



# 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 two of the last three years, a North transfer student has won the UW President's Medal for academic excellence.

North also provides outstanding career training in more than 50 certificate and degree programs including those in emerging fields such as nanotechnology, IT for healthcare, biomedical equipment technology and green real estate. The new program for anesthesia technicians will be one of the first west of the Mississippi.

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.



### GETTING STARTED at North

<b>Admissions</b>	<b>(206) 527-3663</b>
<b>Financial Aid</b>	<b>(206) 527-3688</b>
<b>Registration</b>	<b>(206) 527-3663</b>
<b>TTY</b>	<b>(206) 526-0079</b>

### VISION

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

### MISSION

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

# Academic & Student SUPPORT SERVICES



## ADVISING

(206) 527-3658 ■ [advisornorth@sccd.ctc.edu](mailto:advisornorth@sccd.ctc.edu)  
[www.northseattle.edu/enroll/advise/](http://www.northseattle.edu/enroll/advise/)

Advising provides resources and educational planning for students seeking college transfer degrees, professional-technical 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) 527-3685 ■ [careerservices@sccd.ctc.edu](mailto:careerservices@sccd.ctc.edu)  
[www.northseattle.edu/services/career/](http://www.northseattle.edu/services/career/)

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

### Internships

(206) 527-3787  
[www.northseattle.edu/services/internships/](http://www.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.

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

\*\* State-funded

## FACTS at a Glance\*

### 2008–2009 ANNUAL PROFILES

Annual attendance 2008-2009 16,527

#### Special Enrollments

Distance Education	4,473
Running Start	333
International Students	860
Worker Retraining	614

### FALL 2009 PROFILES

#### Students \*\*

Median age	30.5
Ethnic diversity	40%
Male/Female	39%/61%
With bachelor or higher degrees	28%
Employed	64%
full-time	38%
With dependents	30%
single parents	7%
Full-time/Part-time attendance	48%/52%

#### Programs

Academic Transfer	45%
Workforce Education	31%
Basic Skills	17%
Pre-college and Others	7%

#### Courses

State-funded	84%
Contract-supported	1%
Student-supported	16%

## CLASS SCHEDULE Quarterly

[www.northseattle.edu/schedule](http://www.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) 527-3600 to be put on the mailing list. View or download the online class schedule at the website above.

## COMPUTER Labs

(206) 527-3630

[www.northseattle.edu/kiosk/netid/](http://www.northseattle.edu/kiosk/netid/)

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) 527-3676

[www.northseattle.edu/services/counseling/](http://www.northseattle.edu/services/counseling/)

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

## DISABILITY Services

(206) 527-3697 ■ FAX (206) 985-3958

TTY (206) 526-0079

[www.northseattle.edu/services/disability/](http://www.northseattle.edu/services/disability/)

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 provide or arrange 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 43.*

## DISTANCE LEARNING/eLearning

(206) 527-3738

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

*See pages 18–20 for complete information on eLearning options.*

## INTERNATIONAL Programs

(206) 527-3672 ■ [international@sccd.ctc.edu](mailto:international@sccd.ctc.edu)

FAX (206) 527-3794

<http://isp.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 by this office. Students interested in Study Abroad should contact the IP Office to learn about programs and scholarship opportunities.

*See page 24 for more information.*

## LIBRARY and MEDIA SERVICES

(206) 527-3607

<http://dept.sccd.ctc.edu/nslib/>

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.

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## STUDENT SUCCESS Services

Student Success Services helps students progress through college and includes Advising, Counseling, Disability Services, Running Start, and the Women's Center. See individual listings for details.

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## TESTING Center

(206) 527-3674

[www.northseattle.edu/enroll/testing/](http://www.northseattle.edu/enroll/testing/)

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

## 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) 526-0078

[www.northseattle.edu/services/loft/](http://www.northseattle.edu/services/loft/)

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) 527-3746 Room ED1845B

<http://webshare.northseattle.edu/MLC>

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

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. Please contact your BEIT faculty or the BEIT Division Office for information on tutoring locations and times.

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## VETERANS' Services

(206) 527-3699

[www.northseattle.edu/services/veteran.htm](http://www.northseattle.edu/services/veteran.htm)

The Veterans' Affairs office assists veterans, reservists, active duty personnel and eligible family members to receive VA educational benefits.

*See page 30 for financial aid information.*

# Student LIFE

## WOMEN'S Center

(206) 527-3696

[www.northseattle.edu/services/women/](http://www.northseattle.edu/services/women/)

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) 527-3787 ■ [nscinfo@sccd.ctc.edu](mailto:nscinfo@sccd.ctc.edu)

[www.northseattle.edu/programs/workforce/](http://www.northseattle.edu/programs/workforce/)

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. North's WorkFirst Program components are described below.

### Basic Education Program

This program offers the opportunity to earn a GED, prepare for career/technical programs, improve basic technology skills, learn life and time management skills and develop employable skills.

### Job Skills Training

Job Skills Training offers short-term training certificate programs of 1 to 2 quarters in length. These certificate 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 certificates in programs that require a minimum of 3 to 4 quarters. These certificate programs are 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 or Legal Assistant, IT for Healthcare and more.

### Work Study

Work Study enables students to meet their work requirements through part-time employment on campus. Students who are enrolled in ABE/GED classes or program prerequisite classes may work 19.5 hours per week. Earnings from Work-Study may affect a student's food stamp allocation.

## ART Gallery

(206) 528-4557

[www.northseattle.edu/services/art.htm](http://www.northseattle.edu/services/art.htm)

The Art Gallery features exhibits of regional artists in a range of media with six shows per year. It is located in IB 1322A, behind the Bookstore.

Hours: 11:00 a.m.–3:00 p.m. Weekdays  
6:00 p.m.–8:00 p.m. W-Th evenings  
Closed between shows.

## BOOKSTORE

(206) 527-3637

[www.northseattle.edu/services/bookstore.htm](http://www.northseattle.edu/services/bookstore.htm)

The Bookstore is well-stocked with new and used textbooks, supplemental course materials, general interest books, school supplies, and sundry items. The Bookstore offers a year-round textbook buy-back service. Students save 25% when they buy used textbooks. Beginning in Fall 2010, the Bookstore will offer a textbook rental service. For further information on this rental service: <http://whywaitforbooks.com>.

## CHILDCARE Center

(206) 527-3644

[www.northseattle.edu/services/childcare/](http://www.northseattle.edu/services/childcare/)

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.

Hours: 7:30 a.m. to 4:00 p.m. Monday – Friday.

## FOOD Services

(206) 527-3781

North provides three dining areas: the North Star Cafe, Sam n' Chips Sandwich Bar and Espresso Lounge. Food service is available in the cafe during the academic quarter, but not during quarter breaks. Limited food service is available in the Espresso Lounge during quarter breaks.



