



NORTH SEATTLE COLLEGE

One of the Seattle Colleges

NORTH

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Welcome

Welcome

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

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

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

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

Come for a visit and learn how North changes lives.



Getting Started at North

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

Mission

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

Vision

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

Core Themes

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

Academic & Student Support Services

Facts at a Glance*

2017–2018 ANNUAL PROFILES

Annual attendance 2017–2018 15,354

Special Enrollments

Distance Education	8,011
Running Start	494
International Students	1,102
Worker Retraining	413

FALL 2017 PROFILES

Students **

Median age	31
Ethnic diversity	48%
Male/Female	35%/52%
With bachelor or higher degrees	22%
Employed	44%
full-time	26%
With dependents	22%
single parents	6%
Full-time/Part-time attendance	29%/71%

Programs

Academic Transfer	37%
Workforce Education	54%
Basic Skills, Pre-college, and other	9%

Course Funding Sources

State-funded	64%
Contract-supported	9%
Student-supported	27%

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

** State-funded

Advising

(206) 934-3658

advisornorth@seattlecolleges.edu
northseattle.edu/advising

Advisors help students select courses and programs to reach their educational goals. Students seeking degrees or certificates attend new student orientation sessions, where they receive information about North and their program of study and are assisted in selecting classes. Currently enrolled students work with advisors to develop educational plans based on the degrees or certificates they are pursuing. Advising provides resources and workshops on college transfer planning and provides opportunities for students to meet with four-year college representatives.

Career Services and Internships

Career Services

(206) 934-6074

careerservices@seattlecolleges.edu
northseattle.edu/career-services

Career Services provides students with full-time and part-time job listings, job search training, labor market information, and assistance with clarifying career and occupational goals. Career Services can also provide Career Search workshops in the classroom or work with students one-to-one. The WorkSource Center North Seattle, located in the Opportunity Center for Employment and Education, offers a wealth of job search resources, workshops, and events designed to help students and all job seekers find employment. A schedule of WorkSource North Seattle workshops and hiring events can be found at worksourcewa.com (click on Career Tools).

Externships & Practicums

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

Internships

(206) 934-3734

northseattle.edu/services/internships/

Internships provide students with the opportunity to earn college credit while gaining practical work experience in their field of study. The Internship Program begins with CWE 101, which is a 2-credit course designed to assist students in developing and applying for internships. Once an internship is secured, CWE 110 provides 3 credits for the internship.

Class Schedule Quarterly

resources.northseattle.edu/schedule

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

Computer Labs

(206) 934-3630

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

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

Counseling

(206) 934-3676

northseattle.edu/counseling

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

Disability Services

(206) 934-3697

Fax (206) 934-3958

ds@seattlecolleges.edu northseattle.edu/disability-services

Disability Services provides accommodations so qualified students with disabilities have equal opportunities at North. Some accommodations include sign language interpreters, adaptive equipment and software, testing modifications, note taking, and books in alternative format. Students should contact Disability Services as soon as possible to avoid delays in accommodations. We also offer consultations to faculty and staff about course content that provides equal access.

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

eLearning/Distance Education

(206) 934-3738

North's eLearning Support Center provides logistical support to distance learners as well as on-campus students in hybrid and web-enhanced classes. Academic divisions offer many credit courses and curricula through several nontraditional delivery modes, including fully online and blended learning. These modes bring new learning options to students who have diverse learning styles, those who require flexibility in their schedules, and those who do not live within commuting distance. Students can earn an A.A. degree and/or receive specific certificates through fully online courses.

See page 25 for complete information on eLearning options.

International Programs

(206) 934-3672

international@seattlecolleges.edu

Fax (206) 934-3794

ip.northseattle.edu

International Programs (IP) oversees admissions of international students for study in the U.S. as well as Study Abroad Programs for domestic students. IP provides international student admissions, activities, and services for students who have nonresident visas. IP processes admission applications for international students and assists them after admission. Contact this office for information about international admissions or for assistance with academic issues, immigration regulations, housing, or personal concerns. Field trips and other student activities promoting intercultural communication and enhanced experience of American culture are also provided. Students interested in Study Abroad should contact the IP office to learn about programs and scholarship opportunities.

See page 26 for more information.

Library Services

Library Circulation (206) 934-3607

Reference (206) 934-3609

libguides.northseattle.edu/welcome

The Library offers a wide range of services, including research assistance and instruction, individual and group study space, and computers, and access to a wide variety of resources, including class textbooks, books, magazines, journals, and media in a variety of formats.

The Student Media Center

(206) 934-0070

libguides.northseattle.edu/StudentMediaCenter1

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

Teaching and Learning Center

(206) 934-3776

webshares.northseattle.edu/tlc/index.shtm

The TLC is dedicated to the professional development of North's faculty and staff. We actively support and encourage the continuous improvement of teaching and learning at NSC through workshops; one-on-one assistance; and access to computers, educational technologies, and other equipment.

Opportunity Center for Employment & Education (OCE&E)

(206) 934-6199

nscoceeinfo@seattlecolleges.edu
northseattle.edu/ocee

The OCE&E brings together multiple state agencies, community-based organizations, and community colleges to help customers achieve self-sufficiency through education and employment. It is the most comprehensive multiservice center on a community college campus in Washington. It offers customer-friendly employment, education, and social services for the unemployed, the underemployed, students, and their families. It provides access to WorkSource employment services, Department of Social & Health Services benefits, North's Workforce Education financial assistance programs, and other organizations—all conveniently located in one building. Students can learn more about how to access the OCE&E and its services through the website (above) or through the OCE&E Canvas (online learning management system) community.

Testing Center

(206) 934-3674

northseattle.edu/testing

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

Student Learning Center

(206) 934-4752

northseattle.edu/tutoring
HSSR building next to the Grove Café

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

Page One Writing & Language Center

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

The Math/Science Learning Center

The Math/Science Learning Center (MSLC) offers free tutoring assistance to all North students currently enrolled in math, physics, chemistry, or computer science classes. Biology tutoring is also offered in a lab setting.

Accounting and Business Learning Center

The Accounting & Business Learning Center offers 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.

Veterans Services

School Certifying Official: Gregory Tessensohn

(206) 934-7309

gregory.tessensohn@seattlecolleges.edu
northseattle.edu/office-veterans-services

The Office of Veterans Services at North Seattle College offers a range of assistance to veterans, reservists, active duty personnel, and eligible family members who receive Veterans Affairs education benefits. We also offer certification services for anyone eligible for Chapter 33 Post 9/11 GI Bill®, Chapter 30 Montgomery GI Bill®, Chapter 31 Vocational Rehabilitation, Chapter 35 Aid for Eligible Family Members, and Chapter 1606/1607 Selective Reservists.

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

See page 34 for financial aid information.

Gender Equity Center

(206) 934-3696

northseattle.edu/womens-center

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

If you have any questions or concerns, please contact Associate Vice President Equity, Diversity & Inclusion, Chief Diversity Office, D'Andre Fisher, (206) 934-3655.

Student Life

WorkForce Education Programs

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

WorkFirst

(206) 934-3769

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

Opportunity Grant (OG)

Opportunity Grant (OG) helps low-income Washington residents increase job skills and knowledge to become eligible for living-wage, high-demand careers in nursing, nursing assistant, general business, early childhood education, accounting, medical assistant, Allied Health, or any IBEST course. Students must be in one of these programs, be income eligible, have less than an associate degree, and complete a Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA) every year. Qualified students may receive funds to cover tuition and mandatory fees for 45 credits, up to \$1,000 for books per year, and limited emergency assistance.

Worker Retraining

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

Art Gallery

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

North's Art Gallery seeks to foster the appreciation of the visual arts on North's campus. We actively engage the college community through dynamic learning opportunities that directly demonstrate cultural and artistic diversity. The gallery is invested in showcasing art that questions established concepts and excels visually through carefully curated thematic exhibitions. It is located next to the Bookstore in IB1430.

11 a.m. to 3 p.m., Monday through Friday
 5 to 8 p.m., Wednesday and Thursday evenings

Bookstore

(206) 934-4678
 northscc.bncollege.com

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

8 a.m. to 6 p.m., Monday and Tuesday
 8 a.m. to 4:30 p.m., Wednesday through Friday

Child Care Center

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

For the children of students at North, the ASB Child Care Center provides a safe, supportive, welcoming, and diverse environment that fosters student access, retention, and success. The Child Care Center is licensed by the Department of Early Learning of Washington state and participates in the city of Seattle's Child Care Assistance Program. It serves children ages 18 months through 5 years old. Call for tours or fee information.

7:30 a.m. to 4 p.m., Monday through Friday

Food Services

(206) 934-3728

northseattle.edu/campus-life/dining

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

Housing

(206) 934-3641

On-campus housing is not available. However, a bulletin board lists various accommodations that are available in the local area. Call if you need housing or if you have a room or apartment available for students to rent.

Safety & Security

(206) 934-3636

northseattle.edu/safety-security

The well-being and safety of students are of utmost importance. The office provides security services, maintains a campus crime log, and provides notices of possible threats. In the event of an on-campus crime, serious accident, or injury, students should call 911 first and then notify campus security. Contact the office for non-life-threatening incidents or injuries as well. Campus pay phones are programmed for one-button free calls to security and 911.

See page 42 for additional information on personal safety.

Student Clubs

(206) 934-3641

studentleadership.northseattle.edu/clubs

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

Student Administrative Team

(206) 934-3642

studentleadership.northseattle.edu

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

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

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

Student Leadership & Multicultural Programs

(206) 934-3642

studentleadership.northseattle.edu/

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

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

Affiliate Organizations

Transportation & Parking

(206) 934-0060

northseattle.edu/transportation

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

Parking

(206) 934-3636

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

The Roy Flores Wellness Center / Student Recreation

(206) 934-3631

Information Line (206) 934-3649
northseattle.edu/wellness-center

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

Alumni Association

(206) 934-3604

www.facebook.com/nsccalumni
nsceducationfund.org/alumni

The North Seattle College Alumni Association aims to build and sustain meaningful relationships with our past students, fostering support of current and future students' success. Any student who has attended North, regardless of whether they completed a certificate or degree, is considered an alumni.

The Alumni Association provides a way to recognize our alumni and encourage alumni mentoring of current students, provide input to enhance college programs and services, and support identification and mentoring of future students. We believe that greater alumni participation directly benefits the students and programs at the college while providing networking opportunities for the alumni themselves.

Like us on Facebook, follow us on Twitter, or contact us using the form below to sign up and share your story about your experience at North Seattle College. Membership is free. Join online at nsceducationfund.org/alumni.

North Seattle College Education Fund

(206) 934-3604

NSCCEducationFund@seattlecolleges.edu
nsceducationfund.org

A nonprofit 501(c)(3) organization guided by a volunteer board of directors composed of community and business leaders, the Education Fund provides support for North students through scholarships and emergency assistance, and for faculty and staff through professional development grants. The Education Fund also assists with the purchase of classroom equipment and supports other college programs that benefit students. Student scholarships are awarded annually. The Education Fund's mission is to support the students, faculty, staff, and programs at North Seattle College. Faculty and staff benefit from our work through the following program support, grant, and award programs.

Programs of Study at North

General Education

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

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

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

North Seattle College Learning Outcomes

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

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

Associate of Arts Degree Learning Outcomes

See page 5.

Associate of Science Degree Learning Outcomes

Students completing the Associate of Science degree should:

- Recognize the interdisciplinary nature of the sciences and use scientific inquiry to critically evaluate a proposal, claim, process, or theory.
- Generate significant questions about the physical world and use the tools of science or engineering to design and conduct an experiment; draw conclusions based on a systematic collection and analysis of qualitative and quantitative data.
- Recognize and interpret the meaning of quantitative and mathematical symbols and apply appropriate logic, tools, and processes to make meaningful decisions and solve problems. 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.

8 Directions for Your Education and Training

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

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College Transfer

Academic Programs

(206) 934-7306

North Seattle College offers a full range of college transfer courses that apply toward a four-year program of study. In addition to the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees, North also offers an Associate in Business (A.B.) degree and an Associate of Fine Arts (A.F.A.) degree in Art. For detailed information on the A.A. degree, see pages 5-9.

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

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

College transfer courses are offered in several disciplines.

Associate of Arts (A.A.)

Direct Transfer Agreement

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

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

Associate of Science Transfer (A.S.)

This degree is designed to transfer to a four-year college or university in the state of Washington.

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

Two different study options are offered:

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

Course requirements and GPAs vary from one transfer university to another. Contact an advisor.

Associate of Science (A.S.)

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

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

Associate in Business (A.B.–DTA)

Direct Transfer Agreement

Workforce Instruction Division
(206) 934-3730

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

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

Note: While many Washington state universities accept transfer of this degree, each has individual requirements and/or acceptable course substitutions needed for its specific program. Admission to many business schools is competitive, and higher grades are often required. It is essential to learn the requirements of your transfer school and to consult Advising.

GENERAL EDUCATION COURSES

ENGL& 101	English Composition I	5
ENGL& 102	Composition II	5
COMMUNICATION SKILLS		10
MATH 116	Applied Mathematics	5
Following can be substituted:		
MATH&141	Precalculus I	5
QUALITATIVE/SYMBOLIC REASONING		5
Choose from a minimum of two different prefixes with no more than 10 credits in a discipline area.		
VISUAL, LITERARY AND PERFORMING ARTS		15
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
Non-ECON course		5
INDIVIDUAL, CULTURES AND SOCIETIES		15
MATH& 148	Business Calculus	5
Following can be substituted:		
MATH&151	Calculus I	5
-OR- MATH&124	Calculus w/Geometry II	5
Physical, Biological, and/or Earth Sciences		10
Note: Must include at least one 5-credit laboratory course		
THE NATURAL WORLD		15
ACCT& 201	Financial Accounting I	5
ACCT& 202	Financial Accounting II	5
ACCT& 203	Managerial Accounting	5
BUS& 201	Business Law	5
BUS& 210	Business Statistics.	5
BUSINESS COURSES		25
U.S. CULTURES		5
TOTAL PROGRAM CREDITS		90

Fine Arts in Art

Arts, Humanities and Social Sciences

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

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

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

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

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

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

REQUIRED COURSES

ART 101	Design.	5
ART 102	Design.	5
ART 111	Drawing	5
ART 112	Drawing	5
ART 114 Beginning Digital Photography, ART 121 Beginning Printmaking, ART 201 Beginning Painting, or ART 211 Beginning Sculpture		5

ART 2XX Choose two art history courses from the following:

	ART 251 Art History – Ancient, ART 252 Art History – Medieval, ART 253 Art History – Modern, ART 255 Art History – Art of Asia, ART 257 Art History – Art of the Global South	10
ART 210	Digital & Graphic Art – Photoshop + Illustrator	5
ART 251	Art History	5
	Following can be substituted:	
	ART 252 – Art History	5
	Art History courses are taught at Seattle Central or other college.	
ART 253	Survey of Western Art: Renaissance – Present.	5
	Art History courses are taught at Seattle Central or other college.	
ART 290	The Art Business	5

GENERAL EDUCATION COURSES

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

ART ELECTIVES GROUP 1: 2-DIMENSIONAL ART

Approved Art electives must be taken in sequence; however, completion of a sequence is not required.

