



North

Seattle Community College

Welcome

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

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

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

Come for a visit and learn how North changes lives.

VISION

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



GETTING STARTED at North

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

MISSION

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

CORE THEMES

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

Academic & Student SUPPORT SERVICES



ADVISING

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

Advising provides resources and educational planning for students seeking college transfer degrees, career training degrees and certificates, and students enrolled in Adult Basic Education (ABE), English as a Second Language (ESL), General Equivalency Diploma (GED) and Adult High School Completion programs.

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

CAREER SERVICES and INTERNSHIPS

Career Services

(206) 934-3685 ■ CareerServices@seattlecolleges.edu
northseattle.edu/career-services

Career Services provides students with full-time and part-time job listings, job search training, labor market information, and assistance clarifying career and occupational goals. The WorkSource Affiliate North Seattle, located in the Opportunity Center for Employment and Education, offers a wealth of job search resources, workshops, and events designed to help students and all job seekers find employment.

Internships

(206) 934-3787
northseattle.edu/services/internships/

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

FACTS at a Glance*

2010–2011 ANNUAL PROFILES

Annual attendance 2010–2011 16,346

Special Enrollments

Distance Education	6,871
Running Start	355
International Students	979
Worker Retraining	705

FALL 2011 PROFILES

Students **

Median age	30.8
Ethnic diversity	39%
Male/Female	40%/60%
With bachelor or higher degrees	30%
Employed	65%
full-time	38%
With dependents	30%
single parents	7%
Full-time/Part-time attendance	31%/69%

Programs

Academic Transfer	48%
Workforce Education	31%
Basic Skills	14%
Pre-college and Others	7%

Courses

State-funded	91%
Contract-supported	1%
Student-supported	8%

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

** State-funded

CLASS SCHEDULE Quarterly

northseattle.edu/schedule

Each college produces a quarterly Class Schedule listing the specific courses being offered that quarter. This schedule is available approximately six weeks before the start of each quarter in both printed and online formats. To receive a printed copy, call (206) 934-3600 to be put on the mailing list. View or download the online class schedule at the website above.

COMPUTER Labs

(206) 934-3630

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

Students at North have access to 70 computers in the Library and 50 more in the open computer lab in IB3303. In addition, all students with a NSCC NetID account can access the North wireless network from many areas on campus.

COUNSELING

(206) 934-3676

northseattle.edu/counseling

Counseling offers North students individual appointments, classes and workshops, and online self-help to identify career interests, select programs of study, and investigate careers and majors. Counseling also helps students improve concentration, study skills, test taking, time management and other academic skills; locate referral resources; and manage stressful situations.

DISABILITY Services

(206) 934-3697 ■ FAX (206) 934-3958

TTY (206) 934-0079

northseattle.edu/disability-services

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

Disability Services provides or arranges a variety of auxiliary services such as sign language interpreters, assistive technology, exam modifications and academic assistance.

To avoid delays, auxiliary requests such as Braille and books on tape require six weeks advance notice. Interpreting services for ongoing classes require four weeks notice and interpreting services for special requests or one-time services need at least one week notice.

This office also offers consultations to faculty and staff to help design accommodations that provide equal access.

For specific details and additional information on eligibility and policies, see page 47.

DISTANCE LEARNING/eLearning

(206) 934-3738

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

See page 24 for complete information on eLearning options.

INTERNATIONAL Programs

(206) 934-3672 ■ international@seattlecolleges.edu

FAX (206) 934-3794

ip.northseattle.edu

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

See page 27 for more information.

LIBRARY and MEDIA SERVICES

(206) 934-3607
library.northseattle.edu

Library and Media Services offers a wide range of books, eBooks, journals, magazines, DVDs, videos, CDs, digital cameras and digital voice recorders for checkout or use in the library or classroom. Computer workstations provide access to the online library catalog, the Internet, databases, magazines, eJournals, journals, newspapers, encyclopedias and more. Students have access to the collections of all Seattle Community Colleges and a national library collection database. Librarians can help students take full advantage of library resources. The librarians also offer for-credit classes in information literacy.

Media equipment available includes VCRs, televisions, DVD and CD players, sound systems, video cameras, computers with data projectors and document cameras. Housed in Media is a new service called Student Instructional Media Production Center (SIMPC) where students get support and help with incorporating multimedia (digital/analog) into their assignments and presentations. Listening/viewing carrels, individual study carrels and group study rooms are available throughout the library.

Opportunity Center for EMPLOYMENT & EDUCATION

(206) 934-6199
northseattle.edu/ocee

The Opportunity Center for Employment & Education (OCE&E) brings together multiple state agencies, community-based organizations and community colleges to help customers achieve self-sufficiency through education and employment. The Center offers an enhanced experience for the unemployed, the underemployed, students and their families. It provides access to WorkSource employment services, Department of Social & Health Services benefits, North's Workforce Education resources, and numerous other employment, education and social services organizations – all conveniently located in one building at North Seattle Community College.

TESTING Center

(206) 934-3674
northseattle.edu/testing

Students seeking a degree or certificate or enrolling in most English or mathematics classes (or classes with English or mathematics prerequisites) must take the COMPASS placement tests prior to registration. These tests help the student and advisor to select appropriate

classes. The placement tests are offered during weekly drop-in hours. ESL placement tests and GED exams require appointments. For testing schedule and detailed information, visit the website or the Testing Center.

Prepare for the Test

www.beforeyoutest.org

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

TUTORING Services

There are three major tutoring centers at North Seattle Community College and many departments offer subject-specific tutoring arranged through the department secretary.

The Loft

(206) 934-0078
northseattle.edu/tutoring/loft-writing-center

The Loft Writing Center is located in the Library and offers tutoring assistance on reading, writing, listening or speaking assignments for any class offered at North. The multimedia lab in The Loft offers computer software intended to strengthen skills in reading, writing, listening, vocabulary, spelling and pronunciation in English and other languages.