## HOUSING

(206) 527-3641 ■ [nscinfo@sccd.ctc.edu](mailto:nscinfo@sccd.ctc.edu)

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) 527-3636

[www.northseattle.edu/services/security](http://www.northseattle.edu/services/security)

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 41 for additional information on personal safety.*

## STAGE ONE THEATER

(206) 527-3661

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

## Student ATHLETICS

(206) 527-3745 Men's Basketball Program

(206) 527-3773 Women's Basketball Program

[www.northseattle.edu/storm](http://www.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) 527-3641 ■ [nscinfo@sccd.ctc.edu](mailto:nscinfo@sccd.ctc.edu)

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) 527-3641

[www.northseattle.edu/services/govt.htm](http://www.northseattle.edu/services/govt.htm)

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 206-527-3627.*

*See page 35 for information on Student Insurance.*

## Student LEADERSHIP & MULTICULTURAL Programs

(206) 527-3643 ■ [nscinfo@sccd.ctc.edu](mailto:nscinfo@sccd.ctc.edu)

[www.northseattle.edu/services/sleaders.htm](http://www.northseattle.edu/services/sleaders.htm)

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

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

# AFFILIATE Organizations

## TRANSPORTATION & PARKING

(206) 526-0060

[www.northseattle.edu/services/transportation](http://www.northseattle.edu/services/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 526-0060 for more information.

### Parking

(206) 527-3636

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

## WELLNESS CENTER/Student Recreation

(206) 527-3631

Information Line (206) 527-3649

[www.northseattle.edu/services/wellness/](http://www.northseattle.edu/services/wellness/)

The Wellness Center offers a variety of fitness activities such as yoga, Pilates, resistance training and cardiovascular training. The Wellness Center fee of \$1 per credit up to 10 credits entitles students to use the facility and to participate in free, drop-in sessions.

## ALUMNI Association

(206) 527-3604

[www.northseattle.edu/info/alumni.htm](http://www.northseattle.edu/info/alumni.htm)

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 [www.northseattle.edu/edfund/alumni.htm](http://www.northseattle.edu/edfund/alumni.htm).

## North Seattle Community College EDUCATION FUND

(206) 527-3604 ■ [nscceducationfund@sccd.ctc.edu](mailto:nscceducationfund@sccd.ctc.edu)

[www.northseattle.edu/edfund/](http://www.northseattle.edu/edfund/)

A non-profit 501(c)(3) organization guided by a Board of Directors comprised of community and business leaders, the Education Fund works to provide support for students by providing tuition scholarships and emergency assistance (short-term loans to cover transportation, books, utilities, and other expenses); by providing professional development grants for faculty and staff; and by facilitating in-kind donations of instructional equipment. 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 **Adult Basic Education** ESL
- 3 Careers **Professional-Technical** Programs
- 4 **Continuing** Education
- 5 **Distance Education** eLearning
- 6 **High School–College** Programs/**GED**
- 7 **International** Programs
- 8 **Worker** Retraining

### 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 SCIENCE DEGREE Learning Outcomes

*Students completing the Associate of Science degree should:*

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



# 1 | ACADEMICS

## College Transfer at North

### ACADEMIC PROGRAMS

(206) 527-7306

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

*For detailed information on the A.A. degree, see pages 7–10.*

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

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

College transfer courses are offered in several disciplines, including:

- American Ethnic Studies
- Anthropology
- Art
- Astronomy
- Biology
- Botany
- Business
- Chemistry
- Communications
- Computer Science
- Earth Science
- Economics
- Engineering
- English
- Environmental Science
- Gender Studies
- Geography
- Geology
- Global Studies
- Health
- History
- Humanities
- International Studies
- Languages & Literature
- Mathematics
- Meteorology
- Music
- Nanotechnology
- Nutrition
- Oceanography
- Philosophy
- Physics
- Political Science
- Science
- Service Learning
- Social Science
- Sociology
- Sustainability
- Undergraduate Research
- Theater
- Women Studies

### 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 (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 8–9 for college transfer course requirements for A.A. or A.S. degree.*

### ASSOCIATE OF SCIENCE DEGREE (A.S.)

#### Direct Transfer Agreement

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

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

### ASSOCIATE OF SCIENCE Transfer

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

A.S. degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 college level credits must be earned at the Seattle Community College 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 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 Spring 2009. Students who choose this option will have through Spring Quarter 2014 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	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
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##### 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

*(at least one 5-credit laboratory course must be included)*

#### 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

\* One U.S. Cultures class. See advisor for other electives.

## 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/x64235.xml](http://www.ewu.edu/x64235.xml)

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) 527-3658 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) 527-3719

[www.wce.wvu.edu/Depts/TEOP/Seattle/Index.shtml/](http://www.wce.wvu.edu/Depts/TEOP/Seattle/Index.shtml/)

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; Secondary Teacher Education, M.I.T. and Secondary Teacher Certification.

## Degrees & Certificates in FINE ARTS

### Arts, Humanities and ABE Division

(206) 527-3709

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

#### 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 recommends two studio courses per quarter as maximum. Although it may be possible to complete the C.F.A. in two years, more time is encouraged to better assimilate skills and allow for more flexible scheduling. Students must submit a portfolio of at least 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, 253; human relations by ART 290); however, students must take a 5-credit computation course.

#### REQUIRED ART COURSES

ART& 101 Design	5
ART 102 3-D Design	5
ART 111 Drawing	5
ART 112 Figure Drawing	5
ART 113 Figure Drawing	5
ART 251, 252, 253 Art History (5 ea.)	15
ART 290 The Art Business	5
Approved ART ELECTIVES ( <i>either group</i> )*	4-5
Approved ART Electives – Group I*	15
Approved ART Electives – Group 2**	12-15

#### GENERAL EDUCATION REQUIREMENT

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

TOTAL CREDITS 81-85

#### \*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	5
ART 111 Drawing	5
ART 112 Figure Drawing	5
ART 113 Figure Drawing	5
ART 251, 252, 253 Art History (5 ea.)	15
ART 290 The Art Business	5
Approved ART ELECTIVES*	20-25

#### GENERAL EDUCATION REQUIREMENTS

ENGL& 101, 102 Composition (5 ea.)	10
Computation	5
<i>Select from MATH&amp; 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 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 & ABE.

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	5
ART 285	Metal Techniques for Small Scale Sculpture	5

**REQUIRED ART COURSES**

ART 251, 252, 253	Art History	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&amp; 210 or 230</i>	
Computation	5
<i>Select ACCT 110 or above</i>	

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

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 NSCC.

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&amp; 101, 220, 230 (5 ea.)</i>	

Computation .....	5
<i>Select from MATH&amp; 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&amp; 100 (5 ea.)</i>	

TOTAL CREDITS 90

**DRAMA-RELATED ELECTIVES**

*Choose 20 credits from*

ART& 100 .....	5
ART 251, 252, 253 .....	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

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

Candidates for the Associate of Fine Arts in Music must complete at least 92 credits in college transfer-level courses with a GPA of 2.0 or higher. At least 15 credits must be earned at North.

