prereq: ABR 111, 112 and 113 or permission.

ABR 173 (2) S**Restoring Corrosion Protection**

Covers safely working with chemicals, corrosion and its effect on vehicles and restoring corrosion protection to collision damaged areas. Plan effective and correct corrosion protection treatment to welded areas and exposed seams, interior seams, exposed surfaces, trim and accessories during repairs.

ABR 181 (6) S**Steering & Suspension**

Covers identifying and diagnosing tire and wheel steering, rack and pinion steering, power steering suspension, strut type and problems in steering and suspension systems.

ABR 182 (7) S**Electrical & Electronic Systems**

Learn to diagnose and repair electrical and mechanical systems problems.

ABR 183 (3) S**Mechanical Systems**

Focuses on repairing a vehicle involved in a collision, often removing mechanical parts, including suspension, steering, drive train and engine parts and servicing of mechanical parts. Some areas require collision repair technicians to be certified to perform mechanical repairs.

ABR 191 (4) S**Applying the Finish**

Prepare a surface for topcoat, apply primer-scaler, and apply single stage paint, base, clear-coat and tri-coat finishes. Prereq: ABR 131.

ABR 192 (3) S**Blending Color**

Prepare a vehicle for a blend, blend single-stage, blend base coat, clear coat or tri-coat finishing. Prereq: ABR 131.

ABR 193 (3) S**Solving Paint Application Problems**

Identify paint application problems caused by contamination, paint defects caused by spraying techniques and solve paint problems related to drying, curing of paint and those caused by improper preparation. Prereq: ABR 131.

ABR 194 (3) S**Finish Defects, Causes & Cures**

Covers identifying paint film defects, causes and corrective methods, surface defects and corrective methods of repair. Prereq: ABR 131.

ABR 197 (1-5) S**Internship I**

Provides instructional link between classroom and on the job experience; reinforces and documents on-the-job learning experiences; and provides opportunities for faculty and student interaction.

ABR 299 (1-12) S**Special Topics in Automotive Collision Repair**

A special topics course for an individual or group in Automotive Collision Repair.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

AUTOMOTIVE TECHNOLOGY

NOTE: Courses include instruction in safety, environmental awareness, human relations and work ethics.

MVM 100 (4) S**Intro to Automotive Technology I**

Includes safety and MSDS; tools and equipment; looking for information; repair orders, repair manuals and parts and time estimating guides; component identification; component theory and fasteners; function and construction of each component; diagnosis and service procedures. Prereq: Basic math skills, at least 9th grade reading level or permission.

MVM 102 (4) S**Intro to Automotive Technology II**

Includes vehicle inspection; lube, oil and filter; cooling system, belt and hose; heating and air conditioning system; driveshaft; manual and automatic transmission problems, as well as servicing vehicles by performing. Covers the function and construction of each component, and diagnosis and service procedures. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

MVM 298 (VARIABLE) S**Special Topics in Motor Vehicle Maintenance**

A special topics course on an individual or group study basis on topics in the field of motor vehicle maintenance.

AUT 100 (4) S**Intro to Electricity**

Covers safety in the shop, basics of electricity from electron theory to Ohm's law. Also covers use of multimeters on the three types of circuits. Prereq: MVM 100 or equivalent.

AUT 102 (4) S**Advanced Electrical Systems**

Covers understanding and using schematics. Includes battery, starting and charging system operation and testing. Prereq: AUT 100 or equivalent and MVM 100 or permission.

AUT 104 (3) S**Automotive Electronics**

Covers electrical accessories on the vehicle including lighting, power windows, door locks, seats, windshield wipers and defogger. Prereq: MVM 100 or equivalent, AUT 100 and 102 or permission.

AUT 106 (3) S**Basic Power Accessories**

Covers basic computer operation and applications on the vehicle, using scan tools to diagnose electronically controlled components and accessories. Prereq: MVM 100 or equivalent, AUT 100, 102 and 104 or permission.

AUT 110 (3) S**Clutches, Drivelines & Half Shafts**

Covers basic principles involving clutches, drivelines and half shafts, including function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 112 (3) S**Manual Transaxles & Clutches**

Covers the basic principles involving manual transaxles, including function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, AUT 110, basic math skills, at least 9th grade reading level or permission.

AUT 114 (3) S**Manual Transmissions, Transfer Cases & Drive Axles**

Covers basic principles involving manual transmissions, transfer cases and drive axles, including function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, AUT 110, basic math skills, at least 9th grade reading level or permission.

AUT 116 (6) S**Air Conditioning & Heating**

Covers basic principles involved in air conditioning systems, function and construction of each component, diagnosis and service procedures. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 118 (4) S**Automatic Transmission Diagnosis & Service**

Covers band adjustment, T.V. linkage, shift linkage, neutral safety switches, flush coolers and cooler lines; repair of external transmission leaks; draining oil, replacing filters and fill transmission; removing, cleaning and replacing valve body; road test to test transmission for problems. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 120 (6) S**Advanced Automatic Transmission Service**

Covers removal and replacement of automatic transmissions and replacing bands, clutches, bushings and seals, to make the transmission serviceable. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 122 (4) S**Steering & Suspension**

Covers chassis design, materials, fasteners and safety; wheel bearings and service; steering and suspension system components. Covers how they work, diagnosis and service. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 124 (4) S**Tires & Wheel Alignment**

Covers chassis design, materials, fasteners and safety; tire and wheel service; inspection and diagnosis of suspension and steering components; and wheel alignment diagnosis and service. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 126 (3) S**Basic Brake Systems**

Intro to automotive brake systems. Covers operation, diagnosis and service of master cylinders, wheel cylinders, hydraulic valves, brake hoses and lines, drum brakes and parking brake components. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 127 (4) S**Advanced Brake Systems**

Covers operation, diagnosis and service of disc brakes, power brakes and ABS brake components. Prereq: MVM 100, basic math skills, at least 9th grade reading level or permission.

AUT 128 (4) S
**Automotive Engine Diagnosis/
Remove & Replace**

Covers diagnosing engines for compression. Prereq: MVM 100 or permission.

AUT 130 (8) S
Automotive Engine Rebuild

Covers engine disassembly, cleaning of engine parts, inspection and measuring of engine components, cylinder head rebuilding, overhauling engine blocks and reassembly of an automotive engine. Prereq: MVM 100 and AUT 128 or permission.

AUT 132 (3) S
Automotive Welding

Covers safety in welding and proficiency in oxy-acetylene welding, oxy-acetylene brazing, oxy-acetylene cutting and MIG welding. Learn which type of welding process is used when joining various types of metals in different situations. Prereq: MVM 100 and 102 or permission.

AUT 134 (3) S
Intro to Drivability

Prepare for the automotive technician field, specifically the drivability and troubleshooting of a specific problem within basic engine fundamentals. Includes instruction in safety, environmental awareness, human relations and leadership. Prereq: AUT 100 and MVM 100.

AUT 136 (4) S
Minor Tune-Up Procedures

Covers shop safety, basic mechanical engines, Ohm's law, physics laws that apply to the automobile, battery starting and charging systems as they apply to engine runability. Includes using and maintaining emission-related equipment in the shop. Prereq: MVM 100, AUT 100, 102, 104 and 106 or equivalent, or permission.

AUT 138 (6) S
Advanced Drivability & Fuel Systems

Covers gasoline fuel systems, including mechanical and electric fuel pumps, throttle body port fuel injection and direct injection systems. Includes hybrid vehicle diagnosis and repair. Prereq: MVM 100, AUT 100, 102, 104, 106 and 136 or equivalent, or permission.

AUT 140 (4) S
Engine Computers

Covers automotive engine computer, its multiple power and ground supplies and how these affect the running of the vehicle. Includes inputs and outputs of the vehicle, how each contributes to the running of the engine and how to diagnose each one. Prereq: MVM 100, AUT 100, 102, 104, 106, 136 and 138 or equivalent, or permission.

AUT 142 (6) S
Emission Controls & Diagnostic Equipment

Covers all emission-related items on the vehicle and the federally mandated OBD II system. Includes use and operation of super charges and turbo charges on cars. Prereq: MVM 100, AUT 100, 102, 104, 106, 136, 138 and 140 or equivalent, or permission.

AUT 299 (2-18) S
Special Topics – Automotive

Special topics for individual or group study. Prereq: Permission.

**AVIATION MAINTENANCE
TECHNOLOGY**

Prerequisites for this program include Compass or ESL/Compass Test Scores: 65 in Writing; 75 in Reading (and Grammar for ESL); 54 pre-algebra in Math; and 75 in Listening for ESL.

Also see Aerospace Composite Materials, page 196.

AMT 104 (5) S
**Basic Mathematics, Basic Physics,
Weight & Balance**

Covers the mathematical computations required in the AMT curriculum. Learn the scientific principles of the operation of aircraft, engines and maintenance equipment. Learn to calculate weight and balance for aircraft safety, for equipment changes, extreme loading check and addition of ballast. Prereq: Permission.

AMT 111 (17) S
Basic Science for Aviation

Provides a firm foundation for maintenance on both small and large aircraft. Covers aircraft terminology, mathematics, basic physics, aircraft drawing and interpretation of diagrams. Includes specifications and properties of modern aircraft materials, fabrication and their use, hardware, fitting, corrosion control, cleaning, proper use of tools, precision instruments required for maintenance and overhaul practices. Also covers nondestructive inspection, aircraft systems, components, ground handling and servicing procedures, Federal Aviation Regulations, maintenance records, publication, weight and balance control. Prereq: High School Completion/GED or equivalent.

AMT 112 (17) S
Basic Electricity for Aviation

Covers basic concepts of electricity and magnetism; the circuit properties of resistance, inductance and capacitance; methods of power generation for alternating and direct current systems and power utilization. Emphasis on principles and practical application, keeping mathematics to a minimum. Learn to repair and adjust generators, alternators, motors and control units, read schematics, fabricate and install complete circuits and troubleshoot and repair malfunctioning systems and components. Prereq: AMT 111.

AMT 113 (17) S
Airframe Structure & Repair

Experience working with five types of aircraft structure materials: wood, fabric, composite/fiberglass, plastic and metal. Provides realistic exposure to approved airframe structural repair practices. Includes inspecting materials; installing common fasteners in composite and metal structures; forming, heat treating and fabricating metal structures; and intro to brazing, gas and arc welding of steel magnesium and titanium. Prereq: AMT 111 and 112.

AMT 119 (5) S
Materials & Processes

Identify and select non-destructive testing methods including dye-penetrant, eddy current, ultrasound and magnetic particle inspections. Covers basic heat-treating process, aircraft hardware and materials. Includes inspection and checking of welds and performance of precision measurements. Prereq: Permission.

AMT 133 (17) S
Powerplant Theory & Maintenance

Covers theory, operation and maintenance of the internal combustion reciprocating engine, including dismantling, inspection, repair or replacement of parts and partial reassembly of an aircraft powerplant. Covers theory, operation and overhaul of gas turbine engines. Intro to current maintenance practices and inspection of the compressor, burner and turbine sections. Includes inspection, repair and servicing of aircraft internal combustion cooling, exhaust and induction systems used on reciprocating and gas turbine engines. Prereq: AMT 111 and 112.

AMT 137 (4) S
Aircraft Non-Metallic Structures

Covers inspection and repair of all types of sheet metal and composite structures including transparent plastic enclosures and interiors. Prereq: Permission.

AMT 199 (1-10) S
Special Projects

Topics could include inspection and repair of all types of sheet metal and composite structures. Prereq: Permission.

AMT 214 (17) S
Airframe Systems

Intro to five basic airframe systems and their components: hydraulic-pneumatic power, landing gear, ice and rain control, cabin environmental control and fuel systems and management. Prereq: AMT 113.

AMT 215 (17) S
Advanced Airframe

Refines basic skills and concepts in addition to performing rigging and assembly, testing, evaluation of aircraft instrument systems, advanced electrical systems, communication and navigation systems and aircraft inspections for conformity and airworthiness in accordance with approved procedures. Prepare for the FAA Airframe exam. Prereq: AMT 113 and 214.

AMT 234 (17) S
Powerplant Systems & Components

Covers six systems: engine fuel system and fuel metering system, carburetion and fuel injection; ignition system for reciprocating engines and turbine engines; turbine engine electrical starting systems; powerplant lubrication systems; electrical and mechanical indicating systems; and powerplant ice and rain control systems. Prereq: AMT 133.

AMT 235 (17) S
Advanced Powerplant

Learn about aircraft propellers used with both small and large piston or turbo-prop engines. Includes engine fire detection and extinguishing, engine electrical systems and turbine engine pneumatic starting systems. Covers reciprocating and turbine engine test run and run-in and troubleshooting, powerplant inspection methods and techniques. Reviews carburetion, ignition, basic powerplants, lubrication, propellers, electrical systems and weight/balance control. Emphasis on FAA regulations, airworthiness safety, personal and technical ethics. Prereq: AMT 133 and 234.

AMT 298 (12) S
Special Topics: Aviation Maintenance

Overview of various parts of the aircraft and their operation, including methods of corrosion detection, removal, treatment and correct painting techniques. Prereq: Permission.

AMT 299 (5) S
Special Topics: Maintenance for Aviation Professionals

Basic aircraft maintenance on a variety of aircraft systems and components by arrangement.

BAKING

See Culinary Arts (C), page 220.

BIOLOGY**BIOL& 100 (5) C,N,S**
Survey of Biology

Intro to biological principles and concepts; cell biology; application of biological knowledge to problems of society; and development of an awareness of science. Lab included. For non-science majors. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BIOL 102 (5) C,N,S
General Biology

Emphasis on common plant and animal activities, energy pathways via respiration and photosynthesis and metabolic activities. Stresses other physiological differences between animals and plants. Lab included. Prereq: BIOL& 100 and 160.

BIOL 103 (3) C
Nutrition for Food Service Professionals

Identification of the known nutrients for human health; demonstration of dietary quality guidelines; utilization of dietary guidelines in meal planning, including modification of existing recipes to meet nutritional recommendations.

BIOL 106 (5) C
Biotechnology & Society

Intro for non-science majors to biotechnology and its impact on society. Includes cloning, DNA, antibodies, gene therapy, plant biotechnology, the human genome project, DNA fingerprinting, genetic testing, diverse products made through biotechnology and the ethical, legal and social implications of this technology. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BIOL 107 (5) C,N,S
Intro to Comparative Animal Behavior

Overview of current thinking and research in the science of animal behavior, including a brief history of the development of animal behavior as a science. Focuses on evolutionary principles and how they influence the behavior of animals. Discover how animals learn and how learning and instinct shape behavior. Explore how strategies employed by different species affect survival. Gain insight into human behavior from a new perspective and understand why and when sociality and apparent altruism can be advantageous to animals. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BIOL 109 (2) C
Biology of Sexually Transmitted Diseases

Study the basic biology of the most common sexually transmitted diseases (STDs) in the U.S.: HIV/AIDS, chlamydia, genital herpes, syphilis, gonorrhea and others. Learn how STDs are transmitted, how microbe-host interactions cause disease, and leading treatments. Includes basic concepts in cellular biology, human biology and chemistry.

BIOL 120 (5) C,N,S
Marine Biology

Emphasis on natural history, ecology, distribution, habitat, adaptation, interrelationships of local species. Field trips and lab included. Prereq: High school biology or permission, eligibility for MATH 084 and ENGL& 101 (C).

BIOL 125 (5) N
Biology of the Pacific Northwest

Discover fundamental principles of biology and ecology through readings, experiments and field trips. This online course fulfills the lab science requirement.

BIOL 128 (5) C,N,S
Survey of Human Anatomy & Physiology

Basic organization of the body; functions and interactions of body parts; response of the body to the environment. Lab included. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BIOL 130 (5) N
Northwest Ornithology

Intro to biology and ecology of Northwest bird species through readings, experiments and local field study to sites throughout the Pacific Northwest.

BIOL 150 (5) S
Biology & Evolution of Infectious Diseases

Covers biology, epidemiology and evolution of infectious human diseases such as cholera, ebola, HIV/AIDS, tuberculosis, malaria, influenza (including H1N1), smallpox and others. Emphasizes local and global environments of past and newly emerging diseases that impact human societies, including economic, social, cultural, historical, political and ethical aspects. Prereq: ENGL 096 or permission.

BIOL& 160 (5) C,N,S
General Biology with Lab

Basic biological concepts with an emphasis on biological molecules, cell structures and processes, genetics, and a survey of biodiversity. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BIOL 161 (5) C,N
Human Genetics

Intro to genetics. Covers fundamental principles, including Mendelian inheritance, sex determination, complex traits and behavioral genetics, gene structure and function, mutations and chromosome abnormalities, population genetics and evolution, the human genome and genetic technologies. Discusses current issues, including stem cells, cloning, genetic testing, genetically modified plants and animals, gene therapy, forensics and biotechnology. Includes lab. Fulfills the QSR requirement for A.A. degree. Prereq: CHEM& 139 (or passing score on placement exam) and MATH& 141 with 2.0 or higher and eligible for ENGL& 101.

BIOL 166 (5) C,N,S
American Foodways

Explore the evolution of the North American diet and eating rituals through an historical perspective. Includes influences in supermarkets from the Native American population and immigrants from Europe, Asia, Africa, South America and the Pacific Islands. Covers the physiological and metabolic aspects of each culture's nutrition. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BIOL 198 (1-5) C,N
Biology Workshop

Problem-solving workshop approach to biology topics considered appropriate by the instructor and/or biology faculty. Additional topics may include study skills, note-taking systems, test-taking strategies and group problem-solving approaches. Prereq: Permission.

BIOL& 211, 212, 213 (5 EA) C,N,S
Majors Biology (Cellular, Animal, Plants)

A three-quarter intro to biology sequence in preparation for advanced study in areas such as medicine, dentistry, cell biology, microbiology, or veterinary medicine. BIOL& 211 focuses on cellular biology, BIOL& 212 on the biological diversity in animals and BIOL& 213 on evolution, ecology and biological principles of monera, fungi, protista and plants. Lab included.

BIOL& 211 (5) C,N,S
Majors Cellular

Initial course of series, focusing on cellular biology: cell structure, organization, metabolism, energetics, the gene and molecular, chromosomal, Mendelian and microbial genetics.

BIOL& 212 (5) C,N,S
Majors Animal

Continuation of series. Emphasis on the biological diversity of animals, general principles of animal physiology, growth and development. Prereq: BIOL& 211. One quarter college chemistry (pref. inorganic series) or permission (C).

BIOL& 213 (5) C,N,S
Majors Plant

Continuation of series with an emphasis on prokaryotes, fungi, algae, and plants including their diversity, anatomy and physiology. Includes evolutionary and ecological principles relevant to biological studies. Lab. Prereq: BIOL& 211 with 2.0 or better (N,C). BIOL& 212 with 2.0 or better (S)

BIOL 228 (4) C
Molecular Cellular Methods I

For science major transfer students. Covers theory and laboratory techniques emphasizing recombinant DNA technology with emphasis on experiential learning. Addresses lab safety, solution preparation, and the process of ethical science.

BIOL 229 (4) C
Molecular Cellular Methods II

For science major transfer students. Covers theory and laboratory techniques emphasizing protein purification and characterization technology with emphasis on experiential learning. Addresses lab safety, solution preparation and the process of ethical science.

BIOL 239 (5) C
Virology – Emerging Viruses & Public Health

Intro to virology, with special emphasis on emerging pathogens. Covers biological and relevant public health themes, explaining the science in the context of severe health crises of our times and their challenges. Prereq: Eligible for ENGL& 101 and MATH 084, BIOL 160 or permission.

BIOL& 241 (5) C,N,S
Human Anatomy & Physiology I

Covers fundamental principles and establishes a basis for advanced study of anatomy and physiology and clinically-related subjects in the paramedical fields. Lab. Prereq: BIOL& 160 or CHEM& 121.

BIOL& 242 (5) C,N,S
Human Anatomy & Physiology 2

Continuation of BIOL& 241. Lab. Prereq: BIOL& 241.

BIOL& 260 (5) C,N,S
Microbiology

History and methods of microbiology: microbial classification, metabolism, culture requirements, molecular genetics, viruses, antimicrobial methods and drugs, immunology, epidemiology and pathogenesis. Lab included. Prereq: Two college-level biology or chemistry lab courses, or permission.

BIOL 290 (5) C,N
General Genetics

Intro to genetics for science majors. Mendelian inheritance, linkage and recombination, extensions of Mendel, sex determination, multifactorial traits, gene structure and function, mutations and chromosome abnormalities, population genetics, the human genome, genetic technologies, current applications (including cloning, genetic testing, genetically-modified plants and animals, gene therapy and forensics) and related ethical issues. Prereq: 10 credits of college-level biology or permission.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN Watch Technology

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

BIOL 295 (5) C
Immunology

For biotechnology and biology majors. Natural and specific immunity. Aspects of humoral and cellular immunity including antibody structure and function, immunogenetics, development of hematopoietic cells, B and T cell function, antigen presentation, autoimmunity, cytokines and immunity to different types of disease. Non-lab course. Prereq: BIOL& 260.

BIOL 297 (1-5) C,N,S
Special Topics in Anatomy & Physiology

Anatomy and/or Physiology seminar or activity.

BIOL 298 (1-5) C,N,S
Special Topics - Biology

Seminar on selected topics or activities in the biological sciences. Prereq: Variable, dependent on topic.

BIOL 299 (1-5) C,N,S
Independent Study - Biology

Independent study of approved topics in the biological sciences. Prereq: Permission.

BIOMEDICAL EQUIPMENT TECHNOLOGY

See *Electronics Technology*, page 235.

BOTANY

BOT 110 (5) C,N,S
Plants & People

Practical application relevant to everyday lives. Covers economic plants (grains, legumes, fruits), food values, plant parts, poisonous plants of urban areas, textiles and wood. Lab included. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BOT 112 (5) C,N,S

The Plant Kingdom

Intro to the diversity and life processes of prokaryotes, algae and plants. Includes evolution, life histories, anatomy and physiology, and ecology of these biological groups. Lab. Prereq: Eligibility for MATH 084 and ENGL& 101 (C).

BOT 113 (5) C,N,S

Plant Classification

Intro to classification and diversity of seed plants. Focuses on the characteristics, collection and identification of regional plants. Lab. Prereq: Eligibility for MATH 084 and ENGL& 101.

BOT 299 (1-5) C,N,S

Independent Study – Botany

BUILDING TRADES PRE-APPRENTICESHIP

See *MTA, SVI only*, page 188.

BUSINESS

NOTE: It is recommended that students at North Seattle Community College see an advisor or counselor for prerequisites.

BUS 090 (2-5) S

Foundation in Business Prep

Offered as a two-quarter course listed as BUS 090a and 090b. Lecture/lab to develop competencies in office administration and computation. Includes keyboarding, intro to computers (Windows, Word) and intro to business communications. Prereq: ASSET test scores indicating basic English, reading/writing and math skills or permission.

BUS 091 (2-17) S

Foundation in Business Prep II

Two-quarter course listed as BUS 091a and 091b. Continuation of BUS 090. Lecture/lab to develop competencies in office administration and computation. Includes keyboarding, computer software (Excel and Access) and intermediate/advanced business communications.

BUS 100 (3) C

Fundamentals of Supervision

Intro to first-line supervision, covering total responsibilities of a supervisor. Includes the function of management, human relations and motivation, effective communications, systems concepts and problem-solving.

BUS& 101 (5) C,N,S

Intro to Business

Survey of American business in a global context: business and economic terminology, forms of business ownership, management, accounting, finance, international marketing and foreign exchange rates. Also covers small businesses, business start-ups and franchising.

BUS 103 (3) C

Personnel/Human Resource Management

Intro to organizational structure of the modern business office; recruitment and training; management of human resources; employee rights and ethical issues; legal responsibilities; and team-oriented collaboration for human relation dynamics.

BUS 104 (3) C,S

Keyboarding

Intro to keyboarding for those with little or no experience. Includes alpha/numeric keyboarding and basic word processing for creation of business documents. May be taken for S/NC grade.

BUS 105 (4) N

Keyboarding

Beginning keyboarding taught on the computer. Intended for students with no keyboarding experience. Emphasizes touch keyboarding with speed and accuracy on alphabetic and number keys. Introduces basic word processing concepts and letter and memo formatting.

BUS 106 (3) C,N,S

Keyboarding/Skillbuilding

Development of speed and accuracy of letter, symbol and number keys through drills and timings. May be taken for S/NC or decimal grade and may be repeated for credit (N,S). Prereq: Keyboarding of 25 net wpm (C) - BUS 104 or BUS 105 (N).

BUS 112 (5) N

Multicultural Issues in the American Workplace

Intro to legal, racial and cultural aspects of the American multicultural workplace. Examines diversity, self-exploration as a basis for understanding others, historical overviews of ethnic influences on American business, workforce demographics and cross-cultural communication.

BUS 113 (3) C,S
Diversity Issues in Business

Intro to legal, gender, racial and cultural aspects of business. Examines diversity, self-exploration as a basis for understanding others, historical overviews of ethnic influences on American business, workforce demographics and cross-cultural communication.

BUS 114 (5) N
Intro to Marketing

Essential to survival in today's customer-driven business, marketing should demonstrate value, quality and service exceeding customer demands while maintaining channel relationships and meeting company goals and objectives. Prereq: Eligible for ENGL& 101 or completion of ENGL 097/098.

BUS 115 (2) N,S
Computational Skillbuilding

Intro to basic operation of touch addition, subtraction, multiplication and division on the electronic printing calculator. Use of memory register and applications to solve business math problems. Enrollment may be for S/NC audit or decimal grade.

BUS 116 (5) C,N,S
Business Math/Spreadsheets

Use business math applications to work with percentages, invoices, trade and cash discounts, markups and markdowns, payroll, depreciation and other business applications. Use Excel software to create spreadsheets. Prereq: No math test required (N); placement at MATH 081 level (C).

BUS 117 (2) N
Records Management

Learn the components of correct document and information management and the rules as established by the Association of Records Managers (ARMA) for correctly applying filing guidelines to manual, alphabetic, numeric, geographic and subject filing systems.

BUS 118 (5) N
Project Management Intro & Overview

Overview of project management from a business perspective, including project estimation, feasibility, planning, risk management, contingency planning, scheduling and control. Apply project management principles to student project. Prereq: IT 101 or BUS 169; BUS 236.

BUS 119 (3) N
Leadership & Management Skills

Learn to integrate people, projects and sponsors to complete tasks and deliverables on time. Covers effective leadership, leading vs. managing and styles of each. Includes responsibilities, team development and dynamics, personality types, influence without authority, conflict management, organizational and cultural influence on a project. Prereq: IT 101 or BUS 169; BUS 236.

BUS 123 (5) N
Word for Business

Create and edit business documents such as letters, memos, reports, basic tables and charts, electronic forms, outlines, mail merges and column text. Learn to share work for comments, revisions and merging and integrate other Office applications. Recommended: Familiarity with computer usage or successful completion of BUS 169 or IT 101; ability to key 25 words per minute or successful completion of BUS 105.

BUS 124 (5) N
Excel for Business

Covers all fundamental techniques for creating worksheets, charts, databases and macros. Recommended: Familiarity with computer usage or successful completion of BUS 169 or IT 101.

BUS 125 (5) N
Access for Business

Use Microsoft Access to design, create and edit tables, queries, forms and specialized reports. Manipulate data using specific criteria, queries and filters. Learn to import/export data among various applications software. Recommended: Familiarity with computer usage or successful completion of BUS 169 or IT 101.

BUS 126 (2) N
PowerPoint for Business

Learn Microsoft PowerPoint to create visuals to accompany business and personal presentations. Create, change, customize and save PowerPoint files. Add and manipulate graphics and apply appropriate design elements to presentations. Prereq: ENGL 097/098 placement or ENGL 095/096 completion.

BUS 127 (2) N,S
Outlook for Business

Covers a basic knowledge of Outlook and the effective use of electronic communication.

BUS 131 (5) C,N,S
Integrated Communications I

Review and refine basic English grammar, spelling, punctuation and word usage skills by composing effective basic business letters and memos. Intro to oral communication skills essential to successful giving/receiving of information and cultural aspects of the communication process. Prereq: Satisfactory English placement test score (N,C), ASSET: W&R=46, SLEP: combined=65.

BUS 132 (5) C
Integrated Communications II

Further develop communication skills integrating business English grammar, punctuation and word usage skills with composition of effective, complex business documents. Develop research, business report writing and documenting skills. Practice oral presentation techniques, handling of questions, problem-solving and conflict-resolution techniques. Complete meeting preparation tasks. Prereq: BUS 131 with 2.0 or higher.

BUS 138 (3) S
Leadership for Ground Service Companies

Intro to leadership for SEA-TAC airport employees. Covers leadership styles and skills in various organizational settings. Includes developing productive teams, motivating employees, handling difficult people and situations, learning practical skills and the role and responsibilities of being a leader/supervisor within the company policy and procedures guidelines.

BUS 139 (18) S
Customer Service/Call Center Training

A short-term program designed to provide skills needed for employment in a call center environment. Emphasizes practical skill development and application of policies and procedures within the company guidelines.

BUS 140 (5) C,N,S
Customer Relations

Develops skills to identify and resolve customer complaints, handle difficult customers and utilize effective verbal and nonverbal communication methods. Learn appropriate professional use of various electronic media and contribute positively to the service culture of an organization. Examines future trends and changes in work environments.

BUS 147 (5) N
Intro to Legal Systems

Learn the legal systems and basic legal forms. Become familiar with courts, their operational structure and the roles of bailiffs, clerks and other support offices. Learn how small claims, trial and appellate courts conduct proceedings and use forms (pleadings).

BUS 151 (3) N**Intro to Entrepreneurship**

Overview of the entrepreneurial process, examination of the marketplace and discussion of successful business strategies. Product selection, selling and marketing strategies. Sources of information and assistance.

BUS 152 (5) N**Entrepreneurship: Product/Service Selection, Pricing & Marketing**

Intro to product selection, channels of distribution, pricing, marketing and selling strategies. Write the product, pricing and marketing sections of a business plan. Prereq: BUS 151 and BUS 154.

BUS 153 (5) N**Entrepreneurship: Planning Business Financials**

Intro to financial planning, financing and operations processes. Review forecasting assumptions, prepare financial needs projections, study new business financing and prepare plans for growth and contingencies. Complete the business plan. Prereq: BUS 152 or instructor's permission.

BUS 154 (5) N**Entrepreneurship Overview**

Overview of the entrepreneurial process. Develop a business plan using the student's own business idea. Learn skills and characteristics of successful entrepreneurs, techniques for evaluating business opportunities, planning tools, selling and marketing basics, financial analysis, record keeping, regulations of Washington State, and step by step procedures for starting a small business.

BUS 155 (3) N**Independent Study**

With the aid of coaching, develop a feasibility plan as the basis or start of your business plan.

BUS 156 (5) N**Intro to e-Business/Commerce**

Overview of the principles of electronic commerce: the origin and growth of e-commerce; comparison with traditional commerce; the relationship of e-commerce to the Internet; electronic money; electronic contracts, legal issues, stock trading; catalogs, accounting, auditing and taxation, international aspects and e-marketing. Prereq: ENGL& 101 eligibility or completion of ENGL 097/098.

BUS 164 (2) C**Career Development I**

Learn the steps to research and identify job leads, to approach companies for job-shadow opportunities, and to practice effective informational and position interviews. Required capstone course for Office Assistant Certificate.

BUS 165 (2) C**Career Development II**

Identify appropriate local non-profit agencies, develop networking opportunities, secure a volunteer job, and apply business skills in a short-term volunteer position. Required capstone course for Office Assistant Certificate.

BUS 166 (2) C**Career Development III**

Plan and create a project proposal. Research an area business or non-profit organization, investigate its needs, create a project solution, present the proposal and implement the result for the organization. Required capstone course for Office Assistant Certificate.

BUS 169 (5) N,S**Using Computers in Business**

Focuses on representative business software for word processing, database, spreadsheet applications, graphic presentations and uses in business. Includes the basics of the disk operation system (DOS), Windows contemporary computer terminology and legal and safety considerations. Prereq: BUS 104 or CTN 100 (S) and keyboard skills.

BUS 170 (4) C,S**Information Technology I**

Intro to Word, Excel and computer concepts. Create, edit and insert graphics into various business documents. Create embedded charts using formulas and formats, What If Analysis and integration features. Covers web interactivity features. Prereq: BUS 104 or keyboard 25 net wpm (C).

BUS 171 (4) C**Information Technology II**

Intro to Powerpoint and more advanced functions of Excel and Word, including Excel amortization schedules, hyperlinks and templates with multiples; and Word form letters, labels, documents with tables and integration using OLE and Word Art. Prereq: BUS 170 with 2.0 or higher and keyboard 35 net wpm.

BUS 172 (4) C**Information Technology III**

Use technology to integrate text, data and charts in business projects. Covers advanced Word, PowerPoint and Excel functions; gain additional skill with email and Internet. Prereq: BUS 171 with 2.0 or higher and keyboard 45 net wpm.

BUS 175 (5) C,S**Applied Business Statistics – A Decision-Making Process**

Intro to concepts and techniques used extensively in public and private sector decision-making, including statistical techniques in accounting, finance, marketing, production and personnel management. Focuses on real data applications, active learning, quantitative privacy and statistical thinking, and using computer software. Prereq: BUS 110 or MATH 098 (S).

BUS 177 (5) S**Spreadsheets**

Learn and use Microsoft Excel to manipulate numbers, track sales and expenses, create budgets and charts to help make informed business decisions. Use calculations and pre-defined formulas to organize data, process statistical information and more. Prereq: BUS 169 or equivalent.

BUS 178 (5) C**Intro to Web Design/Development with Dreamweaver**

Focuses on website design, concepts and processes necessary to develop, maintain and upload a commercial website to a worldwide web server through the use of Dreamweaver software. Covers design, color, graphics, sound and navigation. Prereq: Keyboard 25 net wpm plus BUS 170, MIC 101.

BUS 179 (5) S**Word Processing**

Covers comprehensive word processing using Microsoft Word. Includes basic skills and more advanced techniques such as tables, envelopes, templates and mailmerge. Prereq: BUS 169 or 170 or equivalent.

BUS 181 (5) C,N**Intro to Desktop Publishing**

Creation of documents using desktop publishing software on the PC. Combines text-processing and graphics to create brochures, newsletters and other business materials using a popular software. Prereq: 25 net wpm and knowledge of word processing (C).

BUS 182 (5) C,S
Information & Records Management

Study the basic alphabetic, numeric, subject and geographic filing principles necessary to manage filing systems, as established by the Association of Records, Managers and Administrators (ARMA International). Includes computer practice using a database software simulation. Intro to Microsoft Access database features.

BUS 184 (5) C
Business Database Applications

Covers the concepts of relational database design for solving typical business problems. Uses Microsoft Access and OpenOffice Base relational database software to implement the proposed business solutions. Prereq: BUS 170.

BUS 185 (5) C
Small Business Management

Covers the skills necessary to start and successfully manage a small business, especially for entrepreneurs and those wanting to work for and/or improve an existing business. Includes business plan creation, marketing, copyrights/patents, prototyping, and cash flow.

BUS 186 (5) N
Sustainable Business

Examines the relationships between business, social and economic development and the environment. Explores how emerging technologies are reshaping energy utilization and management for businesses and their communities. Prereq: BUS 101 or permission.

BUS 197 (2-8) C,S
Work Experience – Business

Earn work experience in the business field. Prereq: Permission.

BUS 200 (5) N,C,S
Law & Society

Fundamental concepts, structure, and function of the American legal system. Emphasis on the role of law in society rather than on the rules of law. Includes sources of law, court systems, dispute resolution, constitutional law, torts, criminal law, contracts and legal reasoning.

BUS& 201 (5) C,N,S
Business Law

Covers nature, development and operation of principles of business law relating to contracts, commercial paper, corporations, agency, partnerships and sales.

BUS 204 (5) N
Office Procedures

Intro to organization, planning and setting priorities. Covers mail handling, travel arrangements, composing and typing correspondence. Emphasis on leadership development. Prereq: BUS 131, BUS 270 and BUS 182 or concurrent enrollment.

BUS 205 (5) N
Human Resource Management

Analyzes basic functions of supervisory-level management with emphasis on skills needed to be an effective leader/manager of a diverse work force. Covers management functions of planning, organizing, directing, evaluating and skill development in effective communication, motivation, problem-solving, managing conflict and selecting employees.

BUS 207 (5) N
Intro to Legal Resources & Office Procedures

Study the concepts of law and evidence; the different types of laws (constitutional, statutory, regulatory and case/common); how laws are made; how they impact one another; and which laws prevail in conflicts. Learn to access and use codes, reports, digests and find needed non-legal information. Covers operation of law firms and legal agencies. Prereq: BUS 147

BUS 209 (3) N
Producing Deliverables – Technical Writing

Learn to create written deliverables. Includes writing a Request for Proposal, evaluating RFP responses, writing the Evaluation Report, creating different types of documentation and day-to-day written communication between teams, management and project sponsors. Prereq: IT 101 or BUS 169; BUS 236.

BUS 210 (5) C,N,S
Business & Economic Statistics

Studies statistical methods and their application to business and economic data. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or 116.

BUS 215 (5) N
Intro to International Business

Studies business operations, private enterprise and governmental relationships in a world environment, including investments, marketing, transportation, trade agreements, management, production decisions and financial analysis. Recommended: BUS& 101 or prior business experience.

BUS 216 (5) C,N,S
Professional Development

Learn to develop positive mental attitudes and examine useful techniques for personal and professional success. Emphasizes various aspects of career development.

BUS 220 (5) N
Business Finance

Businesses must choose what assets to purchase and how to pay for them. Learn how businesses optimally raise funds while making net contributions to value. Includes financial risk and return; capital markets, structure and cost; and international finance issues. Prereq: BUS 116, either ACCT 110, 201 or 215, or permission.

BUS 229 (5) N
Project Management

Define and sequence project tasks using MS Project. Develop and complete a team project plan and budget that includes resource allocations, critical path, dependencies, estimating, risk management, contingency planning, implementation and evaluation. Prereq: IT 101 or BUS 169; and BUS 236.

BUS 230 (5) N,S
Business Communications

Develop effective business writing skills through preparation of letters, reports, memoranda and employment documents. Emphasizes intercultural aspects of communication. Prereq: BUS 131. Recommended: BUS 104 or BUS 105 (N).

BUS 235 (5) S
Oral Communications in Business

Covers listening, speaking, nonverbal communication, effective business meetings, parliamentary procedures, telephone and interview techniques. Prereq: BUS 131 or ENGL& 101 with 2.0 or higher.

BUS 236 (5) N
Interpersonal Communications for the Workplace

Learn interpersonal communication styles and effective ways to adapt communication to meet business needs. Improve understanding of cultural diversity, non-verbal communication and individual influences on communication. Includes techniques for making informal and formal business presentations and preparations for employment interviews.

BUS 237 (5) N
Team Skills in the Workplace

Explore aspects of successful teams and examine the importance of assessing and recognizing individual team member skills. Prereq: BUS 236.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

BUS 240 (5) C,N
Internet Law

Explores legal issues and topics directly related to the World Wide Web: copyright, trademark and servicemark rights; privacy; contractual issues surrounding work-product, website development and licensing agreements; employment issues including discrimination and monitoring of employee email; censorship; domain name registration; defamation or cyberslander; misuse of the Internet and liability issues. Provides an overview of the basics of constitutional law, contracts, torts, regulatory, criminal law and personal law.

BUS 245 (5) N
Global Marketing

Examine the many facets of global marketing and its impact on the global consumer in an era of unmatched consumer awareness and heightened cultural identity.

BUS 255 (5) N
Business Ethics

Addresses the fundamental questions of ethical and moral behavior in corporate boardrooms and company meeting rooms, in organizations large and small. Examines corporate culture, corporate governance, stakeholder responsibility, social responsibility and the importance of business ethics in a global economy.

BUS 270 (5) N
Integrated Office Applications

Develop skills to manage projects effectively using advanced MS Office features and to select the right application to do the job. Using advanced word processing, spreadsheet and database functions, master report generation, mail merge, desktop publishing, importing data and graphics, macros, forms preparation, newsletters and file management. Build Internet and email skills. Prereq: Permission.

BUS 275 (5) N
Business Finance & Economics

Covers bank credit, commercial credit, issuance of stocks and bonds, retained earnings financing and operation of stock markets through projects relating to on-the-job experiences. Prereq: ACCT& 201 and BUS& 101.

BUS 298 (1-5) S,C
Special Topics – Business

Prereq: Permission.

BUS 299 (1-5) C
Special Topics – Business

Individual or group study projects on topics in the field of business. Prereq: Permission.

CHEMICAL DEPENDENCY

See *Social and Human Services*, page 308.

CHEMISTRY

CHEM 106 (5) N,S
Intro to Food Science

Studies the biological and chemical consequences of food preparation. Explores questions such as why cut potatoes turn brown, why starch thickens sauces and why bread rises. Lab.

CHEM& 110 (5) C,N,S
Chemistry Concepts with Lab

Stresses a humanistic approach to chemistry and de-emphasizes mathematical problem-solving. Reveals chemical principles, facts and theories through practical applications, computer graphic illustrations and experiments. Includes lab.

CHEM& 121 (5) C,N,S
Intro to Chemistry

Fundamental inorganic chemistry, including bonding, stoichiometry, gas laws and acid/base topics. Of particular interest to Health Science and Biotechnology students. Lab included. Prereq: One year of high school algebra or MATH 085.

CHEM& 122 (5) C,N,S
Intro to Organic Chemistry

Continuation of organic chemistry and intro to biochemistry. Lab included. Prereq: CHEM& 121.

CHEM& 123 (5) C,N,S
Intro to Biochemistry

Explores the role of biochemistry in modern society. Covers functional groups, carbohydrates, amino acids, lipids, nucleic acids, steroids, genetics and pharmaceuticals. Lab included. Prereq: CHEM& 122.

CHEM& 131 (5) N
Intro to Organic Chemistry & Biochemistry

Covers the structure, properties and reactions of various organic compounds, including hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids and amines. Examines complex compounds found in living systems: carbohydrates, lipids, proteins, and nucleic acids. Lab focuses on analysis and separation techniques. Prereq: CHEM& 121 with 2.0 or higher.

CHEM& 139 (5) C,N,S
General Chemistry Prep

Lecture. Includes chemical mathematics, basic atomic structure, chemical bonding, chemical equation balancing, mole concept and chemical stoichiometry. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098.

CHEM& 161 (6) C,N,S
General Chemistry with Lab I

For science majors. A three-quarter sequence introducing basic concepts of chemistry: structure and bonding, chemical reactivity, physical measurement, stoichiometry, structure of matter, gas laws, intermolecular forces, solutions, chemical kinetics, equilibrium, acid/base, thermodynamics, redox and electrochemistry. Fulfills the QSR requirement for A.A. degree. Satisfies the general chemistry requirement for science majors and various pre-professional programs. Several pre-engineering and other programs require only CHEM&161 and 162. Prereq: CHEM& 139 (or passing grade on placement exam) and MATH& 141 with 2.0 or higher.

CHEM& 162 (6) C,N,S
General Chemistry with Lab II

For science majors. Covers chemistry principles, structure of matter, atomic and molecular theory, the elements, quantitative relationships, nuclear chemistry, aqueous solutions, kinetics, chemical thermodynamics, oxidation and reduction, electro-chemistry, periodicity, equilibrium systems, qualitative analysis and organic chemistry. Fulfills the QSR requirement for A.A. degree. Prereq: CHEM& 161.

CHEM& 163 (6) C,N,S
General Chemistry with Lab III

For science majors. Covers chemistry principles, structure of matter, atomic and molecular theory, the elements, quantitative relationships, nuclear chemistry, aqueous solutions, kinetics, chemical thermodynamics, oxidation and reduction, electro-chemistry, periodicity, equilibrium systems, qualitative analysis and organic chemistry. Fulfills the QSR requirement for A.A. degree. Prereq: CHEM& 162.

CHEM 191, 192 (9 EA.) N
General Chemistry (two-quarter sequence)

CHEM 191 and 192 are equivalent to CHEM& 161, 162 and 163. Explores the principles of chemistry, structure of matter, atomic and molecular theory, the elements, periodicity, quantitative relationships, nuclear chemistry, aqueous solutions, oxidation and reductions. Both courses fulfill QSR requirement for A.A. degree. CHEM 191 Prereq: CHEM& 139 or passing score on chemistry placement exam and MATH 102 or MATH& 141; CHEM 192 Prereq: CHEM& 162.

CHEM& 241 (4) C,N,S
Organic Chemistry I

Structure, nomenclature, reactions and synthesis of the main types of organic compounds. Prereq: CHEM& 163.

CHEM& 242 (4) C,N,S
Organic Chemistry II

Further discussion of physical properties and transformations of organic molecules, especially aromatic and carbonyl compounds. Prereq: CHEM& 241.

CHEM& 243 (4) C,N,S
Organic Chemistry III

Polyfunctional compounds and natural products, lipids, carbohydrates, amino acids, proteins and nucleic acids. Prereq: CHEM& 242.

CHEM& 251 (4) C,N,S
Organic Chemistry Lab I

Preparation of representative compounds. Prereq: CHEM& 241 or concurrent enrollment.

CHEM& 252 (4) C,N,S
Organic Chemistry Lab II

Preparations and qualitative organic analysis. Prereq: CHEM& 242 or concurrent enrollment and CHEM& 251.

CHEM 255 (3) N
Biochemistry I

First of two courses. Survey of basic principles of biochemistry and molecular biology, emphasizing chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. For chemistry, biochemistry, medicine, dentistry, pharmacy or medical technology majors.

CHEM 256 (3) N
Biochemistry II

Second of two courses. Survey of basic principles of biochemistry and molecular biology. Covers chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. For chemistry, biochemistry, medicine, dentistry, pharmacy, or medical technology majors. Prereq: CHEM 255 with 2.0 or better.

CHEM 298 (1-5) C,N,S
Special Topics - Chemistry

Seminar of selected topics and/or activity in the chemical sciences. Prereq: Variable, dependent on topic.

CHEM 299 (1-5) C,N,S
Independent Study - Chemistry

Independent study of approved topics in the chemical sciences. Prereq: CHEM& 163 and permission.

CHILD & FAMILY STUDIES**CFS 110 (3) C**
Planning Age-Appropriate Activities & Environments for Young Children

Intro to working with children and their families to design safe, healthy, inviting, culturally relevant and anti-bias learning environments for children and family members. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 120 (3) C
Supporting Young Children's Physical & Intellectual Development

Examines physical, cognitive, creative and linguistic developmental needs and stages of children birth through 12, and methods and strategies for planning for holistic development. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 130 (3) C
Guiding & Supporting Young Children's Social & Emotional Development

Covers the social, emotional, self-esteem and cultural identity developmental needs and stages of children birth through 12, and methods and strategies for planning for holistic development. Addresses guidance and managing difficult behavior. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 145 (3) C
Activities that Foster Development During the School-Age Years

Examines physical, social, emotional, cognitive and moral development of school-age children (ages 5-14) within social and cultural contexts including the family, peer group and community. Covers individual differences, typical issues and areas of concern. Includes roles of practitioners and history and philosophies of various program models. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 155 (3) C
Development During the Adolescent Years

Examines early, middle and late adolescent (ages 12-21) development within social and cultural contexts including family, peer group and community. Explores issues youth face, youth culture and values, cultural responses to coming of age and rites of passage. Includes roles of practitioners and history and philosophy of various program models. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 180 (3) C
Guiding Behavior & Social Development During the School-Age & Adolescent Years

Examines theories of social-emotional development (ages 5-18), learning styles and application to diverse guidance strategies. Explores self-esteem, group belonging, cultural identity and diverse familial patterns. Examines both typical development and challenges youth face which may affect their development and behaviors. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 208 (3) C
Planning Activities & Spaces for School-Age & Youth Programs

Theoretical and practical examination of successful, diverse, culturally relevant and anti-bias environments. Includes facility design, appropriate materials, family involvement, programming and activities. Applicable to recreation, tutoring, health, education, social services, cultural arts and before/after school environments. Includes on-site visits to programs. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 215 (3) C
Mathematics & Science Methods for Working With Young Children

Explores the many ways young children integrate math and science concepts into their daily lives and how to support their classroom learning. Emphasis on promoting cognitive development and overcoming traditional biases, which have been barriers for girls and children of color in science and math. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 223 (2) C
Physical Development in School-Age & Youth Programs

Explores strategies and methods for incorporating cooperative games, sports, dance, creative movement and leadership development into youth programs. Examines and expands movement repertoire, coaching and mentoring skills and culturally diverse approaches. Prereq: Eligibility for ENGL& 101 and MATH 085.

CFS 225 (3) C
Assessment/Programming

Covers assessing the needs of a particular child, family, agency, or community, then developing a program addressing these needs. Use of Portfolio Assessment. Gain understanding of how the needs identified relate to a larger societal context. Covers Participatory Action Research as a model (AACCTF) for assessing needs, as well as culturally relevant assessing and programming. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 228 (3) C
Childhood/Adolescent Sexuality & Education

Explores biological sexual development and culturally specific responses to myths and misinformation common among children, youth and families. Covers strategies for incorporating accurate, culturally sensitive information with families and their school-age children and youth. Explores issues of sexual identity: gender roles, heterosexuality and homosexuality, sexual stereotypes and the impact of the media. Examines responses to teen pregnancy and sexual abuse. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 245 (3) C
Building Partnerships with Diverse Families

Focuses on strategies, conceptual frameworks and culturally relevant approaches to parent education and support. Explores methods of building partnerships with parents. Emphasis on cultural relevancy and anti-bias strategies for parents and issues facing urban families. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 252 (3) C
Violence Prevention & Community Development with Children, Youth & Families

Examines the nature of violence in our community, including institutionalized violence, media violence, domestic violence and gangs. Covers impact of prevention programs, strategies, curricula and methods for community building and empowerment. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 263 (3) C
Working with Children with Disabilities

Focuses on the social, emotional, physical, legal, historical and environmental issues which may affect children and youth with disabilities and their families.

CFS 270 (3) C
Child & Family Health

Includes impacts of environmental stresses and toxins, access to health care, preventative health, safety issues in childhood, violence in society, childcare issues, nutrition, bias and other issues impacting families. Focuses on ways families, agencies and communities can work together to resolve these issues. Meets Washington state requirements for HIV/AIDS training, CPR/First Aid and Children's Health and Immunization recordkeeping. Prereq: Eligibility for ENGL& 101 & MATH 084.

CFS 280 (3) C
Methods for Cultural Relevancy & Anti-Bias Strategies for Children & Families

Specific strategies for working with both European-American families and families of color and the impact of racial, cultural, homophobic, gender, age and economic class bias on children and families. Covers teaching children to resist bias and understand and deal with rejection. Prereq: HUM 105 and Eligibility for ENGL& 101 and MATH 084.

CFS 284 (3) C
Literacy Development for Children & Their Families

Covers practical strategies for early, continued and adult literacy development. Covers models of family literacy and literacy development for children who are non-native English speakers. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 290 (1-4) C
Budget & Finance for Non-Profits

Covers budget design and monitoring; money, credit and financial statements; bookkeeping and financial planning; taxes and other legal requirements; computer applications; fees and other revenue sources; grant writing and fund raising; the budget/quality link. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 296 (1-4) C
Personnel & Supervision

Examines staff development, evaluations and training, developing cohesive teams, communication, conflict management and group dynamics. Studies recruitment, hiring and retention, developing personnel systems and procedures, performance contracts, motivation of staff, and wages and benefits. Prereq: Eligibility for ENGL& 101 and MATH 084.

CFS 297 (1-5) C
Special Topics

Workshops on topics such as infant/toddler development and care, early childhood administration, bilingual/dual language classrooms, Pre-K-3 alignment, quality rating/improvement systems, and early child advocacy.

CFS 298 (1-5) C
Independent Study

Work independently with an instructor. Prereq: permission.

CFS 299 (2) C
S.T.A.R.S. Seminar

Meets the new 20-hour requirement and learning outcomes for Washington State Training and Registry System (S.T.A.R.S.). Covers child growth and development, child guidance, health and safety, and professionalism based on the Adult-Size Guide to Child-Sized Environments, the Child Care Licensing Handbook.

CHINESE

See Languages & Literature, page 248.

COMMUNICATION**CMST& 101 (5) C,N,S**
Intro to Communication

Intro to communication as a transactional process, with attention to personal, cultural, group and public communication. Covers verbal and nonverbal messages, listening, self-concept and perception. Prereq: Placement into ENGL& 101.

CMST& 102 (5) C,S
Intro to Mass Media

History and impact of the mass media from hieroglyphics through print, advertising, radio, TV, movies and the Internet. Critically read media "texts" and analyze the effects on individuals and cultures. Prereq: ENGL& 101 placement.

CMST 115 (5) C,N,S
Overcoming Communication Anxiety

For individuals who have apprehension or nervousness about giving presentations and working with others. Apply emerging social and scientific research on self-esteem, assertiveness and cross-cultural awareness to their own communication perceptions, expectations and proficiencies. Recommended for domestic as well as immigrant and international students. Prereq: Placement into ENGL 095/096 or higher; or permission.

CMST 145 (5) C,N,S
Gender & Family Communication

Theoretical and practical perspectives on the complex, lifelong relationships among and between females and males. Similarities and differences in gender and culturally based communication and behavior in a variety of contexts and situations, particularly within the family. Prereq: Placement into ENGL& 101.

CMST 155 (5) C,N,S
Argumentation & Public Debate

Concepts and strategies of rhetorical persuasion, integrated with procedures and practice in generating, presenting and arguing ideas and issues within a public forum. Emphasizes audience research, thorough preparation and the development of appropriate agendas, information and policies for eventual group and/or public dialogue and decision-making. Prereq: Placement into ENGL& 101.

CMST 175 (5) C,N,S
Oral Interpretation

Interpretation as an artistic process of studying literature and other texts through individual and group performance with an audience. Analyze and perform various texts in their aesthetic, intellectual and emotional entirety. Prereq: Placement into ENGL& 101.

CMST 185 (3-5) C,N,S**Organizational Communication**

Identification, practice and evaluation of communication styles and skills to achieve individual and organizational goals within corporate and non-profit cultures and settings. Practical professional orientation. Prereq: Placement into ENGL& 101.

CMST 195 (5) N**Media Management & Operations**

Explores accepted theories, alternative perspectives and actual practices of organizational communication, administration and decision-making within media institutions. Covers internal and external participants, problems, solutions and choice opportunities shaping corporate and non-profit behavior, performance and change. Prereq: Placement into ENGL& 101.

CMST 205 (5) C,N,S**Multicultural Communication**

Study concepts of culture and the opportunities and challenges of multicultural communication in domestic settings. Focuses on the importance of culture in all human interaction; the variables which affect intercultural communication, including ethnicity, gender and multicultural identities; and the influences of American culture around the world. Prereq: ENGL& 101.

CMST& 210 (5) C,N,S**Interpersonal Communication**

Covers principles and processes of human communication, including observations and applications, personal and cultural contexts, nonverbal and verbal interactions, multiple intelligence, perception, models and definitions. Prereq: Placement into ENGL& 101.

CMST 215 (3-5) N,S**International Communication & Relations**

Psychological and social dynamics of human interaction at the international level. Includes a variety of local and global issues, with attention to interpersonal ethics, political philosophies, economic policies and communication systems. Prereq: ENGL& 101.

CMST& 220 (5) C,N,S**Public Speaking**

Covers the process of getting started with confidence; topic selection and research; preparation and delivery of informative, persuasive, special occasion and other forms of presentations. Prereq: Placement into ENGL& 101.

CMST& 230 (5) C,N,S**Small Group Communication**

Experience in and analysis of communication within groups, emphasizing the value of interdependent thoughts and efforts, active listening and empathizing, cooperative roles and tasks, power and conflict management, and collaborative decision-making and problem-solving. Prereq: Placement into ENGL& 101.

CMST 235 (5) N**Media Research, Marketing & Sales**

Overview of the needs, opportunities and methods for measuring phenomena in human and media communication, specifically applied to integrated marketing and sales promotion. Includes objectives, designs and processes of inquiry; variables and measures in communication; measuring instruments and problems in sampling; and statistical analyses of data. Prereq: MATH& 146 or BUS 210 and ENGL& 101.

CMST 245 (5) N,S**Media Communication & Criticism**

Contemporary perspectives on the transformation of human interaction through media-based communication. Evaluates the content of modern criticism within the context of the cultural and economic marketplace of ideas and values. Prereq: ENGL& 101.

CMST 255 (3-5) N,S**Writing for Organizations & the Media**

Basics of writing effectively for organizations, print and electronic media. Communication strategies, formats and media used by individuals within organizations to convey messages to internal and external audiences. Create individual writing portfolios. Prereq: ENGL& 101.

CMST 265 (5) N**Media Relations & Ethics**

Covers current trends in and ethical issues about, the generation, maintenance and dissemination of effective communications which define and promote corporate and non-profit media organizations. Study their relationships with internal cultures and external communities, including investors, shareholders, clients, analysts, government organizations, other media and consumers. Prereq: ENGL& 101, ENGL& 102 or BUS 131, CMN 195.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

CMST 275 (3-5) N,S
Online Communication

Survey of communication issues and applications emerging from the ongoing development and use of digitized media. Focus on functioning effectively within the frontier environment of cyberspace. Write and prepare material for digital formats. Prereq: ENGL& 101 and 102; or permission; access to the Internet; and basic email and word processing skills.

CMST 285 (5) C,N,S
Current Topics in Communication

Timely, multidisciplinary approaches to interpersonal, group, organizational, intercultural and media communication. Prereq: ENGL& 101 and 102; or permission.

CMST 290 (5) N
Media Project Management Practicum

Learn guidelines for managing client accounts and techniques for coordinating media productions. Emphasizes critical thinking, problem-solving, managerial and creative skills in professional situations and media formats. Prereq: Placement into ENGL& 101.

CMST 291 (5) N
Internet & Print Practicum

Integrate scholarly and professional analyses of Internet and print media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating online and print media productions. Increase critical thinking, problem-solving, managerial and creative skills with online and print material. Prereq: BUS 229 or CMN 130, ENGL& 101.

CMST 292 (5) N

Radio & Audio Practicum

Integrate scholarly and professional analyses of radio and other audio media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating aural media productions. Increase critical thinking, problem-solving, managerial and creative skills with aural material.

CMST 293 (5) N

Television & Video Practicum

Integrate scholarly and professional analyses of television and other video media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating visual media productions. Increase critical thinking, problem-solving, managerial and creative skills with visual material.

CMST 294 (5) N

News & Public Information Practicum

Integrate scholarly and professional analyses of news and public information media in various theoretical and practical contexts. Learn guidelines for managing client accounts and techniques for coordinating informational media productions. Increase critical thinking, problem-solving, managerial and creative skills for developing and presenting informational material.

CMST 295 (1-5) C,N,S

Studies & Works in Communication

Analytical study or creative work in Communication. Prereq: ENGL& 101 and 102, an approved learning contract/proposal and permission.

CMST 298 (1-5) C,N,S

Special Projects - Communication

Special projects in Communication.

CMST 299 (1-5) C,N,S

Studies & Works in Communication

Special projects in Communication.

COMPUTER INFORMATION SYSTEMS

See Computer Science, Computing Technology, Information Technology and Network Technologies.

COMPUTER SCIENCE

CSC 100 (5) S

Beginning Computers

Covers basic computer terminology; characteristics of hardware and software; capabilities, limitations and problems associated with computers; intro to email and the Internet.

CSC 102 (1-5) C,N

Using Computers – Modules

Covers computer topics chosen by the instructor and/or division. Topics may supplement content in another course (word processing for English, graphics for math or spreadsheets for economics). Class format varies. Prereq: Permission.

CSC 110 (5) C,N,S

Intro to Computer Programming

Overview of computer program design and problem-solving with a focus on problem analysis, program development, testing and debugging. Use decision and loop structures to develop a variety of programs to solve scientific and technical problems. Programming language used may vary. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or MATH 106.

CSC 111 (5) C,N,S

Computers for Math & Science

Learn to electronically find, share and access scientific information on the Internet and use applications to collect, analyze and present data. Create a website, handle email, compress and archive files and write simple programs. Includes hardware, software, networks and privacy. Prereq: MATH 098.

CSC 142 (5) C,N,S

Computer Programming for Engineers

Covers the general principles of modern programming, including how to design, implement, document, test and debug computer programs. Based on Java. Covers objects, messages, expressions, statements, methods, classes, conditionals, iterations, arrays and collections. Fulfills QSR requirement for A.A. degree. Prereq: CSC 110 and MATH& 141. May be taken as ENGR 142.

CSC 143 (5) C,N,S
Computer Programming II

Continuation of CSC 142. Covers classes and interfaces, inheritance, graphics, exceptions, stream I/O, recursion, analysis of algorithms and some dynamic structures (lists, stacks, trees). Intro to advanced Java language features and new programming topics. Learn the tools for building efficient software systems: dynamic data allocation, recursion and analysis of algorithms. Fulfills QSR requirement for A.A. degree. Prereq: CSC 142.

CSC 198 (1-5) N
Computer Workshop

Covers computer topics considered appropriate by the instructor and/or division. May be supplemental to another course.

CSC 273 (5) N
Data Structures and Algorithms

Covers fundamental data structure and their algorithms and applications in problem solving by programming. Includes linked lists, stacks, queues, priority queues, binary and multi-way trees, directed graphs, hashing, internal and external sorting. Fulfills QSR requirement for A.A. degree. Prereq: CSC 143 with 3.0 or better or permission.

CSC 298 (1-5) C,N
Special Topics

A seminar of selected topics or activities in computer science. Prereq: Variable, dependent on topic.

CSC 299 (1-5) C,N
Independent Study

Independent study of approved topics in computer science. Prereq: Permission.

COMPUTING TECHNOLOGY

Also see Computer Science, Information Technology and Network Technologies.

CTN 101 (5) S
Intro to Computing Technology

Learn the common hardware components of computing systems, including the technical knowledge to make decisions about hardware selection, configuration, and upgrading for software optimization. Covers basic network topologies and management schema. Prereq: CSC 100 or concurrent enrollment.

CTN 120 (5) S
Databases I

Overview of database concepts and applications. Emphasis on MS-Access and its role in Microsoft Office. Includes practical experience setting up related database systems and developing tables, queries, forms and reports. Prereq: CSC 100.

CTN 121 (5) S
Databases II

Advanced topics in MS Access: create macros; putting a database on the web; front-ends and back-ends. Intro to SQL Server: writing SQL queries, create Access front-ends to reach SQL Server back-ends. Work with views, joins, creating tables, databases, queries from script, back-up techniques and SQL security. Prereq: CTN 120.

CTN 131 (5) S
Intro to Computer Programming

Intro to computer programming using Microsoft's Visual Basic to explore elementary programming techniques. Use various control structures, and modular program design and structural concepts. Prereq: CSC 100 or permission.

CTN 142 (5) S
Operating Systems II

Study the implementation and administration of the most recent Microsoft Windows operating system to help prepare for the Microsoft certification exams. Focus on general operating systems' architectural concepts including file, memory, I/O, and process management methods. Learn Unix and Windows operating systems' intrinsic structure and functionality. Prereq: CTN 101.

CTN 143 (5) S
Operating Systems III

Intro to the Linux operating system including features and distributions, the X Window System, user commands, installation, administration, basic networking and shells. Helps prepare the student for the CompTIA Linux+ certification exam. Prereq: CTN 142 with 2.0 or higher.

CTN 160 (5) S
Web Production I

Intro to Internet media development using XHTML, cascading style sheets, tables, frames, forms, and CSS-P. Deploy and test sites on a web browser. Prereq: CSC 100 or permission.

CTN 161 (5) S
Web Production II

Web development using streamlined development tools and image editors. Integrate graphics and complex code to produce professional quality websites. Tools used meet current industry standards. Prereq: CTN 160 or permission.

CTN 162 (5) S
Web Production III

Incorporate Javascript to enhance interactivity and functionality in website development. Includes variables, functions, objects, events, datatypes and operators, and debugging Javascript. Prereq: CTN 131 & 161.

CTN 163 (5) S
ASPNET I

Intro to building web applications and web services using the Microsoft NET development platform. Covers general programming in the ASPNET environment, reviews of the Common Language Runtime, NET framework, ADO.NET and XML. Learn application design and practical development issues such as debugging, deployment, scalability, performance and availability. Prereq: CTN 131 or permission.

CTN 165 (5) S
Usability Design

Focus on combining design, usability testing and technology. Learn to include usability testing at the start of the technology project and carry usability through the development cycle. Learn to analyze results and change the interface to reflect testing results. Prereq: CTN 160 and ART 210 with a 2.0 or above.

CTN 170 (5) S
Hardware I

Covers computer hardware repair and service. Focus on peripherals and hardware designs. Covers work habits, customer interaction, reference materials, and basic linear troubleshooting. Includes choices, installation, configuration and economic guidelines for repair or replacement decisions. Prereq: CSC 100, CTN 101 or equivalent.

CTN 171 (5) S
Hardware II

Focus on the A+ certification prep for hardware and software technologies. Covers knowledge and hands-on competency in core hardware and operating system technologies including installation, configuration, diagnosing and preventive maintenance. Includes customer interaction techniques and systematic approaches to troubleshooting. Prereq: CTN 170 with 2.0 or higher.

CTN 172 (5) S**Hardware III**

Focus on A+ certification and preparation for certification tests relevant to most current CompTia testing. Includes troubleshooting, customer interaction and networking information included in testing. Prereq: CTN 171.

CTN 197 (1-15) S**Computing Internships**

Provides practical work experience and employment contacts by integrating academic studies with actual on-the-job training situations. Orientation to internships required prior to registration.

CTN 224 (5) S**Web Server Configuration & Management**

Focuses on building, maintaining, and optimizing web servers. Topics include security, user management, and authentication and access tracking. Prereq: CTN 101 and 160; CTN 270 recommended.

CTN 267 (5) S**XML I**

Comprehensive intro to the XML specification and accompanying standards. Covers the basics of XML syntax, DTDs and an overview of XML schemas, XSL transformations, XML namespaces and an intro to XHTML. Prereq: CTN 131 and 160 or permission.

CTN 270 (5) S**Local Area Networks I**

Intro to networking concepts, terminology and technologies including history, OSI reference model, standards, common protocols, data translation techniques, data transmission processes and network structures. Includes error handling, communication hardware and popular network operation systems. Prereq: CSC 100. Recommended: CTN 101.

CTN 274 (5) S**Local Area Networks III**

Covers advanced topics in computer networking, including remotely installing operating systems, implementing network security, setting up directory services such as Active Directory, designing and implementing policies, setting up and implementing print services and configuring distributed file systems. Prereq: CTN 270 with 2.0 or higher.

CTN 277 (5) S**Network Security I**

Intro to the concepts and practices used to guard organizational data and computer systems. Select and deploy practical and effective solutions used to identify, assess and prevent external network threats. Covers Microsoft and Linux operating systems for server security, firewall security and remote access solutions. Prereq: CTN 270.

CTN 278 (5) S**Wireless Communication I**

Intro to wireless communication and WLAN use, design, installation, security and troubleshooting. Studies the 802.11 standards including WLANs, Bluetooth and cellular technology concepts. Learn how and why wireless communication works and how to select and setup the correct wireless devices for the best network solution. Prereq: CTN 270 or equivalent.

CTN 282 (5) S**Cisco I**

CCNA 1 Exploration: First of 4-course official Cisco training program curriculum. Preparation for the Certified Cisco Associate (CCNA) certification exam. Intro to networking terminology, devices, addressing, media, protocols, design models, regulations and network management. Prereq: CTN 270.