The Math/Science Learning Center (MLC)

(206) 934-3746 Room ED1845A
northseattle.edu/tutoring/math-learning-center

The Math/Science Learning Center offers free tutoring assistance to all North students currently enrolled in math, physics, chemistry or computer science classes. Biology tutoring is also offered in a lab setting. In addition to peer tutors, the MLC provides computers and various references. Students are encouraged to use the MLC as an avenue to start a study group and to share ideas.

Accounting and Business Learning Center

(206) 934-3730
northseattle.edu/tutoring/business-accounting-tutoring

The Accounting & Business Learning Center offers students coaching on accounting and business statistics questions and problems. Other Business Engineering & Information Technology (BEIT) Division programs that offer tutoring help include Real Estate, Electronics and Information Technology. Contact your BEIT faculty or the BEIT Division Office for information on tutoring locations and times.

Student LIFE

VETERANS Services

(206) 934-3699

northseattle.edu/office-veterans-affairs

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

See page 33 for financial aid information.

WOMEN'S Center

(206) 934-3696

northseattle.edu/womens-center

The Women's Center assists students, both women and men, who need information and referrals regarding housing, health care, child care, transitional housing, family planning and more. The center provides referrals for domestic violence, sexual assault, divorce, and personal and family counseling. It also sponsors programs on gender issues.

WORKFIRST Programs

(206) 934-3787

wfenscc@seattlecolleges.edu

northseattle.edu/workforce-education

The WorkFirst Program is designed for students receiving cash assistance from Temporary Assistance for Needy Families (TANF) who wish to upgrade their skills to prepare for better jobs. Participating students receive funding for tuition and books. Program components include:

Basic Education Program

This program offers the opportunity to earn a GED, prepare for career/technical programs and develop employable skills.

Job Skills Training

Job Skills Training offers short-term training programs. These programs enable students to build a college credit base as they acquire solid industry-focused skills. Programs include Certified Nursing Assistant, Medical Assistant, Broadband Cable Technician, Customer Service and more.

High-Wage/High-Demand Job Training Program

The High-Wage/High-Demand Program provides training for high-demand occupations in the Seattle/King County area that offer average starting wages of more than \$15 an hour. Programs include Computerized Accounting, Medical Assistant, and more.

ART Gallery

(206) 934-4557

northseattle.edu/programs/art

The NSCC Art Gallery is a professional art gallery featuring artwork by regional artists working in a range of media. The gallery hangs six different exhibitions annually, including a student show in spring. It is located next to the bookstore in IB 1430.

11am–3pm, Mon–Fri

5pm–8pm, Wed and Thurs evenings

BOOKSTORE

(206) 934-4678

northscc.bkstore.com/

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

CHILDCARE Center

(206) 934-3644

northseattle.edu/child-care

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

7:30am–4pm, Mon–Fri

FOOD Services

(206) 934-3728

northseattle.edu/dining-services

The Espresso Lounge features Caffe Vita coffee, other drinks, an array of fresh pastries and sweets, and healthy, locally-prepared breakfast items. The North Star Cafe serves breakfast and lunch M-F and features a rotating menu of regional and international entrées, gourmet pizza and burgers, and a selection of vegetarian and dietary-friendly options. Both venues feature local, sustainable ingredients. The Espresso Lounge can be opened for special events, and food services also offers special event catering services. See website for hours.

HOUSING

(206) 934-3641

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

SAFETY & SECURITY

(206) 934-3636

northseattle.edu/safety

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

See page 44 for additional information on personal safety.

STAGE ONE THEATER

(206) 934-3661

northseattle.edu/programs/theater/stage-one-theater

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

Student ATHLETICS

(206) 934-3745 Men's Basketball Program

(206) 934-3773 Women's Basketball Program

northseattle.edu/storm

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

Student CLUBS

(206) 934-3641

studentleadership.northseattle.edu/clubs

Clubs provide students with opportunities to develop leadership skills and to promote personal and intellectual growth. Participation provides experience in planning, organizing and working in teams. For information about the types of student clubs, contact the program coordinator or visit the Student Leadership and Multicultural Programs Department in the College Center building.

Student GOVERNMENT

(206) 934-3641

studentleadership.northseattle.edu

The Student Leadership Council, North's official student government, identifies and represents the interests of the student body to the college administration. Members work collaboratively with campus staff to provide programs and services that enhance and support students' academic success. Members receive a stipend and training and mentoring designed to strengthen their leadership skills and to provide a foundation for success.

Student INSURANCE

For information on student injury and sickness insurance, contact the Cashier's Office at 206-934-3627 or visit northseattle.edu/cashiers-office/student-insurance

See page 38 for information on Student Insurance.

Student LEADERSHIP & MULTICULTURAL Programs

(206) 934-3643

northseattle.edu/student-programs

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

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

AFFILIATE Organizations

TRANSPORTATION & PARKING

(206) 934-0060

northseattle.edu/transportation

North is served by several Metro bus routes. Carpooling, walking, busing, biking and van pooling are encouraged and incentives may be provided. Students registered for 10 or more credits are eligible to purchase a discounted ORCA transit pass issued by the college through the Cashier's Office. ORCA passes may be used to ride Community, Everett, Kitsap, Metro, Pierce and Sound Transit. Contact the transportation coordinator in security at (206) 934-0060 for more information.

Parking

(206) 934-3636

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

WELLNESS CENTER / Student Recreation

(206) 934-3631

Information Line (206) 934-3649

northseattle.edu/wellness-center

The Wellness Center offers a variety of fitness activities such as yoga, Pilates, resistance training and cardiovascular training. The Wellness Center fee of \$1.25 per credit up to 10 credits entitles students to use the facility and to participate in free, drop-in sessions.

ALUMNI Association

(206) 934-3604

northseattle.edu/edfund/alumni

The Alumni Association of North Seattle Community College was established to build and sustain meaningful relationships with our former students in order to foster the success of current and future students. All students who have attended the college, even if they did not complete a certificate or degree, are considered alumni. The goals of the Alumni Association are to provide alumni recognition; encourage participation in lifelong learning; offer professional development and networking opportunities; establish volunteer opportunities, including mentorship for current students; and gather feedback to enhance college programs and services. Membership is free. Join online at northseattle.edu/edfund/alumni.