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

**REQUIRED MUSIC COURSES**

MUSC& 141 Music Theory I .....	5
MUSC& 142 Music Theory II .....	5
MUSC& 143 Music Theory III .....	5
MUSC 123, 221, 222, 223* (2 ea.) .....	8
MUSC& 231, 232, 233 Music Theory IV, V, VI** (3 ea.) .....	9
MUSC 299 Practicum in Music .....	1
Piano Class* .....	4
Performance Group*** .....	12-30
Applied Music .....	5-10
Related Elective .....	5

**GENERAL EDUCATION ELECTIVES**

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

TOTAL CREDITS 92-117

*\* Piano proficiency required; if proficient, may substitute vocal or instrumental classes; choose MUSC 126, 127, 128 or MUSC 221, 222, 223.*  
*\*\* Currently this requirement is met by MUS 130 and 299. See advisor for information.*  
*\*\*\* Majors are urged to participate in more than one performance group for added ensemble experience.*

## 2 | ADULT BASIC EDUCATION ESL

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

### ADULT BASIC EDUCATION

(206) 527-7303

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

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

To take ABE classes, a student must be a U.S. citizen, have permanent resident status, or have a green card. Students with different visa status, for example B2, F2 or J2, should visit the Office of International Students Programs in room CC 2357 or call (206) 527-3672.

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

*See page 12 for further information.*



## PRE-COLLEGE COURSES

(206) 527-7303

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

## ENGLISH AS A SECOND LANGUAGE

(206) 527-7303

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

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

*International students take ESL courses through International Programs.*

## 3 | CAREERS

### Professional-Technical Programs

*See pages 97–122 for this list of programs at North.*

## 4 | CONTINUING Education

### CONTINUING EDUCATION CLASSES

(206) 527-3705

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

Continuing Education classes are mostly non-credit and non-graded. Believing that learning is a life-long process of discovery and adventure, North's Continuing Education program provides non-credit courses to adults who wish to update or learn a new skill or explore a new interest. Students can select from more than 200 classes in the following areas: computers, art and crafts, dance, music and drama, writing, fitness and sports, business, cooking, wine and foreign language. Discover all that Continuing Education has to offer on our website.

### CUSTOMIZED BUSINESS TRAINING

(206) 527-3706

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

## 5 | DISTANCE EDUCATION/ eLearning

(206) 527-3738

[www.virtualcollege.org](http://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 pages 18–20 for complete information on all eLearning options.*

## 6 | HIGH SCHOOL— COLLEGE

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

### HIGH SCHOOL/COLLEGE LINKS

#### Running Start

(206) 527-3682

[www.runstart.northseattle.edu](http://www.runstart.northseattle.edu)

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

*See page 21 for more detail.*

#### TechPrep

(206) 903-3222

Students earn college credit while in high school and start their careers in fields such as accounting, business communications, Cisco programs, computer applications, information technology, marketing, medical assisting, drafting and many others. High school courses counted as college credit allow students to earn an Associate of Applied Science degree or industry-specific certificate faster. Tech Prep is tuition-free.

*See page 21 for more detail.*

#### Upward Bound

(206) 527-3691

<http://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. The program serves potential first generation college students and students from low-income households from three area high schools: Franklin, Roosevelt and Indian Heritage Middle College.

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

*See page 22 for more detail.*

### GED PREPARATION

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

The General Educational Development (GED) is a certificate of successful completion of the five-part GED test (reading, writing, social studies, science, and math). It is 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.

**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

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

[www.northseattle.edu/programs/prep/highschl.htm](http://www.northseattle.edu/programs/prep/highschl.htm)

High School Completion offers students 19 years of age and older who have not completed work for a high school diploma, the opportunity to earn a diploma by taking specific courses at North and the other Seattle Community Colleges for high school credit. Students still need to pass the High School Proficiency Exam (HSPE), complete a culminating project and create a "High School and Beyond" plan for graduation.

*See page 23 for details on two options for high school completion.*

## 7 | INTERNATIONAL Programs

(206) 527-3672 ■ [international@sccd.ctc.edu](mailto:international@sccd.ctc.edu)  
 FAX (206) 527-3794  
<http://isp.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 pages 24–25 for more information.*

## TRAVEL/STUDY ABROAD

(206) 527-3672

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

*Also see page 25 for information on district-wide Travel/Study Abroad courses.*

## 8 | WORKER RETRAINING Program

### WORKER RETRAINING

(206) 527-3787  
[www.northseattle.edu/wrp](http://www.northseattle.edu/wrp)

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 downturns/working in a not-in-demand job
- Has lost a job because of a disaster
- Is a recently separated veteran

Worker Retraining benefits include:

- Priority Registration
- Tuition Assistance (subject to income eligibility)
- Career Planning Services
- Internships and Job Placement Assistance
- High wage, high demand training programs
- Tutoring assistance
- Employment Security staff on campus
- Assistance with TAA and NAFTA paperwork
- Liaison to other agencies, programs and funding

*See page 26 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) 527-3730**

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.

### 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	251	Intermediate Accounting I	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	265	Accounting for Not-For-Profit & Governmental Entities	5

#### RELATED INSTRUCTION

BUS	124	Excel for Business	5
BUS	131	Integrated Communications I	5
BUS	169	Using Computers in Business	5
BUS	200	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*

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	130	Intro to Accounting/Bookkeeping III	5
ACCT	131	QuickBooks	5
ACCT	257	Business Tax Accounting	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	253	Intermediate Accounting III	5
ACCT	255	Individual Income Tax	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	275	Auditing	5

TOTAL CREDITS			40
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## 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	130	Intro to Accounting/Bookkeeping III	5
ACCT	131	QuickBooks	5
ACCT	257	Business Tax Accounting	5
ACCT	260	Peachtree Accounting	5
ACCT	261	Accounting Information Systems	5
ACCT	265	Accounting for Not-For-Profit & Governmental Entities	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

## Tax Preparer Advanced

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) 527-3790  
[www.northseattle.edu/health/aas](http://www.northseattle.edu/health/aas)

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

### 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) - 60 (maximum) vocational-technical credits.
- b. Minimum of 25 credits in General Education or related instruction courses: Communication (5); Computation/Quantitative Reasoning (5); Human Relations (5); and 10 credits from the list of approved courses for the A.A. degree, which must include 5 credits from 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.

## ANESTHESIA TECHNICAL SERVICES

Health and Human Services Division  
(206) 527-3790  
[www.northseattle.edu/health/anesthesia-tech](http://www.northseattle.edu/health/anesthesia-tech)

This program helps prepare incumbent anesthesia support staff for national certification through the American Society of Anesthesia Technologists and Technicians (ASATT). A minimum of 19 credits with a 2.5 grade or above in all classes is required to earn the certificate. As of January 2010, courses are only available online. The courses do not need to be taken in sequence unless applying for the certificate.