CTN 283 (5) S**Cisco II**

CCNA 2 Exploration: Routing Protocols and Concepts. Covers how a router learns about remote networks and determines the best path to those networks. Includes static routing and dynamic routing protocols, basic router configuration, management, Access lists and troubleshooting techniques. Prereq: CTN 282 with 2.0 or higher.

CTN 284 (5) S**Cisco III**

CCNA 3 Exploration: LAN Switching and Wireless. Focuses on switching protocols and concepts used to improve redundancy, VLANs and security including VLAN segmentation, Layer 2 and 3 switching, integration of wireless devices into a LAN. Prereq: CTN 283 and pass Cisco 2.

CTN 285 (5) S**Cisco IV**

CCNA 4 Exploration: Accessing the WAN, including QoS, PPP Frame Relay, broadband links, WAN security concepts including threat types, network vulnerabilities analysis procedures and mitigation, and ACLs. Includes implementation procedures using IP addressing services for an Enterprise network, configuring NAT and DHCPv6, and Security Device Manager (SDM). Preparation for CCNA Exam. Prereq: CTN 284 with 2.0 or higher.

CTN 295 (5) S**Help Desk, Research & Customer Service**

Learn effective customer service and help desk techniques and methods to conduct research necessary to solve technical problems efficiently. Emphasizes customer interaction and soft skills. Accomplish, document, evaluate, and present research to the customer. Study help desk techniques and infrastructure. Prereq: CSC 100 or equivalent. Recommended: at least one hardware, operating system, programming or networking class.

CTN 298 (1-10) S**Special Topics in Computing Technology**

Special topics in individual or group study in the Computing Technology field. Prereq: Permission.

CTN 299 (1-5) S**Special Topics in Industrial Computing Technology**

Accommodates individuals who wish to learn new skills or to update specific skills by creating an agreement or contract with the college. Prereq: Permission.

ICT 103 (2) S**Computer Applications**

Intro to popular applications software. Hands-on experience with a word processor, spreadsheet, database manager and MS-DOS.

COOPERATIVE WORK EXPERIENCE**CWE 101 (2) N****Portfolio, Job Search & Interviewing**

Develop effective cover letters, résumés, portfolios, job search strategies, interviewing techniques and conduct an informational interview. Videotape and critique a mock interview. Apply skills to job seeking and to transferring to other schools. Prereq: ENGL 095/096 or higher or placement into ENGL 097/098 or permission.

CWE 110 (3) N
Internship

Apply skills and training in the workplace in a field related to student's studies. Use current related employment, develop an opportunity or apply through the Internship Office. Develop learning objectives, complete performance evaluations on the job and develop a capstone portfolio. Prereq: CWE 101 with a 2.0 or higher or permission.

CWE 197 (1-8) C
Cooperative Education/Work Experience

Earn credit for work or internship experiences.

**COORDINATED STUDIES
PROGRAMS/LEARNING
COMMUNITIES**

Learning Communities, also called Integrated Studies, study a major theme from a variety of academic disciplines. A team of faculty and students use critical thinking to study important issues and concerns for the entire quarter. Students enroll for the entire program. Each program is taught by a team of diverse faculty members who conduct lectures and lead student seminars, field trips and group projects.

In Learning Communities, students and faculty work together on local and global issues requiring creative and active participation from all those in the classroom.

Though separate courses are listed on a student's transcript, the program is conducted as one coordinated course and each program becomes a unique sum, greater than the total of the parts.

This innovative approach to teaching and learning has won national recognition for the Seattle Community College District. The sense of community and excitement generated by Learning Communities creates an atmosphere that is especially memorable and profound.

For further information, students should contact the Advising Center at their campus and check the quarterly class schedule.

CULINARY ARTS • CENTRAL •**Culinary Arts
Specialty Breads & Desserts****BAK 101 (4) C****Intro to Desserts & Breads (Theory)**

Intro to baking/cooking methods and to the scientific principles used in this field. Covers ingredient responses to temperature, friction and storage: mise en place; ingredient functions and characteristics; tools/equipment; and trade terminology. Includes discussion of yeast doughs, quick breads, syrups, icings, sauces and creams, pastries, pies and tarts, cake mixing and baking. Prereq: Admission to program.

BAK 102 (3) C**Bread & Food Preservation**

Presents theory and ingredients, including why specific baking techniques work. Emphasizes the formation and exercise of judgment in baking practice, relationships between procedures and products and evaluation of product quality. Includes discussion of bread history; buttercreams; soufflés and meringues; frozen desserts; chocolate sugar/work; bread and bread sculpture; centerpieces; and wedding cakes. Prereq: BAK 101.

BAK 103 (4) C**Advanced Theory**

Presents advanced theory and ingredients in chocolate process, fair trade practices, cacao bean growing and chocolate making. Learn the scientific principles of sugar process, sugar alcohol, sugar cooking stages, fat functions and characteristics.

BAK 105 (1.5) C**Restaurant Baking (Theory)**

For culinary arts students. Expands on science and principles of baking, including yeast doughs and formulas, icing techniques, basic cake types and characteristics of desserts. Prereq: CUL 102.

BAK 111 (6) C**Intro to Desserts & Breads (Practicum)**

Application of baking theory to production. Includes mise en place and preparation of a variety of doughs, breads/rolls, breakfast breads/pastries, cookies, tarts, sponge and tea cakes and decorated cakes. Prereq: Admission to program.

BAK 112 (8) C**Beginning Desserts & Breads (Practicum)**

Further application of baking theory to production, including exercising judgment and product success/failure analysis. Includes preparation of pastry creams, egg foams, butter creams, meringues, mousses, soufflés, custards, frozen desserts, holiday desserts, compotes, chocolate candies, sauces and fillings. Prereq: BAK 111.

BAK 113 (8) C**Intermediate Desserts & Breads (Practicum)**

Development of independent bakery skills, including organization, accuracy and communication. Practice assessment of product texture, taste and appearance. Includes preparation using advanced techniques of intricate chocolate work, European cakes and plated desserts, with increased emphasis on presentation and artistic skills. Prereq: BAK 112.

BAK 115 (1) C**Restaurant Baking (Practicum)**

For culinary arts students. Production of baked goods including ganache, custards, creams, puddings, mousses and purees. Prereq: CUL 102.

BAK 116 (1) C**Fine Dining Baking (Practicum)**

For culinary arts students. Applies baking theory to production of yeast doughs (bread, puff pastry and choux), breads, focaccia, cakes, icings, decorations, mousses, tortes, puff pastries and fine plated desserts. Prereq: BAK 115.

BAK 117 (1) C**Intro to Cheese Making**

For culinary arts students. Learn cheese making and fermentation techniques in the culinary field, including cheese diversity, milk composition, and the eight basic steps.

BAK 123 (2) C**Advanced Desserts & Breads (Theory)**

Design and develop a line of bakery goods. Learn how to purchase goods, inventory goods, calculate cost analysis and develop a bakery line for presentation. Prereq: BAK 101.

BAK 124 (8) C**Advanced Buffet Desserts & Wedding Cakes (Practicum)**

Design and develop a line of wedding cakes and petits fours using the latest industry techniques. Produce jam and preserves using organic fruits and vegetables. Prereq: BAK 101.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

BAK 125 (8) C**Advanced Desserts & Breads: (Practicum)**

Design and develop a line of bakery goods. Purchase and inventory goods and calculate cost analysis as an extension of the class project. Prereq: BAK 113 or permission.

BAK 126 (3) C**Advanced Food Preservation**

Learn scientific principles as applied to lactic acid fermentation including cheese making, charcuterie and vegetable ferments. Explore scientific principles applied to yeast products, fermented foods and food preservation including flour facts and alcohol fermentation.

BAK 210 (1) C**Science & Baking**

Overview of food science for baking students. Begin developing baking formulas for those who need gluten-free, diabetic diet and other special baking products.

BAK 299 (1-5) C**Special Projects, Specialty Desserts & Breads**

Independent study course for individual projects in the desserts/pastry field. Prereq: permission.

BIOL 103 (3) C**Nutrition for Food Service Professionals**

Identification of known nutrients for human health; demonstration of dietary quality guidelines; utilization of dietary guidelines in meal planning, including modification of existing recipes to meet nutritional recommendations.

CUL 101 (6) C**Food Theory I**

Intro to fundamentals of professional cooking, including history of the food service history; professional attributes; kitchen safety, tools and equipment identification; knife safety and cutting techniques; basic kitchen ratios; mise en place; moist and dry heat cooking; stocks; egg cookery; intro to vegetables, starches, meats, poultry, fish and shellfish; and basic aromatic and flavoring combinations. Prereq: Admission to program.

CUL 102 (5) C**Food Theory II**

Continuation of professional cooking, particularly theory relating to quantity food production. Includes trade terminology, heavy equipment, tool identification, mise en place, soups, salads, meats, fish, poultry, vegetables, starches, sandwiches, butchering, garnishes and presentation. Prereq: CUL 101.

CUL 103 (4) C**Food Theory III**

Covers professional cooking at the casual American restaurant, Explore the cultural roots of contemporary American cooking and the cultural and technical background of dishes. Includes recipe and menu writing, and chemical changes that occur when heat in various forms is applied to food. Practice identification, selection, receiving and handling of ingredients such as herbs, spices, vegetables, fin fish and shellfish. Prereq: CUL 102.

CUL 104 (6) C**Food Theory IV**

Emphasizes international fine-dining cooking theory. Focus on classical and contemporary Northwest, Middle Eastern, Mexican, Spanish, French and Pan Asian cuisines. Includes menu writing, vegetarian cuisine, advanced sauces, ingredient identification, advanced cooking methods, advanced plate presentation, fine dining kitchen organization, whole animal fabrication, and charcuterie. Prereq: CUL 103.

CUL 106 (1.5) C**Intro to Culinary Arts (Theory)**

Intro to culinary arts. Includes the theory of the various types of moist and dry heat cooking methods; product identification; preparation methods for stocks, sauces, vegetables and side dishes. Prereq: Admission to program.

CUL 111 (6) C**Intro to Professional Cooking (Practicum)**

Intro to fundamentals of professional cooking. Includes kitchen safety and operations, knife skills, basic food and stock preparation, teamwork and leadership, general house-keeping, sanitation and clean up. Prereq: Admission to program.

CUL 112 (8) C**Quantity Cooking (Practicum)**

Preparation of international quantity cooking meals. Includes mise en place, item marketing, equipment operation and preparation of meals from the Italian, Asian, Middle Eastern, Mexican, Creole, Indian, French and American traditions. Prereq: CUL 111.

CUL 113 (8) C**Restaurant Cooking (Practicum)**

Prepare meals for on-campus casual American restaurant. Work pantry, sauté, grill and fryer stations. Use traditional and contemporary culinary techniques to produce a culturally diverse selection of soups and salads, casual entrees and desserts. Practice fabrication of various meats, seafood and vegetables and various wet and dry cooking methods. Includes concepts of mise en place, collaboration and seasonality. Develop skills in organization, speed, plate presentation and evaluation of finished products. Prereq: CUL 112.

CUL 114 (8) C**International Cooking (Practicum)**

Practice cooking creativity with classical and contemporary Northwest, Spanish, Oaxacan, French, Pan-Asian and Middle Eastern cuisines. Focus on seasonal ingredients, sustainable purchasing practices, healthy cooking techniques, plate presentation, accuracy, speed, effective working habits, palate development, care for ingredients, safety, professionalism and organization. Produce dishes for "One World" restaurant and private dining room. Prereq: CUL 113.

CUL 116 (1) C**Intro to Culinary Arts (Practicum)**

Covers fundamentals of culinary arts. Rotate into a different kitchen each day and prepare a variety of dishes in each area. Includes various types of moist and dry heat cooking methods and preparation methods for breakfast items, poultry or rabbit, fish, soups, stocks, sauces, vegetables and side dishes, salads and dressings. Prereq: Admission to program.

CUL 120 (1) C**Intro to Wine**

Covers the fundamentals of grape growing and winemaking, including table, sparkling and fortified wines. Includes sensory evaluation of classic grape varieties and their growing regions with emphasis on Washington state wines. Learn strategies for food and wine pairing. Prereq: BAK 103 or CUL 104.

CUL 130 (1.5) C**Intro to Growing a Chef's Garden**

Intro to all aspects of edible gardening, including general plant science and edible plant families. Learn strategies for maximizing yield and for incorporating kitchen gardens into a restaurant business plan. Prereqs: CUL 104, BAK 103 & 113.

CUL 151 (1) C**Sustainable Food Systems Practices I**

Intro to the current ecological, economical and political issues relating to the food system. Raises awareness of issues of the food system from producer to consumer, exploring agriculture, fisheries, dairy, meat and poultry production, water and waste. Includes trade, health and social justice issues within the food system. Prereq: Admission to program or permission.

CUL 152 (1) C**Sustainable Food Systems Practices II**

Continuation of CUL 151. Prereq: CUL 151 with 2.0 or better or permission.

CUL 153 (1) C**Sustainable Food Systems Practices III**

Explore issues relating to a sustainable food system: globalization, food politics, food security and social justice. Examine climate change as it relates to the food system, water and waste issues, heritage foods, and practical application of ideas in the kitchen. Learn to navigate and purchase from the local producer market. Prereq: CUL 152 or permission.

CUL 205 (1) C**Advanced Culinary Theory**

Explore the technical aspects of designing menus and menu items for specific target populations with an emphasis on high-end fine dining. Learn to communicate "main message points" to describe and promote new or existing dining concepts for public relations and promotional purposes. Prereq: CUL 104.

CUL 215 (4) C**Advanced Culinary Practices**

Culminate culinary experience in 4 capstone projects. Create and serve own menus in private dining room; create meals with nutrition focus; practice advanced technique; and build culinary competition skills. Lead others while practicing professionalism and commitment to producing quality food. Prereq: CUL 114.

CUL 251 (4) C**Buffet Catering, Garde Manger & Ice Carving (Theory)**

Covers garde mange applications such as charcuterie, forcemeats, curing and smoking, and hors d'oeuvres. Learn to design an ice carving and show platter. Learn about produce farming, sustainability, and seed to plate food production while visiting Skagit Valley Farm. Prereq: CUL 102 or permission.

CUL 255 (8) C**Buffet Catering, Garde Manger & Ice Carving (Practicum)**

Prepare food for a buffet setting, including salads, canapés, dim sum, sushi, hot entrees and breads. Operate a "to go" sandwich program to develop marketing and packaging skills. Produce a variety of charcuterie items. Work on one ice carving and show platter for buffet presentation. When applicable, use weekly harvests from Skagit Valley Farm in menus and recipes. Prereq: CUL 112 or permission.

CUL 291 (5) C**Seattle Culinary Academy Travel 1: Culinary Immersion**

Intensive culinary immersion programs in international culture and cooking with international partners. Travel and learn history, language, culture, traditional and modern cuisine of a specific country in classroom and kitchens. Enhance language skills and cultural knowledge via research and travel to historic sites, cultural events, food producers and exhibits. Prereq: Permission.

CUL 292 (5) C**Seattle Culinary Academy Travel 2: Culinary Immersion**

Intensive culinary immersion programs in international culture and cooking with international partners. Travel and learn history, language, culture, traditional and modern desserts, breads, and pastry techniques of the country in classroom and kitchens. Enhance language skills and cultural knowledge via research and travel to historic sites, cultural events, food producers and exhibits. Prereq: Permission.

CUL 299 (1-5) C**Individual Projects Hospitality & Culinary Arts**

Permission required.

HOS 101 (1) C**Customer Service Practicum I**

Application of basic customer service theory in a full service restaurant or pastry case. Includes busing, housekeeping, mise en place for both casual and formal restaurant settings and customer service and sales techniques in bakery counter settings. Prereq: Admission to program.

HOS 102 (1) C**Customer Service Practicum II**

Refine customer service skills by further practice in a pastry case or full-service restaurant. Includes dining room arrangement, customer service and wait staff duties. In the bakery counter setting, practice product rotations and merchandising. Prereq: HOS 101.

HOS 103 (1) C**Customer Service Practicum III**

Acquire expertise in customer service by performing opening/closing procedures, using a variety of service techniques and training bus staff. Prereq: HOS 102.

HOS 104 (1) C**Customer Service Practicum IV**

Intro to leadership positions in the front of the house. Includes maitre d' duties, managing reservations and cashiering. Prereq: HOS 103

HOS 105 (1) C**Customer Service for Specialty Desserts & Breads**

For desserts students. Assume responsibility for opening/closing, sales, organization and merchandising of product and training of first-quarter students at a retail pastry case. Prereq: HOS 102

HOS 106 (1) C**Advanced Bakery Counter Service (Practicum)**

Explains advanced counter service techniques. Includes training beginning students in customer service (pastry sales, general housekeeping and pastry case mise en place); responsibility for daily setup; and supervision of merchandising and product organization. Prereq: HOS 105.

HOS 108 (4) C**Dining Room & Kitchen Management**

Covers management and supervision and training practices within the hospitality and culinary arts industries. Includes tableside cooking and service for COD projects. Prereq: CUL 104.

HOS 109 (5) C**Advanced Customer Service Practicum**

Further exploration of customer service including communication strategies, behavior assessments, complaint resolution, customer characteristics, professionalism, teamwork, buffet arrangements and display of ice carvings. Prereq: HOS 101.

HOS 110 (3) C**Principles of Sanitation**

Fundamentals of food service sanitation and its importance to the industry. Includes microorganisms in food spoilage and food-borne illness, ways of limiting microbial contamination and growth, creating a clean and sanitary environment, accident prevention and first aid, Material Safety Data Sheets, sanitation in crisis situations, principles of designing safe and sanitary kitchens and government regulations.

HOS 111 (1) C**Dining Room Theory**

Covers the theory and operation of table service in a variety of dining environments. Includes dining room safety, proper service and etiquette, guest interaction, menu knowledge and ticket writing. Use a variety of dining room equipment. Prereq: HOS 110.

HOS 122 (1) C**Purchasing & Inventory Theory**

Intro to principles of food costing and inventory procedures. Encompasses formal and informal purchasing methods, flow of goods, food buying, legal and ethical purchasing considerations, market analysis, stock rotation, bid specifications, yield and cost comparisons, quality tests and inventory. Prereq: HOS 101.

HOS 123 (1) C**Food Costing Principles & Application**

Explores connection between profit and food cost; discusses product waste and defines costing terms and purchasing units. Use mathematics skills to make conversions, cost bulk and sub-recipes and calculate the selling price of a menu item. Prereq: HOS 101.

HOS 124 (2) C**Computerized Menu Planning**

Learn various menu layouts and designs. Use proper menu language, word processing and Excel programs to create menus and cost recipes. Perform weight to volume conversions. Prereq: MIC 102.

HOS 150 (2) C**Measurements & Meanings**

Covers the ways measurements, numerical expressions and calculations are used in the culinary and pastry arts. Learn to perform basic calculations, use percents, measure ingredients, calculate and adjust the yield of recipes, cost recipes, price menu items and interpret data in chart and graph format. Prereq: Program enrollment.

HOS 197 (1-5) C**Work Experience Hospitality & Culinary Arts**

Earn credits while working in the hospitality industry.

HOS 201 (2) C**Functions of Management**

Covers management and communication theories and practices within the culinary arts and baking industries. Includes current issues: intro to hospitality, Americans with Disabilities Act, sexual harassment and other legal and human resource issues. Covers communications skills, functions of management, beverage management and financial statement analysis and résumé writing. Prereq: Quarters 1-4 of Specialty Desserts and Breads or Culinary Arts program.

CULINARY ARTS • SOUTH •**Banquets & Catering
Pastry & Baking Arts
Restaurant Production**

Also see Hospitality Management BAS Degree, page 246.

FSD 100 (3) S**Food Safety & Sanitation**

Intro survey for food service students. Covers sanitation guidelines as suggested by the National Restaurant Association's "Service Safe" program. Fundamentals of hazard analysis of critical control point (HACCP) management.

FSD 101 (1) S**Orientation to Food Production**

Intro to classic cooking, history, terminology, cooking methods, sanitation and safety guidelines, USDA meat identification and use of hand tools. Prereq: Standard entry into Food Science Dept. or permission.

FSD 160 (5) S**Theory 1 – Culinary Fundamentals**

Beginning level culinary fundamentals including professionalism, culinary history, tools and equipment, flavors and pairings, dairy products, vegetable and fruit identification and breakfast cookery.

FSD 165 (15) S**Culinary 1**

Intro to basic quantity cooking and production skills in five areas: 1) vegetable and starches, knife and tool use, industry sanitation and safety guidelines; 2) short order breakfasts and lunches, including eggs, meats, hot sandwiches and "fast food," while learning speed, portion control, station management and customer service; 3) basic salads and sandwiches for volume operations, produce specifications, storage and usage, sandwich meats and filling, baked goods, knives and cutting; 4) basic sauce station skills including stocks, sauces and variations, soups and spice combinations; 5) storeroom controls, organization, receiving, storage, issuing, inventory management, recipe costing, yield determination, HACCP components and use of computerized inventory record applications.

FSD 170 (5) S**Theory 2 – Advanced Culinary Fundamentals**

Covers intermediate culinary fundamentals including stocks and sauces, soups, meat and poultry cookery and meat, poultry and game identification. Prereq: FSD 160 with 2.0 or higher or permission.

FSD 175 (15) S**Culinary 2**

Covers 5 more complex quantity food production areas: 1) organization and management of food service areas, portion control, sauces and meat, fish and poultry identification; 2) sauté/line station production and organization, sauté skills for meat, poultry, seafood and pasta, pan sauce preparation, use of wine and liquors, and presentation; 3) complex front-of-house operations, terminology, tray and arm service, Continental and French service; 4) advanced pantry and deli preparation and organization, speed skills, quantity production, presentation and seasonal production; 5) restaurant trade meat cutting of beef, veal, lamb, pork, poultry and seafood, plus receiving, storage and processing of produce, yield testing and HACCP guidelines. Covers industry stands of sanitation and safety throughout. Prereq: FSD 165 with 2.0 or higher or permission.

FSD 180 (5) S**Theory 3 – Garde Manger/
Advanced Cold Food**

Covers cold food preparation: cold sauces, pickling, smoking, hors d'oeuvres, finger food, canapés and related topics. Includes the art of garde manger, forcemeats, gelatin and aspic, pâtés, terrines, galantines and mousse, elements of charcuterie, sausage making and curing of meats. Prereq: FSD 170 with 2.0 or higher or permission.

FSD 185 (15) S**Culinary 3**

Covers 5 areas: 1) advanced quantity cookery, production, organization and management, contemporary and classic methods, braising, stewing and composed food items; 2) intermediate sauté/line preparation, organization, coordination and speed development, complex garnitures and sauces; 3) intermediate dining room service, flambé, tableside techniques, industry performance and opportunities, training others, cashiering and hosting; 4) restaurant operation revenue sources, product costs, human relations and supervisory business skills; 5) sauce and soup preparation, compound sauces, flavor enhancers, national and specialty soups, wines and liquors in sauces. Covers industry standards for sanitation and safety throughout. Prereq: FSD 175 with 2.0 or higher or permission.

FSD 190 (5) S**Theory 4 – Restaurant Cost Controls**

Overview of the manager's role in cost control and the relationship between operational standards and controlling costs. Prereq: FSD 180 with 2.0 or higher or permission.

FSD 195 (15) S**Culinary 4**

Continue study in 5 areas: 1) interpersonal human relations skills and effective purchasing techniques; 2) advanced sauté/line preparation emphasizing coordination and speed, complex garnitures and sauce building; 3) advanced dining room service, flambé and tableside techniques, industry performance and opportunities, training of others, cashiering and hosting; 4) cold food preparation and display, canapés, finger sandwiches and savories, cold set mousses, platter design and buffet setup; 5) meat cutting, portion cutting, specialty meat products, yield testing, cost analysis, meat specification for bid, menu item development and team management. Covers industry sanitation and safety standards throughout. Prereq: FSD 185 with a 2.0 or higher or permission.

FSD 197 (1-15) S**Internship in Culinary Arts**

Individual internship in the culinary, restaurant, banquet and other food-related industries. Prereq: Permission.

FSD 200 (5) S**Theory 5 – Management Techniques**

Covers management techniques related to supervisor, sous chef and restaurant managers, including diversity, communication, expectations, employee training, delegation, job descriptions, performance reviews, standard operating procedures, coaching and counseling. Also examines menu and restaurant design, résumés and cover letters. Prereq: FSD 190 with 2.0 or higher or permission.

FSD 205 (15) S**Restaurant Production**

Covers 5 areas: 1) baking - ingredients, scaling, mixing yeast and enrobed doughs, shaping breads, breakfast and savory items, and finishing methods; 2) supervising and training others in dining room service, scheduling, layout of seating and tableware for regular and special events, marketing specialty products, and receptions; 3) supervise, train and coordinate others in à la minute restaurant cooking, scheduling, requisitioning, purchasing and portion control; 4) capstone test - plan and execute a pre-fixed menu or 3-course banquet, using skills in menu development, purchasing, costing, labor assignment, food preparation and front of the house supervision; 5) supervise, train and coordinate short order café restaurant cooking, scheduling, requisitioning, purchasing, portion control and production skills. Covers sanitation and safety throughout. Prereq: FSD 195 with 2.0 or higher or permission.

FSD 215 (15) S**Banquets & Catering**

Covers 5 areas: 1) baking – ingredients, scaling, mixing, baking and finishing of cakes, pies and tarts, basic frosting and dessert sauces; 2) management development for cold food production, coordination of others, scheduling, requisitioning, purchasing, demonstrating portion control and production skills; 3) supervise and coordinate others in quantity food preparation environment, demonstrating scheduling, requisitioning, purchasing, portion control and production skills and basic cooking to others; 4) capstone – plan and execute a formal buffet, emphasizing layout, design, hot and cold foods, menu development, purchasing, costing, labor assignment, food preparation and front of the house supervision; 5) cold food preparation and display techniques, pate, terrine, galantines, charcuterie, meat curing and platter presentation. Prereq: FSD 195 with 2.0 or higher or permission.

FSD 299 (1-15) S**Special Topics in Culinary Arts**

Internship course on an individual basis in the Culinary industry. Prereq: Permission.

HOS 203 (3) S**Commercial Food Nutrition**

Complete overview of the six nutrient categories – carbohydrates, lipids, protein, vitamins, minerals and water. Practical information on how the body uses nutrients, food sources and alternatives for each nutrient and methods of evaluating nutrition information. Use of the Food Guide Pyramid to evaluate dietary intake. Includes a practical evaluation of nutrition information.

PST 101 (5) S**Pastry and Baking Orientation**

Learn trade terminology, scaling and measuring procedures, mixing methods, identification and proper use of hand tools and mechanized baking equipment, plus safety procedures and sanitation. Covers portion control, baking math and ingredient functions in baking. Prereq: Enrollment in program or permission.

PST 102 (5) S**Intro to Baking Management**

Learn bakery and pastry production management, including procedures and organizational tools for day to day operations of a bakery or pastry shop. Study standardized formulas, cost control, AP and EP menu mix, purchasing, receiving, storeroom organization, formula cost analysis, safety and sanitation, trade terminology, professional and ethical behavior and attitude. Prereq: PST 101 or permission.

PST 103 (4) S**Decoration Theory I**

Covers theory and practical applications of decorative confectionary mediums. Learn techniques, ingredients and tools used in centerpiece, show piece and confectionary display production, including performance test and showpiece requirements. Includes rye dough, Royal icing flow, marzipan, macaronade, rose paste, and chocolate tempering. Prereq: PST 102 or permission.

PST 104 (4) S**Decoration Theory II**

Covers theory and practical applications of decorative confectionary mediums. Learn techniques, ingredients and tools used in centerpiece, show piece and confectionary display production, including performance test and showpiece requirements. Covers pastillage, gum paste, rolled fondant, modeling chocolate, rock sugar, and poured sugar. Prereq: PST 102 or permission.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

PST 105 (4) S
Decoration Theory III

Covers theory and practical applications of decorative confectionary mediums. Learn techniques, ingredients and tools used in centerpiece, show piece and confectionary display production, including performance test and showpiece requirements. Covers pulled sugar, flower piping, rice paper flowers, salt dough, and nougatine. Prereq: PST 102 or permission.

PST 111 (15) S
Baking I

Covers production of cookies, cakes, and quick breads. Learn terms, ingredients and their functions, and techniques of basic baking. Prepare assorted doughs and batters using classic and modern mixing methods. Includes assessment of doughs and batters, product finishes, safety and sanitation procedures. Prereq: PST 101 or permission.

PST 112 (15) S
Pastry I

Covers French pastry and beginning decorating and finishing. Make primary doughs and bases using classical techniques: Pate Feuilleté, pâte à choux, pâte sucrée and assorted pie doughs. Includes elementary assembling and finishing for cakes and tarts, pastry ingredients and their functions, baking methods, assessment of doughs and batters, sponges, safety and sanitation. Prereq: PST 111, FSC 100 and HOS 203 with 2.0 or better or permission.

PST 113 (15) S
Baking II

Covers beginning and intermediate bread baking, terms and techniques of bread production including proper mixing, fermentation, shaping, proofing, baking and finishing. Prepare laminated and rich yeasted doughs (Viennoiserie). Deepen learning about bread ingredients and their functions, baking methods, lamination procedures, assessment, safety and sanitation. Prereq: PST 112 or permission.

PST 197 (1-15) S
Internship in Pastry & Baking

Individual internship in Pastry and/or Baking Arts industries. Prereq: permission.

PST 211 (15) S
Pastry II

Covers advanced French pastry and plated desserts. Make more complex pastry doughs and bases using classical techniques. Includes dessert ingredients and their functions, advanced product finishes and decorations, plated dessert design and production. Study dessert sauces and garnishes, flavor profiles and combinations, banquet desserts, safety and sanitation. Prereq: PST 113 or permission.

PST 212 (15) S
Pastry III

Covers terms and techniques of chocolate work, seasonal baking and show pieces, including tempering, candy cooking, enrobing, piping and product finishes. Also covers use of local, sustainable, natural and organic dairy and seasonal produce in baked and dessert products. Learn storage and care, stock rotation, safety and sanitation. Produce a decorative display piece. Prereq: PST 211 or permission.

PST 213 (15) S
Pastry IV

Covers terms and techniques of advanced pastry decoration by making complicated desserts and highly decorated cakes, including advanced mousses, Bavarians and meringues. Learn practical management skills through student lead experiences: delegation, leadership, time management, conflict resolution, customer relations, inventory control, product receiving and rotation, safety and sanitation. Prereqs: PST 102 and 212 or permission.

PST 299 (1-15) S
Special Topics in Pastry & Baking

Special topics on an individual or group basis related to Pastry and Baking Arts industries.

DENTAL ASSISTANT

See Dental Assistant Program at SVI, page 183.

DENTAL HYGIENE

Admission to the Dental Hygiene Program and successful completion of all prerequisite coursework with a 2.5 grade or higher are required.

NOTE: Use of computers integrated into all DHY courses.

DHY 100 (4) C
Fundamentals of Dental Hygiene I

Examines the theory and scientific principles underlying the assessment, planning and implementation of clinical procedures in dental hygiene. Focuses on the scope of practice in Washington state, legal and ethical principles that govern the profession and professionalism. Learn effective communication, infection control, instrumentation, vital signs assessment, screening examinations, documentation and use of computers.

DHY 101 (3) C
Clinical Dental Hygiene I

First in a series of supervised clinical and pre-clinical experiences involving the assessment, planning and implementation of patient care and clinical dental hygiene.

DHY 102 (2) C
Health Promotion

Explores the process of health-related behavioral change through planned interventions in patient education and health promotion. Emphasizes theories of change, the effect of cultural norms and values in client-provider interaction and communication skills to assess the patient's perceptions, needs and motivation to change.

DHY 103 (4) C
Dental Radiology I

Study of radiation hygiene and the fundamentals of radiology relevant to dentistry. Includes demos and practice in exposing, processing and interpreting intra-oral radiographs. Covers principles and rules for patient and operator safety.

DHY 104 (2) C
Preventive Dentistry

Study of dental deposits, dental diseases, causes and prevention including the relationship between plaque and oral disease processes, dental caries and gingivitis. Includes use and methods of researching professional literature and using oral health prevention measures such as patient education, self-care, fluoride and physiotherapies.

DHY 105 (2) C
Oral Biology

Study of oral histology, including the microscopic structures and organization of tissues of the teeth, the embryologic development of the primary and secondary dentitions and the development of the oral cavity. Covers general pathology, including the mechanisms and characteristics of disease and disease process.

DHY 107 (3) C
Pharmacology

Learn the general pharmacological and therapeutic actions of drugs with emphasis on those used in dentistry. Includes dosage, routes of administration, drug interactions, drug effects on the oral cavity, indications, contra-indications and factors in patient treatment planning.

DHY 108 (2) C
Periodontology I

Learn the periodontal structures of the mouth and periodontal instrumentation, including types of instruments, names, setups and their proper application to periodontal therapy and treatment. Covers techniques for providing periodontal therapy, using adjunctive periodontal therapeutic agents, patient selection, treatment and post-treatment evaluation.

DHY 109 (3) C
Human Pathophysiology

Study of human pathology including the etiology, predisposing factors, mechanisms of disease and characteristics of the disease process in each body system. Emphasizes specific disease entities that are most commonly seen in the clinical dental hygiene setting or that may influence an individual's dental care.

DHY 110 (2) C
Head & Neck Anatomy

Study the anatomy and function of the head and neck. Learn the location, characteristics and function of the hard and soft tissues of the head, neck and oral cavity, including all anatomic features, the circulatory system, muscular system, cranial nerves and teeth.

DHY 112 (3) C
Dental Anatomy & Morphology

Study the anatomy and function of the head and neck. Learn the location, characteristics and function of the hard and soft tissues of the head, neck and oral cavity, including all anatomic features, the circulatory system, muscular system, cranial nerves and teeth.

DHY 113 (3) C
Dental Radiology II

Continue study of radiation hygiene and radiology relevant to dentistry. Includes laboratory demos and practice in exposing, processing and interpreting intra-oral radiographs and extra-oral techniques.

DHY 114 (3) C
Restorative Practice & Materials I

First of six-course sequence in clinical restorative dentistry. Focuses on the chemical, physical and mechanical properties of dental materials commonly used by hygienists and on their manipulation. Learn to place restorations into prepared cavities.

DHY 117 (1) C
Emergency Management

Intro to the role of the dental team in the treatment of medical emergencies, prevention of medical emergencies, patient assessment, stress minimization, emergency drugs and equipment. Participate in class simulations of emergency treatment.

DHY 118 (4) C
Pain Control & Anesthesia for Dental Hygienists

Covers theory and practice of pain control in dental hygiene and restorative dentistry, including nitrous oxide administration, topical anesthesia and nerve block, field and infiltration as local anesthesia applications.

DHY 119 (3) C
Restorative Practice & Materials II

Second of six-course sequence in clinical restorative dentistry. Deepen learning of chemical, physical and mechanical properties of dental materials, their manipulation and placing restorations into prepared cavities.

DHY 120 (2) C
Fundamentals of Dental Hygiene II

Examines the theory and scientific principles underlying the assessment, planning and implementation of clinical procedures in dental hygiene. Focuses on the initial assessment of the patient, charting, indices, disease assessment, treatment planning and assessing special cases involving abuse and neglect and use of computers.

DHY 121 (4) C
Clinical Dental Hygiene II

Second in a series of seven courses. Continue learning assessment and evaluation of the patient, planning and implementing dental hygiene care and instrument techniques.

DHY 122 (2) C
Oral Pathology

Study lesions, pathologies and abnormal conditions of the head, neck and oral cavity.

DHY 130 (2) C
Fundamentals of Dental Hygiene III

Examines the scientific principles underlying the assessment, planning and implementation of clinical procedures. Focuses on the selection of detection and scaling instruments, selection and use of ultrasonic instruments, use and application of desensitization agents, custom trays, margination, area-specific cures, periodontal files, Nabors probe and tooth whitening. Covers risk assessment, presentation and written case documentation in development of individualized treatment plans for clinic patients.

DHY 131 (4) C
Clinical Dental Hygiene III

Third in a series of supervised clinical experiences with patient care involving assessment, planning and implementation of clinical procedures.

DHY 150 (9) C
Supported Learning in Dental Hygiene Theory & Practice

Individualized study in dental hygiene theory and/or practice personalized to meet the needs of dental assistants who have graduated from an accredited program and are making the transition into dental hygiene.

DHY 200 (2) C
Fundamentals of Dental Hygiene IV

Fourth in a series focusing on the scientific principles underlying the assessment, planning and implementation of clinical procedures. Emphasizes biochemistry of food, nutritional counseling in dental hygiene practice and personal, professional and community issues related to HIV/AIDS.

DHY 201 (8) C
Clinical Dental Hygiene IV

Fourth in a series of supervised clinical experiences with patient care involving the assessment, planning and implementation of clinical procedures.

DHY 203 (2) C**Ethics & Jurisprudence**

Focuses on the ethical, legal and regulatory issues facing a dental hygienist in a private dental office, community agency or independent practice. Through simulated cases, consider professional traits, theories of moral development, ethical dilemmas and principles, the Washington State Dental Practice Act, the hygienist-patient relationship and risk management in dental hygiene practice.

DHY 208 (2) C**Periodontology II**

Deepen study of periodontal diseases, including prevention, cause, prevalence, recognition, patient education, advanced treatment planning and appropriate treatment. Apply prevention and treatment techniques to patients with moderate to severe disease.

DHY 215 (2) C**Selective Populations**

Study the specific care modifications required to effectively deliver oral health services to patients with special mental, emotional and physical challenges or medical problems such as salivary dysfunctions, neurological impairments, immune system dysfunctions, cancer treatments and surgery.

DHY 217 (2) C**Community Rotations**

Clinic rotations to existing community dental clinics servicing low-income patients, non-English speaking clients, pedodontic and adolescent patients, and special needs populations.

DHY 220 (3) C**Fundamentals of Dental Hygiene V**

Fifth in a series focusing on the scientific principles underlying the assessment, planning and implementation of clinical procedures. Emphasizes higher level concepts needed for successful board certification and national examinations.

DHY 221 (8) C**Clinical Dental Hygiene V**

Fifth in a series of supervised clinical experiences with patient care involving the assessment, planning and implementation of clinical procedures. Provide care to a broader range of clients in clinic. Emphasizes refining and integrating previously learned concepts and skills into an effective pattern of comprehensive case management. Demonstrate clinical judgment and decision-making based on scientific evidence and treatment outcomes.

DHY 222 (1) C**Community Health I**

First of three courses in public and community health approaches to the prevention and management of dental and oral health needs. Emphasizes identification of community dental health programs with experience in schools, nursing homes, community centers and hospitals.

DHY 223 (2) C**Community Health II**

Study community dental health program planning and development focusing on prevention of dental disease and practice through learning projects. Develop a community outreach program and execute it.

DHY 224 (2) C**Community Health III**

Covers community dental health program planning and development focusing on prevention of disease. Integrates concepts and techniques regarding the selection and delivery of oral health services and education to underserved populations. Emphasizes program implementation and evaluation.

DHY 230 (3) C**Fundamentals of Dental Hygiene VI**

Explores the scientific principles underlying the clinical practice of dental hygiene. Develop high-level skills to enhance patient assessment, management and treatment.

DHY 231 (8) C**Clinical Dental Hygiene VI**

Sixth in a series of supervised clinical experiences with patient care involving the assessment, planning and implementation of clinical procedures.

DHY 233 (2) C**Restorative Practice & Materials III**

Third laboratory course in restorative dental practice and materials focusing on correct placement of dental restorations on mannequins in the laboratory and patients in the clinic. Develop manipulative and carving skills in placement of amalgam and composite restorations as allowed by Washington law.

DHY 234 (2) C**Restorative Practice & Materials IV**

Fourth laboratory course in restorative dental practice and materials focusing on correct placement of dental restorations on mannequins and patients. Develop manipulative and carving skills in placement of amalgam and composite restorations as allowed by Washington state law.

DHY 235 (2) C**Restorative Practice & Materials V**

Fifth laboratory course in restorative dental practice and materials focusing on correct placement of dental restorations on mannequins and patients. Develop manipulative and carving skills in placement of amalgam and composite restorations as allowed by Washington state law.

DHY 236 (2) C**Restorative Practice & Materials VI**

Final laboratory course in restorative dental practice and materials focusing on correct placement of dental restorations on mannequins and patients. Develop manipulative and carving skills in placement of amalgam and composite restorations as allowed by Washington state law.

DHY 238 (1) C**Professional Issues**

Covers the practice of dental hygiene including résumé development, interviewing techniques, patient scheduling systems, employment contracts, dental staff relations, understanding the business aspects of a dental practice, and development of a personal philosophy of practice.

DHY 240 (2) C**Fundamentals of Dental Hygiene VII**

Focuses on the scientific principles underlying clinical practice dental hygiene. Focuses on inter-professional relations, team-building, sharing new knowledge and the responsibilities of a practicing dental hygienist for professional development and lifelong learning.

DHY 241 (8) C**Clinical Dental Hygiene VII**

Seventh in a series of supervised clinical experiences with patient care involving the assessment, planning and implementation of clinical procedures in dental hygiene.

DHY 245, 246, 247, 248, 249, 250, 251 (1-5) C**Applied Practice in Dental Hygiene**

Applied practice in dental hygiene to meet the individual needs of students who require additional practice and reinforcement of techniques and skills in dental hygiene.

DHY 298 (1-5) C**Special Projects in Dental Hygiene**

Individualized study in dental hygiene related subject matter arranged to meet the needs of students with specific levels of skills and background.

DIESEL & HEAVY EQUIPMENT TECHNOLOGY

NOTE: These courses include instruction in safety, environmental awareness, human relations and leadership.

HDM 101 (3) S Intro to Heavy Duty

Covers the basics of hand tools, power tools, safety, measuring instruments, repair orders, lubrication and some of the specialized tools used in the heavy-duty industry.

HDM 102 (6) S Electrical-Electronics, Basic

Covers safety procedures when working with electricity and fundamental electrical theory. Includes types of circuits, Ohm's law, use of common test equipment and reading wiring diagrams. Prereq: HDM 101 or permission.

HDM 103 (3) S Intro to Truck & Trailer Maintenance

Includes training on material safety data sheets (MSDS) and the identification of tools and their uses. Includes how to work safely with tools and equipment in a repair shop. Prereq: Permission.

HDM 104 (6) S Batteries, Generators & Alternators

Diagnose and repair charging systems commonly used in heavy-duty truck and equipment maintenance. Prereq: HDM 102.

HDM 105 (4) S Truck & Trailer Preventive Maintenance

Covers preventative maintenance including inspection of trucks and trailers, service of vehicles and changing oil and lubing, according to manufacturers' specifications for problem prevention. Prereq: HMD 103.

HDM 106 (5) S Cranking & Lighting Systems

Covers theory, operation and repair of starter motors commonly used in the industry, including control devices and wiring used with these motors. Covers troubleshooting and the use of common test equipment. Includes knowledge of truck equipment lighting systems and the hardware to control them. Prereq: HDM 102.

HDM 107 (9) S Hydraulics & Pneumatics

Covers theory, basic operation principles, design, function, testing and repair of selected types of hydraulic and air pumps, motors, hoses and accessories used on mobile equipment, as well as application and repair of pressure, flow and directional control valves and actuators. Prereq: HDM 101 or permission.

HDM 109 (4) S Truck & Trailer Repair

Covers how to make minor repairs to trucks and trailers, change tires, repair tires and adjust wheel bearings to manufacturers' specifications. Prereq: HDM 105.

HDM 113 (6) S Basic Welding & Cutting – Diesel & Equipment Technician

Intro to SMAW (shielded metal arc welding), oxyacetylene and carbon arc skills involved in the repair and maintenance of heavy-duty trucks and construction equipment. Perform several pertinent tasks and projects contained in an industry-approved competency-based learning module. Prior knowledge of hand and basic power tools is helpful. Prereq: Enrollment in program or permission.

HDM 123 (12) S Diesel Engine Repair & Performance

Study and perform diagnosis, repair, tune-up and servicing procedures on current diesel engines used in the heavy-duty truck and equipment industry. Disassemble, clean and inspect engines and components, installing replacement parts as needed. Prereq: HDM 101 or permission.

HDM 124 (5) S Preventive Maintenance

Learn preventive maintenance practices commonly found in the trucking and equipment industry. Includes inspection and determination of failures along with the necessary repairs. Covers proper handling and disposal of hazardous material. Prereq: HDM 101 or permission.

HDM 127 (8) S Drive Train

Covers diagnosis and repair of Drive Train components, including mechanical clutches, flywheels, standard transmissions, torque converters and automatic/power shift transmissions. Learn to troubleshoot, diagnose, disassemble and reassemble transmissions common to the industry; and to check universal joints, drivelines, differential assemblies and final drive units. Prereq: HDM 101 or permission.

HDM 128 (4) S Basic Gasoline Engines

Study the basic operation of gas engines, diagnosing their condition by disassembling various types of current model engines. Prereq: HDM 101.

HDM 138 (15) S Steering, Suspension & Brakes

Study components and systems relating to truck or equipment running gear. Covers theory, operation, diagnosis and repair of wheels, tires, brakes, steering and suspension systems. Prereq: HDM 101 or permission.

HDM 171 (2) S Lift Truck Operator

Learn current regulations and practical fork lift operation in order to obtain a lift truck operator's safety certification card. Prereq: HDM 101 or permission.

HDM 191 (4) S Advanced Gasoline Engines

Theory and operation of fuel and ignition systems used on industrial gas engines commonly found in the heavy-duty industry. Covers common types of ignition and carburetion systems. Prereq: HDM 128 or permission.

HDM 193 (6) S Heating, Ventilation & Air Conditioning

Study the operation, system diagnosis and repair of heating, ventilation and air conditioning systems related to trucks and equipment. Covers retrofit of R-12 systems to R-134a refrigerant. Prereq: HDM 101 or permission.

HDM 197 (1-7) S Internship Heavy Duty Diesel

Gain experience and practice with mechanical repair procedures and skills performed regularly on the job site. Tasks, skills content, format and projects vary depending on the job site. Prereq: Permission.

HDM 198 (1-10) S Special Topics Heavy Duty Mechanical Repair

Study selected procedures and skill tasks for truck and heavy equipment technicians. Course content, format and projects vary. Prereq: Permission.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

HDM 201 (5) S
Shop Practices

Apply the knowledge and tasks learned in prior mechanical skills units, including repair and service work on a variety of heavy-duty trucks and equipment. Repair procedures and shop policies will simulate work site situations. Students electing to work within the industry will complete a minimum of 66 supervised hours in trade-related employment. Prereq: Permission.

HDM 298 (1-10) S
Advanced Special Topics
Heavy Duty Mechanical Repair

Advanced study of selected procedures and skill tasks for truck and heavy equipment technicians. Course content, format and projects vary. Prereq: Prior work site experience and permission.

DRAFTING • NORTH •**Architectural Engineering Drafting**

TDR 100 (5) N
Basic BIM for Design and Construction

Intro to basic practices in Building Information Management/Modeling (BIM) using Autodesk's Revit and Bentley's Microstation programs. Focus on drawing commands, efficiencies over CAD, and developing production skills.

TDR 101 (5) N
Intermediate BIM for Design and Construction

Continuation of TDR 100. Focuses on whole building creation; creation of details; drag-and-drop construction drawings; building management and plotting. Prereq: TDR 100 or permission.

TDR 102 (5) N

Advanced BIM for Design and Construction

Continuation of TDR 101. Focus on whole building creation; details; drag-and-drop construction drawings; building management and plotting, promoting sustainability in building and green analysis software. Prereq: TDR 101 or permission.

TDR 103 (5) N

Energy Analysis for BIM

Continuation of TDR 102. Focuses on building Life Cycle Assessment (LCA), Building for Environmental Economic Stability (BEES), building envelope considerations, achievable green performance and use of green analysis software. Prerequisite: TDR 102 or permission.

TDR 109 (1) N

Architectural Engineering Drafting Lab

A supervised drafting development lab where students can work on class projects to increase competency and hands-on skills using appropriate software or hand drafting techniques. May be repeated.

TDR 111 (5) N

Basic CAD Drafting for Construction & Design

Intro to basic Computer Aided Drafting practices using Autodesk's AutoCAD program. Focuses on drawing commands, layering, scaling, dimensioning and text styles as used in construction/design Industry. Emphasis on developing production skills. Open lab.

TDR 112 (5) N

Intermediate CAD Drafting for Construction & Design

Continuation of TDR 111. Focuses on team usage of external sources, creation of blocks, paper space/model space, file management and exchange and plotting as it relates to construction/design Industry. May introduce isometrics and 3-D concepts. Emphasis on production skills. Prereq: TDR 111, TDR 174 or permission.

TDR 113 (5) N

Basic Drafting

Learn the basic fundamentals of hand drafting. Focus on drafting equipment and its use, basic linework, hand lettering, orthographic projections, isometrics and basic sheet layout. Select discipline options including structures for construction/design or basic mechanical drawings. Open lab.

TDR 115 (5) N

Civil & Site Drafting

Develop site plans including basic contours, utility features, simple road layout and storm drainage features. Perform simple calculations.

TDR 124 (5) N

Material & Methods of Construction

Intro to the basic materials used in construction, with discussion of manufacturing, fabrication, design and assembly processes for large and small buildings. Focus on steel, concrete, wood and masonry construction.

TDR 134 (5) N

Systems in Building

Focuses on the major building systems including HVAC, water and waste, fire protection, electrical and structural. Intro to the Uniform Building Code, type of construction and history. Includes heat loss calculation and lateral loads and their resisting elements, plus earth work and foundations.

TDR 144 (5) N

Design & Construction Environment

Covers basic organizational, business and legal aspects of the construction/design industry. Includes business forms, contractual obligations, employment issues, registration duties to the public, safety and other issues which may affect business.

TDR 160 (5) N

Applied Mechanics I

Primarily for non-engineering students. Covers basic concepts of force systems, equilibrium, moments, centroids, moments of inertia and simple beam design as applied to structural steel. Includes loading criteria, tributary loads and deflection.

TDR 161 (5) N

Applied Mechanics II

A continuation of TDR 160. Covers basic wood beam design. Includes allowable stress, loading criteria, shear and deflection. Covers basic truss analysis.

TDR 174 (4) N

Intro to CAD for Architectural & Engineering Drafting

Intro to the basic concepts of Computer Aided Drafting (CAD). Uses AutoCAD to produce construction drawings and details. Covers the impact of CAD on productivity and contemporary design practice.

TDR 175 (4) N

Intermediate AutoCAD for Architectural & Engineering Drafting

Covers more advanced AutoCAD commands and features and reinforces basics. Increase productivity and complexity of project assignments. Build the tools necessary to compete for AutoCAD positions in the design community.

TDR 176 (4) N**Advanced AutoCAD for Architectural & Engineering Drafting**

Advanced concepts of AutoCAD. Develop productivity tools such as macros, templates and system customizing. Begin to work in 3-D.

TDR 258 (5) N**Contract Drawing Preparation I**

Preparation of architectural drawings with emphasis on wood frame structures and light commercial buildings. Includes building codes, specifications and building department requirements for obtaining building permits. Uses Revit Architecture CAD program.

TDR 259 (5) N**Contract Drawing Preparation II**

Similar to TDR 258 with emphasis on structural drawings required for obtaining building permits. Use Revit Structure CAD program. Discusses requirements for mechanical, electrical, civil and landscaping drawing sets.

TDR 265 (5) N**Structural Detailing**

Prepare shop drawings for both structural and reinforcing steel using guidelines from American Institute of Steel Construction and Concrete Reinforcing Institute. Use local shop detailing procedures. Open lab.

TDR 269 (5) N**Construction Estimating**

Intro to quantity take-offs and pricing of materials by working on problems common to the general contractor. Focus on creating an ordered method.

TDR 270 (5) N**Advanced Estimating**

A continuation of TDR 269. Covers labor and business costs. Develops a system to prepare estimates for complete jobs from current contract documents.

TDR 297 (2-10) N**Special Topics in Construction & Design Drafting with CAD**

Study selected topics in Construction and Design Drafting with CAD as considered appropriate by the instructor and/or CDD w/CAD faculty. Course content, format and projects vary.

TDR 299 (1-3) N**Drafting Design Projects**

An independent laboratory course consisting of specially arranged sessions and substantial independent study to explore areas of special interest or expand specific drafting and/or computer skills.

DRAFTING • SOUTH •**Computer-aided Drafting & Design Technology****TDR 121 (4) S****Drafting Technology I**

Covers basic drafting knowledge, skills and standards required to prepare three-view and pictorial drawings to current industry standards. Prereq: COMPASS or SLEP test.

TDR 123 (4) S**Drafting Technology II**

Covers basic principles and practices involved in the creation of production drawings including dimensions and tolerancing, sections and auxiliary views. Emphasizes standard practices and variations permitted when required for clarity. Prereq: TDR 121 or permission.

TDR 126 (3) S**Space Geometry**

Covers basic principles of space geometry and use of direct projection techniques to resolve spatial relationships. Emphasizes projection techniques and application of principles to problem solutions. Prereq: TDR 121 or permission.

TDR 129 (3) S**Industrial Blueprint Reading**

Primarily for the machinist. Covers the detail drawing page, title block, dimensioning, tolerancing, views of a drawing, drawing notes, drawing changes and geometric tolerancing.

TDR 131 (3) S**Intro to CAD 2-D**

Learn the features, limitations and considerations associated with the operation of a computer-aided design/drafting (CAD) system. Practice using the AutoCAD micro-based CAD software. Prereq: TDR 121 or concurrent enrollment.

TDR 133 (3) S**Intermediate CAD 2-D**

Builds on skills developed in TDR 131, providing students with additional instruction on advanced commands of the AutoCAD micro-based CAD software. Prereq: TDR 131.

TDR 160 (5) S**Surveying /CAD Civil**

Covers basics of surveying and mapping, survey planning and operations, measurement of distances, angles and elevations. Includes taking field notes, calculating and plotting the survey data. Prereq: MATH 111, 112, TDR 123, 131 or permission.

TDR 169 (4) S**CAD – Electrical**

Covers basic skills in electronic schematic drafting using 3D CAD capabilities. Learn drafting styles used in electrical plans, such as power stations, industrial and house wiring. Use layout symbols for electric power systems and plot plans for residential/commercial electrical plans. Emphasis on real world applications to engineering problems. Prereq: TDR 131 and MATH 112 or permission.

TDR 179 (4) S**CAD – Mechanical**

Covers techniques used to prepare mechanical engineering drawings: basic mechanism geometry, detail and assembly drawings, emphasis on appropriate presentation of data. Prereq: TDR 123 & TDR 131

TDR 228 (4) S**CAD Sheet Metal/HVAC**

Understand CAD operation including interactive graphics systems start-up, setup of drawing session, menus and commands, geometry, editing, drawing storage and retrieval using the latest version of AutoCAD. Prereq: TDR 123 & TDR 131 or permission.

TDR 230 (3) S**Basic CAD – 3-D**

Intro to the capabilities of the 3D CAD software, using a feature-based parametric solid modeling design with many industry applications. Covers true 3-D surfaces and 3-D viewing options, the use of X, Y, Z filters and the user-defined coordinate system (UCS). Prereq: TDR 123 and 131.

TDR 231 (3) S**Advanced CAD 3-D**

Explores 3-D graphics and construction capabilities of 3D CAD. Includes a review of point coordinate entry, X, Y & Z filters and the user coordinate system (UCS). Intro to spherical and cylindrical coordinate entry along with 3-D viewing options, 3-D geometry construction, surface mesh, region and solid modeling. Prereq: TDR 230 or permission.

TDR 233 (5) S**Field Specialty Drafting – Civil**

Student/instructor designed course covering drafting techniques and practices specific to the field of civil engineering. Prereq: Completion of Technical Drafting & Design certificate.

TDR 235 (5) S**Field Specialty Drafting – Mechanical**

Student/instructor designed course covering drafting techniques and practices specific to the field of mechanical engineering. Prereq: Completion of Technical Drafting & Design certificate.

TDR 236 (1) S**Design Project Considerations**

Integration of basic elements of a design project: design process, teamwork, project planning and management and project presentation. Prereq: TDR 233 or 235, TDR 231 and MET 102.

TDR 237 (2) S**Design Project 1**

Practical application course utilizing previously acquired skills. Concentration on the civil aspects of a major design project. Prereq: TDR 236 or permission.

TDR 238 (2) S**Design Project 2**

Practical application course utilizing previously acquired skills. Concentration on the aspects of a major design project.

TDR 239 (4) S**Design Project – Mechanical**

Application of drafting skills and knowledge to the design and drawing of a moderately complex mechanical system, including development of formed sheet metal parts. Prereq: Second-year standing or permission.

TDR 250 (3) S**CAD & CAM**

Covers the use of G and M codes and MASTERCAM to produce programs to run Computer Numeric Controlled (CNC) equipment. Prereq: IMT 120 or two quarters of computer-aided drafting.

TDR 263 (2) S**Applied Mechanics 1**

Graphical methods for determining resultants and equilibrants in coplanar, parallel and non-parallel force systems, such as beams and trusses. For drafting majors. Prereq: MET 102 or permission.

TDR 268 (4) S**Architectural/Structural**

Design considerations and drawing preparation required to construct a frame and masonry building. Includes floor plans, elevations, structural details, mechanical and electrical requirements. Prereq: Second-year standing or permission.

TDR 272 (2) S**Applied Mechanics 2**

Covers structural material strength and basic calculations involved when loading structural members and joints. For drafting majors. Prereq: TDR 263.

TDR 280 (4) S**Geometric Dimensioning & Tolerancing**

Basic interpretation of geometric tolerances on engineering drawings. All studies are based on ANSI Y14.5M-1982. Prereq: TDR 179.

TDR 298 (1-10) S**Special Topics in Drafting**

Individual or group study in industrial drafting. Prereq: Permission.

DRAMA**DRMA& 101 (5) C,N,S****Intro to Theatre**

Intro to theatrical experience through play analysis, acting, directing, critique, stage and costume design, with emphasis on theatre as a performance art.

DRMA 103 (5) N**Fundamentals of Theatrical Design**

Foundation for all areas of theatrical and entertainment design: costume, scenery, lighting and art direction. Explores the creative process, elements of design and the relationship between text and visual expression. Intro to various mediums and methods of artistic presentation while learning the elements needed to visually communicate responses to literary and musical sources.

DRMA 105 (5) N**Intro to World Theater**

Intro to theatrical practices from different cultures. Analyze scripts, videotapes and live performances through theoretical, cultural, and historical readings. Examine how the performance or script reflects on the culture that produced it. Relate current theatrical practices to the larger global society.

DRMA 108, 109, 110 (2-5) N**Rehearsal & Performance**

Participation in rehearsal and performance process culminating in performance. Audition or instructor permission.

DRMA 112 (5) C**American Sign Language Theatre**

Intro to artistic sign language expression and the principles of stage acting. Focuses on guided developmental processes, improvisation, scene study, technique and a working knowledge of character creation for the stage. Covers translating English to ASL. Prereq: ASL& 222 or permission.

DRMA 114 (5) C**Mime & Physical Comedy**

Learn physical techniques for acting with the whole body and apply specific mime, movement and acting skills. Explore mime as playwright, creating original mime performances and presenting them to an invited public audience.

DRMA 116 (4) N**Fundamentals of Acting for the Camera**

Covers the elements of "electronic drama," essential technological and dramatic vocabulary and camera acting fundamentals. Create a filmed sequence for presentation. Recommended: DRMA 121 and Placement in ENGL& 101.

DRMA 120 (5) C,S**Intro to Acting**

Builds a foundation of theory and application with the broad use of improvisational techniques and movement for the actor.

DRMA 121 (5) C,N,S**Acting**

Theory and practice of acting fundamentals. Exercises in voice, movement, observation, imagination and script analysis. Culminates in scene study, production and performance process. Recommended: DRMA& 101 or DRMA 120.

DRMA 122 (5) C,N**Acting**

Continuation of DRMA 121 with emphasis on characterization and further scene study. May culminate in public performances. Prereq: DRMA 121.

DRMA 123 (5) C,N**Acting**

Continuation of DRMA 122 with further emphasis on scene study, critical analysis and scoring scripts. May culminate in public performances. Prereq: DRMA 122.

DRMA 131 (5) C,N**Intro to Technical Theatre**

Intro to the technical aspects of theatre: lights, sets, props and sound. Learn how these areas are created and managed and how each impacts a production. Work on the technical aspects of mainstage productions.

DRMA 170 (3) N
Theater Appreciation

For non-majors who wish to know more about the theatrical event, specifically within the Seattle area. Read and evaluate scripts and performances occurring locally, visit theaters and studios, talk with actors, directors and designers, as well as participate in the theatrical experience with a taste of acting and improvisation.

DRMA 180 (5) N
Music Theater Production

Covers the techniques of musical theater through participation in the production of a musical. Participation in any one of several areas: acting, dance, stage management, technical theater, and business management. Specific work is contracted between student and instructor. Dramatic roles determined by audition. Recommended: DRMA& 101 or 121.

DRMA 182 (4) N
Intro to Musical Theater

Basic instruction in dramatic and vocal discipline of musical theater. Learn basic techniques of analysis, rehearsal and performance of musical theater through the study of scenes and in-class performance of designated scenes. Recommended: MUSC 119, 130 and/or DRMA& 101 or 121.

DRMA 200 (1-5) C,N
Series – Special Projects in Drama

Individual student-initiated and developed performances/projects under faculty supervision. Prereq: Permission.

DRMA 201,202 (1-5) C,N
Special Studies

Special project course. Content, credit and expectations are achieved through discussion with students, including tailoring the projects to student needs, instructor abilities, time frames and department activities. Prereq: Permission.

DRMA 204 (5) C,S
Jazz I

Intro to the world of concert Jazz dance. Includes basic concepts and principles of Jazz technique, muscle strengthening and flexibility exercises, building vocabulary of connective movements and skills for basic auditioning and memorizing choreography.

DRMA 205 (5) C,S
Jazz II

Continuation of DRMA 204.

DRMA 206 (5) C,S
Jazz III

Continuation of DRMA 205.

DRMA 211 (1-5) C,N
Theater Management

Special project course in theater management. Content, credit and expectations achieved by discussion with students, including tailoring projects to student needs, instructor abilities, time frames and department activities. Prereq: Permission.

DRMA 221 (5) C,N
Advanced Acting

Examination of acting styles and techniques with emphasis on scene study and analysis in contemporary and classical drama. Prereq: DRMA 123 or permission.

DRMA 222 (5) C,N
Advanced Acting

Continuation of DRMA 221. Prereq: DRMA 221 or permission.

DRMA 223 (5) C,N
Advanced Acting

Continuation of DRMA 222. Emphasis on longer acting projects and monologue repertoire. Prereq: DRMA 222 or permission. The following courses are variable-credit special projects in different aspects of theater. Content, credit and expectations are arrived at through discussion with students, a tailoring of the projects to student needs, instructor abilities, time frames and department activities. Prereq: Permission.

DRMA 224 (1-5) C,N
Production & Stage Management**DRMA 231 (1-5) C,N**
Props & Sound**DRMA 241 (1-5) N**
Costuming**DRMA 251 (1-5) C,N**
Stage Scenery**DRMA 261 (1-5) C,N**
Stage Lighting**DRMA 271 (1-5) C,N**
Acting**DRMA 272 (1-5) N**
Acting**DRMA 273 (1-5) N**
Acting**DRMA 281 (1-5) C,N**
Directing**DRMA 284 (5) N**
Playwriting

Develop writing skills for one-act plays by exploring dramatic structure, character development and the author's stylistic voice. Learn the roles of director, dramaturge, actor and other theatrical artists in the writing process. Includes critical analysis of published plays, readings and critiques of student work. Prereq: ENGL& 101 placement or permission.

DRMA 285 (2-5) N
Playwriting 2

Continue to hone playwriting skills in plot, characterization, author's stylistic voice, play structure and dialogue. Further understand the roles of director, dramaturge, actor and others. Prereq: DRMA 284 or permission.

DRMA 286 (2-5) N
Playwriting 3

Continue to hone the skills of plot, characterization, play structure, dialogue, the author's stylistic voice and theatrical collaboration. Covers the initial development process for a full-length play. May be repeated for credit. Prereq: DRMA 285 or permission.

DRMA 291,292,293 (1-5) C,N
Series – Special Projects in Drama: Theatrical Internship

Individual student-initiated and developed performances/projects under faculty supervision. Prereq: Permission.

DRMA 298 (1-5) N,S
Individual Projects in Theater

Individual projects in set design, lighting, costuming, directing, house management and acting, as determined by advanced drama students and the drama faculty. Prereq: Advanced standing, permission.

EARLY CHILDHOOD EDUCATION

NOTE: At Central, Early Childhood Education courses are listed under Child and Family Studies (CSF) page 214.

CCE 101 (5) N
Human Development

Intro to the field of child development. Using an ages and stages approach, examines physical, cognitive language, social and emotional development of children from birth through young school age. Study major theorists and the use of research. Learn basic observation skills and apply the information to child development.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN Watch Technology

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

CCE 102 (3) N
Issues & Trends in Early Childhood Education

Examines the profession of early childhood education and the historical and political perspectives for understanding ECE in a changing society. Addresses current educational problems and trends, underlying values assumptions and guides for professional action.

CCE 125 (5) N
Program Planning

Overview of the components of creating a child-responsive learning environment for 3- to 5-year old children that maximizes each child's social, motor, cognitive and expressive development through play. Evaluate the physical environment of two ECE programs using accreditation criteria from the National Academy of Early Childhood Programs.

CCE 135 (5) N
Foundations of Early Learning

Covers special needs of infants, toddlers and 2-year-olds in care-giving settings. Includes brain research, developmental tasks, environmental components for optimal development, caregiver/teacher roles, working with parents and curriculum planning.

CCE 136 (2) N
Signing with Young Children

Intro to American Sign Language (ASL) not only as a second language, but as a valuable tool for enhancing communication with children. Sign language provides a tactile method for children to learn, play and express themselves.

CCE 145 (4) N
Music & Creative Expression

Stimulates both beginning and experienced early childhood teachers to provide a wide variety of musical activities for children's active participation in movement and music making. Develop ease in supporting and leading musical activities while learning a method for selecting and planning a fun, creative and skill-developing music education program for preschool children and older toddlers.

CCE 159 (4) N
Behavior Management

Explores two approaches to discipline – behaviorism and child-centered guidance. For behaviorism, learn to manage the difficult child, administer effective rewards, construct cognitive behavior modification interventions and build desired new behavior through chaining and shaping. For guidance, learn to construct a social learning environment that facilitates social problem-solving and personal responsibility.

CCE 160 (2-8) N
Connecting to Children

The 4 modules listed on page 107 provide an opportunity to demonstrate performances essential to the effective influencing of young children.

CCE 165 (3) N
Understanding Literacy

Covers philosophies and definitions of literacy. Explores radical, non-traditional thinking of the concept through readings, guest speakers and research.

CCE 166 (3) N
Cultivating Conversation

Learn to facilitate the verbal expression of young children by practicing the techniques of responsive listening and informative talk and applying those skills to everyday conversations with children.

CCE 170 (2-18) N
Creating the Conditions for Learning

The modules listed on page 107 provide an opportunity to demonstrate performances necessary to create learning environments for children ages 2 to 5. They challenge teachers to investigate and engineer the broad range of quality activities that meet the needs and circumstances of their own school without conflicting with most early childhood models or theoretical approaches.