North Seattle Community College EDUCATION FUND

(206) 934-3604

NSCCEducationFund@seattlecolleges.edu

northseattle.edu/edfund

A non-profit 501(c)(3) organization guided by a volunteer board of directors comprised of community and business leaders, the Education Fund provides support for students through scholarships and emergency assistance and for faculty and staff through professional development grants. It also purchases classroom equipment and supports programs that benefit students. Students and North employees interested in scholarship and grant applications should contact the Education Fund office.

PROGRAMS OF STUDY at North

8 Educational Directions

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

GENERAL EDUCATION Definition and Rationale

See page 4.

GENERAL EDUCATION Essential Learning Outcomes

North Seattle Community College serves a diverse student population with a wide variety of education backgrounds and goals. As a learning community, we foster and promote the following outcomes:

KNOWLEDGE

- Facts, theories, perspectives and methodologies within and across disciplines

INTELLECTUAL AND PRACTICAL SKILLS, INCLUDING

- critical thinking and problem-solving
- communication and self-expression
- quantitative reasoning
- information literacy
- technological proficiency
- collaboration: group and team work

PERSONAL AND SOCIAL RESPONSIBILITY, INCLUDING

- civic engagement: local, global, and environmental
- intercultural knowledge and competence
- ethical awareness and personal integrity
- lifelong learning and personal well-being

INTEGRATIVE AND APPLIED LEARNING

- Synthesis and application of knowledge, skills, and responsibilities to new settings and problems

ASSOCIATE OF ARTS DEGREE

Learning Outcomes

See page 5.

ASSOCIATE OF SCIENCE DEGREE

Learning Outcomes

Students completing the Associate of Science degree should:

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

1 | ACADEMICS

College Transfer at North

ACADEMIC PROGRAMS

(206) 934-7306

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

For detailed information on the A.A. degree, see pages 5-9.

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

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

College transfer courses are offered in several disciplines, including:

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

ASSOCIATE OF ARTS DEGREE (A.A.) Direct Transfer Agreement

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

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

ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree

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

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

Two different study options are offered:

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

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

ASSOCIATE OF SCIENCE (A.S.)

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

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

ASSOCIATE IN BUSINESS (A.B.)

Direct Transfer Agreement

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

NOTE: New students must complete the degree requirements outlined here. Returning students may choose to fulfill requirements in effect through Summer Quarter 2008. Students who choose this option will have through Summer Quarter 2013 to complete their degree.

Associate in Business Requirements

This degree shall be granted only to students who have completed 90 college level credits with a minimum cumulative 2.0 GPA.

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

GENERAL EDUCATION REQUIREMENTS

Communication Skills

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

Quantitative/Symbolic Reasoning Skills/Intermediate Algebra Proficiency

MATH 116	Applications of Math to Management, Life & Social Sciences	5
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Visual, Literary, and Performing Arts

Choose from a minimum of two different prefixes*		15
<i>*One U.S. Cultures class. See advisor for other electives.</i>		

Individuals, Cultures, and Societies

ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
Non-ECON& prefix course		5

The Natural World

MATH& 148	Elements of Calculus	5
Physical, biological, and/or earth sciences		10
<i>(at least one 5-credit laboratory course must be included)</i>		

BUSINESS REQUIREMENTS

ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
BUS 200	Law & Society	5
-OR-		
POLS& 200	Intro to Law	5
-OR-		
BUS& 201	Business Law	5
BUS 210	Business & Economic Statistics	5
-OR-		
MATH 109	Elementary Statistics	5
General Electives*		5
TOTAL CREDITS		90

Degrees & Certificates in FINE ARTS

Arts, Humanities and Social Sciences Division

(206) 934-3709

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

Certificate of Fine Arts in Art

Candidates for the Certificate of Fine Arts (C.F.A.) in the field of Art must complete a minimum of 85 credits in college transfer-level courses with a GPA of 2.0 or better. At least 15 of these credits must be taken at North. The C.F.A. certifies completion of approved work and is suitable for art professionals, but it is not a transfer or workforce certificate. Please see the Associate of Fine Arts degree for transfer information.

Art students are required to be advised by a full-time art faculty member. Some art courses are offered only once a year, so consultation is critical. Any course substitutions require approval. Faculty recommend two studio courses per quarter as maximum. Although it may be possible to complete the C.F.A. in two years, more time is encouraged to better assimilate skills and allow for more flexible scheduling. Students must submit a portfolio of at least eight pieces during their final quarter for final approval by faculty, in order to be granted the C.F.A.

Most General Education requirements are met by art course content – communication by ART 251, 252, or 253 (offered at Seattle Central) and human relations by ART 290. However, students must take a 5-credit computation course.

REQUIRED ART COURSES

ART&	101	Design	5
ART	102	3-D Design (Spring Quarter only)	5
ART	111	Drawing	5
ART	112	Figure Drawing	5
ART	113	Figure Drawing	5
ART	251, 252, 253	Art History (5 ea.) (offered through Seattle Central)	15
ART	290	The Art Business	5
Approved ART ELECTIVES (either group)*			4-5
Approved ART Electives – Group 1*			15
Approved ART Electives – Group 2**			12-15

GENERAL EDUCATION REQUIREMENT

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

TOTAL CREDITS	81-85
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***APPROVED ART ELECTIVES**

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

***Group 1: 2-Dimensional Art**

ART	110	Visualizing Science & Technology	5
ART	114, 115	Digital Photography	5 ea.
ART	121, 122, 123	Printmaking	5 ea.
ART	201, 203	Painting	5 ea.
ART	205, 206, 207	Watercolor	5 ea.
ART	210, 214	Computer Art	5 ea.