**PREREQUISITES**

- Existing health care professional with certification, equivalent to an LPN, Certified Medical Assistant or NREMT-P (Paramedic), 15 months (2600 hours) of experience in anesthesia support and program advisor permission.  
 -OR-  
 15 months (2600 hours) experience as an Anesthesia Technician or equivalent and program advisor permission  
 -OR-  
 Program advisor permission based on a review of previous documented experience, training and education.
- Intermediate computer skills, including familiarity with online learning. Visit [www.virtual.college.org](http://www.virtual.college.org).
- Math: COMPASS placement test into MATH 098 within 2 years of application date, or college transcript showing successful completion of MATH 097 or equivalent within the past 5 years.
- English: COMPASS placement into ENGL& 101 within 2 years of application date, or college transcript showing successful completion of ENGL 097/098 or equivalent within the past 5 years.

**Certificate**

**TECHNICAL SPECIALTY COURSES**

ATEC 102	Anesthesia-Related Anatomy & Physiology . . . . .	2
ATEC 105	Basic Pharmacology for Anesthesia . . . . .	3
ATEC 106	Anesthesia Machines, Medical Gases & Scavengers . . . . .	3
ATEC 108	Clinical Monitoring . . . . .	4
ATEC 110	Critical Care Procedures . . . . .	4
ATEC 112	Anesthesia Technical Skills Lab . . . . .	3
<b>TOTAL CREDITS</b>		<b>19</b>

**BIOMEDICAL  
 EQUIPMENT TECHNOLOGY**

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

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**

**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) 527-3730

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

**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 or concurrent enrollment in BUS 106 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

**Customer Service**

Customer Service certificates combine office support training in communications, customer relations, information technology, skill-building, 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, concurrent enrollment in BUS 106, 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, concurrent enrollment in BUS 106, 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

**Legal Administrative Assistant**

A Legal Administrative Assistant prepares correspondence and legal papers such as summons, complaints, motions, responses, subpoenas, pleadings, and documents and forms used in litigation.

**Certificate****TECHNICAL SPECIALTY COURSES**

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

TOTAL CREDITS 45

**COMMUNICATION,  
BUSINESS AND MEDIA**

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

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

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	229	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
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**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	Multi-cultural 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 229	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
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-OR-

CMST 275	Online Communication **	5
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**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
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\* 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) 527-3730**

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.

**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.*  
*\*\*\* May be substituted with 3 credits ENGL 105 & 5 credits Gen. Ed.*

TOTAL CREDITS 53

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

Completion of Certificate Requirements . . . . . 53

**TECHNICAL SPECIALTY COURSES**

TDR 109	Architectural Engineering Drafting Lab *	2
TDR 160	Applied Mechanics I	5
TDR 161	Applied Mechanics II	5
TDR 258	Contract Drawing Preparation I -BIM	5
TDR 259	Contract Drawing Preparation II -BIM	5
TDR 269	Construction Estimating	5
IT	Computer Skill Classes **	5

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

**COMMUNICATIONS COURSES**

ENGL& 230 Technical Writing . . . . . 3

**GENERAL EDUCATION COURSES**

*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) 527-3783**

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 160C	Connecting to Children:	
D1	Expressing Warmth to Children	2
D2	Playing Responsively	2
D3	Talking Informatively	2
D4	Initiative, Cooperation, Perseverance	2
CCE 125	Program Planning	5
-OR-		
CCE 170	Creating the Conditions for Learning (from C1 to C8) *	6
CCE 145	Music & Creative Expression	4
-OR-		
CCE 170	Creating the Conditions for Learning (C9 & C10)	4
CCE 165	Understanding Literacy	3
-OR-		
CCE 170	Creating the Conditions for Learning (C11 & C12)	4
CCE 175	Mathematics & Design	3
-OR-		
CCE 170	Creating the Conditions for Learning (C13 & C14)	4
CCE 185	Physical Education in Early Childhood Education	3
-OR-		
CCE 170	Creating the Conditions for Learning (C15 & C16)	4
CCE 195	Art for Young Children	3
-OR-		
CCE 170	Creating the Conditions for Learning (C17 & C18)	4

*For individual module listing of C1-C18, see next page.*



**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 136	Signing with Young Children . . . . .	2
CCE 166	Cultivating Conversation . . . . .	3
CCE 159	Behavior Management . . . . .	4
CCE 165	Understanding Literacy . . . . .	3
CCE 234	Staff Relationships . . . . .	3
CCE 240	Multicultural Dialogues . . . . .	3
CCE 285	The Project Approach . . . . .	5

TOTAL CREDITS 32-37

**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 Advising Office for 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 . . . . .	3-4
CCE 165	Understanding Literacy . . . . .	3
CCE 175	Mathematics & Design . . . . .	3
CCE 180	Professional Development . . . . .	1-6
CCE 185	Physical Education in Early Childhood . . . . .	3
CCE 195	Art for Young Children . . . . .	3
CCE 240	Multicultural Dialogues . . . . .	3
CCE 261	Readings in Early Childhood Education . . . . .	1-6

CCE 285	The Project Approach . . . . .	5
CCE 170C	Creating the Conditions for Learning . . . . .	2-18
	(2-credit modules)	
C1	Exploration Activities . . . . .	2
C2	Process Activities . . . . .	2
C3	Construction . . . . .	2
C4	Drama Area . . . . .	2
C5	Writing & Enactment . . . . .	2
C6	Science Center . . . . .	2
C7	Making Center . . . . .	2
C8	Cleaning & Restoration . . . . .	2
C9	Songs & Games at Music . . . . .	2
C10	Creative Dance . . . . .	2
C11	Book Center . . . . .	2
C12	Books & Oral Stories . . . . .	2
C13	Workstation Activities . . . . .	2
C14	Cooperative Games & Computers . . . . .	2
C15	Physical Play Spaces . . . . .	2
C16	Outdoor Games . . . . .	2
C17	Painting & Clay . . . . .	2
C18	Drawing to Learn . . . . .	2
C19	Supporting Children with Behavior Difficulties . . . . .	2
C20	Teaching Children with Special Needs . . . . .	2

TOTAL CREDITS 90 - 116

Modular Equivalents:

- CCE 12 = C11 & C12
- CCE 175 = C13 & C14
- CCE 185 = C15 & C16
- CCE 195 = C17 & C18

**ELECTRONICS**

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

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.

\* Students interested in Electronics Technology should contact the program advisor at (206) 528-4588 or the Advising Center at (206) 527-3658 before enrolling. Courses and programs are transferable to certain four-year institutions.