ART 113	Drawing	5
ART 114	Introduction to Digital Photography I	5
ART 115	Introduction to Digital Photography II	5
ART 121	Introduction to Printmaking	5
ART 122	Introduction to Printmaking – Intermediate	5
ART 123	Continuing Printmaking: Monotype and Monoprint	5
ART 124	Screen Printing	5
ART 201	Painting	5
ART 202	Painting	5
ART 203	Painting	5
ART 204	Mural Art	5
ART 214	Digital & Graphic Art – Intermediate	5
ART 215	Advanced Digital Art	5
ART 166	Video Art	5
ART 240	Book Arts	5

GROUP 1 - 2-DIMENSIONAL ART MINIMUM 5

ART ELECTIVES GROUP 2: 3-DIMENSIONAL ART

Approved Art Electives must be taken in sequence; however, completion of a sequence is not required.

ART 211	Sculpture	5
ART 212	Sculpture	5
ART 213	Sculpture	5
ART 221	Ceramic Art	5
ART 222	Ceramic Art	5
ART 223	Ceramic Art	5
ART 281	Jewelry Design I	5
ART 282	Jewelry Design II	5
ART 283	Introduction to Alloying and Jewelry Casting.	5
ART 284	Bench Techniques and Practices	5
ART 285	Metal Techniques for Small Scale Sculpture	5

GROUP 2 - 3-DIMENSIONAL ART MINIMUM 5

ELECTIVES BETWEEN GROUP 1 AND GROUP 2 MINIMUM 25

TOTAL PROGRAM CREDITS MINIMUM 90 + PORTFOLIO

Liberal Arts

North Seattle College Academic Advising

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

Associate of Arts (A.A.)

ELECTIVES

See advisor for list of approved courses.

AREAS OF KNOWLEDGE DISTRIBUTION REQUIREMENTS

See advisor for list of approved course, or use links below.

Science

North Seattle Academic Advising

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

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

BASIC REQUIREMENTS – MATHEMATICS

Choose five credits from the following courses:

MATH 116	Applications of Math: Management, Life, and Social Sciences	5
MATH& 141	Pre-Calculus I	5
MATH& 142	Pre-Calculus II	5
MATH& 148	Business Calculus	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH 220	Linear Algebra	5
MATH 224	Vector Calculus	5

BASIC REQUIREMENTS – COMPUTER SCIENCE

Choose 5 credits from the following courses:

CSC 110	Introduction to Computer Programming.	5
CSC 111	Computers for Math and Science	5
CSC 142	Computer Programming I	5
CSC 143	Computer Programming II	5
ENGR 142	Computer Programming.	5

Associate of Science (A.S.)

BASIC REQUIREMENTS – ENGLISH

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

AREAS OF KNOWLEDGE DISTRIBUTION REQUIREMENTS

See advisor for list of approved courses or use links below.

Visual, Literary, and Performing Arts	15
Courses in this area include languages, literature, art, music, drama, and communication. Choices must include a minimum of two different course prefixes and no more than 5 credits each of a world language at the 100 level; a studio/performance class may be applied to the distribution requirements.	
Individual, Cultures, and Societies.	15
Courses in this area include social sciences, such as anthropology, psychology, and sociology, as well as areas of study like history, philosophy, and ethnic and gender studies. Choices must include a minimum of two different course prefixes.	

PRE-MAJOR REQUIREMENTS

Course selection should be in compliance with major requirements as indicated by the four-year institution to which the student is planning to transfer. See an advisor or counselor prior to beginning your program of study.

The Natural World	40
Courses in this area include physical and life sciences and certain mathematics, computer science, and social science courses. Choices must include a minimum of two different prefixes; 9 credits must be in a lab science.	

ELECTIVES

See advisor for list of approved courses.

Elective	5
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Special Opportunities for Upper-Division and Graduate Courses

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

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

Washington State University Online

(206) 934-7306 North Advising

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

Western Washington University at North

(206) 934-3719
wce.wvu.edu/teop/north-seattle

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

Western Governors’ University (WGU) – Washington

(877) 214-7004
washington.wgu.edu

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

2 Professional & Technical Programs

See page 119 for details about North’s programs.

3 Bachelor's Degrees

North Seattle College offers four Bachelor of Applied Science degrees: International Business, Residential and Commercial Property Management, Application Development, and Early Childhood Education. These degrees build on associate degrees that provide workplace skills in specific career areas. When compared with traditional bachelor's degrees, applied baccalaureate degrees incorporate more applied, hands-on learning focused on a particular industry. They are designed with strong internship components. Tuition rates are different for upper-division courses; see the rate chart on page 19.

Application Development

Math and Science Division

The BAS in Application Development is a degree designed to prepare students for entry-level positions in software development careers by providing industry-relevant applied education in application development. Instruction focuses on current industry trends including web, cloud, data science and mobile applications, as well as industry practices such as Agile and collaborative development. A strong emphasis on industry-based projects throughout the program will prepare graduates to meet current and future industry needs and emerging software trends.

Any General Education Requirements taken as part of the associate degree can be transferred in to satisfy requirements.

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

DEGREE REQUIREMENTS

Applicants must have an associate's degree (or equivalent credits) from a regionally accredited institution with a minimum cumulative 2.5 GPA and a 2.5 GPA or higher in all IT courses.

PREREQUISITES - IT COURSES

- Equivalent courses may be substituted
- Programming Course10
 - 5 credits of Object-Oriented Programming strongly recommended
 - See advising for list of approved courses
- Database Development/Programming in SQL.5
 - See advising for list of approved courses
- Web Programming/Javascript Course5
 - See advising for list of approved courses

PREREQUISITES - GENERAL EDUCATION

- Equivalent courses may be substituted
- ENGL& 101 English Composition I5
 - Quantitative/Symbolic Reasoning5
 - QSR course in Statistics or Calculus recommended

TECHNICAL SPECIALTY COURSES

- AD 300 Component Software5
 - Following can be substituted:
 - CSC 143- Computer Programming II5
- AD 315 Discrete Mathematics in Computer Programming5
- AD 320 Web Application Development5
- AD 325 Data Structure & Algorithms5
- AD 340 Mobile Application Development5
- AD 350 Database Technology5
- AD 400 Project Management in Software Development5
- AD 410 Web Application Practicum.5
- AD 420 Cloud Computing – Software As Service5
- AD 430 Mobile Application Practicum5
- AD 440 Cloud Computing Practicum5
- AD 450 Datascience Development5
- AD 470 Data Science Practicum5
- AD 490 Internship/Capstone Project AD-BAS5

RELATED INSTRUCTION

- General Education Prerequisites comprise 10 of 60 credits required. See Advising Center for list of approved courses.
- Visual, Literary and Performing Arts.10
 - Humanities or contact the Advising Center for acceptable courses
 - Individual, Cultures and Societies10
 - Social sciences or contact the Advising Center for acceptable courses
- Natural World, the10
 - Any physical, biological or earth sciences. At least one 5 credits lab required or contact the Advising Center for acceptable courses
- Communication.5
 - 5 credits in a Composition, Writing-intensive, or basic speaking skills courses
- General Education Elective15
 - Credits may be selected to best suit the needs of the baccalaureate program

ELECTIVES

- Elective50
 - See Advising Center for list of courses.
 - Includes any credits taken towards the associate degree and/or technology prerequisites

TOTAL PROGRAM CREDITS 180

Early Childhood Education

Workforce Instruction Division
(206) 934-4587

The Early Childhood Education B.A.S. (ECE B.A.S.) degree is designed for students who desire to work as a lead teacher or administrator in an early learning setting as well as those who already work in the field and seek ongoing professional development. The ECE B.A.S. degree is an extension of the Early Childhood Education Associate of Applied Science (A.A.S.) degree, which is built around the statewide Stackable Certificates in Early Childhood Education. However, students with A.A. or A.A.S. degrees in other fields, or bachelor's degrees outside of early childhood education, will be qualified to enter the baccalaureate degree program, potentially with some additional coursework.

Early Childhood Education Bachelor of Applied Science (B.A.S.)

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

ECE 305	Early Childhood Education Approaches and History	3
ECE 310	Cognition and General Knowledge	5
ECE 315	Language, Literacy and Communication	5
ECE 320	Creative Expression	3
ECE 350	Practicum: Interactions	5
ECE 355	Anti-Bias Education	3
ECE 405	Partnership and Collaboration in Early Care and Education	3
ECE 410	Inclusive Early Childhood Education	4
ECE 415	Children and Media	3
ECE 420	Social and Emotional Foundations	5
ECE 430	Linguistically Diverse Learners	5
ECE 450	Child Development and Assessment	5
ECE 480	Leadership and Professional Community	5
ECE 490	Capstone	5

GENERAL EDUCATION

ENGL& 101	English Composition I	5
ENGL&101 is counted toward general education requirements. Must be eligible for ENGL& 101 through English Placement Exam or completion of ENGL 097/ENGL 098.		
ENGL& 102	Composition II	5
Following can be substituted:		
ENGL& 235	Technical Writing	5
Visual, Literary and Performing Arts		15

Individual, Cultures, and Societies	20
The Natural World	10
One course must include lab.	
Quantitative/Symbolic Reasoning	5
College-level MATH 101 or higher	

ELECTIVES

Any 100 and 200 level college credits not counted as General Education credits (commonly fulfilled by EDUC/ECED courses from associate degree).

ELECTIVES CREDITS	60
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ADDITIONAL CREDITS

INFO 101	Introduction to Information Resources	2
TOTAL PROGRAM CREDITS		182

International Business

Workforce Instruction Division
(206) 934-6131

The International Business B.A.S. (IB B.A.S.) degree is designed for students who desire to work in any organization that does business internationally as well as those who already work in the field. It is designed to leverage a student's already existing business, accounting, or logistics coursework and experience, and add upper-division courses that specifically prepare the student to work in an international arena. The IB B.A.S. degree is an extension of the General Business Associate of Applied Science Transfer (A.A.S.-T) degree and the Accounting Associate of Applied Science Transfer (A.A.S.-T) degree. However, students from several different associate degree programs will be qualified to enter the baccalaureate degree program.

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

DEGREE REQUIREMENTS

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

PREREQUISITES

Any General Education Requirements taken as part of the associate degree can be transferred in to the requirements below:

ACCT& 201	Principles of Accounting I	5
Counts towards B.A.S. elective credits.		
ACCT& 202	Principles of Accounting II	5
Counts towards B.A.S. elective credits.		
ACCT& 203	Principles of Accounting III	5
Counts towards B.A.S. elective credits.		
BUS& 201	Business Law	5
Counts towards B.A.S. elective credits.		

BUS	210	Business and Economic Statistics	5
		Following can be substituted:	
		MATH&146 Intro to Statistics	5
		Counts towards B.A.S. elective credits.	
ENGL&	101	English Composition I	5
		Counts towards B.A.S. General Education credits.	
		Must be eligible for ENGL&101 through English Placement Exam or completion of ENGL 097 or ENGL 098.	

TECHNICAL SPECIALTY COURSES

CWE	494	International Business Internship Preparation	1
CWE	495	Baccalaureate Internship	9
IBN	301	International Management	5
IBN	302	International Marketing	5
IBN	303	Ethics and International Business	3
IBN	310	Operations Management	5
IBN	311	International Business Law	3
IBN	320	International Finance	5
IBN	350	International Business Practicum	5
IBN	401	International Project Management	5
IBN	402	Management of Information Systems	5
IBN	410	International Entrepreneurship	3
IBN	420	Global Business Strategy	5
IBN	490	Research Skills for International Business	2

GENERAL EDUCATION COURSES

CMST	215	International Communication and Relations	5
		Following can be substituted:	
CMST&	220	Public Speaking	5
ECON&	201	Micro Economics	5
ECON&	202	Macro Economics	5
ENGL&	102	Composition II	5
		Following can be substituted:	
		ENGL&235 Technical Writing	5
MATH	116	Applications of Math: Management, Life and Social Sciences	5
		Following can be substituted:	
		MATH&141 Pre-Calculus I	5
MATH&	148	Business Calculus	5
		Following can be substituted:	
		MATH&151 Calculus I	5
Visual, Literary, and Performing Arts			10
		Any two World Language courses.	
		See advising for course list.	
Individual, Cultures and Societies			5
		One course. See advising for course list.	
The Natural World			5
		One of any physical, biological, or earth science 5-credit lab class. See advising for course list.	
U.S. Cultures			5
		Following can be substituted: Global Studies (any U.S. or GS designated course) See advising for course list.	

GENERAL EDUCATION CREDITS 60

ELECTIVES

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

Electives	35
Any 100- and 200-level college credits not counted as General Education credits. (Commonly fulfilled by accounting/business courses from associate degree.)	
TOTAL PROGRAM CREDITS	180

Residential and Commercial Property Management

Workforce Instruction Division
(206) 934-6131

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

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

Bachelor of Applied Science (B.A.S.) Associate degree or equivalent

PREREQUISITES

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

ACCT&	201	Principles of Accounting I	5
ACCT&	202	Principles of Accounting II	5
ACCT&	203	Principles of Accounting III	5
BUS	210	Business and Economic Statistics	5
		Following can be substituted:	
		MATH&146 Intro to Statistics	
ENGL&	101	English Composition I	5
RES	170	Real Estate Law	3
		Following can be substituted:	
		BUS&201 Business Law	

TECHNICAL SPECIALTY COURSES

CWE	495	Baccalaureate Internship	3
INFO	300	Information Literacy for Undergraduate Research	3
RCPM	301	Principles of Residential Property Management	3
RCPM	302	Stakeholder Relations & Professional Development	4
RCPM	303	Intro to Development and Construction Management	3
RCPM	304	Principles of Commercial Property Management	2

RCPM 310 Specialty and Affordable Housing2
 RCPM 311 Marketing & Leasing of Residential Real Estate2
 RCPM 313 Marketing and Leasing of Commercial Real Estate3
 RCPM 315 Introduction to Negotiations.2
 RCPM 320 Financial Accounting for Property Management4
 RCPM 330 Leadership and Team Building3
 RCPM 350 Revenue Management for Property Management2
 RCPM 401 Project Management for Property Management5
 RCPM 402 Supervision and Management4
 RCPM 403 Real Estate and Fair Housing Law.4
 RCPM 410 Professional Ethics in Property Management2
 RCPM 420 Sustainable Facilities Management5
 RCPM 494 Practicum Portfolio4

GENERAL EDUCATION COURSES

CMST& 220 Public Speaking5
 ECON& 201 Micro Economics5
 ECON& 202 Macro Economics5
 ENGL& 101 English Composition I5
 Must be eligible for ENGL&101 through English Placement Exam or completion of ENGL 097/098.
 ENGL& 102 Composition II5
 Following can be substituted:
 ENGL&235 Technical Writing5
 MATH 116 Applications of Math: Management, Life, and Social Sciences.5
 Following can be substituted:
 MATH&141 Pre-Calculus I5
 -OR- MATH&142 Pre-Calculus II5
 -OR- MATH&148 Business Calculus5
 -OR- MATH&151 Calculus I5
 Visual, Literary, and Performing Arts10
 Individual, Cultures, and Societies.5
 The Natural World.10
 Must include at least 5 credits of lab science.
 U.S. Cultures5
 Following can be substituted: Global Studies
 Recommended courses:
 CMST 205 Multicultural Communications
 HUM 105 Intercultural Communications

ELECTIVES – REQUIRED ELECTIVES

Total of 60 elective credits can be taken one of two ways:
 23 credits of required electives + 37 credits of 100/200-level courses
 35 credits of required electives + 25 credits of 100/200-level courses
 Select credits from course listed below:
 ACCT& 201 Principles of Accounting I5
 ACCT& 202 Principles of Accounting II5
 ACCT& 203 Principles of Accounting III5
 BUS& 201 Business Law.5

Following can be substituted:
 RES 170 Real Estate Law3
 BUS 210 Business and Economic Statistics5
 Following can be substituted:
 MATH&146 Introduction to Statistics5

ELECTIVES – 100/200-LEVEL COURSES

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

4 Continuing & Contract Education

Continuing Education Classes

(206) 934-3705
learnatnorth.org

Continuing Education is committed to enriching lives by:

- Expanding horizons
- Serving the community
- Offering opportunities for lifelong learning

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

Customized Business Training

(206) 934-6075

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

5

Bridge to College/ Pre-College

Basic & Transitional Studies Division
(206) 934-4720

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

BRIDGE TO COLLEGE PROGRAMS:

- Developmental Education
- Career and College Ready English as a Second Language
- Concurrent High School / College Programs

PRE-COLLEGE PROGRAMS:

- Adult Basic Education
- English as a Second Language – Beginning & Intermediate
- GED Preparation
- High School Completion
- High School 21+

Bridge to College Programs

Developmental Education

English, Mathematics and Human Development Courses

English (206) 934-7309 / Math (206) 934-3746
northseattle.edu/programs/pre-college-english
northseattle.edu/programs/pre-college-math

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

Career and College Ready

English as a Second Language

(206) 934-7303

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

Note: International students should take ESL classes through International Programs, page 26.