****Group 2: 3-Dimensional Art**

ART	211, 212, 213	Sculpture	5 ea.
ART	221, 222, 223	Ceramics	5 ea.
ART	281, 282, 283	Jewelry Design	5 ea.
ART	285	Metal Techniques for Small-Scale Sculpture	5

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

Candidates for the Associate of Fine Arts in Art must complete a minimum of 100 college transfer-level course credits with a GPA of 2.0 or higher. At least 15 credits must be earned at North.

The A.F.A. degree does not currently transfer with the same transfer rights to area colleges as the A.A. degree. However, it is accepted by The Evergreen State College and some other colleges. Students seeking a Bachelor of Arts or Bachelor of Fine Arts degree should consult North's A.A. degree requirements, their art advisor, and the university to which they intend to transfer about equivalency requirements.

All A.F.A. students in art must have an art advisor to plan their program. All studio art courses must be taken in sequence. Not all courses are offered each quarter. Substitutions require approval.

Along with the art course requirements, the A.F.A. in Art has General Education requirements. During the final quarter students must submit a portfolio of at least eight pieces for evaluation.

REQUIRED ART COURSES

ART	101	Design	5
ART	102	3-D Design (Spring Quarter only)	5
ART	111	Drawing	5
ART	112	Figure Drawing	5
ART	113	Figure Drawing	5
ART	251, 252, 253	Art History (5 ea.) (offered through Seattle Central)	15
ART	290	The Art Business	5
Approved ART ELECTIVES*			20-25

GENERAL EDUCATION REQUIREMENTS

ENGL& 101, 102	Composition (5 ea.)	10
Computation		5
<i>Select from MATH& 107 or higher, BUS 116, BUS 152 or ACCT 110 or higher.</i>		

Visual, Literary & Performing Arts (non-Art)	5
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Individuals, Cultures & Societies	5
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The Natural World	5
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TOTAL CREDITS	95-100
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***APPROVED ART ELECTIVES**

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

Group 1: 2-Dimensional Art

ART	110	Visualizing Science & Technology	5
ART	114, 115	Digital Photography	5 ea.
ART	121, 122, 123	Printmaking	5 ea.
ART	201, 203	Painting	5 ea.
ART	205, 206, 207	Watercolor	5 ea.
ART	210, 214	Computer Art	5 ea.

Group 2: 3-Dimensional Art

ART	211, 212, 213	Sculpture	5 ea.
ART	221, 222, 223	Ceramics	5 ea.
ART	281, 282, 283	Jewelry Design	5 ea.
ART	284	Bench Techniques & Practices in Metal	5
ART	285	Metal Techniques for Small Scale Sculpture	5

Certificate in Jewelry Design (C.J.D.)

Candidates for the Certificate in Jewelry Design must complete 60 credits in college transfer-level courses with a 2.5 or better. The required jewelry design classes (25 credits) must be taken at North. Upon completion of the required courses, a student must exhibit at an approved venue a solid body of work expressing their mastery of materials. Final approval and recommendation to award the C.J.D. rests with the art faculty.

The Certificate in Jewelry Design certifies completion of approved work, and is suitable for students currently working in art, but it is not a transfer or workforce certificate. Students seeking a B.A. or B.F.A. should consult North Associate of Arts degree requirements and the graduation requirements of the university to which they intend to transfer.

All C.J.D. art students must plan their program with an art advisor. Some of the art courses are offered only once a year, so consultation is critical. This certificate is a four-quarter program that can be completed in the following Summer Quarter. Substitution may be made only with the approval of the art advisor and the Dean of Arts, Humanities & Social Sciences.

Most General Education requirements for this certificate are met by course content in various art courses: Communications by ART 251, 252, 253; Human Relations by CMST 210& or CMN 125 or CMST& 230 or 165; however, students must take a 5-credit computation course (ACCT 110 or above).

REQUIRED JEWELRY DESIGN COURSES

ART 281	Jewelry Design I	5
ART 282	Jewelry Design II	5
ART 283	Intro to Alloying & Casting	5
ART 284	Bench Techniques & Practices in Metal	5
ART 285	Metal Techniques for Small Scale Sculpture	5

REQUIRED ART COURSES

ART 251, 252, OR 253	Art History (offered through Seattle Central)	5
ART 101	Design	5
ART 111	Drawing	5
ART 210	Computer Art	5
ART 290	The Art Business	5

GENERAL EDUCATION REQUIREMENTS

Communication	5
<i>Met by ART 251, 252, 253 above</i>	
Human Relations	5
<i>Select from CMST& 210 or 230</i>	
Computation	5
<i>Select ACCT 110 or above</i>	

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

Candidates for the Certificate in Fine Arts in Acting must have successfully completed 90 credits in college transfer-level courses with a GPA of 2.0 or better. At least 30 credits must be earned at North and the final quarter of enrollment must be at North.

The Certificate in Fine Arts: Acting is not a transfer program, so students seeking a B.A. or B.F.A. in Drama should consult the degree requirements for the Associate of Arts degree at North and the graduation requirements for the university at which they intend to enroll. C.F.A. students in drama must have a drama advisor so that they can plan their two-year program. Students who wish to receive this certificate must submit a portfolio of work and/or a special performance during their final quarter for

evaluation by the drama faculty. The specific courses are to be planned with the drama advisor who will also review and recommend final certification. Substitutions may be made only with the approval of the drama advisor and Humanities Associate Dean.

General Education requirements of 5 credits each are met by communication, computation and human relations courses.

REQUIRED DRAMA COURSES

DRMA 121	Beginning Acting	5
DRMA& 101	Intro to Theatre	5
DRMA 122, 123	Intermediate Acting (5 ea.)	10
DRMA 221, 222, 223	Advanced Acting (5 ea.)	15
DRMA 298	Portfolio or Public Performance	5

DRAMA-RELATED ELECTIVES

20-25

Select 20 credits from the Drama-related list below.

TECHNICAL THEATER ELECTIVES

15

Select 15 credits from Technical Theater list below.

GENERAL EDUCATION REQUIREMENTS

All General Education credits should be completed by 4th quarter.