## Broadband Cable

This certificate program 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
<b>TOTAL CREDITS</b>			<b>25</b>

## ELECTRONICS TELECOMMUNICATIONS TECHNOLOGY

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

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

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

#### TECHNICAL SPECIALTY COURSES

EET	105	Intro to Technology *	3
EET	109	Mathematical Applications for Circuit Analysis	5
EET	131	IT Essentials I - A+ Certification	5
EET	132	IT Essentials I - A+ Certification Advanced	5
EET	135	Intro to Broadband	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics I	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	241	Principles of Telecommunications I	5
EET	242	Principles of Telecommunications 2	5
EET	243	Principles of Telecommunications 3	5
EET	251	Microprocessor Fundamentals I	5
IT	124	Network OS 2 – Win2K Server	5
IT	134	Network Communications – TCP/IP	5
IT	138	Unix for Network Administration	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5

#### RELATED INSTRUCTION

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

\* This course has acceptable substitutes. See Advisor.

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

## ELECTRONICS ENGINEERING TECHNOLOGY

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

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**

*Ten credits selected from approved list.  
 See Advising Center.*

**TECHNICAL ELECTIVES 5**

*Select 5 credits. See Advising Center.*

TOTAL CREDITS 114

**ELECTRONICS TECHNOLOGY**

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

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.

**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

*\* 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.*

**EMERGENCY MEDICAL TECHNICIAN (EMT)**

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

[www.northseattle.edu/health/emt/](http://www.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.

AHE	190	Emergency Medical Technician (EMT) . . . . .	10
AHE	191	EMT Continuing Education . . . . .	2-5

## ENTREPRENEURSHIP

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

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 SERVICE

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

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.

### PREREQUISITES

ENG 097/098 or higher; MAT 084 or higher; BUS 169 or IT 101 or equivalent.

### Certificate

#### 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
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## INDUSTRIAL POWER & CONTROL TECHNOLOGY

*See Sustainable & Conventional Energy & Control Technology on page 121.*

## INFORMATION TECHNOLOGIES

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

### Network Infrastructure & Security Support Specialist

The Information Technology program offers both a certificate and an Associate of Applied Science 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
<b>TOTAL CREDITS</b>			<b>40</b>

**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	124	Network OS 2 – Windows Server . . . . .	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
IT	150	Network Security Fundamentals . . . . .	5

<b>TECHNICAL ELECTIVES</b>	<b>10</b>
<i>See advisor.</i>	

**RELATED INSTRUCTION**

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

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

<b>TOTAL CREDITS</b>	<b>90</b>
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**Information Technology for Healthcare**

**Health & Human Services Division**  
 (206) 527-3790  
[www.northseattle.edu/health/it](http://www.northseattle.edu/health/it)

*This Program is currently under review. Please check the website for up-to-date information or contact the division office.*

The IT for Healthcare curriculum is designed to meet the emerging demand for a workforce capable of using health communications and information technology. The program equips students and workers with the skills needed to enter and advance in health care careers.

The program operates a modern laboratory emulating a health care setting. It is equipped with current tablet PCs, Procura software and other technologies which provide the opportunity to gain real-world skills and experience. The program offers a 15-credit Short Certificate, and a One-Year Achievement Certificate. The A.A.S. Degree is under revision. Contact the division for information.

**INTERNATIONAL TRADE**

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

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

<b>TOTAL CREDITS</b>	<b>24</b>
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**INTERNSHIPS**

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

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) 527-3790

[www.northseattle.edu/health/medasst/](http://www.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 at the division office or from an advisor.

### PREREQUISITES FOR MEDICAL ASSISTING AND ALL MEDICAL ASSISTING PROGRAM OPTIONS

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

General: 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.

AHE	103	Math for Health Careers	3
ENGL&	101	English Composition I	5
		-OR-	
ENGL&	230	Technical Writing	3
		-OR-	
AHE	100	Critical Thinking and Communication in Healthcare	5
BUS	169	Using Computers in Business	5
		-OR-	
IT	101	Software Applications	5

### Certificate

#### TECHNICAL SPECIALTY COURSES

AMA	100	Intro to Healthcare	1
AMA	101	Communications in Healthcare	2
AMA	102	Legal Concepts	1
AMA	103	Ethical Concepts	1
AMA	104	Office Emergencies	2
AMA	105	Asepsis & Infection Control	1
AMA	106	Patient History, Documentation & Physical Exam	1
AMA	107	Vital Signs & Measurements	1
AMA	108	Nutrition & Development Basics	1
AMA	109	Pharmacology	1
AMA	110	Intro to Lab Safety	1
AMA	112	Credentials & Employment	1
AMA	114	Basic Psychology Principles	1
AMA	115	HIV/AIDS	1
AMA	116	Principles of IV Therapy	1
AMA	120	Front Office Basics	1
AMA	121	Patient Scheduling	1
AMA	122	Medical Records & Correspondence	1
AMA	123	Daily Financial Management	1
AMA	125	Intro to Medical Insurance & Coding	2
AMA	170	AP/Terminology/Pathology 1 Intro	2
AMA	171	AP/Terminology/Pathology 2 Skin & Senses	1
AMA	172	AP/Terminology/Pathology 3 Digestive System	1
AMA	173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA	174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA	175	AP/Terminology/Pathology 6 Nervous System	1
AMA	176	AP/Terminology/Pathology 7 Endocrine System	1
AMA	177	AP/Terminology/Pathology 8 Musculoskeletal System	1
AMA	178	AP/Terminology/Pathology 9 Cardiovascular System	1
AMA	179	AP/Terminology/Pathology 10 Respiratory System	1
AMA	180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA	181	AP/Terminology/Pathology 12 Specialty Topics	1
AMA	226	Medical Insurance Coding I	1
AMA	227	Medical Insurance Billing	2
AMA	230	Medical Office Management	1
AMA	240	GYN/Pediatrics	1
AMA	241	Male Reproductive/Gerontology	1
AMA	242	Exams by Body Systems	2
AMA	243	Rehabilitation	1
AMA	244	Intro to Imaging	1
AMA	245	Minor Surgery	2

AMA 246	Patient Prioritizing & Instruction	1
AMA 250	Medication Calculations & Administration	2
AMA 251	EKG	1
AMA 252	Phlebotomy	2
AMA 253	Hematology	1
AMA 254	Urinalysis	1
AMA 255	Basic Microbiology	1
AMA 256	Lab Tests & Chemistry	1
AMA 290	Medical Assisting Externship *	7

**RELATED INSTRUCTION**

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

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

**Clinical Lab Assisting**

An option of the Medical Assisting program, this program is intended to prepare the student for clinical laboratory entry-level positions such as phlebotomist or clinical lab assistant. Students study basic anatomy and physiology, medical terminology and pathology, lab safety, regulations/legal requirements, specimen collection and preparation, phlebotomy, various 'CLIA-waived' tests and 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 109 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available at the division office or from an advisor.