CCE 175 (3) N
Mathematics & Design

Presents methods for developing a sense of competence and enjoyment in exploring cognitive-mathematical activities in children ages 3–5. Covers activities for printing, designing, counting, number sequencing, patterning, graphing, problem-solving and exploring the world of logical-mathematical thinking. Helps children develop effective habits of mind (wondering, figuring it out, predicting and challenge seeking) and the ability to work cooperatively for extended periods.

CCE 180 (1-6) N
Professional Development

Covers topics on the care and development of children for early childhood care personnel, educators and parents.

CCE 185 (3) N
Physical Education in Early Childhood Education

Explores the outdoor physical environment for children in preschools and childcare settings. Analyze the fundamental motor patterns, the need for risk and personal confidence, the role of natural environments in the development of children and create the ideal physical development program for young children.

CCE 195 (3) N
Art for Young Children

Provides the experience of art to children 3 to 8 years old. Explores self-expression in painting, drawing, clay and collage. Conduct a series of art classes for children to practice relating in ways that facilitate the children's self-expression in these fundamental media.

CCE 200 (3) N
Children & Nature

Discover the joys of connecting young children with nature. Nature influences social skills, enhances learning, fuels imagination, instills a reverence for the environment and helps children with sensory integration deficit.

CCE 204 (2) N
Autism & Related Disorders

Covers aspects of autism spectrum disorder, including its definition, causes, characteristics, behaviors, diagnosis, current research and treatments, and hands-on strategies for working effectively with children on the autism spectrum.

CCE 232 (4) N
**Parent Involvement in
Early Childhood Education**

Examines the ways teachers can open themselves and the school to include parents as a part of the learning community. Includes expectations parents and teachers have for each other, the tasks parents face in growing up with their children, assertive and supportive help, communicating the aims of school in a democracy and dealing with difficult issues that affect both school and home, such as abuse, death and divorce.

CCE 234 (3-4) N
Staff Relationships

Covers interpersonal communication skills needed to function effectively as a contributing, collaborative, helping staff member in the workplace, including early childhood education settings.

CCE 240 (3) N
**Multicultural Dialogues in
Early Childhood Education**

Examines the concept of multiculturalism and how it relates to the ECE classroom. Through dialogues, readings and projects, students assess their beliefs, teaching environment and style in order to identify changes and promote respect for differences that accompany children and families.

CCE 261 (1-6) N
Reading in Early Childhood Education

Individualized program of study relating to specific problem or content area under faculty supervision. Credits based on work accomplished. Prereq: Permission.

CCE 285 (5) N
The Project Approach

For teachers who have been teaching several years. Explore how learning objectives assessment and emergent curriculum combine to foster a creative, personally expressive, co-active, celebratory curriculum for a democratic learning community.

CCE 292 (12) N
Classroom Research

Use the work setting as the environment to meet the needs of children through social, motor, cognitive, language and expressive skills. Under faculty supervision and peer interaction, examine quality education. Students will analyze their current knowledge and actions in their classroom.

ECONOMICS**ECON 100 (5) C,N,S**
Survey of Economics

Examines basic principles of economics, determination of national prosperity, income distribution, the role of government, price determination, allocation of resources, economic systems and market behavior.

ECON 102 (5) C,N,S
Public Economics & Government

Examines politics, decision-making and current events of American government through basic principles of economics. Emphasizes the role of government related to economic efficiency within the context of diverse political interests.

ECON& 201 (5) C,N,S
Micro Economics

Covers resource allocation and income distribution with emphasis on price determination, production costs and market structures. Application of economic reasoning to public issues and business. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098. Recommended: ENGL& 101.

ECON& 202 (5) C,N,S
Macro Economics

Intro to the aggregate measures in the economy: GDP unemployment and inflation. Examines monetary and fiscal policies and their effects on the interest rate and inflation. Covers investment, economic activity and the employment of resources. Fulfills Global Studies and/or QSR requirement for AA degree. Prereq: MATH 098 or equivalent.

ECON 298 (1-5) C,N,S
Special Topics in Economics

Independent study or field work in selected economics topics under the supervision of sponsoring faculty. Prereq: Permission.

EDUCATION**EDUC 197, 198, 199 (2-5) C,N**
Education Community Service

Work, intern or volunteer in an educational setting. Prereq: Permission.

EDUC 200 (1-5) C,N,S
Peer Tutoring

Tutor training and/or experience. Focus on tutoring techniques and problems in any setting. For more information contact Division offices in Humanities, Math & Science, Allied Health, Business, or Education on your campus.

EDUC& 202 (5) S
Intro to Education

Intro to the Elementary Education profession. Overview of the education profession and U.S. educational system, including historical development, social foundations, and diversity of educational institutions. Focus on the K-8 system. Includes current theories, trends and issues in education and the community, roles and responsibilities of teachers, learners, and other school personnel. Prereq: ENGL 080 or permission.

EDUC& 203 (3) C,N,S
Exceptional Child

Emphasizes diversity and a value-based approach to human exceptionality and disability using a lifespan view. An historical perspective covers current trends and practices in early intervention, special and general education and life-long supports for individuals with disabilities and their families.

EDUC& 205 (5) C
Intro to Education with Field Experience

Intro to K-12 education. Explores the complexity and dynamics of today's K-12 education environment. Includes suggestions for all-inclusive teaching methods geared toward the increasingly diverse multi-ethnic, multi-cultural and multi-lingual student population. Covers the new federal education bill, as well as the state of Washington student learning goals including the Essential Academic Learning Requirements (EALRS) for student learning.

EDUC 207 (2) S
**Classroom Management, Planning
and Practicum**

Provides support and makes links between classroom learning and field experience in elementary education. Focuses on classroom management, planning and broader issues of teaching and learning through the case study of teaching, lesson plans, student work, and other forms of practice. Emphasizes questioning, observation, and reflection on weekly class meetings, field observations and in-class efforts at a school setting. Prereq: ENGL 098 completion and either prior completion/concurrent enrollment in EDUC& 202 or permission.

EDUC 210 (5) C
**Intro to Bilingual Education –
Strategies & Methods**

Fundamental principles in the education of second language learners. Examines their unique academic needs and defines effective bilingual education strategies to address these needs, including the effects of culture on language development and content-area instruction.

EDUC 211 (5) C
Intro to Bilingual Education – History & Theory

Focuses on historical, legislative and socio-political background, including arguments for and against bilingual education. Includes a survey of research in bilingual education program design and an overview of the organization and structure of bilingual programs.

EDUC 220 (3) C
Assessing the Bilingual Student – Consideration for Regular & Special Ed Teachers

Study of issues teachers must consider when assessing bilingual students, including eligibility testing, validity and reliability of standardized tests, alternative assessment, pre-assessment procedures and placement of bilingual students in special education.

EDUC 250 (1-3) C
Paraprofessionals & Teachers: A Partnership

Comprehensive intro to knowledge and skills needed by paraprofessionals assigned to assist students in the instructional process and the teachers with whom they work. Includes roles and responsibilities of the paraprofessional, team-building and behavior management.

EDUC 271 (5) C
ESL Reading & Language Arts

Learn methods of assessment, placement and instruction of ESL students in reading and language arts. Focuses on instructional techniques for the literacy level and age of the ESL student and on integration of reading and language arts.

EDUC 272 (5) C
Integrating ESL in the Mainstream Classroom

Specifically for the teacher with bilingual and monolingual students in the same classroom. Overview of current theories of language acquisition with a focus on practical instructional strategies. Covers a wide repertoire of strategies drawn from bilingual, ESL and mainstream methodologies.

EDUC 291 (5-10) C
Using the World as a Classroom

Provides a unique opportunity to earn credit for various travel/study experiences in an international setting.

EDUC 298 (9) C
ESL Methods for Diverse Language Students

Examines the languages, cultures and diverse learning styles of limited-English-proficient (LEP) learners and fosters teacher proficiency in English as a Second Language (ESL) methods which respond appropriately to learners' diverse needs and facilitate their English language development. Emphasis on communicative language teaching.

ELECTRONICS TECHNOLOGY

Includes courses in Biomedical Equipment Technology, Broadband Technology, Electronics Engineering Technology, Sustainable & Conventional Energy & Control Technology, and Telecommunications Technology.

EET 105 (3) N
Intro to Technology

Survey of the field of electronics and technologies related to electronic occupations to learn the standards, practices and skills necessary for employment in electronic-related occupations.

EET 109 (5) N
Mathematical Applications for Circuit Analysis

Overview of basic mathematical applications for electronic circuit analysis. Includes fundamental concepts of operations with numbers, the metric system, fundamental algebraic concepts, graphing, exponential and logarithmic functions, right angle triangles, basic trig functions, vectors and complex numbers.

EET 112 (5) N
Fundamentals of Fluid Power & Alternative Energy

Intro to fluid power systems and photovoltaic systems. Covers hydraulic and pneumatic systems, fluid power components and schematics, electrical/electronic control of fluid power systems and electro-hydraulic servo-systems. Prereq: EET 109 or MATH& 141.

EET 114 (5) N
Applied Physics

Practical coverage of physics for electronics students: mechanics, matter and heat, wave motion and sound, electricity and magnetism, light and modern physics as applied to industrial-technical fields. Prereq: EET 109.

EET 131 (5) N
IT Essentials I – A+ Certification

Part 1 of 2 A+ Certification courses. Intro to essentials of configuration and troubleshooting of computer hardware, Windows operating systems, computer security and networks with a focus on A+ Certification. Uses the IT Essentials curriculum developed by Cisco Systems and prepares students for the A+ Certification Essentials Test.

EET 132 (5) N
IT Essentials – A+ Certification (Advanced)

Part two of A+ Certification. Addresses advanced aspects of installing, maintaining and configuring, computer hardware, operating systems, networks and security systems. Prepares students for the Comptia A+ IT Technician or Remote Support Technician or Depot Technician test.

EET 135 (5) N
Intro to Broadband

Covers entry-level skills for technicians, including broadband cable video and telephony. Covers skills required for technicians working in this expanding data delivery industry. Addresses high-speed internet, TV/HDTV and digital voice (telephony) components of the broadband infrastructure. Prereq: EET 131.

EET 136 (5) N
Intro to Robotics

Intro to foundation concepts in building and programming robots. Students program microcontrollers and configure electronic components to enable robotic activity. Includes programming of LED lighting, digital pushbuttons, motion control, digital displays, light measurement and frequency and sound.

EET 160 (5) C,N
Intro to Electricity & Electronics

Survey of electronics and electricity addressing AC/DC, resistors, capacitors, inductors, semiconductors, amplifiers, operational amplifiers, digital systems, and microprocessors. Provides a quick, one-course overview of this material without the details and rigors of math found in standard course offerings.

EET 161 (5) C,N
DC Principles of Electronics

Covers physics as applied to electricity and magnetism, electrical and electronic terms and units. Intro to electronic measuring devices, electrical circuits, magnets, magnetism, meter movements and DC circuit analysis. Prereq: High school algebra.

EET 162 (5) N**AC Principles of Electronics**

Intro to AC theory, circuit analysis and AC measuring devices. Computer modeling, hands-on labs. Prereq: EET 160 or 161.

EET 163 (5) N**Solid State Electronics I**

Semiconductor devices and their applications. Computer modeling and hands-on lab. Prereq: EET 160 or 161.

EET 165 (5) N**Analog Circuits & Devices I**

Explanation of the op amp, nomenclature, identification, characteristics and parameters and basic circuit application. Computer modeling and hands-on lab. Prereq: EET 163.

EET 166 (5) N**Analog Circuits & Devices II**

Continuation of common analog devices, circuits and subsystems commonly found in the fields of communication and industrial controls. Computer modeling and hands-on lab. Prereq: EET 165.

EET 170 (5) N**Digital Circuits I**

Fundamentals of digital electronics numbering systems, logic gates, DeMorgan's theorem, Karnaugh mapping, flip-flops and counters. Computer modeling and hands-on lab. Prereq: EET 160 or 161.

EET 171 (5) N**Digital Circuits II**

Continuation of logic fundamentals, logic IC families and their characteristics, logic controls and associated circuitry. Computer modeling and hands-on lab. Prereq.: EET 170.

EET 197 (2-10) N**Special Topics in Electronics**

Study of selected topics considered appropriate by the instructor and/or faculty. Course content, format and projects vary. Prereq: Permission.

EET 198 (1-2) N**Electronics Workshop**

Open lab with instructor. Analog and digital course work enhancement. May include proper use of bench equipment, troubleshooting techniques, study skills and group problem-solving.

EET 241 (5) N**Principles of Telecommunications I**

Intro to basic telephony: apparatus and plant design, network design, network traffic planning, private and switched networks, data systems and testing equipment. Lab.

EET 242 (5) N**Principles of Telecommunications II**

Continuation of telephony: apparatus, plant design, network design, traffic planning, private networks, data systems, distribution of switched networks. Lab. Prereq: EET 241.

EET 243 (5) N**Principles of Telecommunications III**

Basic switched telephony: telephone apparatus and plant design, switched network designs and network traffic planning of switched and private switched networks. Lab. Prereq: EET 242.

EET 251 (5) N**Microprocessor Fundamentals I**

Fundamentals of microprocessors and microcomputer systems. Review of digital fundamentals, microcomputer system organization, assembly programming, I/O devices and interfacing. Prereq: EET 170.

EET 252 (5) N**Microprocessor Fundamentals II**

Extends the machine level programming of EET251 into programming and troubleshooting practical microcontroller-based application examples using C programming. Prereq: EET 251.

EET 285 (3) N**Electronics Technology Project**

Team-oriented course project capstone experience in electronics technology and related specialty programs. Students plan, design, implement and present an electronics-oriented project of suitable complexity. Prereq: EET 166 and 171.

EET 286 (5) N**Biomedical Equipment I**

Covers standards of health care settings, clinical principles behind medical technology. Stresses maintenance and repair of clinical equipment. Labs emphasize function and calibration. Prereq: EET 165 and 170, and AHI 100 and BIOL& 128 or equivalent.

EET 287 (12.5) N**Biomedical Equipment II**

Continuation of EET 286. Emphasizes specialized medical equipment technologies including imaging and clinical laboratory. Labs emphasize troubleshooting and repair. Includes preparation for the AAMI certification exam. Prereq: EET 286.

EET 291 (1-4) N**Electronics Externship**

On-the-job training for electronics students who have finished their electronics certificate requirements and would like to improve their skills before actively seeking a job. Prereq: Completion of appropriate amount of designated program and permission. 55 hours of job-related work experience = 1 credit.

EET 297 (4) N**Biomedical Technician Externship**

Provides necessary work experience in a hospital, clinic, equipment manufacturer or laboratory, which is critical to job placement in the biomedical field. Prereq: Permission.

EET 298 (1-5) C,N**Special Topics in Electronics Technology**

Selected topics in electronics technology. Prereq: Permission.

EET 299 (1-7) N**Special Projects in Electronics**

Independent electronics study project assigned and directed by the instructor. Prereq: Permission and enrollment in electronics program.

EMERGENCY MEDICAL TECHNICIAN (EMT)**AHE 190 (10) N****Emergency Medical Technician**

Upgrade emergency medical care skills. Meets the Washington State Department of Social and Health Services criteria for EMT certification. Prereq: Contact the Health & Human Services office.

AHE 191 (2-5) N**EMT – Continuing Education**

Provides continuing education for EMTs to meet annual requirements for recertification.

AHE 194 (4) N**EMT Refresher**

Continued emergency care training includes 56 hours class and lab skills and 10 hours off-campus clinical experience riding with fire or ambulance. For those with initial EMT training within 3 years but not state or nationally certified; or those with certification expired within last 3 years, according to National Registry, WA state law and King County EMS protocols. Prereq: Permission.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

ENGINEERING**Mechanical Engineering Technology**

MSC 101 (5) N
Intro to Material Science

Intro to the molecular structure of different materials and the resulting effects in tensile strength and heat transmission. Emphasis on semiconductors and applications to electronic devices. Prereq: PHYS& 122 and PHYS 118, CHEM& 121 or equivalent; and MATH 120 or equivalent; or permission.

MET 102 (3) S
Creative Technical Problem-Solving

Intro to systematic procedures for engineering problem-solving. Review of basic math principles, geometry, algebra, trigonometry and basic physical principles related to analysis of technical engineering problems.

MET 180 (15) S
Electronic Assembly (Short Term Training)

Intro to wire harness construction, mechanical assembly and soldering skill for "through hole" and SMT. Includes small electric motor assembly, soldering of various terminals, wire tinning, passive and active components, integrated circuits and other special devices. Emphasis on component removal techniques through hole printed circuit boards, surface mount technology and basic soldering processes.

MET 205 (4) S
Technical Statics

Study of forces and force systems in equilibrium. Includes analysis for forces in trusses, frames and machine components; friction; location of centroids; and evaluation of area moments of inertia. Prereq: MATH 113.

MET 210 (4) S
Technical Strength of Materials

Studies principles of tension, compression and shear stress to determine the correct size for structural beams and shafts. Examination of distribution and magnitude of stress in welded and riveted joints, thin-walled cylinders, torsional members and beams. Prereq: MET 205.

MET 220 (4) S
Basic Hydraulics

Intro to the various components used in industrial hydraulic systems. Includes construction, characteristics, schematic symbols and typical applications. Build a hydraulic circuit with actual components in the fluid power laboratory.

MET 298 (1-10) S
Special Topics in Mechanical Engineering

Special topics for individual or group study in the mechanical engineering technology field. Prereq: Permission.

Engineering (Pre-major)

ENGR 110 (2) C,N,S
Engineering Orientation

Covers fields of engineering, career options and general information. Offered on a Satisfactory (S) grade basis only.

ENGR& 111 (4) C,N,S
Engineering Graphics I

Covers principles of orthographic projection, freehand sketching, pictorials, lettering, scales and use of instruments, basic dimensioning and descriptive geometry. Intro to computer-aided and designed drafting. Prereq: MATH& 141.

ENGR& 112 (4) C,N,S
Engineering Graphics II

Continuation of ENGR& 111. Includes basic principles of revolution and principles used to solve problems relating to curved and warped surfaces; intersection of surfaces; development of common shapes and surfaces; and procedures for finding the locus of a line. Prereq: ENGR& 111.

ENGR 116 (4) S
Engineering Design & Creativity

Examine the nature of creativity and its process. Intro to analysis and solution of engineering problems, applications of vectors and calculus in statics and dynamics.

ENGR 140 (5) N
Engineering Problems

Covers problem-solving methods; analysis in measurements, probability and statistics; dimensions and unit systems; vector algebra, intro to scalar statics. Prereq: MATH& 141.

ENGR 141 (5) S
Scientific Engineering

Covers problem analysis, algorithm design, numerical techniques and the elements of programming using MATLAB or similar high-level programming language. Emphasis on learning how to write clean, efficient and well-documented programs for modeling of scientific and engineering problems. Prereq: MATH& 142 or higher.

ENGR 142 (5) C,S
Computer Programming for Engineers

Central: Learn the general principles of modern programming, including how to design, implement, document, test and debug computer programs. Based on Java. Covers objects, messages, expressions, statements, methods, classes, conditionals, iterations, arrays and collections. Fulfills QSR requirement for A.A. degree. Prereq: CSC 110 and MATH& 141 (C). ENGR 142 may be taken as CSC 142.

South: Intro to computer science for scientists and engineers. Emphasizes design, algorithms (variables, expressions, statements), abstraction (data types, functions) and analysis (correctness, efficiency). Fulfills QSR requirement for A.A. degree. Prereq: CSC 110 and MATH& 141 (S). ENGR 142 may be taken as CSC 142

ENGR 161 (5) S
Plane Surveying

Intro to basic surveying methods and functions, office procedures and field practices in the use of instruments. Organization of the field party to learn each job function. Includes theory and application of tapes.

ENGR 170 (4) S
Intro to Material Science

Survey of materials used in engineering. Covers physical and chemical principles related to structure, properties and engineering applications. Studies include metals, alloys, semiconductors, polymers, ceramics and composites. Prereq: CHEM& 161.

ENGR 171 (1) S**Material Science Lab**

Practical application of the terminology of engineering materials and of methods used to solve materials problems. Experiments expand on ENGR 170. Includes a tour of an industrial materials testing lab. Prereq: ENGR 170.

ENGR& 204 (5) C,N,S**Electrical Circuits**

Covers basic circuit and systems concepts. Includes resistors, sources, capacitors, inductors and operational amplifiers. Includes solution of first and second order linear differential equations associated with basic circuit forms. Prereq: PHYS& 222 and MATH& 152.

ENGR& 214 (5) C,N,S**Statics**

Covers statics, Newton's Laws, resultants, force systems, equilibrium diagrams, analysis by vector algebra of two- and three-dimensional structures, frames, machines, trusses, beams and friction. Prereq: MATH& 152 and ENGR 140 or PHYS& 221.

ENGR& 215 (5) C,N,S**Dynamics**

Studies motion and the forces which affect the motion, including rectilinear motion, curvilinear motion, plane motion, dynamic force analysis, work and energy, impulse and momentum. Prereq: ENGR& 214 with a 2.5 or better and MATH& 152.

ENGR& 224 (5) C,N,S**Thermodynamics**

Intro to thermodynamics from a macroscopic point of view. Development of the laws of thermodynamics and application to energy transformations and state changes. Prereq: MATH& 153, PHYS& 222 and CHEM& 161.

ENGR& 225 (5) C,N,S**Mechanics of Materials**

Covers basic relationships between axial, torsion, bending and shear loads acting on solid elements such as rods, shafts, columns and beams and their allowable stress, strains and deformations, Mohr's circle of stress. Prereq: ENGR& 214 and MATH& 152.

ENGR 240 (5) N**Intro to Numerical Methods**

Study numerical solutions to engineering problems using modern scientific computing tools. Application of mathematical judgment in selecting computational algorithms and communication results. Intro to MATLAB programming for numerical computation. Fulfills QSR requirement for A.A. degree. Transfers as AMATH 301 to UW or EE 221 to WSU. Prereq: MATH& 152 and CSC 110.

ENGR 271 (6) S**Fundamentals of Digital Logic Design**

Intro to digital logic, Boolean algebra, combinational and sequential circuits and logic design, programmable logic devices and the design and operation of digital computers, including ALU and I/O. Weekly labs. Prereq: CSC 142 or permission.

ENGR 298 (1-5) C,N,S**Special Topics**

A seminar of selected topics and/or activities in engineering. Prereq: Variable, dependent on topic.

ENGR 299 (1-5) C,N,S**Independent Study**

Independent study of approved engineering topics. Prereq: Permission.

ENGLISH

See Languages & Literature, pages 263-267.

ENGLISH AS A SECOND LANGUAGE

See Languages & Literature, pages 267-271.

ENVIRONMENTAL SCIENCES**ENV 150 (5) C,N,S****Environmental Issues & Problems**

Covers natural principles governing operation of the environment including interactions between humans and the environment, emphasizing attitudes and actions to maintain a healthy ecosystem.

ENV 160 (5) C**Principles of Sustainability**

Investigates a variety of local and global sustainable initiatives to combat degradation of the natural environment. Combines the basic science of environmental issues with a critical analysis of the societal value and environmental impact of trends in sustainability. Covers efforts by non-profit organizations, communities, education initiatives, political reform and personal choices. Prereq: Eligible for ENG& 101 and MATH 084.

ENV 170 (5) C,N**Energy & Resources: Now & Future**

Study of energy and material resources, both personal and worldwide production and consumption. Investigates the impact on the natural environment from production of coal, wind, solar and hydropower; gasoline, electricity and hydrogen fuel transportation; and natural gas and biomass heating options. Focus on sustainable alternatives to meet energy and material needs.

ENV 197 (5) C**Internship in Sustainable Agriculture**

To view formalized SAgE internship partner announcements and register for internship credit, visit room BE 1103. Students may also pursue alternative internships of their choice with appropriate farms, businesses, organizations or agencies. Prereq: Instructor permission; eligibility for MATH 084 and ENGL&101 or permission.

ENV 200 (2) C**Sustainable Food Systems Employment Seminar**

Presentations and panel discussions involve community members who work in sustainable agriculture, food systems and other natural resource careers. Identify opportunities to acquire the skills needed in this field. Prereq: Eligibility for ENGL& 101 and MATH 084 or permission.

ENV 201 (5) N,S**General Ecology**

Covers the nature of ecosystems, energy flow, bio-geochemical cycles, population dynamics, organization and dynamics of communities and identification of environmental problems.

ENV 202 (5) C**Principles of Agroecology**

Survey of sustainable agriculture particularly in the Pacific Northwest. Explore crop biodiversity, weed and pest management, livestock production and organic crop propagation. Includes water use and pollution, natural resource conservation and energy use on sustainable farms. Optional 2-credit service learning. Lab and weekend field trips. Prereq: Eligibility for ENGL& 101 and MATH 084 or permission.

ENV 203 (5) N,S**Environmental Issues & Problems II**

Encompasses the role of technological humans in the global ecosystem. Covers current environmental topics with a view toward solutions. Includes urban growth, air and water pollution and siting of nuclear power plants. Prereq: An environmental science, geology or geography class, or permission.

ENV 204 (5) C
Intro to Soil Science, Restoration & Conservation

Understand soils as living systems. Explore physical, chemical and biological properties; nutrient cycling; fertility analysis and management; decomposition and composting; soil restoration; site diagnosis and classification of soils; and conservation practices. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL& 101; recommend ENV 202.

ENV 205 (3) N
East African Bio-Cultural Ecology

Designed for educators interested in developing classroom materials based on topics and areas covered by the East Africa Study and Travel Program. Field trip.

ENV 206 (5) C
Agroforestry: Integrating Food and Forests

Agroforests integrate woody plants and forest elements with crops and animals for increased productive, socioeconomic, environmental and ecological benefits. Examine origin and modern adaptations; working hypotheses; management systems and practices; site diagnosis and design. Optional 2 credit service learning. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL&101 or permission; ENV 202 and 204 recommended.

ENV 208 (5) S
Forest Ecosystem Science, Management & Conservation

Covers natural and human dimensions of forest ecology and land use in the context of Pacific Northwest and global environmental issues. Emphasis on forest ecosystem patterns and processes under various conditions of management and conservation. Optional 2 credit service-learning. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL& 101 or instructor permission; ENV 202 and 204 recommended.

ENV 214 (5) C
Urban Food Systems Analysis

Investigates the complex ecological, social and economic interactions of the food system. Emphasis on food security in urban areas, through food banks, urban gardens, food cooperatives and farmers markets. Optional 2 credit service learning. Weekend field trips. Prereq: MATH 084 and ENGL& 101 eligibility or permission.

ENV 216 (5) C
Sustainable Urban Food Production

Covers history, principles and practices of biointensive urban gardening. Explore methods to increase yields, and conserve and maintain healthy ecosystems. Includes garden planning, soil preparation, composting, backyard livestock, seeds, transplanting, perennial food plants, and food preservation. Lab and weekend field trips. Prereq: Eligible for MATH 084 and ENGL&101 or permission; ENV 202 and 204 recommended.

ENV 221 (5) S
Nuclear Choices

Covers nuclear-generated electricity, nuclear waste, and nuclear weapons, including those existing and those proposed for the near future. Explores possible defenses against nuclear war and ways to avoid it. Writing class.

ENV 294 (2) C
Sustainability Seminar Series

Explores sustainable development and invites speakers to demonstrate how they apply sustainable principles to their field of work.

ENV 298 (1-5) C,N,S
Special Topics

Seminar of selected topics and/or activities. Prereq: Variable, dependent on topic.

ENV 299 (1-5) C,N,S
Independent Study

Independent study of approved topics in environmental sciences. Prereq: Permission.

**EXPANDED FUNCTION
 DENTAL AUXILIARY**

Prereq: Acceptance into the EFDA program.

EFDA 100 (1) C
Procedures I

Reviews and reinforces the duties and skills of a dental assistant: oral hygiene instructions, radiographs, coronal polishing and fluoride treatments. Covers final impressions. Perform many of these procedures under "general" rather than "close" supervision of a dentist.

EFDA 101 (3) C
Restorative Lab I

Pre-clinical lab course. Practice skills and techniques on dentoforms and classmates. Clinical skills include radiographs, coronal polishing, fluoride treatments, use of dental materials, actual placement of amalgam and composite restorations on prepared typodont teeth, and taking final impressions on typodonts.

EFDA 110 (2) C
Dental Coronal Anatomy

Covers dental anatomy related to the EFDA's scope of restorative practice: tooth morphology, anatomical features and function. Emphasizes coronal anatomy, occlusion, Black's classification of cavity preparation and basics of primary and permanent dentition.

EFDA 111 (2) C
Dental Materials & Technique

Covers the chemical, physical and mechanical properties of dental materials, selection of the appropriate material, basic techniques, safety measures and proper handling protocol. Reviews cavity design and preparation of cements, bases and liners, placing, carving, polishing amalgam restorations and contouring and finishing anterior and posterior composites.

EFDA 200 (1) C
Procedures II

Increase knowledge and skills including oral anatomy, dental anatomy and morphology, radiology, pharmacology, dental materials, patient case management and restorative dentistry procedures. Perform restorative procedures on typodonts and on patients. Prereq: EFDA 100.

EFDA 201 (3) C
Restorative Clinic II

Demonstrate clinical competence on patients using the full range of basic restorative procedures, from patient management to technical skill of operating field isolation and restoration placement and finishing. Prereq: EFDA 101.

EFDA 202 (1) C
WREB Preparation

Preparation for the Western Regional Examining Board (WREB) restorative examination for licensure. The WREB requires the placement, carving and finishing of one amalgam and one composite posterior class II restoration within a specific time frame at a minimum passing level. Practice simulation testing to develop sufficient proficiency. Prereqs: EFDA 100, 101, 110, 111.

EFDA 212 (1) C
Ethics & Jurisprudence

Covers the ethical, legal and regulatory issues for an EFDA in private dental offices and community settings. Includes professional traits, theories of moral development, ethical dilemmas and principles, the state dental practice act, the EFDA-patient relationship and risk management in the dental practice. Prereq: EFDA 100, 101, 110, 111.

FILM & VIDEO**COM 101 (5) C**
Television Theory & Camera Composition

Intro to basic concepts and techniques for single-camera video production. Emphasis on being active members of a production team working through each stage of the production process: research, proposals, outlines and scripts; organizing and directing a production crew; function and operation of video cameras, sound equipment and lights; editing; field production; and professional behavior.

COM 102 (5) C
Television Production & Post-Production

Continuation of COM 101 on single-camera video production. Emphasis on production team process, pre-production and more detail in writing, casting, blocking, designing, shooting and editing. Explores the post-production process in shaping a final video piece. Requires team projects, full participation in an in-studio class project designed to maximize each student's contribution and achieve a high technical standard under professional conditions.

COM 103 (5) C
TV Production Crew & Team Projects

Explores non-fiction storytelling and production of short-form documentary. Do research and fact checking; apply visualization and design to scripts; understand and perform the roles of producer, camera operator, designer, sound recorder, lighting tech and editor. Covers electronic news gathering (ENG) as practiced in a broadcast setting.

COM 130 (3) C
Television Production Design

Correlates with COM 102. Intro to the principles and processes of production design for film and television, including research, lighting, color, sets, props, plans, construction and painting. Develop and construct generic modules for sets, theatre sets and a versatile video set.

COM 140 (3) C
Intro to Media Images

Identify and critically assess the aesthetic and technical components of moving images.

COM 197 (1-3) C
Film & Video Communications

Earn work experience credit in the video field. Prereq: Permission.

COM 200 (4) C
Small Group Productions

Individuals or production teams pursue individual and small-scale projects. Covers topics such as personal video, oral history recording, video art, ethnographic video and video installation. Coreq: ENGL 155.

COM 214 (3) C
History of Film & Video

Examines the development of film as art and entertainment: early beginnings as novelty and sideshow; refinement as an art form; role in mass culture. Emphasizes the narrative film from the US and abroad. Screenings show works that are significant because of their place in history, aesthetic worth or stylistic interest.

COM 215 (3) C
Media Law & Ethics

Intro to the basic concepts of law applicable to the film, video, on-line industries and production situations. Covers the American legal system, contracts, licenses, regulatory codes, principles of intellectual property laws and the First Amendment.

COM 225 (5) C
Advanced Television Productions & Applied Communications

Expand and refine production skills. Assume roles for large-scale 16mm film and HD video project produced in as sophisticated and professional manner.

COM 230 (2) C
Technical Operations

Intro to basic concepts and techniques of multi-camera studio production. Produce and direct "live-to-tape" studio productions. Equipment covered includes studio cameras, teleprompter, switcher, audio board, intercom systems, VTRs and studio lighting dimmers. Prereq: 2nd year standing.

COM 235 (3) C
Production Management

Overview of the duties and responsibilities of a production-manager: script, location, union requirements, production board, contracts and negotiations, and fiscal management. Rotate in the role of supervisor of a production crew for television and stage productions. Explore interpersonal interactions.

COM 236 (3) C
Audio Production

Explores basic sound theory, audio production and post-production skills used in film and video. Learn to capture and manipulate sound. Covers selection and handling of microphones, Time Code, Foley and sound effects, and the use of digital field recorders and mixers.

COM 240 (3) C
Production Operations

Refine post-production skills and complete a portfolio project that meets a high technical standard. Includes video compression, video on the web, motion graphics, audio sweetening, and working with graphic designers. Prereq: 2nd year standing.

COM 250 (2) C
Portfolio Preparation

Clarify career intentions and act upon them. Research job markets and trends, develop contact lists, a professional portfolio, a résumé, cover letters, a portfolio reel, and a personal website. Prereq: 2.0 or better in all previous 200 level courses or permission from division Dean.

COM 260 (3) C
Directing

Covers basic principles and practices of directing for film and video. Explore script analysis, visualization and storyboarding, staging and blocking, working with other members of the production team, communicating with actors, and preparation for editing.

COM 270 (3-5) C
In-House Productions

A comprehensive exploration of the tools and techniques of cinematography. Learn the care and handling of motion picture cameras, lenses and accessories, film stocks, lighting and grip gear, exposure meters, and lab processes.

FOREIGN LANGUAGES

See Languages & Literature, pages 262-273.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

FRENCH

See *Languages & Literature*, page 271.

GENERAL EDUCATIONAL DEVELOPMENT**GED 050 (1-15) C,N,S**
Basic GED Preparation – Level 5

Prepares learners to pass successfully any two of the five GED subject-area tests.

GED 051 (1-15) C,N,S
Basic GED Preparation Math – Level 5

Prepares learners to pass successfully the GED Math test.

GED 052 (1-15) C,N,S
Basic GED Preparation Communications – Level 5

Prepares learners to improve their general reading, writing and test-taking skills with special emphasis on reading for the GED Social Studies, Science and Language Arts tests.

GED 054 (1-15) C,N,S
Basic Computer-Assisted GED Preparation – Level 5

Provides learners the opportunity to improve their general reading, writing, math and test-taking skills for the GED tests through the use of micro-computers and relevant basic skills software.

GED 060 (1-15) C,N
Advanced GED Preparation – Level 6

Prepares learners to pass successfully the three remaining GED tests needed to complete the Official GED certificate.

GED 061 (1-15) C,N**Advanced GED Preparation Math – Level 6**

Prepares learners to use the math concepts and applications needed to pass the math portion of the official GED test.

GED 062 (1-15) C,N**Advanced GED Preparation Communications – Level 6**

Improves general reading, writing and test-taking skills with special emphasis on reading for the GED Social Studies, Science and Art and Literature tests.

GED 064 (1-15) C,N**Advanced Computer-Assisted GED Preparation – Level 6**

Improves general reading, writing, math and test-taking skills for the GED tests through the use of micro-computers and relevant basic skills software.

GEOGRAPHY**GEOG& 100 (5) C,N,S****Intro to Geography**

Intro to major concepts of geography, including patterns of human occupancy, analysis of population, settlement, resource use and environmental concerns.

GEOG 155 (5) C**Global Political Geography**

Survey of political geography and scientific theory, offering students an analytical understanding of forces affecting the territorial and functional role of the state in today's world. Examines contemporary cases of territorial and functional change among states.

GEOG& 200 (5) C,N,S**Human Geography**

Intro to human patterns on the Earth's surface, distribution, political divisions and economic activities. Emphasis on the role of geography in understanding the developments and diffusion of value systems and cultural differences in the 20th century.

GEOG 205 (5) C,N,S**Physical Geography**

Survey of character and location of different types of land forms, climates, soils, vegetation, minerals, water resources and significance to human occupancy.

GEOG 207 (5) C,N,S**Economic Geography**

Focus on human survival. Examines resource scarcity and uneven distribution and use of technology to extract natural resources. Emphasis on competition for resources and major world conflicts, past and present, stemming from this competition.

GEOG 230 (5) C,N,S**Urbanization in Developing Nations**

Focus on cities in their cultural and economic contexts, geographical patterns, internal structure, current problems in rapidly growing cities and selected policy solutions.

GEOG 260 (5) N**Geopolitics/Middle East**

Geopolitics is the "game nations play" to extend influence and control over nations. Focuses on the "game" as it relates to the Middle East and Arab, Afghan, Persian, Egyptian, Israeli and Palestinian people and current events and the geopolitics of petroleum. Course material is controversial.

GEOG 298 (1-5) C,S**Special Topics/Geography**

Independent study in selected geography topics under faculty supervision. Prereq: Permission.

GEOLOGY**GEOL& 101 (5) N,C,S****Physical Geology**

Covers the origin and development of minerals and rocks, changing features of the Earth's crust and the processes that have shaped these features. Lab included. One field trip may be required.

GEOL& 103 (5) N,S**Evolution of the Earth**

Studies the formation and development through time of the solid Earth, atmosphere, and biosphere. Covers past movements and locations of the continents and interpretation of past environments as recorded in rock and fossil records. Lab included. One field trip may be required.

GEOL 104 (5) N**Intro to Remote Sensing/GIS**

Covers the fundamentals of ArcView and satellite remote sensing and the basics of using a geographic information system (GIS) to analyze and draw conclusions about the geology of Seattle and larger areas. Prereq: GEOL& 101, or PHYS& 123, or CHEM& 162, or equivalent or permission.

GEOL 105 (5) C**Introductory Field Geology**

Survey of physical geology, including the Earth's interior and exterior. Covers the origin and evolution of the Earth, rocks and minerals, surface processes such as glaciation, river erosion and transport and mass movement. Field exercises involve data collection and analysis. Course may require extended overnight stays. Lab included.

GEOL 106 (5) N,S**Dinosaurs**

Studies dinosaurs and the world they lived in. Covers origins, evolution, biology, behavior and extinction of dinosaurs and their relationship to birds and mammals. Intro to history of the biosphere, Earth's climate and its changes.

GEOL 108 (5) N**Minerals, Gems & Fossils**

Intro to the nature of earth materials, including minerals, with an emphasis on gem minerals and fossils. Covers mineral composition, structure, physical properties, and origins, along with gemology, color mechanisms, history and lore of gems, and uses of gems. Covers fossil identification, preservation and interpretation. Lab class.

GEOL& 110 (5) N,C,S**Geology & the Human Environment**

Focus on the effects of geologic processes and materials on human activity and vice versa. Emphasizes awareness of geologic aspects of our everyday environment including problems, formulation, and evaluation of solutions. Lab included. Up to three field trips may be required.

GEOL 111 (1) C,N**Geology Field Day**

A one-day field trip and five-hour lecture on active and ancient geology in the Pacific Northwest. Topics include faults, glaciers, fossils, landslides, and the Cascade Mountain Range. Lab credit. Also offered as SCI 111.

GEOL& 115 (5) N,S**Geology of the National Parks & Monuments**

Study of the geology and geologic history of selected national parks and monuments in the context of the geologic history of North America, the Pacific Basin, and the Atlantic Ocean. Labs deal primarily with geologic maps. At least two field trips required.

GEOL 118 (1) N,C**Volcano Field Day**

Intro to the origin and destruction of the Cascade volcanoes such as Mount St. Helens, Mount Rainier and Glacier Peak. Includes five hour lecture and one day field trip. Lab credit. Also offered as SCI 118.

GEOL 202 (3) N**Geology & Human Environment: East Africa**

Cenozoic geologic evolution of East Africa with specific emphasis on the origin of the East African Rift Valleys and their relation to the evolution of early hominids.

GEOL 207 (5) N**The Ice Ages**

Provides a history of the plants, animals, and continental ice sheets of the last three million years. Special attention to fossil and archaeological records of human beings. Lab included. Two Saturday field trips may be required.

GEOL& 208 (5) C,N**Geology of the Northwest**

Covers the geologic history and description of Washington, Oregon and Idaho, and selected nearby areas. Emphasis on use of geologic principles to interpret present landscapes. Lab and field trips included. Prereq: GEOL& 101 or permission.

GEOL 298 (1-5) N**Special Topics**

Seminar on selected topics or activities in geology. Prereq: Variable, dependent on topic.

GEOL 299 (1-5) N**Independent Study**

Independent study of selected geology topics. Prereq: GEOL& 101 and permission

GERMAN

See Languages & Literature, page 271.

GRAPHIC DESIGN**DES 101 (3) C****Drawing I**

Provides the fundamentals and principles of drawing, especially as applied to graphic design. Emphasis on spatial perception, composition, accuracy and the ability to develop an idea or visual story with drawings.

DES 102 (3) C**Drawing II**

Draw the human figure from live models. Use various media and techniques to create form with line and tone. Emphasis on drawing accurate, dynamic and expressive representations of the human figure using elements of design in good composition.

DES 103 (3) C**Drawing III**

Conceptualize and illustrate using fundamental drawing skills and principles, including spatial perception, composition and figure drawing. Plan illustrations to fit within the context of a typographic design and layout.

DES 110 (3) C**History of Graphic Design**

Covers the historical context of graphic design, trends, innovations and important individuals.

DES 121 (3) C**Typography I**

Covers the terminology, process and social context of graphic design and typography. Learn the history of type, identification of type and type styles and how to use type to communicate effectively.

DES 122 (3) C**Typography II**

Gain greater skill in recognition and practice of the elements of typographic style. Successfully complete specific graphic design projects in which typography is a major component. Includes page layout techniques, the grid and the process of information design.

DES 131 (3) C**Graphic Design I**

Covers the terminology, process and social context of graphic design. Use traditional image-making techniques. Learn the language of graphic design to build communication and presentation skills.

DES 132 (3) C**Graphic Design II**

Intro to color and its application to design.

DES 133 (3) C**Graphic Design III**

Apply concepts from Graphic Design I and II to three-dimensional graphic design and packaging.

DES 145 (3) C**Graphic Production I**

Intro to the basic skills, concepts and techniques necessary to successfully use the vector-based graphic program Adobe Illustrator.

DES 146 (3) C**Graphic Production II**

Explores the foundation and building blocks necessary to successfully use the page layout program, Adobe InDesign.

DES 147 (3) C**Graphic Production III**

Learn pixel-based image editing and creation using Adobe Photoshop. Focuses on basic skills, concepts and techniques.

DES 197 (2-5) C**Work Experience – Graphic Design**

Earn work experience credit in Graphic Design. Prereq: Permission.

DES 223 (3) C**Typography III**

Interpret an author's written language into a meaningful visual form (a professional-quality casebound book) using the basic principles of traditional book design and typographic etiquette. Emphasizes creating and meeting typographic design criteria, as well as mastery of all necessary typographic elements in page layout software.

DES 224 (3) C**Typography IV**

Explore type compositions using a variety of alternative media to create expressive and often handmade letterforms. Explore individual letterforms for assigned projects.

DES 231 (4) C**Graphic Design IV**

Emphasizes conceptual problem-solving techniques in creative art direction for advertising. Continue to develop research skills.

DES 232 (4) C**Graphic Design V**

Learn by redesigning and developing a style guide for an existing magazine. Includes studying the audience and existing advertising base.

DES 233 (4) C**Graphic Design VI**

Focuses on the design and production of posters for a real client. Design and produce the invitation for the Creative Academy portfolio shows.

DES 234 (4) C**Graphic Design VII**

Design and produce a corporate identity system and all collateral materials for a greater Seattle restaurant while learning the principles and procedures of logo design.

DES 235 (4) C**Graphic Design VIII**

Create a self-promotional piece, participate in a review of portfolio work by outside professionals. Covers elements of exhibit design. Design and install the program final portfolio exhibit.

DES 236 (4) C**Graphic Design IX**

Learn project management skills and industry business practices to succeed in a small studio or agency. Includes practical experience with setting and negotiating fees; writing proposals, confirmation agreements and design briefs; time management and effective workflow; basic accounting and business practices, professional ethics and presentation skills.

DES 241 (3) C**Illustration I**

Intro to illustration media and techniques of various media through examinations of the work and process of contemporary illustrators.

DES 242 (3) C**Illustration II**

Intro to the design and production of screen-printed posters and garments. Use drawing and computer-generated imagery for making transparent film. Learn to register multiple layers in the printing process. Understand the importance of good design and pre-press setup for working with commercial printers.

DES 243 (3) C**Illustration III**

Intro to the history, design and process of letterpress printing. Compose hand-set type, lock-up jobs and print using a Vandercook flat-bed cylinder press. Learn to prepare film and photopolymer plates for use on the Vandercook press.

DES 251 (3) C**Multimedia I**

Intro to the field of Web Design using Adobe Dreamweaver.

DES 252 (3) C**Multimedia II**

Continue study in Web Design using Adobe Flash.

DES 253 (3) C**Multimedia III**

Build a self-promotional website.

DES 254 (3) C**Multimedia IV**

Intro to the field of motion graphics using Adobe After Effects.

DES 260 (3) C**Portfolio Prep**

Develop, design and prepare a portfolio that represents individual creativity and demonstrates skills for seeking employment in the Graphic Design field.

DES 299 (1-5) C**Independent Study**

Independent study on selected graphic design topics.

HEALTH**HEA 025 (5) S****Health**

Covers physiology for understanding body functioning, including organic and functional disease and disease prevention. Prereq: Appropriate placement on English and Basic Skills tests.

HEA 125 (5) C,S**Health & Wellness**

Overview of health as an individual and community-based social construct. Analyzes health determinants and health outcomes as a function of genetics, culture, environment and health behaviors. Emphasizes a holistic model and intellectual inquiry into what constitutes health and well-being. Prereq: MATH 084 and ENGL& 101.

HEA 150 (5) N,S**Health & Human Sexuality**

Covers principles of personality development, body functioning, problems and solutions. Includes human sexuality and family education relating to psycho-sexual development, behavior, problems and solutions.

HEA 160 (5) S**Human Wellness & Fitness**

Comprehensive study of human wellness. Includes adequate fitness, nutrition, stress management, disease prevention, sexual wellness, spirituality, smoking cessation, substance abuse and weight control.

HEA 225 (5) C**Global Health**

Examines global patterns of health and disease as a function of economic, social and cultural determinants. Includes measurement of health outcomes, comparative analysis of health care systems, health and disease patterns of epidemiology, transnational disease, health inequalities and major players in global health. Prereq: MATH 084, ENGL& 101.

HEA 226 (2) C**Advanced Global Health**

Self-directed study, including research and presentation, of an area of global health. Prereq: HEA 225 or MATH 084, ENGL& 101 and permission.

HEA 228 (5) C**Water, Gender & Global Health**

Study global health issues, particularly relating to gender and/or access to adequate and clean water. Includes water-borne and water-related diseases and analysis of various causes of maternal mortality. Involves interdisciplinary problem-solving. Requires 16 hours of service learning in local community. Prereq: HEA 225 or permission.

HEA 299 (1-5) C,N,S**Independent Study**

Independent study in health education. Prereq: Permission.

HEATING, AIR CONDITIONING & REFRIGERATION DESIGN/HVAC**HVC 101 (5) N****Essentials of HVAC**

HVAC Learning Solutions course. Covers fundamental principles of heating, ventilation and air conditioning (HVAC). Includes safety, basic refrigeration, electricity, combustion and venting, air distribution and indoor air quality (IAQ).

HVC 210 (5) N**Cooling & Heating Systems Installation**

HVAC Learning Solutions course. Basic theory and design of heating and cooling systems with an emphasis on the installation of furnaces, air handlers, AC refrigeration, heat pumps, air distribution systems and refrigeration piping. Covers electrical wiring for equipment and control systems. Prereq: HVC 101.

HVC 211 (5) N**Cooling & Heating Systems Service 1 & 2B**

HVAC Learning Solutions course. Covers the basic theory and design of heating and cooling systems, including furnaces, air handler service and air distribution, AC refrigeration, heat pumps, electrical control subsystems, temperature control, system wiring and motors. Prereq: HVC 101.

HVC 212 (5) N**Cooling & Heating Systems Service 2A & NATE Preparation**

HVAC Learning Solutions course. Covers the repair and maintenance of cooling systems in air handler service and air distribution, AC refrigeration and heat pumps. Reviews electrical control subsystems, temperature control, system wiring and motors. Prereq: HVC 211.

HVC 220 (5) N**Green HVAC**

Covers green HVAC, including new code updates; intro to building science; green building, greenwashing, and other myths; "green" equipment selection options; and translating green HVAC for clients to make upgrade sales. Prereq: HVAC 101 or instructor's permission.

HISTORY

NOTE: (History 035 - 091 series fulfills high school completion requirements.) Prereq: Appropriate placement on English and Basic Skills tests.

HIST 035 (5) S**U.S. History I**

Reviews the significant contributions of the Colonial period, emphasizing political and constitutional developments from the American Revolution through Reconstruction. Emphasis on the Constitution and causes and consequences of the Civil War. Includes contributions and achievements of the Native American population.

HIST 036 (5) S**U.S. History II**

Covers U.S. development from the Civil War to the present. Includes political, social and economic forces affecting the United States during the period of westward movement, industrialization, world wars, economic growth and world dominance. Covers the profound technological developments of the twentieth century in relation to the world of work.

HIST 037 (3-5) S**Washington State History**

Covers the historical development of the Pacific Northwest, with emphasis on the development of Washington state. Looks at contemporary, economic, political and social problems.

HIST 040 (5) S**History Research**

Studies the purposes and methods of historical research including choosing a topic, gathering data, taking notes, writing a research paper, footnoting and developing a bibliography.

HIST 095 (3) S**History of Asian Immigration to the West Coast**

Covers the major Asian populations who have come to the U.S. and particularly to the Northwest.

HIST 099 (3) S**Intro to American Civilization**

Intro to American history, government and culture for foreign-born and/or developmental level students. Includes past and present political and cultural aspects. Emphasizes the roots of American democracy and the U.S. system of federal government and their relationship to current events.

HIST 105 (3-5) C,S**Intro to American Civilization**

Intro to American history, government and culture for foreign-born students. Includes past and present political, cultural and socioeconomic aspects. Emphasis on developing cross-cultural understanding and an appreciation of the diversity inherent in American culture.

HIST 106 (5) N**Survey of U.S. History**

Survey of American history from pre-colonial to the present with emphasis on political, social, cultural and economic developments.

HIST 108 (5) N**The World in Evolution to 1500**

Comparative study of the world's major civilizations (African, Chinese, European, Greco-Roman, Indian), with major emphasis on understanding value systems such as Christianity, Hinduism, and Judaism, and their expression in different political, social, economic and cultural-religious systems.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

HIST 120 (5) C
Survey of History of Africa South of the Sahara

Surveys the complexity of African societies, including colonialism and its impact, the rise of socialism, cold war and the role of trade, kinship and ancestral spirit in light of the rise and fall of empires in Africa.

HIST 122 (1-2) C,N
Seattle History – Field Trips

First-hand view of historic Seattle. Includes lectures and field trips to historic sites.

HIST& 126 (5) C,N,S
World Civilizations I

Reviews the historic foundations and development of the great civilizations from prehistoric days to the Renaissance with emphasis on social, political, cultural and economic aspects. Studies the nature of history and its role as an intellectual and academic discipline.

HIST& 127 (5) C,N,S
World Civilizations II

Reviews the foundations of modern civilization with emphasis on the scientific, industrial and political revolutions that have transformed societies. Emphasis on the period of Western Renaissance and resulting cross-cultural contact on a global scale.

HIST& 128 (5) C,N,S
World Civilizations III

Study of world civilization during the 19th and 20th centuries. Intro to dramatic events and often-conflicting forces and ideologies affecting contemporary life. Account of modern peoples' solutions to challenges and problems confronting civilization.

HIST 130 (3) C
History of Broadcasting

Examines the development of broadcasting in radio and television. Explores the impact of cultural contributions, show business, news, advertising and telecommunications technology. Prereq: Enrollment in Central's Film and Video Communications Program.

HIST 131 (5) C,N,S
Asian-American History

Covers the experience of Asians in the United States from the period of immigration to the present. Emphasizes the impact of exclusionary immigration laws and the post-1965 development. Surveys the experiences of the Chinese, Japanese, Filipino, Korean, Asian, Indian and Southeast Asian refugees.

HIST& 136 (5) C,N,S
U.S. History I

Reviews U.S. history from the migration of the first Native populations through Reconstruction. Focuses on encounters, territorial expansion and development of political, social, cultural, legal and economic institutions affecting the populations in regions that became the United States.

HIST& 137 (5) C,N,S
U.S. History 2

Covers U.S. history from the Civil War to the present. Focuses on industrial and urban development, immigration, race, ethnicity and reform, politics, economics, social change and Americans at war.

HIST 138 (5) C,N
Survey of Chicano History

Surveys Chicano history from the Spanish European background and pre-Columbian civilization of Mexico to the social, economic and political experiences of the Chicano people in the U.S. Emphasis on Mexican history.

HIST 140 (5) C,N,S
American Women's History

Surveys American women's roles, work, status, accomplishments, issues and movements, from the pre-Colonial period to the present.

HIST 145 (5) C
Women, Race & Class

Focuses on the United States and its historical stratification by race, sex and class. Examines the experience of women in their own words, with emphasis on women of color. Examines "her story" to help in understanding the conflict facing the women's movement.

HIST& 146 (5) C,N,S
U.S. History I

Study of America in its formative period from its European, African and native pasts, tracing its development from origins to early nationhood. Emphasis on the American Revolution.

HIST& 147 (5) N,C,S
U.S. History II

Examines changes shaping American society in the 1800s: sectionalism, the Civil War, the westward movement, industrialization and emergence of the United States as a world power. Emphasizes social conflicts, including abolitionism, women's rights, labor, manifest destiny and Reconstruction.

HIST& 148 (5) C,N,S
U.S. History III

Covers an era of conflict, war, uncertain peace, depression and great social changes. Emphasizes historical, economic, social, racial and political events that have formed the modern U.S.

HIST 150 (5) C,N,S
Multicultural Experiences in the U.S.

Focuses on experiences of selected people of color in America. Emphasizes historical and contemporary development, including sociological and psychological aspects.

HIST 191 (5) C
Biography in American History

Examines the place and role of selected figures in the making of American history, not as a search for the hero or heroine, but as an inquiry into the human potential for affecting society in terms of change and development.

HIST 200 (5) C,N,S
Critical Issues for the 21st Century

Examines current global issues from global perspectives, using materials from diverse history sources and the research tools of the historian.

HIST 208 (5) C,N,S
Russian History & Culture

Focuses on political, cultural and social life, stressing continuity and change from pre-revolutionary Tsarist Russia to the 1990s.

HIST 210 (5) C,N,S
The Pacific Century

Study of the transformation of selected Pacific Rim countries and their contributions to the modern world. Emphasis on responses to the problems and challenges of economic, political and social development. Analyzes the impact of China and Japan on the region.

HIST 211 (5) S
History of the Middle East

Examines the history of the Middle East (Arab countries, Turkey, Iran and Israel) from the emergence of Islam to the present. Includes cultural, economic and political aspects of history with emphasis on the modern period.

HIST 212 (5) C,N
Vietnam Era

Reviews American history from 1940 to the present, with special emphasis on the Vietnam war, its origins and its impact upon the American scene. Explores the Civil Rights movement, the Cold War, the role of media, the rise of the "counter-culture," and the development of suburbia.

HIST& 214 (5) C,N,S
Pacific Northwest History

Investigates the history of the Pacific Northwest from earliest human habitation to the present. Focuses on Washington state and the Puget Sound, contributions by diverse populations, and the region's changing roles within the context of national and global developments. Prereq: Eligible for ENGL& 101 or permission.

HIST 218 (5) C,N
Field Trip: Europe

Take a field trip to Europe to visit historic monuments, cities, castles, museums, churches and other areas relative to studies in the classroom. Average length of experience is three weeks.

HIST& 219 (5) C,N
Native American History

Traces White/Native American affairs from pre-Colonial America to the present. Probes White attitudes, values and misconceptions as well as Native American values, spiritual beliefs and the continuing struggle for sovereignty.

HIST 221 (5) N
Sports & Social Change in the 20th Century

Examines the development of sports and its importance for United States culture and society. Focuses on the struggles of athletes who resisted social restrictions, prejudices, gender and racial segregation and the role of sports in creating the diverse American society of the 20th century. Also explores the interplay between sports and immigration, technology and globalization.

HIST 230 (5) N
U.S. Environmental History

From pre-Colombian era to present. Focuses on how different groups of Americans have shaped their environments and on how the environment has shaped cultures, societies and economies in North America from before the arrival of Europeans to the present. Explores how and why attitudes toward the environment have changed. Provides historical context to facilitate understanding debates over environmental issues. Recommended ENGL& 101 eligible.

HIST 241 (5) S
History of Southeast Asia

Survey from pre-history to the present of the countries of contemporary Southeast Asia: Brunei, Burma, Indonesia, Kampuchea, Laos, Malaysia, Philippines, Singapore, Thailand and Vietnam.

HIST 242 (5) S
The Vietnamese-American War

Examines the war in Southeast Asia, 1945-1975, from multiple angles through narratives, perspectives and interpretations of the war. Focuses on themes such as protagonists and victims, concepts of winning and losing, popular re-imagining and memorializing the war.

HIST 251 (5) N,S
History of China

Surveys the development of Chinese society from ancient times to the present, including fine arts, literature, religion and thought. Emphasis on the modern period.

HIST 268 (5) C,N
History of Latin America

Covers the development of the Latin American republics, from Asian, Indian, European and African foundations through independence and the 20th century. Focuses on social, economic, cultural and political development.

HIST 269 (5) C
History of the Holocaust

Interdisciplinary examination of the context and origins of the Holocaust, using history, film/documentaries and voices from the Holocaust. Emphasizes multiple perspectives, including perpetrators, victims, bystanders, resisters and rescuers. Analysis of modern institutions (nation-states, bureaucracies) and ideologies (anti-Semitism, scientific racism, nationalism) illuminates the meaning, impact and legacies of the Holocaust.

HIST 273 (5) N
Women of the American West

Examines women of diverse communities in the Trans-Mississippi West in all their different roles from before European contact to the end of the twentieth century. Explores race, ethnicity, class, labor, family, suffrage, politics, social reform, women's groups, arts and entertainment, religion, cultural values and gender identity.

HIST 298 (1-5) C,N,S
Special Topics in History

Independent study in selected history topics under faculty supervision. Prereq: Permission.

HIST 299 (3-5) C,N,S
Special Problems in History

Small class format to study and discuss selected topics in history. Prereq: Permission.

HOSPITALITY MANAGEMENT
Bachelor of Applied Science
• SOUTH •

These courses require acceptance into the BAS Hospitality Management program or permission.

HMG 301 (3) S
Intro to Hospitality

Survey of the various segments of the hospitality industry, including a brief history and current issues, with an emphasis on service.

HMG 302 (3) S
Hospitality Management

Survey of management theories, functions, methods, and concepts applied to hospitality settings.

HMG 303 (5) S
Hospitality Marketing

Incorporates theory and practice for an actual business, including elements of local store marketing and sales.

HMG 310 (3) S
Hospitality Computer Applications

Explores the technology fundamentals and software applications for business functions and management practices.

HMG 311 (3) S**Lodging Operations**

Study of each hotel department by function and personnel. Presents concepts of yield management and revenue management in depth.

HMG 312 (3) S**Legal Issues in Hospitality**

Study of liability, dram shop laws, contracts, and innkeeper laws with the purpose of reducing the risk environment for operators.

HMG 313 (3) S**Entrepreneurship**

Concepts and issues related to new business ventures, including small businesses.

HMG 314 (5) S**Diversity & Culture in Travel & Tourism**

Learn the cultural principles and practices in domestic and international travel and tourism and the impact on hospitality businesses. Emphasizes diversity.

HMG 401 (5) S**Cost Controls**

Provides the basics of cost control management in the food and beverage industry within the Hospitality Industry.

HMG 402 (3) S**Hospitality Accounting**

Explores the use of management tools for creating and analyzing operational effectiveness in the hospitality industry. In addition to credits, successful completion earns widely recognized national certification from the American Hotel and Lodging Association (AHLA).

HMG 411 (3) S**Human Resources Management**

Policy and practice of human resources utilization: selecting, training, motivating, evaluating and compensating employees; labor relations; EEO legislation.

HMG 412 (5) S**Services Operations Management**

Design and management of service systems in hospitality operations; control of customer interaction, personnel activities and inventory.

HMG 420 (3) S**Ethical Leadership**

Nature and sources of ethical conflicts and dilemmas leaders and organizations confront in the hospitality industry.

HMG 489 (3) S**Professional Career Development**

Preparation for industry employment, including résumé writing, interview skills, professional dress, and business etiquette.

HMG 490 (3) S**Internship-Lecture**

Tracks student requirement of 1000 hours of industry experiences.

HMG 491 (5) S**Hospitality Management Capstone**

Project-based course integrating all components in the curriculum.

HUMAN DEVELOPMENT**HDC 091 (3) N****Math for Math-Avoiders**

Identify feelings and barriers to learning math. Learn anxiety management, relaxation techniques, test-anxiety and math study skills.

HDC 093 (2) N**Study Skills**

Increase academic efficiency by learning about motivation, procrastination and memory. Includes note-taking and other skills and strategies for success.

HDC 096 (3) S**The College Puzzle – Understanding****How the Pieces Fit**

Intro to college life to assist individuals in understanding how the academic system works. Develops the basic skills and understanding necessary for active participation in all phases of the college experience.

HDC 100 (1-3) C,N,S**Career Planning**

Intro to a systematic approach to help the individual gain a better understanding of self relating to occupational interests and goals. Includes testing and discussions of values, interests and skills.

HDC 101 (1-3) C,N,S**Orientation to College Success**

Assists new students in their adjustment to community college. Includes goal-setting, self-motivation skills, identifying college resources, personal development and general study hints.

HDC 102 (3) C**College Survival Skills**

Assists new and struggling students to identify and develop strategies for success in college and life. Includes learning effective study skills and use of college support services.

HDC 103 (3) C**Self-Awareness Through Critical Thinking & Problem-Solving**

Covers methods of comparison, inference and deduction to solve abstract and practical problems. Sequential steps in the evaluation of people, knowledge and values, in which thinking becomes more complex and less categorical and absolute. Designed to start a reflecting process that helps in understanding how cultural beliefs, attitudes and values affect the way we think.

HDC 106 (1-2) S**Interviewing, Résumés, Job-Hunting & Employee/Employer Interaction**

Focuses on the development of cover letters, résumés, interviewing skills and job-hunting strategies.

HDC 110 (3) C**Pre-Training for High Tech & Trades**

Prep for vocational study. Develop basic skills necessary in technical fields, the trades and other occupations. Includes work on math and technical anxiety, career planning, basic tool and computer use, problem-solving, assertiveness and basic study skills. Prereq: Permission.

HDC 111 (1) C**Math Study Strategies**

Emphasizes overcoming past negative math experiences and math anxiety, finding individual learning strengths, efficiency in reading a math textbook, taking math lecture notes, successful math test taking, and finding appropriate math tutors, instructions and resources.

HDC 112 (1) C**Managing Time & College Expectations**

Emphasizes development of effective time management skills and a thorough understanding of classroom and campus expectations, student responsibilities and campus resources to foster success in college.

HDC 113 (1) C**Reading & Textbook Note-Taking Strategies**

Become a self-directed learner for reading and thinking academically and personally. Focuses on the development of practical knowledge and strategies to assist students towards that goal.

HDC 114 (1) C**Listening & Lecture Note-Taking Strategies**

Develop ability to take more effective lecture notes through exploration of some well-known note-taking systems. Enhance listening skills and learn to use notes as a study tool.

HDC 115 (1) C**Test-Taking Skills & Anxiety Management**

Strategies for effective test-taking and test anxiety to enhance testing performance and curriculum retention. Includes assessment of personal learning style, test and question types and strategies, study habits and environment, anxiety reduction strategies, resources and planning for testing.

HDC 119 (1-3) N,S**Stress Management**

Focus on changing stressful situations and personal responses to them. Includes time management, cognitive restructuring, health and wellness and relaxation training.

HDC 120 (3-5) C,S**Intro to Leadership Theory & Practice**

Explores theory behind visionary, servant and citizen leadership styles. Covers practical leadership skills such as time management, goal-setting and effective communication. Emphasizes involvement in various student activities and programs.

HDC 121 (2) C**Peer Advising**

Focus on communication skills, problem-solving, interviewing techniques and leadership potential. Upon successful completion of the course, students work in the Advising Center, assisting fellow students in understanding degree and transfer requirements and planning their quarterly programs of study.

HDC 125 (1-3) N**Learning Strategies for Math Success**

Identifies emotional and cognitive barriers to math learning. Covers research-based skills for strengthening math approach and performance. Includes learning styles, anxiety management, relaxation techniques, cognitive behavioral strategies, memory storage and retrieval, and other skills related to math success.

HDC 190 (1-2) C,N**Women in Society**

Examines women's changing social roles—locally, nationally, globally—and their effects on women. Explores how these issues relate to college students facing challenges such as achieving goals, balancing responsibilities, overcoming barriers; and establishing inclusiveness. All genders encouraged to enroll.

HDC 197 (2-3) C**Leadership Practice & Application**

Combines student experience such as serving on a college off-campus committee, or active involvement with student organizations or student government with workshops and seminars on leadership and career skills.

HDC 199 (1-3) C,S**Independent Study**

Increase success in college through the application of techniques for problem-solving, planning and accomplishing goals. Provides a supportive setting and format for monitoring personal accountability, motivation and achievement. Strengthen critical thinking and leadership skills. Prereq: Permission.

HDC 200 (1-3) C,N,S**Orientation to Success in the American College**

Provides international students with the knowledge and skills for success in American community colleges.

HDC 294 (1-2) C**Individualized Career Development**

Designed to help students develop goals by developing awareness of their own patterns of aptitudes, interests and personality traits. Career counseling session, writing assignments, career research and assessment help develop self-awareness through self-evaluation. Independent study with a counselor. Prereq: Counselor's signature.

HUMANITIES**HUM 104 (5) C,N****Visual Thinking & Communication Skills**

Intro to thinking in images to release creativity; using the right brain in concert with the left brain; the focusing power of relaxed attention; idea sketching to generate, express and record ideas; use of new problem-solving strategies for problems defying usual solutions. Prereq: Placement in ENGL 098 or higher.

HUM 105/ISP 105 (5) C,N**Intercultural Communication**

Interdisciplinary focus on the role of languages and culture in effective intercultural communication including values, patterns, history and attitudes that create and sustain cultures. Emphasis on skills and empathy gained from the study of diverse cultures through literature, theory and guest lecturers.

HUM 110 (3-5) C,N,S**Intro to Film**

Examines Hollywood film-making as an art form, a business and a shaper of culture. View, discuss and critically analyze classics, features and documentaries for increased understanding of literary and artistic elements. Covers the impact of films on personal experience, American culture and the world.