Communication	5
<i>Select from CMST& 101, 220, 230 (5 ea.)</i>	
Computation	3-5
<i>Select from MATH& 107, BUS 116 or ACCT 110 (5 ea.) or MATH 110 (3 credits)</i>	
Human Relations	5
<i>Select from PSYC 245, SOC 102 or PSYC& 100 (5 ea.)</i>	

TOTAL CREDITS	88-90
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DRAMA-RELATED ELECTIVES

Choose 20 credits from

ART& 100	5
ART 251, 252, OR 253 (offered only at Seattle Central)	5 ea.
DRMA 116	4
DRMA 108, 109, 110, 200, 201, 202, 271, 272, 273, 291, 292, 293, 298.	variable 2-5
ENGL& 112, 224, 225, 226, 227, 228, 244, 245, 246	5 ea.
ENGL 258	5
HUM 104, 110, 200	5 ea.
MUSC 100	5
MUSC 121, 122, 123, 126, 127, 128	2 ea.
MUSC 140	variable 1-5

TECHNICAL THEATER ELECTIVES

To be taken for 2-5 credits each, in at least 3 different quarters. Students should confirm their credit needs before enrolling.

DRMA 211, 224, 231, 241, 251, 261	variable 2-5
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Special Opportunities for UPPER DIVISION COURSES

EASTERN WASHINGTON UNIVERSITY AT NORTH SEATTLE COMMUNITY COLLEGE

(509) 359-6254 (EWU Dept of Engineering & Design)
www.ewu.edu/CSHE/Programs/Engineering/NSCCEE

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

WASHINGTON STATE UNIVERSITY ONLINE

(206) 934-7306 North Advising

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

WESTERN WASHINGTON UNIVERSITY AT NORTH SEATTLE COMMUNITY COLLEGE

(206) 934-6052
www.wce.wvu.edu/Depts/TEOP/Seattle/Index

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

2 | CAREERS Professional-Technical Programs

See page 101 for these programs at North.

3 | CONTINUING Education

CONTINUING EDUCATION CLASSES

(206) 934-3705
learnatnorth.org

Continuing Education is committed to enriching lives by:

- Expanding Horizons
- Serving the Community
- Offering Opportunities for Lifelong Learning

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

CUSTOMIZED BUSINESS TRAINING

(206) 934-6075

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

4 | BRIDGE to COLLEGE/ PRE-COLLEGE

Basic & Transitional Studies Division
(206) 934-3709

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

BRIDGE TO COLLEGE PROGRAMS:

- Developmental Education
- Transitional English as a Second Language
- Concurrent High School / College Programs
- High School to College Preparation Programs

PRE-COLLEGE PROGRAMS:

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

Bridge to College Programs:

DEVELOPMENTAL EDUCATION

English, Mathematics and Human Development Courses

(206) 934-7303

northseattle.edu/programs/pre-college-english
northseattle.edu/programs/pre-college-math

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

TRANSITIONAL ESL

English as a Second Language

(206) 934-7303

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

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

CONCURRENT High School/ College Programs

Running Start

(206) 934-3682

runstart.northseattle.edu

Running Start is a program for high school juniors and seniors who qualify for college-level courses through placement testing. This program provides free or reduced-cost tuition for college-level courses that may count toward both high school requirements and college credit. Many students have completed their high school diploma requirements and a two-year college degree simultaneously through this program. Running Start students will pay some fees. Students who qualify for free or reduced cost lunch may have these fees waived.

See page 21 for more information.

High School to College PREPARATION PROGRAMS

Upward Bound

(206) 934-7762

nsccupwardbound@seattlecolleges.edu
webshares.northseattle.edu/upwardbound

Upward Bound, a program funded by the Department of Education, provides high school students with services that support better academic performance during high school and prepares them for college admissions and postsecondary completion. The program serves potential first generation college students and students from low-income households from Franklin and Roosevelt High Schools.

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

See page 22 for more information.

Pre-College Programs:

ADULT BASIC EDUCATION

(206) 934-7303

northseattle.edu/programs/abe-ged

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

ENGLISH as a Second Language (ESL)

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

GED Preparation

(206) 934-7303

northseattle.edu/programs/abe-ged

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

PREREQUISITE: Placement by orientation coordinator or instructor permission.

GED 050 GED Test Preparation

GED 051 GED Math

GED 060 Advanced GED Preparation

GED 061 Advanced GED Math

See page 22 for additional information.

HIGH SCHOOL COMPLETION

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

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

5 | DISTANCE EDUCATION/ eLearning

(206) 934-3738

www.virtualcollege.org

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

See page 24 for complete information on all eLearning options.

6 | INTERNATIONAL Programs

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

North Seattle Community College serves over 600 students from 50 countries who study in North's Intensive English Program, career training or college transfer programs. Many are also active in campus activities and organizations. New students must take either the ESL Placement Test or the COMPASS (college level) Test before starting school. Students who take the TOEFL test must have scores sent directly to North.

A three-day orientation program prepares students to begin a successful academic experience. The International Programs office is dedicated to helping students succeed in their studies and adjust to life in Seattle, offering assistance with admissions, academic and immigration advising, scholarships and housing.

Students study at different levels based on their English proficiency. Quarterly classes develop skills in conversation, listening, reading, writing, grammar, study skills, note-taking, vocabulary and American culture.

Advanced students may take regular college classes. Upon successful completion of the Intensive English Program (IEP) or testing into college-level English, students may enter one of the college's academic or technical programs.

See page 27 for more information.

TRAVEL/STUDY ABROAD

(206) 934-3672

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

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

7 | WORKER RETRAINING Program

WORKER RETRAINING

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

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

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

Worker Retraining benefits include:

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

See page 29 for additional information.

Professional-Technical PROGRAMS

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

ACCOUNTING

**Business, Engineering & Information Technologies Division
(206) 934-3730**

The Accounting program provides in-depth study in the field of accounting and advanced accounting studies for those preparing to take professional examinations. It leads to an accounting certificate or associate's degree and prepares graduates for employment in the industry.

It is recommended that three-quarter accounting sequences (e.g., 201, 202, 203) be completed at the same campus.