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

**Medical Transcription**

An option of the Medical Assisting program, this program is intended to provide more in-depth training in transcription for current medical professionals who want to enhance their qualifications. Students with no medical training may complete the program and acquire entry-level medical transcription skills. Students will study basic anatomy and physiology, medical terminology and common pathology, as well as communication skills. This is an open-entry/open-exit, self-paced, variable-length program. See page 109 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available at the division office or from an advisor.

**Certificate**

**TECHNICAL SPECIALTY COURSES**

AHM	124	Intro to Medical Transcription . . . . .	1
AHM	160	Proofreading & Editing . . . . .	1
AHM	161	Medical Transcription Practice 1. . . . .	1
AHM	162	Medical Transcription Practice 2. . . . .	1
AHM	163	Medical Transcription Practice 3. . . . .	1
AMA	100	Intro to Healthcare . . . . .	1
AMA	101	Communications in Healthcare. . . . .	2
AMA	102	Legal Concepts. . . . .	1
AMA	103	Ethical Concepts. . . . .	1
AMA	106	Patient History, Documentation & Physical Exam . . . . .	1
AMA	112	Credentials & Employment . . . . .	1
AMA	114	Basic Psychology Principles. . . . .	1
AMA	115	HIV/AIDS . . . . .	1
AMA	120	Front Office Basics . . . . .	1
AMA	122	Medical Records & Correspondence . . . . .	1
AMA	170	AP/Terminology/Pathology 1 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

**RELATED INSTRUCTION**

BUS	236	Interpersonal Communications for the Workplace * . . . . .	5
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TOTAL CREDITS 34

*\* BUS 236 is 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 109 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available at the division office or from an advisor.

**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

*\* 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 109 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available at the division office or from an advisor. Program prerequisite: Completion of Medical Terminology.

**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

*\* 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 109 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

**Health Care Assistant Preparation**

[www.northseattle.edu/health/medasst/mhcare.htm](http://www.northseattle.edu/health/medasst/mhcare.htm) and  
[www.wssma.org.hcalaw.php](http://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 109 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

**Math, Science & Social Science Division**  
(206) 527-3746

The nanotechnology degree prepares graduates for entry-level technician positions in the nano/micro-fabrication industry and related manufacturing industries. Nano or micro-technology is the basis for the manufacturing of a wide range of technology products such as computer chips, flat panel displays, solar power arrays, robotics, industrial parts, biological implants, DNA monitoring, medical and pharmaceutical equipment. This cross-disciplinary program combines elements of materials science, chemistry, biology, physics, electronics and engineering. Students learn clean room procedures and maintenance of nano/micro fabrication and characterization equipment. Graduates may enter a wide range of materials-based industries.

### Certificate

This one-year certificate prepares people with work or academic experience in micro-electronics, biotechnology, optics or similar technical field to learn nanoscience and become proficient in nanotechnological protocols.

### Prerequisites:

One year of college-level chemistry and two quarters of college-level physics, with a 2.0 or higher.

### TECHNICAL SPECIALTY COURSES

CWE	101	Portfolio, Job Search & Interviewing . . . . .	2
MSC	101	Intro to Materials Science . . . . .	5
NANO	101	Intro to Nanotechnology . . . . .	5
NANO	150	Internship / Practicum I . . . . .	5
NANO	210	Laboratory Procedures & Quality Control * . . . . .	5
NANO	225	Intro to Nano/Microfabrication . . . . .	5
NANO	250	Capstone/Practicum 2 . . . . .	5
* Prereq MATH 109			

TOTAL CREDITS 32

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

#### PREREQUISITES

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

#### TECHNICAL SPECIALTY COURSES

NANO	101	Intro to Nanotechnology . . . . .	5
NANO	150	Internship/Practicum 1 . . . . .	5

NANO	210	Laboratory Procedures & Quality Control . . . . .	5
NANO	225	Intro to Nano/Microfabrication . . . . .	5
NANO	250	Capstone/Practicum 2 . . . . .	5

#### RELATED INSTRUCTION

BIOL&	160	General Biology w/Lab . . . . .	5
-OR-			
BIOL&	211	Majors Cellular . . . . .	5
CHEM&	121	Intro to Chemistry . . . . .	5
CHEM&	131	Intro to Organic Chemistry & Biochemistry . . . . .	5
CSC	110	Intro to Computer Programming . . . . .	5
-OR-			
CSC	111	Computers for Math & Science . . . . .	5
CWE	101	Portfolio, Job Search & Interviewing . . . . .	2
EET	160	Intro to Electricity & Electronics . . . . .	5
ENGL&	101	English Composition I . . . . .	5
MATH&	141	Precalculus I . . . . .	5
-OR-			
MATH&	142	Precalculus II . . . . .	5
-OR-			
MATH&	151	Calculus I . . . . .	5
MSC	101	Materials Science . . . . .	5
PHYS&	121	General Physics I . . . . .	5
PHYS&	122	General Physics II . . . . .	5
-OR-			
PHYS&	123	General Physics III . . . . .	5
Human Relations Elective . . . . .			5
Multicultural, U.S. Cultures or Global Studies Elective . . . . .			5
Technical Elective . . . . .			5
TOTAL CREDITS			92

## NURSING, NURSING ASSISTANT-CERTIFIED

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

[www.northseattle.edu/health/nursing-assistant.htm](http://www.northseattle.edu/health/nursing-assistant.htm)

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, laboratory, 72 hours of clinical experience, CPR/AED and First Aid for the healthcare 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)

Health & Human Services Division  
 (206) 527-3790  
[www.northseattle.edu/health/pracnurs/](http://www.northseattle.edu/health/pracnurs/)

Candidates for the Practical Nursing certificate must meet specific course requirements established by the Washington State Board for Practical Nurse Examiners. The four-quarter program prepares graduates for practical nursing careers in acute care, long-term care and out-patient services. The first quarter is devoted to classroom and laboratory studies emphasizing nursing skills, general medical knowledge and behavior. The remaining program includes extensive clinical experience in health care agencies.

New daytime classes 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 at the start of the 3rd quarter and has fulfilled all LPN to RN prerequisites, the student can request to be admitted directly into the LPN to RN Ladder program following the 4th quarter of the LPN program. In the transition phase (through graduation in 2011) of the implementation of the updated curriculum, some courses may be taken after completing the LPN to RN Ladder program before formal graduation will be granted. These courses include, but are not limited to, the courses stated in the "Additional Courses Required for Progression to the LPN to RN Ladder Program."*

### PROGRAM PREREQUISITES

MATH: COMPASS test placement into MAT 098 within the last two (2) years or transcript showing successful completion of MAT 098 Intermediate Algebra or MAT 100 Math for Health Careers within seven (7) years of application date.