HUM 111 (5) S**Critical Thinking & Ethics in the Workplace**

Intro to critical thinking, logic and scientific reasoning with applications to other courses, everyday life and work. Relates directly to the programs of study and future careers of technical education students.

HUM 112 (5) C,N,S**Responsibilities & Rights in a Free Society**

Examines individual rights and responsibilities in a free society in the practical context of an individual's roles as a citizen and resident of various levels of government, family member and employee or employer. Distinguishes between legally enforceable rights and obligations and the relationship between responsibilities and legal authority. Adds values to the critical thinking process.

HUM 113 (5) S**Applied Esthetics**

Development of an esthetic approach to technology and the world of work. Explores concepts of quality, beauty, good design and a good work environment from a variety of viewpoints including philosophical, multicultural, psychological, economic and technological.

HUM 114 (5) S**Life Cycles of Technology**

Provides insights into the nature of the life cycles of businesses, products, materials and processes by using the techniques of research, analysis and writing of history.

HUM 115 (3) S**Perspectives of the Chinese Garden**

Overview of the history, meaning and significance of Chinese gardens. Covers art, poetry and architecture; language and calligraphy; the influence of Confucianism, Daoism and Buddhism; native flora and geography; plants and their symbolism; principles and styles of Chinese garden design; and the place of the Chinese garden in the world today.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN Watch Technology

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

HUM& 116 (5) C,S
Humanities I

Covers significant movements in Western culture and values through major works of art, drama, literature, philosophy, music, architecture and language. From historical and political writings, learn of the forces affecting the humanities, from the beginning of civilization to the fall of the Roman Empire.

HUM& 117 (5) C,S
Humanities II

Continuation of HUM& 116. Covers the age of Charlemagne to the Enlightenment.

HUM& 118 (5) C,N,S
Humanities III

Continuation of HUM& 117, from the French and American Revolutions to contemporary issues. Recommended: Placement in ENGL& 101 or ENG 101 (N).

HUM 120 (5) S
Intro to Asian Cinema

Interactive online course. Studies films from Japan, China, Hong Kong, Taiwan, Korea, Vietnam, India, Iran, emphasizing non-Western cultures and perspectives, common human themes, creative expression and their influence on American cinema. Covers many genres of classic and modern films. Prereq: Placement in ENG& 101.

HUM 125 (5) C
Hip-Hop Theory & Culture

Identifies and critically examines the theoretical foundations of hip-hop culture and rap music, the evolution of hip-hop philosophy and the community from which it originated. Analyzes the influences that the background, music and style of the hip-hop generation have upon a multicultural nation and world. Prereq: ENGL& 101.

HUM 135 (5) N
History of Film

Historical overview of the origins and development of world cinema from 1900 to the present. Examines the various influential directors, major film movements, and national cinemas that have most influenced world cinema. Prereq: ENGL& 101 placement.

HUM 140 (5) N
Transnational Cinema

Examines films from at least four non-Western cultures as means of storytelling, as art form, and as commercial product. Covers financial, political, and ideological conditions of the making and reception of these films. Considers how globalization and post colonialism are reflected in these films and how Western viewers and critics understand and value them.

HUM 149 (2) C
Ways of Learning

Students study and write about their learning and learning styles. Keep journals, describe and analyze their past, present and planned education. Assess their education in other classes and prepare exit assessment projects.

HUM 150 (5) C,S
Ways of Knowing

Students study self-assessment or self-evaluation by writing and talking about their own education. Includes a study of learning styles and an exploration of individual learning styles.

HUM 160 (5) C,N,S
Asian Written Traditions

Intro to written traditions in philosophy, religion, history and literature of East and South Asia. Emphasis on original texts in translation in relation to social and cultural background. Recommended: ENGL& 101 placement.

HUM 187 (1-3) C
Information Resources in Humanities

Explores political, economic, and cultural aspects of information related to creativity and intellectual life and the extent to which human expression is affected by the information age. Examines various strategies for identifying, locating, evaluating and applying information resources that affect the human experience.

HUM 189 (3) C
Using Learning

Students complete a portfolio project evaluating their own learning, create a product that reflects that evaluation and apply the learning to future goals outside the college.

HUM 197 (2-8) C
Work Experience – Humanities

Earn work experience credit in the humanities field. Prereq: Permission.

HUM 200 (5) C,N,S
Reading the Media

Examines the way cultural identities are constructed by and represented in contemporary media such as film, television, radio and newspapers. Prereq: Placement into ENGL& 101 (N).

HUM 210 (5) N,S
Gay & Lesbian Studies

Intro to various complex historical, social and cultural issues surrounding gay and lesbian experience. Multi-disciplinary examination of coming out, gay identity and gay culture, gender issues, bisexuality, transgender identity, AIDS and gay rights. Uses fiction, poetry, autobiography, history, essays and plays. Looks at representations of gays and lesbians in film. Prereq: Placement into ENGL& 101.

HUM 234 (5) N
Chinese Society & Thought

Covers concepts of Chinese civilization from the earliest days to the present. Emphasis on morality-based political philosophy of Confucianism with other conflicting or complementary views of people, nature, society and state.

HUM 235 (5) C
Holocaust Literature:

Voices From the Holocaust

Examines literature written by survivors of the Holocaust or the Shoah. Read accounts by people who survived to write and publish their memories. Meet one of the authors. Develop an historical context for World War II and the rise of Nazi Germany. Use the context of events to understand the literature.

HUM 261 (5) N,S
Japanese Civilization

Covers the development of Japan as a society and nation including its origins, history, government, literature, economic institutions, material culture, social organizations and religions.

HUM 270 (5) C
Sequential Art: History & Criticism of Comic Book & Graphic Novels

Graphic, sequential storytelling offers an attractive and convenient opportunity to study visual language. Surveys the history of comic books and graphic novels, using several theories of visual communication to enhance visual literacy. Study cartoonists' works as channels of human expression and as evidence of changing and differing cultural conditions.

HUM 289 (5-10) C
Chinese Language through Experiential Activities

Self-paced experiential education for undergraduates who plan to take advantage of language study opportunities outside the USA, such as living with a family for total language immersion or attending a language school while studying the local cultures. All course requirements must be completed upon return to the USA.

HUM 290 (5-10) C
German Language through Experiential Activities

See course description listed for HUM 289.

HUM 291 (5-10) C
Spanish Language through Experiential Activities

See course description listed for HUM 289.

HUM 292 (5-10) C
French Language through Experiential Activities

See course description listed for HUM 289.

HUM 293 (5-10) C
Italian Language through Experiential Activities

See course description listed for HUM 289.

HUM 294 (1-5) C,S
Independent Projects in Humanities

Independent projects based on humanities research. Prereq: Permission.

HUM 295 (2-5) C
Independent Projects in Humanities (For Teachers Only)

Curriculum practicum for teachers. Prereq: Permission.

HUM 296 (2-5) C
Independent Projects in Humanities (For Teachers Only)

Continuation of HUM 295 or independent curriculum project on a different topic than that studied in HUM 295. Prereq: Permission.

HUM 297 (5-10) C
Japanese Language through Experiential Activities

See course description listed for HUM 289.

HUM 298 (5-10) C
Portuguese Language through Experiential Activities

See course description listed for HUM 289.

HUM 299 (1-5) C,N,S
Special Problems in Humanities

An independent study/research course in the interdisciplinary field of humanities. Prereq: Permission.

INDUSTRIAL FIRST AID**IFS 100 (2) S**
Industrial First Aid & Safety

Offered at Duwamish Training Center. Covers mandate of Washington State's Workman's Compensation Act to recognize, treat and utilize advanced life support services available to the general public for ill or injured victims. Focuses on safety and prevention of industrial accidents and infectious disease control. Prereq: Covered by Washington State Workman's Compensation Act.

INDUSTRIAL MANUFACTURING TECHNOLOGY**INT 100 (3) S**
Overview of Manufacturing Processes

Study how machined parts are fabricated. Includes limited hands-on experience on both lathe and milling machines. For Engineering, Drafting and Quality Assurance majors.

INT 125 (5) S
Electrical Safety

Covers Federal OSHA and the State of Washington (WISHA) electrical safety standards for general industry. Includes types of hazards associated with electricity, single and three-phase systems, cord and plug connected equipment, hazardous locations and safety-related work practices, and understanding government regulations. Emphasis on electrical hazard recognition and OSHA inspection procedures.

INT 130 (5) S
Cranes & Material Handling

Intro to various types of overhead cranes, hoists and powered industrial trucks used in general industry. Covers overhead and gantry cranes, wire rope, slings, crane inspection and maintenance, and operations and maintenance of industrial trucks. Discusses appropriate OSHA and ANSI standards and related requirements.

INT 155 (5) S
Pipe Fitting & Plumbing

Intro to the selection and use of pipe and tubing for purpose of supplying air, water, oil and electrical wiring to machinery.

INT 160 (5) S
Intro to Safety & Health

Covers both Federal OSHA (29 CFR 1910) and State of Washington (WISHA) general industry standards as they apply to the industrial manufacturing industry. Learn the hazards associated with the manufacturing industry and how to apply industry standards to ensure compliance with the occupational Health and Safety Act of 1970.

INT 161 (5) S
Applied Industrial Hygiene

Intro to general concepts of industrial hygiene and sampling techniques. Includes common health hazards such as air contaminants and noise, hazard evaluation through screening and sampling and control methods for health hazards, including ventilation and personal protective equipment. Includes laboratories in the use and calibration of industrial hygiene equipment.

INT 162 (5) S
Construction Safety

Covers both OSHA (20 CFR 1926) and the State of Washington (WISHA) construction standards as they apply to construction industry. Learn how to apply these standards to ensure compliance with the occupational Safety and Health Act of 1970.

INT 197 (1-10) S
Industrial Internship

Spend time in the field under the guidance of an instructor and/or mentor to learn about operations, policies, procedures, cultures and behavioral standards in a given private or public sector, paid or non-paid. Meet as a group during the internship. May be used as an internship during ongoing program coursework, upon completing the coursework or both. Prereq: Permission.

INT 210 (3) S

Industrial Ventilation

Covers principles of industrial ventilation as a means of controlling hazardous air contaminants and both Federal OSHA and the State of Washington (WISHA) ventilation standards as they apply to general industry. Learn the classification of ventilation systems, fundamentals of air flow, make-up air, ventilation systems, surveys and OSHA policy and procedures.

INT 215 (5) S

Accident Investigation

Covers industrial safety and health techniques used to conduct accident investigations in an industrial setting. Learn the proper techniques to conduct a complete and accurate investigation.

INT 220 (5) S

Ergonomics

Application of ergonomics principles for the reduction of stresses and strains to the employee's body. Includes work physiology, vibrations, anthropometry, cumulative trauma disorders, video display terminals, manual lifting and temperature stress. Includes industrial case studies covering analysis and design of work stations and equipment, laboratory sessions in manual lifting and demonstrations of instrumentation and equipment used in the field of ergonomics.

INDUSTRIAL POWER & CONTROL TECHNOLOGY

See *Sustainable & Conventional Energy & Control Technology*, page 315.

INFORMATION TECHNOLOGY

Also see *Computer Science, Computing Technology and Network Technologies*.

NOTE: Eligibility for ENGL& 101 is recommended.

Most Information Technology courses require a computer lab fee. Contact the division office for specific fee information.

IT 100 (5) N

Intro to Computer Systems & Networks

Covers the basics of computers and networks.

IT 101 (5) N

Software Applications

Focuses on word processing, spreadsheets, database applications, web security and publishing information on the web.

IT 102 (5) N

Intro to Programming

Gain a basic understanding of the programming field. Learn to solve problems through programming logic and design and use efficient troubleshooting techniques to find and correct errors.

IT 103 (5) N

Intro to Database Use & Design

Learn Microsoft Access and SQL, the design, creation and use of databases and strategies for keeping data current, accurate and secure. Prereq: IT 100, or EET 131 and IT 101, 102.

IT 104 (1) N

Using Computers

Provides current computer and software instruction to enhance the use of technology in a variety of fields. Topics may be chosen to supplement content in another course (creating research papers for English, spreadsheets for Accounting or databases for Allied Health) or to advance the student's own personal technology skills. May be repeated for a total of 5 credits.

IT 111 (5) N

Internet & Web Authoring Using XHTML

Survey of basic Internet services and protocols including HTTP, FTP, email, information searching and security. Intro to HTML and XHTML including text formatting, tables, frames, forms and Cascading Stylesheets with an emphasis on well-formed valid code. Emphasizes setup and maintenance of websites and file and directory structure.

IT 115 (5) N

Intro to Object-Oriented Programming

Intro to problem-solving and object-oriented programming techniques using the Java programming language. Prereq: IT 106 and IT 111.

IT 120 (5) N

Network Essentials CompTIA Network +

Understand local area networking information in Microsoft courses on workstations and networking. Intro to current networking technology for local area networks (LANs), wide area networks (WANs) and the Internet. Prereq: EET 131 or permission.

IT 122 (5) N

Network OS 1 – Windows Client

Perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Microsoft Windows 2000 Pro network. Prereq: EET 131 or IT 120 or IT 142 or ITC 140 or permission.

IT 124 (5) N

Network OS 2 – Windows Server

Continuation of IT 122. Provides support professionals with skills to install, configure, customize, optimize, network, integrate and troubleshoot Windows 2000 Pro. Prereq: EET 131 or IT 122 (IT 122 may be taken concurrently) or permission.

IT 125 (5) N

Using Structured Query Language & SQL Server

Provides instruction in techniques for creating, modifying, deleting and querying databases using SQL. Focuses on designing and understanding SQL queries using Microsoft SQL Server, although techniques can also be used with other relational DBMS like MySQL, Oracle and Access. Recommended: Work experience or class (such as IT 101) using a DBMS.

IT 126 (5) N

Network OS 3 – Windows Network Infrastructure

Continuation of IT 124. Covers capacity planning, multiple domain management, trust relationships, implementing RAS, interoperating with Novell Netware and Windows 2000 Pro troubleshooting. Prereq: IT 124.

IT 128 (5) N

Network OS 4 – Windows Active Directory

Continuation of IT 126. Provides support professionals with skills to design, implement and support Windows NT Server network operating system in a multi-domain enterprise environment. Examines implementing server directory services, server analysis and optimization, network analysis and optimization and troubleshooting. Prereq: IT 124 or permission.

IT 134 (5) N

Network Communications – TCP/IP

Learn to setup, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on major operating systems used on computers in the networked environment. Prereq: IT 124 (may be taken concurrently) or permission.

IT 135 (5) N

Intro to Unix

Intro to the Unix operating system using Linux. Includes the fundamental Unix Commands, the Unix file system, vi editor, Unix shells and shell programming. Strongly recommended: Computer and Windows Operating System experience.

IT 138 (5) N**UNIX for Network Administration**

Intermediate course. Covers the organization of UNIX-based hardware components and software tools used by the host administrator to control access, tune the system and account for system resources used. Focuses on UNIX tools, network schedulers, security, remote access, performance monitoring and networking aspects of UNIX. Includes multi-user, multi-tasking, time-sharing networked communications and setup and maintenance of an Internet server. Prereq: IT 135 or permission.

IT 140 (5) N**Network Management – Unix Shell Scripts**

Applies analysis of current industry standards and occupational analysis to develop content, including Unix host administration with shell scripts and the use of Perl language for administrative functions. Covers basic Internet operations on Unix systems, with a focus on data collection on the World Wide Web. Prereq: IT 138 or permission.

IT 142 (5) N**Network Management – Cisco I**

Examines current and emerging networking technology for future employment and/or further education. Content standards based on current industry standards. Examines safety, networking, network terminology and protocols, LANs, OSI model, cabling, cabling tools, IP addressing and network standards. Emphasis on decision-making and problem-solving. Prereq: EET 131, IT 122 (may be taken concurrently) or permission.

IT 144 (5) N**Network Management – Cisco II**

Continuation of IT 142. Covers safety, networking, network protocols, LANs, WANs, Ethernet, LAN switching, router IOS, TCP/IP addressing, router configuration, dynamic routing, static routing and the network administrator's role and function. Emphasizes solving network problems. Prereq: IT 142.

IT 146 (5) N**Network Management – Cisco III**

Continuation of IT 144. Covers configuring LANs, Novell Networks, Internet-work Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP), Wide Area Networks (WANs) and network troubleshooting. Covers Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP) and frame relay design, configuration and maintenance. Prereq: IT 142, IT 144 or permission.

IT 149 (5) N**Operating System Security**

Learn to secure critical network systems properly and audit a network to determine where network weaknesses are before an attacker finds them. Study operating system security concepts and techniques and examine theoretical concepts that make the world of security unique. Prereq: IT 124 or IT 138.

IT 150 (5) N**Network Security Fundamentals**

Provides both Windows and Unix Network Administrators an awareness of security-related issues and the essential skills needed to implement security in such networks. First course in the Security Certified Network Professional Exam. Prereq: IT 122 and IT 138 or permission.

IT 151 (5) N**Network Defense**

Second course of the first-level certification for the Security Certified Network Professional focused on understanding the architecture for Network Defense. Examines defending the network, including firewalls, intrusion detection systems, analysis of the intrusion signatures, virtual private networking and performing risk analysis. Learn how these technologies may be used to create a layered defense for the network. Prereq: IT 150 or permission.

IT 154 (5) N**Internet Security Acceleration Server**

Learn to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment. Prereq: IT 124 or permission.

IT 156 (5) N**Designing a Secure Network for a WIN2K Network**

Use Microsoft Windows technologies to design a security framework for small, medium and enterprise networks. Four units describe securing specific areas: for local network users, remote users and offices, between private and public networks and to partners. Prereq: IT 124.

IT 160 (5) N**Wireless LAN Fundamentals**

For IT professionals in organizations concerned with introducing wireless local area network to their Internet. Addresses the needs of IT program students who require insight into the wireless local area network on existing networks, applications and security.

IT 162 (5) N**Java I**

Master the fundamentals of object-oriented programming using Java. Write stand-alone console and Swing applications. Translate object-oriented designs into applications. Prereq: IT 115.

IT 168 (5) N**Graphics for the Web**

Use computer graphics applications to create and optimize images for the web, develop composites for websites and implement complex web layouts. Intro to web graphic file formats, compression, typography and web-safe colors. Covers basic elements and principles of design and uses several industry-standard graphics applications, level tools and techniques. Prereq: IT 106, IT 111.

IT 172 (5) N**Visual Basic I**

Intro to object-oriented, event-driven programming using Visual Basic.Net. Create stand-alone Windows applications and front ends to databases. Includes effective interface design, VB classes, objects and events, functions and sub procedures, creating multiple form applications, data validation and error handling and debugging techniques. Prereq: IT 115 or permission.

IT 211 (5) N**JavaScript & DHTML for Web Development**

Learn the use of JavaScript and Dynamic HTML for creating websites. Manipulate and control XHTML pages with JavaScript and Cascading Stylesheets. Build web pages for independent and team assignments, using effective communication and interpersonal skills. Prereq: IT 106, 111 and 168 (IT 168 may be taken concurrently).

IT 212 (5) N**Web Server Programming Using Databases**

Basic concepts, standards and technologies of web programming. Use server-side scripting for web development. Includes ASP.NET and access to various server side resources, such as databases, via ADO.NET and the server file system. Prereq: IT 115 and IT 211.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

IT 213 (5) N
Advanced Web Development

Covers development and analysis techniques for web professionals. Work with clients, end-users and information processing professionals to establish user specifications and develop a comprehensive website or add functionality to an existing site. Learn client-side scripting with an emphasis on JavaScript, CSS and DHTML, project management, teamwork site usability, security, administration and maintenance and new technologies. Prereq: IT 140, 162, 211 and 212 (IT 212 may be taken concurrently).

IT 217 (5) N
Web Services Using XML

Learn techniques for developing web-based distributed applications using standard languages and protocols such as XML, SOAP, WISDL, WAP, WML. Emphasizes development and use of data-centric Web Services. Manipulate database and XML data. Uses Microsoft's .NET framework. Prereq: IT 172 or IT 212.

IT 218 (5) N
Managing a Windows Network

For system administrators, network administrators and IT professionals who implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Prereq: 122 or permission.

IT 220 (5) N
Desktop Management & Virtualization

Intermediate level. Covers desktop image optimization, image building and deployment, group policy application, DHCP fundamentals, virtualization and cloud computing. Uses virtualization software and desktop image deployment tools. Prereq: IT 128.

IT 224 (5) N
Exchange Server

Intro to Microsoft Exchange Server. Configure an Exchange Server; develop an infrastructure for Exchange server; choose a client installation and integration strategy; develop long-term administration and security strategies; configure message recipients; import directory data; install and configure Exchange Server clients; configure address lists and accounts using the Administrator program; configure message tracking, server locations and security; manage site security, users, distribution lists, the directory and public and private information stores; back-up and restore; configure a link monitor and server monitor. Prereq: IT 124 or permission.

IT 228 (5) N
SQL Server

For system administrators to obtain skills to become SQL Server Administrators. Covers installing, configuring and supporting SQL Server; managing storage; setting up user accounts; assigning permissions; transferring data in and out of SQL Server; and diagnosing system problems. Prereq: IT 124 or permission.

IT 236 (5) N
Database Management

Includes database concepts, environment, advantages and limitations. Includes data modeling, database design, the relational model, SQL, accessing databases programmatically and implementation of a database design using a relational DBMS. Prepare and present documentation. Prereq: IT 115 and advanced standing in IT program.

IT 242 (5) N
Cisco CCNP I

Covers advanced networking skills. Based on current industry standards and occupational analysis. Focuses on advanced routing and uses Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs). Build a scalable routed network. Prereq: IT 142, 144 and 146 or permission.

IT 252 (5) N
C#

C# is an object-oriented language built on Microsoft's .net platform and extended from C++. Learn to implement object models and understand capabilities, such as operator overloading, that sets C# apart from other object-oriented languages. Prereq: IT 102 or CSC 110 or previous programming experience strongly recommended.

IT 256 (5) N
Object-oriented Analysis & Design

Analyze and develop object-oriented business systems. Get practical experience in planning, analysis, design, test planning, documentation and project management. Become familiar with installation and maintenance issues. Develop object-oriented designs and use diagramming techniques of the Unified Modeling Language (UML) to document the work. Prereq: IT 125 and IT 162, or 272.

IT 262 (5) N
Java II

Explore the latest functionality of the Java programming language and new Java packages. Includes servlets, Java server pages, database connectivity, swing, AWT components and Java 3-D modeling. Prereq: IT 162.

IT 264 (1-3) N
Computer Information Systems Lab

Supervised information systems development. Increase competency and hands-on skill using appropriate software. May be repeated. Coreq: Enrollment in another IT course.

IT 272 (5) N
Visual Basic II

Advanced object-oriented, event-driven programming using Visual Basic.Net. Covers using built-in utility classes, using custom classes and interfaces, inheritance, polymorphism, error handling, database programming, multiple-document interfaces and additional graphical components. Prereq: IT 115 and IT 172 or permission.

IT 290 (1-6) N
Independent Studies or Internship

Provides advanced students with research opportunities or work experience in computer information systems. Variable credits. Prereq: Advanced standing and permission.

IT 296 (1-5) N
Network Technology Internship

On-the-job training. No compensation is expected. The student is placed with a manufacturer, service company or other work site upon the approval of the instructor, although students may state a preference and/or look for a placement themselves.

IT 298 (2-5) N**Special Projects for LAN**

Study of topics considered appropriate by the instructor and/or faculty. Course content, format and projects vary. Topics may include Microsoft Back Office – IIS, Proxy Server, Site Server, Linux system installation and support of various servers.

ITC 102 (3) C**Information Systems Concepts**

Intro to computers and information systems, including hardware, software, data organization, data communications, systems development and the evolving role of computers in society.

ITC 110 (5) C**Programming Concepts & Fundamentals**

Intro to basic computing concepts such as Input-Processing-Output, control structures, arrays, structured programming and object oriented programming using C#.NET as an example language. Prereq: MIC 101 or equivalent and eligibility for MATH 098.

ITC 115 (5) C**Object Oriented Programming**

Intro to the C++ language, emphasizing the use of C++, not just as a “better C”, but also as a way of creating less buggy, more maintainable, better-designed programs. Create objects and understand how they relate to classes. Develop C++ code that illustrates practical applications of these concepts. Prereq: ITC 110 or CSC 110 or permission.

ITC 134 (5) C**Computer Operating Systems**

Intro to concepts of processes, file systems and structures, software and hardware management, security and user authentication, resource allocation and memory management. Uses WINDOWS, DOS and LINUX operating systems. Prereq: MIC 101; ITC 140 as prereq or coreq or permission.

ITC 136 (5) C**Linux/Unix Operating Systems**

Intro to the Linux/Unix client operating system, including the fundamental Linux/Unix commands in both the command line interface and graphics user interface. Not a Server Administration class. Prereq: MIC 101 with 2.0 or better, or previous computer work, or permission.

ITC 140 (5) C**Intro to Computer Hardware**

Provides basic understanding of various hardware components, including installation and configuration. Learn how software interacts with and controls the computer's hardware elements. Emphasizes analytical logic, troubleshooting skills and basic networking concepts. Prereq: MIC 101 or ITC 102 or equivalent.

ITC 150 (5) C**Intro to Information Security**

Learn the foundations of information security and how to protect personal information. Covers laws, ethics, physical security, security policies and social engineering, and hands-on experience with firewalls, virus scanners, encryption and diagnostic tools. Covers digital certificates, authentication and network vulnerabilities. Work with local, Internet and wireless networks. Prereq: WEB 110 or NET 120 or NET 140 with 2.0 or higher or permission.

ITC 151 (5) C**Intro to Network Security**

Intro to network security, building and administering secure network architectures. Covers firewalls, vulnerability scanners, encryption, risk monitoring and assessment tools, digital certificates, authentication and network vulnerabilities. Security Lab uses wired desktop systems and wireless PDAs to Linux, Macintosh and Windows systems used by small and medium businesses. Prereq: NET 120 with 2.0 or higher or permission.

ITC 162 (5) C**Java 2 with Intro to Android**

Learn advanced Object Programming concepts and apply them in a mobile environment: OOP inheritance, interfaces, when to refactor, and good design principles. Covers designing for large sized projects and teamwork. Create a simple mobile application. Prereq: ITC 115 with a 2.0 or higher.

ITC 172 (5) C**Visual Basic with ASP.NET**

Intro to object-oriented, event-driven programming using Visual Basic (VB) in the Visual Studio.NET environment. Create Windows applications and write Windows interfaces to existing applications. Study of Visual Basic forms and tools and writing VB code modules, processing and functions. Intro to web applications. Prereq: ITC 110 or MIC 110.

ITC 197 (3-5) C**Work Experience in Information Technology**

Earn work experience credit in the computer field. Prereq: Permission.

ITC 200 (4) C**User Experience Design**

Studies how the user experience dictates the design, functionality, features and content of a website to successfully achieve the client's business goals. Prereq: WEB 120 with 2.0 or better.

ITC 210 (5) C**Advanced Web Development**

Provides hands-on experience working on a web team with real-world client projects. Offered with WEB 210, ITC 210 students provide the main database and programming skills while WEB 210 students provide the main design and development skills. Prereq: ITC 280 with a 2.0 or higher.

ITC 216 (5) C**Programming for the Web**

Provides hands-on intro to web programming using a server-side programming language such as PHP or Perl. Reviews HTML and client-side language such as JavaScript, to validate and enhance web pages. Actual programming and scripting languages will reflect current industry usages. Prereq: Web 110 and ITC 110.

ITC 220 (5) C**Database Development for Programmers**

Overview of database theory and systems. Work with relational databases, simple ADO, SQL and XML. Prereq: MIC 101 and either MIC 110 or permission.

ITC 222 (5) C

SQL
Intro to the use of Structured Query language (SQL) to access and summarize database information, create and alter database objects, set constraints and create views. Intro to SQL embedded in programming environments such as ASP or CGI, or Net. Learn to use SQL to create and manage databases on a relational database management system. Prereq: ITC 220 or permission.

ITC 224 (5) C**Designing Database Solutions**

Explore developing, testing and deploying database solutions. Focus on SQL Server 2008. May change as technologies change. Scenario and case driven. Prereq: ITC 110, 220, 222.

ITC 226 (5) C**Database Administration**

Provides practice with administrative activities, security and backup on a Relational Database Management System, using Administrative SQL and other tools offered by the Relational Database Management System. Prereq: ITC 222.

ITC 255 (5) C**Systems Analysis**

Identify when a system needs to be upgraded or replaced. Analyze system components and requirements, charting process flow and data structures, determining feasibilities and providing alternate solutions. Prereq: MIC 101 or knowledge of MS Windows and MS Office. Recommended: ITC 110 or CSC 110.

ITC 280 (5) C**Web Database**

Intro to the skills, tools and techniques needed to create database-driven websites and practical experience. The languages and methods used for database access will remain flexible to account for the most current industry standards. Prereq: WEB 110 with 2.0 or higher. Recommended: ITC 110.

ITC 281 (5) C**Advanced Web Databases**

Intro to advanced web development and database topics such as XML, RSS and AJAX. Prereq: ITC 280 and WEB 120 with 2.0 or higher or permission.

ITC 285 (5) C**Capstone Project Class**

Produce a major project that responds to a client problem or request. Work in teams or carry out an individual project as an intern/extern. Select and work closely with industry mentors. Emphasis on research, accuracy, technology skills, timeliness, teamwork, quality, client/customer satisfaction and usability. Prereq: Completion of first year of A.A.S.-T. degree.

ITC 298 (1-5) C**Special Topics**

In-depth studies in new and emerging technologies relevant to the IT programs. Prereq: Permission.

MIC 101 (4) C**Intro to Microcomputer Applications**

Intro to microcomputer applications for Windows. Includes an overview of Windows, the Microsoft Office System featuring Word, Excel, Access, PowerPoint, Internet Browsers, email, along with emerging software application topics and concepts.

MIC 102 (1) C**Using Computers**

A series of one-credit short classes which provide a brief hands-on intro to one type of commonly used industry software using both PC and Macintosh. Attendance mandatory and additional 2-4 hours per week required during Computer Center hours.

MIC 103 (3) C**Computer Applications for Builders**

Intro to basic personal computer hardware and software concepts as they apply to business transactions and the building trades. Prereq: Permission.

MIC 104 (2) C**Applied Software Applications**

Covers an in-depth exploration of computer topics considered appropriate by the instructor and/or division. May supplement content in another course. Class format may vary. Courses cover various vendors' applications including Microsoft Office and Adobe Creative Suites.

MIC 105 (2) C**Using Computers**

Intro to Windows-based computers. Covers the operating system, email, word processing, spreadsheets and Internet browsing programs.

MIC 106 (5) C**Intro to Software Applications for K-12 Educators**

Covers the use of essential software applications for teaching in a K-12 classroom. Provides a practical understanding of the computer, the Internet and applications to successfully teach and manage instruction in varied environments. Provides a strong technology foundation.

MIC 110 (4) C**Program Design & Development for Non-programmers**

Intro to concepts involved in planning, developing, testing and debugging a computer program. Intro to programming language and principles of structured programming that can be applied to any programming language. Prereq: MIC 101 or equivalent or programming experience.

MIC 115 (5) C**Intro to Programming Using Microsoft Visual Basic**

Intro to basic programming design and techniques via online instruction and online interaction with instructor. Prereq: MIC 101 or equivalent experience

MIC 120 (4) C**Database, Applications & Design with MS Access**

Develop database application and design skills through use of MS Access. Emphasizes planning, creating and revising a database system. Prereq: MIC 101 or equivalent experience.

MIC 130 (3) C**Digital Imaging**

Learn the use of digital imaging and illustration software on the Macintosh. Emphasizes creating and editing images for use in video and exporting to animation and nonlinear software packages.

MIC 131 (3) C**Nonlinear Editing**

Learn to use a nonlinear editing system. Prereq: MIC 130 or equivalent.

MIC 141 (3) C**Computer Applications for Apparel Design I**

Provides a basic understanding of various computer applications, ranging from word processing to graphic manipulation and their specific use in the field of apparel design. Complete fundamental tasks and learn selected advanced skills in each program.

MIC 142 (3) C**Computer Applications for Apparel Design II**

Build on skills using Macintosh and/or PC computers to develop an understanding of computer procedures, terminology and practical skills related to Apparel Design.

MIC 150 (4) C**Internet & The World Wide Web**

Intro to the global information network. Provides experience using browsers, email, search engines and other Internet and web tools. Focuses on finding valuable information and resources on the Internet. Understand the process of creating a web presence including basic HTML and web page editing tools.

MIC 151 (5) C**HTML & Web Page Development**

Intro to Hypertext Markup Language (HTML) and web page development. Includes implementing HTML tags and files; learning common web page formats and functions; and developing and installing comprehensive websites. Prereq: MIC 101 or MIC 150, or equivalent experience.

MIC 160: P,W,E (4) C
Supporting Microsoft Applications

Learn essential technical support skills for end users and strengthen software skills of essential Microsoft applications. Prepare to pass the Microsoft Office Systems (MOS) certification exam at the proficient level. Prereq: MIC 101 or demonstrated experience with Windows OS and software.

MIC 170 (5) C
Microsoft Word

A complete look at Microsoft Word, focusing on features for technical writing, management, editing and formatting long documents. Prereq: MIC 101 or equivalent experience.

MIC 203 (3) C
Intro to CAD/Wood Construction

Intro to drafting and design using the cross-platform program Vectorworks. Offered at the Wood Construction Center. Prereq: MIC 103 or permission.

MIC 204 (3) C
Computer Aided Drafting & Design II (CADD)

Advanced techniques in CADD including file structures and dynamic drawing mechanisms. Prereq: MIC 203 or permission.

MIC 215 (4) C
Intro to Dreamweaver

Online course. Access online discussion board, lecture board, quiz and file sharing tools. Intro to Macromedia Dreamweaver, the most widely used software for web page development used by professionals and hobbyists. Create simple web pages as well as dynamic and comprehensive websites. Prereq: MIC 101 or equivalent.

MIC 241 (3) C
2D & 3D Animation

Learn to create animations. Covers 2-D animations and intro to 3-D animation concepts. Prereq: MIC 130.

MIC 295, 296, 297 (1-3) C
IT Certification Test Preparation I, II, III

Prepare for information technology application certification exams such as Microsoft Certification Application Specialist (MCAS). Includes practice tests and strategies for effective test-taking and test anxiety mitigation. Prereq: MIC or CIS enrollment or completion.

MIC 298 (3-5) C
Advanced Applications Project

Apply skills and knowledge to a major programming project that responds to a client problem or request. May work in teams or carry out an individual project as an intern/extern. Select and work closely with industry mentors. Emphasis on research, accuracy, programming skills, timeliness, teamwork, quality, client/customer satisfaction and usability. Prereq: Completion of first year of A.A.S. degree in Programming.

WEB 105 (3) C
Working on a Web Team

Overview of different web-related careers including web team job descriptions, functions, workflow, processes, and overall project management.

WEB 110 (4) C
Web Authoring I

Covers the mechanics of web page production starting with absolute basics. Covers document structure, text elements, list elements, links, tables and working with images and creating framesets. Focuses on creating HTML/XHTML files "by hand" with emphasis on browser compatibility issues and HTML/XHTML validation. Prereq: MIC 101 or computer experience.

WEB 112 (3) C
Typography for the Web

Intro to the elements of typography as applied to the Web. Prereq: WEB 110 or concurrent enrollment.

WEB 114 (3) C
Photoshop for the Web

Gain insight and skill with Adobe Photoshop. Covers the basic concepts of pixel-based image editing and making graphics for the web. Prereq: WEB 110 or concurrent enrollment.

WEB 120 (4) C
Web Authoring II

Covers more advanced elements of web page development and production. Includes style sheets, designing and coding "oof" forms, XHTML and an intro to XML. Code elements by hand and create content compatible with all major browsers. Prereq: WEB 110 or permission.

WEB 130 (3) C
Web Design with Dreamweaver

Covers basic to advanced features of Dreamweaver. Plan, build, upload and maintain a professional website using Adobe Dreamweaver. Prereq: WEB 120. Knowledge of writing JavaScript is helpful.

WEB 150 (3) C
Intro to JavaScript

Studies programming concepts and techniques affecting web page design. Examines theoretical concepts that make the world of JavaScript programming unique. Uses a hands-on approach when examining programming styles. Examines different coding, the advancement of programming and problem-solving strategies. Prereq: WEB 110 or permission.

WEB 160 (2) C
Writing for the Web

Covers techniques for writing successful copy for a website.

WEB 170 (3) C
Web Animation Using Flash

Learn and practice digital web application of 2-D animation to increase skills as a web designer. Prereq: WEB 120. Knowledge of writing JavaScript is helpful.

WEB 200 (4) C
Theory of Web Design

Covers principles and practices of professional web site design, including site structure, page layout, navigation, color theory, typography and best coding practices. Prereq: WEB 110 with 2.0 or higher. Coreq: WEB 120.

WEB 205 (2) C
Web Career Strategies

Presents various tools and skills needed to transition into the web industry. Learn about web careers, presenting skills, finding appropriate positions and creating a portfolio. Prereq: ITC 200. Coreq: WEB 210 or permission.

WEB 210 (5) C
Advanced Web Design

Design and produce an effective web site for a live client with advanced web design techniques while practicing a team workflow process. Prereq: WEB 105, 120 and 200 with 2.0 or higher.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN Watch Technology

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

INTERNATIONAL STUDIES**ISC 197, 198, 199 (2-5) C**
Intercultural Studies Internship

Learn about the country being visited, including a brief history, major political institutions, major celebrations and holidays, social and political institutions. Write a description of the experience as it relates to an education career, including exploration through informational interviewing, observations, readings and special topic research.

ISP 101 (5) N
The Global Society

Intro to the globalization of cultures and societies in producing the current world system. Includes human interaction, social institutions, social stratification, socialization, deviance, social control, social and cultural change within the context of international inequality.

ISP 105 (5) C,N
Understanding Intercultural Communications

Interdisciplinary focus on the values, patterns, history and attitudes that create and sustain cultures; emphasis on skills and empathy in intercultural communication gained from study of diverse cultures through literature, theory and guest lectures.

ISP 110 (5) N
Intro to Global Studies

Intro to living in an interdependent and interconnected world, including the diversity in the world's biophysical landscape and examination of human inter-connectedness through time and space. Includes major global issues and problems such as migration, food and hunger and environmental pollution and development. Explores cultural diversity and unity at global, regional and national levels.

ISP 112 (5) C,N**The Contemporary World**

Intro to the nation-state system, elements of power and major problems facing nation-states today, including population, hunger, nuclear proliferation, energy, nationalism and North-South/East-West relations. May be taken as POLS 112.

ISP 120 (5) S**Intro to Scandinavian Culture**

Intro to Scandinavian culture, with an overview of the geography, heritage and history of the members of the Nordic Council: Denmark, the Faroe Islands, Finland, Greenland, Iceland, Norway, Sweden and Aland. Also covers Estonia.

ISP 160 (5) N**Asian Written Traditions**

Intro to written traditions in philosophy, religion, history and literature of East and South Asia. Emphasis on original texts in translation in relation to social and cultural background. Recommended: ENGL& 101 or placement.

ISP 170 (5) N**Intro to Contemporary China**

Multi-disciplinary survey course on the people, history, culture and socio-economic political systems of Chinese society. No prior knowledge of Chinese civilization or language is required.

ISP 201 (5) C,N,S**Intro to International Political Economy**

Studies international political economy through facets/events of post-World War II era. Covers postwar changes leading to the creation of international financial institutions, rise of MNCs, emergence of the United States as a major power, globalization of production debt crisis and structural adjustment policies. Emphasis on Asian Pacific, South Asian, Sub-Saharan African and Latin American countries.

ISP 205 (5) C,N,S**Women in the Global Context**

Interdisciplinary intro to the study of women in Asia, Africa, Latin America, the Middle East and/or indigenous women in some Western societies. Explores commonalities and differences among women in various societies and cultures. Specific societies or regions covered vary by instructor.

ISP 210 (5) N**The Pacific Century**

Study of the transformation of Pacific Asia and its contribution to the modern world. Emphasis on responses to problems and challenges of economic, political and social development. Attention to impact of China and Japan on contemporary Pacific Asia.

ISP 220 (5) N**World Hunger**

Comprehensive information about world food situations and the problem of hunger using an ecological/food system approach. Analyzes various components of the food system to identify causes of hunger. Examines acute, chronic and hidden hunger and evaluates proposed strategies using scientific measures as well as the voices of people.

ISP 234 (5) N**Chinese Society & Thought**

Covers concepts of Chinese civilization from the earliest days to the present. Emphasis on morality-based political philosophy of Confucianism with other conflicting or complementary views of people, nature, society and state.

ISP 251 (5) N**History of Chinese Civilization**

Development of Chinese society from ancient times to the present, including philosophy, literature, fine arts, religion, foreign relations, science and technology.

ISP 255 (5) C,N,S**History of the Art of Asia**

Survey course of the paintings, sculpture, architecture and crafts of India, China, Japan and Southeast Asia. Studies influences brought about through invasion, assimilation and transformation of Hinduism, Buddhism, Daoism and Confucianism as reflected in the arts, history and culture.

ISP 260 (5) N**World Migration**

Study of human migration in time and space including pre-colonial, colonial and current transnational migrations. Examines causes of voluntary and involuntary migration and their impact on economic, social and cultural aspects of people's lives. Covers how migration led to the formation of diasporas in different parts of the world. Studies recent trends in return migration among the Peruvian Japanese, Caribbean and Irish Americans and others.

ISP 261 (5) N,S
Japanese Civilization

The development of Japan as a society and nation including its origins, history, government, literature, economic institutions, material culture, social organizations and religions.

ISP 270 (5) S
Contemporary Scandinavian Society

Examines the distinctive policies, institutions and social norms of contemporary Scandinavian or Nordic societies: Denmark, the Faroe Islands, Finland, Greenland, Iceland, Norway, Sweden and Aland. Also covers Estonia.

ISP 293 (5) N
Global Studies Projects & Practicum (Pacific Asia)

Intro to and experiential knowledge of the people, history, culture and economic development in Pacific Asia. Field trip to selected Pacific Asian countries, lecture, on-site assignments and pre- and post-trip classroom work.

INTERNATIONAL TRADE**IBN 203 (3) N**
International Trade: Export

Learn to conduct a successful exporting operation. Study research and planning, market strategy, finance, legal considerations and logistics of entering foreign markets. Develop skills and knowledge in practical aspects of exporting products and services.

IBN 205 (3) N
International Trade: Import

Learn to conduct a successful importing operation. Study financing, pricing, logistics and U.S. customs regulations. Develop skills and knowledge in practical aspects of importing products through case study analysis.

IBN 210 (5) N
Cultural Imperatives in International Business

Designed to heighten cultural awareness through understanding how relationships impact successful business operations. Covers political environments, cultural and ethnic understanding, religion, history, trade patterns, customs, and cross-cultural communication. Focus on Asian countries of the Pacific Rim.

IBN 225 (3) N
Global Logistics

Intro to international logistics and logistics management. Emphasizes the decision-making process, including the role of logistics in the firm and in the international environment; sourcing materials and manufacturing; product distribution, inventory/warehousing issues; distribution alternatives, transportation, financial and organizational considerations; and the impact of government-imposed laws, treaties and policies.

INTERPRETER TRAINING**SPS 201 (5) C**
Intro to Audiology

Understand the process of hearing, interruptions in the normal hearing process, remediation options, and become aware of issues of the Deaf community within the larger population of hearing impaired individuals.

ITP 115 (3) C
Survey of Interpreting

Overview of the field of interpretation. Includes history, terminology, competencies, professional ethics and environmental factors. Prereq: Acceptance into the ITP program or permission.

ITP 120 (2) C
Support Service Personnel Training

Focuses on specialist skills for support service providers, including cultural norms and etiquette, guiding and safety issues and commonly used communication modes of the Deaf-Blind. Emphasizes communication of environmental and visual information for guiding and support through interactive instruction, blindfold experiences, simulations, guided practice and guest presentations by Deaf-Blind people.

ITP 145 (3) C
Ethics of Interpreting

Exploration of how values, character and skills in interpersonal relations are developed. Includes discussion of the applications of the RID Code of Professional Conduct to different interpreting situations. Prereq: ASL& 223 with 2.5 or higher or demonstrated equivalent proficiency.

ITP 160 (4) C
ASL-to-English Interpretation I

Intro to interpretation from ASL to English in the consecutive mode. Application of the Gish approach to information processing. Studies dual task performance, short-term memory building, paraphrasing skills, shadowing techniques and other pre-interpretive skills. Prereq: ASL& 223 with a 2.5 GPA or higher. Coreq: ITP 161.

ITP 161 (4) C
English-to-ASL Interpretation I

Taken concurrently with ITP 160. Develop cognitive skills in translating from English to ASL in the consecutive mode. Emphasis on vocabulary development and ASL expressions. Prereq: ASL& 223 with a 2.5 GPA or higher or demonstrated equivalent proficiency. Coreq: ITP 160.

ITP 162 (4) C
ASL-to-English Interpretation II

Continuation of ITP 160 with interpretation of increasingly complex discourse. Gradual shift from consecutive to simultaneous interpretation. Prereq: ITP 160 with a 2.5 GPA or higher or permission. Coreq: ITP 163.

ITP 163 (4) C
English-to-ASL Interpretation II

Continuation of ITP 161. Increases fluency, facility and stamina, with increased difficulty of text, discourse and vocabulary from English to ASL in the consecutive mode. Prereq: ITP 161 with a 2.5 GPA or higher, or permission. Coreq: ITP 162.

ITP 164 (4) C
ASL-to-English Interpretation III

Continuation of ITP 162 with interpretation of increasingly complex discourse in the simultaneous mode. Demonstrate proficiency in interpreting ASL to English. Prereq: ITP 162 passed with 2.5 GPA or higher, or permission. Coreq: ITP 165.

ITP 165 (4) C
English-to-ASL Interpretation III

Continuation of ITP 163. Interpretation of increasingly complex discourse in simultaneous mode from English to ASL. Prereq: ITP 163 passed with a 2.5 GPA or higher, or permission. Coreq: ITP 164.

ITP 216 (3) C**Interpreting Specialized Settings**

Intro to specialized settings within the field of interpretation. Covers basic vocabulary, ethical considerations and general issues involved with professional areas of interpretation, including mental health, medical, legal, educational (K-12), substance abuse programs, performance and religious settings. Prereq: Completion of ITP 260 with 2.5 or higher or permission.

ITP 217 (3) C**Professional Entry Preparation**

Prepares students for immediate entry into the world of professional interpreting. Includes creating business documents, professional certification, developing a professional interpreting portfolio, techniques for solving ethical and practical problems that occur in everyday interpreting, needs and requirements of potential employers, accessing referral agencies and networking with future colleagues. Prereq: Permission. Coreq: ITP 255.

ITP 220 (2) C**Deaf-Blind Interpreting**

Focuses on specialist skills for Deaf-Blind interpreting, including cultural norms and etiquette, tactile modifications of ASL, commonly used communication modes, interpreting visual information and environmental consideration for the interpreter. Uses interactive instruction, simulations, guided practice, blindfold experiences and guest presentations by Deaf-Blind people.

ITP 245 (4) C**Applied Interpreting Experience I**

Covers various models and experiences of interpreting required for functioning as professional interpreters. Observe working interpreters in field settings and apply skills with student partners in mock situations. Prereq: 2.5 or higher in previous ITP courses.

ITP 246, 247 (1-5) C**Applied Interpreting Support**

Continued development of interpreting techniques with practical experience for students in mock interpreting field placements. Prereq: Completion of ITP 260 and 245 with a 2.5 or higher, or equivalent with permission.

ITP 250 (4) C**Applied Interpreting Experience II**

Continuation of ITP 245 with some distribution of the required 80 hours. Apply interpreter knowledge and skills to real-life situations. Prereq: ITP 260 and 245 with 2.5 GPA or higher or equivalent with permission.

ITP 255 (4) C**Applied Interpreting Experience III**

Continuation of ITP 250 with some distribution of the required 80 hours. Prereq: ITP 250 with a 2.5 or higher or equivalent with permission.

ITP 260 (4) C**Interpreting IV**

Build further interpreting skills by using increasingly challenging material. Continue to increase stamina and duration of interpreting, facility with receptive and expressive finger spelling and use of idioms. Learn appropriate feedback and self-assessment techniques. Prereq: ITP 164 and ITP 165, with a 2.5 GPA or higher, or permission.

ITP 261 (4) C**Interpreting V**

Continuation of ITP 260 with increasing complexity of discourse with a focus on dialogues, ASL story-telling and sign music. Prereq: Completion of ITP 260 with a 2.5 GPA or higher, or permission.

ITP 262 (4) C**Transliteration**

Intro to transliteration. Covers contact varieties of ASL used in transliteration. Establish a foundation for transliteration. Prereq: ITP 261 with 2.5 or higher or permission.

ITP 299 (1-5) C**Independent Study**

Selected topics in interpreter training. Complete a mutually-agreed-upon research project assigned by the appropriate supervising faculty. Prereq: Permission.

ITALIAN

See Languages & Literature, see page 271.

JAPANESE

See Languages & Literature, see page 272.

JOURNALISM**JRN 101 (5) C,S****Media Writing**

Covers newsworthiness, sources, news gathering techniques (beat, interview, observation, research); writing and editing stories for newspaper, radio and television; law and ethics; influence on society; and values.

JRN 102 (2-4) S**Newswriting**

Continuation of JRN 101. Emphasis on special assignments such as feature writing and in-depth reporting. Prereq: CMST& 102, JRN 101 or permission.

JRN 103 (4) S**News Editing**

Editing of news copy for publication: headline writing and layout. Prereq: JRN 102 or permission.

JRN 104 (1-5) C,S**College Publications**

Intro to newspaper production. Includes writing, editing and layout. Examine current newspapers and produce news and feature articles. Prereq: JRN 102, or another news-writing course, or permission (S); ENGL& 101 eligibility (C).

JRN 105 (1-5) C,S**College Publications**

Covers college publishing. Includes basics of advanced reporting and writing through work on college newspaper and other assignments. Prereq: JRN 104 or another newswriting course and mastery of basic news reporting techniques.

JRN 106 (1-5) C,S**Publications Leadership**

Advanced practicum on the student newspaper, arranged by contract. Focus on skills and responsibilities required of editorial or management positions (editor-in-chief, copy editor, business manager) for college newspapers.

JRN 199 (1-5) S**Independent Study in Journalism**

Internship on a professional publication through arrangement between editor and journalism instructor, or management position on college publication. Prereq: CMST& 102 or JRN 101 and 104, plus permission.

LANDSCAPE HORTICULTURE**LHO 100 (1) S**
Careers in Horticulture

Survey of the landscape industry. Learn about career opportunities, work and training requirements, trade organizations, certificate programs, opportunities for continuing education and related four-year degree programs.

LHO 105 (3) S
Fundamentals of Landscape Design

Explore the basics of design, then apply them to a residential or commercial setting. Develop skills in drafting and drawing, plant placement and aesthetics. Present the finished product to your peers. For both landscape professionals and home owners.

LHO 108 (3) S
Weed Identification & Management

Explore weed biology, become familiar with various weed management strategies (cultural, biological, chemical) and understand how to apply an integrated approach to weed management. Helps prepare for the weed section of the WSDA pesticide license exam.

LHO 109 (3) S
Integrated Pest Management (IPM)

Learn the basic principles of integrated pest management (IPM). Covers pesticide laws, pesticide health and environmental concerns and development of an IPM plan. Prepares students for the Washington State Department of Agriculture pesticide license exam.

LHO 111 (3) S
Greenhouse Operations

Intro to greenhouse operations and management, including production practices, maintenance methods and environmental control systems. Involves propagation and maintenance in the campus greenhouse. Includes industry overview through field trips to local production greenhouses.

LHO 112 (3) S
Nursery Operations

Examine the world of retail and wholesale nursery operations through field trips to local nurseries. Learn the basic methods of business operations and apply them in the campus retail garden center.

LHO 115 (3) S
Fall Plant Identification

Gain a new appreciation of the plants around us. Learn to identify and properly use ornamental shrubs, trees, vines and ground cover adapted to the Pacific Northwest.

LHO 116 (3) S
Winter Plant Identification

Learn about conifers adapted to the Pacific Northwest landscapes and broadleaf plants that provide special winter interest: flowers, fragrance, attractive bark and fruit.

LHO 117 (3) S
Spring Plant Identification

Identify and properly use broadleaf evergreen and deciduous woody plants adapted to Pacific Northwest landscapes.

LHO 119 (3) S
Native Plants for Northwest Landscapes

Explore the successful use of native plants in landscapes: plant identification and culture, native plants in urban landscapes, native plant revegetation and plant ecology.

LHO 120 (3) S
Perennial Plant Identification

Identify and properly use plants adapted to and utilized for annual perennial plantings in the Pacific Northwest. Field trips to established gardens. Recommended: LHO 150.

LHO 121 (4) S
Landscape Design I

Intro to drafting skills and working knowledge in residential landscape design. Includes drafting techniques, lettering, line work, graphics, scale work, developing a plot plan, orthographic and isometric drawings and creating a residential planting plan.

LHO 125 (4) S
Landscape Design II

Covers principles of art and their application in the plan, including composition to create a sense of unity between all elements. Emphasis on spatial understanding, aesthetic and functional use of plants and trees and the historical background of the landscape arch. Includes study of the complete design program from client interview to final working drawings. Prereq: LHO 121.

LHO 135 (3) S
Intro to Irrigation & Drainage

Study basic principles of hydraulics, drainage and irrigation systems, irrigation fixtures and apparatus.

LHO 137 (3) S
Landscape Management

For designers, contractors and maintenance personnel who must understand landscape management operations. Covers turf management, hand tool and small equipment operation, maintenance practices, safety, environmental issues and the impact of design on maintenance requirements.

LHO 140 (3) S
Intro to Arboriculture

Intro to the current science and practice of managing trees in urban landscapes. Prepare for the ISA Certified Arborists Examination.

LHO 150 (3) S
Horticulture Science

Discover the basic principles of plant anatomy, physiology, adaptations, control of growth and development, plant-soil-water relations and ecological considerations. In two quarters.

LHO 152 (3) S
Soils

In-depth study of soil properties, management and conservation. Emphasis on plant-soil relationship, evaluation of urban soils and use of appropriate soil amendments. Includes overview of inorganic and organic fertilizers.

LHO 155 (3) S
Pruning

Covers the art and science of pruning in theory and practice. Develop skill at pruning broadleaf trees and shrubs, conifers, fruit trees, vines and roses.

LHO 160 (3) S
Garden Renovation

Learn by renovating an existing garden. Includes site assessment, developing a timeline, removal and handling of materials, sourcing new plant material, installation and final evaluation of the process.

LHO 165 (1) S
Measuring a Landscape Site

Review or learn how to measure a landscape site and convert your measurements into a base map. For landscape professionals and homeowners.

LHO 166 (1) S
Color Theory

Learn the basic vocabulary of color to enhance garden design. Develop skills in plant combinations and aesthetics focusing on color theory and create planting combinations. Prereq: LHO 121, 125 or permission.

LHO 189 (3) S
Intro to Landscape Construction

Intro to the standards and procedures of the industry. Covers the proper and accepted methods of a multitude of landscape installations. Includes construction specifications, project sequencing and safety practices.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

LHO 197 (VARIABLE) S
Internship

Provides practical work experience and employment contacts by integrating academic studies with on-the-job training. Orientation to internships required prior to registration. Prereq: Permission.

LHO 210 (3) S
Plant Problem Diagnostics

Diagnose and manage plant problems: insect, disease, cultural and environmental maladies. Stresses a total plant health care approach that utilizes cultural, biological and chemical strategies. Prereq: LHO 109 or permission.

LHO 215 (3) S
Plant Propagation

Covers the art and science of plant propagation by seed, cuttings, division and grafting. Includes field trips to plant production facilities. Recommended: LHO 111 or permission.

LHO 217 (3) S
Advanced Plant Propagation

Continue to explore propagation and refine skills. Follow plant materials propagated in LHO 215. Work on production of specific species and quantities for sale in the campus retail garden center. Prereq: LHO 215 or permission.

LHO 221 (3) S
Turf Identification & Physiology

Study turf grasses and weed grasses. Learn how use affects lawn types. Covers turf grass plant parts, root and shoot growth, plant metabolism, germination and seedling development. Learn how environment and cultural practices affect visual and functional quality of turf grasses.

LHO 222 (3) S
Turf Fertility

Covers nutrient requirements of turf, reading fertilizer labels and calculating costs. Take and interpret soil tests, write a fertilizer program and diagnose basic nutrient deficiencies. Study how fertilizers interact with soils and affect microbial activity. Learn application techniques, calibration, leaching and environmental factors.

LHO 223 (3) S
Sports Turf Pest & Disease Management

Learn to identify pests and diseases common to sports turf in the Pacific Northwest. Explore appropriate pest management practices. Emphasizes safety and legal responsibilities associated with pest management on sports turf.

LHO 236 (5) S
Advanced Irrigation System Design

In-depth study of systems and their relationship to our environment focusing on irrigation technology and theory and practical application. Prereq: LHO 135 or permission.

LHO 237 (5) S
Advanced Irrigation Diagnostics & Repair

Analyze mechanical, electrical and hydraulic systems. Learn to evaluate a system's efficiency and to troubleshoot, locate and repair problems of improper design and installation, and malfunctions of equipment and parts. Emphasis on turf and landscape areas. Prereq: LHO 135 & 235 or permission.

LHO 238 (3) S
Maintenance Estimating & Bidding

Covers estimating material cost and quantity for bidding individual jobs and annual contracts. Includes design of efficient residential and commercial landscapes. Prereq: LHO 137 or permission.

LHO 240 (3) S
Ecological Restoration: An Introduction

Explore the science and practice of ecological restoration with emphasis on repairing damaged landscapes. Includes restoration site visits and service learning.

LHO 241 (3) S
Ecological Restoration: Project Planning & Implementation

Study the recovery of degraded, damaged or destroyed ecosystems. Learn to plan, implement, maintain and evaluate the success of ecological restoration projects. Includes planning and implementing a restoration project near campus. Prereq: LHO 240 or permission.

LHO 242 (3) S
Intro to Permaculture

Explore Permaculture-sustainable land use design based on ecological principles. Covers ecosystems, soils, water catchment and conservation, the food forest, and zones. Includes field trips and service learning.

LHO 255 (3) S
Edible Trees, Shrubs & Vines

Explore plants and their uses for edible, medicinal and health purposes. Covers selection, culture, maintenance and siting of plants in the landscape, home and community gardens. Includes site visits and service learning.

LHO 262 (4) S
Landscape Design III

Refines the design process through a step-by-step problem-solving method. Emphasis on organization of outdoor spaces for use and enjoyment. Explores field of "hardscaping" and covers refining construction drawings to scale. Prereq: LHO 121 and 125 or permission.

LHO 264 (4) S
Landscape Design IV

Covers elevation, sectional and perspective drawing. Prereq: LHO 125 or permission.

LHO 265 (3) S
Landscape Contracts & Specifications

Covers practical application of bidding and estimating procedures and techniques within the landscape industry, as well as industry opportunities and standards. Prereq: LHO 189 or permission.

LHO 266 (4) S
Landscape Design V

Refines the residential design process, reviewing sectional, elevation and perspective drawings with an emphasis on specifications and estimation. Focuses on designing "outdoor rooms" and theme gardens. Prereq: LHO 121, 125, 262 and 264 or permission.

LHO 267 (5) S
AutoCAD for Landscape Design

Use AutoCAD professional software as a design tool. Learn to design landscapes, generate planting plans and reports, design irrigation, make estimates and bids, track supplier and purchasing information, and customize data libraries and client reports. Prereq: Permission.

LHO 272 (4) S**Landscape Construction Project – Fall**

Practical application of standard landscape contractor's trade procedures and techniques to enhance the residential landscape. Covers equipment and tool care, safety and usage. Prereq: LHO 189.

LHO 273 (4) S**Landscape Construction Project – Spring**

Application of standard trade procedures/ techniques for residential landscaping. Covers care and safe use of tools used in garden structures and in trade. Prereq: LHO 189 or permission.

LHO 276 (1) S**Designing with Native Plants**

Create garden vignettes using a native plant palate for different effects and types of cultural conditions. Some knowledge of Northwest plants is helpful; this is a design class, not a plant identification class. Prereq: LHO 119 or permission.

LHO 299 (2-4) S**Special Topics**

Special individual or group study topic in the landscape horticulture field. Prereq: Permission.

LANGUAGES & LITERATURE

NOTE: All listed world languages transfer to four-year colleges and universities. Students intending to transfer should be aware of differing world language requirements and consult with an advisor regarding requirements at specific colleges and universities.

The faculty recommend that students entering a world language 101 class have attained Eligibility for ENGL& 101. For information, contact the Humanities Division (N), Humanities & Social Sciences Division or Health & Human Services Division (ASL only) (C), or College Transfer Division (S).

American Sign Language**ASL 104 (5) C****ASL Skills Enhancement**

Maintain or increase skills learned in ASL& 121, 121 and 123. Performance will be videotaped for critique. Gain exposure to a variety of signing styles. Prereq: ASL& 123 with a 2.0 GPA or higher or permission.

ASL 120 (5) C**Intro to Deaf Studies**

Overview of the treatment and psychological aspects of Deafness; history and education of Deaf people; and Deaf culture.

ASL& 121 (5) C,N,S**American Sign Language I**

Learn ASL grammar skills, increase vocabulary, and gain a deeper knowledge and appreciation of Deaf culture. Prereq: None.

ASL& 122 (5) C,N,S**American Sign Language II**

Continuation of ASL& 121 to build mastery of grammar skills, increase vocabulary, and gain a deeper knowledge and appreciation of Deaf culture. Prereq: ASL& 121 with a 2.0 GPA or higher or permission.

ASL& 123 (5) C,N,S**American Sign Language III**

Continuation of ASL& 122 with focus on grammatical features such as spatialization, directionality, and non-manual components. Intensive work in vocabulary development and continued study of Deaf culture. Prereq: ASL& 122 with a 2.0 or higher or permission.

ASL 125 (5) C**American Deaf Culture**

Covers discussion of Deaf people as a culture, a group of people held together by strength of culture rather than disability. Examines Deaf minorities and current issues in the field.

ASL 132 (4) C**Fingerspelling & Numbers Culture**

Emphasis on receptive and expressive fingerspelling and number use within a range of contexts. Learn strategies for maintaining uninterrupted language flow. Prereq: ASL& 223 or ITP 165 with 2.5 or higher or permission.

ASL& 221 (5) C**American Sign Language IV**

Emphasis on expressive skills development and ASL fluency. Attention to the correct formation of signs, movement, rhythm, phrasing, linking, and clarity, intensive vocabulary building and proficiency in ASL grammar. Prereq: ASL& 123 with a 2.0 or higher or permission.

ASL& 222 (5) C**American Sign Language V**

Continued development of receptive and expressive skills. Produce/receive narratives at a near-native level and decrease dependency on English syntax structures. Prereq: ASL& 221 with a 2.0 or higher or permission.

ASL& 223 (5) C**American Sign Language VI**

Continue vocabulary development and participate in most formal and informal conversations on general topics. At this level signing errors seldom interfere with understanding and rarely disturb native signers. Prereq: ASL& 222 with a 2.0 or higher or permission.

ASL 299 (2-10) C,N,S**Independent Study for ASL**

Independent study of selected topic(s) in ASL. A mutually desirable research project is assigned by faculty.

Chinese**CHIN& 121 (5) C,N,S****Chinese I**

Intro to the standard language, emphasizing correct pronunciation and basic structure, with oral practice and structure skills. Emphasis on systematic study of the phonetics (Pinyin) and basic grammar. Covers everyday expressions and vocabulary, and background on history, culture and customs. Intended for students who have not previously studied Chinese. Recommended: Eligibility for ENGL& 101 (C).

CHIN& 122 (5) C,N,S**Chinese II**

Continuation of CHIN& 121. Prereq: CHIN& 121 or permission.

CHIN& 123 (5) C,N,S**Chinese III**

Continuation of CHIN& 122. Prereq: CHIN& 122 or permission.

CHIN& 221 (5) C,N,S**Chinese IV**

Continuation of CHIN& 123. Emphasizes using Chinese language in speaking, listening, reading, writing and translation. Prereq: CHIN& 123 or permission.

CHIN& 222 (5) C,N,S**Chinese V**

Continuation of CHIN& 221. Studies similarities and differences between Chinese and English. Prereq: CHIN& 221 or permission.

CHIN& 223 (5) C,N,S**Chinese VI**

Continuation of CHIN& 222. Use of Chinese in varied social settings. Includes writing academic papers and researching in Chinese. Prereq: CHIN& 222 or permission.

English: High School Completion**ENGL 040 (5) S**
Composition I

Assessment and development of skills in language and communications including spelling, vocabulary, grammar and usage in a pre-technical career-oriented context. Emphasizes sentence and paragraph development to describe situations, objects and basic processes. Prereq: Appropriate testing and counseling.

ENGL 041 (5) S
Composition II

Assessment and development of language skills and communications skills in a pre-technical career-oriented context. Emphasizes paragraph and multi-paragraph writing and revision in various formats and purposes. Research paper or project relating to educational or career opportunities. Prereq: Appropriate placement testing and counseling.

ENGL 042 (5) N,S
Composition III

Assessment and development of language and communications skills in academic and career contexts. Analysis of models of effective writing and speaking. Research paper or project on career-oriented topic integrated with a personal, historical, technical or sociological perspective. Prereq: Appropriate placement testing and counseling.

ENGL 045 (5) S
Literature II – World Literature

Survey of English literature through reading and discussing novels, essays, poetry and drama. Studies author's purpose, style and point of view.

ENGL 046 (5) S
Literature III – American Literature

Survey of the American heritage through its literature. Includes reading and analysis of fiction, poetry and drama. Write book reviews, biographical sketches and interpretations of characters or verse.

English: Pre-College / Developmental

Designed to help students improve their reading, writing, thinking and study skills. For information about courses, contact the following offices: North – Humanities Division (206-934-3709) or Testing Office (206-934-3674); Central – Testing Office (206-934-6913); South – College Transfer (206-934-6600). Instructors will recommend the next appropriate course for students who complete a course in developmental English.

ENGL 070 (3) S
Intro to Transitional English

Development of basic skills required for vocational/technical communications. Using computers to organize, write and edit technical communications. Take concurrently with ICT 098.

ENGL 079 (2) S
English SAT Prep

Builds skills in persuasive writing; grammar rules, mechanics, and punctuation; sentence structure and revision; reading strategies and comprehension; and vocabulary development.

ENGL 080 (1-5) C,N,S
English Skills Shop

Individual and small group study to improve listening, speaking, study skills, reading comprehension and rate, vocabulary, phonics and word skills, spelling, grammar, writing sentences, paragraphs and essays. Prereq: Permission or placement; consult college testing office. Does not replace an ENGL 090-level class but may be taken concurrently with an 090-level classes.

ENGL 081 (1-5) C,S
English Skills Shop

Continuation of ENGL 080. Prereq: ENGL 080.

ENGL 082 (1-5) C,S
Writing Skills II Prep

Continuation of ENGL 081. Prereq: ENGL 081.

ENGL 084 (2-5) S
Spelling & Vocabulary

Improving vocabulary through study of prefixes, suffixes, roots, context clues and essential vocabulary words; improving spelling through practice and study of spelling rules and patterns.