Concurrent High School/ College Programs

Running Start

(206) 934-3682

northseattle.edu/running-start

Running Start is a program that allows qualified high school juniors and seniors to register for college-level courses while remaining enrolled at their local public high school. Full to partial tuition is paid for by the state; students pay mandatory fees, buy their own books, and provide their own transportation.

To qualify, students must provide proof of placement into college-level English or be ready for college-level coursework. As a dual enrollment program, students receive both high school and college credit, thus accelerating their progress through the education system. Running Start is a good option for high school students who are ready to start college early.

See page 22 for more information.

College in the High School

Arts, Humanities, and Social Sciences Division

(206) 934-3709

northseattle.edu/college-high-school

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

Pre-College Programs

Adult Basic Education

(206) 934-7303

northseattle.edu/programs/abe-ged

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

English as a Second Language

(206) 934-7303

northseattle.edu/programs/esl

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

GED Preparation

(206) 934-7303

northseattle.edu/programs/abe-ged

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

Prerequisite: Placement by orientation coordinator or instructor permission.

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

See page 23 for additional information.

High School Completion

(206) 934-7303

northseattle.edu/programs/high-school-completion

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

See page 24 for details and possible tuition waivers.

High School 21+

An alternative to the GED, High School 21+ (HS 21+) is a competency-based program that adds high school-level education and training to Basic Skills classes so that students can complete high school while transitioning into college or Professional Technical programs at North. Students who complete the program receive a high school diploma, not an equivalency. With HS 21+, students can take ABE, GED, HSC, Advanced ESL, I-Best, and college-level classes and receive high school credit. They can also take portfolio classes in subjects like fine arts, health, physical education, and Washington state history, which allows them to document and use prior learning in these fields while working at their own pace. They can also use skills learned on the job or in the military to receive high school credits.

HS 21+ students work closely with North's ABE advisors to review high school transcripts (foreign transcripts accepted) as well as life and work experience. Together they work to craft an individualized educational plan to receive the high school diploma as a part of a customized pathway to college and careers. Tuition is \$25 per quarter.

6

eLearning/ Distance Education

(206) 934-3738

elearning.northseattle.edu

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

See page 25 for complete information on all eLearning options.

7

International Programs

(206) 934-3672

Fax (206) 934-3794

international@seattlecolleges.edu

ip.northseattle.edu

North Seattle College is proud to welcome a diverse population of international students from all over the world. These students can choose to study in North's Intensive English program, career training, and college transfer programs. Many are also active in campus activities and organizations.

The International Programs Office is dedicated to helping students succeed in their studies and adjust to life in Seattle, offering assistance with admissions, academic and immigration advising, scholarships, and housing. A three-day arrival orientation program prepares students to begin a successful academic experience, and the Intentional Programs Office provides special programming and advising services for international students throughout their time at the college.

Intensive English Program

The Intensive English program is for students who study at different levels based on their English proficiency. Quarterly classes develop skills in conversation, listening, reading, writing, grammar, study skills, note taking, vocabulary, and American culture. Advanced students may also take regular college classes. Upon successful completion of the Intensive English Program (IEP) or testing into college-level English, they may enter one of the college's academic or technical programs.

See page 27 for more information.

International High School Completion

(206) 934-3672

ip.northseattle.edu/high-school-completion-plus

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

Travel/Study Abroad

(206) 934-3672

northseattle.edu/programs/study-abroad

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

8

Worker Retraining Program

(206) 934-3787

northseattle.edu/workforce-education

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

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

Worker Retraining benefits include:

- Priority registration
- Tuition assistance career planning services
- High-wage, high-demand training programs
- Tutoring assistance
- Employment security staff on campus
- Assistance with TAA and CAT/TB paperwork
- Liaison to other agencies, programs, and funding
- See page 28 for additional information.

Professional/Technical Programs

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

Accounting

Workforce Instruction Division

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

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

TECHNICAL SPECIALTY COURSES

ACCT 110	Introduction to Accounting/Bookkeeping I	5
ACCT 131	QuickBooks	5
ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
ACCT 255	Individual Income Tax	5
ACCT 257	Business Tax Accounting	5
ACCT 260	Peachtree Accounting	5
ACCT 261	Accounting Information Systems	5
ACCT 267	Not-for-Profit Financial Management	5
ACCT 271	Ethics in Accounting	5
CWE 110	Internship	3

RELATED INSTRUCTION

BUS 124	Excel for Business	5
BUS 131	Integrated Communications I	5
BUS 169	Using Computers in Business	5
	Following can be substituted:	
	IT 101 Software Applications	5
BUS 200	Law and Society	5
	Following can be substituted:	
	BUS& 201 Business Law	5
BUS 210	Business and Economic Statistics	5
	Prerequisite: MATH 098 or higher	
BUS 236	Interpersonal Communications for the Workplace	5
U.S. Cultures	5
	Following can be substituted: Global Studies course See Advising for list of approved courses.	

TOTAL PROGRAM CREDITS 93

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

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

TECHNICAL SPECIALTY COURSES

ACCT 131	QuickBooks	5
ACCT& 201	Principles of Accounting I	5
	Following can be substituted:	
	ACCT 110 Intro to Accounting/Bookkeeping I	5
ACCT& 202	Principles of Accounting II	5
	Following can be substituted:	
	ACCT 120 Intro to Accounting/Bookkeeping II	5
ACCT& 203	Principles of Accounting III	5
ACCT 255	Individual Income Tax	5
ACCT 257	Business Tax Accounting	5
BUS 124	Excel for Business	5
BUS& 201	Business Law	5
BUS 210	Business and Economic Statistics	5
BUS 236	Interpersonal Communications for the Workplace	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5

RELATED INSTRUCTION

ENGL& 101	English Composition I	5
	Must be eligible for English 101 through English Placement Exam or completion of English 097/098.	
MATH 116	Applications of Math: Management, Life, and Social Sciences	5
	May substitute MATH&141 or any math class with MATH&141 as a prerequisite.	
The Natural World	5
	To transfer to an applied baccalaureate program, a lab course in physical, biological, and/or earth science is required.	
U.S. Cultures	5
	Following can be substituted: Global Studies	

RELATED INSTRUCTION: ELECTIVE

ACCT 251	Intermediate Accounting I	5
ACCT 252	Intermediate Accounting II	5
ACCT 256	Taxation of Corporations and Partnerships	5
ACCT 261	Accounting Information Systems	5
ACCT 265	Accounting for Not-for-Profit and Government Entities	5
ACCT 267	Not-for-Profit Financial Management	5
ACCT 270	Cost Accounting	5
ACCT 271	Ethics in Accounting	5
ACCT 272	Fraud Examination	5
ACCT 273	Introduction to Financial Crimes	5
ACCT 274	Forensic Accounting	5
ACCT 275	Auditing	5

BUS&	101	Introduction to Business5
BUS	112	Issues in the American Workplace5
BUS	114	Introduction to Marketing5
BUS	118	Project Management Introduction and Overview5
BUS	119	Leadership and Management Skills3
BUS	151	Introduction to Entrepreneurship5
BUS	169	Using Computers in Business5
BUS	186	Sustainable Business5
BUS	215	Introduction to International Trade Business5
BUS	229	Project Management Tools Techniques and Control5
CMST&	220	Public Speaking5
TOTAL PROGRAM CREDITS			90

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

Accounting Fraud Short-Term Certificate

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

PREREQUISITES

ACCT	200	Accounting for Non-Accountants5
Following can be substituted:			
Prior accounting course or Instructor permission			

TECHNICAL SPECIALTY COURSES

ACCT	272	Fraud Examination5
ACCT	273	Introduction to Financial Crimes5
ACCT	274	Forensic Accounting5
TOTAL PROGRAM CREDITS			15

Accounting Office Assistant I Short-Term Certificate

Accounting Office Assistant I Certificate provides the student with a basic understanding of accounting principles and procedures, business computer software, and computational skill building. The certificate is designed to provide foundational skill development and incremental course completion that can be applied to the Accounting Office Assistant Certificate II, the Bookkeeping Certificate in Accounting, the Computerized Accounting Technology Certificate, and the Associate of Applied Sciences Degree in Accounting. This is an I-BEST supported certificate.

PREREQUISITES

Completion of the Accounting Office Assistant I Certificate

TECHNICAL SPECIALTY COURSES

ACCT	120	Introduction to Accounting/Bookkeeping II5
ACCT	131	QuickBooks5
CWE	102	Job Shadow2
Following can be substituted:			
CWE 101 Portfolio, Job Search, and Interviewing.			

TOTAL PROGRAM CREDITS	12
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Advanced Tax Preparation Certificate

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

TECHNICAL SPECIALTY COURSES

ACCT	110	Introduction to Accounting/Bookkeeping I5
ACCT	255	Individual Income Tax5
ACCT	256	Taxation of Corporations and Partnerships5
ACCT	257	Business Tax Accounting5
ACCT	258	Practical Income Tax Preparation5
ACCT	259	Practical Income Tax Preparation II5
ACCT	264	Tax Research Gifts and Estates5

TOTAL PROGRAM CREDITS	35
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Allied Health

Workforce Instruction Division

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

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

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

Allied Health Sciences

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

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

Up to 40 college credits may be block-transferred from the student's 40 Allied Health certificate program(s). Examples of eligible Allied Health course prefixes: AHD, AHL, MAA, SURG, NUR, PHA, AMA, AHE, CMA, and EDT. For nursing students, these credits must include a Nursing Assistant – Certified (NA-C) certificate.

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

GENERAL EDUCATION

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

RELATED INSTRUCTION

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

Architectural Engineering Drafting**Workforce Instruction Division**

This program prepares students for a variety of entry-level jobs in engineering, construction firms, and public agencies in the construction and design industry. Students learn basics of conventional hand drafting, CAD and Building Information Modeling (BIM), basic applied mechanics, cost estimating, shop drawing preparation, and construction materials and processes. The two-year sequence leads to an Associate of Applied Science degree. A one-year certificate is also offered. Students may also take short-term certificate programs in 3-D Modeling Techniques using BIM or AutoCAD.

Engineering Graphics and Design Technology Certificate**TECHNICAL SPECIALTY COURSES**

TDR	111	Basic CAD Drafting for Construction and Design	5
TDR	112	Intermediate CAD Drafting/Construction and Design	5
TDR	113	Basic Drafting	5
TDR	115	Civil and Site Drafting	5
TDR	124	Materials and Methods of Construction	5
TDR	134	Systems in Buildings.	5
TDR	144	Design and Construction Environment	5
TDR	176	Architectural Engineering Drafting.	4

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace	5
		Following can be substituted:	
		Any 100-level approved human relations course.	
EET	109	Mathematical Applications for Circuit Analysis.	5
		-OR- MATH 102 College Algebra	5
ENGL&101		English Composition I	5
TOTAL PROGRAM CREDITS (Excluding Prerequisites)			49

Engineering Graphics and Design Technology Associate of Applied Science (A.A.S.)

Completion of Certificate Requirements: 53 credits

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

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

ELECTIVES

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

TOTAL PROGRAM CREDITS			93
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Aviation Electronics

Workforce Instruction Division

Aviation Electronics I: Wire Assembly Certificate

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

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

PREREQUISITES

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

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

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

TECHNICAL SPECIALTY COURSES

EET	107	Introduction to Aviation Electronics	4-5
EET	108	Introduction to Fiber Optics	5
EET	109	Mathematical Applications for Circuit Analysis	5
		Following can be substituted:	
		MATH&141 Pre-Calculus I	5
EET	137	Introduction to Robotics	5
EET	161	D.C. Principles of Electronics	5
EET	162	A.C. Principles of Electronics	5

TOTAL PROGRAM CREDITS 29-30

Aviation Electronics II: Electronics Technician Certificate

Workforce Instruction Division

Electronics and associated technologies at North prepare students for careers in this diverse and expanding field. Ongoing changes in the electronics technology programs reflect changing community and industry needs. Instruction emphasizes hands-on learning, the use of sophisticated test equipment unique to each discipline, and a solid base of electronics/electrical theory. These programs provide high-skill learning opportunities, including professional certification and Associate of Applied Science degree options. Also see the Sustainable & Conventional Energy & Control Technology program.

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

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

PREREQUISITES

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

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

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

TECHNICAL SPECIALTY COURSES

EET	105	Introduction to Technology	2
EET	106	Introduction to Soldering	1
EET	107	Introduction to Aviation Electronics	4-5
EET	108	Introduction to Fiber Optics	5
EET	109	Mathematical Applications for Circuit Analysis	5
		-OR- MATH&141 Pre-Calculus I	5
EET	112	Fundamentals of Fluid Power & Alternative Energy	5
EET	131	IT Essentials I – A+ Certification	5
EET	137	Introduction to Robotics	5
EET	161	D.C. Principles of Electronics	5
EET	162	A.C. Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	170	Digital Electronics & PLCs I	5

GENERAL EDUCATION COURSES

BUS	236	Interpersonal Communications for the Workplace	5
		Following can be substituted:	
		HUM 105 Intercultural Communication	5
		-OR- ISP 101 The Global Society	5
		-OR- ISP 110 Introduction to Global Studies	5
		-OR- POLS 112 Contemporary World	5
		-OR- SOC&101 Introduction to Sociology	5
		The above course or listed substitutes meets the Human Relations requirement.	
		BUS 236 is the preferred course.	
ENGL&	101	English Composition I	5
		-OR- ENGL&230 Technical Writing	3
		-OR- ENGL&235 Technical Writing	5

TOTAL PROGRAM CREDITS 61-63

Bookkeeping

Workforce Instruction Division

Bookkeeping Assistant Certificate

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

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

PREREQUISITES

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

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

ENGL& 101 English Composition I5
 Following can be substituted: Previous transcripts showing completion of ENGL 98 or above with minimum GPA of 2.0.
 Tests must have been taken within the last two years.