MATH requirement for Fall 2010: Compass placement into MATH 107 Math in Society or higher within 2 years of application date or transcript showing successful completion of AHE 103 Math for Health Careers or other higher math 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 and an overall GPA of 2.8 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
NTR 150	Human Nutrition . . . . .	5
PSYC& 100	General Psycholog . . . . .	5

### ELECTIVES:

U.S. Cultures or Global Studies . . . . .	5
Computation or Quantitative/Symbolic Reasoning * . . . . .	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 courses.*

# 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 and prerequisite courses, with 2.8 overall GPA.*

**GENERAL EDUCATION &  
 RELATED INSTRUCTION REQUIREMENTS 45**

BIOL&	241	Human Anatomy & Physiology I. . . . .	5
BIOL&	242	Human Anatomy & Physiology II . . . . .	5
BIOL&	260	Microbiology * . . . . .	5
ENGL&	101	English Composition I. . . . .	5
NTR	150	Human Nutrition. . . . .	5
PSYC&	100	General Psychology . . . . .	5
PSYC&	200	Lifespan Psychology. . . . .	5

**ELECTIVE**

Multicultural, U.S. Cultures or Global Studies ** . . . . .	5
Computation or Quantitative/Symbolic Reasoning * . . . . .	5

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

*\*\* Students may choose from either category*

TOTAL CREDITS	116
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**PARENT EDUCATION**

**Health & Human Services Division  
 (206) 527-3783**

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) 527-3790  
[www.northseattle.edu/health/phtech/](http://www.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, outpatient clinics, insurance carriers and pharmacy software companies. Employment opportunities have remained strong in this health service occupation since its inception in 1975.

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

**Certificate**

**TECHNICAL SPECIALTY COURSES**

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

TOTAL CREDITS	49
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## PHLEBOTOMIST CERTIFICATE (I-BEST)

Health & Human Services Division  
(206) 527-3790

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 215 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 095/097 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) 527-3730  
[www.northseattle.edu/business/projman.htm](http://www.northseattle.edu/business/projman.htm)

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

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

### PREREQUISITES:

BUS 236, BUS 169 or IT 101

### Certificate

#### TECHNICAL SPECIALTY COURSES

BUS	118	Project Management Intro & Overview	5
BUS	119	Leadership and Management Skills	3
BUS	209	Producing Deliverables – Technical Writing *	3
BUS	229	Project Management Tools, Techniques, Control	5
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) 527-3730  
[www.northseattle.edu/res](http://www.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. The program provides the skills and educational clock hours necessary to satisfy Washington State Department of Licensing and the Department of Financial Institutions requirements, 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
-OR-			
RES	160	Ethics for Loan Originators	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
-OR-			
RES	290	Commercial Sales & Leasing	3
RES	141	Land Use Principles & Practice	3
RES	142	Inspecting the Condition of Real Estate	3
RES	150	Residential Sales & Leasing Documentation	1.5
RES	165	Real Estate Loan Originator	3
-OR-			
RES	166	Real Estate Loan Processing	4
-OR-			
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
<i>Choose any non-required courses with RES prefix</i>			

**RELATED INSTRUCTION**

ACCT	215	Accounting for Small Business Owners . . . . .	3
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.*

**Real Estate Appraiser**

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

**TECHNICAL SPECIALTY COURSES**

RES	100	Real Estate Fundamentals . . . . .	5
RES	101	Technology for Real Estate . . . . .	5
RES	106	Real Estate Fraud . . . . .	1
RES	125	Real Estate Math * . . . . .	2
RES	130	Green Real Estate . . . . .	3
RES	141	Land Use Principles & Practice . . . . .	3
RES	142	Inspecting the Condition of Real Estate . . . . .	3
RES	150	Real Estate Sales & Leasing Documentation. . . . .	1.5
RES	165	Real Estate Loan Originator. . . . .	3
-OR-			
RES	166	Real Estate Loan Processing. . . . .	4
-OR-			
RES	260	Real Estate Finance – Commercial. . . . .	2
RES	170	Real Estate Law . . . . .	3
RES	180	Basic Appraisal Principles . . . . .	3
RES	183	Basic Appraisal Procedures. . . . .	3
RES	184	Residential Market Analysis & Highest & Best Use . . . . .	1.5
RES	185	Residential Appraiser Site Valuation & Cost Approach . . . . .	1.5
RES	186	Residential Sales Comparison & Income Approaches . . . . .	3
RES	187	Residential Report Writing & Case Studies . . . . .	1.5
RES	188	Statistics, Modeling & Finance . . . . .	1.5
RES	189	Advanced Residential Applications & Case Studies. . . . .	1.5
RES	220	Real Estate Economics . . . . .	3
RES	235	Sales & Marketing . . . . .	3
RES	241	Appraising Small Residential Income Properties . . . . .	3
RES	281	National USPAP Course . . . . .	1.5

**RELATED INSTRUCTION**

ACCT	215	Accounting for Small Business Owners . . . . .	3
BUS	140	Customer Relations . . . . .	5
ENGL&	101	English Composition I. . . . .	5
MATH&	107	Math In Society. . . . .	5
-OR-			
MATH	116	Applications of Mathematics to Management, Life & Social Sciences . . . . .	5
BUS	210	Business & Economic Statistics . . . . .	5
		Multicultural, U.S. Culture or Global Studies Elective ** . . . . .	5
		Social Science, Humanities or Science Electives . . . . .	10
TOTAL CREDITS			93.5-95.5

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

**North Seattle Community College Real Estate**

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

**Certificate**

**TECHNICAL SPECIALTY COURSES**

RES	100	Real Estate Fundamentals . . . . .	5
RES	101	Technology for Real Estate . . . . .	5
RES	165	Real Estate Loan Originator. . . . .	3
-OR-			
RES	166	Real Estate Loan Processing. . . . .	4
-OR-			
RES	260	Real Estate Finance – Commercial . . . . .	2
RES	170	Real Estate Law . . . . .	3
		Approved Electives * . . . . .	3
TOTAL CREDITS			18-20

*\* 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.*

### Certified Residential Appraiser

#### Certificate

##### TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 101	Technology for Real Estate	5
RES 106	Real Estate Fraud	1
RES 125	Real Estate Math *	2
RES 130	Green Real Estate	3
RES 141	Land Use Principles & Practice	3
RES 142	Inspecting Real Estate	3
RES 150	Residential Sales & Leasing Documentation	1.5
RES 165	Real Estate Loan Originator	3
-OR-		
RES 166	Real Estate Loan Processing	4
OR		
RES 260	Real Estate Finance – Commercial	2
RES 170	Real Estate Law	3
RES 180	Basic Appraisal Principles	3
RES 183	Basic Appraisal Procedures	3
RES 184	Residential Market Analysis & Highest & Best Use	1.5
RES 185	Residential Appraiser Site Valuation & Cost Approach	1.5
RES 186	Residential Sales Comparison & Income Approaches	3
RES 187	Residential Report Writing & Case Studies	1.5
RES 188	Statistics, Modeling & Finance	1.5
RES 189	Advanced Residential Applications & Case Studies	1.5
RES 220	Real Estate Economics	3
RES 235	Sales & Marketing	3
RES 281	National USPAP Course	1.5