ENGL 086 (5-10) N,S
Grammar & Punctuation I

Open to native and non-native speakers of English. Emphasis on basic sentence-level grammar: prepositional phrases, subject-verb identification, conjunction and sentence types. Practice in thinking, writing, proofreading and editing. Prereq: Placement into ESL 096/7 or higher or placement on English placement test or teacher recommendation.

ENGL 088 (5) S
Grammar & Punctuation II

Open to non-native speakers of English only. Intensive study of clauses and reduced clauses (noun, adjective, adverb), form and usage as well as participle forms. Prereq: ESL 096/7 or higher or placement on English placement test or teacher recommendation.

ENGL 090 (2-5) S
Independent Study of Basic English

Addresses individual learning needs of students in college preparatory reading or writing skills. Credit awarded according to students' mastery of various skills as determined by the successful completion of material specified by the instructor. Prereq: Appropriate placement on English placement test or permission (N). Appropriate placement, contact the Testing Office (S,C).

NOTE: Prerequisite for ENGL 091 through 099.

ENGL 091 (3-5) C,S
Basic Reading & Study Skills I

Covers essential reading and study skills. Includes techniques for developing good reading skills and habits, vocabulary, comprehension, textbook reading and classroom skills. Prereq: Placement Test.

ENGL 092 (3-5) C,S
Basic Writing Improvement I

Emphasis on the sentence. Includes basic sentence grammar and practice in thinking, writing, editing and proofreading. Prereq: Placement Test.

ENGL 093 (3-5) C
Reading & Study Skills II

Development of college reading and study skills. Includes strategies for taking lecture notes, studying for exams, improving memory and reading comprehension and participating in small group discussions. Prereq: Placement Test.

ENGL 094 (3-5) C,S
Writing Improvement II

Emphasis on paragraph structure and basic sentence grammar. Practice in thinking, writing, editing and proofreading. Assignments in writing clear sentences and paragraphs. Prereq: Placement Test (S). For students who have completed ENGL 092 but still need more work at that level (C).

ENGL 095 (5) C,N,S
College Preparatory Reading & Study Skills III

Emphasis on increasing reading speed and vocabulary, identifying the main idea and supporting ideas in expository reading, making inferences and evaluations and understanding figurative language. Includes study strategies for test-taking, note-taking and outlining. Prereq: Placement Test.

ENGL 096 (5) C,N,S
College Preparatory Writing III

Build writing skills through clear, correct sentences, well-developed paragraphs and coherent short essays. Prereq: Placement Test.

ENGL 097 (5) C,N,S
College Preparatory Reading IV

Increase general knowledge of fiction and non-fiction through concepts and vocabulary needed to interpret, appreciate and respond to a wide range of reading selections. Prereq: Placement Test.

ENGL 098 (5) C,N,S
College Preparatory Writing IV

Emphasis on writing skills for essays or longer papers. Practice in collecting, shaping, revising, editing and proofreading papers. Includes grammar, punctuation and other skills needed for effective writing. Prereq: Placement Test.

ENGL 099 (5) C,N,S
College Preparatory Writing V

Emphasis on writing skills for longer, more fully developed essays. Practice prewriting, organizing, revising, editing and proofreading essays. Includes some review of grammar, punctuation and other skills needed for effective writing. Prereq: Placement Test.

English: College Level**ENGL& 101 (5) C,N,S**
English Composition I

Intro to the writing process. Writing assignments focus on non-fiction prose, with subject matter drawn from first-hand experience and observation. Prereq: Satisfactory performance on English placement test.

ENGL& 102 (5) C,N,S
Composition II

Continuation of the composition sequence with further instruction and practice in the writing process, concentrating on critical reading and writing techniques needed for the preparation and completion of documented essays. Prereq: ENGL& 101.

ENGL 103 (5) S
Transitional English

Improvement of skills required for professional-technical communications. Assessment of reading, writing and oral improvement. Use of computer to teach principles of organizing, drafting and editing technical reports. Prereq: Satisfactory performance on English placement test.

ENGL 104 (5) C,N,S
Advanced English Grammar

Study of rhetoric and grammar of the English sentence. Includes sentence structure, grammar of the paragraph, usage, diction and mechanics. This course is not remedial. Prereq: Eligibility for ENGL& 101 or permission.

ENGL 105 (3) C,S
Applied Composition

Covers skills and strategies needed to meet writing demands in college and on the job. Prereq: Satisfactory performance on English placement test.

ENGL 106 (3) C,S
Technical Writing

Writing strategies geared to target audiences. Emphasis on research and problem-solving requiring critical reading and writing; development of ideas and argumentation. Includes layout and design, use of illustration, schematics and mathematics. Prereq: ENGL 105 or permission.

ENGL 108 (3) S
Technical Report Writing

Technical writing for the professional or student. Covers technical communication skills needed in industry. Provides examples of written or oral presentations typically required in a technical work setting. Prereq: ENGL 106.

ENGL 109 (5) S
The Art of Reading

Offers a variety of experiences in college-level reading with emphasis on the critical analysis of works selected from across disciplines. Develop a strategic approach to efficient reading and active learning.

ENGL& 111 (5) C,N,S
Intro to Literature

Study and analysis of fiction, poetry and drama with emphasis on understanding the art and techniques of each genre. Prereq: Placement into ENGL& 101.

ENGL& 112 (5) C,N,S
Intro to Fiction

Survey of 20th century fiction. Study and analysis of the art, elements, and techniques of short stories, novellas, and novels of American and international authors. Prereq: Placement into ENGL& 101 (N).

ENGL& 113 (5) C,N,S
Intro to Poetry

Study, appreciation and analysis of the form, meaning, music and metaphor of poetry. Includes poems from diverse sources. Prereq: Placement into ENGL& 101 or permission (N).

ENGL& 114 (5) C,N,S
Intro to Drama

Study and analysis of great works of the theater, including major themes and trends of playwrights from the Greeks to the present. Prereq: Placement into ENGL& 101(N).

ENGL 117 (5) C
American Dialects

Survey of the contributions other languages and dialects have made to American English, its make-up and creative communicative dynamics.

ENGL 150 (3-5) C
Writing for the Media – Scriptwriting

Creating stories and characters and scripting them for video productions. Prereq: Computer literacy.

ENGL 151 (5) C,N,S
Creative Writing

Reading and writing fiction, poetry and drama with focus on development of character and voice and emphasis on effective elements and techniques. Prereq: ENGL& 101 or permission.

ENGL 152 (5) C,N,S
Creative Writing

Continuation of ENGL 151. Prereq: ENGL 151, ENGL& 101 or permission.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology
NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

ENGL 153 (5) C,N
Creative Writing

Continuation of ENGL 152. Emphasis on writing, editing and proofreading manuscripts. Includes literary magazine production experience in editing, design and layout. Prereq: ENGL 151 and ENGL 152 or permission (N). Includes workshops and seminars for those with writing experience (C).

ENGL 155 (3) C
Writing for the Media – Advanced Scripting

Development of individual and small group scripts, teleplays, adaptation of short stories and individual projects. Projects to be used in the video festival. Coreq: COM 200.

ENGL 198 (1-3) S
English Workshop

Emphasis on building skills in a variety of areas: vocabulary development, reading comprehension, grammar, punctuation, sentence structure and strength. Addresses diagnosed student needs individually, with a mixture of workshop and lecture techniques.

ENGL 201 (5) C,S
Advanced Composition

Reading and writing exposition with emphasis on context, audience and rhetorical options. Provides critique experience for own and others' writing. Prereq: ENGL& 101 or permission.

ENGL 203 (3) C
**Writing for the Media:
Advanced Script Writing**

Emphasizes writing for film and videotape productions utilizing exterior and interior settings. Develop scripts for 3-7 minute small group production pieces which will be shot, edited and produced in COM 225.

ENGL 204 (5) C
Understanding Language

Learn the fundamental structures of English as well as the theory of grammar, language origination (biological and historical), language relationships and usage. Study how language changes according to a clearly defined set of internal rules. Prereq: ENGL& 101.

ENGL 205 (5) C
Creative Nonfiction

Focuses on nonfiction and its disciplines but draws from the other literary genres in terms of creative techniques. Learn to combine imaginative strength with literary techniques borrowed from fiction, poetry and drama to create art in a nonfiction form. Goes well beyond the typical undergraduate composition essay. Prereq: ENGL& 101.

ENGL 214 (5) C
Major British Writers

Covers 1920 to the present. Read a wide variety of authors and genres with attention to the multi-cultural forces that shape British literature today. Study the historical and social forces surrounding the literature for context. Prereq: Placement into ENGL& 101.

ENGL 218 (5) C
**Holocaust Literature:
Voices From the Holocaust**

Examines literature written by survivors of the Holocaust or the Shoah. Read accounts written by people who survived to write and publish their memories. Meet one of the authors. Develop an historical context for World War II and the rise of Nazi Germany to understand the literature.

ENGL 219 (5) C,N,S
Between the Wars

Explores the character, mood and atmosphere of post-WWI American writers, including African-American, Native-American, Asian-American and European-American. Considers the implications and nature of their work in the context of their time. Prereq: ENGL& 101 placement.

ENGL& 224 (5) C,N,S
Shakespeare I

Study of a representative selection of Shakespeare's comedies, tragedies, romances, and history. Covers the range of Shakespeare's career (without duplication of materials from ENGL& 225). May take one or both classes. Prereq: ENGL& 101 placement.

ENGL& 225 (5) C,N,S
Shakespeare 2

Continuation of ENGL& 224. May take one or both classes. Prereq: ENGL& 101 placement.

ENGL& 226 (5) C,N
British Literature I

The early Celtic period, the Roman occupation, the Anglo Saxon period, the Norse invasions, the Middle Ages to the English Renaissance before Shakespeare. Emphasizes the historical forces, social shifts and significant cultural clashes that form the context for this literature. Prereq: Placement into ENGL& 101 (N).

ENGL& 227 (5) C,N,S
British Literature II

From 1540 -1800. Covers Shakespeare and the English Reformation and Renaissance, English global expansion, growing awareness of science and The Age of Reason. Emphasizes the historical forces, social shifts and cultural differences that form the context for this literature. Prereq: Placement into ENGL& 101.

ENGL& 228 (5) C,N,S
British Literature III

Covers the French Revolution through the Romantic and Victorian periods through World War I (1785-1919). Emphasizes the historical forces, social shifts and cultural differences that form the context for this literature. Prereq: Placement into ENGL& 101.

ENGL& 230 (3) C,N,S
Technical Writing

Presents formats and mechanics of writing needed in occupational areas related to engineering technologies. Emphasis on project types, layout and design, use of illustrations, schematics and mathematics, writing for specific audiences, research and documentation, and résumé writing. Prereq: ENGL& 101.

ENGL 231 (3-5) N,S
Children's Literature

Studies children's and adolescent literature from diverse cultures within the United States. Covers the power and elements of story and reflection of values. Prereq: Placement into or completion of ENGL& 101 (N).

ENGL 232 (5) S
Young Adult Literature

Emphasizes young adult literature from diverse cultures within the United States, exploring values reflected and the power and elements of story.

ENGL 233 (2-5) S
Coming of Age Across Cultures

Studies "coming of age" literature in two or more countries.

ENGL& 235 (5) S
Technical Writing

Explores basic formats and content of technical communication. Covers writing process; analysis of purpose and audience for various reports and documents; research, documentation, presentation of technical material; and communication in digital media. Projects include writing and editing, digital communication, and collaboration. Prereq: ENGL& 101.

ENGL 240 (5) C,N,S
Reading & Writing Autobiography

Read autobiographies of well-known people and write your own. Involves both critical and personal writing assignments, with an emphasis on the personal dimension of writing. Recommended: ENGL& 101.

ENGL 241 (5) N
Reading & Writing Autobiography

Continuation of ENGL 240. Prereq: ENGL 240 and placement into ENGL& 101.

ENGL& 244 (5) C,N,S
American Literature I

Surveys literature of the United States from Colonial times to the early 19th century. Prereq: Placement into ENGL& 101.

ENGL& 245 (5) C,N,S
American Literature II

Covers 19th century writers with emphasis on short stories and growth of the American novel. Prereq: Placement into ENGL& 101.

ENGL& 246 (5) C,N,S
American Literature III

Covers late 19th and 20th century writers with emphasis on modern fiction, drama, poetry and trends in literature. Practice critical techniques. Prereq: Placement into ENGL& 101.

ENGL 251 (5) C,N,S
Studies in the Novel

Studies major novels associated with specific philosophical or chronological periods, such as the great Victorian novelists, the Naturalists and American Realists. Usually covers 5 novels per quarter. Prereq: Placement into ENGL& 101 (N).

ENGL 252 (5) C,N,S
Novels of Western Literature

Emphasis on European and American novels from the past two centuries viewed in the philosophical and historical contexts of the time. Prereq: Placement into ENGL& 101 (N).

ENGL 253 (5) N,S
Studies in the Novel

Continuation of ENGL 252. Prereq: Placement into ENGL& 101 (N).

ENGL& 254 (5) C,N,S
World Literature I

Critical readings and discussion of the creation stories and early literature of several ancient cultures, examining the material as myth, as history, as literature and as records of a culture's self-image. May include Enuma Elish, Gilgamesh, The Theogony, The Iliad, The Odyssey, the plays of Sophocles and Aeschylus, parts of the Bible and writings of Virgil and Ovid. Prereq: Placement in ENGL& 101.

ENGL& 256 (5) C,N,S
World Literature III

Cross-cultural survey of 20th century literature from Latin America, Africa, Asia, Europe and the United States. Reading and discussion of major modern novelists who have influenced the form and content of other writers. Prereq: Placement into ENGL& 101 (N).

ENGL 257 (5) C,N,S
Survey of Literary Masterpieces of the United States

Illustrates the richness and variety of writing and represents enduring concerns and questions of American literature through selected works. Prereq: ENGL& 101 placement.

ENGL 258 (5) C,N,S
Literature of American Cultures

Surveys literature from a variety of cultures including Asian-American, African-American, European-American, Chicano and Latino-American and Native-American. Analysis of the writing and sociological, political, and historical contexts of the authors. Prereq: Placement into ENGL& 101 (N).

ENGL 259 (5) C
African American Literature

Explores African-American literature, poetry, short drama and essays. Prereq: Placement into ENGL& 101.

ENGL 260 (5) C,N,S
Asian-American Literature

Focuses on fiction and poetry of Asian-Americans, covered in order of their immigration: Chinese, Japanese, Filipino, Korean, Southeast Asian and the recent groups from Asia and the Pacific Islands. Prereq: ENGL& 101 placement.

ENGL 263 (5) C,N
The Bible as Literature

Studies the Bible as an anthology of literary texts expressing the religious ideas of ancient Israel. Emphasizes reading the Old Testament and New Testament with literary and historical understanding. Prereq: Placement into ENGL& 101.

ENGL 265 (5) C,N
Literature & Society

Studies patterns of literary expression as a guide to social attitudes and value systems, the part society plays in shaping literature and the degree to which literature reflects society.

ENGL 266 (5) C,S
Literature of Emerging Nations – Third World Literature

Surveys traditional and contemporary literature from Africa, Asia and South America.

ENGL 267 (5) C,N
The Literature of the American West

Covers literature about the American West by people of the American West with emphasis on cultural, historical, and sociological concerns. Prereq: Placement into ENGL& 101.

ENGL 270 (5) C
The Beat Generation Writers

Focus on the literature of the Beat Generation Writers in the U.S. in the 1940s, such as Jack Kerouac, Allen Ginsberg and William Burroughs who continue to have an influence on American society today. Prereq: Eligibility for ENGL& 101.

ENGL 291 (5) C,N,S
Literature by Women

Surveys the literature of women writers from Asian, African, European, Latino and Native American cultures. Explores the contexts and lives of the characters, considering culture and gender in their values and attitudes. Prereq: Placement into ENGL& 101 (N).

ENGL 292 (5) C,N,S
Literature by Women: Global Perspectives

Surveys literature by women from African, Asian, Latin American, Middle Eastern and other non-western cultures.

ENGL 293 (5) C,N,S**Special Studies in Literature – Science Fiction**

Examines selected readings in science fiction and fantasy from the 19th century to present. May include American, British and continental European writers.

ENGL 296 (1-3) N,S
Special Topics in English

Taken as an addition to another course, often to Coordinated Studies. Requires critical thinking, reading, and writing. Includes elements of investigation and a final project. Prereq: Permission.

ENGL 299 (1-5) C,N,S
Independent Study

Create an individual project, syllabus and outcomes with instructor. Prereq: Permission.

**English as a Second Language –
Beginning and Intermediate****ESL 007 (1-15) C**
ESL – Pre-Literacy

For true beginners – students who are unable to read, write, speak or listen in English and who are pre-or-non-literate in their native language. Introduces beginning concepts of reading and writing and spoken English for aural comprehension to help students use English for meeting classroom and personal needs.

ESL 010 (1-15) C,N,S
Level 1, Integrated Skills

Emphasis on basic vocabulary, simple sentence structure, pronunciation, basic reading and writing needed for daily functioning. Concentrates on developing oral and listening skills through drills, dialogues, role-playing, dictation and conversation. Work on literacy skills.

ESL 011 (1-15) C,N,S
Level 1A, Integrated Skills

Beginning course for non-native speakers of English with emphasis on vocabulary, pronunciation, basic reading and writing needed to meet daily survival situations.

ESL 012 (1-15) C,N,S
Level 1B

Beginning course for non-native speakers of English with emphasis on vocabulary, pronunciation, basic reading and writing needed to meet daily survival situations. Prereq: ESL 011 or placement.

ESL 013 (1-15) C,S**Level 1C**

Beginning course for non-native speakers of English with emphasis on vocabulary, pronunciation, basic reading and writing needed to meet daily survival situations. Prereq: ESL 012 or placement.

ESL 015 (1-15) C,N,S
Level 1, Reading & Writing Skills

Practice in reading and writing skills needed for daily situations and jobs. Emphasis on basic vocabulary, simple sentences, and pronunciation.

ESL 016 (1-15) C,N,S
Level 1, Speaking & Listening Skills

Practice in speaking and listening skills needed for job and/or daily situations. Prereq: Placement into ESL 011 or 012.

ESL 017 (1-15) C,S
Level 1, Multiple Skills Lab

Tutoring in specific areas for students in ESL Level 1. Prereq: Permission.

ESL 018 (1-15) S
Level 1, Workplace Literacy

Beginning level for non-native speakers of English. Practice with job-related skills in reading, writing, speaking and listening.

ESL 019 (1-15) C,S
Level 1, VESL

Designed to help prepare limited English-proficient students for entry into specific job training programs such as electronic assembly, culinary arts and wood construction. Focuses on the basic vocabulary and communication structures required in the job training class and on the job.

ESL 020 (1-15) C,N,S
Level 2, Integrated Skills

Practice in listening skills, understanding idiomatic expressions and producing appropriate responses in contextual situations. Continued emphasis on basic vocabulary, reading and writing. Prereq: ESL 010, ESL 012 (N), or placement.

ESL 021 (1-15) C,N,S
Level 2A, Integrated Skills

Beginning-level course for non-native speakers of English. Continued emphasis on vocabulary development, reading and writing needed to function effectively in a job or daily situations. Prereq: ESL 010, 012, or placement (N); ESL 013 or placement (S,C).

ESL 022 (1-15) C,N,S**Level 2B, Integrated Skills**

Beginning-level course for non-native speakers of English. Continued emphasis on vocabulary development, reading and writing needed to function effectively in a job or daily situations. Prereq: ESL 021 or placement.

ESL 023 (1-15) C,S
Level 2C

Intermediate-level course for non-native speakers of English. Continued emphasis on vocabulary development, reading and writing needed to function effectively in a job or daily situations. Prereq: ESL 022 or placement.

ESL 025 (1-15) C,N,S
Level 2, Reading, Writing & Grammar Skills

Practice in reading, writing, and grammar skills for survival and academic English. Emphasis on vocabulary development, reading comprehension and strategies, and writing for effective communication in a job or daily situations.

ESL 026 (1-15) C,N,S
Level 2, Speaking & Listening Skills

Practice in speaking and listening skills needed for job and/or daily situations. Prereq: ESL 012, 016, or placement at ESL Level 2.

ESL 027 (1-15) C,N,S
**Intro to Computer-Assisted
Language Learning**

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, and conveying ideas in writing while learning computer skills. Prereq: Placement at ESL Level 2 or higher or permission.

ESL 028 (1-15) C,N,S
Level 2, Workplace Literacy

Advanced beginning level for non-native speakers of English. Practice English skills needed to obtain or keep a job.

ESL 030 (1-15) C,N,S
Level 3, Integrated Skills

Intermediate level course for non-native speakers of English. Continued emphasis on writing practice and reading to improve vocabulary, comprehension and speed and writing practice. Coping and cultural orientation skills needed for vocational or academic program. Prereq: ESL 020 or placement, ESL 022 (N).

ESL 031 (1-15) N,S**Level 3A, Integrated Skills**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing practice includes sentence construction and simple paragraphs. Prereq: ESL 020, ESL 022 or placement.

ESL 032 (1-15) N,S**Level 3B, Integrated Skills**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing includes sentence construction and simple paragraphs. Prereq: ESL 020, ESL 031 or placement.

ESL 033 (1-15) S**Level 3C**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing includes sentence construction and simple paragraphs. Prereq: ESL 032 or placement.

ESL 034 (1-15) N,S**Level 3D, Fast Track**

Fast track course for students who are able to study at a faster pace than their classmates. Covers ESL 031, 032 and 033 in one quarter (North covers ESL 031 and 032). North students with less than a 75% average may return to other ESL classes as determined by their instructor. Prereq: Instructor recommendation only.

ESL 035 (1-15) N,S**Focus on Writing**

For students who want to improve their writing skills. In-depth study of English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 3 or teacher recommendation.

ESL 036 (1-15) C,N,S**Level 3, Speaking & Listening Skills**

Practice in speaking and listening skills needed for job and/or daily situations. Prereq: ESL 022, or placement at ESL Level 3.

ESL 037 (1-15) C,N,S**Beginning Computer-Assisted Language Learning**

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, and conveying ideas in writing while learning computer skills. Prereq: Placement at ESL Level 3 or higher or permission.

ESL 038 (1-15) N,S**Level 3, Workplace Literacy**

Low intermediate level for non-native speakers of English. Practice English skills needed to obtain or keep a job.

ESL 039 (1-15) C,S**Level 3, VESL**

Intermediate level for non-native speakers of English. Focuses on workplace and survival English and beginning academic English. Includes career planning, test-taking, study skills, interview skills, résumé writing, and computer and math skills. May also cover health, finances, college/training programs and/or citizenship.

ESL 040 (1-15) C,N,S**ESL Level 4 Integrated Skills**

Emphasis on oral and listening skills, reading instruction to improve vocabulary, comprehension, speed and writing practice. Prereq: ESL 030, ESL 032 or placement (N).

ESL 041 (1-15) C,N,S**ESL Level 4A, Integrated Skills**

Intermediate level course for non-native speakers of English with emphasis on improving vocabulary, reading comprehension and speed. Prereq: ESL 030, ESL 032 or placement (N); ESL 032 or placement (C, S).

ESL 042 (2) N**ESL Level 4B, Integrated Skills**

Intermediate-level course for non-native speakers of English with continued emphasis on improving vocabulary, reading comprehension and speed. Writing practice includes sentence construction and paragraph development. Prereq: ESL 030, ESL 041 or placement.

ESL 044 (1-10) C,N,S**Level 4D Fast Track**

Fast track course for students who are able to study at a faster pace than their classmates. Covers ESL 041 and ESL 042 in one quarter. Prereq: Instructor recommendation only (N).

ESL 045 (1-15) C,N,S**Focus on Writing**

For students who want to improve their writing skills. In-depth study of English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 4 or teacher recommendation.

ESL 046 (1-5) C,N,S**ESL Level 4, Listening & Speaking**

Practice, develop and improve speaking and listening skills needed for daily life, jobs and student educational goals. Emphasis on communication skills, not specific pronunciation. Prereq: Placement at Level 4 for listening skills or teacher recommendation.

ESL 047 (1-15) C,N,S**Intermediate Computer-Assisted Language Learning**

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, and conveying ideas in writing while learning computer skills. Prereq: Placement at ESL Level 4 or higher and completion of ESL 037 or permission.

ESL 048 (1-6) C,S**ESL Test Preparation & College Readiness**

Develop skills necessary to transition successfully into an American college. Practice taking standardized English proficiency and placement tests. Provides information about the application process for financial aid and support services. Explores issues of time management, students' own current abilities and styles of learning, barriers, learning deficiencies or skills gaps. Covers strategies for improvement. Prereq: None.

ESL 049 (1-15) C,N,S**Vocational ESL 4**

Supports vocational, technical and employment training.

ESL 050 (1-15) C,N,S**ESL Level 5, Integrated Skills**

High Intermediate ESL course to develop reading, writing and grammar skills for students preparing to take college level courses. Prereq: ESL 042, 044 or placement on the ESL Placement Test (C, S). Placement in ESL 051 or 052 (N).

ESL 051 (1-15) C,N,S**ESL Level 5A, Integrated Skills**

High intermediate ESL course with emphasis on reading, writing, speaking and listening and grammar skills. Emphasis on accuracy of sentence level grammar and reading skills involving vocabulary development and inferencing skills. Prereq: ESL 042, 044 or placement.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

ESL 052 (1-15) C,N,S
ESL Level 5B, Integrated Skills

High intermediate ESL course with continued emphasis on reading, writing, speaking and listening and grammar skills to prepare students for vocational or academic coursework and for employment. Prereq: ESL 051 or placement.

ESL 055 (1-15) C,N,S
Focus on Writing

For students who want to improve their writing skills. Study English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 5 or teacher recommendation.

ESL 056 (1-15) C,N,S
ESL Level 5, Speaking & Listening

Upon completion, be able to listen actively and speak so others can understand and participate effectively and independently in conversations on everyday survival, work and social situations, in person and on the telephone.

ESL 057 (1-15) C,N,S
Advanced Computer-Assisted Language Learning

For non-native speakers of English. Emphasizes improving vocabulary, reading with understanding, conveying ideas in writing, speaking comprehensibly, and listening actively while learning computer skills. Prereq: Placement at ESL Level 5 and completion of ESL 047 or instructor's permission.

ESL 059 (1-15) C,N,S
Vocational ESL 5

For students currently enrolled in the ESL Program. Provides specific support in vocational ESL and assists students pursuing career and professional technical programs. Prereq: Permission.

ESL 060 (1-15) C,N,S

ESL Level 6 Integrated Skills, Advanced ESL

Emphasis on writing multi-paragraph compositions and reading a variety of texts. Prereq: Placement in ESL 061 or 062.

ESL 061 (1-15) C,N,S

ESL Level 6A Integrated Skills, Advanced ESL

Emphasis on writing multi-paragraph compositions and reading a variety of texts. Continued work on grammar. Prereq: ESL 052 or placement.

ESL 062 (1-15) C,N,S

ESL Level 6B

Emphasis on composition, reading a variety of texts, grammar and vocabulary expansion. Prereq: ESL 061 or placement.

ESL 063 (10) C

ESL for Information Technology 1

1 of 3 non-sequential courses which integrate the Washington State Adult Basic Education ESL Levels 5 and 6 reading, writing, listening and speaking standards with MIC courses, which provide the context for ESL learning outcomes and activities.

ESL 064 (10) C

ESL for Information Technology 2

1 of 3 non-sequential courses which integrate the Washington State Adult Basic Education ESL Levels 5 and 6 reading, writing, listening and speaking standards with MIC courses, which provide the context for ESL learning outcomes and activities.

ESL 065 (1-13) C,N,S

Focus on Writing

For students who want to improve their writing skills. Study English word order, spelling problems, sentence boundaries, some persistent grammatical problems and simple paragraph writing. Prereq: Placement at Level 6 or teacher recommendation.

ESL 066 (1-15) C,N,S

ESL Level 6, Speaking & Listening

On completion, be able to listen actively and speak so others can understand.

ESL 067 (1-15) C,S

ESL Level 6, Computer Assisted

A self-paced, individualized instructional setting for ESL Level 6 students to build on English skills learned in core ESL classes.

ESL 068 (1-3) C,N,S

Educational Interviewing for ESL Students

Helps ESL students at all competency levels identify their current abilities, characteristics, styles and readiness to learn. Intro to campus resources.

ESL 069 (1-15) C,N,S

Vocational ESL

For ESL students concurrently enrolled in a professional-technical program. Provides specific support in content courses and vocational ESL and assists students in completing their programs and building job-related language skills. Prereq: Permission.

ESL 070 (10) C

ESL for Information Technology 3

1 of 3 non-sequential courses which integrate the Washington State Adult Basic Education ESL Levels 5 and 6 reading, writing, listening and speaking standards with MIC courses, which provide the context for ESL learning outcomes and activities.

ESL 071 (1-15) N,S

ESL Citizenship 1

Beginning level preparation for the United States citizenship examination through the practice of listening, speaking, reading and writing skills and through the study of U.S. history and government. Prereq: ESL Level 3 or higher.

ESL 072 (1-15) N,S

ESL Citizenship 2

Intermediate level preparation for the United States citizenship examination through the practice of listening, speaking, reading and writing skills and through the study of U.S. history and government. Prereq: ESL 071 or permission.

ESL 073 (1-15) N,S

ESL Citizenship 3

Continued preparation for the United States citizenship examination through the practice of listening, speaking, reading and writing skills and through the study of U.S. history and government. Prereq: ESL 072 or permission.

ESL 075 (1-15) N

ESL English Pronunciation

Intro to the basics of accurate English pronunciation such as vowel and consonant sounds and sentence intonation. Prereq: Placement in Level 3, 4, or permission.

ESL 076 (1-15) C,N,S

ESL Pronunciation

Intro to some of the basics of accurate English pronunciation for non-native speakers of English: some stressed and unstressed vowel sounds, basic word stress patterns, sentence stress and rhythm and other features.

ESL 077 (1-15) C,N,S**ESL Pronunciation**

Advanced course on accurate English pronunciation: troublesome vowel and consonant sounds, word stress and sentence intonation. Prereq: Placement into ESL 061 or 092/093 or instructor permission.

ESL 078 (1-15) C,N,S**ESL Pronunciation**

Advanced course on accurate English pronunciation: troublesome vowel and consonant sounds, word stress and sentence intonation. Prereq: Placement into ESL 061 or 092/093 or instructor permission.

ESL 083 (1-5) C,S**Strategic Learning in a Content Area**

Supports strategic learning in a college credit class through concurrent enrollment in the college class and ESL 083. Learn appropriate study skills such as metacognitive strategies, previewing, skimming and scanning of written materials, summarizing and paraphrasing, note-taking, revision and expansion of notes and research techniques. Understand and meet content teacher expectations.

English for Non-native Speakers – College Transitional ESL**ESL 084 (1-5) S****English for Non-Native Speakers Telecourse**

Thirty-hour Telecourse to help high beginning ESL students improve their speaking, listening comprehension skills and vocabulary. Do speaking, listening, comprehension and vocabulary development exercises. Required attendance for ten three-hour class meetings on campus.

ESL 085 (3-5) C,N,S**Survey of English Grammar I**

For students under-prepared for college level English. Covers basic English grammar with a focus on writing simple, compound and complex sentences and paragraphs. Learn and practice academic English vocabulary to enhance writing skills. Prereq: Placement on ESL COMPASS test.

ESL 086 (3-5) C,N,S**Survey of English Grammar II**

Covers intermediate to advanced English grammar with an emphasis on sentence and paragraph writing using simple, compound and For students under-prepared for college level complex sentences. Continue developing academic English vocabulary to enhance writing skills. Prereq: Placement on the ESL COMPASS test.

ESL 087 (1-5) S**ESL Support Lab**

Work out an individualized program with the instructor, which could include the use of computer software/Internet resources. Focuses on content area, grammar, reading, writing, punctuation, spelling and vocabulary building.

ESL 088 (3) N**Advanced English Pronunciation I**

Advanced course on accurate English pronunciation. Covers features such as certain vowel and consonant sounds, word and sentence stress. Prereq: Placement in ESL 092/093 or higher or permission.

ESL 089 (1-5) C,N**Pronunciation Practice & Vocabulary Development**

Advanced class on accurate English pronunciation. Practice pronunciation, listening, conversation and writing skills to reinforce the work of ESL classes or other vocational or academic courses. May be repeated a maximum of eight quarters (ESL 089A-H). Must be taken in conjunction with recommended ESL classes. Coreq: Enrollment in ESL 092-099 or permission (C). Prereq: ESL 094/095 placement or permission (N).

ESL 090 (2-5) C,N,S**College Preparatory Speaking Skills for Non-Native Speakers**

Emphasizes improving pronunciation and comprehension of spoken English by non-native speakers. Focuses on general and individual pronunciation problems, especially stress and intonation. Includes class presentations and group communications. Prereq: Permission.

ESL 091 (3-5) C,S**Listening & Note-Taking Skills for Non-Native Speakers**

Improve listening, speaking and note-taking skills necessary for college lecture courses. Participate in lectures, workshop and videotaped lectures. Prereq: Placement on ESL COMPASS test.

ESL 092 (5) N,S**Basic English Reading for Non-Native Speakers**

For non-native speakers reading below the seventh-grade level. Emphasis on reading comprehension and study skills. Prereq: Placement on English placement test or permission (S); ESL 051 or placement in English placement test (N). Coreq: ESL 093.

ESL 093 (5) C,N,S**Basic English Writing for Non-Native Speakers**

Focus on control of English sentence structure, syntax, grammar and punctuation. Emphasizes writing skills. Prereq: placement on ESL COMPASS Test (C); ESL 051 placement on ESL Placement Test (N); ESL 051 or placement on English placement test (S). Coreq: ESL 092.

ESL 094 (3-5) C,N,S**College Preparatory English for Non-Native Speakers – Reading I**

For non-native speakers of English who need practice with basic academic reading, vocabulary, and writing responses to readings. Emphasizes reading comprehension and speed. Prereq: Placement on ESL COMPASS test. Coreqs: ESL 085 and 095.

ESL 095 (3-5) C,N,S**College Preparatory English for Non-Native Speakers – Writing I**

For non-native speakers of English. Focuses on mastering sentence control and developing clear, coherent paragraphs. Prereq: Placement on ESL COMPASS test. Coreqs: ESL 085 and 094.

ESL 096 (3-5) C,N,S**College Preparatory English for Non-Native Speakers – Reading II**

For non-native speakers. Increase reading comprehension and speed, improve vocabulary, and build confidence using college preparatory materials. Respond to readings using academic vocabulary in writing. Prereq: ESL 094 or placement on ESL COMPASS test. Coreqs: ESL 086 and 097.

ESL 097 (3-5) C,N,S**College Preparatory English for Non-Native Speakers – Writing II**

For non-native speakers. Practice developing coherent paragraphs into short essays. Review English writing styles and their application to academic writing. Prereq: ESL 093, placement on ESL Compass Test (C); ESL 094/095 or placement on ESL Compass Test (N). Prereq: ESL 095, placement on ESL Compass Test or permission. Coreqs: ESL 086 and 096 (S).

ESL 098 (5) C
College Preparatory English for Non-Native Speakers II – Reading

Emphasis on vocabulary, increasing comprehension and formulation of answers to essay questions. Reading includes college-level academic and vocational texts. Concurrent enrollment in ESL 091 or ESL 099 strongly recommended. Prereq: ESL 096, placement on the English placement test or permission.

ESL 099 (5) C
College Preparatory English for Non-Native Speakers II – Writing

Develop coherent paragraphs and short essays. Emphasis on complex paragraphs using appropriate style and techniques of paraphrasing and summarizing. Includes library research skills. Preparation for college-level writing. Prereq: ESL 097, placement on the English placement test, or permission. Recommended Coreq: ESL 091 or ESL 098.

French

FRCH& 121 (5) C,N,S
French I

Conversation and cultural aspects of the countries in which French is spoken. Oral practice with tapes required outside of class. Recommended: Eligibility for ENGL& 101 (C).

FRCH& 122 (5) C,N,S
French II

Continuation of FRCH& 121. Emphasis on pronunciation and oral and written communication. Prereq: FRCH& 121 or permission.

FRCH& 123 (5) C,N,S
French III

Continuation of FRCH& 122. Development of skills in oral and written communication while mastering pronunciation techniques. Prereq: FRCH& 122 or permission.

FRCH 204 (2-5) C,S
Advanced French Language & Literature

Advanced study of core literature and grammar. Choose an area of interest and prepare regular compositions and presentations. May include creating and performing adaptations of plays and short stories. Prereq: FRCH& 223 or permission.

FRCH 205 (2-5) C
Advanced French Language & Literature

Continuation of FRCH 204. Prereq: FRCH 204 or permission.

FRCH 206 (2-5) C
Advanced French Language & Cultures

Continuation of FRCH 205. Prereq: FRCH 205 or permission.

FRCH 210 (4.5) C
French Civilization

Intro to aspects of contemporary French society. Taught in French. Part of overseas study program in France.

FRCH 212 (5) C
Intermediate French Language & Culture

For those who have previously had four quarters of French or equivalent. Focuses equally on the four skills of language learning: speaking, comprehension, writing and reading.

FRCH 215 (4.5) C
Intro to French Literature

Study of French literature and literary analysis for intermediate-level students through the study of selected modern texts. Taught in French. Part of overseas study program in France.

FRCH& 221 (5) C,N,S
French IV

Detailed review of French grammar and syntax. Focus on writing, conversation and discussion of literary texts. Includes oral presentations on aspects of francophone cultures. Prereq: FRCH& 123 or permission.

FRCH& 222 (5) C,N,S
French V

Continuation of FRCH& 221. Prereq: FRCH& 221 or permission.

FRCH& 223 (5) C,N,S
French VI

Continuation of FRCH& 222. Prereq: FRCH& 222 or permission.

FRCH 231 (5) N
Advanced French Language & Literature

Advanced review of all major concepts of French grammar and broadening of vocabulary base with more challenging reading and writing assignments. Some tutoring in small group work with FRCH& 221 students is expected. Prereq: FRCH& 223 or permission.

FRCH 232 (5) N
Advanced French Language & Literature

Continuation of FRCH 231. Prereq: FRCH 231 or permission.

FRCH 233 (5) N
Advanced French Language & Literature

Continuation of FRCH 232. Prereq: FRCH 232 or permission.

FRCH 298 (2-5) C,N,S
Independent Study in French

Independent study of selected topic(s) in French. To be arranged with instructor. Prereq: Permission.

FRCH 299 (1-5) C,N,S
Independent Study in French

Independent study of selected topic(s) in French. Prereq: Permission.

German

GERM& 121 (5) C,N,S
German I

For students with no previous German studies. Covers pronunciation, fundamentals of grammar and syntax, oral and written exercises, reading and conversation and cultural aspects of the countries in which German is spoken. Requires oral practice with tapes outside of class. Recommended: Eligibility for ENGL& 101 (C).

GERM& 122 (5) C,N,S
German II

Continuation of GERM& 121. Focus on syntax, oral and written exercises, reading and conversation, fundamentals of grammar, pronunciation and culture. Prereq: GERM& 121 or permission.

GERM& 123 (5) C,N,S
German III

Continuation of GERM& 122. Emphasis on speaking, reading, writing and grammatical concepts and cultural discussions. Prereq: GERM& 122 or permission.

GERM 299 (1-5) C,N
Independent Study in German

Further skills beyond the level of GERM& 123. Uses an intermediate text of contemporary short stories. Prereq: Permission.

Italian

ITAL 121 (5) C,N,S
Italian I

For beginning students. Intro to spoken and written Italian with emphasis on speaking, listening and reading comprehension. Covers phonetic system and basic grammar concepts. Includes Italian culture and contemporary customs as an aid in learning the language.

ITAL 122 (5) C,N,S
Italian II

Continuation of ITAL 121. Emphasizes pronunciation, oral and written communication.

ITAL 123 (5) C,N,S
Italian III

Continuation of ITAL 122. Emphasizes pronunciation, oral and written communication.

Japanese**JAPN& 121 (5) C,N,S****Japanese I**

For students who have not previously studied Japanese. Intro to Japanese conversation, grammar, culture and the Japanese hiragana writing system. Recommended: Eligible for ENGL& 101 eligibility (C).

JAPN& 122 (5) C,N,S**Japanese II**

Continuation of JAPN& 121. Includes development of speaking, listening, reading and writing skills. Introduces the kanji (Chinese character) writing system and up to 30 basic characters. Prereq: JAPN& 121 or permission.

JAPN& 123 (5) C,N,S**Japanese III**

Continues the development of language skills in all areas. Presents another 60 characters. Prereq: JAPN& 122 or permission.

JAPN& 221 (5) C,N,S**Japanese IV**

Expands basic grammar, vocabulary and writing systems to intermediate level speaking, reading, writing and aural comprehension of the language. Acquire mastery of hiragana, katakana and 100 kanji. Prereq: JAPN& 123 or permission.

JAPN& 222 (5) C,N,S**Japanese V**

Continuation of JAPN& 221. Further expands grammar, vocabulary and writing systems to intermediate level of speaking, reading and writing. Intro to new kanji. Prereq: JAPN& 221 or permission.

JAPN& 223 (5) C,N,S**Japanese VI**

Continuation of JAPN& 222. Further expands basic grammar, vocabulary and writing systems to intermediate level of speaking, reading and writing. Intro to new kanji and the use of the Japanese dictionary. Prereq: JAPN& 222 or permission.

JAPN 298,299 (1-5) C,N,S**Independent Study for Japanese**

Independent study of selected topic(s) in Japanese arranged with faculty. Prereq: Permission.

Linguistics**LAN 101 (5) C****Intro to Linguistics**

Intro to the study of natural language. Presents the similarities in the basics of language as an instrument of thought and communication. Covers the sources for cultural differentiation between all linguistic materials.

LAN 110 (5) C,N,S**Comparative Linguistics:****American Sign Language & English**

Intro to linguistics as applied to English and American Sign Language. Examination of phonology, morphology, syntax and language use. Prereq: ASL& 123 with a 2.0 GPA or higher.

Literature**LIT 236 (5) C****Latin American Colonial Literature**

Surveys literary expressions of Colonial times through 18th century in Spanish America and Peninsular Spain. Covers representative and outstanding prose works of 16th & 17th centuries. Also offered as SPAN 236.

LIT 238 (5) C**Chicano Narrative**

Intro to significant works in Chicano literature. Study of genre development. Understand the implications of interdependence among diverse cultural groups. Also offered as SPAN 238.

Russian**RUSS& 121 (5) C,N,S****Russian I**

For those who have not previously studied Russian. Intro to Russian, emphasizing speaking, listening and reading comprehension. Covers the writing system and basic grammar concepts. Studies culture and contemporary customs. Prereq: Eligibility of ENGL& 101 (C).

RUSS& 122 (5) C,N,S**Russian II**

Continuation of RUSS& 121. Emphasis on speaking, reading, writing and grammatical concepts to ensure proper pronunciation in simple conversation. Covers reading simple texts. Prereq: RUSS& 121.

RUSS& 123 (5) C,N,S**Russian III**

Continuation of RUSS& 122. Emphasis on speaking, reading, writing and grammatical concepts. Continued development of proper pronunciation, facility with conversation and the ability to read texts with the aid of a dictionary. Prereq: RUSS& 122.

RUSS 299 (2-5) C**Independent Study for Russian**

Independent study of selected topics in Russian arranged with instructor. Prereq: Permission.

Spanish**SPAN 100 (4.5) C****Comparative Spanish Grammar**

Systematic analysis of English and Spanish grammatical structures, with practical exercises on selected grammatical points suggested by students.

SPAN 110 (4.5) C**Basic Spanish Conversation**

Emphasis on developing speaking skills. Augments skills developed in Elementary Spanish. May repeat the course once to earn up to 9 credits.

SPAN& 121 (5) C,N,S**Spanish I**

For students who have not previously studied Spanish. Covers fundamentals of grammar and syntax, oral and written exercises, pronunciation, reading and conversation and cultural aspects of the countries in which Spanish is spoken. Requires oral practice with tapes outside of class. Recommended: Eligibility for ENGL& 101 (C).

SPAN& 122 (5) C,N,S**Spanish II**

Continuation of SPAN& 121. Emphasis on pronunciation, oral and written communication. Prereq: SPAN& 121 or permission.

SPAN& 123 (5) C,N,S**Spanish III**

Continuation of SPAN& 122. Prereq: SPAN& 121 or permission

SPAN 210 (4.5) C**Intermediate Conversation**

Emphasis on developing speaking skills. Augments skills developed in SPA 210. May repeat once to earn up to 9 credits. Prereq: SPAN& 123 or SPAN 110.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

SPAN& 221 (5) C,N,S
Spanish IV

Continuation of SPAN& 123. Review of grammatical structures, intensive practice in writing, conversations and reading on a variety of topics. Intro to Hispanic culture, literature and art. Prereq: SPAN& 123 or permission.

SPAN& 222 (5) C,N,S
Spanish V

Continuation of SPAN& 221. Emphasis on the four aspects of language: reading, writing, listening and speaking through composition, oral presentation and guest speakers. Prereq: SPAN& 221 or permission.

SPAN& 223 (5) C,N,S
Spanish VI

Continuation of SPAN& 222. Prereq: SPAN& 222 or permission.

SPAN 236 (5) C
Latin American Colonial Literature

Surveys literary expressions of Colonial times through 18th century in Spanish America and Peninsular Spain. Covers representative and outstanding prose works of 16th and 17th centuries. Also offered as LIT 236.

SPAN 238 (5) C
Chicano Narrative

Intro to significant works in Chicano literature. Study of genre development. Understand the implications of interdependence among diverse cultural groups. Also offered as LIT 238.

SPAN 299 (1-5) C,N,S
Independent Study in Spanish

Independent study of selected topics in Spanish arranged with instructor. Prereq: Permission and completion of 100 and 200 series or equivalent.

Vietnamese

A three-course sequence in Vietnamese for beginners. Learn basic communicative skills in modern conversational Vietnamese. Emphasizes the systematic study of phonics, basic grammar, everyday expressions and vocabulary and background in culture and customs.

VIET& 121 (5) S

Vietnamese I

Prereq: SLEP/ASSET scores indicating ENGL& 101 readiness or permission.

VIET& 122 (5) S

Vietnamese II

Prereq: VIET 121, SLEP/ASSET scores indicating ENGL& 101 readiness or permission.

VIET& 123 (5) S

Vietnamese III

Prereq: VIET 121 & VIET 122, SLEP/ASSET scores indicating ENGL& 101 readiness or permission.

VIET& 221 (5) S

Vietnamese IV

Vietnamese for second-year students. Increase ability to communicate and interact through speaking, listening, reading and writing. Prereq: VIET 123, SLEP/ASSET placement scores indicating ENGL& 101 readiness, or equivalent and/or permission.

LIBRARY RESEARCH

NOTE: All listed Library Research courses transfer to four-year colleges and universities as electives (6-credit maximum).

LIB 101 (1-5) C,N,S

Intro to Information Resources

Develops critical thinking in the research process. Examine strategies for locating and using information resources. Emphasizes proficiency using electronic resources and other research tools and retrieval techniques. Explores information policy issues such as copyright, censorship and freedom of information. Prereq: Eligible for ENGL& 101.

INFO 101 (1-3) C,N,S

Ethics in the Digital World – Plagiarism, Property & Privacy

Develops strategies to locate, evaluate and use information safely and ethically.

INFO 102 (1) C,S

Info in Action: Research Basics

Covers the process to get started with a research project and gain a solid understanding of research options. Prereq: Eligible for ENGL& 101.

INFO 103 (1) C,S

Info in Action: Books & Media

Intro to the purpose, structure, and uses of books, ebooks and media as sources of in-depth or historical information on a subject. Covers use of local and regional library catalogs to find books, and strategies to evaluate them. Prereq: Eligible for ENGL& 101.

INFO 104 (1) C,S

Info in Action: Research Databases

Explores periodical databases for research purposes, including basic database structure and the variety of databases available. Focuses on research strategies and database features to retrieve and evaluate articles on a topic. Prereq: Eligible for ENGL& 101.

INFO 105 (1) C,S

Info in Action: Scholarly Research

Intro to scholarly communications that form the basis of new information, including where these communications are published, how to search periodicals databases for scholarly articles, and how to evaluate and cite sources for academic research. Prereq: Eligible for ENGL& 101.

INFO 106 (1) C,S

Info in Action: Web Research

Examines the Internet as a conduit for research information from a wide range of sources. Discover strategies for uncovering difficult to find “deep web” resources and evaluating content from multiple sources. Prereq: Eligible for ENGL& 101.

LIB 140 (3) N

Internet Information Resources

Develop skills for locating and evaluating information resources on the Internet. Learn various search techniques for browsing from a hierarchical directory, searching for more specific information from search engines, or addressing specific sites using the URL (Uniform Resource Locator). Emphasizes how information is structured on the Internet. Recommended: Familiarity with common computer commands in Windows.

LIB 150 (1-2) C,N,S
Research in the Electronic Environment

Intro to research using electronic information systems: online library catalogs, periodical databases and the Internet. Emphasizes analyzing information needs, choosing appropriate resources and developing effective search skills and strategies. Explores database searching and search engines. Prereq: Eligibility for ENGL& 101 and basic computer skills.

LIB 180 (5) C,N
Research for the 21st Century

Builds skills and techniques for success as an online learner and researcher. Through a research project on a global issue, examine various strategies for locating, evaluating and applying information resources with attention to information issues like intellectual property, censorship and freedom of information. Prereq: Placement in ENGL& 101.

LIB 299 (1-3) C,S
Special Problems in Library Research

Small groups cover selected topics in library research.

See also: HUM 187: Information Resources in Humanities, SSC 101: Information Resources in the Social Sciences and SSC 187: Information, Knowledge and Power.

LINGUISTICS

See Languages & Literature, page 272.

LOGISTICS**LOG 197 (1-5) S**
Transportation/Logistics/Cargo Handling Internship

Optional. Provides significant experience in the areas of transportation, logistics management, or cargo handling and security. Apply classroom learning to real-life logistical issues. Each credit requires 55 working hours.

LOG 235 (3) S
Intro to Transportation & Logistics

Covers fundamentals of commercial transportation: operations and processes in efficient movement of cargo, logistics, supply chain management and the impact of these on the financial performance of business. Includes major transportation modes, the legal and regulatory environment, costing and pricing, security issues, managing transportation partnerships, and use of information and technology in the logistics sector.

LOG 236 (4) S
Intro to Airport & Seaport Operations

Intro to the structure, organization, and operation of a modern airport and seaport, including current issues and challenges. Covers the critical interface with private sector providers of agency, terminal, stevedoring, tug, and line-handling services. Examines roles of customhouse brokers, freight forwarders, cargo consolidators and government regulatory agencies.

LOG 237 (4) S
Supply Chain Management

Examines the global supply chain with an emphasis on supply sources, distribution, production planning, information systems, customer service, inventory management, warehouse management, supply chain relationships, and challenges facing managers today. Covers supply chain management systems and relationships.

LOG 238 (4) S
Domestic & International Freight Operations

Examines current and enduring issues of freight operations, air and surface modes, inbound and outbound logistics, and private and public policies. Focuses on expectations: customers want reliable service and reasonable prices; employees and regulators want greater safety and security; citizens want access to services and responsible care of the environment without tax increases; and shareholders want at least market returns on their investments.

LOG 239 (4) S
Transportation & Border Security

Covers border and transportation security, including the protection of seaports, ships, aircraft, trains, trucks and pipelines. Includes physical and procedural controls, and regulations of the Department of Homeland Security, Transportation Security Administration, Federal Aviation Administration, and the U.S. Coast Guard. Discusses current threats, counter terrorism, new technologies, and the importance of passenger and cargo security to the global economy.

MARINE TECHNOLOGY**MGO 100 (24) C**
Deckhand Cook

Two-quarter class. Learn cooking theory and train to prepare crew meals at sea. Also includes seamanship, specifically securing ropes and wires to barges, vessel and equipment maintenance checks and repairs and watch-keeping skills.

MGO 101 (2) C
Principles of Marine Mechanics

Provides training in proper use of hand tools, power tools (both hand and stationary) and measuring instruments commonly used in mechanical trades. Covers safe work practices, including safety equipment, work procedures, etiquette and regulatory considerations. Includes fastenings, bearings, seals, gasketing methods and other relevant materials and equipment.

MGO 103 (3) C
Survival Craft

A study of survival craft commonly found aboard ships today. Training in lifeboat operation and handling congruous to that required for the U.S. Coast Guard rating of Lifeboatman. Includes lifeboat nomenclature and equipment, launching procedures, handling by oars, inflatables and other types of lifesaving equipment.

MGO 105 (3) C
Leadership & Management

Examines relevant concepts and principles in management, leadership and organizational communication as they apply aboard ship. Emphasis on instilling an attitude and work ethic required to realize the objectives of "Social Responsibility" advocated by the STCW Code. Satisfies the General Education Requirement in human relations.

MGO 111 (3) C
Seamanship

Study in seamanship to prepare for employment aboard ship. Includes training in seamanship congruous to that required for the U.S. Coast Guard rating of Able Seaman (AB). Includes nomenclature, ship structure, vessel equipment, deck fittings, knots and splices, rigging and watchstanding duties.

MGO 112 (2) C
Marlinspike

Practical instruction in use of line, cordage, wire rope and splicing methods. Includes reeving tackles and rigging stages, boat-swains' chairs, pilot ladders and emergency steering gear.

MGO 113 (3) C
Marine Safety

Covers basic damage control, marine fire-fighting and other safety topics to prepare for employment in the marine industry. Includes stability changes to a damaged vessel, emergency repairs to hull and vessel systems, proper use of marine fire-fighting equipment, vessel safety equipment, shipboard emergency procedures and survival at sea.

MGO 119 (3) C**Marine Mathematics**

Reviews algebraic and trigonometric methods. Includes the basics of signed numbers, linear equations, fractions, percentages, plane geometry, measurement and variables which represent additional aspects of mathematics required to solve shipboard problems. Satisfies the General Education Requirement in computation. Prereq: Math placement exam or permission.

MGO 120 (2) C**Vessel Maintenance**

Practical experience in vessel cleaning maintenance procedures and routine operation of a ship. Tasks include washing, sanding, scaling, chipping, grinding, priming, painting, stenciling and other assigned work both on the interior and exterior of training vessels. Focus on proper technique, optimal resource utilization, cost effectiveness and corrosion prevention.

MGO 123 (3) C**Basic Piloting & Navigation**

Focuses on chart navigation and basic methods of piloting with emphasis on use of charts and nautical publications, the IALA "B" buoyage system and solving standard navigation problems. Covers how to determine geographic and luminous ranges of lights; correct for compass error, set and drift; plot dead reckoning tracks, running fixes and lines of position; solve time, speed and distance equations; predict tides and tidal currents; calculate simple ETA; and formulate anchorage procedures.

MGO 124 (2) C**Basic Vessel Handling**

Covers fundamentals of ship handling for small vessels based on single-screw theory. Instruction in ship handling techniques includes backing and filling, "Y-backing," emergency stopping, flanking, and docking and undocking. Uses a small training vessel.

MGO 127 (4) C**Fundamentals of Marine Electricity**

Fundamentals of AC and DC electricity and elementary electronics. Focuses on basic theory, measurements and instruments, routine maintenance of electrical components and general operation of shipboard electrical systems. Prereq: MGO 119, MATH 098 or permission.

MGO 133 (6) C**Seamanship Practicum**

Introductory underway practicum. Receive indoctrination to both watchstanding duties and shipboard responsibilities of an able seaman. Perform all deck-related tasks one might expect to encounter when actually at sea. Involves 12-hour voyages weekly aboard SMA's training vessels.

MGO 137 (2) C**Electronic Navigation**

Intro to standard electronic equipment and systems used to aid navigation and communication. Covers radar, gyro compass, depthsounder, Loran C, RDF, GPS, GMDSS and radiotelephone. Includes training in radar piloting and collision avoidance theory using SMA's computer radar simulator.

NOTE: This course is not designed to satisfy the requirements of either 46 CFR 10.480 or 15.815. Students pursuing the license option will need to take a USCG-approved radar observer course from an organization so certified by the Coast Guard.

MGO 140 (3) C**Nautical Rules of the Road**

Comprehensive study of navigation rules and regulations including purpose, technical provisions and application. Provides a comparative study of the international (COLREGS) and inland (U.S. domestic) rules with emphasis on practical interpretation and application.

MGO 147 (6) C**Marine Engineering Practicum**

Introductory underway practicum. Receive an indoctrination to both watchstanding duties and shipboard responsibilities of a marine engineer. Covers how to read vessel blueprints, trace machinery systems and troubleshoot simulated malfunctions. Involves 12-hour voyages weekly aboard SMA's training vessels.

MGO 166 (6) C**Navigation Practicum**

Advanced underway practicum. Under supervision, assume role of mate aboard ship and be responsible for navigating the training vessel and operating all related navigational equipment as well as directing the deck crew while underway. Demonstrate competency, proficiency and confidence in navigating a vessel without guidance. Includes 12-hour voyages weekly aboard SMA's training vessels. Prereq: MGO 133.

MGO 177 (6) C**Advanced Engineering Practicum**

Advanced underway practicum. Under supervision, assume the role of Designated Duty Engineer aboard ship and be responsible for all facets of the operation of the engine room and related equipment while the training vessel is underway. Demonstrate competency, proficiency and confidence in running an engine room without guidance. Involves weekly 12-hour voyages aboard SMA's training vessels. Prereq: MGO 147.

MGO 200 (4-5) C**At-Sea Internship**

Provides real-world at-sea experience on vessels of at least 500 gross tons that operate beyond the boundary line. During 30–60 day internship demonstrate mastery of the competencies outlined in Table A-II/4 of STCW for ratings forming part of navigational watch or Table A-III/4 of STCW for ratings forming part of an engineering watch.

MTS 201 (2) C**Naval Architecture**

Survey of ship design and construction of all types of vessels. Emphasis on basic naval architecture and management considerations regarding ship structure. Includes hull structure and components, vessel design process, design stresses, tonnage measurements and load line assignments.

MTS 202 (2) C**Stability**

Covers principles, terms and procedures used in the determination of transverse, longitudinal and damage stability of ships. Includes physical laws affecting a floating body, effects of cargo operations, loose water, fuel consumption, grounding and flooding on vessel stability. Includes analyses of case studies involving loss of stability and how to perform trim and stability calculations.

MTS 210 (2) C**Marine Meteorology**

A non-mathematical intro to meteorology with specific emphasis on marine applications. Focuses on ocean weather phenomena as they impact vessel operations and the role of the ship's officer in observing, recording and analyzing developing weather patterns.

MTS 212 (4) C**Auxiliary Machinery & Ship Design**

Intro to auxiliary machinery and naval architecture. Includes heat exchangers, pumps, air ejectors, steering gear, distilling plants, pressure vessels, piping systems, cargo handling equipment, vessel design, vessel structure and stability.

MTS 217 (4) C
Marine Diesel Engine Maintenance & Operation

Theory, fundamental operating procedures, troubleshooting and repair of marine diesel engines. Applied training in diesel engine labs.

MTS 221 (4) C
Applied Marine Electricity

Applied course in AC and DC motors, generator applications and electrical theory to typical marine equipment. Covers 3-phase circuits and transformers. Operate marine electrical equipment in the laboratory, on a panel board simulator and aboard SMA's training vessels (dockside). Prereq: MGO 127 or permission.

MTS 223 (3) C
Advanced Piloting & Navigation

Continuation of MGO 123. Emphasizes advanced aspects of navigation and piloting essential to ocean voyaging. Studies methods for determining ETA of CPA by distance off; learn navigational techniques for ocean sailing and perform advanced ETA computations involving time conversion. Includes use of a sextant in determining position and range, measuring speed by RPM, fuel consumption and use of the speed log.

MTS 228 (5) C
Marine Hydraulics

Emphasizes routine maintenance, troubleshooting and repair of marine hydraulic equipment. Disassemble, analyze and reassemble various hydraulic components through simulation models.

MTS 233 (5) C
Marine Refrigeration

Fundamentals of refrigeration cycles, system components, common refrigerants, theory of operation and preventive maintenance techniques as they apply in the marine industry.

MTS 257 (4) C
Advanced Marine Diesel Engines

Continuation of MTS 217. Advanced training in the disassembly and rebuilding of marine diesel engines. Special emphasis on air intake systems, fuel injectors, governors, lubrication systems, cylinder wear, ring wear, piston clearances, bearing wear and crankshaft alignment. Prereq: MTS 217.

MTS 263 (3) C
Propulsion Systems

Focuses on the principles, operation, maintenance and repair of select propulsion systems. Includes design and application of engines and related systems such as fuel, lubricating, cooling, exhaust and heat recovery. Includes reduction gears, shafting, bearings and propellers.

MTS 284 (2) C
Shipboard Pollution Prevention

Using a non-technical format, review issues in pollution prevention and control as they impact on the duties and tasks performed by deck and/or engineering personnel onboard ship.

MTS 285 (3) C
Marine Boilers

Combines theory and applied training in operating steam boilers. Covers the principles, operation, maintenance and repair of marine boilers.

MTS 294 (2) C
License Seminar

Seminar on licensure knowledge requirements for deck/engineering candidates preparing to take the U.S. Coast Guard deck/engineering exams. Learn to consult and reference the Code of Federal Regulations, Title 46 and other publications.

MARKETING

MKT 100 (1) S
Marketing Keystone

Online intro to marketing and business. Reviews terminology, communication basics and information needed to enter the professional field.

MKT 110 (5) S
Customer Service

Develop skills in all aspects of dealing with customers: expectations, telephone techniques, responding to inquiries and complaints and follow-up. Learn how to attend to the needs and expectations of both internal and external customers. Emphasis on empathy, active listening and honesty in communication.

MKT 115 (2-16) S
Marketing Careers Seminars/DEC

Ongoing exploration of the elements of leadership and accountability in the workplace through various group activities on and off campus. Join Delta Epsilon Chi, a national association for marketing and business students established specifically for the encouragement and development of leadership for the workplace. Prereq: Permission.

MKT 197 (2-15) S
Internship – Cooperative Education Field Experience

Spend time in the field under the guidance of an instructor and on-site mentor. Learn about operations, policies, procedures, culture and behavioral standards in a given business, industry, shop, lab, store or other setting directly related to the student's course, program, certificate or degree. Prereq: Permission.

MKT 201 (3) S
Principles of Selling

Explores nature and scope of selling and understanding buying motives with strong emphasis on the selling process: prospecting, pre-approach work, demonstration of products and services and closing. Develop selling skills through role-play, case studies and simulations. Recommended: SMG 265.

MKT 205 (5) S
Applied Advertising

Investigates various advertising strategies used in media communication. Covers various types of advertising, planning, copy writing and production. Plan and develop an advertising campaign and produce related advertising material. Recommended: SMG 265.

MKT 210 (5) S
Entrepreneurship

Study major steps, formation and growth for setting up a new small business or department, project, or contract within a large organization. Covers characteristics of the entrepreneurial personality and moving from concept to commercialization. Emphasis on leadership, time management and planning. Recommended: BUS& 101 or BUS 101 and SMG 265.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN **Watch Technology**
NAME TO PREFIX
Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

MKT 215 (5) S
Market Research

Study the purpose, methods, principles and techniques of marketing research. Includes the research process: questionnaires, secondary and primary data, sampling, processing and interpreting data and the evaluation, and effective presentation of findings. Prereq: BUS& 101 or permission. Recommended: SMG 265.

MKT 298 (1-10) S
Independent Study

Provides an opportunity for research, advanced study, or special projects in the field, working independently under instructor guidance. Credits vary. Prereq: Permission.

MKT 299 (2) S
Marketing Capstone/Special Topics

A study of an approved topic: marketing, sales, advertising, retail management, promotion, customer service, consumer behavior, marketing research, entrepreneurship or business communication. Project formats vary. Prereq: Permission.

MATHEMATICS

Courses prepare students for advanced mathematics courses or application to work settings. Courses may include individual laboratory, lecture, or lecture/laboratory combination. Computers, graphing calculators, or both may be introduced and/or used. Collaborative learning may be emphasized. Consult with an advisor to determine how a particular class will be taught, its specific content and credits awarded.

Math Laboratory Courses
• SOUTH •

MATH 079 (2) S
Math SAT Prep

Covers percents, fractions, linear equations, systems of equations, quadratics, factoring, word problems, angles, triangles, area perimeter, circles, averages, data interpretation and functions.

MATH 080 (1-5) N,S
Preparatory Mathematics

Focuses on activities that will deepen understanding of algebra and develop attributes of successful students.

MATH 086 (5) S
Geometry I

Covers points, lines and angles, triangles, parallel lines, polygons, proofs on congruence and similarity of triangles. Calculator required. Prereq: MATH 085 with a 2.0 or higher.

MATH 087 (5) S
Geometry II

Continuation of MATH 086. Covers perimeter and area of polygon, circles, three-dimensional (solid) geometry and intro to right triangle trigonometry. Calculator required. Prereq: MATH 086 with a 2.0 or higher.

Math Lecture Courses**• NORTH • CENTRAL • SOUTH •**

**Indicates courses which are also offered as laboratory courses at South.*

MATH 080 (5) S
Arithmetic Skills

MATH 081 (5) C,N,S
Basic Math Skills

Covers whole numbers, fractions and decimals, percent, ratio and proportion and geometry. Includes intro to algebra and discussions about math avoidance. Prereq: none (N); placement exam (C,S).

MATH 083* (5) S
Arithmetic

High school-level course emphasizing the structure of the number system. Review of fundamental arithmetic, particularly the addition and subtraction of fractions and decimals. Intro to elementary algebraic concepts and primary concepts of probability, statistics and geometry. Reviews problem-solving strategies and applications. Prereq: Basic computational math skills.

MATH 084* (5) C,N,S
Algebra I

Basic operations with algebraic expressions; solving and graphing linear equations and inequalities; word problems; systems of equations. Prereq: MATH 081 or higher or placement exam (C, N).

MATH 085* (5) C,N,S
Algebra II

Factoring polynomials; rules of exponents; solving quadratic equations and graphs; roots and radicals; solving rational equations; problem-solving. Prereq: MATH 084 or higher or placement exam (C, N).

MATH 084/085 SEQUENCE (5 EA.) C,N,S
Algebra I & II, Express

Real numbers, linear equations, linear inequalities, systems of linear equations in two variables, polynomials and factoring, rational expressions and equations, radical expressions and equations, quadratic equations and problem-solving. Prereq: MATH 081 or placement.

MATH 089 (1-5) C,N,S
Independent Study

MATH 090 (1-5) N
Mathematics Modules

Review class on different topics in math ranging from arithmetic to precalculus to help students meet necessary prerequisites.

Taken together, Math 091, 092 and 136 in sequence result in credit for a college-level statistics course.

MATH 091 (5) C
Descriptive Statistics with Algebra I

For non-STEM majors. First of 3 Statway™ courses for teaching statistics with integrated algebra. Covers concepts and methods of statistics with emphasis on data analysis, collecting data, graphical and numerical descriptions, correlation and simple linear regression. Application problems are multidisciplinary and multicultural. Completion of Statway™ sequence results in credit for college-level statistics course. Prereq: Eligible for MATH 084 and ENGL& 101; concurrent enrollment in MATH 298 required.

MATH 092 (5) C
Descriptive Statistics with Algebra II

For non-STEM majors. Second of 3 Statway™ courses for teaching statistics with integrated algebra. Continuation of content from MATH 091. Completion of Statway™ sequence results in credit for a college-level statistics course. Prereq: MATH 091 with 2.0 or higher or permission; eligible for ENGL& 101.