TECHNICAL SPECIALTY COURSES

ACCT	110	Introduction to Accounting/Bookkeeping I5
ACCT	131	QuickBooks5 Must have ACCT 110 or ACCT&201 or permission
BUS	115	Computational Skill Building2
BUS	124	Excel for Business5
BUS	169	Using Computers in Business5
CWE	101	Portfolio, Job Search, and Interviewing2 Following can be substituted: CWE 102 Job Shadow .2
TOTAL PROGRAM CREDITS		24

Bookkeeping Certificate in Accounting

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

REQUIRED COURSES

ACCT	110	Introduction to Accounting/Bookkeeping I5
ACCT	120	Introduction to Accounting/Bookkeeping II5
ACCT	131	QuickBooks5
ACCT	257	Business Tax Accounting5
ACCT	267	Not-for-Profit Financial Management5
BUS	124	Excel for Business5
BUS	169	Using Computers in Business5
BUS	236	Interpersonal Communications for the Workplace5
CWE	110	Internship3
TOTAL PROGRAM CREDITS		43

Broadband Cable

Workforce Instruction Division

Broadband Cable Certificate

Electronics and associated technologies at North prepare students for careers in this diverse and expanding field. Ongoing changes in the electronics technology programs reflect changing community and industry needs. Instruction emphasizes hands-on learning, the use of sophisticated test equipment unique to each discipline, and a solid base of electronics/electrical theory. These programs provide high-skill learning opportunities, including professional certification and Associate of Applied Science degree options. Also see the Sustainable & Conventional Energy & Control Technology program. Students can take a short-term certificate in Green Energy.

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

PREREQUISITES

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

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

BUS	169	Using Computers in Business5 Following can be substituted: Equivalent computer experience
ENGL	097	English 097: Integrated Reading and Writing I10 Following can be substituted: Higher ENGL course -OR- ENGL 098 College Prep Writing IV5
MATH	084	Algebra I5 Following can be substituted: Higher MATH course -OR- Have taken an equivalent or higher course

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

BUS 236	Interpersonal Communications for the Workplace	5
Following can be substituted:		
HUM 105	Intercultural Communication	5
-OR- ISP 101	The Global Society	5
-OR- ISP 110	Intro to Global Studies	5
-OR- POLS 112	Contemporary World	5
-OR- SOC&101	Introduction to Sociology	5
TOTAL PROGRAM CREDITS		30

Business

Certificate of Accountancy

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

PREREQUISITES

ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
ACCT 255	Individual Income Tax	5

TECHNICAL SPECIALTY COURSES

ACCT 251	Intermediate Accounting I	5
ACCT 252	Intermediate Accounting II	5
ACCT 256	Taxation of Corporations and Partnerships	5
ACCT 261	Accounting Information Systems	5
ACCT 265	Accounting for Not-for-Profit and Government Entities	5
ACCT 270	Cost Accounting	5
ACCT 271	Ethics in Accounting	5
ACCT 275	Auditing	5
TOTAL PROGRAM CREDITS		40

Administrative Specialist Short-Term Certificate

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

TECHNICAL SPECIALTY COURSES

BUS 116	Business Math/Spreadsheets	5
BUS 131	Integrated Communications I	5
BUS 236	Interpersonal Communications for the Workplace	5
TOTAL PROGRAM CREDITS		15

Certificate of Entrepreneurship

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

ACCT 131 QuickBooks is recommended but not required.

REQUIRED COURSES

ACCT& 201	Principles of Accounting I	5
BUS 118	Project Management Introduction and Overview	5
BUS 151	Introduction to Entrepreneurship	3
Following can be substituted:		
BUS 154	Exploring Entrepreneurship	5
BUS 152	Entrepreneurship Product/Service/Pricing/ Marketing	5
BUS 153	Entrepreneurship Planning Business Financials	5
BUS 156	Introduction to E-Business/Commerce	5
-OR- BUS 169	Using Computers in Business	5
BUS 186	Sustainable Business	5
BUS 236	Interpersonal Communications for the Workplace	5
TOTAL PROGRAM CREDITS		38-40

Computerized Accounting Technology Certificate

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

TECHNICAL SPECIALTY

ACCT 110	Introduction to Accounting/Bookkeeping I	5
ACCT 120	Introduction to Accounting/Bookkeeping II	5
ACCT 131	QuickBooks	5
ACCT 257	Business Tax Accounting	5
ACCT 260	Peachtree Accounting	5
ACCT 261	Accounting Information Systems	5
ACCT 267	Not-for-Profit Financial Management	5
ACCT 268	Advanced QuickBooks	5

RELATED INSTRUCTION

BUS	115	Computational Skill Building	2
BUS	124	Excel for Business	5
BUS	169	Using Computers in Business	5
		Following can be substituted:	
		IT 101 Software Applications.	5
BUS	236	Interpersonal Communications for the Workplace	5
CWE	110	Internship	3
ENGL&	230	Technical Writing.	3
TOTAL PROGRAM CREDITS			63

Entrepreneur Foundation Short-Term Certificate

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

PREREQUISITES:

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

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

REQUIRED COURSES

BUS	151	Introduction to Entrepreneurship	3
BUS	152	Entrepreneurship Product/Service/ Pricing/Marketing.	5
BUS	153	Entrepreneurship Planning Business Financials	5
TOTAL PROGRAM CREDITS			13

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

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

TECHNICAL SPECIALTY COURSES

ACCT&	201	Principles of Accounting I.	5
ACCT&	202	Principles of Accounting II	5
BUS&	101	Introduction to Business	5
BUS	112	Multi-Cultural Issues in the American Workplace	5
		Students completing the Communications, Business & Media certificate may substitute	
CMST	205	Multicultural Communication	5

BUS	114	Introduction to Marketing	5
		Must complete BUS 131 Integrated Communications or be eligible for ENGL&101 through English Placement Exam or completion of ENGL 097/098.	
BUS	169	Using Computers in Business	5
		Following can be substituted:	
		BUS 171 Information Technology II	5
BUS&	201	Business Law.	5
BUS	210	Business and Economic Statistics	5
BUS	230	Business Communications	5
		Must complete BUS 131 Integrated Communications or be eligible for ENGL&101 through English Placement Exam or completion of ENGL 097/098.	
BUS	236	Interpersonal Communications for the Workplace	5

GENERAL EDUCATION COURSES

		Contact the Advising Center for approved list of courses	
		U.S. Cultures	5
		General Education Elective.	5

ELECTIVES

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

BUS course	5
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ELECTIVES – PATHWAY

Total of 8-10 credits required

ACCT&	203	Principles of Accounting III.	5
BUS	118	Project Management Introduction and Overview	5
BUS	151	Introduction to Entrepreneurship	5
		Following can be substituted:	
		BUS 154 Exploring Entrepreneurship	5
BUS	186	Sustainable Business.	5
BUS	205	Human Resource Management	5
BUS	215	Introduction to International Trade Business	5
ECON&	201	Micro Economics	5
RES	100	Real Estate Fundamentals.	5

ELECTIVES - GENERAL

Total of 20-22 credits required.

Any additional course(s) with a BUS designation:

- Elective BUS courses must be numbered 100 or above AND not list above under Technical Specialty courses.
- May include BUS courses list under Electives Pathway.

Any CMST designated courses in the Communication, Business and Media (CB&M) certificate. Only students completing the CB&M certificate may apply CMST courses.

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

RES 202 Multifamily Property Management3
 Following can be substituted:
 RES 203 Property Management - Commercial.3

TOTAL PROGRAM CREDITS 90

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

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

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

TECHNICAL SPECIALTY COURSES

ACCT& 201 Principles of Accounting I5
 ACCT& 202 Principles of Accounting II5
 BUS& 101 Introduction to Business5
 BUS 112 Multicultural Issues in the American
 Workplace5
 Following can be substituted:
 CMST 205 Multicultural Communications5
 WITH Academic Exception approval
 BUS 114 Introduction to Marketing5
 BUS& 201 Business Law5
 BUS 210 Business and Economic Statistics5
 BUS 215 Introduction to International Trade Business . .5
 Following can be substituted:
 CMST 195 Media Management Operations5
 WITH Academic Exception approval
 BUS 236 Interpersonal Communications
 for the Workplace5
 ECON& 201 Micro Economics5
 ECON& 202 Macro Economics5

RELATED INSTRUCTION

ENGL& 101 English Composition I5
 Must be eligible for English 101 through English
 Placement Exam or completion of English 097/098.
 MATH 116 Applications of Math to Management,
 Life and Social Sciences5
 Following can be substituted: MATH&141 Precalculus I
 -OR- Any math class with MATH&141 as a prerequisite
 The Natural World,5
 U.S. Cultures5
 Following can be substituted: Global Studies

ELECTIVES

ACCT& 203 Principles of Accounting III5
 To transfer to the B.A.S.-International Business
 program, this class is a required prerequisite.
 ACCT 255 Individual Income Tax5
 Following can be substituted:
 ACCT 267 Financial Management5

BUS course5
 Elective BUS course numbered 100 or above
 and not listed under Technical Specialty Courses.
 See Advising Center

TOTAL PROGRAM CREDITS 90

Microsoft Office Professional Short-Term Certificate

TECHNICAL SPECIALTY COURSES

BUS 123 Word for Business5
 BUS 124 Excel for Business5
 BUS 125 Access for Business5
 BUS 126 PowerPoint for Business2

TOTAL PROGRAM CREDITS 17

Marketing Certificate

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

PREREQUISITES

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

ENGL& 101 English Composition I5
 Following can be substituted: Equivalent English course

TECHNICAL SPECIALTY COURSES

BUS 114 Introduction to Marketing5
 BUS 118 Project Management Introduction
 and Overview5
 Must be eligible for ENGL&101 through English
 Placement Test or completion of ENGL 097/098
 or completion of ABE 050 with minimum 2.0 GPA.
 BUS 226 Advertising & Sales Promotion5
 BUS 227 Digital Marketing5
 CWE 101 Portfolio, Job Search, and Interviewing2
 CWE 110 Internship3

Project Management Short-Term Certificate

This certificate program focuses on both the development of knowledge and professional skill to become a project manager. Coursework includes topics such as leadership in the project process, planning and control, risk management, and utilization of MS project management software to develop a project plan, schedule, and budget, and to produce deliverables for management reporting.

PREREQUISITES

Individual courses may have prerequisites.

TECHNICAL SPECIALTY COURSES

BUS 118 Project Management Introduction and Overview .5
 Prerequisite: Must have completed BUS 169
 or BUS 171 or demonstrate equivalent
 BUS 119 Leadership and Management Skills3

BUS	229	Project Management Tools Techniques and Control	5
		Prerequisite: Must complete BUS 118; Must have completed BUS 236 or an approved equivalent	
CWE	110	Internship	3
		Must be taken after BUS 118; May be taken concurrently with BUS 229	
RELATED INSTRUCTION			
ENGL&	230	Technical Writing.	3
		Prerequisite: Must be eligible for English 101 via English Placement Exam or completion of ENGL 097/098	
TOTAL PROGRAM CREDITS			19

Early Childhood Education

Workforce Instruction Division

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

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

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

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

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

GENERAL EDUCATION

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

REQUIRED GENERAL EDUCATION CREDITS 10

GENERAL EDUCATION - COMPUTATION/QUANTITATIVE ELECTIVE

MATH at 100 level or choose from course(s) listed below:			
ACCT	110	Introduction to Accounting/Bookkeeping I	5
REQUIRED C/Q ELECTIVE CREDITS			5

GENERAL EDUCATION - HUMAN RELATIONS ELECTIVE

Choose from one of the following courses:

BUS	236	Interpersonal Communications for the Workplace	5
HUM	105	Intercultural Communication	5
ISP	101	the Global Society.	5
ISP	110	Introduction to Global Studies	5
POLS	112	Contemporary World	5
SOC&	101	Introduction to Sociology	5

REQUIRED HR ELECTIVE CREDITS 5

REQUIRED COURSES

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

ELECTIVE COURSES

Select from the following courses:

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

REQUIRED ELECTIVE CREDITS 11

TOTAL PROGRAM CREDITS 90

State Early Childhood Education Certificate

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

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

TECHNICAL SPECIALTY COURSES

ECED& 160 Curriculum Development5
 ECED& 170 Environments-Young Child3
 Following can be substituted:
 ECED&130 Guiding Behavior.3
 ECED& 180 Language and Literacy Development.3
 ECED& 190 Observing and Assessment.3
 EDUC& 150 Child Family and Community3

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE

Completion of the courses listed below equals the State Initial ECE Certificate.
 ECED& 105 Introduction to Early Childhood Education5
 ECED& 107 Health, Safety, and Nutrition5
 ECED& 120 Practicum: Nurturing Relationships2
 TECHNICAL SPECIALTY INITIAL CERTIFICATE CREDITS 12

TECHNICAL SPECIALTY COURSES – SPECIALIZATION

Completion of EDUC&115 Child Development and one of the other courses listed below:
 ECED& 132 Infants and Toddlers3
 Completion of this course, EDUC&115 Child Development (5 credits) , and the State Initial ECE Certificate courses (12 credits) equals the State Short ECE Certificate - Infant/Toddler Care
 ECED& 134 Family Child Care3
 Completion of this course, EDUC& 115 Child Development (5 credits) , and the State Initial ECE Certificate courses (12 credits) equals the State Short ECE Certificate - Family Child Care
 ECED& 139 Administration3
 Completion of this course, EDUC& 115 Child Development (5 credits) , and the State Initial ECE Certificate courses (12 credits) equals the State Short ECE Certificate - Administration
 EDUC& 115 Child Development5
 EDUC& 130 Guiding Behavior3
 Completion of this course, EDUC& 115 Child Development (5 credits), and the State Initial ECE Certificate courses (12 credits) equals the State Short ECE Certificate - General
 EDUC& 136 School-Age Care3
 Completion of this course, EDUC& 115 Child Development (5 credits) , and the State Initial ECE Certificate courses (12 credits) equals the State Short ECE Certificate - School-Age Care
 TECHNICAL SPECIALTY SPECIALIZATION CREDITS 8

RELATED INSTRUCTION

ENGL& 101 English Composition I5
 Following can be substituted:
 English course higher than ENGL&101
 College Level MATH course.5
 Quantitative or Computational Math above 100 or designated Q/SR
 TOTAL PROGRAM CREDITS 47

State Initial Early Childhood Education Certificate

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

TECHNICAL SPECIALTY COURSES

ECED& 105 Introduction to Early Childhood Education5
 ECED& 107 Health, Safety, and Nutrition5
 ECED& 120 Practicum: Nurturing Relationships2
 TOTAL PROGRAM CREDITS 12

State Short Early Childhood Education Certificate - Administration

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

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

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE

Completion of the courses listed below equals the State Initial ECE Certificate.
 ECED& 105 Introduction to Early Childhood Education5
 ECED& 107 Health, Safety, and Nutrition5
 ECED& 120 Practicum: Nurturing Relationships2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION

ECED& 139 Administration3
 EDUC& 115 Child Development5
 TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate – Family Child Care

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

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

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE

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

ECED& 105	Introduction to Early Childhood Education5
ECED& 107	Health, Safety, and Nutrition5
ECED& 120	Practicum: Nurturing Relationships2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION

ECED& 134	Family Child Care3
EDUC& 115	Child Development5

TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate - General

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

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

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE

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

ECED& 105	Introduction to Early Childhood Education5
ECED& 107	Health, Safety, and Nutrition5
ECED& 120	Practicum: Nurturing Relationships2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION

EDUC& 115	Child Development5
EDUC& 130	Guiding Behavior3

TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate – Infant Toddler Care

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

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

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE

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

ECED& 105	Introduction to Early Childhood Education5
ECED& 107	Health, Safety, and Nutrition5
ECED& 120	Practicum: Nurturing Relationships2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION

ECED& 132	Infants and Toddlers3
EDUC& 115	Child Development5

TOTAL PROGRAM CREDITS 20

State Short Early Childhood Education Certificate – School-Age Care

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

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

TECHNICAL SPECIALTY COURSES - INITIAL CERTIFICATE

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

ECED& 105	Introduction to Early Childhood Education5
ECED& 107	Health, Safety, and Nutrition5
ECED& 120	Practicum: Nurturing Relationships2

TECHNICAL SPECIALTY COURSES - SPECIALIZATION

EDUC& 115	Child Development5
EDUC& 136	School-Age Care3

TOTAL PROGRAM CREDITS 20

Electronics

Workforce Instruction Division

Electronics and associated technologies at North prepare students for careers in this diverse and expanding field. Ongoing changes in the electronics technology programs reflect changing community and industry needs. Instruction emphasizes a hands-on approach, the use of sophisticated test equipment unique to each discipline, and a solid base of pertinent information. These programs provide high-skill learning opportunities, including professional certification and Associate of Applied Science degree options.