The Accounting program also offers short-term certificates in Accounting Office Assistant I & II, Not-for-Profit Management, Accounting Fraud, Accounting Achievement and Accounting/Bookkeeping I-Best.

Accounting

This two-year program prepares students for immediate accounting and future supervisory positions. The program includes accounting and business skills as well as college transfer and supporting courses designed to strengthen the students' self-assurance and leadership qualities.

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

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

BUS	124	Excel for Business	5
BUS	131	Integrated Communications I	5
BUS	169	Using Computers in Business*	5
BUS	200	Law & Society**	5
BUS	210	Business & Economic Statistics	5
BUS	236	Interpersonal Communications in the Workplace	5
CWE	110	Internship	3

GENERAL EDUCATION COURSES

Electives *			10
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* Must be selected from approved list of General Education courses; 5 credits in Multicultural, U.S. Cultures or Global Studies and 5 from remaining areas

*IT 101 may be substituted for BUS 169

** BUS& 201 may be substituted for BUS 200

TOTAL CREDITS			98
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Bookkeeping Certificate in Accounting

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

Certificate

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

BUS	124	Excel for Business	5
BUS	169	Using Computers in Business *	5
BUS	236	Interpersonal Communications for the Workplace	5
CWE	110	Internship	3

*IT 101 may be substituted for BUS 169

TOTAL CREDITS			43
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Certificate of Accountancy

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

Certificate**TECHNICAL SPECIALTY COURSES**

ACCT	251	Intermediate Accounting I	5
ACCT	252	Intermediate Accounting II	5
ACCT	254	Advanced Accounting	5
ACCT	256	Taxation of Corporations and Partnerships	5
ACCT	265	Accounting for Not-For-Profit & Governmental Entities	5
ACCT	270	Cost Accounting.	5
ACCT	271	Ethics in Accounting.	5
ACCT	275	Auditing	5

TOTAL CREDITS	40
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Computerized Accounting Technology

This certificate is a four-quarter program that provides computerized accounting skills using popular accounting software. The program bridges the gap between manual and computerized accounting systems with students gaining practical experience and expertise with basic and mid-range accounting systems. Graduates gain viable entry and/or advancement in the accounting job market with large and small organizations.

Certificate**REQUIRED COURSES**

ACCT	110	Intro to Accounting/Bookkeeping I	5
ACCT	120	Intro to Accounting/Bookkeeping II	5
ACCT	131	QuickBooks.	5
ACCT	257	Business Tax Accounting	5
ACCT	260	Peachtree Accounting.	5
ACCT	261	Accounting Information Systems	5
ACCT	267	Not-for-Profit Financial Management.	5
ACCT	268	Computerized Accounting Simulations	5
BUS	115	Computational Skillbuilding.	2
BUS	124	Excel for Business	5
BUS	169	Using Computers in Business	5
BUS	236	Interpersonal Communications in the Workplace	5
CWE	110	Internship	3
ENGL&	230	Technical Writing	3

TOTAL CREDITS	63
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Advanced Tax Preparation

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

Certificate**REQUIRED COURSES**

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

TOTAL CREDITS	35
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ALLIED HEALTH SCIENCES**Health & Human Services Division****(206) 934-3790**northseattle.edu/health/aas

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

Associate of Applied Science Degree (A.A.S.)**DEGREE CRITERIA INCLUDE:**

1. A North health occupation certificate with a minimum of 45 technical credits specific to that occupation. Graduates from similar programs at other Washington community colleges or accredited vocational-technical schools may also be candidates.
2. Completion of specific technical courses, related General Education or Related Instruction.
3. Completion of 90 credit hours.
4. An overall GPA of 2.0.

Other requirements may be established by faculty or administrative policies.

PROGRAM REQUIREMENTS FOR MEDICAL ASSISTING, PHARMACY TECHNICIAN & PRACTICAL NURSING:

- a. 45 (minimum) - 70 (maximum) vocational-technical credits.
- b. Minimum of 25 credits in General Education or Related Instruction courses: Communication (5); Computation/Quantitative Reasoning (5); Human Relations (5); and 10 credits from the list of approved courses for the A.A. degree, which must include 5 credits from Multicultural, U.S. Cultures or Global Studies.
- c. Up to 20 elective credits may be taken as necessary to complete the 90 credits required for the degree.

BIOMEDICAL EQUIPMENT TECHNOLOGY

Business, Engineering & Information Technologies Division
 (206) 934-3730

Biomedical Equipment Technology is a two-year program with core electronics classes and medical background including anatomy and physiology, hospital computer and specialized training procedures, and biomedical equipment. The program concludes with a one-quarter externship with students placed in a hospital or medical manufacturer for work experience.

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

TECHNICAL SPECIALTY COURSES

EEL	201	Industrial Transformers & Motors	5
EET	105	Intro to Technology	3
EET	109	Mathematical Applications for Circuit Analysis *	5
EET	114	Applied Physics *	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials II – A+ Certification Advanced.	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics.	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Advanced Analog Circuits	5
EET	170	Digital Circuits I	5
EET	171	Advanced Digital Circuits	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	286	Biomedical Equipment I	5
EET	287	Biomedical Equipment II	5
EET	297	Biomedical Technician Externship	4
CSC	110	or higher course	5

RELATED INSTRUCTION

AHI	100	Intro to Medical Vocabulary *	3
BIOL	128	Survey of Human Anatomy & Physiology *	5
BUS	112	Multicultural Issues in the American Workplace *	5
BUS	236	Interpersonal Communication for the Workplace *	5
CHEM&	121	Intro to Chemistry *	5
ENGL&	101	English Composition I **	5
TOTAL CREDITS			120

* This course has acceptable substitutes. See Advising Center.

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

BUSINESS

Business, Engineering & Information Technologies Division
 (206) 934-3730

The Business programs prepare students for the work-place demands of the local community and the economic challenges of the global marketplace. Day and evening programs offer a number of college transfer business courses, information technology and highly technical courses. Areas of specialization include management, professional office support, customer service, information technology support, project management and entrepreneurship. All programs strongly support the development of interpersonal skills.