MATH 094 (5) C,S
Introductory Algebra 1/2

Covers basic math review, linear equations and inequalities in one and two variables, systems of linear equations, and exponents and polynomials. Prereq: MATH 083 or COM-PASS core of 48.

MATH 095 (5) C,S
Intermediate Algebra 3/4

Covers factoring and the use of factoring to solve equations; quadratic equations and methods to solve them; simplifying and solving rational expressions; basic math review, linear equations and inequalities in one and two variables, systems of linear equations, exponents and polynomials. Prereq: MATH 094.

MATH 097 (5) N,S
Elementary Algebra

Fast-paced, for those with previous success in algebra. Includes linear and quadratic equations and graphs, inequalities, exponents, polynomials, rational expressions and radicals. Prereq: Placement exam.

MATH 098 (5) C,N,S
Intermediate Algebra

Covers real number system, polynomial and rational expressions, exponents and radicals, first and second degree equations, linear systems of equations and graphs. Intro to functions and logarithms. Prerequisite: Placement or Math 085 or Math 097 with 2.0 or better.

MATH 102 (5) C,N,S
College Algebra

For students in Math and Science. Bridges the gap between Intermediate Algebra and Pre-Calculus functions. Fulfills QSR requirement for A.A. degree. Strongly recommended in preparation for MATH& 141(S). Required for entry into MATH 120 (N). Prereq: MATH 098.

MATH 103 (5) C,N
Geometry & Visualization

Uses physical and computer constructions to investigate Euclidian and some non-Euclidian geometry in 2 and 3 dimensions. Covers point, line and plane symmetry with examples from tilings, rosette groups, wallpaper patterns and symmetries of Polyhedra. Includes Platonic and Archimedean solids and the geometry of perspective drawing. Prereq: MATH 098 or placement test.

MATH& 107 (5) C,N,S
Math In Society

Primarily for liberal arts majors. Designed to enhance mathematics literacy. Instructors choose college-level topics centered around a theme such as Environmental Math, History of Math, or General Topics in Math. Fulfills QSR requirement for A.A. degree. Minimum 2.0 required to meet Intermediate Algebra proficiency and QSR. Prereq: MATH 098 or placement test.

MATH 109 (5) C,N,S
Elementary Statistics

Covers descriptive methods, probability and probability distributions, samples, decisions, hypothesis testing and statistical inferences. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or placement test.

MATH 110 (3) C,S
Applied Math for Technicians

Emphasis on applications of mathematics to vocational and technical courses. Prereq: Satisfactory performance on Math placement test.

MATH 111 (5) S
Applied Mathematics I

Intro to applied algebra, geometry and trigonometry. Includes algebraic operations, integral exponents, scientific notation, dimensional analysis, metric system, radicals, calculator fundamentals, first-degree equations, plane and solid geometry, solution of right triangles, systems of equations, graphs, determinants and applications. Prereq: Satisfactory performance on Math placement test.

MATH 112 (5) S
Applied Mathematics II

Includes factoring, algebraic fractions, fractional and quadratic equations, rational exponents, operations with radicals, oblique triangles, law of sines and cosines and trigonometric graphs. Prereq: MATH 111 or permission.

MATH 113 (5) S
Applied Mathematics III

Covers vector analysis, resolution of vectors, properties of logarithms, exponential and logarithmic equations, radical equations, analytic geometry, statistics, inequalities and applications. Prereq: MATH 112 or permission.

MATH 115 (3) S
Solutions to Word Problems in Algebra

Helpful in business, technical, physics and college transfer courses. Covers systematic techniques for solution of algebraic word problems. Prereq: MATH 085 or concurrent enrollment.

MATH 116 (5) C,N,S
Applications of Mathematics to Management, Life & Social Sciences

Emphasizes applications to business, finance, management, or life & social sciences. Covers mathematical models, graphs and exponential and logarithmic functions. May include ideas from statistics and probability. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 or placement test.

MATH 119 (3) C
Mathematics Behind Information Technology

Learn basic aspects of discrete mathematics common to information technology: scientific notation; binary and hexadecimal number systems; logical operations and the design of logical networks; set theory; relations and functions; combinatorics; graphs and directed graphs; regular expressions; and finite-state machines.

MATH 120 (5) N
Elementary Functions

Studies the general nature of functions: polynomial, rational, exponential, logarithmic and trigonometric. Fulfills the QSR requirement for A.A. degree, except does not meet QSR at UW. Prereq: MATH 102 or MATH 098 (with grade of 3.5 or better) and high school trigonometry or placement.

MATH& 131 (5) C,N,S**Math for Elementary Education 1**

Covers the mathematics elementary teachers are responsible for teaching at K-8 levels, including computing with whole numbers, fractions, decimals and percents; multiplicative comparisons and reasoning; ratio, rates, and proportions; negative numbers; algebra and graphing; relationships between time, distance and rate; patterns and functions. Fulfills the QRS requirement for A.A. degree. Prereq: MATH 098 with 2.0 or higher.

MATH& 132 (5) C,S**Math for Elementary Education 2**

Covers the mathematics elementary teachers are responsible for teaching at K-8 levels, including polyhedra, polygons, symmetry, tessellations, size changes, curves and curved surfaces, transformations, length, angles, area and surface area, volume, measure formulas, quantifying uncertainty, simulating probabilistic situations; sampling; and organizing and interpreting data with one and two variables. Prereq: MATH 170 with 2.0 or higher.

MATH 136 (5) C**Inferential Statistics**

For non-STEM majors. Third of 3 Statway™ courses (MATH 091, 092, 136) for teaching statistics with integrated algebra. Continuation of content from MATH 092. Completion of Statway™ sequence results in credit for a college-level statistics course. Prereq: MATH 092 with 2.0 or higher or permission; eligible for ENGL& 101.

MATH& 141 (5) C,N,S**Pre-Calculus I**

Examines the general nature of polynomial, rational, exponential and logarithmic functions, and related functional and algebraic topics. Fulfills the QSR requirement for A.A. degree. Prereq: MATH 098 or placement test.

MATH& 142 (5) C,N,S**Pre-Calculus II**

A study of right triangle trigonometry, trigonometric functions, related trig applications, and topics in analytic geometry. Fulfills the QSR requirement for A.A. degree. Prereq: MATH& 141 or Placement test.

MATH& 148 (5) C,N,S**Elements of Calculus**

Differential and integral calculus with emphasis on polynomial, rational, exponential and logarithmic functions. Draws applications from social sciences, biology, medicine and ecology with special emphasis on business and economic applications. Prereq: MATH 116 or MATH& 141, with a 2.0 or better.

MATH& 151, 152, 153

NOTE: Generally, institutions cover the same material over the entire sequence. However, some topics may be covered at different points in the sequence. It is recommended that students who transfer before completing the entire sequence should consult an advisor.

MATH& 151 (5) C,N,S**Calculus I**

Covers limits, differentiation of algebraic and transcendental functions, definite and indefinite integrals, techniques of integration, vectors, vector-valued functions, multivariable calculus, partial differentiation, multiple integrals and applications. Fulfills the QSR requirement for A.A. degree. Prereq: MATH& 142 or placement test or MATH 120 (N).

MATH& 152 (5) C,N,S**Calculus II**

Covers limits, differentiation of algebraic and transcendental functions, definite and indefinite integrals, techniques of integration, vectors, vector-valued functions, multivariable calculus, partial differentiation, multiple integrals and applications. Fulfills the QSR requirement for A.A. degree. Prereq: MATH& 151.

MATH& 153 (5) C,N,S**Calculus III**

Covers limits, differentiation of algebraic and transcendental functions, definite and indefinite integrals, techniques of integration, vectors, vector-valued functions, multivariable calculus, partial differentiation, multiple integrals and applications. Fulfills the QSR requirement for A.A. degree. Prereq: MATH& 152.

MATH 172 (5) C**Math for Elementary School Teachers 3**

Covers the mathematics elementary teachers are responsible for teaching at K-8 levels, including algebra and graphing; relationships between time, distance and rate; patterns and functions; quantifying uncertainty, simulating probabilistic situations; sampling; and organizing and interpreting data with one and two variables. Prereq: MATH 132 with 2.0 or higher.

MATH 198 (1-5) C,N,S**Mathematics Workshop**

A problem-solving workshop using math topics considered appropriate by the instructor. May include study skills, note-taking systems, test-taking strategies and group problem-solving approaches.

MATH 215 (2) N,S**Word Problems for MATH& 151 – Calculus**

Covers word problems. Develops critical thinking skills to transition between applied and theoretical calculus. May use new technologies for problem-solving. Enhances skills necessary to compete more successfully in math/science programs at four-year schools. Coreq: MATH& 151.

MATH 216 (2) S**Word Problems for MATH& 152**

Covers word problems. Develops critical thinking skills and bridges the gap between applied and theoretical calculus. May use new technologies for problem-solving. Enhances skills necessary to compete more successfully in math/science programs at four-year schools. Coreq: MATH& 152.

MATH 220 (5) C,N,S**Linear Algebra**

Intro to linear algebra and its implications. Includes systems of linear equations, matrices, determinants, vector spaces, inner product spaces, eigenvalue problems, similarity transformations and the Jordan form. Prereq: MATH& 153 or higher or permission or concurrent enrollment.

MATH 224 (5) C,N,S**Vector Calculus**

Continuation of MATH& 153. Includes vector-valued functions, vector fields, line and surface integrals and the theorems of Green, Gauss and Stokes. Learn vector operators and the extension of the calculus to the vectors in 2-D and 3-D space. Prereq: MATH& 153 or higher or permission (N) or concurrent enrollment (C,S).

MATH 238 (5) C,N,S**Differential Equations**

Learn linear differential equations, second order differential equations, their applications, LAPLACE transforms and series solutions. Covers the elementary theory of differential equations and the interrelationship between pure mathematics and applied mathematics. Prereq: MATH& 152 or higher; MATH& 153 or strongly recommended.

MATH 239 (5) N
Linear Systems of Differential Equations & Boundary Value Problems

Continuation of MAT 220 and 238. Includes analysis of systems of ordinary differential equations using eigenvalues and eigenvectors, and using the phase plane. Also includes solving partial differential equations and boundary value problems using the method of separation of variables and Fourier series. Fulfills Q.S.R. requirement for A.A. degree. Prerequisite: MATH 220 & 238.

MATH 298 (1-5) C,N,S
Special Topics in Mathematics

Problem-solving for special math topics. Prereq: Permission.

MATH 299 (1-5) C,N,S
Independent Study

Independent study of problems or topics of special interest. Prereq: Permission.

MEDICAL ASSISTING

Also see Medical Assistant program at SVI.

The Medical Assisting Program includes short options in Medical Office Administration, Medical Reception, Clinical Lab Assisting, Medical Fundamentals for Clinical Research Professionals, and Health Care Assistant Preparation.

There are basic health requirements needed for many Medical Assisting courses. See Advisor.

AHM 101 – 105 (1 EACH) N

Series of 5 one-unit courses (to total 5 credits of Pathology) which cover a basic review of terminology, structure and basic anatomy, including cavities, regions, anatomical planes and directional terms for various systems and their related tests and procedures.

AHM 101 (1) N
Pathology 1 – Digestive System**AHM 102 (1) N****Pathology 2 – Urinary & Reproductive Systems****AHM 103 (1) N****Pathology 3 – Nervous, Musculoskeletal & Endocrine Systems****AHM 104 (1) N****Pathology 4 – Cardiovascular, Respiratory, Blood, Lymph & Immune Systems****AHM 105 (1) N****Pathology 5 – Skin & Senses Systems, Oncology & Radiology****AHM 117 (1) N****Intro to Lab & Clinical Safety**

Covers safety, state and federal laws, regulations, organization, personnel and testing procedures of a laboratory. Includes requisitions, reports, specimen collection, infection, inflammatory and immune responses, infectious disease, standard precautions and quality control.

AHM 118 (1) N**Intro to Patient History, Medical Records & Documentation**

Covers medical records: starting a chart; entering data; charting methods; legal aspects; confidentiality; types of filing systems; and types of reports. Includes patient history and important information and components of a physical examination.

AHM 124 (1) N**Intro to Medical Transcription**

Intro to the career of medical transcription and the American Association for Medical Transcription. Covers transcription equipment and tools, basic guidelines, reports that are transcribed, turnaround time and correcting work. Presents the laws and ethics of medical transcription. Prereq: Successful completion of medical terminology or permission.

AHM 140 (1) N**Phlebotomy 2**

Presents more advanced techniques and increased skills in phlebotomy and difficult blood draws. Builds on skills learned in AMA 252. Prereq: AMA 252; health requirements.

AHM 141 (1) N**Lab Equipment & Measurements**

Intro to lab equipment, measurements and calculations related to lab specimen collection, processing and testing. Learn how math is used in collecting and preparing specimens, the use of military time, preparing reagents, dilution of specimens and calculating amount of preservative needed. Prereq: Assessment test score or placement into MATH 084/085 or 097 or higher; health requirements.

AHM 142 (1) N**Non-Blood Specimen Collection**

Covers knowledge and skills required to obtain specimens of body fluids or tissues other than blood. Includes techniques for collecting stool, sputum, urine, wound cultures and the preparation and testing of such specimens. Practice with other students. Prereq: Health requirements.

AHM 151 (1) N**OB/GYN/Pediatric Theory**

Learn theory of typical OB/GYN and pediatric office visits and procedures. Includes prenatal, pregnancy complications, parturition and postpartum, GYN exam and related conditions and procedures, measuring an infant or child, taking vital signs, collecting specimens, screening hearing and vision and common disorders of childhood.

AHM 152 (1) N**Theory of Exams by Body Systems**

Covers theory in various examinations and procedures grouped by body system, such as urinary catheterization, spirometry, visual acuity, irrigations, casting and removal, sputum collection and oxygen administration. Also includes symptoms of diseases in each system and intro to pathology.

AHM 153 (1) N**Theory of Medication Calculation & Administration**

Learn theory of calculating dosages and administering medications. Includes legal and ethical factors, medication order or prescriptions, dosages, drug labels, the six rights of drug administration and various routes to deliver medications.

AHM 154 (1) N**EKG Theory**

Covers theory and practicum of a standard electrocardiogram, including equipment, lead placement, basic interpretation of emergency conditions, the cardiac cycle and its relation to the tracing and artifacts. Covers basic theory of a stress EKG and Holter monitor.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

AHM 155 (1) N
Phlebotomy Theory

Learn theory for blood collection by venipuncture and capillary puncture, anatomy and physiology of the cardiovascular system, equipment needed for venipuncture and techniques.

AHM 231 (1-3) N
Exam Review & Preparation

For those who have graduated an accredited medical assisting program and who are eligible to sit for the National CMA (Certified Medical Assistant) Exam offered through the AAMA (American Association of Medical Assistants). Variable credit lecture course that can be offered either on campus, or onsite at a facility that requests review for their employees.

AMA 100 (1) N
Intro to Healthcare

Overview of medical specialties, types of practices and the members of the health care team. Explores personal characteristics, certifications, professional organizations, career opportunities and the role of managed care. Presents a brief history of medicine, as well as the effects of attitudes and culture on the delivery of health care. Prereq: Placement into ENGL& 101 or completion of college English Composition within the last five years.

AMA 101 (2) N
Communications in Healthcare

Intro to effective communication, both oral and written. Addresses basic psychology related to communication in health care and includes cultural perspectives on illness, life-threatening illness, stress and burnout. Focuses on communication skills required in a medical setting in order to recognize individual needs and ensure accuracy and quality of information exchanged.

AMA 102 (1) N
Legal Concepts

Intro to legal terms and concepts related to ambulatory health care. Includes risk management, confidentiality, medical records, documentation, the physician's public duties and the principles of medical law terms and issues.

AMA 103 (1) N
Ethical Concepts

Intro to ethical terms and concepts related to ambulatory health care. Includes medical, ethical and bioethical issues, AAMA Code of Ethics, AMA Ethical Guidelines, allocation of scarce resources, abortion and fetal tissue research, genetic engineering, artificial insemination and surrogacy and dying and death.

AMA 104 (2) N
Office Emergencies

Provides knowledge of various emergency situations that may occur in a medical office or clinic and the related equipment and actions required of the health care team. Does not qualify for first aid certification, nor does it include practice in CPR.

AMA 105 (1) N
Asepsis & Infection Control

Provides information vital to all health care workers in infection control in the ambulatory care setting. Includes the process and chain of infection, inflammatory and immune responses, stages of infectious disease, standard (and other) precautions, state and federal laws and regulations, medical and surgical asepsis, sterilization of instruments and equipment. Prereq: Health requirements.

AMA 106 (1) N
Patient History, Documentation & Physical Exam

Covers first patient contact, including the patient history and important information and initiating the patient medical record and charting methods. Presents the components of a physical examination from the assistant's and physician's perspectives. Prereq: Health requirements.

AMA 107 (1) N
Vital Signs & Measurements

Take a patient's temperature, pulse and respirations, blood pressure, height and weight. Practice in a simulated ambulatory care setting. Includes normal ranges and abnormalities, factors that affect the vital signs, the physiology of the vital signs and related material. Prereq: Health requirements.

AMA 108 (1) N
Nutrition & Developmental Basics

Intro to nutrition and digestion through studying types of nutrients, how to read food labels, various life stages and nutrition, therapeutic diets and culture in relation to diet and nutrition.

AMA 109 (1) N
Pharmacology

Explores principles of pharmacology, including history, origin, sources, properties, uses and effects of drugs on living organisms. Covers uses and names of drugs, regulations and legal classifications, the PDR and other drug reference sources. Examines drug actions, routes of administration and forms of drugs, as well as the storage and handling of medications and controlled substances and emergency medications.

AMA 110 (1) N
Intro to Lab Safety

Focuses on safety, laws and regulations concerning the physician's office laboratory as well as an intro to the lab's departments, personnel and testing procedures. Covers quality control, lab requisitions and reports, specimen collection and the use of the microscope.

AMA 112 (1) N
Credentials & Employment

Preparation for obtaining appropriate credentials, certification and registration, and for the examination. Focuses on the medical assistant and offers information on credentialing of various allied health professionals such as limited x-ray technician, lab assistant, medical transcriptionist, medical office manager and EKG technician. Develop a job search strategy, prepare a résumé and cover letter, complete an employment application and learn about interviews.

AMA 114 (1) N
Basic Psychology Principles

Covers principles of psychology as well as the various theories of Jung, Erickson and others. Studies influences on behavior including heredity, culture and environment. Prereq: 2.0 GPA and permission.

AMA 115 (1) N
HIV/AIDS

Includes curriculum topics for a 7-hour HIV/AIDS education program as outlined by the Washington State Department of Health. Includes the etiology and epidemiology of HIV, transmission and infection control, testing and counseling, clinical manifestations and treatment, legal and ethical issues and psychosocial issues.

AMA 116 (1) N
Principles of IV Therapy

Presents the theory of intravenous (IV) therapy and its application in ambulatory care. Includes related anatomy and site selection, equipment and supplies, ongoing maintenance, calculations, risks and complications. Also covers professional standards, national and state laws and the role of the medical assistant. Prereq: 2.0 GPA and permission.

AMA 120 (1) N
Front Office Basics

Intro to medical front office responsibilities and functions. Covers the office environment as well as computer basics and their medical applications, telephone techniques and basic triage.

AMA 121 (1) N
Patient Scheduling

Learn patient scheduling in an ambulatory care setting. Includes basic triage skills in gathering patient information verbally.

AMA 122 (1) N
Medical Records & Correspondence

Addresses the scope of medical records procedures, from how to initiate a new patient chart to entering data in the chart. Covers legal aspects, various types of filing systems and types of reports filed in a medical record. Intro to types of business correspondence, computer applications, USPS rates and regulations and faxing.

AMA 123 (1) N
Daily Financial Management

Learn medical practice daily financial tasks including both manual and computerized bookkeeping, banking documents and functions. Covers common tasks such as using petty cash and purchasing, accounts receivable and working with credit procedures.

AMA 125 (2) N
Intro to Medical Insurance & Coding

Provides knowledge of the history and evolution of medical insurance in this country and the terminology necessary to understand and submit claims. Compares various types of medical insurance, as well as DRGs and MCO models and legal and ethical issues.

AMA 170-181 (1-13) N
AP/Terminology/Pathology 1-12

AMA 170-181 is a series of individual 1-unit courses which introduce anatomy, physiology, pathology, tests and treatments. Study basic medical word structure and language and practice spelling and pronunciation in each course.

AMA 170 (2) N
AP/Terminology/Pathology 1**Intro**

Cavities and regions of the body, anatomical planes and directional terms and divisions of the spine.

AMA 171 (1) N
AP/Terminology/Pathology 2
Skin & Senses**AMA 172 (1) N**
AP/Terminology/Pathology 3
Digestive System**AMA 173 (1) N**
AP/Terminology/Pathology 4
Male Reproductive/Urinary Systems**AMA 174 (1) N**
AP/Terminology/Pathology 5
Female Reproductive System**AMA 175 (1) N**
AP/Terminology/Pathology 6
Nervous System**AMA 176 (1) N**
AP/Terminology/Pathology 7
Endocrine System**AMA 177 (1) N**
AP/Terminology/Pathology 8
Musculoskeletal System**AMA 178 (1) N**
AP/Terminology/Pathology 9
Cardiovascular System**AMA 179 (1) N**
AP/Terminology/Pathology 10
Respiratory System**AMA 180 (1) N**
AP/Terminology/Pathology 11
Blood/Lymph System**AMA 181 (1) N**
AP/Terminology/Pathology
12 Specialties: Cancer, Radiation,
Pharmacology & Psychiatry**AMA 226 (1) N**
Medical Insurance Coding 1

Provides practice in performing various medical insurance coding projects utilizing knowledge and skills obtained in AMA 125. Practice performing primarily ICD-9 and CPT coding, but includes all aspects of coding to simulate the process in an ambulatory health care setting. Prereq: AMA 125.

AMA 227 (2) N
Medical Insurance Billing

Provides advanced practice in performing medical insurance billing using skills obtained in AMA 125. Practice more complex medical insurance billing to build coding skill and accuracy. Prereq: AMA 125 and AMA 226 (AMA 226 may be taken concurrently) or permission.

AMA 230 (1) N
Medical Office Management

Intro to managing a medical office. Explore management styles, teamwork supervision, travel arrangements, time management, marketing, financial management, facility management and liability coverage. Create a procedure manual and a marketing brochure. Covers HR policies, hiring, training, evaluating, dismissing employees, conflict resolution, personnel records and laws.

AMA 240 (1) N
GYN/Pediatrics

Learn the theory and practice of assisting with typical OB/GYN and pediatric office visits and procedures. Includes prenatal visits, pregnancy complications, parturition and postpartum, GYN exam, measuring, vital signs, collecting specimens, screening hearing and vision and common childhood disorders.

AMA 241 (1) N
Male Reproductive System/Gerontology

Presents various disorders, exams and procedures of the male reproductive system. Covers gerontology, including facts and biases about aging, physiological and psychological changes in each body system. Also addressed are memory- or visually-impaired elderly patients and the issue of elder abuse. Prereq: Health requirements.

AMA 242 (2) N
Exams by Body Systems

Theory and practice in various examinations and procedures grouped by body system. Includes urinary catheterization, spirometry, visual acuity, irrigations, casting and cast removal, sputum collection and oxygen administration. Presents signs and symptoms of diseases in each system. Prereq: Health requirements.

AMA 243 (1) N
Rehabilitation

Intro to using physical and mechanical agents to aid patients. Covers the principles of body mechanics for the health care worker as well as transferring patients, assisting with ambulation and using assistive devices, therapeutic exercises and modalities. Emphasizes safety. Prereq: Health requirements.

AMA 244 (1) N**Intro to Imaging**

Intro to diagnostic imaging with an emphasis on radiology. Includes ultrasound, PET and CT scans, as well as MRI, radiation therapy and nuclear medicine. Radiology includes safety, contrast media, patient preparation and positioning.

AMA 245 (2) N**Minor Surgery**

Learn theory and procedures for assisting a physician with minor surgery. Includes asepsis and sterile principles, surgical methods, common procedures, instruments, equipment, supplies, sterile field setup and the process. Focuses on the vital areas of patient education and consent, preparation and post-procedure follow-up care. Prereq: Health requirements.

AMA 246 (1) N**Patient Prioritizing & Instruction**

Covers accurate prioritizing of patients and good patient instruction. Using effective oral and written communication, learn to prioritize a patient's needs by phone or in-person and to interview them. Explain general office policies and general information, instruct in health maintenance, teach about disease prevention and locate community resources.

AMA 250 (2) N**Medication Calculations & Administration**

Learn theory and practical procedures in calculating medication dosages and administering medications. Includes legal and ethical factors, the medication order or prescription, dosages, drug labels, calculating dosages, the six rights of drug administration and various routes to deliver medications. Practice giving oral medications, various parenteral routes and injections intradermally, subcutaneously and intramuscularly. Prereq: Health requirements.

AMA 251 (1) N**EKG**

Learn theory and practical procedures for performing a standard electrocardiogram. Includes the equipment, lead placement, basic interpretation of emergency conditions, the cardiac cycle and its relation to the tracing and artifacts. Includes the basic theory of a stress EKG and Holter monitor, although not practiced. Prereq: Health requirements.

AMA 252 (2) N**Phlebotomy**

Learn theory and practical experience in procedures for blood collection by venipuncture and capillary puncture. Covers the anatomy and physiology of the cardiovascular system, equipment needed and technique. Includes patient interaction, site selection, safety, evacuated tube vs. syringe method, use of a butterfly collection system, capillary puncture and troubleshooting the unsuccessful venipuncture. Prereq: Health requirements.

AMA 253 (1) N**Hematology**

Learn the theory and practical procedures in hematology testing for the physician's office laboratory. Tests include white and red blood cell counts, white cell differential, erythrocyte indices, erythrocyte sedimentation rate and automated hematology. Also covers specimen preparation, testing, quality assurance, normal ranges of results and documentation. Prereq: Health requirements.

AMA 254 (1) N**Urinalysis**

Covers the importance of urinalysis in the diagnosis and treatment of various diseases and how to correctly perform a urinalysis. Includes safety, quality control, equipment and supplies, collection methods and the examination of urine physically, chemically and microscopically. Prereq: Health requirements.

AMA 255 (1) N**Basic Microbiology**

Intro to the basics of microbiology as related to the medical assistant in a physician's office laboratory. Includes classification, cell structure, equipment, safety, specimens, collection procedures and the microscopic examination of bacteria. Covers culture media and the microbiological culture, biochemical tests, identification systems, sensitivity testing, parasitology and mycology. Prereq: Health requirements.

AMA 256 (1) N**Lab Tests & Chemistry**

Includes a variety of lab tests not covered elsewhere including pregnancy testing, infectious mononucleosis, blood typing, semen analysis, phenylketonuria, tuberculosis, blood glucose, cholesterol, triglycerides and blood urea nitrogen (BUN) testing. Learn theory, procedure, equipment, supplies, values and safety. Perform the tests in the classroom laboratory. Prereq: Health requirements.

AMA 290 (7) N**Medical Assisting Externship**

Provides the opportunity to practice (unpaid) Medical Assisting skills and gain valuable experience in the ambulatory health care setting. Share experiences and information. On the site, the student is guided by the extern site supervisor in performing various administrative and clinical tasks as expected of an entry-level medical assistant. Requires 198 unpaid hours in the clinical setting. Prereq: Permission.

METEOROLOGY**MEY 100 (5) C,N,S****Meteorology**

Intro to the composition, structure, motions and origin of the atmosphere; forecasting; climates and how they have changed through time; and effects of human activities on weather and climate.

MEY 298 (1-5) C,N**Special Topics**

Seminar on selected topics or activities in meteorology. Prereq: MEY 100 or permission.

MEY 299 (1-5) C,N**Independent Study**

Independent study of approved topics in meteorology. Prereq: MEY 100 and permission.

MUSIC**MUSC 100 (5) C,N,S****Music in the Western World**

Intro to classical music. Provides an understanding of musical expression through works of the great composers. Emphasizes music listening through recordings, films and special performances.

MUSC& 105 (5) N**Music Appreciation**

Intro to the human and cultural values of music through the study of compositions from the Western tradition. Examines the reciprocal influences between society and music, past and present, and the influences of world culture on Western composers.

MUSC 106 (5) S**Experience Rhythm**

Learn the basics of rhythm for a variety of musical styles. Create your own rhythm-based music, such as drumming, rap and dance music. Open to everyone.

MUSC 109 (5) S**World Beat: Global Studies Through Music**

Examines societal beliefs, identity, history, world view, values and aspirations expressed by selected non-Western cultures (or groups within these cultures) through music. Features both traditional and contemporary popular music.

MUSC 110 (5) C,N,S**Intro to World Music**

Covers the music of selected societies of the world within their cultural context. Using musical concepts on a cross-cultural basis, examine various cultural areas and societies.

MUSC 113 (5) N,S**Music in the United States**

Overview of musical developments in the United States from Colonial times to the present, using live performances, videotapes and recordings. Examines contributions of ethnic/minority groups and the relevant social issues connected with these musical experiences.

MUSC 116 (5) C,S**Rock Music – History**

Examines rock music as a musical, social, cultural, economic and political force in the United States. Emphasizes early rock music development.

MUSC 117 (5) S**Rock Music II**

Examines rock music as a musical, social, cultural, economic and political force in the United States. Emphasis on the later decades of rock music development.

MUSC 119 (2-3) C,N,S**Beginning Group Instruction – Voice**

Emphasis on beginning techniques of breath control, placement of tone, posture and other basic concepts. Recommended: enrollment in MUSC 125 for students without experience in reading music (C,S).

MUSC 120 (2) C,S**Intermediate Group Instruction – Voice**

Continuation of MUSC 119. Prereq: MUSC 119 or permission.

MUSC 125 (5) C,N,S**Fundamentals of Music**

Intro to reading and writing music for non-majors. Builds musical knowledge and skills to complement student's natural music ability.

MUSC 126 (2) C,N,S**Beginning Group Piano**

Class piano for general student to develop reading skills and technical proficiency.

MUSC 127 (2) C,N,S**Intermediate Group Piano I**

Class piano for students with previous keyboard experience. Prereq: MUSC 126 or permission.

MUSC 128 (2) C,N,S**Intermediate Group Piano II**

Continuation of MUSC 127. Prereq: MUSC 127.

MUSC 130, 134-139, 171-173 (1-2 EA) C,N,S**Individual Instruction Series**

Credit hours vary. May be repeated. An additional fee is charged for all individual instruction in this series. Prereq: Permission.

MUSC 130 (1-2) C,N,S**Individual Instruction: Voice****MUSC 134 (1-2) C,N,S****Individual Instruction: Woodwinds****MUSC 135 (1-2) C,N,S****Individual Instruction: Percussion****MUSC 136 (1-2) C,N,S****Individual Instruction: Composition****MUSC 137 (1-2) C,N,S****Individual Instruction: Harpsichord****MUSC 138 (1-2) C,N,S****Individual Instruction: Guitar****MUSC 139 (1-2) C,N,S****Individual Instruction: Intermediate Guitar****MUSC 171 (1-2) C,N,S****Individual Instruction: Piano****MUSC 172 (1-2) C,N,S****Individual Instruction: Strings****MUSC 173 (1-2) C,N,S****Individual Instruction: Brass****MUSC 140 (1-5) C,N,S****College Choir**

Focus on musicianship, vocal techniques and performance skills for the large choral ensemble through study of literature from all stylistic periods. Present one concert per quarter in various musical styles and cultures. Daily attendance required. May be repeated for up to 15 credits. Prereq: Ability to match pitch.

MUSC& 141 (5) C,N,S**Music Theory I**

Covers rudiments of music notation, scales, intervals and triads, rhythmic and melodic sight-reading and dictation. Increases simple four-part writing and analysis and correlated keyboard exercises. For music majors and minors.

MUSC& 142 (5) C,N,S**Music Theory II**

Continuation of MUSC& 141. Elementary harmony and ear training including 4-part harmony. Prereq: MUSC& 141 or permission.

MUSC& 143 (5) C,N,S**Music Theory III**

Continuation of MUSC& 142. Prereq: MUSC& 142.

MUSC 144 (2) S**Vocal Jazz Ensemble**

Small vocal ensemble which performs jazz music.

MUSC 145 (2) C,S**Pop Vocal Ensemble**

Singing group featuring pop, Broadway show tunes and jazz. Focus on enjoyment and enrichment. Performances quarterly.

MUSC 146 (5) C**Jazz Ensemble I**

Jazz Ensemble is the Jazz performance group for Seattle Central. Participate in jazz combo, duo, trio, quartet and big band settings. Music drawn from representative genres, composers and performers. Prereq: Ability to play an instrument and sight read music at a 12th grade level or higher.

MUSC 147 (5) C**Jazz Ensemble II**

Continues the study of jazz performance repertoire, musicianship and technical skills from MUSC 146. Provides opportunity to learn the art of ensemble playing and singing in the jazz idiom. Focuses on small group and large ensemble rehearsal techniques, practice routines and improvisation. Prereq: Ability to sight read music at a 12th grade level or higher.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

MUSC 148 (5) C
Jazz Ensemble III

Provides opportunity to perform in a small-combo and big band jazz ensemble. Explores the literature associated with modern jazz composers such as Dizzy Gillespie, Herbie Hancock, Thelonious Monk, Charles Mingus, Chick Corea and more. Examine and perform avant-garde and contemporary jazz styles in a small group setting. Prereq: Ability to read music at a 12th grade level or higher.

MUSC 149 (2) N
Jazz Combo

Performance class requiring reading and improvisational skills. Develops small ensemble skills in the jazz musician as a vocalist or instrumentalist.

MUSC 150 (1-5) N,S
Studio Jazz Orchestra

Emphasis on big band concept. Covers style and performance techniques. Prereq: Performance ability.

MUSC 151 (2-3) C,S
The Performance Experience

Instruction on presenting a public performance—the skills beyond the notes. Work as soloists or in small combinations. All styles. Prereq: Performance ability.

MUSC 153 (1-2) N
Contemporary Jazz Ensemble

Membership by audition. Combines talents of professional and student musicians in the big-band experience. Practice and perform in concert the newest big-band arrangements which cover all styles of big-band jazz. Evening rehearsals. Prereq: Ability to perform at group level and permission.

MUSC 154 (1-2) N,S
Symphonic Band

Features the finest in Wind band literature, both contemporary and traditional. Membership by audition.

MUSC 156 (5) C

Jazz Improvisation I

Develops skills in improvisation and confidence in playing or singing in solo and combo settings, representing standard compositions from the art of jazz. Prereq: Ability to sight read music at a 12th grade level or higher.

MUSC 157 (5) C

Jazz Improvisation II

Continues study of jazz improvisation with theoretical and technical concepts relating to the art of spontaneous improvisation. Work closely within a professional performance setting and learn the skills necessary for individual and group interaction in the traditional jazz combo and large ensemble presentations. Prereq: Knowledge of major/minor scales and basic keyboard skills.

MUSC 158 (5) C

Jazz Improvisation III

Augments repertoire by studying compositions of modern jazz improvisers such as Chick Corea, Herbie Hancock and Wayne Shorter. Learn techniques associated within the style and receive instruction on the fundamentals, repertoire and technical studies introduced in MUSC 156 and 157. Recommended: MUSC 157. Prereq: Knowledge of major/minor scales, modes and basic keyboard skills and permission.

MUSC 160 (5) S

The Blues & its Influence

Explores the development of the blues and its influence on jazz, rock, classical music and literature. Covers the social, economic and political forces that shaped African-American experiences in the U.S. as chronicled in blues music.

MUSC 161 (5) C,S

American Popular Music

History of American popular music from colonial times to contemporary styles. Analysis of musical characteristics, as well as social/cultural contexts of development.

MUSC 163 (5) C

Musical Theater Stage Performance

Covers principles of voice production, resonance and projection. Learn effective presentation of varied materials. Fills the gap between the teacher's studio and professional performance.

MUSC 164 (2) S

College Chorus/South Singers

Vocal ensemble. May be repeated for additional credit.

MUSC 165 (1-2) S

Community Chorale

Performs literature for the large choral ensemble. Meets one evening weekly.

MUSC 166 (2) N,S

Vocal Ensemble

Small vocal ensemble performs music from several different periods, including contemporary.

MUSC 171, 172, 173

Individual Instruction Series

See MUSC 130.

MUSC 182 (4) N

Intro to Musical Theater Production

Basic instruction in dramatic and vocal discipline of musical theater. Learn basic techniques of analysis, rehearsal and performance of musical theater through the study of scenes and in-class performance. Recommended: MUSC 119, 130 and/or DRMA& 101.

MUSC 185 (5) C

Computer Music & Recording

Intro to the technical skills of electronic music production and recording. Covers the basic elements of music including listening, improvising, recording, arranging, mixing and digital editing. Create original music using stimuli. Learn mixing and audio production, including sound shaping, effects use and midi sequencing. Open to all students.

MUSC 204 (5) C,N

History of Jazz

Traces the roots of jazz in America, through films, lectures, recordings and live performances. Includes Rag, New Orleans, New York, Chicago, Kansas City, the Big Band era, Blues, Be-bop, Hard Bop, the New Thing, Free Form, Electric and Fusion Styles.

MUSC 205 (5) N

Jazz Masters of the Twentieth Century

A music literature course for the general student who wishes to study jazz music in more depth. Lectures, selected readings and major recordings by each artist.

MUSC 213 (3) N

Music History – Post 1830 Romantic

Chronological survey of Romantic Period. Emphasis on stylistic and historical trends through extensive listening, class discussion, and illustrated lectures.

MUSC 221 (2) C,N,S
Advanced Group Piano I

Continuation of MUSC 128. Technique, repertoire and theory, with emphasis on classical compositions. Prereq: MUSC 128 or permission.

MUSC 222 (2) C,N,S
Advanced Group Piano II

Continuation of MUSC 221. Prereq: MUSC 221 or permission.

MUSC 223 (2) C,N,S
Advanced Group Piano III

Continuation of MUSC 222. Prereq: MUSC 222 or permission.

MUSC& 231 (3) C,N,S
Music Theory IV

Continuation of MUSC& 143, completing the periods up to Impressionism. Chromatic harmony, modulations and related modern concepts. Prereq: MUSC& 143.

MUSC& 232 (3) C,N,S
Music Theory V

Continuation of MUSC& 231. Advanced 4-part harmony, especially relating to form and development. Prereq: MUSC 231.

MUSC& 233 (3) C,N,S
Music Theory VI

Continuation of MUSC& 232. Advanced music theory and practice from common practice to chromatic harmony. Prereq: MUSC& 232.

MUSC 298 (1-5) C,S
Practicum in Music

Practicum in various skills in music, such as tutorial assistant in piano theory, coaching vocal students or apprenticeship in use of electronic equipment (Broadway Performance Hall).

MUSC 299 (1-5) C,N,S
Practicum in Music

Research musical performance in an area of interest determined by student and instructor. Prereq: Permission.

NANOTECHNOLOGY**NANO 101 (5) N**
Intro to Nanotechnology

Intro to nanotechnology principles, applications, industry, ethics and careers. Includes basic concepts, properties and applications of relations between nano/microelectronics-mechanical materials, electronics, magnetism, mechanics, fluidics, optics, photonics and smart biological materials. Covers processing, fabrication, modeling and testing used in the field. Prereq: MATH 098. Recommend: one quarter of college-level chemistry.

NANO 150 (5) N
Internship/Practicum

Hands-on training in nano/micro-fabrication facility. Complete a design and fabrication project related to nano/micro-device and document and report on the project. Prereq: NANO 101, CHEM& 121, PHYS& 121 or permission.

NANO 210 (5) N
Laboratory Procedures & Quality Control

Learn the methodology and practices used in the nano/micro fabrication laboratory and production environments. Includes data collection and analysis, experimental design, quality and process control, cleanroom protocols, chemical hygiene, health and environmental impacts of chemical waste and special considerations for nano material waste. Prereq: NANO 101, CHEM& 121 and MATH 109 or permission.

NANO 220 (5) N
Materials Deposition & Characterization

Learn the fabrication technologies used in the nano/micro fabrication laboratory and production environments. Includes cleanroom basics and proper technique: lithography: methods of physical and chemical materials deposition and etching. Prereq: NANO 101, CHEM& 131, MATH 098 or permission. PHYS& 121 recommended.

NANO 225 (5) N
Intro to Micro / Nanofabrication

Covers fabrication and characterization technologies in micro/nano laboratory and production environment, methods of physical and chemical materials deposition and lithography, materials composition and properties analysis, and vacuum technology. Fabricate, characterize, package and test electrical, mechanical and optical devices, nanomaterials and structures, and biologically interactive nanostructures. Prereqs: NANO 101, CHEM& 122 and MATH 098 or permission.

NANO 230 (5) N
Nano/Micro Device & Material Fabrication & Testing

Intro to nano/micro device and material characterization testing and packaging. Covers surface and bulk material characterization methods, including composition and property analysis of nano/micro devices materials, and structures. Prereq: NANO 220, CHEM& 131 with a 2.0 or higher and MATH 098 with 2.0 or higher or permission. Recommend PHYS& 121.

NANO 250 (5) N
Capstone/Practicum II

Provides direct experience in a nano/micro-fabrication facility. Complete a design and fabrication project related to a nano/micro-device, document and report on the project. Prereq: Permission.

NEW MEDIA**NME 110,120,130 (6 EA) C**
New Media I, II, III

Gain knowledge and skills in different forms of mass media, human relations, computation, communications and computers in an interdisciplinary setting.

NETWORK TECHNOLOGIES

Also See Network Technician at SVI.

North courses formerly listed as NET are now listed under Information Technology (IT).

Courses are designed to prepare a student to meet IT industry benchmarks and vendor certification programs.

NET 120 (5) C
Network Essentials – CompTIA Network +

Intro to networking technologies for local area networks (LANs), wide area networks (WANs) and the Internet. Prereq: MIC 101 or ability to use MS Office.

NET 122 (5) C
Network OS 1 – Windows Client Systems

Learn to install and configure Microsoft Windows on stand-alone and client computers that are part of a workgroup or domain and those required for Implementing a Microsoft Windows Network Infrastructure. Prereq NET 120 with 2.0 or higher or permission.

NET 124 (5) C**Network OS 2 – Windows Server**

Learn to install Windows Server and various file systems and to administer and manage Active Directory services and objects. Use Microsoft Management Console to monitor system performance and to administer Internet Information Services and user accounts, group accounts and group policies. Study print services, network protocols, virtual private networking, Routing and Remote Access Service, DHCP, WINS and DNS. Learn to back up data, implement disaster protection and recover from a disaster. Prereq: NET 122 with 2.0 or higher or concurrent enrollment in NET 122.

NET 126 (5) C**Network OS 3 – Windows Network Infrastructure**

Continuation of NET 124. Covers capacity planning, directory services, group policies, multiple domain management, trust relationships, implementing RAS, IPsec, interoperating with various network operating systems. Prereq: NET 124.

NET 134 (5) C**Network Communications – Enterprise TCP/IP**

Learn to set up, configure, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on major operating systems used in a networked environment. Emphasis on DNS for directory systems and ports for service availability, troubleshooting network connectivity, bandwidth management and optimization. Prereq: NET 124 (may be taken concurrently) or permission. Eligible for MATH 098.

NET 138 (5) C**UNIX for Network Administration**

Covers the organization of UNIX-based hardware components and software tools used by the host administrator to control access, tune the system, and account for system resources used. Covers advanced concepts with multi-user, multi-tasking, time-sharing networked communications, UNIX tools, network schedulers, security, remote access, performance monitoring and networking aspects of UNIX. Examines operational considerations including host initialization, suspension and termination and the system's physical environment. Prereq: ITC 136.

NET 142 (5) C**Network Management – Cisco I**

Provides experience in current and emerging networking technology for future employment and/or further education. Content standards based on current industry standards. Examines safety, networking, network terminology and protocols, LANs, OSI model, cabling, cabling tools, IP addressing and network standards. Emphasis on decision-making and problem-solving techniques. Prereq: NET 122 (may be taken concurrently) or permission.

NET 144 (5) C**Network Management – Cisco II**

Continuation of NET 142. Covers safety, networking, network protocols, LANs, WANs, Ethernet, LAN switching, router IOS, TCP/IP addressing, router configuration, dynamic routing, static routing and the network administrator's role and function. Emphasis on techniques to solve networking problems. Prereq: NET 142.

NET 146 (5) C**Network Management – Cisco III**

Continuation of NET 144. Extends knowledge and practical experience with configuring LANs, hubs, switches, Internet-work Packet Exchange (IPX) routing, Interior Gateway Routing Protocol (IGRP), Wide Area Networks (WANs) and network troubleshooting. Covers Integrated Services Data Networks (ISDN), Point-to-Point Protocols (PPP) and frame relay design, configuration and maintenance. Prereq: NET 142, 144 or permission.

NET 200 (10) C**Enterprise Applications**

Capstone course for network infrastructure students. Simulate a small business environment in hardware and software from a case study and apply the skills from the foundation networking courses. Further explore enterprise applications and server needs of businesses as directed by industry standards and trends. Prereq: NET 126 with 2.0 or better or permission.

NURSING

NOTE: Most courses require concurrent enrollment. Please check program section for specific requirements.

Nursing Assistant - Certified**• CENTRAL •****AHE 111 (12) C****Nursing Assistant Certified**

Covers instruction and hands-on experience in basic nursing care skills and supervised clinical training in a long-term care facility. Preparation for WA State Nursing Assistant Certified examination. Current Healthcare CPR, First Aid and HIV/AIDS are required prior to clinical, and are scheduled as separate courses.

LPN-RN Transition • CENTRAL •

Nursing experiences continual changes in courses to keep current with medical technology.

NUR 106 (8) C**LPN-RN Transition**

Designed for the LPN to make a successful transition to RN student at the 4th quarter level. Emphasis on applying critical thinking and nursing process to selected physiological and psycho-social alterations. Individualized instruction based on initial diagnostic assessment. Coreq: NUR 120.

NUR 120 (1) C**LPN-RN Transition:****Assessments & Intervention**

Integrates critical thinking in practical caregiving situations. Emphasis on principles used in performing selected nursing skills in various contexts. Coreq: NUR 106.

Nursing – Associate Degree**• CENTRAL •****NUR 101 (5) C****Nursing I: Fundamentals of Nursing**

Intro to core nursing concepts, organized around the individual as a biopsychosocial being, constantly interacting with and adapting to a changing environment. Covers principles of critical thinking, the nursing process, the role of the nurse, cultural views of health and principles of growth and development with emphasis on the aging process. Addresses images and impressions of nursing, current trends in health care delivery and legal and ethical issues in nursing. Coreq: NUR 111, 122 and MATH& 107.

NUR 102 (3) C**Nursing II: Medical-Surgical Nursing**

First of 4 medical-surgical theory courses. Develop a comprehensive understanding of homeostasis and the adaptation of clients to the complex processes of the physiologic mode. Emphasis on alterations in fluid and electrolyte balance, acid-base balance, endocrine functions, compromise in wound healing and peripheral vascular circulation. Prereq: Completion of 1st quarter with 2.5 or higher. Coreq: NUR 112, 123 & NTR 150.

NUR 103 (4) C**Nursing III – Medical-Surgical Nursing**

Second of 4 medical-surgical theory courses. Develop a comprehensive understanding of homeostasis and adaptation with emphasis on alterations in neurologic, musculoskeletal, chronic respiratory and chronic cardiovascular systems. Covers key concepts of adaptation to the complex processes of movement and cognition, oxygenation and circulation. Prereq: Completion of 2nd quarter with 2.5 or higher. Coreq: NUR 113, 185 and PSYC& 200 or PSY 206.

NUR 111 (3) C**Nursing Practice I**

Apply nursing concepts from NUR 101. Assess four adaptive modes in the clinical setting: physiologic-physical, self-concept-group identity, role function and interdependence. Covers basic assessment and, care planning. Apply principled application of nursing skills in practice lab and clinical setting. Coreq: NUR 101, 122 & MATH& 107.

NUR 112 (3) C**Nursing Practice II**

Builds on NUR 111. Apply concepts relevant to adaptation in the basic physiological and psychosocial modes, client response and administration of medications. Assess the four adaptive modes. Gain experience in complete assessment, care planning and principled application of nursing skills in practice lab and clinical setting. Prereq: Completion of 1st quarter with 2.5 or higher. Coreq: NUR 102, 123 and NTR 150.

NUR 113 (4) C**Nursing Practice III**

Builds on NUR 112. Emphasizes integrating nursing theory, clinical data, skills in providing nursing care and developing priorities. Assess the four adaptive modes, gain experience in individualized assessment and care planning and apply nursing skills in practice lab and clinical setting. Prereq: Successful completion of 2nd quarter. Coreq: NUR 103, 185 & PSYC& 200.

NUR 114 (3) C**Nursing Practice**

Builds on the foundation established in NUR 111, 112 and 113.

NUR 122 (2) C**Psychosocial Nursing I**

First of 2 psychosocial nursing courses. Focuses on communication pertinent to the care of clients in various health care settings throughout the lifespan. Practice therapeutic and professional communication techniques. Assess adaptation in self-concept, role function and independence of clients who are coping with acute and chronic illness. Learn group process. Coreqs: NUR 101, 111 and MATH& 107.

NUR 123 (4) C**Pharmacology for Nursing**

Intro to basic concepts of drug therapy, roles and responsibilities of nurses, and applying critical thinking and the nursing process for safe medication administration. Includes terminology, resources and regulations related to drug therapy and principles of pharmacokinetics, pharmacodynamics and pharmacotherapeutics. Major classifications of drugs include autonomic nervous system agents; parenteral fluids; electrolytes; vitamins and minerals; endocrine, neurologic, respiratory and selected cardiovascular agents; anesthetic, immune system and gastrointestinal agents. Coreqs: NUR 102, 112 & NTR 150.

NUR 185 (2) C**Gerontology for Nurses**

Study adaptations of normal aging, differentiating these adaptations from disease and learn the implications for nursing care. Covers psychosocial, legal and ethical issues common in gerontological nursing practice. Prereq: Completion of 2nd quarter with a 2.5 or higher. Coreq: NUR 103, 113 and PSYC& 200.

NUR 190, 191, 192 (2 EACH) C**ADN Study Group I, II, III**

Enhances the lecture material presented in required core nursing courses each quarter. Focuses on understanding concepts relevant to adaptation in the basic physiological and psychosocial modes. Emphasizes the nursing process as the scientific basis for practice. Coreqs: Enrollment in all concurrent Nursing courses for the quarter specified.

NUR 201 (2) C**Nursing IVA: Psychosocial Nursing II**

Second of 2 psychosocial nursing courses. Builds on NUR 122 (or NUR 106). Focuses on caring for clients with mental illness using a system with cognator and regulator subsystems to maintain adaptation in the four adaptive modes. Covers psychosocial assessment and therapeutic interventions in psychiatric disorders at three levels: integrated, compensatory and compromised. Prereq: Completion of 3rd quarter or LPN/RN Transition courses with 2.5 or higher. Coreq: NUR 211, 206, 216.

NUR 206 (3) C**Nursing IVB: Medical-Surgical Nursing**

Third of 4 medical-surgical courses. Builds on NUR 101, 102 & 103. Develop a comprehensive understanding of homeostasis and the adaptation of clients to the complex processes of the physiologic mode. Emphasizes alterations in select integumentary and immune or protective responses and surgical therapies. Prereq: Completion of 3rd quarter or LPN/RN Transition courses with 2.5 or higher. Coreq: NUR 201, 211, 216.

NUR 207 (4) C**Nursing V: Medical/Surgical Nursing**

Fourth of 4 medical surgical courses. Builds on NUR 101, 102, 103 & 206. Develop a comprehensive understanding of homeostasis and the adaptation of clients to the complex processes of the physiologic mode. Emphasizes acute respiratory, acute cardiovascular, gastrointestinal and renal alterations. Prereq: Completion of 4th quarter with 2.5 or higher. Coreq: NUR 217, 220.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

NUR 208 (6) C
Nursing VI: Developing Family Nursing

Develop a comprehensive understanding of homeostasis and the adaptation of maternal, newborn and pediatric clients to the complex processes of the physiologic mode. Emphasizes learning and promoting normal family development and understanding adaptive and maladaptive physiologic and psychosocial responses to childbearing, childrearing and illness in childhood. Prereq: Completion of 5th quarter with 2.5 or higher. Coreq: NUR 218, 230.

NUR 211 (3) C
Nursing Practice IV-A

In a psychiatric setting focus on adaptation in the basic physiological and psychosocial modes and client response. Integrates nursing theory, clinical data and skills in nursing care and developing priorities. Assess the four adaptive modes in clinical setting, gain experience in individualized assessment and care planning and apply therapeutic skills in practice lab and clinical setting. Prereq: Completion of 3rd quarter LPN/RN Transition courses with 2.5 or higher. Coreq: NUR 201, 206, 216.

NUR 216 (3) C
Nursing Practice IV-B

Focuses on concepts relevant to adaptation in the basic physiological and psychosocial modes and client response. Emphasizes comprehensive care and the relationships of the various components of client data and health care interventions. Assess the four adaptive modes, gain experience in individualized assessment and care planning and apply nursing skills in practice lab and clinical setting. Prereq: Completion of 3rd quarter Nursing or LPN/RN Transition with 2.5 or higher. Coreq: NUR 201, 206, 211.

NUR 217 (5) C
Nursing Practice V

Study adaptation in the basic physiological and psychosocial modes and client response. Emphasizes analysis of client data and health care interventions, initiating nursing assessments and interventions, health promotions and education and developing leadership skills. Assess the four adaptive modes, gain experience in individualized assessment and care planning and apply nursing skills in a variety of clinical settings. Prereq: Completion of all 4th quarter with 2.5 or higher. Coreq: NUR 207 & 220.

NUR 218 (3) C
Nursing Practice VI

Emphasis on adaptation in the developing family. Apply concepts from NUR 208 relevant to adaptation in the basic physiological and psychosocial modes and client response. Assess the four adaptive modes in the clinical setting. Obtain experience in individualized assessment, care planning, and principled application of nursing skills in a variety of clinical settings. Coreqs: NUR 208, 230.

NUR 220 (2) C
Health Promotions & Managing Care in Nursing

Intro to theoretical foundations of health promotion, education and wellness maintenance across the lifespan and to the leadership role in Nursing. Emphasizes planning health promotions and managing care in a variety of settings. Addresses leadership in nursing: traits, styles, problem-solving, change, team communication, conflict management, delegation, time management and the implications of health care trends. Linked to final medical-surgical rotation. Prereq: Completion of 4th quarter with a 2.5 or higher. Coreq: NUR 207 & 217.

NUR 230 (2) C
Transition to Professional Nursing Role

Covers the transition from the role of student to Registered Nurse. Focuses on the role of the RN in health care, the community and organizations. Emphasizes professional and legal obligations, obtaining and maintaining licensure, professional organizations, continuing education and job searching. Includes preparation for the NCLEX/RN exam. Prereq: Completion of 5th quarter with a 2.5 or higher. Coreq: NUR 208 & 218.

NUR 290, 291, 292 (2 EACH) C
ADN Study Group IV, V, VI

Enhances the lecture material presented in required core nursing courses each quarter. Focuses on understanding concepts relevant to adaptation in the basic physiological and psychosocial modes. Emphasizes the nursing process as the scientific basis for practice. Coreqs: Enrollment in all concurrent Nursing courses for the quarter specified.

NUR 299 (1-5) C
Independent Study in Nursing

Independent study in selected nursing topics under faculty supervision. Prereq: Permission.

Nursing Assistant – Certified
• NORTH •

NUR 100 (1) N
Modified Fundamentals of Care

For nursing assistants who have a current, unencumbered WA state NA-C license. To be taken as follow-up or concurrently with NUR 104.

NUR 104 (1) N
Nurse Delegation Training for Nursing Assistants – Special Focus on Diabetes

For current WA licensed NA-Cs or NA-Rs. Understand and perform RN-delegated tasks, focusing on diabetes and its management. Includes theory; insulin injections as a delegated task; recognizing low/high blood sugars and adverse effects of treatment; taking correct actions when low/high blood sugars occur. Prereq: Permission

NUR 105 (2) N
CPR & First Aid for Healthcare Providers

Provides support for ESL and Adult Basic Education students. Covers American Red Cross (ARC) or equivalent CPR/AED for the Professional Rescuer and Healthcare Provider, with 2-year valid certification; and First Aid Certificates required to work in skilled nursing facilities, adult family homes and hospitals. Co-req: NUR 107.

NUR 107 (12) N
Nursing Assistant – Certified

Covers basic nursing care skills including HIV/AIDS, and 104 hours of supervised lab/clinical training in a long-term care facility. After successful completion students are eligible to take the Washington State NAC exam for certification as a Nursing Assistant. Prereq: CASAS 220 minimum score (reading & listening) or COMPASS 40 minimum reading score within last 3 years.

NUR 108 (2) N
Clinical Hospital Experience for Nursing Assistants – Certified

For nursing assistants who have a current, unencumbered WA state NA-C license who wish to increase hospital-based skills in an effort to obtain employment in an acute care facility. Requires mastery of a list of skills developed by acute care facilities.

NUR 110 (1) N
Body Mechanics for Healthcare Providers

Covers the anatomy involved in back injuries, all aspects of proper techniques for lifting, transferring, and positioning of patients, with a goal of prevention of injuries to the healthcare provider. Certificate issued upon successful completion.

NUR 145 (1.5) N
Mental Health & Dementia Training for Nursing Assistants

For nursing assistants and other healthcare providers who care for patients with mental illness. Covers the major mental disorders and dementia, culturally competent caregiving, respectful communication, and strategies for caregiving.

Licensed Practical Nursing • NORTH •**NUR 115 (2) N**
Intro to Patient Care

Intro to supervised clinical experience in a long-term care environment. Includes communication and documentation skills. Coreqs: NUR 116, 117 & 130.

NUR 116 (6) N
Nursing Fundamentals

Provides the theoretical background for basic nursing skills, including intro to nursing process, microbiology, nutrition, medical terminology and math equivalents. Coreqs: NUR 115, 117, & 130.

NUR 117 (2) N
Nursing Fundamentals Laboratory

Demonstration of nursing skills and procedures, and laboratory practice, including communication skills. Coreqs: NUR 115, 116, & 130.

NUR 118 (2) N
Clinical Nursing Skills I

Covers laboratory content linked to NUR 127 and 131. Intermediate level nursing practice. Prereq: 1st quarter NUR courses. Coreq: NUR 127 & 131.

NUR 119 (1) N
Clinical Nursing Skills II

Continuation of NUR 118; theory and labs linked with NUR 128 and 141. Prereq: First two quarters NUR courses. Coreq: NUR 128 & NUR 141.

NUR 126 (3) N
Role of the LPN

Assist the student to further understand the role of the LPN and legal issues related to practical nursing. Prereq: First three quarters NUR courses. Coreq: NUR 139 & 154.

NUR 127 (6.5) N
Medical/Surgical Nursing – Child/Adult I

Covers common conditions of illness throughout the life span. Prereq: All first-quarter NUR courses. Coreq: NUR 118 & 131.

NUR 128 (6) N
Medical/Surgical Nursing – Child/Adult II

Continuation of NUR 127. Prereq: First two quarters NUR courses. Coreq: NUR 119 & 141 and permission.

NUR 130 (2) N
Critical Thinking in Nursing Practice

Intro to critical thinking skills in nursing and the nursing process, with practice applying theory and skills. Coreqs: NUR 115, 116, & 117.

NUR 131 (3.5) N
Clinical Nursing Practice I

Supervised hospital and nursing home practice in medical/surgical care of the child/adult and chronic and convalescent patients. Includes communication and documentation skills. Prereq: All first-quarter NUR courses. Coreq: NUR 118 & NUR 127

NUR 133 (1.5) N
Family Nursing Theory

Study of the care of families, perinatal clients and their partners, infants and children. Nursing care for children will center on health promotion and wellness maintenance as well as parenting. Coreq: NUR 134.

NUR 134 (1.5) N
Family Nursing Clinical

Application of practical nursing care of families, including perinatal clients and their partners, infants and children in a childbirth center and pediatric setting. Nursing care for children will center on health promotion and wellness as well as parenting. Coreq: NUR 133.

NUR 139 (4) N
Transition to LPN Practice

Provides experience in full-shift nursing care on a work-like schedule. Expands medical/surgical nursing experience. Coreqs: NUR 126 & 154.

NUR 141 (2) N
Clinical Nursing Practice II

Supervised hospital and nursing home practice with related ward conferences, to expand basic nursing care skills for the convalescent and chronically ill patient, medical/surgical patient, child or adult. Includes communication and documentation skills. Prereq: First two quarters NUR classes. Coreq: NUR 119 & 128.

NUR 154 (1) N
Intravenous Therapy Skills

Intermediate course in intravenous therapy which provides theoretical background for intravenous infusion and clinical application skills using the nursing process. Prereq: First three quarters NUR courses. Coreq: NUR 126 & 139.

NUR 155 (1-6) N
Special Topics in Practical Nursing

Assists foreign students, pre-nursing and advanced placement students to meet special needs for licensure or other student interests. Tailored to meet State Board (LPN) or faculty recommendations to accomplish student/program objectives. Prereq: Permission.

Nursing – Associate Degree (A.A.S. - T) • NORTH •**NUR 223 (2) N**
Advanced Nursing Skills

With NUR 225 and 231 provides laboratory practice of advanced nursing skills, to prepare for employment as an RN. Prereq: WA state LPN license.

NUR 224 (2) N
Health Promotion Education in Nursing

Provides theoretical knowledge related to planning and implementing educational processes in a health care setting. Prereq: WA state LPN license. Coreq: NUR 226, 227 & 228.

NUR 225 (6) N
Family Nursing

With NUR 231, develops theoretical knowledge of the continuum of wellness and complex health conditions related to family nursing, to prepare for employment as an RN. Prereq: WA state LPN license. Coreq: NUR 223 & 231.

NUR 226 (1.5) N
Care Management & Leadership in Nursing

Intro to theoretical foundations of leadership in nursing. Emphasizes leadership, change and motivational theories, conflict management, problem-solving and group dynamics. Includes principles of time management and delegation. Prereq: WA state LPN license. Coreq: NUR 224, 237 & 238.

NUR 227 (7) N
Complex Medical/Surgical-Psychiatric Nursing

Expands theoretical knowledge and nursing care related to various complex medical/surgical and psychiatric health conditions throughout the life span. Prereq: WA state LPN license. Coreq: NUR 228.

NUR 228 (5) N
Complex Nursing Medical/Surgical, Psychiatric Clinical Practice

Covers supervised ambulatory, community-based, acute or long-term care practice (medical-surgical) which enhances nursing skills in order to plan and implement care for patients with acute medical/surgical illnesses and psychiatric disorders. Promotes health through the life span. Prereq: WA state LPN license. Coreq: NUR 227.

NUR 231 (4) N
Family Nursing Clinical Practice

With NUR 223 and 225, prepare for work as an RN. Clinical hours focus on family nursing, normal growth and development, and adaptation of children and families to illness. In a supervised pediatric setting, practice assessment, planning, implementing care, and gain clinical experience with childbearing. Prereq: WA state LPN license.

NUR 233 (0.5) N
Advanced Nursing Skills II

Provides theory and laboratory practice of advanced nursing skills. Prereq: WA state LPN license. Coreq: NUR 226, 234, 237 and 238.

NUR 234 (1.5) N
Implementation of Health Promotion & Health Care Education in Nursing

With NUR 224 provides theory and practical experience in planning health promotion and health education activities. Prereq: WA state LPN license. Coreq: NUR 226, 233, 237 and 238.

NUR 235 (1.5) N
Legal Aspects/Care Systems

Understand the role of a Registered Nurse in health care, the community and other health organizations. Explore the history of nursing, current health care, nursing and job market trends. Work with case studies involving legal and ethical nursing issues. Includes Washington State Nurse Practice, licensing, and uniform disciplinary laws and OBRA regulations. Intro to health care systems, funding, organization and function. Prereq: Successful completion of the first 2 quarters with 2.0 or better in all required courses. Coreq: NUR 223, 227 and 228.

NUR 237 (3) N
Advanced Medical/Surgical Nursing Care

Covers theory needed to plan and implement culturally competent care for diverse populations related to various complex conditions of illness throughout the lifespan. Study how this care may impact treatment modalities. Prereq: LPN license in Washington state. Coreq: NUR 224, NUR 226 and 238.

NUR 238 (5) N
Transition to Registered Nursing Practice

Provides supervised ambulatory, community-based, acute, critical, long-term care practice medical/-surgical. Develop further skills in assessment, analysis, planning, implementation and evaluation. Prereq: WA state LPN license. Coreq: NUR 224, 226 & 237.

Nursing • SOUTH •**NUR 096 (3-5) S**
Intro to Applying Academic Study Strategies

Intro to learning strategies, thinking and metacognitive skills needed to succeed in the Healthcare Pathway and Nursing. Apply skills in class while being mentored. Coreqs: enrollment in LPN prereqs.

NUR 097 (3-5) S
Applying Academic Study Strategies

Continue developing learning strategies, thinking and metacognitive skills while being mentored. Coreqs: enrollment in LPN prereqs.

NUR 098 (3-5) S
Integrating Academic Study Strategies

Consolidate and extend learning strategies, thinking and metacognitive skills while being mentored. Coreqs: enrollment in LPN prereqs.

Certified Nursing Assistant • SOUTH •**NUR 170 (12) S**
CNA – Basic Health Care

Covers basic health care concepts needed to provide nursing care to adults, including maintaining and monitoring patient's health status, clinical AIDS training and CPR. Covers the nurse's role in aspects of aging and disability. Provides clinical experience in a variety of long term care settings. Prereq: CASAS score of 220 or higher in reading and math and attend a CNA orientation at SCCC.

Licensed Practical Nursing • SOUTH •**NUR 171 (12) S**
LPN I Fundamentals of Nursing

Covers concepts of health and wellness, foundations, history, legal ethical principles, and professional and personal boundaries of nursing. Includes medical terminology, total body assessment, nursing process, care plan, critical thinking and communication techniques. Covers health assessment of the body systems, promotion of health across the life span, basic needs of patients, and grief; loss and dying. Studies integumentary, gastrointestinal and urinary systems. Prereq: CNA certificate and all program prerequisites.

NUR 172 (12) S
LPN II Medical Surgical Nursing I

Analysis and integration of cross-cultural concepts into the nursing process. Covers the pathophysiological concepts of medical surgical nursing, causation of illness and response of the body to current treatment and healing processes of many common illnesses. Includes aging and pharmacological and nutritional concepts. Lab skills correlate to the systems studied. Clinical rotations in long term care facilities. Prereq: NUR 171.

NUR 173 (12) S
LPN III Medical Surgical Nursing II

Foundations of medical surgical nursing, including pathophysiological principles, the body's attempt to heal and maintain itself, current treatment and promotion of healing. Integrates pharmacological understanding of classes of drugs and the nursing principles of administration and monitoring of medication. Practice in lab and in an acute setting. Prereq: NUR 172.

NUR 174 (6) S**LPN IV Maternity & Newborn Nursing**

Learn skills, and attitudes for providing nursing care in maternal, newborn, pediatric, and infant care settings. Covers psychiatric nursing concepts and principles. Clinical experiences focus on labor, delivery, and pediatric care in inpatient and clinical facilities. Prereq: NUR 173.

NUR 199 (1-12) S**LPN Practicum**

Independent clinical practicum for LPN graduates to practice in a clinical setting with a preceptor, gaining in-depth experience in a chosen specialty area. Carry out full-shift nursing care and hone nursing skills in real-life situations in preparation for jobs or further LPN-RN studies. Prereq: NUR 170, 171, 172, 173, 174, NCLEX & LPI/J WA State certification.