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

Electronics Certificate and A.A.S Programs

Programs : Day (D) - Evening (E)
 Biomedical Equipment Technology
 Electronics Engineering Technology
 Electronics Technology*
 Electronics Technology*, Certificate
 Industrial Power & Control Technology
 Industrial Power & Control Technology, Certificate
 *Students interested in Electronics Technology should contact the program advisor at (206) 528-4588, or the Advising Center at (206) 934-3658 before enrolling. Courses and programs are transferable to certain four-year institutions.

TOTAL CREDITS: (SEE INDIVIDUAL PROGRAMS)

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

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

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

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

PREREQUISITES

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

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

- BUS 169 Using Computers in Business5
 Following can be substituted:
 IT 101 Software Applications.5
 -OR- Equivalent computer experience
- ENGL 097 English 097: Integrated Reading and Writing I.10
 -OR- ENGL 098 College Prep Writing IV (5 credits)
 -OR- Higher ENGL course
- MATH 084 Algebra I5
 -OR- Higher MATH course
 -OR- Have taken equivalent or higher MATH course

TECHNICAL SPECIALTY COURSES

- CSC 142 Computer Programming I5
 Following can be substituted: Any higher CSC course
- EET 105 Introduction to Technology2
- EET 161 D.C. Principles of Electronics5
- EET 162 A.C. Principles of Electronics5
- EET 163 Solid State Electronics5
- EET 165 Analog Circuits and Devices.5
- EET 166 Analog Circuits and Devices II5
- EET 170 Digital Electronics & PLCs I5

- EET 171 Digital Electronics & PLCs II.5
- EET 251 Microprocessor Fundamentals I5
- EET 252 Microprocessor Fundamentals II5
- EET 285 Electronics Tech Project.3
- PHYS& 221 Engineering Physics I5
- PHYS& 222 Engineering Physics II5
- PHYS& 223 Engineering Physics III.5

RELATED INSTRUCTION

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

- CMST& 210 Interpersonal Communication5
- ENGL& 101 English Composition I5
 While students must test into ENGL 097 to start the degree, they must complete ENGL&101 to finish.
- ENGL& 230 Technical Writing.3
- MATH& 142 Pre-Calculus II5
- MATH& 151 Calculus I.5
- MATH& 152 Calculus II5
- Global Studies5
 Following can be substituted: U.S. Cultures credits
- Human Relations Elective.5

TECHNICAL ELECTIVES

- Total required Technical Electives credits5
 Select five credits from approved list.
 See Advising Center.
- Technical Electives5

TOTAL PROGRAM CREDITS 110-112

Electronics Technology Certificate

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

PREREQUISITES

For placement testing: contact Testing Center, (206) 527-3674. A minimum of 15 credits of this certificate must be taken in residence at North Seattle College

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

- BUS 169 Using Computers in Business5
 -OR- Equivalent computer experience
- ENGL 097 English 097: Integrated Reading and Writing I. .10
 Following can be substituted: Higher ENGL course
 -OR- ENGL 098 College Prep Writing IV
- MATH 084 Algebra I5
 Following can be substituted: Higher MATH course
 -OR- Have taken equivalent or higher MATH course
- US Cultures/Global Studies Elective
 Five credits selected from a list of approved U.S. Cultures or Global Studies courses.

TECHNICAL SPECIALTY COURSES

EET 105	Introduction to Technology	2
EET 106	Introduction to Soldering	1
EET 107	Introduction to Aviation Electronics	4-5
EET 108	Introduction to Fiber Optics	5
EET 131	IT Essentials I - A+ Certification	5
EET 132	IT Essentials A+ Certification Advanced	5
Following can be substituted:			
EET 135	Intro to Broadband	5
EET 137	Introduction to Robotics	5
EET 161	D.C. Principles of Electronics	5
EET 162	A.C. Principles of Electronics	5
EET 163	Solid State Electronics	5
EET 165	Analog Circuits and Devices	5
EET 170	Digital Electronics & Plcs I	5

GENERAL EDUCATION COURSES

EET 109	Mathematical Applications for Circuit Analysis	5
Following can be substituted: Higher MATH course			
-OR- MATH 141	re-Calculus I	5
ENGL& 101	English Composition I	5
Following can be substituted:			
ENGL& 230	Technical Writing	3
-OR- ENGL&235	Technical Writing	5

GENERAL EDUCATION COURSES - HUMAN RELATIONS ELECTIVES

Choose from one of the following courses:

BUS 236	Interpersonal Communications for the Workplace (the preferred course)	5
HUM 105	Intercultural Communication	5
ISP 101	the Global Society	5
ISP 110	Introduction to Global Studies	5
POLS 112	Contemporary World	5
SOC& 101	Introduction to Sociology	5

TOTAL PROGRAM CREDITS 65-68

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

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

PREREQUISITES

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

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

BUS 169	Using Computers in Business	5
-OR- Equivalent computer experience			
ENGL 097	Integrated Reading and Writing I	10
Following can be substituted: Higher ENGL course			
-OR- ENGL 098	College Prep Writing IV	5

MATH 084	Algebra I	5
Following can be substituted: Higher MATH course			
-OR- Have taken equivalent or higher MATH course			

TECHNICAL SPECIALTY COURSES

EET 105	Introduction to Technology	2
EET 106	Introduction to Soldering	1
EET 107	Introduction to Aviation Electronics	4-5
EET 108	Introduction to Fiber Optics	5
EET 112	Fundamentals of Fluid Power & Alternative Energy	5
EET 114	Applied Physics	5
EET 131	IT Essentials I - A+ Certification	5
EET 132	IT Essentials A+ Certification Advanced	5
EET 137	Introduction to Robotics	5
EET 138	Robotic Applications	5
EET 161	D.C. Principles of Electronics	5
EET 162	A.C. Principles of Electronics	5
EET 163	Solid State Electronics	5
EET 165	Analog Circuits and Devices	5
EET 170	Digital Electronics & Plcs I	5
EET 171	Digital Electronics & Plcs II	5
EET 203	Programmable Logic Controllers	5
EET 219	Metrology and Measurement Science	3

RELATED INSTRUCTION

BUS 112	Multi-Cultural Issues in the American Workplace	5
Following can be substituted:			
US Cultures course			
-OR- Global Studies course			
EET 109	Mathematical Applications for Circuit Analysis	5
Following can be substituted: Higher MATH course			
-OR- MATH&141	Pre-Calculus	5
ENGL& 101	English Composition I	5
While students must test into ENGL 097 to start the degree, they must complete ENGL& 101 to finish.			

RELATED INSTRUCTION - HUMAN RELATIONS ELECTIVES

Choose from one of the following:

BUS 236	Interpersonal Communications for the Workplace (the preferred course)	5
HUM 105	Intercultural Communication	5
ISP 101	the Global Society	5

RELATED INSTRUCTION - TECHNICAL ELECTIVES

Any non-required course(s) from the following departments – EEL, EET, HVC, CSC, CHEM, ENGR or course listed below:

See Advising Center for assistance.

BUS 210	Business and Economic Statistics	5
BUS 229	Project Management Tools Techniques and Control	5
IT 111	Internet and Web Authoring Using XHTML	5
Following can be substituted: Higher IT course			
MATH 116	Applications of Math to Management, Life, and Social Sciences	5
Following can be substituted: Higher MATH course			

TOTAL PROGRAM CREDITS 108-111

Avionics Technician Short-Term Certificate

This certificate is designed to provide students with the basic knowledge, skills, and abilities to meet minimum requirements for employment as an entry-level avionics technician in aerospace-related technologies. This program is intended as a supplement for aviation maintenance technicians.

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

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

PREREQUISITES

Successful completion of South Seattle College's AMT 112 - Basic Electricity for Aviation

- OR- Approved equivalent
- OR- FAA Airframe license

TECHNICAL SPECIALTY COURSES

EET 107	Introduction to Aviation Electronics5
EET 108	Introduction to Fiber Optics5
EET 137	Introduction to Robotics5
	Following can be substituted:	
	EET 170 Digital Electronics & PLCs I5
TOTAL PROGRAM CREDITS		15

Sustainable and Conventional Energy & Control Technology Certificate

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

PREREQUISITES

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

A minimum of 15 credits of this certificate must be taken in residence at North Seattle College

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

BUS 169	Using Computers in Business5
	Following can be substituted:	
IT 101	Software Applications.5
	-OR- Equivalent computer experience	
ENGL 097	Integrated Reading and Writing I.	10
	Following can be substituted: Higher ENGL course	
	-OR- ENGL 098 College Prep Writing IV5
MATH 084	Algebra I5
	Following can be substituted: Higher MATH course	
	-OR- Have taken an equivalent or higher MATH course	

TECHNICAL SPECIALTY COURSES

EEL 201	Energy Generation Conversion and Sustainability5
EEL 202	Industrial Motor Controls and Drives.5
EEL 203	Programmable Logic Controllers.5
EET 105	Introduction to Technology2
EET 112	Fundamentals of Fluid Power & Alternative Energy5
EET 114	Applied Physics5
EET 137	Introduction to Robotics5
EET 161	D.C. Principles of Electronics5
EET 162	A.C. Principles of Electronics5
EET 163	Solid State Electronics5
EET 165	Analog Circuits and Devices.5
EET 170	Digital Electronics & PLCs I5

RELATED INSTRUCTION

BUS 236	Interpersonal Communications for the Workplace5
	Following can be substituted:	
HUM 105	Intercultural Communication.5
	-OR- ISP 101 The Global Society5
	-OR- ISP 110 Introduction to Global Studies5
	-OR- POLS 112 Contemporary World.5
	-OR- SOC&101 Introduction to Sociology5
EET 109	Mathematical Applications for Circuit Analysis5
	Following can be substituted: Higher MATH course	
MATH&141	Precalculus5
ENGL&101	English Composition I5
ENGL&230	Technical Writing.3
	Following can be substituted:	
	ENGL& 235 Technical Writing5
TOTAL PROGRAM CREDITS		71-73

Engineering Graphics & Design Technology

Business, Engineering & Information Technologies Division

This program prepares students for the growing number of entry-level jobs in engineering, construction, and architectural firms. Our laboratory is equipped with industry-standard Computer-Aided Design (CAD) and Building Information Modeling (BIM) systems to provide state-of-the-art graphics training. Coursework includes instruction and hands-on training in: computer and conventional drafting, construction materials and processes, basic engineering mechanics, and architectural cost estimating.

Engineering Graphics & Design Technology Associate of Applied Science Degree (A.A.S.)

TECHNICAL SPECIALTY COURSES

TDR	100	Basic BIM for Design and Construction	5
TDR	101	Intermediate BIM for Design and Construction	5
TDR	102	Advanced BIM for Design and Construction	5
TDR	109	Architectural Engineering Lab.	5
		1 Credits - Total of 5 credits required Repeated each quarter until total of 5 credits is achieved	
TDR	111	Basic CAD Drafting for Construction and Design	5
TDR	112	Intermediate CAD Drafting/Construction and Design	5
TDR	113	Basic Drafting	5
TDR	124	Materials and Methods of Construction	5
TDR	134	Systems in Buildings.	5
TDR	144	Design and Construction Environment	5
TDR	160	Applied Mechanics I	5
TDR	161	Applied Mechanics II	5
TDR	269	Construction Estimating	5

RELATED INSTRUCTION

BUS	169	Using Computers in Business	5
		Following can be substituted:	
		CSC 111 - Computers for Math and Science	5
BUS	236	Interpersonal Communications for the Workplace	5
EET	109	Mathematical Applications for Circuit Analysis.	5
		Following can be substituted:	
		MATH& 141 - Pre-Calculus I	5
ENGL&	101	English Composition I	5
ENGL&	235	Technical Writing.	5
		U.S. Cultures 5	
		Following can be substituted:	
		Global Studies course	5
TOTAL PROGRAM CREDITS			95

Engineering Graphics & Design Technology Certificate

PREREQUISITES

Placement into ENGL 097 / ENGL 098 or higher,
Placement into MATH 084 or higher
Completion of BUS 169 or IT 101.