Business also offers a short-term certificate in Administrative Specialist.

General Business

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

TECHNICAL SPECIALTY COURSES

ACCT&	201	Principles of Accounting I	5
ACCT&	202	Principles of Accounting II	5
BUS&	101	Intro to Business	5
BUS	112	Multicultural Issues in the American Workplace.	5
BUS	114	Intro to Marketing	5
BUS	131	Integrated Communications I *	5
BUS	169	Using Computers in Business	5
BUS	200	Law & Society	5
BUS	205	Human Resource Management.	5
BUS	210	Business & Economic Statistics	5
BUS	215	Intro to International Business	5
BUS	216	Professional Development	5
BUS	230	Business Communications	5
BUS	236	Interpersonal Communication for the Workplace.	5

* Eligible for ENGL& 101 through English placement exam or completion of ENGL 097/098.

GENERAL EDUCATION COURSES

10

10 credits from the following two lists:

At least 5 credits must be from the "A" List: ACCT 131, BUS 124, 125, 156, 182, 269, IT 111

"B" List: ACCT& 203, ACCT 255, BUS 116, 197, 299, ECON& 201, 202

ELECTIVES

10

Select 10 credits from an approved list. Contact the Advising Center.

NOTE: Students transferring to a four-year college must take 10 credits in behavioral science.

TOTAL CREDITS

90

Administrative Assistant

This program prepares students for employment as office support professionals and administrative assistants with computer literacy in information processing, spreadsheets, databases, presentation graphics, and word processing.

Certificate

TECHNICAL SPECIALTY COURSES

BUS	106	Keyboarding/Skillbuilding *	3
BUS	112	Multicultural Issues in the American Workplace	5
BUS	116	Business Math/Spreadsheets	5
BUS	117	Records Management	2
BUS	123	Word for Business	5
BUS	124	Excel for Business	5
BUS	125	Access for Business.	5
BUS	126	PowerPoint for Business	2
BUS	127	Outlook for Business	2-3
BUS	131	Integrated Communications I **	5
BUS	140	Customer Relations	5
BUS	216	Professional Development	5
BUS	230	Business Communications	5
BUS	270	Integrated Office Applications	5
CWE	110	Internship	3

* Prereq: BUS 105, take 105 and 106 concurrently, or 25 wpm accurate keyboarding. May be repeated twice to build required speed.

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

TOTAL CREDITS 62-63

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

Completion of Certificate Requirements. 62-63

RELATED INSTRUCTION

BUS&	101	Intro to Business	5
BUS	156	Intro to e-Business/Commerce	5
-OR-			
IT	111	Internet & Web Authoring Using XHTML	5
BUS	205	Human Resource Management	5
BUS	236	Interpersonal Communications for the Workplace.	5

GENERAL EDUCATION COURSES 10

10 credits from approved list. See Advising Center.

TOTAL CREDITS 92-93

Retail Management Certificate

The Retail Management Certificate provides a solid foundation in basic business management skills and an added course in retail management. This certificate was developed in collaboration with other community colleges around the state and the Western Association of Food Chains (WAFC). Two classes are taken online through Skagit Valley College.

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting/Bookkeeping.	5
BUS	114	Intro to Marketing	5
BUS	116	Business Math/Spreadsheets	5
BUS	119	Leadership and Management Skills	5
BUS	169	Using Computers in Business	5
-OR-			
IT	101	Software Applications.	5
BUS	205	Human Resource Management	5
BUS	230	Business Communications	5
BUS	236	Interpersonal Communications for the Workplace.	5
BMT	140	Management Skills (SVC online)*	5
BMT	213	Retailing (SVC online)*.	3

TOTAL CREDITS 48

*Classes are taken online from Skagit Valley College. Check with an advisor for more information.

Customer Service

Customer Service certificates combine office support training in communications, customer relations, information technology, and on-the-job work experience to prepare students for entry-level positions as customer service representatives.

Certificate

TECHNICAL SPECIALTY COURSES

BUS	106	Keyboarding/Skillbuilding*	3
BUS	131	Integrated Communications I**	5
BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
CWE	110	Internship	3

* Prereq: BUS 105, take 105 and 106 concurrently, or 25 wpm accurate keyboarding. May be repeated twice to build speed.

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

TOTAL CREDITS 21

Advanced Customer Service

Certificate

TECHNICAL SPECIALTY COURSES

BUS	106	Keyboarding/Skillbuilding*	3
BUS	112	Multicultural Issues in the American Workplace.	5
BUS	123	Word for Business	5
BUS	124	Excel for Business	5
-OR-			
BUS	125	Access for Business.	5
BUS	131	Integrated Communications I**	5
BUS	140	Customer Relations	5
BUS	169	Using Computers in Business	5
BUS	230	Business Communications	5
CWE	110	Internship	3

* Prereq: BUS 105, take 105 and 106 concurrently, or 25 wpm accurate keyboarding. May be repeated twice to build speed.

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

TOTAL CREDITS 41

COMMUNICATION, BUSINESS AND MEDIA

Arts, Humanities, and Social Sciences Division
(206) 934-3709

Business, Engineering & Information Technologies Division
(206) 934-3730

CB&M integrates Communication and Art (two transfer programs) with Business (a professional program), and offers a balance of training and studies in media management, marketing, sales, public information, news, and media design and production.