##### RELATED INSTRUCTION

BUS 140	Customer Relations	5
BUS 210	Business & Economic Statistics	5
ENGL& 101	English Composition I	5
-OR-		
ENGL 104	Advanced English Grammar	5
MATH& 107	Math in Society	5
-OR-		
MATH 116	Applications of Mathematics to Management, Life & Social Sciences	5

TOTAL CREDITS 72.5-74.5

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

### Licensed Residential Appraiser

#### Certificate

##### TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 101	Technology for Real Estate	5
RES 106	Real Estate Fraud	1
RES 125	Real Estate Math *	2
RES 180	Basic Appraisal Principles	3
RES 183	Basic Appraisal Procedures	3
RES 184	Residential Market Analysis & Highest & Best Use	1.5
RES 185	Residential Appraiser Site Valuation & Cost Approach	1.5
RES 186	Residential Sales Comparison & Income Approaches	3
RES 187	Residential Report Writing	1.5
RES 220	Real Estate Economics	3
RES 235	Sales & Marketing	3
RES 281	National USPAP Course	1.5

TOTAL CREDITS 34

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

### Real Estate Brokerage

#### Certificate

##### TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud	1
RES 130	Green Real Estate	3
RES 142	Inspecting Real Estate	3
-OR-		
RES 175	Intro to Title	3
RES 150	Residential Sales & Leasing Documentation	1.5
RES 165	Real Estate Loan Originator	3
-OR-		
RES 166	Real Estate Loan Processing	4
-OR-		
RES 260	Real Estate Finance – Commercial	2
RES 170	Real Estate Law	3
RES 190	Real Estate Escrow I	3
RES 230	Professional Business Practices of Brokerage Management	5
RES 235	Sales & Marketing	3

TOTAL CREDITS 29.5-31.5



## 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 290	Commercial Sales & Leasing . . . . .	3
RES 295	Commercial Real Estate Investment Analysis . . . . .	2
RES Electives	. . . . .	3
<b>TOTAL CREDITS</b>		<b>16</b>

## 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 290	Commercial Sales & Leasing . . . . .	3
RES 295	Commercial Real Estate Investment Analysis . . . . .	2
Approved Elective *	. . . . .	3
<b>TOTAL CREDITS</b>		<b>27</b>

\* 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
-OR-		
RES 160	Ethics for Loan Originators . . . . .	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
RES 195	Real Estate Escrow II . . . . .	3
Approved Electives *	. . . . .	6
<b>TOTAL CREDITS</b>		<b>25.5</b>

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

## Green Real Estate

### Certificate

#### TECHNICAL SPECIALTY COURSES

RES 130	Green Real Estate . . . . .	3
RES 131	Green Building Materials . . . . .	3
RES 132	Marketing, Education and Ethics in Sustainable Development . . . . .	3
RES 133	Energy Efficient Design & Development . . . . .	1.5
RES 134	Smart Locations, Integrated Communities, Sustainable Sites & Water Protection . . . . .	1.5
RES 135	Healthy Buildings & Indoor Air Quality . . . . .	1.5
RES 217	Real Estate Development & Sustainability . . . . .	3
<b>TOTAL CREDITS</b>		<b>16.5</b>

## Home Inspection

### Certificate

#### TECHNICAL SPECIALTY COURSES

ACCT 215	Accounting for Small Business Owners . . . . .	5
RES 143	Intro to Home Inspection Professional Practices . . . . .	3
RES 144	Inspecting Structural Framing & Plumbing Systems . . . . .	4
RES 145	Inspecting Exteriors & Roofing . . . . .	4
RES 146	Inspecting Heating Systems I . . . . .	2
RES 147	Inspecting Heating Systems II . . . . .	3
RES 148	Inspecting Electrical Systems . . . . .	3
RES 149	Inspecting Heat Pumps, AC, Interiors, Insulation & Venting . . . . .	4
RES 235	Sales & Marketing . . . . .	3
<b>TOTAL CREDITS</b>		<b>31</b>

## Real Estate Loan Originator

### Certificate

#### TECHNICAL SPECIALTY COURSES

RES 100	Real Estate Fundamentals . . . . .	5
RES 106	Real Estate Fraud . . . . .	1
RES 125	Real Estate Math * . . . . .	2
RES 160	Ethics for Loan Originators . . . . .	1
RES 165	Real Estate Loan Originator . . . . .	3
RES 180	Basic Appraisal Principles . . . . .	3
RES 235	Sales & Marketing . . . . .	3
RES 266	Real Estate Loan Underwriter . . . . .	3
Approved Electives **	. . . . .	3
<b>TOTAL CREDITS</b>		<b>24</b>

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

\*\* Choose 3 credits from approved list. See Advising Center.

**Real Estate Loan Processor**

**Certificate**

**TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud	1
RES 160	Ethics for Loan Originators	1
RES 166	Real Estate Loan Processing	4
RES 175	Intro to Title	3
RES 190	Real Estate Escrow I	3
RES 266	Real Estate Loan Underwriter	3
Approved Elective *		3

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 or 203:

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
-OR-		
RES 290	Commercial Sales & Leasing	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 165	Real Estate Loan Originator	3
-OR-		
RES 166	Real Estate Loan Processing	4
-OR-		
RES 260	Real Estate Finance – Commercial	2
RES 170	Real Estate Law	3

TOTAL CREDITS 20.5-22.5

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

**Real Estate Sales (Advanced)**

**Certificate**

**TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals	5
RES 101	Technology for Real Estate	5
RES 106	Real Estate Fraud	1
RES 125	Real Estate Math *	2
RES 130	Green Real Estate	3
RES 140	Real Estate Sales Practice	3
-OR-		
RES 290	Commercial Sales & Leasing	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 165	Real Estate Loan Originator	3
-OR-		
RES 166	Real Estate Loan Processing	4
-OR-		
RES 260	Real Estate Finance – Commercial	2
RES 170	Real Estate Law	3

TOTAL CREDITS 28.5-30.5

\* 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) 527-3730**

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
<b>TOTAL CREDITS</b>			<b>63</b>

*\* 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
<b>TOTAL CREDITS</b>			<b>121</b>

*\* 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) 526-0169

The Watch Technology Institute teaches watch repair, theory and practical applications. Faculty members have industry experience and are WOSTEP-certified trainers. The Institute is one of very few currently accredited programs in the U.S. that are partnered with Rolex Watch USA and the Watchmakers of Switzerland Training and Educational Program (WOSTEP).

After the successful completion of the program, students may take the WOSTEP exams for certification. Interested students should contact Elaine Rolf at (206) 526-0169 or at [erolf@sccd.ctc.edu](mailto:erolf@sccd.ctc.edu).

Students may also take Jewelry Design courses (ART 281, 282, 283) which are not required for the certificate or degree.

**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