TECHNICAL SPECIALTY COURSES

TDR	111	Basic CAD Drafting for Construction and Design	5
TDR	112	Intermediate CAD Drafting/Construction and Design	5
TDR	113	Basic Drafting	5
TDR	124	Materials and Methods of Construction	5
TDR	134	Systems in Buildings.	5
TDR	144	Design and Construction Environment	5
TDR	176	Advanced AutoCAD for Arch & Engineering Drafting	4

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace	5
EET	109	Mathematical Applications for Circuit Analysis.	5
		Following can be substituted:	
		MATH& 141 - Pre-Calculus I	5
		-OR- higher level math course	
ENGL&	101	English Composition I	5
TOTAL PROGRAM CREDITS			49

Advanced Design for Manufacturing Short-Term Certificate

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

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

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

TDR	200	Introduction to SolidWorks.	5
TDR	201	Introduction to CATIA.	5
TDR	202	Intermediate CATIA	5
TOTAL PROGRAM CREDITS			15

Building Information Modeling (BIM) Short-Term Certificate

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

TECHNICAL SPECIALTY COURSES

TDR	100	Basic BIM for Design and Construction	5
TDR	101	Intermediate BIM for Design and Construction	5
TDR	102	Advanced BIM for Design and Construction	5
TDR	103	Energy Analysis for Building Information Modeling	4
TOTAL PROGRAM CREDITS			19

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

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

TECHNICAL SPECIALTY COURSES

TDR	111	Basic CAD Drafting for Construction and Design	5
TDR	112	Intermediate Drafting for Construction and Design	5
TDR	176	Advanced AutoCAD for Architecture & Engineering Drafting	4
TOTAL PROGRAM CREDITS			14

Fine Arts in Art

Arts, Humanities and Social Services Division

Certificate

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

Candidates for the Certificate in Fine Arts: Art must complete 85 credits in college transfer-level courses (numbered 100 and above) with a GPA of 2.0 or better. At least 15 credits must be earned at North Seattle College, and the final quarter must be in residence at North Seattle College (NSC).

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

Most General Education requirements for this certificate are met by course content in various art courses, communication by ART 251,252,253, and human relations by ART 290. Students must take a 5- credit computation course from one of the following: MATH&107 or above, BUS 116, or ACCT 110 or above, and ENGL&101, English Composition I.

Although it may be possible to complete this program in two years, it is suggested that it be spread over more time to allow better assimilation of skills and more flexible scheduling. Art courses require more time than is allowed in class alone as well as high energy and involvement for truly effective learning. The art faculty, therefore, highly recommends that students should consider two studio courses per quarter a maximum.

REQUIRED COURSES

ART	101	Design	5
ART	111	Drawing	5
ART	210	Digital Art	5
ART	2XX	Art History	5
			Choose from ART 251, 252, 253, 255, or 257)
ART	290	The Art Business	5
ART	XXX	Approved 2-D Elective	5
ART	XXX	Approved 3-D Elective	5

GENERAL EDUCATION COURSES

Computation Course credits	5
Choose from MATH 107 (or above),	
BUS 116 (or other applicable business course),	
-OR- ACCT 110 (or above).	
ENGL&101 English Composition I	

TOTAL PROGRAM CREDITS 45 MINIMUM + PORTFOLIO

Health Care

through the college. See program director.

Emergency Department Technician Short-Term Certificate

This certificate program provides the student with a general understanding of emergency department operations and prepares them for employment as an Emergency Department Technician (EDT) in an Emergency Department and Urgent Care setting. This program will cover several different courses focusing on administrative and clinical procedures. The students will assess and manage a wide range of emergency situations including trauma, medical, cardiac, geriatric, pediatric, behavioral, etc. The students will learn and apply effective and appropriate communication skills and the principles of medical ethics, including professionalism and confidentiality, in interacting with patients, physicians, staff, and other health-care professionals.

PREREQUISITES

Be currently licensed by the Washington State Department of Health as a nursing assistant.

Additional requirements upon acceptance into program:

- Show proof of being at least 18 years of age at the beginning of the course enrollment.
- Provide a copy of high school diploma or GED equivalency or college transcript showing high school completion.
- Provide a copy of a clear Washington State patrol background check, a OIA and GSA screen.

- Provide copies of required immunizations:
 1. Hepatitis B series or positive titer
 2. A two-step tuberculin skin test or alternative health documentation
 3. MMR vaccination or titer
 4. Flu vaccination
 5. Varicella vaccination or titer
 If other immunizations are needed, they will be identified by the EDT program coordinator.
- Have the physical strength to carry, lift, extricate and perform similar maneuvers in a manner not detrimental to the patient, fellow emergency technicians or self.

TECHNICAL SPECIALTY COURSES

EDT	101	Emergency Department Technician Fundamentals	4
EDT	102	Emergency Department Tech Phlebotomy Basics	2
EDT	103	Emergency Department Technician Lab Skills	4
EDT	104	Emergency Department Tech Advanced Phlebotomy	3
EDT	105	Emergency Department Technician Skills II	4
EDT	106	Emergency Department Technician Practicum	3
TOTAL PROGRAM CREDITS			20

Emergency Medical Technician Short-Term Certificate

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

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

Corequisite: Completion of AHE 192 taken concurrently with AHE 190

AHE 190	Emergency Medical Technician	12
AHE 192	Basic Life Support for Health Care Providers	1
TOTAL PROGRAM CREDITS		13

Healthcare Technology Management / BioMedical Equipment Technology Associate of Applied Science (A.A.S.)

The Healthcare Technology Management/BioMedical Technology (HTM/BMET) degree program provides opportunities for students interested in the operation, maintenance and repair of medical equipment and related IT systems. Knowledge of medical equipment technology increases the marketable skills and areas of knowledge for students that are studying in the field of electronics, and opens up more employment possibilities in the fields of health care and medical device manufacturing.

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

PREREQUISITES

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

ENGL	098	Integrated Reading and Writing II	10
Following can be substituted: Higher ENGL course			
MATH	084	Algebra I	5
Following can be substituted: Higher MATH course -OR- Have taken equivalent or higher MATH course			

TECHNICAL SPECIALTY COURSES

AMA	117	Medical Terminology	5
CHEM&110		Chemical Concepts W-Lab	5
Following can be substituted:			
CHEM&	121	Intro to Chemistry	5
EET	105	Introduction to Technology	2
EET	106	Introduction to Soldering	1
EET	112	Fundamentals of Fluid Power & Alternative Energy	5
EET	114	Applied Physics	5
EET	131	IT Essentials I - A+ Certification	5
EET	132	IT Essentials A+ Certification Advanced	5
EET	161	D.C. Principles of Electronics	5
EET	162	A.C. Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits and Devices	5
EET	170	Digital Electronics & Plcs I	5
EET	286	Biomedical Equipment I	5
EET	287	Biomedical Equipment II	5
EET	297	Biomedical Technician Externship	4
CWE 101 Portfolio Job Search Int, is a prerequisite for EET 297			

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace	5
		Following can be substituted:	
		Global Studies or U.S. Cultures designated course . . .	5
BUS	118	Project Management Introduction and Overview	5
EET	109	Mathematical Applications for Circuit Analysis . . .	5
		Following can be substituted: Higher MATH course	
		-OR- MATH&141 Pre-Calculus	5
ENGL&	101	English Composition I	5
Human		Relations course	5
		Preferred class is BUS 236 - Interpersonal Communication	5
		-OR- choose from one of the following 5-credit courses	
		ISP 101 - the Global Society	
		ISP 105 - Intercultural Communication	
		POLS 112 - Contemporary World	
		SOC& 101 - Intro to Sociology	

TOTAL PROGRAM CREDITS 97

Industrial Automation and Electronic Controls

Math/Science Division

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

Certificate

PREREQUISITES

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

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

TECHNICAL SPECIALTY COURSES

EET	106	Introduction to Soldering	1
EET	112	Fundamentals of Fluid Power & Alternative Energy	5
		Following can be substituted: Shoreline Community College course: MFGT 247 Motive Maintenance	

EET	131	IT Essentials I – A+ Certification	5
EET	137	Introduction to Robotics	5
EET	138	Industrial Robotics	5
		Following can be substituted: Shoreline Community College course: MFGT 280 Robot Certification	
EET	160	Introduction to Electricity and Electronics	5
EET	161	D.C. Principles of Electronics	5
EET	201	Energy Generation, Conversion, and Sustainability	5
EET	202	Industrial Motor Controls and Drives	5
EET	203	Programmable Logic Controllers	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace	5
		Following can be substituted: Shoreline Community College courses: BUS 104 Human Relations in Business	
		-OR- BUS 105 Essentials of Human Relations	2
		-OR- Approved Human Relations elective	5
		Total credits can be from 2 to 5 based on course option selected.	
EET	109	Mathematical Applications for Circuit Analysis	5
		Following can be substituted:	
		MATH&141 Pre-Calculus I	5
		-OR- Higher level MATH course	
ENGL&101		English Composition I	5
		Following can be substituted:	
		ENGL&235 Technical Writing	5
		-OR- Shoreline Community College course: BTWERT 215 Composition, Business Communications	

Industrial Power and Control

Workforce Instruction Division

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

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

PREREQUISITES

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

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

TECHNICAL SPECIALTY COURSES

EEL	201	Energy Generation, Conversion and Sustainability	5
EEL	202	Industrial Motor Controls and Drives	5
EEL	203	Programmable Logic Controllers	5
EET	105	Introduction to Technology	2
EET	106	Introduction to Soldering	1
EET	108	Introduction to Fiber Optics	5
EET	112	Fundamentals of Fluid Power & Alternative Energy	5
EET	114	Applied Physics	5
EET	131	IT Essentials I - A+ Certification	5
EET	132	IT Essentials A+ Certification Advanced	5
EET	137	Introduction to Robotics	5
EET	138	Industrial Robotics	5
EET	161	D.C. Principles of Electronics	5
EET	162	A.C. Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits and Devices	5
EET	170	Digital Electronics & PLCs I	5
EET	219	Metrology and Measurement Science	3

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace	5
Following can be substituted:			
Global Studies or U.S. Cultures designated course			
See Advising Center for approved list.			
BUS	236	Interpersonal Communications for the Workplace	5
Following can be substituted:			
HUM 105, ISP 101 , ISP 110, POLS 112, SOC&101			
EET	109	Mathematical Applications for Circuit Analysis	5
Following can be substituted: higher MATH course			
		-OR- MATH 141 Pre-Calculus	5
ENGL&101		English Composition I	5
While students must test into ENGL 097 to start the degree, they must complete ENGL& 101 to finish.			
IT	122	Network OS 1 - Windows Client OS	10
Following can be substituted: Higher IT course			

TOTAL PROGRAM CREDITS 111

Information Technology

Workforce Instruction Division

Cisco Certified Network Associate Short-Term Certificate

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

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

Cisco I (IT 142) concentrates on the theory of packet exchange based on the OSI (Open Systems Interconnect) model and the reality of packet exchange based on the TCP/IP (Transmission Control Protocol/Internet Protocol) stack.

Cisco II (IT 144) concentrates on configuring routing using RIP (Routing Information Protocol), EIGRP (Enhanced Interior Gateway Routing Protocol), and OSPF (Open Shortest Path First) routing protocols.

Cisco III (IT 146) combines two Cisco classes; the first class covers switch configuration and wireless access theory, while the second class covers remote access to the internet, security, and network management as a whole.

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

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

IT	142	Network Management - CISCO I	5
IT	144	Network Management - CISCO II	5
IT	146	Network Management - CISCO III	5

TOTAL PROGRAM CREDITS 15

IT-Controlled Electronic Systems Certificate

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

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

PREREQUISITES

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

BUS	169	Using Computers in Business5
Following can be substituted: Instructor permission			

TECHNICAL SPECIALTY COURSES

Total Required Technical Specialty Course Credits: 25-30
In addition to courses listed below, select from one of the tracks below.

EET	131	IT Essentials I - A+ Certification5
EET	137	Introduction to Robotics5
EET	161	D.C. Principles of Electronics5

TECHNICAL SPECIALTY CREDITS			15
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MICROSOFT TRACK

IT	122	Network OS 1 - Windows Client OS5
IT	124	Network OS 2 - Windows Server5

UNIX TRACK

IT	135	Introduction to UNIX5
IT	138	UNIX for Network Administration5

CISCO TRACK

IT	142	Network Management - CISCO I5
IT	144	Network Management - CISCO II5
IT	146	Network Management - CISCO III5

RELATED INSTRUCTION

BUS	118	Project Management Introduction and Overview .5	
BUS	236	Interpersonal Communications for the Workplace5

TOTAL PROGRAM CREDITS			35-40
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IT-Controlled Electronic Systems Associate of Applied Science Degree (A.A.S.)

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

PREREQUISITES

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

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

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

BUS	169	Using Computers in Business5
ENGL&	101	English Composition I5
IT	101	Software Applications5
MATH	084	Algebra I5
MATH	097	Elementary Algebra5

TECHNICAL SPECIALTY COURSES

EET	131	IT Essentials I - A+ Certification5
EET	132	IT Essentials A+ Certification Advanced5
EET	137	Introduction to Robotics5
EET	161	D.C. Principles of Electronics5
EET	162	A.C. Principles of Electronics5
EET	163	Solid State Electronics5
EET	165	Analog Circuits and Devices5
IT	122	Network OS 1 - Windows Client OS5
IT	124	Network OS 2 - Windows Server5
IT	135	Introduction to UNIX5
IT	138	UNIX for Network Administration5
IT	142	Network Management - CISCO I5
IT	144	Network Management - CISCO II5
IT	146	Network Management - CISCO III5

RELATED INSTRUCTION - GENERAL EDUCATION

BUS	236	Interpersonal Communications for the Workplace5
EET	109	Mathematical Applications for Circuit Analysis . .5	
ENGL&	101	English Composition I5
U.S. Cultures5	
Following can be substituted: Global Studies5

TOTAL PROGRAM CREDITS			90
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IT for Health Care Associate of Applied Science – Transfer (A.A.S.-T)

The A.A.S.-T degree in IT for Health Care gives a well-rounded curriculum that will enable graduates to work in the medical field in hospitals, home health, and ambulatory care facilities. It is critical in the transition to the digital health care field of the future that a workforce capable of using health communications and information technology is in place. The IT for Health Care curriculum is designed to meet this emerging demand and aims to equip students and workers with the skills needed to enter and advance in health care careers. LPNs, pharmacy techs, or medical assistants may emphasize their Allied Health Associate of Applied Science with IT Health Care curriculum to obtain this degree.

PREREQUISITES

Prerequisites must be completed within 10 years of date of application. The COMPASS placement test for math must be taken if those prerequisites are older than 10 years.

BUS	106	Keyboarding/Skill Building	3
MATH	098	Intermediate Algebra	5

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

BUS	210	Business and Economic Statistics	5
		Following can be substituted:	
		MATH&146 Introduction to Statistics	5
BUS	236	Interpersonal Communications for the Workplace	5
ENGL&101		English Composition I	5
U.S. Cultures		5
		Following can be substituted: Global Studies	5
TOTAL RELATED INSTRUCTION CREDITS			20

ELECTIVES

Choose one of the options groups below:

ELECTIVES – OPTION 1

AMA	170	AP/Terminology/Pathology 1 – Introduction	2
AMA	171	AP/Terminology/Pathology 2 – Skin/Senses	1
AMA	172	AP/Terminology/Pathology 3 – Digestive System	1
AMA	173	AP/Terminology/Pathology 4 – Male/Urinary System	1
AMA	174	AP/Terminology/Pathology 5 – Female Reproductive	1
AMA	175	AP/Terminology/Pathology 6 – Nervous System	1
AMA	176	AP/Terminology/Pathology 7 – Endocrine System	1
AMA	177	AP/Terminology/Pathology 8 – Musculoskeletal 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 System	1
AMA	181	AP/Terminology/Pathology 12 – Specialties	1

ELECTIVES – OPTION 2

AHI	100	Introduction to Medical Vocabulary	3
BIOL&	241	Human Anatomy and Physiology 1	5
BIOL&	242	Human Anatomy and Physiology 2	5

ELECTIVES – OPTION 3

ACCT&	201	Principles of Accounting I	5
AHI	100	Introduction to Medical Vocabulary	3
EET	132	IT Essentials A+ Certification Advanced	5

TOTAL ELECTIVES CREDITS	13
TOTAL PROGRAM CREDITS	92

Linux Network and Security Certificate

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

PREREQUISITES

Coursework earned at other institutions must be unofficially evaluated or approved by a program advisor before registering.