LPN-RN Associate Degree • SOUTH •**NUR 244 (2) S****LPN-RN Transition:****Critical Thinking in Nursing**

Builds on LPN theory and skills. Intro to critical thinking skills, the nursing process and application. Prereq: LPN license and RN program admittance or permission.

NUR 245 (5) S**Nursing Theory I –
Obstetric/Pediatric Nursing**

Plan and implement care related to various complex conditions of obstetric and pediatric populations. Includes LPN vs. RN role, and the nursing process for this client population. Prereq: Admission to program. Coreq: NUR 246, 247 and 249.

NUR 246 (1) S**Nursing Lab I**

Intro to basic concepts of drug therapy and advanced assessments and nursing skills in the obstetric and pediatric setting. Focuses on safe medication administration and nursing care. Emphasizes the role and responsibilities of the nurse in drug therapy. Prereq: Admission to program. Coreq: NUR 245, 247 and 249.

NUR 247 (5) S**Nursing Experience I**

Covers supervised obstetric and pediatric nursing care. Develop nursing skills to plan and implement care for clients through the life span. Focuses on promoting normal growth and development and adaptation of children and families to illness. Practice pediatric assessment, planning and care in a supervised pediatric setting. Coreq: NUR 245, 246 and 249.

NUR 249 (1) S**Health & Wellness**

Intro to theoretical foundations of health promotion and wellness maintenance across lifespan in a variety of health care settings. Coreq: NUR 245, 246, 247.

NUR 252 (3) S**Nursing Role – Leadership/
Management/Ethical & Legal Issues**

Intro to theoretical foundations of leadership in nursing. Emphasizes leadership, change and motivational theories, conflict management, problem-solving, and group dynamics. Addresses time management, delegation, ethical and legal issues. Prereq: NUR 245, 246, 247, 249. Coreq: NUR 255 and 257.

NUR 255 (4) S**Nursing Theory II –
Psychosocial/Medical Surgical Nursing**

Covers psychiatric disorders of clients in acute care and theory and practice of psychosocial assessment and therapeutic interventions for various psychiatric disorders. Work in supervised psychiatric and acute care settings. Focuses on teaching. Prereq: NUR 245, 246, 247, 249. Coreq: NUR 252, 257.

NUR 257 (5) S**Nursing Experience II**

Covers supervised ambulatory, community-based, acute or long term care practice (medical-surgical). Learn to plan and implement care for clients through the lifespan. Clinical hours focus on the psychosocial assessment and therapeutic interventions in psychiatric disorders in a supervised psychiatric care setting. Prereq: NUR 245, 246, 247, 249. Coreq: NUR 252, 255.

NUR 265 (5) S**Nursing Theory III –
Medical/Surgical Nursing**

Plan and implement advanced care related to various complex illnesses. Prereq: NUR 252, 255, 257. Coreq: NUR 266, 267, and 270.

NUR 266 (1) S**Nursing Lab II**

Focuses on concepts of drug therapy and develops knowledge essential for safe medication administration of drugs that affect gastrointestinal, ocular, musculoskeletal, urinary and gynecological function and drugs used in the treatment of cancer and anti-infective medications. Covers the role and responsibilities of the nurse in drug therapy. Prereq: NUR 252, 255, 257. Coreq: NUR 265, 267, and 270.

NUR 267 (3) S**Nursing Experience III**

Provides a choice of clinical observation opportunities in acute care to expand clinical skills. Prereq: NUR 252, 255, 257. Coreq: NUR 265, 266, and 270.

NUR 270 (3) S**Senior Practicum**

Carry out full-shift nursing care and advance capabilities in a medical-surgical acute care setting. Focuses on continuity of care for clients with complex illnesses. Prereq: NUR 252, 255, 257. Coreq: NUR 265, 266, and 267.

NUTRITION**NTR 105 (5) N****Intro to Food Science**

Studies biological and chemical consequences of food preparation. Explores questions such as: why cut potatoes turn brown, why starch thickens sauces and why bread rises.

NTR 150 (5) C,N,S**Human Nutrition**

Intro to nutrition, emphasizing relationship of nutrition to growth, development, health, physical and mental functioning. Examination of sources, functions, interrelationships and human requirements of nutrients. Prereq: Eligible for MATH 084 and ENGL& 101 (C).

NTR 155 (5) C,N**Advanced Human Nutrition**

Covers contemporary topics in nutrition. Emphasis on origins of the American diet, nutrition's role in disease and behavior and the safety of the food supply. Prereq: NTR 150.

NTR 160 (5) N**American Food Ways**

Explores the evolution of the North American diet and eating rituals. Looks at the foods available in U.S. supermarkets which reflect the contributions of American native populations and immigrants from Europe, Asia, Africa, South America and the Pacific Islands.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

OCEANOGRAPHY

OCEA& 100 (5) C,N,S
Intro to Oceanography

Survey of the ocean in terms of physical, chemical, geological and biological processes and the human influence upon the ocean's natural equilibrium processes.

OCEA& 101 (5) C
Intro to Oceanography with Lab

Explore the basic fields of ocean science: marine geology, biological, chemical and physical oceanography. Investigate natural disasters in the Pacific Northwest, the effects of climate change on the ocean, tribal whaling and fisheries decline. Lab. Prereqs: Eligibility for ENGL& 101 and MATH 084.

OCEA 298 (1-5) C
Special Topics: Oceanography

Selected topics or activities in oceanography. Prereq: Permission.

OCEA 299 (1-5) C
Independent Study

Study of selected topics in oceanography. Prereq: OCE 100 and permission.

OPTICIANRY, SCHOOL OF

OPH 100 (2) C
Orientation to Ophthalmic Dispensing

Intro to optical mechanics, ophthalmic dispensing and optics and products. Overview of the optical business and the job of the ophthalmic dispenser. Prereq: Eligibility for ENGL& 101, MATH 110 and permission.

OPH 101 (5) C
Optical Theory I

Focuses on ophthalmic lens optics and eye-glass fabrication process. Intro to practical application of ophthalmic lens equations. Includes study of powers of spectacle lenses including ophthalmic prisms and aberrations.

OPH 102 (4) C
Optical Theory II

Continuation of OPH 101. Introduces reflection and refraction principles. Emphasis on light theories, propagation, ray tracing, plane surfaces and prisms.

OPH 103 (3) C
Optical Theory III

Covers multi-focal lenses: origin, development, types and applications. Includes study of presbyopia and other conditions requiring correction and introduces presbyopic prescription analysis.

OPH 105 (3) C
Ocular Anatomy & Physiology

Covers anatomy and physiology of the human eye, including relation of ocular anatomical structures to the visual process. Emphasis on ocular terminology.

OPH 106 (5) C
Contact Lens Technology I

Covers basic principles of contact lenses: history, manufacturing methods, terminology, optics, equipment for fitting and evaluation of contact lens candidates. Lab demonstration on use of radius gauge, ophthalmometer, thickness and diameter gauges, shadow graph and biomicroscope.

OPH 107 (5) C
Ophthalmic Dispensing I

Intro to responsibilities of the ophthalmic dispenser, including facial measurements, cosmetic considerations, frame fitting and selection based on prescription. Includes practical projects, role-playing and demonstrations.

OPH 108 (5) C
Ophthalmic Dispensing II

Covers ophthalmic dispensing procedures relating to complex prescriptions: fitting, adjusting and ordering procedures with emphasis on multi-focal and absorptive lenses. Includes low-vision aids. Refines communication skills.

OPH 110 (3) C
Optical Lab Technology I

Covers lens surface grinding, ophthalmic laboratory procedures, laboratory safety procedures, lens planing and design as related to eyeglass fabrication and basic optical terminology. Prereq: Eligibility for ENGL& 101 and MATH 110.

OPH 111 (3) C
Optical Lab Technology II

Continuation of OPH 110. Intro to lab machinery, including applications, maintenance and repair, operation of focimeter, application of optical instruments and tools. Covers ophthalmic lens inspection process.

OPH 112 (3) C
Optical Lab Technology III

Continuation of OPH 111, with emphasis on lens edging process. Covers manual skills, processing flow of the finishing laboratory, lens standards and insertion of hand-edged projects into plastic and metal frames.

OPH 113 (5) C
Finishing I

Covers finishing work with emphasis on procedures and machinery for automatic edging. Studies American National Standards Institute guidelines. Intro to lens toughening procedures and stress testing.

OPH 197, 198, 199 (2-5) C
Work Experience – Opticianry

Earn work experience credit in the field of opticianry. Prereq: Permission.

OPH 203 (5) C
Contact Lens Technology II

Covers basic fitting techniques of hard and soft lenses. Includes patient instruction and contact lens adjustments. Examines bifocal, scleral and specialty lenses.

OPH 204 (6) C
Contact Lens Technology III

Continuation of OPH 203. Emphasis on available lenses, solutions and accessories; diagnostic and fitting skills; development of biomicroscopy and keratometry skills.

OPH 205 (2) C
Contact Lens Technology IV

Continuation of OPH 204. Emphasis on ocular surfaces in interaction with foreign objects, ocular pharmacology and the refractive examination.

OPH 211 (5) C
Finishing II

Continuation of finishing laboratory skills, with emphasis on efficient production flow. Includes layout of multi-focal lenses and study of plastic lenses and tinting.

OPH 212 (5) C
Finishing III

Continuation of OPH 211. Emphasis on efficiency, speed and accuracy. Includes finishing procedures for special lenses, frames and mountings.

OPH 215 (3) C
Benchwork Procedures

Independent work on projects to develop production skills and workmanship. Lab time is scheduled, but students choose project completion date.

OPH 295, 296, 297 (3 EA) C
Ophthalmic Dispensing Business I, II & III

Acquire real-world opticianry experience through practice in a retail optical store on campus under direct supervision of a Washington state-licensed optician. All business functions, including sales and management, are administered by student teams, over three academic quarters. Fully develop salesmanship, business plans and implementation. Prereq: Completion of first-year requirements.

OPH 298 (1) C
Opticianry Workshops

Incorporate advanced ophthalmic skills with new technology, critical thinking and problem-solving. Provides the opportunity to pursue professional areas of interest.

OPH 299 (7) C
Comprehensive

Typical workshops include advanced ophthalmic skills incorporating new technology, critical thinking and problem-solving. Pursue professional areas of interest.

PARENT EDUCATION**Parent-Child Study Laboratory**

Students with children birth through 6 years of age enroll in classes according to the age of their child. The students attend the laboratory class one day a week with their child and one evening class each month. Course content focuses on child development, positive guidance, health and safety, living in a diverse society, family issues and other parenting concerns depending on the age of the student's child.

FAM 040, 041, 042 (2.5) C**FAM 047, 048, 049 (3) S****FAM 050, 051, 052 (2.5) C****FAM 053, 054, 055 (3) S****FAM 060, 061, 062 (2.5) C****FAM 063, 064, 065 (3) S****FAM 070, 071, 072 (2.5) C****FAM 073, 074, 075, 079 (3) S****FAM 080, 081, 082 (2.5) C****FAM 083, 084, 085 (1-3) S****FAM 090, 091, 092 (2.5) C****FAM 093, 094, 095 (1-3) S****FAM 145, 146, 147, 148 (1-3) N****FAM 149 (1-3) N****FAM 155, 156, 157, 158 (1-3) N****FAM 165, 166, 167, 168 (1-3) N****FAM 175, 176, 177, 178 (1-3) N****FAM 185, 186, 187, 189 (1-3) N****FAM 195, 196, 197, 198 (1-3) N****FAM 180 (1-5) N****Special Topics for Parents of Young Children**

Online Distance Education. Covers topics for parents and those who work with children on the care and teaching of young children.

FAM 181 (2-6) N**STAR Parenting**

Online class. The STAR process (Stop, Think, Act, Review) encourages those who work with children to investigate children's temperament and development and to focus on long-range goals. Use the child's current behavior to teach skills/values the adult wants. Guide by avoiding problems, responding to cooperation, acknowledging feelings, setting limits and teaching new skills. May be repeated for credit.

FAM 182 (1-5) N**FAM 183 (1-5) N****Special Topics**

Special topics for childcare providers focusing on working with parents, special needs children, multi-cultural curriculum, dealing with stress and burnout and management and personnel issues.

PASTRY

See Culinary Arts, page 220 (C) and page 223 (S).

PHARMACY TECHNICIAN**AHI 100 (3) N****Intro to Medical Vocabulary**

General survey of medical terminology introducing health service workers to the basic rules and fundamentals in medical vocabulary-building.

PHA 112 (2) N**Pharmacy Law**

Intro to federal and state laws regulating pharmacy practice. Emphasis on Washington state pharmacy law regulating pharmacy technicians.

PHA 115 (2) N**Orientation to Pharmacy Practice**

Intro to pharmacy technician as a career. Includes history, pharmacy information resources and drug distribution control. Visit job to observe typical job tasks.

PHA 116 (1) N**HIV/AIDS & HIPAA**

Intro to the basic concepts of HIV/AIDS including the treatment and prevention guidelines for patient care and a review of the HIPAA federal law as it pertains to the pharmacy technician.

PHA 120 (3) N**Pharmacy Calculations**

Covers mathematics review and an intro to calculations encountered in pharmacy practice.

PHA 130 (2) N**OTC Drugs**

Overview and uses of drugs available without prescriptions (over-the-counter drugs).

PHA 140 (2) N**Sterile Products & Aseptic Technique I**

Covers aseptic technique in preparing sterile solutions and pharmaceuticals. Learn laminar flow hood usage, preparation of intravenous fluids and hyperalimentation fluids. Practice filling unit dose carts and preparing IV fluid labels using hospital-based software.

PHA 141 (2) N**Sterile Products & Aseptic Technique II**

Continuation of PHA 140. Focus on the preparation of cardiac and other iterable drips, IV antibiotics, chemotherapy, IVPs and TPNs. Intro to hospital application software. Includes lab.

PHA 145 (1) N**Pharmacy Ethics**

Focuses on commonly encountered ethical dilemmas from pharmacy practice. Intro to ethical decision-making models and problem-solving solutions.

PHA 146 (2) N**Communications in Pharmacy Practice**

Examination of communication processes to see how they are influenced by the values, behaviors and beliefs that are defined by society and culture. Also explores communication within the pharmacy setting and how present laws influence this communication.

PHA 150 (3) N**Pharmacology I**

Covers the principals of drug action including pharmaco-kinetics, anatomy and physiology of the nervous system and the drugs used in the treatment of disorders of the nervous system.

PHA 151 (3) N**Pharmacology II**

Continuation of PHA 150. Covers the anatomy and physiology of the cardiovascular, gastrointestinal, endocrine and respiratory systems. Emphasis on the treatment of diseases of cardiovascular, gastrointestinal, and respiratory systems.

PHA 155 (1-4) N**Special Topics**

Covers a variety of communication and leadership activities, including staff relationships, preparing a résumé and interviewing. Prereq: Permission.

PHA 160 (3) N**Pharmacy Technology I**

Covers many uses of computers in pharmacy practice. Gain proficiency using two different pharmacy prescription-filling software programs. Fill real prescriptions in pharmacy lab.

PHA 161 (2) N**Pharmacy Technology II**

Continuation of PHA 160. Intro to the top 200 drugs. Use pharmacy software to process real prescriptions in the pharmacy lab. Study computerized insurance billing and report generation. Intro to hospital and nursing home application software.

PHA 170 (4) N**Pharmacy Records Management**

General overview of skills required to work in a retail pharmacy (ambulatory care). Introduces the skills to interpret prescriptions, such as Latin abbreviations, the top 200 drugs and apothecary symbols. Covers inventory control, third party insurance billing and pharmacy record-keeping.

PHA 190 (3-13) N**Pharmacy Technician Externship**

Gain pharmacy technician experience in participating agencies, classroom guidance in assimilating experience and classroom assistance with problems. (13 credits generally provided over two-quarters, 5 + 8 credits).

PHA 191 (1) N**Job Skills & National Exam Prep**

Covers job search skills, résumé and cover letter writing techniques and the interview process to prepare students to seek a job as a pharmacy technician. Also reviews the subjects and process for the national exam for pharmacy technician.

PHLEBOTOMY

Also see Phlebotomy Program at SVI.

AHE 118 (5) N**Intro to Phlebotomy 1**

Provides theory of basic blood collection techniques and supervised blood collection practice. Provides support for ESL and Adult Basic Education students.

AHE 119 (7) N**Intro to Phlebotomy 2**

Provides theory of basic blood collection techniques, supervised blood collection practice and a clinical externship of 120 hours. Provides support for ESL and Adult Basic Education students.

PHILOSOPHY**PHIL& 101 (5) C,N,S****Intro to Philosophy**

Intro to philosophical thought and issues, intellectual systems and writings of the great philosophers. Covers the nature of philosophy, the meaning of knowledge, values, reality and related subjects.

PHIL 102 (5) C,N**Contemporary Moral Problems**

Covers philosophical consideration of some of the major moral problems of modern society and civilization, such as discrimination, abortion, euthanasia, animal rights, world hunger and homelessness. Examines the issue of what means are justified in trying to bring about social change.

PHIL& 106 (5) C,N,S**Intro to Logic**

Examines the principles of Aristotelian and symbolic logic, deductive argument and proof. Covers the meaning of language and its place in the reasoning process. Includes the application of logic to other fields. Fulfills QSR requirement for A.A. degree.

PHIL 110 (5) C,N,S**Intro to Social Ethics**

Includes philosophical analysis of current or perennial issues in public affairs, such as the nature and scope of freedom in society, the justification of democratic government and the nature of social justice.

PHIL 111 (5) N**Intro to Bioethics**

Examines ethical questions surrounding clinical medical practice, ethical issues in biomedical research and more general ethical questions concerning the maintenance and improvement of the health and well-being of communities at local and global levels. Focuses on newly emerging infectious diseases (AIDS, drug-resistant tuberculosis) and on environmentally-induced diseases, such as asthma, cancers, chemical sensitivity and reproductive disorders.

PHIL 118 (5) C,N,S**Practical Reasoning & Decision-Making**

Emphasizes a non-symbolic approach to logic and critical thinking. Emphasis on analyzing and evaluating real life examples of reasoning.

PHIL 160 (5) C**Historical Intro to the Philosophy of Science**

Covers the historical development of selected concepts from science and the philosophy of science.

PHIL 215 (5) C,N**Intro to Ethics**

Deals with questions: "What am I to do" and "why"; "What am I to be"; and "How can I be what I choose to be" Examines ethical principles of Aristotle, Mill, Aquinas, Kant, existentialism and situation ethics. Includes current problems in medical ethics. Explores ideas of duty, justice, responsibility, virtue and human excellence.

PHIL 220 (5) N
Environment & Human Rights

Addresses ethics and human rights standards in general as well as the relevance of norms and instruments for environmental concerns. Examines ways ethical principles and international human rights norms apply to specific environmental and sustainability issues. Covers practical measures taken by human rights organizations to effect change.

PHIL 240 (5) C
Liberation Ethics

Examines the morality of liberation, through general theoretical and conceptual analysis, with the focus of inquiry on conceptions of liberty, oppression and justice. Also examines personal identity and individual community/social interaction; social/cultural groups within the United States and North America; and social/cultural groups outside of North America and Western Europe.

PHIL 245 (5) C
Conceptualizing Race/Confronting Racism

Focuses on questions and topics of race. What is race? Do/should races exist? What is the nature of racism? What is the relationship between racism and other forms of oppression? Is there only one primary system of oppression? What, if any, is the nature of the relationship between believing that races exist and being a racist? Can we/should we eradicate racism? Is celebrating the distinctive features of racial identity racist or anti-racist? Prereq: Eligibility for ENGL& 101.

PHIL 250 (5) C
Feminist Philosophical Perspectives

Focuses on questions such as the nature of sexism and feminism; "sisterhood" as an empowering, unifying truth or an oppressive, difference-stifling myth; the relationship between sexism and other forms of oppression; and between sex and gender. Is celebrating feminism a uniquely female way of knowing or is it being morally judgmental, sexist or feminist? Prereq: Eligibility for ENGL& 101.

PHIL 255 (5) C
Marxist Philosophy Examined

Examines Marxist philosophy: What is the nature of capitalism? What is exploitation? What are some Marxist criticisms of capitalism? Does Marxism clarify or distort the phenomenon of racism? What reasons, if any, are there why lesbians, gays, or bisexuals should support Marxism? Is Marxism Eurocentric? Can a person consistently support both Marxism and feminism? Must a Marxist be opposed to religion? What is political freedom? Prereq: Eligibility for ENGL& 101.

PHIL 267 (5) C,N,S
Philosophy of Religion

Explores major issues of religion, including the nature of religious experience, the idea of the holy, God and gods, the problem of evil, the quest for transcendence, the question of authentic and unauthentic religious forms, religious relativism, mysticism and the contemplative life.

PHIL 298 (1-5) C,N,S
Special Topics in Philosophy

Independent study in selected philosophical topics under faculty supervision. Prereq: Permission.

PHIL 299 (3-5) C,N,S
Special Problems in Philosophy

Examines great philosophical questions and philosophers by instructor and student agreement.

**PHOTOGRAPHY –
COMMERCIAL PHOTOGRAPHY****PHO 111 (4) C**
Camera Techniques I

Learn the functions and operation of the dSLR camera, lenses, and light meter. Study manual camera controls: shutter, aperture, and depth of field. Learn file formats and digital image capture, lens and flash functions, light meter and techniques to determine optimum exposures.

PHO 112 (3) C
Camera Techniques II

Learn more about the dSLR camera, large format electronic flash and specialty light modifiers. Emphasis on studio product photography including food, apparel, liquids and catalog. Learn to assist a photographer and collaborate with a team.

PHO 113 (3) C
Camera Techniques III

Learn more about large format electronic flash, specialty light modifiers and strobe lighting systems in a studio environment. Emphasis on studio product photography including stop motion, hi key and fill flash. Learn presentation skills including web presence. Assist senior students.

PHO 121 (4) C
Lighting Techniques I

Covers laws, principles and practices of lighting of inanimate objects, including lighting ratios; tungsten light sources; positioning; contrast control; and composition. Analyze photos to understand lighting and demonstrate safety procedures with lights, grips and studio equipment.

PHO 122 (4) C
Lighting Techniques II

Explore posing and lighting posing people through tungsten lighting techniques, light controls and basic "subject lighting" setups such as Broad, Short, Butterfly, Low-Key and Hi-Key. Learn 3-dimensional contrast in a studio setting, explore theme-based lighting and demonstrate set construction skills.

PHO 123 (3) C
Location Techniques

Learn logistical planning, technical and creative skills to successfully shoot on location, including strategies and equipment for construction on site. Practice using skills of a location photographer, assistant, and location scout. Serve as assistant to second-year students.

PHO 131 (3) C
Digital Darkroom Techniques I

Intro to digital darkroom procedures and file processing, including white point, tone curves, hue, saturation and luminance. Create a file management system using Adobe Lightroom. Experiment with printing papers, finishing and presentation techniques. Learn folder hierarchy, metadata, copyright and database file management.

PHO 132 (3) C
Digital Darkroom Techniques II

Explore digital darkroom procedures and digital file processing using advanced techniques in Lightroom. Learn redundant data protection systems, global and selective image manipulation, and integration solutions with assorted image manipulation software. Learn to see color and produce accurate color output.

PHO 133 (3) C
Retail Photography

Learn advanced retail portrait and wedding photography techniques: seeing and using available light; using on-camera strobe units; choosing pleasing poses and flattering lighting; sequencing photos to tell a wedding story; and adding words and music to increase emotional and saleable impact. Includes retail sales materials, presentations and pricing strategies.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN Watch Technology

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

PHO 141 (3) C
Survey of Photography

Examines the multiple opportunities and challenges of professional photography as a career. Covers technical history from Daguerreotypes to HDSLR storytellers, and master photographers of many styles. Additional emphasis on business aspects: working conditions, time management, organizational strategies and professional ethics.

PHO 142 (4) C
Digital Imaging

Intro to Adobe Photoshop digital image input, processing and enhancement, including color management and parametric image editing workflows. Learn to set up tools and panels for efficient image selection; burning, dodging, retouching; tonal and color corrections; layers, masks, filters, painting, blend modes, and color modification. Adapt image resolution, size and format for print and web.

PHO 143 (4) C
Digital Media Production

Extend digital controls to further manipulate and enhance digital images, editing techniques and production workflows, including precise color correction, refined selections and multiple image compositing. Covers advanced retouching and HDR photography.

PHO 197 (1) C
Work Experience: Photography

Earn work experience credit in the photography field. Contact the Photography program for details.

PHO 214 (3) C
Catalog Production

Create professional quality images for a multiple-page catalog layout, by producing a mini-catalog using traditional and digital photographic techniques. Explore personal photographic style. Collaborate on advertising assignments.

PHO 215 (4) C
Advertising Production

Working with a local, community-based non-profit organization, develop and produce an advertising campaign. Learn all aspects of advertising production, including business components such as negotiating fees and expenses. Present completed campaigns to a panel of industry professionals.

PHO 224 (4) C
Communication Production

Learn the steps to successfully shoot for communication markets and how printed media are developed and produced for target markets. In teams, develop a theme and target market for a publication, produce the photos based on research, and learn the role of the photographer in this process.

PHO 225 (4) C
Conceptual Development

Focuses on aesthetic and conceptual development, compositional structure and visual problem-solving. Learn and apply the elements and principles of two-dimensional design and how to define a visual problem. Study creative risk as an approach to self-discovery and expression.

PHO 234 (3) C
Professional Business Practices I

Intro to small business development and management for the professional photographer. Learn to write a business plan for commercial or retail markets. Covers retirement planning, insurance, taxes, copywriting, budgeting, accounting, estimating, pricing and negotiating. Follow an assignment from first phone call to invoice. Acquire business licenses and join professional organization(s).

PHO 235 (3) C
Professional Business Practices II

Focuses on marketing practices. Write and implement a marketing plan, create self-promotion materials for mail, web, social media and in-person presentations. Present final marketing plan to industry professionals for critique.

PHO 244 (3) C
Visual Narrative

Learn to integrate imagery and audio by developing and shooting a multi-media photo essay. Learn about research methods, environmental aesthetics, storyboarding, point of view, capturing the 'decisive moment', location audio recording and editing, and image sequencing for flow and continuity.

PHO 245 (3) C
New Media I

Broaden understanding of image editing techniques including advanced retouching, layering, masking and color adjustments for basic web design. Learn to use templates to build sites. Create and publish online a basic website using image editing and design software.

PHO 254 (3) C
Portfolio I

Intro to the processes of creating a professional-level portfolio as a marketing and job search tool. Includes various presentation methods, including electronic portfolios. Create marketing materials: business card, stationery and self-promotion pieces.

PHO 255 (3) C
Portfolio II

Continuation of PHO 254. Produce portfolio-quality images and computer-generated portfolio pages. Investigate traditional and electronic alternatives for portfolios. Create a résumé and an information page for a website. Meet with industry professionals to discuss tools needed after graduation.

PHO 256 (3) C
Portfolio III

Assemble a final portfolio of images that represent the student's creative voice and professional direction, for presentation to multiple clients, representatives and agencies. Continue learning about production stages of multiple, complex location shoots.

PHO 266 (3) C
New Media II

Edit, sequence and prepare images for the website project from previous quarter. Finalize the website and all promotional materials. Complete a printed portfolio. Create a shot list and shot plan for the week-long Pt. Townsend Portfolio Shoot-out.

PHO 276 (3) C
Portfolio Show

Prepare materials for the annual Portfolio Show. Design individual show stations and work with committees to plan the two-day event. Work with faculty to edit and select images. Meet with industry professionals in one-on-one interviews and portfolio reviews.

PHO 286 (3) C
Special Projects

Focus on career entry and development by studying various projects such as employment strategies, technological innovations and global marketplace opportunities. Seek critical feedback on portfolios from professionals and develop professional relationships.

PHYSICAL EDUCATION

NOTE: All physical education courses are co-ed.

PEC 104 (2) C,N**Beginning Martial Arts**

Learn the practical self-defense techniques and philosophies of Goju Ryu Karate-do including fundamentals of stances, blocks, strikes, kicks, movement and offensive and defensive strategies.

PEC 105 (2) C,N**Intermediate Martial Arts**

For individuals at all skill levels. Adjust to the type of self-discipline and interaction required in the Goju Ryu Karate. Prereq: PEC 104, or formal rank up to and including green belt.

PEC 106 (2) C,N**Advanced Martial Arts**

For all skill levels. Foster self-improvement and appreciation of Karate as an art, sport, physical conditioning and self-defense tool. Prereq: Intermediate skills, successful completion of PEC 105 or formal rank of brown belt or higher.

PEC 110 (2) N,S**Aerobics**

Improve cardio-respiratory fitness through rhythmic, dynamic, large-muscle exercise performed to music. Workouts consist of warm-up, workout, cool-down, strengthening and flexibility. Current fitness-related issues, trends and topics included.

PEC 113 (2) C**Badminton**

Intro to basic skills of badminton: clears, serves and drives. Covers rules of play and basic singles and doubles strategies. Opportunity for game play and tournament play.

PEC 114 (2) N**Beginning Tennis**

Intro to the rules, history, techniques, skills and strategies of tennis. Reinforce and apply learning through game play and competition.

PEC 115 (2) C,N**Beginning Volleyball**

Learn basic volleyball skills: forearm and overhead passing, serving and spiking. Includes basic offensive and defensive strategies for 6-on-6 team play. Opportunities for modified game play and tournament play.

PEC 118 (2) N**Intermediate Tennis**

Provides the opportunity to practice the proper techniques and strategies associated with tennis and focus on advanced technical skills.

PEC 129 (2) N**Intermediate Volleyball**

Covers intermediate level attacking, passing and serving techniques and multiple offensive systems and defensive patterning practice. Assumes basic volleyball skills. Prereq: PEC 115 or permission.

PEC 130 (2) C,N**Beginning Basketball**

Covers basic individual skills of dribbling, passing and shooting, team skills and strategies. Includes in-class drills, modified game play, structured scrimmage and tournament play.

PEC 131 (2) C,N**Beginning Weight Training**

Using a variety of resistance equipment, includes both individualized and instructor-driven programs: super-set, pyramid and circuit training. Includes safety, nutrition, supplementation, muscle anatomy and physiology, steroids and other ergogenic aids.

PEC 132 (2) N**Intermediate Weight Training**

Continuation of PEC 131. Includes both individualized and instructor-driven intermediate programs. Prereq: Prior experience and a working knowledge of weight training.

PEC 133 (2) S**Soccer**

Intro to basics, including offense and defense, current strategies, techniques, rules and trends. Practice basic skills in game situations. Emphasizes practical, skill-based training, technique and equipment.

PEC 136 (2) C,N,S**Yoga**

Covers postures or asanas, breathing, meditation exercises for physical and mental fitness. Presents yoga as a philosophy and an art form, introducing a number of poses with their purposes.

PEC 137 (2) S**Yoga II**

Builds on PEC 136 with stronger asana/postures and further discussion of Yoga principles and philosophy. Prereq: PEC 136 or permission.

PEC 143 (2) C,N**Walking for Fitness**

Develops cardio-respiratory fitness through progressive workouts including warm-ups, walking sessions and cool-downs. Covers safety, walking technique and issues and trends related to walking and physical fitness.

PEC 145 (2) N**Jogging**

Develop cardio-respiratory fitness through progressive workouts including warm-ups, walking sessions and cool-downs. Covers safety, jogging technique and issues and trends in jogging and physical fitness.

PEC 150 (1-3) N,S**Physical Fitness**

Instruction in developing, executing and maintaining individualized fitness programs. Emphasis on cardio-respiratory fitness, muscular strength and endurance and flexibility. Includes fitness, nutrition and wellness.

PEC 151 (1-3) N,S**Intermediate Physical Fitness**

Instruction in manipulating existing individualized fitness programs to meet personal goals, emphasizing health-related fitness. Includes fitness, nutrition and wellness.

PEC 155 (3) N**First Aid & Personal Safety**

American Red Cross First Aid Basics and Community CPR certification (adult, child, infant). Provides instruction in advanced rescue skills including two-person CPR, pocket mask, bag-valve-mask and automated external defibrillation (advanced certification available).

PEC 160 (2) C,N**Step Aerobics**

Development of cardio-respiratory and musculoskeletal fitness by incorporating choreographed, rhythmical movements performed on a bench or step. Discussions include current fitness-related issues and trends.

PEC 162 (2) N**Step & Sculpt**

For all experience levels. Gain or maintain overall fitness levels. Workouts include warm-up, cardiovascular, cool-down, strengthening, and flexibility components. Perform dynamic, large-muscle movements on a bench designed for step aerobics. Sculpting incorporates hand-held weights, resistance bands, body bars, and other equipment.

PEC 165 (2) C,N,S

Body Conditioning

Improve muscular strength, muscular endurance and flexibility of the upper body, abdominals, back and lower body by using lightweight resistance equipment. Workouts consist of resistance exercise performed to music, stretching and fitness-related discussions.

PEC 170 (2) N

Intro to Jazz Dance

Covers fundamentals of dance technique while improving strength, flexibility and anaerobic capacity. Builds postural awareness and develops motor skills through jazz style, which borrows from ballet and contemporary street dance. Includes safety, injury prevention, spinal health and nutrition.

PEC 175 (2) N

Ballet Basics

Covers fundamentals of ballet style. Stresses proper technique and body mechanics to avoid dance-related injury. Emphasis on flexibility and strength, focusing on basic movements (plie, tendu, developpe and battement), joint stability and range of motion. Includes "kinesthetic memory," basic nutrition, rest and the application of ballet to other dance and movement styles.

PEC 180 (2) N

Total Body Training

Incorporates an overall conditioning plan through a variety of activities selected to improve aerobic stamina, muscular strength and endurance, and flexibility. Activities may include high-low and step aerobics, weight training/sculpting, kickboxing, yoga, Pilates and circuit training.

PEC 298 (1-5) N,S

Special Topics

Seminar on selected topics and/or activities in physical education. Prereq: Variable, depends on topic.

PEC 299 (1-5) N,S

Independent Study

Independent study of approved topics in physical education. Prereq: Permission.

PHYSICS

PHYS& 100 (5) C,N,S

Physics for Non-Science Majors

Basic laws of physics, such as motion, sound, gravitation, energy, heat and temperature, electricity and magnetism, light, relativity, quantum theory, and nuclear physics. For non-majors. Non-lab course.

PHYS 107 (5) C,N,S

Intro to Physics

For non-majors. Study basic laws of physics through inquiry and learn to use the scientific method to predict, test, analyze and extend experiments demonstrating key concepts of physics. Perform and author experiments and effectively document observations, experimental designs and analyses.

PHYS 111 (5) S

Technical Physics I

Includes force, linear and angular motion; work, energy, and power; rotation, torque, and power transmission; friction and the analysis of basic machines; structure of materials and the properties of solids. Prereq: MATH 111.

PHYS 112 (5) S

Technical Physics II

Explores properties of solids, liquids, and gases; temperature and the effects of heat; specific heat, heat transfer, basic thermodynamics, heat engines; wave motion; illumination; refractions, resonance and interference. Prereq: Basic algebra and PHYS 111.

PHYS 113 (5) S

Technical Physics III

Covers electrostatics, direct current circuits, magnetism, electromagnetic induction, alternating current, capacitance, inductance, resonance, vacuum tubes and transistors. Prereq: Basic algebra and PHYS 112.

PHYS 118 (5) N

Technical Physics for Electronics

Intro to the physics of electricity and magnetism. Includes study of energy, work, harmonic motion and waves, electrostatics, magnetism, electrodynamics and electromagnetic waves. Prereq: MATH 106 and SCI 101.

PHYS& 121 (5) C,N,S

General Physics I

First of three non-calculus-based courses covering the field of physics. Includes kinematics, vectors, forces, dynamics, work, energy, momentum, torque and gravitation. Lab included. Fulfills QSR requirement for A.A. degree. Prereq: MATH 098 (with 2.2 or higher) (C); MATH 099.

PHYS& 122 (5) C,N,S

General Physics II

Continuation of PHYS& 121. Covers heat, gas laws, electricity, magnetism and electrical circuits. Lab included. Fulfills QSR requirement for A.A. degree. Prereq: PHYS& 121 or permission.

PHYS& 123 (5) C,N,S

General Physics III

Continuation of PHYS& 122. Covers electromagnetic waves, optics, atomic and nuclear physics. Lab included. Fulfills QSR requirement for A.A. degree. Prereq: PHYS& 121 (N); PHYS& 122 or permission (C,S).

PHYS 198 (5) N

Physics Workshop

A problem-solving workshop approach to physics topics considered appropriate by the instructor and/or physics faculty. Prereq: Permission.

PHYS& 221 (5) C,N,S

Engineering Physics I

Calculus-based study of kinematics, dynamics, energy, and momentum in linear and rotational coordinates and Newton's Laws of Motion. Lab included. Fulfills QSR requirement for A.A. degree. Prereq: MATH& 151 with 2.2 or higher (C); with 2.0 or higher (N,S) and one year of high school physics.

PHYS& 222 (5) C,N,S

Engineering Physics II

Covers Maxwell's classical laws of electricity and magnetism which developed from the study of the Laws of Coulomb, Ampere, Gauss and Faraday. Lab included. Fulfills QSR requirement for A.A. degree. Prereq: PHYS& 221 and MATH& 152.

PHYS& 223 (5) C,N,S

Engineering Physics III

Intro to waves and oscillations and the study of sound, geometric and physical optics. Covers the dualistic particle-wave nature of microscopic phenomena as an intro to modern physics. Lab included. Fulfills QSR requirement for A.A. degree. Prereq: PHYS& 221 (N); PHYS& 222 (C,S).

PHYS 298 (1-5) C,N,S

Special Topics

Independent work in physics laboratory and/or library. Prereq: Permission.

PHYS 299 (1-5) C,N,S

Independent Study - Physics

Independent study of physics problems or topics. Prereq: Permission.

POLITICAL SCIENCE**POLS& 101 (5) C,N,S**
Intro to Political Science

Intro to theory, organization, politics and administration of government. Includes political theory, comparative systems, political socialization, public administration, political parties and elections and international relations. Foundation course for political science studies.

POLS 111 (5) C,N
The American Presidency

Explores the evolution of the American presidency. Includes the presidents' personalities, character, leadership and public relations. Examines presidential campaigns and the roles of the president as Chief Diplomat, Chief Executive, Chief of State, Commander-In-Chief and Chief Bureaucrat.

POLS 112 (5) C,N
The Contemporary World

Intro to the nation-state system, elements of power and major problems facing nation-states today including population, hunger, nuclear proliferation, energy, nationalism and North-South/East-West relations. May be taken for international studies credit as ISP 112.

POLS 170 (5) C,S
Minority Politics in America

Focuses on socio-political developments leading to current status of minorities in America. Covers critical review of proposed solutions to minority tensions.

POLS& 202 (5) C,N,S
American Government

Survey of the origin and development of the U.S. government. Covers Colonial history, the Confederacy and the creation of a federal system, the functions of Congress, the presidency and courts. Includes interest groups, civil liberties, political parties and elections.

POLS& 203 (5) C,N,S
International Relations

Intro to international and regional governmental organizations. Examines major issues in the international arena including nationalism, rise of the Third World, imperialism, the arms race, environmentalism and foreign policy. Emphasis on issues which foster or frustrate world peace and prosperity.

POLS 205 (5) C,S
Political Economy

Study of basic economic terms and concepts, by surveying various nations and regions politically and economically. Study how nations and regions economically compete with one another. Includes study of human and non-human resources, the international monetary system, government business activity, development and international law.

POLS 206 (5) C
Bill of Rights

Survey of the origin and development of judicial review and concepts of civil rights and civil liberties. Covers due process, free speech, religion and equal protection. Includes background on current U.S. court and legislation decisions.

POLS 213 (5) N
Women & Politics

Intro to concepts of power and policy issues as they relate to women. Covers theoretical, historical and empirical studies of women's participation in social and political movements nationally and internationally. Studies women's diverse roles in relation to family, economics, labor, government and law.

POLS 217 (3-7) N
Internship in Politics

Intern as a participant-observer in a political campaign, political party or special interest group. Increase political sophistication by exposure to decision-making experiences. Prereq: Permission.

POLS 220 (5) N,S
Comparative Political Systems

Covers democratic and authoritarian governments. Includes political and economic systems of wealthier nations of the West and less-developed Third World Nations. Examines Great Britain, France, Japan, Russia, China, India, Nigeria, Mexico and Iran.

POLS 255 (5) C,S
Government & Politics of the Middle East

Problems of traditional society versus construction of a modern state. Emphasis on Arab-Israeli relations and impact on international affairs.

POLS 298 (1-5) C,N,S
Independent Study in Political Science

Independent research and writing on selected political science topics under faculty supervision. Prereq: Permission.

POLS 299 (1-5) C,N,S
Special Problems in Political Science

Seminar requiring study and written reports on political science topics. Prereq: Permission.

PSYCHOLOGY**PSYC& 100 (5) C,N,S**
General Psychology

Intro to the scientific study of human behavior, including learning and thinking, development, perception, motivation, emotion, personality and individual differences, social and abnormal behavior, and research methods.

PSYC 120 (5) C
Psychology of Adjustment

Covers the study of personality within the framework of the social system and the application of proven psychological principles to problems of adjustment and conflict faced in daily living.

PSYC 160 (5) N
Psycho-Physical Development – The Life Span

Survey of human physical, psychological and social development from infancy through death. Emphasis on major developmental theories, research and methods of studying life-span development.

PSYC& 200 (5) C,N,S
Lifespan Psychology

Survey of human physical, psychological, and social development from conception through death. Emphasis on major developmental theories, research and research methods of studying life-span development. Prereq: PSYC& 100 or permission.

PSYC 207 (5) C,N,S
Developmental Psychology

Analysis of psychological development of the child in relation to biological, physical and sociological antecedent conditions from conception through adolescence. Prereq: PSYC& 100 or permission.

PSYC 209 (5) N
Fundamentals of Psychological Research

Examines the scientific method, hypothesis testing and designs of qualitative and quantitative research. Covers the search and evaluation of research literature in psychology, descriptive statistical analysis, fundamentals of scientific writing, ethical issues and cross-cultural considerations in psychological research. Includes a research project. Pre-req: PSYC& 100 or equivalent.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN Watch Technology

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

PSYC 210 (5) C,N,S
Personality & Individual Differences

Intro to the study of personality and individual differences, including theory, measurement and research. Application of psychological principles to problems of everyday living.

PSYC 217 (5) C
Intro to Probability & Statistics for Psychology

Covers descriptive statistics, probability theory, probabilistic variables and experimental outcomes, distributions, experiments, sampling, hypothesis testing, normal distribution, T-tests and correlation. Fulfills QSR requirement for A.A. degree. Prereq: Intermediate algebra.

PSYC& 220 (5) C,N,S
Abnormal Psychology

Intro to theories of psychopathology and behavioral changes associated with abnormal behavior. Emphasizes ethical issues of diagnosis and treatment and major diagnostic categories such as schizophrenia, depression and anxiety disorders, and disorders of childhood and old age.

PSYC 222 (5) N
Survey of Physiological Psychology

Covers workings of the nervous system. Explores the brain's capacity in language, hunger and thirst, learning and memory, emotions, sexual behavior, depression, schizophrenia and repair after injury. Recommended: PSYC& 100 or a biological science course.

PSYC 230 (5) C,N,S
Human Sexuality

Survey of current literature on development of sexual behavior. Includes historical, physiological, psychological and social components of sexuality and its deviations. May be taken as SOC 230.

PSYC 235 (5) C,S
Contemporary Problems in Psychology

Major socio-psychological contemporary problems leading to maladaptive behavior and its roots in social disintegration, drug addiction, alcoholism and divorce. Examines violence, sexual harassment and molestation of women and children. Prereq: PSYC& 100 or permission.

PSYC 240 (3) C,S
Psychology of Human Relations

Covers dynamics of organizations and human resources in the workplace: motivational theory, leadership, group processes, organizational theory, participatory management, conflict management and counseling. Primarily for professional-technical students. Prereq: Satisfactory performance on placement test (S).

PSYC 245 (5) C,N,S
Social Psychology

Examines the effect of others on self-concept, social cognition, aggression, conformity, helping, loving and liking, competition and cooperation and prejudice and discrimination. Research and autobiography from two of the following groups provides content and illustration: African Americans, Asian Americans, Native Americans and Hispanic Americans. May be taken as SOC 245.

PSYC 250 (5) C
Psychology of African Americans

Provides an in-depth look at contemporary psychological research and issues involving African Americans. Includes Black personality, institutional racism and the educational system, counseling African Americans and methods of dealing with racism in daily life.

PSYC 255 (5) N
Cognitive Psychology

Overview of the field of cognitive psychology. Addresses current theory and research in the areas of attention, perception, learning, memory, decision-making, language, problem-solving and creativity in both clinical and real world contexts. Prereq: PSYC& 100; ENGL& 101; or permission.

PSYC 257 (5) N,S
Psychology of Gender

Explores major psychological theories of sex differences. Examines studies of sex-role development and biological and environmental influences that may determine and maintain sex differences in aggression, cognitive abilities, achievement, motivation, affiliation and sexuality. May be taken as WMN 257.

PSYC 294 (1-5) C,N
Practicum in Psychology

Practicum in the application of basic psychology principles. Specific seminar and practicum areas and evaluation criteria established by an educational contract. Prereq: PSYC& 100 and permission.

PSYC 298 (1-5) C,N,S
Individual Study in Psychology

Independent study in selected psychology topics under faculty supervision. Prereq: Permission.

PSYC 299 (1-5) C,N,S
Special Problems in Psychology

Small group seminar for study and discussion of selected psychology topics. Prereq: Permission.

REAL ESTATE

All real estate courses meet Department of Licensing (DOL) requirements for renewal and educational clock hours of real estate and/or appraisal licenses.

RES 100 (5) N
Real Estate Fundamentals

Fundamentals of the real estate industry, including sales and listing practices, financing, appraising, title, real estate law, escrow and property management. With RES 140 prepares for WA Real Estate Broker Licensing Exam. (60 DOL clock hours)

RES 101 (5) N
Technology for Real Estate

Learn to use Microsoft's Word, Excel, Outlook, Publisher and the Internet to create marketing materials, manage your time and contracts, use e-mail, create spreadsheets to track or analyze data, write letters, and use Internet resources, with specific emphasis on the real estate industry. Prereq: Some computer experience highly recommended. (50 DOL clock hours)

RES 106 (1) N
Real Estate Fraud

Covers real estate fraud in the sales, finance and appraisal industries. Study fraud cases, the extent of the problem, and the impact on the market place. Learn how to avoid potential fraudulent acts. RES 100 may be taken concurrently. (10 DOL clock hours)

RES 107 (1) N**Foreclosures, Short Sales & Mortgage Elimination**

Learn the foreclosure process. Examine the legal issues professionals and investors should consider before being part of a foreclosure or short sale/mortgage elimination. (10 DOL clock hours)

RES 110 (3) N**Intro to Commercial Real Estate**

Learn to list, sell and lease commercial real estate investment properties. Use finance as a tool to increase profits. Learn to establish market value and return on investments in office buildings, industrial properties, apartments, shopping centers and retail stores. (30 DOL clock hours)

RES 120 (1.5) N**Real Estate Principles of Maintenance & Repair**

Study maintenance and repair for residential and commercial properties. Learn to recognize maintenance problems and schedule preventative maintenance and repairs. Explore HVAC, roofing, landscaping and janitorial services. Analyze maintenance and service contracts. (15 DOL clock hours)

RES 125 (2) N**Real Estate Math**

Become skilled in basic real estate mathematics using a financial calculator. Apply principles of real estate transactions, valuation, finance and other investment analysis. Students provide calculator (HP10B2 or HP12C) and bring text to first class. (20 DOL clock hours)

RES 130 (3) N**Green Real Estate**

Learn about developing, building and marketing 'Green Real Estate': environmental sustainability, water, energy, architecture, design, materials, site selection and acquisition, demographics and psychographics of green-minded consumers. Compare traditional with green building. Allows WA licensed real estate brokers to become BUILT GREEN Certified Professionals by passing exam. (30 DOL clock hours)

RES 131 (3) N**Green Building Materials**

Learn about environmentally friendly "green products." Examine green building materials from counters, tiling and fixtures to high-efficiency HVAC, graywater reuse and photovoltaic systems. Investigate integrating green building materials throughout design and construction. Recommend RES 130 or concurrently. (22 DOL clock hours)

RES 132 (3) N**Marketing, Education & Ethics in Sustainable Development**

Understand the needs of green clients and communicate effectively with them. Covers marketing green projects through traditional strategies, new technologies and creative approaches. Emphasizes basic education of clients and ethical responsibilities of agents in representing and selling green properties. Prereq: Recommend RES 130. (30 DOL clock hours)

RES 133 (1.5) N**Energy Efficient Design & Development**

Learn green techniques for upgrading, constructing and maintaining energy efficient homes. Covers design, building processes, alternative envelopes, energy generation systems, energy saving products, home performance testing such as infrared thermography, rebate and incentive programs, regional greenhouse gas issues and planning. Recommend RES 130 or concurrently. (22 DOL clock hours)

RES 134 (1.5) N**Smart Locations, Integrated Communities, Sustainable Sites & Water Protection**

Covers integrated planning and strategies to lessen the impact of homes and communities on the environment and local watersheds. Includes transit, mixed-use development, habitat protection, green master planned communities and urban villages in low impact design. Prereq: Recommend RES 130 or concurrently. (15 DOL clock hours)

RES 135 (1.5) N**Healthy Buildings & Indoor Air Quality**

EPA says air in homes is 3-5 times more polluted than air outside. Study indoor toxins and how to avoid or mitigate them. Covers construction practices that reduce mold, dust, and other factors and energy efficiency, materials, site and landscaping related to air quality. Recommend Res 130 or concurrently. (22 DOL clock hours)

RES 140 (3) N**Real Estate Sales Practice**

Prep for WA Brokers' License Exam. Covers sales process including obtaining and servicing listings, agreements, prospecting, qualifying the buyer, showing property, negotiating and servicing the sale, planning and budgeting. Prereq: RES 100 or 210, or concurrently, or real estate license or permission. (30 DOL clock hours)

RES 141 (3) N**Land Use Principles & Practice**

Introduces federal and state laws and regulations governing land use and environmental issues. Includes in-depth study of local (King County) regulations. Provides practical land use knowledge including the permit process. (30 DOL clock hours.)

RES 142 (3) N**Inspecting the Condition of Real Estate**

Overview of home inspection: who does it, why it is done, what is covered in a competent inspection. Prepare for WA and National Home Inspection Licensing exams. With RES 143 & 151, fulfills class and field prereqs for WA Home Inspector License. (40 DOL clock hours)

RES 143 (3) N**Fundamentals of Home Inspection**

Covers home inspection basics: WA laws, rules & codes; business practices and reports; exterior foundation, roofing, site and structural components; interior plumbing, electrical, HVAC systems. Prepare for WA and National Home Inspection Licensing exams. With RES 142 & 151 fulfills class and field prereqs for WA Home Inspector License. Prereq: RES 142 or concurrently. (90 DOL clock hours)

RES 144 (4) N**Inspecting Structural Framing & Plumbing Systems**

Learn to inspect foundations, wall, floor, ceiling and roof framing, public and private water systems, water heaters, drain piping, fixtures and faucets. Meets Domain 2. Structural Components: Tasks 1.1-1.4 and Domain 4. Plumbing: Tasks 4.1-4.5 of ASHI Home Inspector Training. Prereq: RES 143 or concurrent enrollment or permission. (40 DOL clock hours)

RES 145 (4) N**Inspecting Exteriors & Roofing**

Gain practical knowledge in the proper inspection of the entire exterior including roofs, skylights, siding, porches, decks, balconies, eaves, soffits, fascia, walkways, driveways, vegetation, grading, surface drainage, retaining walls, garages, carports and various types of roofs and flashings. Meets Domain 2. Exteriors: Tasks 2.1-2.5 and Domain 3. Roofing: Tasks 3.1-3.3 of ASHI Home Inspector Training. Prereq: RES 143 or concurrent enrollment or permission. (40 DOL clock hours)

RES 146 (2) N**Inspecting Heating Systems I**

Gain hands-on skills for inspecting heating systems and identifying the energy source, type, material, condition, safety concerns and other issues related to gas and oil-fired forced-air furnaces and hot water heating plants as well as their distribution systems. Meets Domain 5. Heating: Tasks 5.1-5.3 of ASHI Home Inspector Training. Prereq: RES 143 or concurrent enrollment or permission. (20 DOL clock hours)

RES 147 (3) N**Inspecting Heating Systems II**

Learn to inspect masonry and metal chimneys and exhaust vents; wood-burning furnaces and boilers; wood stoves; fireplaces; steam heating systems; electrical heating systems; wall and floor furnaces; room heaters and gas appliances to identify type, material, condition and safety concerns. Meets Domain 5. Heating, Tasks 5.1, 5.2, 5.3 and Domain 10. Fireplaces and Solid Fuel Burning Appliances, Tasks 10.1 & 10.2 of the ASHI Home Inspector Training. Prereq: RES 146 or concurrent enrollment or permission.

RES 148 (3) N**Inspecting Electrical Systems**

Learn to inspect electrical systems. Study service boxes and their components, grounding and bonding, distribution panels, branch circuit wiring, outlets, switches, and junction boxes. Prereq: RES 143 or concurrent enrollment or permission. (30 DOL clock hours)

RES 149 (4) N**Inspecting Heat Pumps, A/C, Interiors, Insulation & Ventilation Systems**

Learn to inspect various types of heat pumps and air conditioning. Study inspection procedures for interiors: insulation, walls, floors, ceilings, crawl space, attics, exhaust fans and windows. Identify foundation defects, basement leakage and methods of correction. Prereq: RES 143 or concurrent enrollment or permission. (40 DOL clock hours)

RES 150 (1.5) N**Residential Sales & Leasing Documentation**

Understand Washington State real estate broker and agent practices. Emphasis on agency law, contract, torts and revised Multiple Listing forms. Prereq: RES 100 or 110 or 170 or 210 or taken concurrently, or real estate license or experience or permission. (15 DOL clock hours)

RES 151 (4) N**Home Inspection Field Training**

Field training in home inspection of insulation, ventilation, hazardous materials, plumbing, electrical, HVAC systems, communication and report-writing. Prepare for WA and National Home Inspection Licensing exams. With RES 142 & 143, fulfills class and field prereqs for WA Home Inspector License. Recommend RES 142 and/or 143 or concurrently. (40 DOL clock hours)

RES 160 (1) N**Ethics for Loan Originators**

Covers ethical mortgage loan origination practices, RCW (statutes) and WAC (regulations) regarding prohibited practices, disclosure requirements, and advertising. Includes identification and prevention of loan fraud and predatory lending. Covers Mortgage Broker Practices Act (MBPA) and Consumer Loan Act (CLA). (10 DOL clock hours)

RES 164 (5) N**Real Estate Finance – Residential**

Explore various financing programs for residential real estate. Learn to prequalify borrowers and generate closing cost worksheets. Gain knowledge about credit reports and credit scoring. Discover how underwriters determine who gets mortgages. (50 DOL clock hours)

RES 165 (3) N**Real Estate Loan Originator**

Examines the loan process, typical mortgage loan products and loan merchandising skills. Includes relevant laws and regulations and business development techniques. Coreq: RES 100 recommended. (30 DOL clock hours)

RES 166 (4) N**Real Estate Loan Processing**

Learn to process residential Conventional/Conforming, Subprime, Jumbo, FHA and VA mortgages from application to closing. Use CALYX Point Loan Processing Software including Loan Applications, Good Faith Estimates, Truth-In-Lending and other required documents. Analyze credit reports, verifications of employment and assets. Prereq: Recommend RES 100 or taken concurrently. (40 DOL clock hours.)

RES 168 (1.5) N**Loan Origination Automation**

Hands-on training for originating residential loan applications using Interlinq's MortgageWare software. Prereq: RES 165 or RES 166 or concurrent enrollment or real estate experience. (15 DOL clock hours.)

RES 170 (3) N**Real Estate Law**

Principles of law governing real estate including acquisition, encumbrance, transfer, rights and obligations of parties and WA state regulations. Prereq: RES 100, 110 or 210 or concurrent enrollment, or real estate experience or permission. (30 DOL clock hours)

RES 175 (3) N**Intro to Title**

For those in real estate sales, finance, escrow, or title insurance fields. Covers fundamentals of title insurance, various types of liens, methods of clearing title, and other items of record and off-record that affect real property. (30 DOL clock hours)

RES 176 (1) N**Using Tax-Deferred Exchanges to Your Advantage**

Study Section 1031: Exchanges of the Internal Revenue Code pertaining to business and investment real property. Includes tax-deferred exchanges and advanced tax planning strategies, processes and pitfalls. (15 DOL clock hours)

RES 177 (1.5) N**Real Estate Taxes**

Covers U.S. income taxes pertaining to real estate. Learn what constantly changing federal income tax laws affect residential, business, and investment properties. (15 DOL clock hours)

RES 178 (1.5) N**Buyers Agency**

Presents torts, contract, and agency laws pertaining to real estate Buyer's Agents while emphasizing Washington law. Provides and discusses useful forms for a Buyer's Agent. Prereq: RES 100 or taken concurrently or real estate experience. (15 DOL clock hours)

RES 180 (3) N**Basic Appraisal Principles**

Intro to the appraisal process. Investigate influences on the types of real estate values. Survey of real estate markets and analysis. Recommend concurrent enrollment in RES 100. (30 DOL clock hours)

RES 181 (1.5) N**Standards of Professional Practice in Appraisal**

Focuses on requirements for ethical behavior and competent performance set forth in the Uniform Standards of Professional Appraisal Practice and Washington State Regulations. Prereq: RES 180 or appraisal experience. (15 DOL clock hours)

RES 183 (3) N**Basic Appraisal Procedures**

Presents methods used in valuation procedures. Understand property descriptions for appraisal reporting and apply to residential and commercial appraisals. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 180, or appraisal experience or permission. (30 DOL clock hours)

RES 184 (1.5) N**Residential Market Analysis & Highest & Best Use**

Research residential markets by using supply and demand analysis. Learn and apply highest and best use analysis through case studies. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 180 or real estate or appraisal experience or permission. (30 DOL clock hours)

RES 185 (1.5) N**Residential Appraiser Site Valuation & Cost Approach**

Learn advanced methods for site valuation and the cost approach in determining value of real property. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 180 or real estate or appraisal experience or permission. (15 DOL clock hours)

RES 186 (3) N**Residential Sales Comparison & Income Approaches**

Learn to estimate value using cost and sales comparison approaches. Learn to compute Capitalization Rates, Gross Rent Multipliers, finance and cash equivalency on the HP12C financial calculator. Bring your HP12C or borrow one from RES program if available. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 125 and RES 183 or real estate or appraisal experience or permission. (30 DOL clock hours)

RES 187 (1.5) N**Residential Report Writing & Case Studies**

Gain writing and reasoning skills to complete the standard residential appraisal report. Overcome common report writing problems and learn options. Meets January 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 186 or concurrent enrollment or appraisal experience or permission. (15 DOL clock hours)

RES 188 (1.5) N**Statistics, Modeling & Finance**

Study elementary statistical concepts and their application to real estate issues. Cover measures of central tendency, linear and non-linear trend analysis, linear regressions, complex multivariate automated valuation models (AVMs) and their application to mass appraisal and real estate finance. Uses HP12C calculator and Microsoft XL. Meets January 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 101, 125, & 186 or concurrent enrollment or appraisal experience or permission. (15 DOL clock hours)

RES 189 (1.5) N**Advanced Residential Applications & Case Studies**

Discover the property and design elements, market conditions and other factors that create complexities in residential real estate and how these impact valuation. Measure supply and demand factors and their impact. Case studies include market analysis and feasibility determinations. Meets January 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 187 and RES 188 or concurrent enrollment or appraisal experience. (15 DOL clock hours)

RES 190 (3) N**Real Estate Escrow I**

Intro to escrow principles, procedures and laws that govern and control escrow closing activities. Learn real estate and escrow documents, escrow closings, and title exceptions. Recommend RES 100 or concurrent enrollment. (30 DOL clock hours)

RES 191 (2) N**Advanced Escrow Closing System**

Covers computerized escrow closing: information entry, trust accounting, producing documents, letters and closing statements through the use of Advanced Escrow Closing software. Prereq: RES 190 or concurrent enrollment or six months escrow closing experience. (20 DOL clock hours)

RES 195 (3) N**Real Estate Escrow II**

Includes extensive work in real estate contracts, assumptions, mortgages (FHA, VA and conventional) and wraparounds. Prereq: RES 190 or 6 months recent experience in escrow. (30 DOL clock hours)

RES 200 (5) N**Seminar in Current Real Estate Issues**

Covers the latest information and laws on appraisal, sales, land development, title, finance, and current issues. Assists with career development through discussions with professionals and work-related research projects. (50 DOL clock hours)

RES 201 (3) N**Principles of Real Estate Management**

Intro to basic principles of commercial and residential property management including property analysis, management and planning, marketing, staffing and maintenance of real estate. (30 DOL clock hours)

RES 202 (3) N**Multi-family Property Management**

Learn important functions in residential property management, property analysis, rental policies, rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies and financial result analysis. (30 DOL clock hours)

RES 203 (3) N**Commercial Property Management**

Learn commercial property management including personnel policies, marketing, tenant management, property maintenance, security, collection, lease provisions, and record keeping systems. (30 DOL clock hours)

RES 204 (3) N**Community Association Management**

Learn how successful associations are established, operated, and managed. Covers the basic principles and procedures of community associations such as a Home Owners Association or a Resort Association. (30 DOL clock hours)

RES 210 (3) N**Residential Property Investments**

Learn to invest in different types of residential properties. Study the principles, techniques, advantages and disadvantages of buying, selling and renting investments and the available financing options for various types. Recommend RES 100 or concurrent enrollment. (30 DOL clock hours)

RES 215 (3) N**Business Opportunities: Purchase & Sale**

Explore the specialized field of buying and selling business opportunities. Cover all aspects from prospecting for buyers and sellers to closing the transaction and estimating value. (30 DOL clock hours)

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN **Watch Technology**

NAME TO PREFIX

Watch Technology **HIN**

Common Course Numbering explanation is on page 190.

RES 217 (3) N
Real Estate Development & Sustainability

Explore basic principles and procedures in developing residential, commercial and industrial real estate, including all stages of a project. Overview of green and sustainable development using LEED and BUILTGREEN rating systems. Prereq: Recommend RES 130 or concurrently. (30 DOL clock hours)

RES 220 (3) N
Real Estate Economics

Analyze impact of national, regional, community and neighborhood trends in real estate. Study trends in the money market, community growth patterns, land use controls, taxation in the Puget Sound Region. Prereq: RES 100 or 110 or 180 or 210 or real estate experience or a real estate license. (30 DOL clock hours)

RES 221 (3) N
Corporate Real Estate

Learn acquisition, disposal and management of properties in the corporate environment. Focus on best practices for maneuvering in the corporate real estate setting and understand asset management vs. property management. Use situational analysis and study typical legal documents. (30 DOL clock hours)

RES 225 (1.5) N
Current Trends in Real Estate Market Analysis

Presents current economic, political and real estate information affecting the Puget Sound Region. Provides practical methodology to distill information into useful market report. Learn techniques to understand, modify and create forecasts and scenarios. Prereq: RES 220 or concurrent enrollment. (15 DOL clock hours)

RES 230 (5) N

Professional Business Practices of Brokerage Management

Covers real estate brokerages operations: general business concepts, management practices and broker responsibilities. Fulfills WA state requirements of 30 hrs Brokerage Management and 30 hrs Business Management. Prep for Managing Broker exam. Prereq: RES 100 or licensed RE Broker for 12 months or permission. (60 DOL clock hours)

RES 235 (3) N

Sales & Marketing

Increase business and/or market share by incorporating sales and marketing techniques, including an action plan. Learn to differentiate yourself/business from your competition and generate effective marketing media strategy. Recommend RES 100 or RES 110 or RES 180 or concurrent enrollment. (30 DOL clock hours)

RES 241 (3) N

Appraising Small Residential Income Properties

Provides a foundation in the principles, concepts and methods applicable to appraising 2-4-unit small residential income properties. (Prereq: RES 180 and RES 125 or concurrent enrollment. (30 DOL clock hours)

RES 260 (2) N

Real Estate Finance – Commercial

Review sources and methods for financing commercial and investment properties including alternative financing and the secondary market. Prereq: RES 100 or 110 or 290 and RES 125 or taken concurrently or real estate experience or permission. (15 DOL clock hours)

RES 266 (3) N

Real Estate Loan Underwriter

Intro to underwriting residential loans. Includes underwriting documents, analyzing appraisals, applications, verifications and formulas for buyer qualification. Prereq: RES 165 or 166, or concurrent enrollment or real estate experience. (30 DOL clock hours)

RES 280 (3) N

Commercial Real Estate: Analyzing Markets & Income

Learn research and analysis techniques in the appraisal of income property including property characteristics, sources of data, analysis of supply and demand and forecast of performance. Uses case studies in the multi-family, retail and lodging markets. Prereq: RES 125 and RES 183 (concurrent enrollment) or real estate experience. (30 DOL clock hours)

RES 281 (1.5) N

National USPAP Course

Focus on requirements for ethical behavior and competent performance set forth in the Uniform Standards of Professional Appraisal Practice and Washington State Regulations. Meets Jan. 1, 2008 Real Property Appraiser Qualification Criteria. Prereq: RES 183 or six months appraisal experience or permission. (15 DOL clock hours)

RES 282 (3) N

General Appraisal Applications

Increase ability to apply appraisal methods, techniques and procedures using case studies. Prereq: RES 125 and RES 281, or appraisal experience or approval; HP12C or similar financial calculator. (30 DOL clock hours)

RES 290 (3) N

Commercial Sales & Leasing

Study the opportunities and responsibilities of representing commercial property owners, buyers, tenants and landlords. Learn to list, sell and lease various commercial properties. Explore basic evaluation and marketing tools. Learn to complete market surveys, commercial listing, sales and leasing agreements. Prereq: RES 100 or 110, or Washington Real Estate License or permission. Coreq: RES 125 recommended. (30 DOL clock hours and initial license renewal under RCW 18.85.095(2)(a))

RES 295 (2) N

Commercial Real Estate Investment Analysis

Learn commercial real estate investment analysis: fundamentals of commercial leases, perform analysis, use and selection of discount and capitalization rates, tax laws and applications of decision-making tools. Bring programmable financial calculator. Prereq: RES 110, 125 and 290 (may be concurrent enrollment) or real estate experience or permission. (20 DOL clock hours)

RES 298 (2-6) N

Special Projects/Internships in Real Estate

Research opportunities or unpaid work experience in real estate applications. Independent study on special projects. Credits vary. Prereq: Instructor permission. (20-60 DOL clock hours)

RELIGION**REL 150 (5) S**
Intro to Western Religions

A social-historical survey of religions that have developed west of the Indus River. Promotes a better understanding of those traditions and their cultural influences on history.

REL 151 (1) C,S
Intro to Eastern Religions

A social-historical survey of religions that have developed east of the Indus River. Promotes a better understanding of those traditions and their cultural influences on history.

RESPIRATORY CARE**RCP 101 (1) C**
Respiratory Care Orientation

Intro to concepts and principles of the Respiratory Care program. Emphasizes preparation for school, college resources, financial assistance, classroom, study and communication skills, strategies for taking exams, time management, stress and anger management.