EET	131	IT Essentials I – A+ Certification	5
		Following can be substituted: Instructor permission	

TECHNICAL SPECIALTY COURSES

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

Network Administration Microsoft Windows Completion Certificate

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

PREREQUISITES

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

EET	131	IT Essentials I – A+ Certification	5
		Following can be substituted: Instructor permission	

TECHNICAL SPECIALTY COURSES

IT	122	Network OS 1 Windows Client OS	5
IT	124	Network OS 2 Windows Server	5
IT	126	Network OS 3 Windows Network Infrastructure	5
IT	128	Network OS 4 Windows Active Directory	5

TOTAL PROGRAM CREDITS	20
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Network and Server Administration Specialist Certificate

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

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

PREREQUISITES

EET 131 IT Essentials I - A+ Certification5
 Following can be substituted: CompTIA A+ Certification for EET 131 & EET 132

TECHNICAL SPECIALTY COURSES

Other courses may be substituted for courses below with permission of program coordinator. See Advising for list of approved courses.

IT	102	Introduction to Programming	5
IT	122	Network OS 1 Windows Client OS	5
IT	126	Network OS 3 Windows Network Infrastructure	5
IT	135	Introduction to UNIX	5
		Following can be substituted:	
		IT 138 UNIX for Network Administration	5
		-OR- IT 140 Network Management - UNIX	5
IT	142	Network Management - CISCO I	5
IT	144	Network Management - CISCO II	5
IT	146	Network Management - CISCO III	5
TOTAL PROGRAM CREDITS			40

Network and Server Administration Specialist Associate of Applied Science (A.A.S.)

This 2-year Associate of Applied Science degree program is focused on UNIX/Linux, Microsoft, and Cisco operating system configuration, management, and security. The curriculum includes information security concepts and best-practices, and industry certification (CompTIA, Microsoft, Cisco, etc.) preparation.

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

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

EET	131	IT Essentials I - A+ Certification	5
EET	132	IT Essentials A+ Certification Advanced	5
IT	102	Introduction to Programming	5
IT	122	Network OS 1 - Windows Client OS	5

IT	124	Network OS 2 - Windows Server	5
IT	126	Network OS 3 - Windows Network Infrastructure	5
IT	135	Introduction to Linux	5
IT	138	Linux 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	IT Systems Security +	5

GENERAL EDUCATION COURSES

BUS	236	Interpersonal Communications for the Workplace	5
EET	109	Mathematical Applications for Circuit Analysis	5
ENGL&	101	English Composition I	5
U.S. Cultures		5
		Following can be substituted: Global Studies course Contact the division office for a list of approved courses.	

ELECTIVES

Technical Electives	10
TOTAL PROGRAM CREDITS	90

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

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

PREREQUISITES

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

EET	131	IT Essentials I - A+ Certification	5
ENGL&	101	English Composition I	5
		Placement into ENGL&101	
MATH	098	Intermediate Algebra	5

TECHNICAL SPECIALTY COURSES

CSC	110	Introduction to Computer Programming	5
CSC	111	Computers for Math and Science	5
		Following can be substituted:	
		BUS 169 Using Computers in Business I	5
CSC	142	Computer Programming I	5
IT	102	Introduction to Programming	5
		Following can be substituted:	
		CSC 143 Computer Programming II	5
		-OR- IT 146 Network Management CISCO III	5
		Technical Elective course - can select one of the three courses listed above:	
IT	111	Internet and Web Authoring Using XHTML	5
IT	120	Network Essentials – Comptia Network +	5
IT	125	Using Structured Query Language and SQL Server	5
IT	135	Introduction to UNIX	5

RELATED INSTRUCTION

ENGL& 101	English Composition I	5
HUM 105	Intercultural Communication	5
	Following can be substituted:	
SOC 101	Intro to Sociology	5
MATH& 141	Precalculus I	5
	Higher-level MATH course can be substituted	
MATH& 146	Introduction to Statistics	5
U.S. Cultures	5
	Global Studies course can be substituted	
	Select course from list of approved courses.	
	See Advising for assistance.	
Natural World - Lab Science	5
	Select course from list of approved Natural World	
	Lab Science courses. See Advising for assistance.	

TECHNICAL ELECTIVES

Select one of the following 20-credit elective tracks:

- CISCO
- Linux Networking & Security
- Windows

TECHNICAL ELECTIVES - CISCO

IT 142	Network Management – CISCO I	5
IT 144	Network Management – CISCO II	5
IT 146	Network Management – CISCO III	5
Technical Specialty Elective	5

TECHNICAL ELECTIVES – WINDOWS

IT 122	Network OS 1 – Windows Client OS	5
IT 124	Network OS 2 – Windows Server	5
IT 126	Network OS 3 – Windows Network Infrastructure	5
IT 128	Network OS 4 – Windows Active Directory	5

TECHNICAL ELECTIVES – LINUX NETWORKING & SECURITY

IT 138	UNIX for Network Administration	5
IT 150	IT Systems Security +	5
IT 157	Ethical Hacking.	5
Technical Specialty Elective	5

TOTAL PROGRAM CREDITS		91
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Web Application Technologies Certificate

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

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

TECHNICAL SPECIALTY COURSES

IT 102	Introduction to Programming	5
IT 111	Internet and Web Authoring Using XHTML	5
IT 120	Network Essentials – Comptia Network +	5
IT 125	Using Structured Query Language and SQL Server	5
TOTAL PROGRAM CREDITS		20

International Trade**Workforce Instruction Division**

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.

Internships**Workforce Instruction Division**

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

Certificate**REQUIRED COURSES**

BUS 215	Introduction to International Trade Business	5
BUS 245	Intro to International Trade Global Marketing	5
CWE 101	Portfolio, Job Search, and Interviewing	2
CWE 110	Internship	3
IBN 203	International Trade: Export	3
IBN 205	International Trade: Import	3
IBN 225	Global Logistics	3
TOTAL PROGRAM CREDITS		24

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

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

Candidates for the Certificate in Jewelry Design must complete 50 credits in the college transfer-level courses (numbered 100 and above) with a GPA of 2.5 or better. The required Jewelry classes (25 credits) must be taken at North Seattle College. At the completion of the required courses, the students must mount an exhibition of their work either on campus or at an approved venue. This should be a solid body of work expressing their mastery of materials.

Final approval and recommendation to award the CJD rests with the Art faculty. The Certificate in Jewelry Design certifies completion of approved work and is suitable for students currently working in Art, but it is not a transfer certificate.

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

All CJD art students must have an art advisor and must plan their program with that advisor. Some of the art courses are offered only once a year, and students should consult their advisor and the annual schedule. Substitution may be made with the approval of the Art advisor and the Dean of Arts, Humanities, and Social Sciences Division.

Most General Education requirements for this certificate are met by course content in various Art courses. Communication (5 credits) by ART 251, 252, 253; Human Relations (5 credits) can be fulfilled by CMST&210 or CMST&230. Students must take a 5-credit computation course from ACCT 110 or above.

Certificate in Jewelry Design

REQUIRED COURSES - JEWELRY DESIGN

ART	281	Jewelry Design I	5
ART	282	Jewelry Design II	5
ART	283	Introduction to Alloying and Jewelry Casting.	5
ART	284	Bench Techniques and Practices	5
ART	285	Metal Techniques for Small Scale Sculpture	5

REQUIRED COURSES - ART

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

GENERAL EDUCATION COURSES

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

TOTAL PROGRAM CREDITS	50
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Mechatronics

Workforce Instruction Division

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

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

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

PREREQUISITES

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

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

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

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace	5
		Following can be substituted: Shoreline Community College course: MCS 105 Intro to Multiculturalism Studies -OR- Approved U.S. Cultures/Global Studies elective	
BUS	236	Interpersonal Communications for the Workplace	5
		Following can be substituted: Shoreline Community College course: BUS 104 Human Relations in Business OR- BUS 105 Essentials of Human Relations OR- Approved Human Relations elective Total credits can be from 2 to 5 based on course option selected.	
EET	109	Mathematical Applications for Circuit Analysis	5
		Following can be substituted: Higher-level MATH class -OR- MATH&141 Pre-Calculus	5
ENGL&101		English Composition I	5
		Following can be substituted: ENGL&235 Technical Writing	5
		-OR- Shoreline Community College course: BTWERT 215 Composition, Business Communications.	5

Medical Assisting

Health & Human Services Division

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

The Medical Assisting program is a competency-based curriculum that uses a combination of online learning, hybrid and face-to-face classes. Currently, students may enter the program fall or spring quarters.

In addition to the various fees charged by the college, students will have additional expenses, such as lab fees, scrubs and accessories, physical examination costs, and program costs, including background checks, a \$50 application fee, and an immunization registry that is online.

To complete the program, a 2.4 grade or higher is required in all Medical Assisting (CMA) courses and a 2.0 GPA or higher is required in all other courses.

Medical Assisting Certificate

PREREQUISITES

BUS	169	Computer Skills	5
		-OR- BCT 111 Equivalent course can be substituted	
AMA	117	Medical Terminology	5

TECHNICAL SPECIALTY COURSES

CMA	101	Introduction to Medical Assisting	5
CMA	102	Fundamentals of Administrative Medical Assisting	4
CMA	103	Fundamentals of Clinical Medical Assisting	8
CMA	104	Billing and Coding Procedures	5
CMA	105	Phlebotomy and Laboratory Procedures	8
CMA	106	Administrative and Clinical Practice/Review Lab	7
CMA	107	Medication Administration & Pharmacology	8
CMA	108	Medical Assisting Practicum (Externship)	12
TOTAL PROGRAM CREDITS			57

Medical Assisting Associate of Applied Science (A.A.S.T) Transfer Degree

The Associate of Applied Science Degree in Medical Assisting provides a more liberalized education than the certificate program, and many employers view the A.A.S.-T degree as a sign of increased competency and readiness for career or salary advancement. The Medical Assisting program is a competency-based curriculum that uses a combination of online learning, hybrid, and face-to-face classes.

North Seattle College's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (CRB-AAMAE). CAAHEP 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. Graduates of this program are eligible to sit for the Certified Medical Assistant (CMA) exam following graduation and are also eligible for the Washington State Medical Assistant – Certified License upon completion of the entire Medical Assisting program, including the externship. The CMA credential is obtained through a national exam given by the AAMA.

Medical assistants enjoy an exciting, challenging career that is essential to patient care. Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and it requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The North Seattle College program requires self-motivation, time-management skills, critical thinking, attention to detail, the ability to read and comprehend college-level texts in English, and the ability to write accurately and communicate in English. It also requires psychomotor skills and sufficient vision, hearing, and manual dexterity to perform procedures.

In addition to the various fees charged by the college, students will have additional expenses, such as lab fees, scrubs and accessories, physical examination costs, and program costs, including background checks, a \$50 application fee, and an immunization registry that is online.

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

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

To complete the program, a 2.4 GPA or higher is required in all CMA courses and prerequisites, and a 2.0 GPA or higher is required in all general education courses.

PREREQUISITES

AMA 117 Medical Terminology5

TECHNICAL SPECIALTY COURSES

CMA 101 Introduction to Medical Assisting5
 CMA 102 Fundamentals of Administrative Medical Assisting4
 CMA 103 Fundamentals of Clinical Medical Assisting . . .8
 CMA 104 Billing and Coding Procedures5
 CMA 105 Phlebotomy and Laboratory Procedures8
 CMA 106 Administrative and Clinical Practice/Review Lab .7
 CMA 107 Medication Administration & Pharmacology . . .8
 CMA 108 Medical Assisting Practicum (Externship) . . .12

TOTAL TECHNICAL SPECIALTY CREDITS 57

GENERAL EDUCATION/RELATED INSTRUCTION

Human Relations5
 Choose one of the following: BUS 236 preferred, HUM 105, SOC&101 or other HR designated course. HUM 105 is required for transfer to BAS in Allied Health at Seattle Central.
 US Cultures/Global Studies Elective5
 Five credits selected from a list of approved U.S. Cultures or Global Studies courses.
 Qualitative and Symbolic Reasoning5
 Five credits selected from a list of approved Qualitative and Symbolic Reasoning courses. Math& 146 is recommended and is required for transfer to BAS in Allied Health at Seattle Central and must be taken within 5 years of applying.
 Communication5
 Five credits selected from a list of approved Communications courses. English 101 required for transfer to BAS in Allied Health at Seattle Central.
 Natural World5
 Five credits selected from a list of approved Natural World courses. Nutrition or Chemistry recommended. Biology or Chemistry are required for the BAS in Allied Health at Seattle Central. Check their course requirements if transferring.

Electives.5
 Any electives to total 90 needed credits for a degree. (Prerequisites may count as electives.) The BAS in Allied Health at Seattle Central has required courses that should be used as electives. ENGL& 102, Humanities (VLPA) course*, Natural Science (NW) course, Social science (ICS) courses. Check their course requirements if transferring.

DEGREE TOTAL CREDITS 90

Note: No more than 15 credits of studio/performance VLPA credits will count toward the BAS degree.

Medical Office Administration Certificate

An option of the Medical Assisting program, this program is intended to prepare the student for work in the administrative, clerical, and management areas of an ambulatory care setting. It covers anatomy and physiology, terminology, pathology, safety, communication, professionalism, and job search skills to enhance understanding in the clinic/office. No hands-on patient care tasks or procedures are included.

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

PREREQUISITES

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

General: A high school diploma or GED or 18 years of age.

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

AHE 103 Math for Health Careers3
 BUS 169 Using Computers in Business5
 Following can be substituted:
 IT 101 Software Applications5
 ENGL&101 English Composition I5
Following can be substituted:
 ENGL& 230 Technical Writing3
 -OR- AHE 100 Critical Thinking and Communications for Healthcare5

TECHNICAL SPECIALTY COURSES

AHM 124 Introduction to Medical Transcription1
 AMA 100 Introduction to Health Care5
 AMA 101 Intercultural Communication in Patient Care . . .3
 AMA 102 Medical Law and Ethics2
 AMA 103 Ethical Concepts1
 AMA 104 Office Emergencies2
 AMA 106 Patient History-Documentation and Physical Exam1
 AMA 112 Credentials and Employment1
 AMA 114 Basic Psychology Principles1
 AMA 115 HIV/AIDS1
 AMA 120 Front Office Basics4
 AMA 121 Patient Scheduling1
 AMA 122 Medical Records and Correspondence1
 AMA 123 Daily Financial Management1

AMA	125	Introduction to Medical Insurance and Coding . . .	5
AMA	170	AP/Terminology/Pathology 1 - Introduction . . .	2
AMA	171	AP/Terminology/Pathology 2 - Skin/Senses . . .	1
AMA	172	AP/Terminology/Pathology 3 - Digestive System . . .	1
AMA	173	AP/Terminology/Pathology 4 - Male/ Urinary System	1
AMA	174	AP/Terminology/Pathology 5 - Female Reproductive	1
AMA	175	AP/Terminology/Pathology 6 - Nervous System	1
AMA	176	AP/Terminology/Pathology 7 - Endocrine System	.1
AMA	177	AP/Terminology/Pathology 8 - Musculoskeletal 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 System	1
AMA	181	AP/Terminology/Pathology 12 - Specialties . . .	1
AMA	226	Medical Insurance Coding 1	1
AMA	227	Medical Insurance Billing	2
AMA	230	Medical Office Management	3
AMA	246	Patient Prioritizing and Instruction	1

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace	5
A non-modular (not self-study) course required for the program.			

TOTAL PROGRAM CREDITS 41

If an internship is desired, CWE 110 Internship can be taken through the college. See program director.

Parent Education**Workforce Instruction Division**

The Pharmacy Technician Certificate program is designed to prepare students for the diverse pharmacy workplace. The program is approved by the Washington State Board of Pharmacy to prepare students to work in various pharmacy settings. Students learn basic pharmacy skills (reading prescriptions, order entry, IV medication prep, etc.). The program is accredited by the American Society of Health-System Pharmacists (ASHP).

Pharmacy Technician**Health & Human Services Division**

The Pharmacy Technician Certificate program is designed to prepare students for the diverse pharmacy workplace. The program is approved by the Washington State Board of Pharmacy to prepare students to work in various pharmacy settings. Students learn basic pharmacy skills (reading prescriptions, order entry, IV medication prep, etc.). The program is accredited by the American Society of Health-System Pharmacists (ASHP).

Pharmacy Technician Certificate**PREREQUISITES**

- College transcript showing successful completion of ENGL 098 with final placement into ENGL& 101 or placement into ENGL& 101 within last two years of application date
- College transcript showing successful completion of MATH 097 Elementary Algebra or equivalent or placement into MATH 098 Intermediate Algebra within one year of application date
- Higher level ENGL or MATH classes must be taken within the last five years of application date.
- High School Diploma or GED
- Must be 18 years of age
- Additional Information/Requirements:
 - National Background Check
 - Immunizations are required to be placed into externship
 - HIV/AIDS education minimum of 4 hours per WA State Pharmacy Quality Assurance Commission requirements
 - Active WA State Pharmacy Assistant License/Registration

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

TECHNICAL SPECIALTY COURSES

AMA	117	Medical Terminology	5
PHA	115	Orientation to Pharmacy Practice	3
PHA	120	Pharmacy Calculations	3
PHA	130	Over the Counter Drugs	2
PHA	140	Sterile Products and Aseptic Technique I	3
PHA	141	Sterile Products and Aseptic Technique II	3
PHA	146	Communications in Pharmacy Practice	2
PHA	150	Pharmacology I	3
PHA	151	Pharmacology II	2
PHA	160	Pharmacy Technology I	3
PHA	161	Pharmacy Technology II	3
PHA	170	Pharmacy Records Management	5
PHA	180	Healthcare Systems, Insurance and Billing	2
PHA	185	Pharmacy Law and Ethics	3
PHA	190	Pharmacy Technician Externship	13
PHA	191	Job Skills and National Exam Preparation	1

TOTAL PROGRAM CREDITS 49

TOTAL PROGRAM CREDITS (Excluding Prerequisites) 56

Note: ** PHA 190: The Pharmacy Technician externship is usually split over a two-quarter time frame. A minimum of 13 credits, approximately 432 externship hours, must be completed satisfactorily for certification.

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

The Pharmacy Technician Associate of Applied Science degree provides a more liberalized education than the certificate. Many employers view the degree as a sign of increased competence and readiness for career or salary advancement. The program is approved by the Washington State Board of Pharmacy to train students to work in various pharmacy settings. Students learn basic pharmacy skills (reading prescriptions, order entry, IV medication prep, etc.). The program is accredited by the American Society of Health-System Pharmacists (ASHP).

PREREQUISITES

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

- College transcript showing successful completion of ENGL 097/098 with final placement into ENGL&101 or COMPASS placement into ENGL& 101 within last two years of application date.
- College classes must be taken within the last five years of application date.
- High School Diploma or GED.
- Must be 18 years of age
- Additional Information/Requirements:
 - National Background Check
 - Immunizations are required to be placed into externship
 - Active WA State Pharmacy Assistant License/Registration

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

To complete the program a 2.0 grade or higher is required in all courses.

TECHNICAL SPECIALTY COURSES

AHI	100	Introduction to Medical Vocabulary	3
PHA	112	Pharmacy Law	2
PHA	115	Orientation to Pharmacy Practice	3
PHA	116	HIV/AIDS and HIPAA Practice	1
PHA	120	Pharmacy Calculations	3
PHA	130	Over-the-Counter Drugs	2
PHA	140	Sterile Products and Aseptic Technique I	3
PHA	141	Sterile Products and Aseptic Technique II	3
PHA	145	Pharmacy Ethics	1
PHA	146	Communications in Pharmacy Practice	2
PHA	151	Pharmacology II	2
PHA	160	Pharmacy Technology I	3
PHA	161	Pharmacy Technology II	3
PHA	170	Pharmacy Records Management	5
PHA	190	Pharmacy Technician Externship.	13
PHA	191	Job Skills and National Exam Preparation	1

GENERAL EDUCATION/RELATED INSTRUCTION

BUS	236	Interpersonal Communications in the Workplace	5
		Communication Elective	5
		From an approved list of courses	
		Computation Elective	5
		From an approved list of courses	
		Natural World Elective	5
		From an approved list of courses	
		General Electives	16
		Sixteen credits of 100-level and above college courses	
		U.S. Culture or Global Studies Elective	5
		From an approved list of U.S. Culture/Global Studies elective courses	
TOTAL PROGRAM CREDITS (Excluding Prerequisites)			90

Phlebotomist

Phlebotomist Short-Term Certificate

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

PREREQUISITES

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

TECHNICAL SPECIALTY COURSES

AHE	118	Introduction to Phlebotomy I	5
AHE	119	Introduction to Phlebotomy II	7
TOTAL PROGRAM CREDITS			12

Real Estate

Business, Engineering & Information Technologies Division

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

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

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

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

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

Advanced Commercial Real Estate Certificate

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

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

PREREQUISITES

Real Estate Certificate classes listed below.

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

- RES 100 Real Estate Fundamentals5
 Recommend taken concurrently with
 RES 125 Applications for Real Estate Math

- RES 101 Technology for Real Estate5
 Following can be substituted:
 BUS 169 Using Computers in Business5
 RES 106 Real Estate Fraud1
 RES 140 Real Estate Sales and Practice3
 RES 170 Real Estate Law3
 RES 217 Real Estate Development and
 Sustainability3

TECHNICAL SPECIALTY COURSES

- RES 110 Introduction to Commercial Real Estate3
 RES 125 Applications of Real Estate Math2
 RES 141 Land Use Principles and Practice3
 RES 175 Introduction to Title3
 RES 202 Multifamily Property Management3
 RES 203 Property Management – Commercial3
 RES 260 Real Estate Finance – Commercial5
 RES 290 Commercial Sales and Leasing3
 RES 290 Fulfills WA DOL requirement for first real estate
 license renewal.
 RES 295 Commercial Real Estate Investment Analysis .2
 TOTAL PROGRAM CREDITS 26

Advanced Residential Real Estate Certificate

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

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

PREREQUISITES

Real Estate Certificate classes listed below.

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

- RES 100 Real Estate Fundamentals5
 RES 101 Technology for Real Estate5
 Following can be substituted:
 BUS 169 Using Computers in Business5
 RES 106 Real Estate Fraud1
 RES 130 Green Real Estate3
 RES 140 Real Estate Sales and Practice3
 RES 170 Real Estate Law3

TECHNICAL SPECIALTY COURSES

- RES 125 Applications of Real Estate Math2
 Students may challenge RES 125 by passing
 the RES 125 test.

RES	150	Residential Sales and Leasing Documentation.	1.5
RES	164	Real Estate Finance Residential	5
RES	210	Residential Property Investments	3
		Following can be substituted: RES 230 Business Practices of Brokerage Management	
RES	235	Sales and Marketing.	3

TECHNICAL SPECIALTY ELECTIVES

Choose from any two of the following:

RES	142	Inspecting the Condition of Real Estate.	3
RES	175	Introduction to Title.	3
RES	180	Basic Appraisal Principles	3
RES	190	Real Estate Escrow I	3

TOTAL PROGRAM CREDITS			25.5-27.5
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State of Washington, Department of Licensing, requires successful completion of RES 100 before taking the state real estate sales license exam. Also, DOL requires completion of RES 140 or RES 290 before the first license renewal.

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

Green Real Estate Short-Term Certificate

This certificate program provides a strong background and prepares students to specialize in green and sustainable real estate while working as brokers, builders, developers, home inspectors, architects, appraisers, and government staff.

TECHNICAL SPECIALTY COURSES

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

TOTAL PROGRAM CREDITS			16.5
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Real Estate Certificate

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

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

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals.	5
		(DOL pre-licensing educational requirement)	
RES	101	Technology for Real Estate.	5
		Following can be substituted:	
		BUS 169 Using Computers in Business I	
RES	106	Real Estate Fraud	1
RES	130	Green Real Estate.	3
		Following can be substituted:	
		RES 217 Real Estate Development & Sustainability	3
RES	140	Real Estate Sales and Practice	3
		(DOL pre-licensing educational requirement)	
RES	170	Real Estate Law	3
		(DOL continuing education clock hours)	

TOTAL PROGRAM CREDITS			18-21
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For up to date information on Real Estate certificates, degrees and courses, visit northseattle.edu/real-estate.

Real Estate Associate of Applied Science (A.A.S.–T) Transfer Degree

The Real Estate associate in applied science (AAS-T) degree is built upon the technical skills and essential education for advanced real estate job preparation, but also includes college-level general education component common to all the AAS-T degrees. The Real Estate AAS-T Degree is designed as a transfer program for those interested in an applied baccalaureate degree in the Community College system and, in particular, for students interested in the BAS – International Business degree or the BAS – Property Management degree here at North Seattle College or programs offered at Evergreen State College or Western Governor’s University.

Our program gives students a broad base of knowledge and training in the real estate field. Graduates will be prepared to enter the real estate field or start their own business in real estate sales, real estate finance, real estate investment, property management, title insurance, or escrow. As the students’ progress toward their degree, they will also acquire the certificates offered in the program.

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

TECHNICAL SPECIALTY COURSES

ACCT&	201	Principles of Accounting I.	5
ACCT&	202	Principles of Accounting II	5
ACCT&	203	Principles of Accounting III.	5
BUS&	201	Business Law.	5
RES	100	Real Estate Fundamentals.	5
		DOL Pre-licensing educational requirement	
RES	106	Real Estate Fraud	1
RES	125	Applications of Real Estate Math	2
RES	130	Green Real Estate.	3
		Following can be substituted:	
		RES 217 - Real Estate Development and Sustainability.	3

RES	140	Real Estate Sales and Practice	3
		DOL Pre-licensing educational requirement	
RES	164	Real Estate Finance Residential	5
		Following can be substituted:	
		RES 260 - Real Estate Finance - Commercial	5
RES	170	Real Estate Law	3
		DOL Continuing Education clock hours	
RES	177	Real Estate Taxes	1.5
RES	197	Real Estate Taxes, Tittle, & Escrow	3
RES	202	Multi-Family Property Management	3
		Following can be substituted:	
		RES 203 - Property Management - Commercials	3
RES	220	Real Estate Economics	3
RES	235	Sales and Marketing	3
		Technical Electives	5
		See Advising for a list of approved and recommended classes	

RELATED INSTRUCTION

ECON&	201	Micro Economics	5
ECON&	202	Macro Economics	5
ENGL&	101	English Composition I	5
		Must be eligible for English 101 through English Placement Exam or completion of English 097/098.	
MATH	116	Applications of Math: Mngmnt, Life and Soc Sci	5
		Following can be substituted:	
		MATH& 141 - Precalculus I	5
		-OR-	
		any MATH class with MATH&141 as a prerequisite	
		Natural World, the	5
		To transfer to an applied baccalaureate program, a lab course in physical, biological, and/or earth science is required.	
		U.S. Cultures	5
		Following can be substituted: Global Studies	5
		Recommended courses	
		HUM 105 - Intercultural Communications	5
		CMST 205 - Multicultural Communications	5

TOTAL PROGRAM CREDITS 91

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

Real Estate Property Management Certificate

North Seattle's Real Estate program prepares students for work in residential and commercial real estate sales, appraising, property management, green real estate, escrow, finance, and investment through a series of independent short certificates and an A.A.S. degree program. The program provides the skills and educational clock hours necessary to satisfy Washington State Department of Licensing and industry and continuing education requirements. Students learn from industry experts in settings emphasizing experiential learning.

TECHNICAL SPECIALTY COURSES

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

ELECTIVES

Select total of six elective credits from courses listed below:

BUS	236	Interpersonal Communications for the Workplace	5
RES	125	Applications of Real Estate Math	2
RES	164	Real Estate Finance Residential.	5
		Following can be substituted:	
		260 Real Estate Finance – Commercial	2
RES	202	Multifamily Property Management	3
RES	203	Property Management – Commercial	3
RES	204	Community Association Management	3

TOTAL PROGRAM CREDITS 26.5

Note: Most employers require property managers to be licensed real estate sales associates in the state of Washington and to be able to quickly learn and use industry-specific software.

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

Watch Technology Institute**Workforce Instruction Division**

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

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

Watch Technology Institute Certificate**TECHNICAL SPECIALTY COURSES**

HIN	111	Introduction to Watch Technology	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 Watchmakers Lathe.	6

HIN	123	Watch Technology II: Practicum	10
HIN	131	Watch Technology III: Winding and Setting Mechanism	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 Tech V: Introduction to Precision Timing	6
HIN	212	Watch Tech V: Introduction to Electronic Watches	6
HIN	213	Watch Tech 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 Courses	4
HIN	243	Watch Technology VIII: Practicum	8
TOTAL PROGRAM CREDITS:			164

Watch Technology Institute Associate of Applied Science (A.A.S.)

TECHNICAL SPECIALTY COURSES

HIN	111	Introduction to Watch Technology	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 Watchmakers Lathe	6
HIN	123	Watch Technology II: Practicum	10
HIN	131	Watch Technology III: Winding and Setting Mechanism	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 Tech V: Introduction to Precision Timing.	6
HIN	212	Watch Tech V: Introduction to Electronic Watches	6
HIN	213	Watch Tech 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 Courses	4
HIN	243	Watch Technology VIII: Practicum	8

GENERAL EDUCATION COURSES

BUS	236	Interpersonal Communications for the Workplace	5
Following can be substituted: Other Approved Human Relations Course			
ENGL&101	English Composition I		5
MATH&107	Math in Society		5
U.S. Cultures		5
Following can be substituted: Global Studies courses Select from approved list. See Advising Center.			

GENERAL EDUCATION CREDITS	20
TOTAL PROGRAM CREDITS	184

Work Experience/Cooperative Education

Workforce Instruction Division

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

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

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