RCP 110 (2) C
Intro to Respiratory Care

Explores the respiratory care profession. Focuses on historical development as well as current overview of the respiratory care practitioner role. Emphasis on professionalism, ethical thought, death and dying, and working in a multicultural environment.

RCP 112 (2) C
Applied Microbiology

Focus on microbiology in respiratory disease, including the history of microbiology, cell structure and relationships between humans and microbes. Covers microorganisms, differentiation of microorganisms, factors in disease and resistance, infection control and therapeutics for infectious processes in respiratory care.

RCP 114 (4) C
Respiratory Care Fundamentals I

Intro to procedures used to assess and treat common respiratory diseases. Emphasis on skills needed to safely and effectively work in the hospital environment and to assess patients with cardiopulmonary disease. Covers hospital safety, gas physics, medical gas and aerosol therapy, bronchial hygiene and hyperinflation therapies.

RCP 115 (1) C
Pharmacology for Respiratory Care I

Intro to the principals and practices of Respiratory Care Pharmacology with emphasis on the safe delivery of medications. Explores the basic concepts of pharmacology, aerosol delivery, dosage calculations and bronchodilator therapies for treatment.

RCP 120 (4) C
Clinical Practice I

Respiratory care practicum. Continues the development of skills in real clinical situations at partner facilities around the Puget Sound area. Emphasis on hospital safety, patient assessment, and the application of therapeutic procedures.

RCP 123 (1) C
Pathophysiology for Respiratory Care I

Study of the concepts and principles by which disease alters the normal function of the cardiopulmonary system. Emphasizes recognizing obstructive diseases, recommending and applying therapeutic measures and analyzing clinical data and responses to treatment.

RCP 124 (5) C
Fundamentals of Respiratory Care II

Continuation of RCP 114. Emphasis on skills to safely and effectively care for patients with artificial airways. Covers artificial airways, bedside diagnostic testing, arterial blood gas analysis and non-invasive ventilation.

RCP 125 (1) C
Pharmacology for Respiratory Care I

Continuation of RCP 115. Emphasis on medications used to treat primary respiratory disorders such as asthma. Covers steroid and non-steroidal asthma controllers, xanthine medications, mucus controlling drugs and aerosolized anti-infective medications.

RCP 130 (5) C
Clinical Practice II

Respiratory care practicum. Continues the development of skills in real clinical situations at partner facilities around the Puget Sound area. Emphasis on more advanced techniques and diagnostics in acute care.

RCP 133 (1) C
Pathophysiology for Respiratory Care II

Continuation of RCP 123. Study of concepts and principles by which disease alters the normal function of the cardiopulmonary system. Emphasis on recognizing respiratory failure and infectious diseases, recommending and applying therapeutic measures and analyzing clinical data and responses to treatment.

RCP 134 (5) C
Fundamentals of Respiratory Care III

Continuation of RCP 124. Emphasis on mechanical ventilation of the critically ill adult. Covers the physiology, application, monitoring and discontinuation of mechanical ventilation, as well as alternative strategies for mechanical ventilation.

RCP 135 (1) C
Pharmacology for Respiratory Care III

Continuation of RCP 125. Emphasizes pharmacologic agents used to facilitate mechanical ventilation in the critical care setting. Covers skeletal muscle relaxants, sedatives, analgesics, diuretics and antibiotics.

RCP 137 (4) C
Cardiopulmonary Anatomy & Physiology

Provides an in-depth investigation into the structure and function of the cardiopulmonary and related body systems, emphasizing the interdependence of the body systems, including pulmonary, cardiac, vascular, renal systems. Covers the effects of aging, exercise and extreme environments on the cardiopulmonary system.

RCP 240 (4) C
Clinical Practice III

Respiratory care practicum. Continues the development of skills with emphasis on respiratory care in the intensive care setting. Apply skills in real clinical situations at partner facilities around Puget Sound area.

RCP 241 (2) C
Respiratory Care for Critically Ill Adults

An exploration of respiratory care in the intensive care environment. Emphasis on the application of respiratory care for patients with traumatic injury and critical illness. Covers trauma, burns, shock, and Adult Respiratory Distress Syndrome.

RCP 243 (1) C
Pathophysiology for Respiratory Care III

Continuation of RCP 133. Study of concepts and principles by which disease alters the normal function of the cardiopulmonary system with emphasis on the pathophysiology of critical illness.

RCP 244 (3) C
Respiratory Care Fundamentals IV

Continuation of RCP 134. Emphasis on intensive care monitoring techniques. Covers electrocardiogram interpretation, hemodynamic monitoring, and advanced cardiac life support.

RCP 245 (1) C**Pharmacology for Respiratory Care IV**

Continuation of RCP 135. Emphasis on drugs used to treat the cardiac system as well as medications used in pediatric/neonatal respiratory care. Covers antihypertensive, medications to treat shock, antiarrhythmics, surfactant, nitric oxide and other medications used in critical care.

RCP 250 (6) C**Clinical Practice IV**

Respiratory care practicum. Continues the development of skills in the intensive care and emergency settings. Apply skills in real clinical situations at partner facilities around the Puget Sound area.

RCP 251 (3) C**Respiratory Care of Infants & Children**

An in-depth study of neonatal and pediatric respiratory care. Focuses on diseases specific to caring for our smallest patients. Covers fetal growth and development, labor and delivery, resuscitation, disease processes, assessment and therapy.

RCP 253 (1) C**Pathophysiology for Respiratory Care IV**

A continuation of RCP 243. Study of concepts and principles by which disease alters the normal function of the cardiopulmonary system with emphasis on the pathophysiology of cardiovascular, neuromuscular, fibrotic diseases and sleep-disordered breathing.

RCP 254 (3) C**Respiratory Care Fundamentals V**

Continuation of RCP 244. Emphasis on advanced concepts and skills needed to care for neonatal and pediatric patients. Covers techniques and equipment to manage neonatal and pediatric patients in the acute care environment, including oxygen therapy, bronchial hygiene, airway care, Continuous Positive Airway Pressure and mechanical ventilation.

RCP 260 (6) C**Clinical Practice V**

Respiratory care practicum. Continues the development of skills with pediatric or adult critical care patients. Apply skills in real clinical situations at partner facilities around the Puget Sound area.

RCP 262 (1) C**Entry Level Exam Review**

Survey of material on the National Board for Respiratory Care's (NBRC) Certified Respiratory Therapist (CRT) exam. Emphasis on test taking and exam content.

RCP 264 (3) C**Respiratory Care Fundamentals VI**

Continuation of RCP 254 exploring the equipment and techniques of respiratory care. Emphasis on Cardiopulmonary diagnostic studies. Covers pulmonary function testing, exercise physiology and testing, bronchoscopy and polysomnography.

RCP 267 (2) C**Advanced Mechanical Ventilation**

In-depth exploration of the application of mechanical ventilation across the age spectrum. Emphasis on the clinical application of mechanical ventilators and advanced modes of mechanical ventilation.

RCP 270 (6) C**Clinical Practice VI**

Respiratory care practicum. Continues the development of skills with pediatric or adult critical care patients. Apply skills in real clinical situations at partner facilities around the Puget Sound area.

RCP 272 (4) C**Comprehensive Review of Respiratory Care**

Survey of material on the National Board for Respiratory Care Advanced Practitioner exam, NBRC Written Registered Respiratory Therapist exam (WRRT).

RCP 274 (2) C**Pulmonary Rehabilitation & Home Care**

Continuation of RCP 264. Explores the equipment and techniques of respiratory care. Emphasis on respiratory care in alternative settings. Covers pulmonary rehabilitation, home care, patient education and health promotion.

RCP 276 (3) C**Advanced Patient Assessment**

Develop further critical thinking skills for assessing patients through history, physical examination, lab data, chest x-rays, pulmonary function tests and EKG data. Use clinical reasoning skills to develop and implement plans of care for the cardiopulmonary patients presented and discuss equipment, modifying treatment and evaluating patient progress. Practice with the National Board for Respiratory Care's (NBRC) Clinical Simulation Exam.

RUSSIAN

See Languages & Literature, page 272.

SCIENCE**MSC 101 (5) N****Intro to Material Science**

Intro to the molecular structure of different materials and the resulting effects in tensile strength and heat transmission. Emphasis on semiconductors and applications to electronic devices. Prereq: PHYS& 122 and PHYS 118, CHEM& 121 or equivalent; and MATH 118 and 120 or equivalent; or permission.

SCI 090 (5) N,S**Basic Scientific Ideas**

Covers major concepts and ideas in science, exploring biology, physics, chemistry, geology, astronomy and ecology. Lab included. Satisfies science requirement of the high school completion program.

SCI 100 (5) C,N**Intro to Science**

Covers basic principles and current scientific thought in the major fields of science, including history, philosophy, and methodology. No credit for students who have completed major-level science courses. Non-lab course.

SCI 101 (5) C,N,S**Intro to Physical Science**

Through selected topics in the physical sciences, learn the process of science: Question, Observe, Organize/Analyze and Report. At each stage ask: Which aspects of this step are culturally dependent and which are not? Hands-on explorations guided by inquiry-based material.

SCI 104 (5) C,S**Physical Science**

Intro to the physical world through everyday applications of physical science principles. Examines fundamentals of physics and chemistry in light of the scientific method.

SCI 107 (4) C**Applied Bioengineering**

Covers water-related issues in the developing world: availability, sanitation, food production and environmental degradation. Includes integrative resource management using local human and material resources combined with developing technologies that are safe, adaptable and affordable. Promotes scientific critical thinking and problem-solving.

SCI 110 (5) S**Intro to Robotics**

Intro to design, construction and programming of autonomous mobile robots. Using complete robot kits (micro-controller, sensors, motors, building parts), work in teams to study design issues of mechanics, sensors, motors and control. Design and construct a robot that will accomplish a particular task.

SCI 111 (1) C,N**Geology Field Day**

Covers the best of the region's geology, including the Seattle Fault, ancient glaciers, fossil forests, landslides, Cascade Mountains and northeastern Oregon. Lab credit. May be taken as GEOL 111.

SCI 112-118 (1 EA) C,N**Science Field Days**

Series of 1-credit courses consisting of five hours of lecture and a one-day field trip. Requires varying transportation fees.

SCI 112 (1) C,N**Seashore Life**

Explores seashore life in the Pacific Ocean and Puget Sound.

SCI 113 (1) N**Marsh Ecology**

Explore the science of ornithology in the classroom and the field. Lab credit.

SCI 114 (1) N**Field Astronomy**

Covers astronomy from a hands-on perspective in the field.

SCI 116 (1) C,N**Edible Plants of the Northwest**

Focuses on edible and medicinal plants of the Pacific Northwest. Lab credit.

SCI 117 (1) C,N**Wildflowers of the Northwest**

Classification and ecology of lowland to alpine wildflowers of the Pacific Northwest. Lab credit.

SCI 118 (1) C,N**Volcano Field Day**

Intro to the origin and destruction of Cascade volcanoes such as Mount St. Helens, Mount Rainier and Glacier Peak. Lab credit. May be taken as GEOL 118.

SCI 119 (3) N**Natural History through Field Studies I**

Study aspects of biology, zoology, hydrology, meteorology, geology, botany, and/or soil and environmental sciences through field observation and lab work. Includes a multi-day trip or multiple single-day trips. Transportation fee will be assessed. Previous students should take SCI 129.

SCI 121 (5) N**Natural Disasters**

Natural disasters strike all over the world each year. Study how sciences such as geology and meteorology are used to identify, prepare for and possibly mitigate various natural disasters. Satisfies lab requirement for the A.A. degree. Placement into ENGL& 101 strongly recommended.

SCI 129 (3) N**Natural History through Field Studies II**

Study aspects of biology, zoology, hydrology, meteorology, geology, botany, and/or soil and environmental sciences through field observation and lab work. Includes a multi-day trip or multiple single-day trips. Transportation fee will be assessed. Students should take SCI 119 first.

SCI 131 (5) C**Interdisciplinary Science I**

Intro to science and scientific method for non-science majors and for students in the Associate in Elementary Education – DTA program. Covers measurements, the metric system, matter and energy, physical and chemical properties and changes, the atom, nuclear chemistry and the importance of science.

SCI 133 (5) C**Interdisciplinary Science 3**

For students in Associate in Elementary Education –DTA program. 3rd course of 3. Overview of Life Sciences of cellular biology, organismal biology, and ecology and Earth Sciences of geology and biogeology. Prereqs: SCI 131 and 132 each with 2.0 or higher or permission.

SCI 298 (1-5) C,N,S**Special Topics**

Seminar of selected topics or activities in the sciences. Prereq: Variable, dependent on topic.

SCI 299 (1-5) C,N,S**Independent Study**

Independent study of approved topics in the sciences. Prereq: Permission.

SENIOR ADULT EDUCATION**FAM 012 (1-3) N,S****Life Enrichment for Seniors**

Provides opportunities for seniors to stay informed on current social issues and meet the challenge of continual learning. Includes subjects in the fine arts, social sciences, humanities and sciences.

FAM 013 (1-3) N,S**Living Skills for Seniors**

Covers information, resources and skills helping seniors to live healthy, independent lives. Includes topics in health, nutrition, consumer education, community resources, exercise, crime prevention, lip-reading and memory improvement.

FAM 014 (1-3) N,S**Positive Growth for Seniors**

Includes classes in self-image, writing your life story, decision-making, widowhood, interpersonal communication and similar topics.

SEN 001 (0) N**Avocational Explorations for Seniors**

Non-credit course. Provides opportunities for learning avocational skills and developing personal talents, hobbies and interests.

SERVICE LEARNING**SLN 101 (2-3) N****Service Learning & Leadership**

Serve the campus and/or local community in conjunction with class seminars that require reading, writing and observation related to the work. Prereq: Instructor permission.

SLN 102 (2-3) N**Service Learning & Leadership**

Continuation of SLN 101. Prereq: Instructor permission.

SLN 103 (2-3) N**Service Learning & Leadership**

Continuation of SLN 102. Prereq: Instructor permission.

SOCIAL & HUMAN SERVICES**CDS 197, 198, 199 (1-5) C****Field Placement: Human Services**

Work experience in human services agencies, with individual and group supervision provided by agency professionals to share experiences and further develop work-related skills. Prereq: Permission.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

SHS 100 (5) C
Intro to the Human Services

Overview of the human service field with emphasis on the role of the professional. Includes career development, attitudes and values, behavioral and cultural differences, individual and group intervention techniques and community awareness. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 103 (5) C
Survey of Institutions

Intro to social welfare institutions. Explores common social problems such as poverty, homelessness, substance abuse, racism, sexism. Emphasis on social systems set up to solve these problems. Use critical thinking skills in analysis of issues, presentation of quantitative information and interpretations of statistics on local community issues and concerns. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 106 (5) C
Principles of Interviewing & Counseling

Intro to interviewing and basic counseling skills. Exploration of personal values, motivations, biases and needs. Development of beginning-level counseling skills and awareness of unique qualities each brings into the helping profession. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 108 (5) C
Group Dynamics & Counseling

Intro to group work, including group processes, communication patterns, group and individual goal-setting, leadership and decision-making. Includes group participation, role-playing and simulations. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 150 (1) C
HIV/AIDS Workshop

Meets requirements for social and human service professionals in the fields of counseling, alcoholism and/or substance abuse. Includes etiology and epidemiology of HIV, transmission and infection control, testing and counseling, clinical manifestations and treatment, and psychosocial issues. Approved by the Washington State Division of Alcoholism and Substance Abuse.

SHS 197, 198, 199 (2-5 EA.) C
Field Placement: Social & Human Services

Work experience in human services agencies, with individual and group supervision provided by agency professionals to share experiences and further develop work-related skills. Prereq: Permission.

SHS 200 (4) C
Theories of Counseling

Intro to psychopathology and assessment and counseling theories. Covers ethics, personality theory, counseling techniques and issues, and development of a personal style of assessment and counseling. Prereq: SHS 106.

SHS 205 (3) C
Crisis Management & Intervention

Intro to crisis theory and techniques for beginning mental health/human services professional. Emphasis on high-stress populations requiring immediate intervention. Includes psychiatric emergencies, sexual assault, incest, battered women, death and dying, loss, assessment techniques and in-depth interviewing skills. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 207 (3) C
Behavior Management

For human service professionals working with children, adolescents and adults with behavioral problems. Covers learning theory and its application to clients in a variety of settings. Includes knowledge and skills needed to effectively help clients manage their behavior. Understand and practice behavior modification and management. Prereq: ENGL& 101 and eligible for MATH 084.

SHS 210 (3) C
Multicultural Counseling

Covers effective counseling approaches which take into account client differences in culture, gender, sexual orientation, physical abilities and ethnicity. Learn to interview client group representatives and assess community resources. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 215 (5) C
Adolescent Development & Treatment

Focuses on adolescent development and concurrent social, cultural and sexual problems. Includes theory of normal and deviant behavior development, treatment theory and practice and effective use of community resources. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 222 (3) C
Conflict Management

Intro to understanding and responding effectively to conflict situations. Assess real life conflict cases and design corresponding intervention strategies through video and case studies. Complete a conflict style inventory and practice conflict communication skills. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 223 (1) C
Multicultural Counseling – Gay, Lesbian, Bisexual, Transgender Counseling

Overview of Gay, Lesbian, Bisexual, and Transgender (GLBT) culture and issues. Covers theory, research and practices associated with GLBT multicultural competence, as well as the intersections of GLBT culture and race, ethnicity, gender, religion, sexuality and social class. Prereq: ENGL& 101 and MATH 084.

SHS 224 (3) C
Leadership Theory & Skills

Covers selected major theories of effective leadership and application of leadership skills in the work setting. Examines the characteristics of effective leaders, and evaluates students' professional strengths for potential leadership development. Prereq: ENGL& 101 and MATH 084.

SHS 225 (1) C
Relapse Prevention

Defines behavioral and chemical characteristics of relapse and what relapse prevention involves. Focuses on relapse prevention categories, requirements of clients for a relapse prevention program, characteristics that have an impact on relapse, antecedents to relapse and some of the dysfunctional thinking patterns. Covers clinical and practical techniques and skills in an experiential environment. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 226 (1) C**Adolescent Assessment**

Intro to adolescence from developmental, clinical and treatment perspectives. Focus on normal and dysfunctional adolescent development; assessment and diagnosis; progression of addiction/disease for the adolescent and the family; and implications for inpatient/outpatient treatment, aftercare, and relapse. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 231 (3) C**Physiology/Pharmacology of Chemical Dependency**

Effects of chemical dependency on the body, including basic biochemical action, organ/system effects, poly drug interactions and physiological management of the disease. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 232 (3) C**Chemical Dependency & the Family**

Examines chemical dependency problems in the family, including family roles and dynamics, adult children of alcoholics, interventions and family work as focus of treatment. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 233 (5) C**Chemical Dependency Counseling**

Provides an overview of specialized recovery techniques, including individual, group and family approaches. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 235 (5) C**Intro to Chemical Dependency**

Surveys use and abuse of legal and illegal drugs. Analyzes patterns of dependency and addiction associated with prescription, over-the-counter and illegal substances. Explores methods of prevention, control and treatment. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 242 (5) C**Mental Health Diagnosis in Chemical Dependency & Other Human Service Settings**

Intro to the DSM IV system of determining diagnosis and current theory for etiology of the primary Axis I and Axis II disorders. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 245 (3) C**Mental Health Overview**

Covers the relationship between mental functioning and body physiology; behavioral and physical dysfunctions; reactions to prolonged stress; theories of pain, holistic health, nutrition, cross-cultural perspectives on healing, biofeedback, meditation, psychosomatic diseases and stress reduction. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 250 (4) C**Client & Community Advocacy**

Covers the role of the advocate in a helping situation, use of community advocacy resources and effective use of the media, law, negotiation and political process to achieve needed services for people. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 255 (5) C**Co-Occurring Disorders:****Treatment Issues & Services**

Explores skills and knowledge needed for working with clients with mental illness and chemical dependency. Covers symptomatology of frequently diagnosed mental disorders; criteria for substance and dependence; identifying referral needs and processes; treatment needs and barriers; and local services and case management available for the mentally ill chemically abusing (MICA) client. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 265 (5) C**Management & Supervision**

Covers management skills for first-line supervisors in alcohol, drug, mental health, correctional, youth and other human service programs. Includes supervision, time management, motivation, leadership, discipline, personnel management, performance appraisals, communications, training and self-development. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 270 (3) C**Law & Ethics in Chemical Dependency**

Studies the role of law and professional ethical standards in the delivery of chemical dependency services. Covers theoretical and practical applications using Washington Administrative Code requirements as case examples. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 275 (3) C**Chemical Dependency & Domestic Violence**

Specifically designed for those working with chemically addicted, abusive clients and their interactions with family members. Study of treatment goals for domestic violence to foster client understanding of anger, making anger a useful tool and using healthy and appropriate modes of communication. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 280 (3) C**Chemical Dependency Case Management**

Emphasis on oral and written communication skills. Formulate up-to-date, accurate and understandable case files and records. Learn federal and state confidentiality regulations in handling chemical dependent client records. Formulate concise treatment plans in accordance with legal requirements. Prereq: Eligible for ENGL& 101 and MATH 084.

SHS 296 (1) C**SHS 297 (2) C****SHS 298 (3) C****Human Services Workshops**

Receive credit for participation in approved human services professional workshops on topics such as stress management, welfare rights, aging, alcoholism, family therapy, depression, law and mental health.

SHS 299 (1-5) C**Independent Study Research**

Individual or group research projects on human service programs and problems. May include field or library research. Requires learning contract.

Bachelor's Degree in Applied Behavioral Sciences

Admission to the Bachelor of Applied Behavioral Science program is required to take the following courses.

ABS 206 (5) C**Technical Writing & Applied Technology**

Learn to efficiently compose memos, emails, letters of advocacy for clients, reports for court and other authorities, cover letters, case notes, grant proposals and more. Emphasis on using computer applications to produce these and other documentation, while meeting HIPAA (Health Insurance Portability and Accountability Act) and ethical standards. **Not required** for BAS degree. Prereqs: ENGL& 101, 102 and MIC 101.

ABS 310 (5) C**Professionalism & Ethical Practice**

Understand the framework for ethical decision-making and the professional ethical principles and codes of various helping professions. Apply concepts to ethical dilemmas in historic and contemporary societal issues.

ABS 320 (5) C**Applied Social Psychology**

Examine the application of social psychological concepts and systems theory in human service settings including prevention, policy analysis, groups, professional and client relationships, and multi-cultural competence. Prereq: PSYC& 110.

ABS 330 (5) C**Information Literacy & Program Assessment**

Intro to organization, retrieval and evaluation of electronic and print information: college library systems, networked information systems, traditional scholarly resources, and concepts of research. Examine specialized resources of various Social and Human Services disciplines.

ABS 335 (5) C**Human Services Practice**

Learn to apply knowledge, professional values, sociocultural dynamics and ethics to theory-based models of practice. Covers assessment, information literacy, planning, practice evaluation and termination.

ABS 340 (5) C**Applied Environmental Science**

Survey of basic environmental science concepts emphasizing the effect humans have on their environment and the repercussions for living in an impoverished environment. Focus on human population and natural resources, including issues of access and degradation.

ABS 350 (5) C**Quantitative Principles in Research & Assessment**

Learn the quantitative organization of data central to scientific research and assessment design in applied behavioral sciences. Prereqs: PSYC& 100, PSYC 217, MATH 098, all with 2.0 or better.

ABS 360 (5) C**Public Policy Analysis**

Learn the art and science of providing problem-solving advice to government decision-makers, managers, and citizens in order to influence government processes. Understand theoretical frameworks, problem definition, development of alternative solutions, predicting impact of choices, policy evaluation and modification of policies through policy case studies. Prereq: SHS 103 or Intro to U.S. Government/Public Policy.

ABS 399 (1-5) C**Independent Study & Research**

Pursue academic and professional areas of interest and possible employment related to applied behavioral science.

ABS 410 (5) C**Economic & Political Systems: Implications for Public Service**

Explore the nature and scope of political economy by examining its historical evolution. Conduct a comparative analysis of contemporary political and economic systems and learn how public service relates to political economy through taxation and finance. Prereqs: Microeconomics suggested.

ABS 415 (5) C**Cross-Cultural Competency in Human Services**

Develop understanding of theory, research and applications pertaining to the process of cross-cultural competency. Examine cultural assumptions, values, perceptual and cognitive orientations, cultural stereotypes, prejudice, ethnocentrism, non-verbal behaviors, language, and meaning systems in cross-cultural interactions between people from diverse cultural and ethnic groups.

ABS 420 (5) C**Multiculturalism and Artistic Expression: Our Jazz Heritage**

Examine jazz as both a developing art form and as a social and cultural institution with clearly identifiable roots and traditions. Understand how practitioners have responded to pressing contemporary social circumstances and how jazz provides a model of democracy in action.

ABS 430 (5) C**Sociology of Families**

Examine the trends, issues, and debates regarding the social construction of families and how changes in families relate to social, economic, global and political changes in the larger social structure. Develop critical thinking and analytic skills by drawing on empirical research, personal histories, current events, and public policy issues. Prereqs: SOC& 101

ABS 495 (5) C**Senior Capstone Project**

Demonstrate mastery of learning in the field of Applied Behavioral Science and area of concentration. Evaluate overall educational experience and individual professional direction by integrating experiential learning, coursework, knowledge, and skills, and demonstrating critical thinking, oral presentation, creativity, problem-solving, and writing commensurate with senior level work.

ABS 497 (5) C**Advanced Field Placement I**

First of two quarters of applied professional work in a community setting consistent with the student's area of interest. Meets requirements for supervised field practice required for licensure and professional accreditation in many professional specialties.

ABS 498 (5) C**Advanced Field Placement II**

Second quarter of applied professional work in a community setting consistent with the student's area of interest. Meets requirements for supervised field practice required for licensure and professional accreditation in many professional specialties.

ABS 499 (1-5) C**Independent Study & Research**

Pursue academic and professional areas of interest and possible employment related to applied behavioral science.

SOCIAL SCIENCE**SSC 101 (3) N**
Intro to Information Resources for the Social Sciences

Develops critical thinking by locating, evaluating and applying information resources in the social sciences. Explores information policy issues such as copyright, censorship and freedom of information. Emphasis on proficiency using research tools, retrieval techniques and various electronic resources, including the library's information networks, catalog and the Web. Placement into ENGL& 101 highly recommended.

SSC 103 (5) N
Human Dimensions of Work

Covers human relations issues in the modern workplace. Includes contextual approach to understanding human relations, scientific research methods and theories of worker motivation and satisfaction. Examines work in relation to the economy, social institutions, diversity, prejudice and discrimination, interpersonal dynamics, leadership, conflict resolution, stress and ethics. Focuses on practical understanding and effective ways of dealing with issues.

SSC 130 (3-5) C,N
Death, Dying & Living

Study of the experience surrounding dying and death. Examines such situations as dealing with the death of others, your own death, the biology of death, suicide and other issues.

SSC 187 (5) C
Information, Knowledge & Power

Explores theories of mainstream and alternative cultures and their impact on information in a democratic society. Addresses concerns about the political and economic aspects of information related to the ongoing struggle for equality and human rights. Examines various research strategies for identifying, locating, evaluating and applying information resources for social justice.

SSC/CDS 197, 198, 199 (1-15) C
Work Experience – Social Sciences

Earn work experience credit in the social science field. Prereq: Permission.

SSC 220 (3) N
Global Issues

Provides professional-technical students with insight into topics of an international nature.

SSC 290 (2) C,N
Curriculum Practicum

For educators. Examines the development of teaching/learning materials based on areas covered in the study and travel program. Includes class work and field trip.

SSC 294 (2-5) C,N
Practicum in the Social Sciences

Application of theory and methodology in actual practice. Provides experiential learning in a community service agency. Create an individual contract by arrangement.

SSC 297 (5-10) C,N
Travel/Study Experience

Hands-on learning opportunity for students in domestic and/or foreign travel. Focuses on learning outside the classroom and taking advantage of cross-cultural opportunities. Includes historic sites, geographical locations, geological formations, museums, art centers, regional customs and foods, language enhancement, specialized research libraries, local universities and legislatures available only through travel.

SSC 295, 298, 299 (2-5) C,N,S
Practicum in the Social Sciences

Learn about basic research techniques, assist in planning and conducting a research project and in processing the resulting data.

SWF 200 (5) N,S
Intro to Social Welfare

Overview of the social welfare system and social work profession, including roles, fields, client populations and career options. Focuses on values, ethics, social welfare policy, social problems, social work practices, services, knowledge and skills. Includes issues of diversity, social and economic justice and global perspectives. Prereq: ENGL& 101.

SOCIOLOGY**SOC& 101 (5) C,N,S**
Intro to Sociology

Covers human social interaction with emphasis on group aspects of human behavior. Includes culture, socialization, family, education, urbanization, gender roles, social class, deviance, race, sexuality, demography and social change.

SOC 102 (5) C,N
Intro to American Culture

Focuses on unique American values, behavior and world view. Compares others' values and world views and studies the implications and consequences of these differences. Gain insight from the perspectives of anthropology and sociology. Includes field trips. May be taken as ANTH& 106.

SOC 105 (5) C,S
Sociology of African Americans

Evaluation of the sociological impact of the African-American experience in relation to various social systems in America.

SOC 106 (5) C
Sociology of Asian Americans

Examination of Asian-American experiences in the United States from a sociological perspective. Analyzes Asian-American ethnic communities, social institutions, activities and issues.

SOC 107 (3-5) C
Sociology of Filipinos in America

Examines the cultural, historical and situational forces shaping the Filipino community in America today. Studies the social and behavioral patterns of Filipino Americans within and outside of their community.

SOC 120 (3-5) C
Sociology of the Media

Sociological perspective of print and electronic media, including television, film, news and advertising. Analysis of media institutions and the way they affect social, political and cultural discourse and identities. Examines how American identity shapes and is shaped by the media, including changes in this identity from one period to another.

SOC 130 (5) C
Living, Death & Dying

Covers death and dying from a sociological perspective. Focus on relationships between death and other concepts such as socialization, stratification and culture. Examines resources and skills needed to work with the dying. Emphasizes a realistic look at death to reduce denial and increase preparation.

SOC 150 (5) C,N,S
Race & Ethnic Relations in the United States

Examines the majority-minority pattern of interaction in American society. Includes theories of race relations and issues shaping intra- and interracial ethnic relations.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME
HIN Watch Technology

NAME TO PREFIX
Watch Technology HIN

Common Course Numbering explanation is on page 190.

SOC 170 (5) C,N
Intro to Contemporary China

Covers basic knowledge of the people, history, culture and socio-economic political systems of Chinese society. No prior knowledge of Chinese civilization or language is required.

SOC& 201 (5) C,N
Social Problems

Covers processes of social and personal disorganization and reorganization in relation to poverty, crime, drug use, family dissolution, mental disorders, sexual minorities, overpopulation and other social problems.

SOC 220 (5) C
Sex Roles & Society

Survey of causes and consequences of sex/gender roles. Examines the relationships between men and women in the U.S. and other regions. Focuses on historical, biological, economical, psychological and anthropological perspectives, identifying and discussing the discernible recurring sex role patterns.

SOC 230 (5) C,N,S
Human Sexuality

Survey of sexual behavior. Covers historical, physiological, psychological and social components of sexuality and its deviations. May be taken as PSYC 230.

SOC 245 (5) C,N,S
Social Psychology

Examines the effect of others on the individual in areas such as self-concept, social cognition, conformity, helping, loving and liking, competition and cooperation and prejudice and discrimination. Research and autobiography by two of the following groups provide content and illustration: African Americans, Asian Americans, Native Americans and Hispanic Americans. May be taken as PSYC 245.

SOC 250 (5) C,N
Marriage, Family & Intimate Relationships

Surveys the concept of family as a mode for personal living. Analyzes personal adjustment, parent-child relationships, marital and alternative structures and contemporary issues facing today's family systems.

SOC 265 (5) C
Sociology of Food

Using sociological theories and concepts, study the social status and role of food in societies and the production, distribution and working conditions in various food industries. Examine the socio-cultural, economic and political migrations of people and ideas through foods. Consider foods in relation to global economies, governments, the dynamics of power and societal ways.

SOC 275 (5) C
Law & Society

Covers the role of law in American society: what it is and what it should be. Survey of basic constitutional, business and personal legal concepts in theoretical and practical settings.

SOC 280 (5) C
Exploring Contemporary SE Asia

Explores the internal diversity and complexity of SE Asia to gain a clearer sense of this region and its connection to the social, political and economic global system. Examines the diversity of perspectives existing within localities, regions and societies.

SOC 298 (1-5) C,N,S
Special Topics in Sociology

Independent study in selected sociology topics under faculty supervision. Prereq: Permission.

SOC 299 (3-5) C,N,S
Special Problems in Sociology

Small group seminar to discuss selected sociology topics. Prereq: Permission.

SPANISH

See Languages & Literature, page 272.

SUPERVISION & MANAGEMENT

SMG 100 (3) S
Leadership & Supervision

Intro to management. Covers leadership theories, style skills in various organizational settings; developing techniques for productive work groups; managing a diverse work force; motivating employees; handling difficult people and situations; running effective meetings; and handling the responsibilities of being a leader, manager and supervisor.

SMG 103 (3) S
Supervising a Diverse Workforce

Examines perceptions held by supervisors and employees in connection with culturally and behaviorally diverse workers. Examines working with and supervising diverse population groups. Explores current legislation and challenges of an evolving workforce.

SMG 110 (3) S
Financial Management

Covers budget preparation at the organizational level using both private sector and public organization formats and formulas. Emphasis on budget development, presentation and justification of proposed allocations. Prereq: Basic understanding of business computations.

SMG 120 (3) S
Hiring Personnel

Examines supervisor's role in staffing. Covers job analysis, descriptions and classifications, recruiting, selection, EEO and new employee orientation.

SMG 131 (3) S
Supervision & Group Behavior

Overview of group dynamics, moderation, strategies and productivity in the work place, with emphasis on diversity. Prereq: SMG 100.

SMG 150 (3) S
Training, Orientation & Employee Development

For students starting employee training in industry. Survey of basic teaching and learning processes; motivation; learning styles; occupational analysis; course organization; selecting and preparing training materials; presentation methods; and evaluation of student outcomes and learning styles.

SMG 197 (1-15) S
Internship or Cooperative Education Experience

Spend time in the field as an intern or cooperative education student under guidance of instructor and on-site mentor. Learn about operations, policies, procedures, culture and behavior standards in a business, industry, shop or other setting related to the student's course, certificate or degree program. May be taken during or after coursework. Prereq: Permission.

SMG 201 (5) S
The Manager as an Entrepreneur

Study of the major steps, formation and growth for setting up a new small business or department, project or contract within a large organization. Focuses on entrepreneurial characteristics and the task of moving from concept to commercialization. Emphasis on time management, planning and projections, securing capital and marketing plans. Prereq: SMG 100.

SMG 210 (3) S
Project Management

Covers project planning basics: timelines, evaluation, implementing budgeting concepts and formulating a budget request strategy with specific and measurable outcomes. Focuses on team concepts. Includes computer lab applications.

SMG 213 (2) S
Fund-Raising & Grant Writing

Especially for nonprofits. Explores fundraising and grant writing, including identifying fund-raising needs and goals; designing a viable fund-raising program (campaign); creative fund-raising activities; writing grants; understanding grant requirements and their relationship to the nonprofit.

SMG 217 (3) S
Organizational Behavior

Intro to strategies for developing an effective organization. Provides history of the field, overview of areas in which organizational behavior interventions can be of use and the types of interventions used in work environments.

SMG 220 (3) S
Personnel Performance Management

Covers principles and techniques for employee performance programs, appraisals, coaching and counseling, disciplinary process and wage surveys. Explores reward systems, common disciplinary practice and employment law. Covers assessment of training needs, planning, development and evaluation of training programs.

SMG 222 (3) S
Management & Labor Relations

Covers the supervisory role in employee and labor relations. Includes history of management thought, labor negotiations, laws affecting labor agreements, union contracts and the supervisor's role in the negotiating process.

SMG 223 (2) S
Marketing, Meetings & Presentation Skills

Explores the dynamics of the marketing process. Includes the relevance of marketing a nonprofit and communicating to its numerous constituencies. Covers productive meetings and presentational skills and techniques for nonprofit leadership.

SMG 233 (2) S
Nonprofit Staff, Board & Volunteer Development

Covers the development of staff, board and volunteers. Explores election of staff and board members, developing and capitalizing on their talents and skills, effective use of staff, drawing on the expertise of board members and expanding programs through the cultivation of volunteer/member development.

SMG 243 (2) S
It's the Law: Contracts & Liabilities

Covers the law as it relates to contracts and liabilities in nonprofits. Focuses on legal issues that nonprofit staff and boards need to be aware of, including personnel contracts, grant contracts, personal service contracts, fund-raising contracts, service provider contracts, antitrust and related liabilities. Includes employment laws, officer/director liabilities and indemnification.

SMG 253 (2) S
Executive Development & Leadership

Focuses on the role of executives in a nonprofit. Explores dynamic and practical leadership skills including characteristics and styles; team-building; organizational leadership and board relations; constituent leadership; fund-raising; crisis management; and political leadership. Covers self-nurturing and expansion of professional competencies.

SMG 263 (2) S
Nonprofit Strategic Planning

Focuses on nonprofit planning including mission statement, program goals and objectives, annual plan and long range strategic plan. Covers membership development, fund-raising plans and board, staff and constituent development.

SMG 265 (3) S
Marketing Management

Overview of marketing, promotion, advertising, sales, public relations and customer service in an organization. Compares, contrasts and defines the role of each function in business.

SMG 295 (VARIABLE) S
Externship in Supervision & Management

Earn college credit for supervisory work experience in the City of Seattle PREP program or others. Requires documentation and supporting data, work experience and possible examination. Credit varies. Prereq: SMG 100.

SMG 298 (1-10) S
Independent Study

Provides opportunity for research, advanced study, or special projects. Work independently with an instructor. Credits vary. Prereq: Permission.

SMG 299 (1-10) S
Special Topics

Study an approved topic such as marketing, sales, advertising, retail management, promotion, customer service, consumer behavior, marketing research, entrepreneurship and business communication. May include a portfolio, project or activity to demonstrate competencies. Includes an oral presentation evaluated by faculty and industry representatives. Prereq: Permission.

SURGICAL TECHNOLOGY

SURG 111 (10) C
Surgical Lab

Covers principles and techniques of operating room procedures. Includes gowning and gloving, aseptic technique, creating and maintaining a sterile field, draping materials, basic instrumentation and patient transport. Prereq: Permission.

SURG 113 (10) C
Surgical Theory I

Intro to surgical technology, including legal and ethical aspects, relationships with co-workers, hospital organization and interdepartmental relations, physical and psychological aspects of patient care, operating room techniques and procedures. Prereq: Permission.

SURG 115 (2) C**Clinical Observation**

Covers observation of the environment, routines, supplies and equipment, patient-team interaction and application of scientific principles. Prereq: Permission.

SURG 123 (12) C**Surgical Theory II**

Examines microbiology, pharmacology and anesthesiology relating to the surgical patient. Includes additional peri-operative care techniques and surgical procedures, pathophysiology and the technologist's role in surgery. Covers general, orthopedic, gynecological, genitourinary-reproductive and ophthalmic specialties. Prereq: Permission.

SURG 125 (7) C**Clinical Practice I**

Provides clinical practice, with focus on development of entry-level skills. Prereq: Permission.

SURG 133 (10) C**Surgical Theory III**

Intro to circulating duties and job applicant skills. Covers advanced surgical specialties such as ear, nose and throat, vascular, cardiovascular, thoracic, neurological, plastic/reconstructive and pediatric procedures. Prereq: Permission.

SURG 135 (12) C**Clinical Practice II**

Provides advanced clinical practice to develop entry-level skills. Prereq: Permission.

SUSTAINABILITY**SUST 101 (5) N****Intro to Sustainability**

Intro to the concept and principles of sustainability, including science, technology, economic, political and social factors. Prereq: Recommend placement into ENGL& 101.

SUST 111 (5) N**Sustainability in Healthcare**

Survey of sustainability in healthcare, relevant to environmental services, waste management, hospital facilities, and dietary services. Open to all. Certificate (5-credit) issued on completion. Prereq: Permission.

SUSTAINABLE & CONVENTIONAL ENERGY & CONTROL TECHNOLOGY**EEL 201 (5) N****Energy Generation, Conversion & Sustainability**

First of 3-course series covering the principles of electrical machines (AC and DC rotating equipment including wind turbine technology) used in electrical generation and conversion to mechanical energy. Covers basics of electricity, magnetism and single-phase circuits. Intro to three phase circuits and transformers. Prereq: EET 162.

EEL 202 (5) N**Industrial Motor Controls**

Covers methods for controlling (starting, accelerating, stopping, reversing) AC and DC motors using both electromagnetic control devices and programmable logic controllers (Allen-Bradley MicroLogix1000 and SLC-500 line of PLCs.)

EEL 203 (5) N**Industrial Motor Drives**

Covers the fundamentals of electric drives for both DC and AC motors and practical applications of using a PLC to control an electric drive.

TRADES

See Pre-Apprentice Program at SVI, page 188.

See South's Georgetown Campus, Apprenticeship & Education Center programs, pages 142 and 147.

UNDERGRADUATE RESEARCH**UGR 214 (1-5) C,N****Intro to Scientific Research**

Preparation for successful completion of an independent research project. Includes the application of scientific method, ethics, research methods, proposal writing and presentation techniques.

UGR 294 (1-5) C,N**Independent Research**

Work collaboratively with peers and faculty. Design, complete and publicly present an original research project.

VIDEO COMMUNICATIONS

See Film & Video, page 240.

VIETNAMESE

See Languages & Literature, page 273.

WATCH TECHNOLOGY

The Watch Technology Program is under revision. Contact the program office for the most current information.

HIN 111 (6) N**Watch Technology I – Intro**

Surveys history of time measurement and the watch and clock trade. Develop safe practices regarding lab hazards, accident prevention and first aid. Intro to trade terminology of tools, equipment, technical drawing, measuring devices, applications appropriate to the trade and chemical and physical properties of materials. Coreq: HIN 112 and 113.

HIN 112 (6) N**Watch Technology I:****Tools, Equipment/Measurement**

Use and maintain tools and equipment in a lab setting. Learn the types and appropriate uses of jeweler's saw, tweezers, screwdrivers, files and the watchmaker's lathe. Covers fundamentals of hardening, tempering and annealing steel. Includes measuring techniques and applying the metric system in the use of instruments and gauges. Coreq: HIN 111 and 113.

HIN 113 (10) N**Watch Technology I: Practicum**

Apply knowledge from HIN 111 and HIN 112 in a lab environment. Practice making tools and develop basic skills to manufacture and repair watch and/or clock parts. Identify and apply tools, equipment use and safety precautions. Practice measuring techniques and apply problem-solving skills to manufacturing. Coreq: HIN 111 and 112.

HIN 121 (6) N**Watch Technology II: Professional Knowledge**

Learn or review the math necessary to calculate formulas used in manufacturing and watch repair. Use formulas to find the length of mainsprings, calculate running time and beats per hour. Apply various polishing materials and techniques to master the manufacture of small parts.

HIN 122 (6) N**Watch Technology II:
The Watchmakers' Lathes**

Intro to use, care and maintenance of specialty lathes using the watchmakers' turns, the Jacot tool and pivot polishing machine.

HIN 123 (10) N**Watch Technology II: Practicum**

Apply knowledge from HIN 121 and HIN 122. Practice manufacturing watch stems and pivoting. Identify and apply appropriate tools, equipment and safety precautions in a horological repair shop.

HIN 131 (6) N**Watch Technology III:
Winding & Setting Mechanisms**

Learn to correct common errors in the mainspring barrel, the barrel bridge and mainplate. Learn common types of setting mechanisms. Practice correct disassembly, assessment and adjustment, re-assembly and lubrication procedures. Learn mathematical formulas for determining correct size of mainsprings. Prereq: HIN 121, 122 and 123. Coreq: HIN 132 and 133.

HIN 132 (6) N**Watch Technology III: Watch Gear Trains**

Intro to the mathematics involved in working with the gear train and tooth form; module; pitch and distance between centers, including calculations to determine running time and vibrations per hour, for mechanical watches and ratios. Learn to dismantle, assemble, maintain and repair the gear train of a watch. Prereq: HIN 121, 122 and 123. Coreq: HIN 131 and 133.

HIN 133 (10) N**Watch Technology III: Practicum**

Apply knowledge from HIN 131 and 132. Practice jewel setting and adjusting. Complete the third WOSTEP intermediate exam (winding, setting, gear train). Identify and apply appropriate tools, equipment and safety precautions in a horological repair shop. Prereq: HIN 121, 122 and 123. Coreq: HIN 131 and 132.

HIN 141 (4) N**Watch Technology IV: Escapements**

Intro to the role of escapement in the watch. Explores history and development of different escapements and their influence on timekeeping. Prereq: HIN 131, 132 and 133. Coreq: HIN 142 and 143.

HIN 142 (4) N**Watch Technology IV: External Parts**

Learn about different case styles and parts that complete the case, including crystals, crowns, push buttons, dials, hands and gaskets. Prereq: HIN 131, 132 and 133. Coreq: HIN 141 and 143.

HIN 143 (48) N**Watch Technology IV: Practicum**

Apply knowledge gained in HIN 141 and 142. Prereq: HIN 131, 132 and 133. Coreq: HIN 141 and 142.

HIN 211 (6) N**Watch Technology V:
Intro to Precision Timing**

Learn concepts of precision timing with emphasis on the eight influences of isochronisms (friction, external influence, regulating pins, escapement, magnetism, temperature, poisoning of balance wheel, poisoning of hairspring). Apply theoretical concepts of precision timing to practice watches; analyze errors and make corrections to improve timekeeping of the watches. Prereq: Instructor permission, HIN 141, 142 and 143 with 2.0. Coreq: HIN 212 and 214.

HIN 212 (6) N**Watch Technology V:
Intro to Electronic Watches**

Learn fundamentals of electronics to understand how quartz watches work: tension, current, capacity, power, consumption, electric field, magnetic field, functioning of stepping motors, energy source and functioning of the transistors in switching. Intro to equipment designed specifically for testing quartz watches and practice using the equipment to analyze the various components of electronic watches. Prereq: Instructor permission, HIN 141, 142 and 143 with 2.0. Coreq: HIN 211 and 213.

HIN 213 (10) N**Watch Technology V: Practicum**

Intro to repair of pocket watches and/or wristwatches and service, repair and replacement of external parts of watches. Work on precision timing, quartz watches, customer repairs including short jobs (battery, crystal, crown and stem replacement) and movement repairs. Prereq: Instructor permission, HIN 141, 142 and 143 with 2.0. Coreq: HIN 211 and 212.

HIN 221 (6) N**Watch Technology VI: Precision Timing 2**

Continue study of theory and practical application of the principles of precision timing. Prereq: HIN 211, 212 and 213. Coreq: HIN 222 and 223.

HIN 222 (6) N**Watch Technology VI: Automatic Watches**

Intro to the various self-winding (automatic) mechanisms for watches. Practice testing, adjusting, disassembly and assembly of automatic mechanisms. Study history and development of these mechanisms. Prereq: HIN 211, 212 and 213. Coreq: HIN 221 and 223.

HIN 223 (10) N**Watch Technology VI: Practicum**

Apply knowledge from HIN 221 and 222. Practice repairing automatic watches and continue working on precision timing. Further develop skills with appropriate tools, equipment and safety precautions in a horological repair shop. Prereq: HIN 211, 212 and 213. Coreq: HIN 221 and 222.

HIN 231 (6) N**Watch Technology VII:
Advanced Precision Timing**

Refine and synthesize the art of precision timing. Each unit of the watch must be clean and well-adjusted. Check each unit systematically so that repairs are made in a timely fashion. Prereq: HIN 221, 222 and 223. Coreq: HIN 232 and 233.

HIN 232 (6) N**Watch Technology VII: Chronographs**

Learn to repair the main types of chronographs: column wheels and cams. Learn the function and the components of chronographs and methods of checking the general condition and correct fitting of all the components. Understand and correctly apply lubrication, identify errors and carry out required corrections. Prereq: HIN 221, 222 and 223. Coreq: HIN 231 and 233.

HIN 233 (10) N**Watch Technology VII: Practicum**

Apply knowledge from HIN 231 and 232. Practice repairing chronograph watches and continue working on precision timing. Further develop skills to identify and apply appropriate tools, equipment and safety precautions in a horological repair shop. Prereq: HIN 221, 222 and 223. Coreq: HIN 231 and 232.

HIN 241 (4) N**Watch Technology VIII: After Sales & Service**

Learn the range of skills necessary to manage a watch repair shop. Prereq: HIN 231, 232 and 233. Coreq: HIN 242 and 243.

FINDING COURSES

Course names and course prefixes are cross-referenced in an index beginning on page 191. For example:

PREFIX TO NAME

HIN Watch Technology

NAME TO PREFIX

Watch Technology HIN

Common Course Numbering explanation is on page 190.

HIN 242 (4) N

Watch Technology VIII: Review of Courses

Review highlights of the two-year Watch Technology Program in preparation for final exams. Prereq: HIN 231, 232 and 233. Coreq: HIN 241 and 243.

HIN 243 (8) N

Watch Technology VIII: Practicum

Apply knowledge from HIN 241 and 242. In laboratory environment, practice repairing all types of watches and review the theory of watch making. Prereq: HIN 231, 232 and 233. Coreq: HIN 241 and 242.

WEB DEVELOPMENT

See Computing Technology, Computer Science and Information Technology.

WELDING FABRICATION TECHNOLOGY

WFT 100 (5) S

Welding Theory

Exploration of the applications and criteria for selecting the most widely used welding and weld-related metal joining processes, including, gas metal arc welding, flux-cored arc welding, shielded metal arc welding, gas tungsten arc welding, submerged metal arc, oxyacetylene, brazing, soldering and cutting, plasma arc cutting and resistance welding. Covers types of welds and weld joints.

WFT 105 (5) S

Print Reading & Welding Symbols

Learn to read and interpret industrial prints for both mechanical and structural welded fabrications. Includes interpreting various views and types of prints and welding symbols and their application.

WFT 111 (5) S

Materials & Testing

Covers theory and application of metallurgical principles applied to weld design and heat affected zone (HAZ), heat treating and distortion (pre-post), and heat effects on crystalline structure of Ferrous and non-ferrous metals. Includes methods of destructive and nondestructive testing. Prereq: WFT 100.

WFT 120 (6) S

Intro to Welding OXY Acetylene/Shielded Metal Arc Welding

Practice safe and efficient use of oxyacetylene flame for cutting and joining applications. Perform sound welds using the Shielded Metal Arc Welding (SMAW) process.

WFT 121 (6) S

(SMAW) Shielded Metal Arc Welding

Learn advance configurations and position for welding with the Shielded Metal Arc Welding process including vertical and overhead. Prepare for the WABO certification testing procedure.

WFT 124 (6) S

(GMAW) Gas Metal Arc Welding

Lab practice and competencies with equipment, multiple positions and applications of GMAW uses. Combines weld theory, operation of OXY-Acetylene and SMAW processes, using mild steel, low alloy steel, aluminum, and stainless steel. Prereq: WFT 100, 120 and 121.

WFT 125 (6) S

(FCAW) Flux Core Arc Welding

Lab practice and competencies with equipment, multiple positions and applications of FCAW uses (Inner shield/Duel Shield). Combines weld theory, operation of OXY-Acetylene, and SMAW processes, using mild steel, low alloy and stainless steel. Prereq: WFT 100, 120 and 121.

WFT 127 (6) S

(GTAW) Gas Tungsten Arc Welding

Learn equipment, theory of operation and applications of the Gas Tungsten Arc Welding (GTAW) process, also called TIG and Heliarc, that is used in pressure piping systems, aerospace products and with heat-sensitive metals. Prereq: Experience with OAW (gas welding) and at least one arc welding process or permission.

WFT 128 (6) S

Fabrication (CAC-C) Carbon Arc Cutting (PAC) Plasma Arc Cutting

Learn the practical transfer of blueprint information onto metal using a variety of techniques. Covers applications of geometric shape constructions and divisions in the shop environment. Demonstrate proficiencies with Carbon Arc Cutting, Plasma Arc Cutting, and manual OXY Fuel Cutting. Prereqs: WFT 100, 105, 120, 121, 124 and 125.

WFT 197 (3) S

Industry Internship

On-the-job training with college coordination to assist in analyzing and categorizing particular experiences in welding fabrication. Develop confidence, technical and job-keeping skills. Includes significant report writing.

WFT 220 (7) S

Pipe (SMAW) Shielded Metal Arc

Learn more advanced configurations and positions for welding with the E 7018, and E 6010 Shielded Metal Arc Welding process on pipe including vertical and overhead. Cut and bevel pipe with oxy fuel and hand tools. Prepare for the WABO pipe certification testing procedure. Prereqs: WFT 100, 120, 121, 124, 125, 127 and 128.

WFT 227 (8) S

Advanced Fabrication I

Covers knowledge of all shop equipment and theory of operation and applications of the SMAW, GMAW, FCA W, and GTAW processes through project-oriented exercises. Design and create preapproved individual project. Prereq: All level 100 WFT courses.

WFT 228 (7) S

Pipe (SMAW/GTAW) Shielded Metal/ Gas Tungsten Arc Welding

Learn more advanced configurations and position for welding with the E 7018 Shielded Metal Arc Welding and combining Gas Tungsten Arc Welding (GTAW) on pipe including vertical and overhead. Cut and bevel pipe with oxy fuel and hand tools. Prepare for AWS pipe certification testing procedure. Prereqs: All level 100 WFT courses and 220, 227.

WFT 238 (8) S

Advanced Fabrication II

Improve skills in all major areas including design and development, estimating, layout, cutting (machine torch & Plasma), forming, fit up, tack welding, and product assessment. Fabricate an approved individual design project. Prereqs: All level 100 WFT courses and 227.

WFT 296 (3) S**Employment Success Skills**

Identifies behaviors and characteristics that employees need on the job. Develop and gain confidence in communication and listening, teamwork and group interaction, problem-solving, decision-making and customer service.

WFT 297 (1-12) S**Special Topics**

Special topics for an individual or group in welding fabrication field. Prereq: Permission.

WINE INDUSTRY

Students must be 21 to participate in wine-tasting and wine-making.

WIN 101 (3) S**Intro to Enology**

Intro to the science of winemaking, including history and geographical distribution; grape varieties and wine types; influence of climate and soil; wine fermentation, handling, storage and bottling methods; wine disorders; winery sanitation; and legal compliance. Lab fee.

WIN 102 (3) S**Enology Laboratory Analysis**

Intro to vineyard and winery laboratory practices including basic chemistry principles, laboratory techniques and commonly used analysis methods for musts and wines. Lab fee. Prereq: Intro to Chemistry, WIN 101 or permission.

WIN 103 (4) S**Elements of Wine Production**

Intro to production of wines including considerations that take place during the harvesting of grapes, transportation, stemming and crushing. May include field trip. Oriented for the beginning student. Lab fee. Prereq: WIN 101 and permission. Coreq: WIN 102 and 107.

WIN 104 (4) S**Elements of Wine Production II**

Intermediate course in winemaking. Emphasizes theories and practices of various fermentation processes, racking, topping and preservation methods. Lab fee. Prereq: WIN 101, 102, 103, 107. Coreq: WIN 108.

WIN 105 (4) S**Elements of Wine Production III**

Advanced course in winemaking. Emphasizes the final stages of wine production including the philosophy of usage and maintenance of barrels, elements of mixing wine varieties and the final stages of finishing wine production. Lab fee. Prereq: WIN 101, 102, 103, 104, 107. Coreq: WIN 109.

WIN 107 (1) S**Winery Production I**

Practical application of theories and principles from WIN 108. Lab fee. Prereq: WIN 101 or permission. Coreq: WIN 103.

WIN 108 (1) S**Winery Production II**

Practical application of theories and principles from WIN 104. Lab fee. Prereq: WIN 103, 107 or permission. Coreq: WIN 105.

WIN 109 (1) S**Winery Production III**

Advanced studies in winemaking. Practical application of the theories and principles of WIN 105. Lab fee. Prereq: WIN 121, 104, 108 or permission. Coreq: WIN 105.

WIN 110 (1-3) S**Intro to Wine Science**

An introduction to scientific aspects of wine composition and production for the student with a limited background in chemistry and microbiology. Prereq: WIN 101, 123, 133, MATH 098, CHEM 139.

WIN 121 (3) S**Intro to Viticulture**

Intro to the theory of grape growing including botany, anatomy, history, distribution, propagation, varieties, wine type, climate, production practices, and common diseases and pests.

WIN 122 (3) S**Wine Chemistry & Microbiology**

Covers wine chemistry and microbiology including wine acidity, sulfur dioxide, protein and phenolic equilibria and other concerns. Learn to make informed decisions on style, crush options, cellar practices, fining, stabilization and quality assurance. Prereq: Intro to Chemistry, WIN 101, 102 or permission.

WIN 123 (3) S**Sensory Evaluation**

Intro to wine sensory evaluation methods including statistical analysis of trials, philosophy of wine styles and the common evaluation methods used in sensory testing. Lab fee. Prereq: WIN 101 and 121.

WIN 131 (3) S**Intro to Washington Wines**

Intro to wines produced in Washington, including history, viticulture practices and winemaking styles. Includes sensory evaluation of representative Washington wines. Lab fee.

WIN 132 (3) S**Wine History & Appreciation**

A survey of wine and its role in history, religion, art, culture and society from pre-history to now. Includes sensory evaluation of representative wines. Lab fee.

WIN 133 (5) S**Intro to Wines of the World**

Intro to the world's wine-producing regions, including history, viticulture practices and winemaking styles. Includes sensory evaluation of representative wines. Lab fee.

WIN 141 (3) S**Wine Marketing & Sales**

Intro to wine marketing and sales methods, basic approaches to packaging, advertising, promotion, retail and wholesale selling of wine. Prereq: Intro to Business, Intro to Marketing or permission.

WIN 142 (3) S**Wine Business**

Overview of winery operations with emphasis on inventory, pricing, forecasting, sales methods, allocating and distribution of wine from the manufacturer. Covers compliance for Washington State. Includes equipment, insurance, bonding, production, general management and the unique space needs of a winery. Prereqs: BUS& 101, BUS 114 and WIN 141.

WIN 151 (2) S**Intro to Food & Wine Pairing**

Learn the basic elements of the character and key components of wines. Includes the four primary taste sensations present in everyday food (salty, sweet, bitter and savory) and how these affect the taste of wine. Lab fee. Prereq: WIN 101.

WIN 152 (3) S**Advanced Food & Wine Pairing**

Continuation of WIN 151. Evaluate the character and key components of wines. Covers the different philosophies of classes and traditional pairs and opens the books on a new and emerging partnership between food and wine. Lab fee. Prereq: WIN 151.

WIN 153 – 157 (2-4 EA.) S**Food & Wine Pairing Series**

Intro to the philosophies and techniques involved in bringing food and wine together in a cohesive pairing. Each class focuses on a specific group of wines. Participate in team demonstrations of food and wine pairings. Lab fee.

WIN 153 (4) S**Food & Wine Pairing – Varietals I**

Focuses on Cabernet Sauvignon, Merlot, Pinot Noir, Chardonnay and Sauvignon Blanc. Prereq: WIN 101, 151, 152 (or concurrent enrollment) or permission.

WIN 154 (4) S**Food & Wine Pairing – Varietals II**

Focuses on Zinfandel, Rhone style Syrah, Viognier, Pinot Grigio and others. Prereq: WIN 101, 151, 152 (or concurrent enrollment) or permission.

WIN 155 (4) S**Food & Wine Pairing – Varietals III**

Focuses on Italian reds and whites, Rieslings and/or other specific varietals. Prereq: WIN 153 or 154 or permission.

WIN 156 (2) S**Food & Wine Pairing – Fortified Wines**

Focuses on Sherry, Port, Madeira, Marsala and others. Prereq: WIN 153 or 154 or permission.

WIN 157 (2) S**Food & Wine Pairing – Desserts**

Focuses on dessert wines: sweet wines, sparkling wines, red varietals and others. Prereq: WIN 153 or 154 or permission.

WIN 197 (1-5) S**Wine Industry Internship**

Links classroom experience and on-the-job experience and reinforces and documents these experiences. Prereq: 2.5 GPA in WIN 101, 102, 103, 104, 105, 107, 108, 109, 122, 123, & 133.

WOMEN STUDIES**WMN 140 (5) N****Women in American History**

Focuses on the role of women in American history, with emphasis on frontier women, the industrial revolution, women's rights movements and the new feminism.

WMN 200 (5) N**Intro to Women Studies:
Issues of Gender, Race & Class
in Contemporary Women's Lives**

Interdisciplinary, multicultural intro to Women Studies focusing on the way gender, race, class, sexuality and culture have shaped women's lives. Examines why women occupy similar and different locations in the United States and international cultures. Reading includes both narrative and analytical approaches.

WMN 205 (5) C,N,S**Women in the Global Context**

Interdisciplinary intro to the study of women in Asia, Africa, Latin America, the Middle East and/or indigenous women in some Western societies. Explores commonalities and differences among women in various societies and cultures. Focuses on women from specific societies or regions varying by instructor.

WMN 213 (5) N**Women & Politics**

Intro to concepts of power and policy issues as they relate to women. Covers theoretical, historical and empirical studies of women's participation in social and political movements nationally and internationally. Includes women's diverse roles in relation to family, economics, labor, government and law.

WMN 257 (5) N**Psychology of Gender**

Explores major psychological theories of sex differences. Examines studies of sex-role development and biological and environmental influences that may determine and maintain sex differences in aggression, cognitive abilities, achievement, motivation, affiliation and sexuality. May be taken as PSYC 257.

WMN 298 (1-5) N**Special Topics in Women Studies**

Independent research and writing on selected women studies topics under faculty supervision.

WOOD CONSTRUCTION**WCO 110 (18) C****Intro to Professional Woodworking**

Intro to wood construction skills and safety, including safe operation of basic hand and power tools, wood construction terminology and materials.

WCO 120 (1) C**Construction & Maritime First Aid**

11-hour course to certify students in First Aid and CPR as required by Washington State Department of Labor and Industries WAC 296-24.

WCO 130 (18 PER QTR) C**Marine Carpentry**

Covers employable skills in the boatbuilding trade. Includes instruction in fiberglass, wood construction and repair. Prereq: WCO 110. Q-1: Lofting, layout, patterns, design, basic joinery, bevels, bandsaws & safety. Q-2: Fiberglass lay-up & repair, personal & safe shop practices with Fiberglass. Q-3: Fiberglass fitting-out & repair, spray gun, machine safety & maintenance. Q-4: Wood boat construction, estimating, bidding, safety of equipment & compounds. Q-5: Wood boat construction, fitting-out, materials, interior & exterior joinery

WCO 140 (18 PER QTR) C**Carpentry**

Four quarters of work dealing with residential construction and remodeling, including technical knowledge and hands-on experience. Prereq: WCO 110. Q-1: Concrete forms & footings, floor systems & job safety. Q-2: General Fram construction, roof framing, staging, working at heights. Q-3: Finish work, setting windows & doors, machine safety. Q-4: Selected class projects.

WCO 141 (18 PER QTR) C**Residential Remodeling**

Covers specific techniques in residential remodeling including bathrooms and kitchens, stairs, scaffolding design and construction, sheetrock demolition, installation and repair and siding application.

WCO 142 (4) C**Intro to Carpentry & Blueprint Reading**

Intro to becoming a professional carpenter. Focuses on career pathways, craftsmanship, vocabulary, blueprint reading, and jobsite and tool safety. Covers materials, products, tools and best practices for constructing sustainable residential and light commercial construction. Emphasizes developing a strong work ethic, communication skills and collaboration strategies. Prereq: WCO 110 and 120.

WCO 143 (5) C**Building Site Selection to Layout**

Develops skills in site selection, building layout, surveying, and moisture management. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and 120.

WCO 144 (9) C**Foundation Systems:
Forms to Concrete Finishes**

Develops skills in building foundations including form construction, concrete and cement placement, reinforcement and finishing. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and 120.

WCO 145 (9) C**Framing Systems: Floor to Ceiling**

Develops skills in structural framing systems including building physics, framing layout, alternative and traditional framing techniques and energy efficiency strategies. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and 120.

WCO 146 (5) C**Roof System: Framing to Roofing Installation**

Develops skills in roof systems including framing styles, roofing techniques, flashing, ventilation, roofing materials, and installation strategies and techniques. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and 120.

WCO 147 (4) C**Stairs System:
Rough Framing to Finished Stairwell**

Develops skills in stair systems, including interior and exterior framing styles, layout techniques, and design strategies and techniques. Covers appropriate selection of materials, products, tools and best practices for constructing durable stairways in residential and light commercial buildings. Prereq: WCO 110 and 120.

WCO 148 (9) C**Exterior Finishes:
Building Enclosure to Finish Trim**

Develops skills in building exterior systems including building enclosure design, siding installation techniques, installing insulation, window types and installation, flashing techniques and strategies, and trim design and installation techniques. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and 120.

WCO 149 (9) C**Interior Finishes:
Door Installation to Finish Trim**

Develops skills in building interior systems including drywall installation and finishing, door and trim installation, finish carpentry techniques and strategies. Covers appropriate selection of materials, products, tools and best practices for sustainable residential and light commercial construction. Prereq: WCO 110 and 120.

WCO 150 (18 PER QTR) C**Cabinetmaking & Fine Woodworking**

Covers cabinetmaking and millworking, including technical instruction and shop experience. Includes precision work and production of fine furnishings. Prereq: WCO 110. Q-1: Preliminary cabinetmaking skills: planning, basic layout & shop safety. Q-2: Adv. Layout, traditional & contemporary joinery, residential & commercial cabinetry. Q-3: Custom furniture design, construction, joinery, veneering, jigs, finishing. Q-4: Personal projects.

WCO 160 (3) C**Architectural Blueprint Reading &
Cost Estimating for the Building Trades**

Focuses on how to read and apply information gained from blueprints for cost-estimating and developing cutting lists.

WCO 164 (2) C**Roof Framing & Stair-Building**

Develop and upgrade efficiency in stair- and roof-building with new techniques and skills.

WCO 166 (3) C**Furniture Design & Construction**

Survey of furniture design trends in traditional and modern furniture.

WCO 167 (4) C**Fine Furniture**

For students with solid cabinetmaking skills who are interested in learning techniques suited to making gallery-level fine furniture.

WCO 170 (3) C**Boat Lofting**

Fundamental course in the development of lofting and fairbody. Covers the relationship of buttocklines, waterlines, sections and diagonals and how to interpret the lines and offsets for fairbody development.

WCO 180 (1) C**Use & Application of the Hand Router**

Intro to the types and uses of the hand router. Includes basic operations, selection of router bits and an intro to jigs and templates.

WCO 181 (2) C**Advanced Router Technique Jig
& Template Use**

Covers construction of specialty jigs and templates for the hand router, including exploration and explanation of multiple uses and applications.

WCO 197 (2-15) C**Work Experience – Wood Construction**

Earn work experience credit in the wood construction field. Prereq: Permission.

WCO 299 (3-18) C**Special Projects in Boatbuilding****WORLD LANGUAGES**

See Languages & Literature, pages 262-273.

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Washington State EMT & Senior EMT Instructor Certifications;
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