Communication, Business and Media

Certificate

TECHNICAL SPECIALTY COURSES

BUS	114	Intro to Marketing	5
BUS	210	Business & Economic Statistics+	5
CMST	195	Media Management & Operations	5
CMST	255	Writing for Organizations & the Media*	5
BUS	112	Multicultural Issues in the American Workplace.	5
-OR-			
CMST	265	Media Relations & Ethics*	5
BUS	156	Intro to e-Business & Commerce	5
-OR-			
CMST	235	Media Research, Marketing, & Sales*	5

BUS	118	Project Management	5
-OR-			
CMST	290	Media Project Management Practicum*	5
BUS	236	Interpersonal Communication for the Workplace.	5
-OR-			
CMST&	220	Public Speaking.	5
-OR-			
CMST	275	Online Communication*	5
CMST	291	Internet & Print Practicum*	5
-OR-			
CMST	292	Radio & Audio Practicum*	5
-OR-			
CMST	293	Television & Video Practicum*	5
-OR-			
CMST	294	News & Public Information Practicum*	5
Optional Internship & Certificate Portfolio**			5

TOTAL CREDITS 45-50

* Consult with advisor on individual course prereqs or individual advanced student status.

** By permission and arrangement: BUS 197, CMST 295 or CWE 100

+ BUS 210 prereq: MATH 098 or 116

Communication and Media Arts

Certificate

TECHNICAL SPECIALTY COURSES

ART	101	Design	5
ART	102	Design	5
ART	111	Drawing.	5
ART	114	Intro to Digital Photography.	5
-OR-			
ART	210	Computer Art.	5
CMST&	101	Intro to Communication	5
-OR-			
CMST	275	Online Communication	5
CMST&	220	Public Speaking.	5
CMST	290	Media Project Management Practicum	5
CMST	295	Studies & Works in Communication	5

RELATED INSTRUCTION

MATH&	107	Math in Society*	5
ENGL&	101	Composition I*	5

* For acceptable substitutes, see Advising Center.

TOTAL CREDITS 50

Communication, Business and Media

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

BUS&	101	Intro to Business	5
BUS	114	Intro to Marketing*	5
CMST&	101	Intro to Communication	5
CMST	195	Media Management & Operations	5
CMST	255	Writing for Organizations & the Media**	5
BUS	112	Multicultural Issues in the American Workplace.	5
-OR-			
CMST	265	Media Relations & Ethics**	5
BUS	131	Integrated Communications I*	5
-OR-			
ENGL&	102	Composition II	5
BUS	156	Intro to e-Business & Commerce	5
-OR-			
CMST	235	Media Research, Marketing & Sales**	5
BUS	197	Work Experience - Business	5
-OR-			
BUS	299	Special Topics - Business	5
-OR-			
CMST	295	Studies & Works in Communication**	5
BUS	200	Law & Society	5
-OR-			
CMST	245	Media Communication & Criticism**	5
BUS	118	Project Management	5
-OR-			
CMST	290	Media Project Management Practicum**	5
BUS	236	Interpersonal Communications for the Workplace.	5
-OR-			
CMST&	220	Public Speaking**	5
-OR-			
CMST	275	Online Communication**	5
RELATED INSTRUCTION			
BUS	210	Business & Economic Statistics +	5
CMST	205	Multicultural Communication**	5
ENGL&	101	English Composition I*	5
Individuals, Cultures & Societies Elective ++ 5			
Natural World Elective 5			
Communication, Business & Media Electives*** 10			
TOTAL CREDITS			95

* Must be eligible for ENGL& 101 through English Placement Exam or complete ENGL 097/098.

** Consult advisor regarding individual course prereqs or individual advanced student status.

*** Take 10 credits not already taken from this list: CMST 291, 292, 293, 294.

+ BUS 210 prerequisite: MATH 098 or 116.

++ Select from approved list. See Advisor.

**DRAFTING—
ARCHITECTURAL ENGINEERING
DRAFTING**

**Business, Engineering & Information Technologies Division
(206) 934-3730**

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

Certificate

TECHNICAL SPECIALTY COURSES

TDR	109	Architectural Engineering Drafting Lab*	3
TDR	111	Basic CAD Drafting for Construction & Design.	5
TDR	112	Intermediate CAD Drafting for Construction & Design	5
TDR	113	Basic Drafting	5
TDR	115	Civil & Site Drafting	5
TDR	124	Materials & Methods of Construction.	5
TDR	134	Systems in Buildings	5
TDR	144	Design & Construction Environment.	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication in the Workplace**	5
ENGL&	101	English Composition I***	5
EET 109 or MATH 102 or higher			5

* May be repeated each quarter.

** May be substituted by any 100-level approved human relations course.

*** 3 credits ENGL 105 and 5 credits Gen. Ed. may substitute for ENGL& 101.

TOTAL CREDITS			53
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Students may also take short-term certificate programs in 3-D Modeling Techniques using BIM or Autocad.

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

Completion of Certificate Requirements. 53

TECHNICAL SPECIALTY COURSES

TDR	100	Basic BIM for Design & Construction	5
TDR	101	Intermediate BIM for Design & Construction . . .	5
TDR	102	Advanced BIM for Design & Construction	5
TDR	109	Architectural Engineering Drafting Lab*	2
TDR	160	Applied Mechanics I	5
TDR	161	Applied Mechanics II	5
IT	Computer Skill Classes**		5

* May be repeated each quarter.

** A minimum of 5 credits in computer skill classes required.

COMMUNICATIONS COURSES

ENGL& 230 Technical Writing 3

GENERAL EDUCATION COURSES **5**

5 credits of Multicultural, U.S. Cultures or Global Studies.

TOTAL CREDITS **93**

Certificate (evening program)

TECHNICAL SPECIALTY COURSES

TDR	113	Basic Drafting	5
TDR	124	Materials & Methods of Construction	5
TDR	134	Systems in Buildings	5
TDR	144	Design & Construction Environment	5
TDR	174	Intro to CAD for Architectural & Engineering Drafting	4
TDR	175	Intermediate CAD for Engineers & Architects . .	4
TDR	176	Advanced AutoCAD for Architectural & Engineering Drafting	4

GENERAL EDUCATION COURSES

ENGL&	101	English Composition I	5
EET	109 or MATH	102 or higher	5
BUS	236	Interpersonal Communication in the Workplace	5

TOTAL CREDITS **47**

EARLY CHILDHOOD EDUCATION

Health & Human Services Division
(206) 934-3783

North offers two certificates and an Associate of Applied Science degree in early childhood education. The A.A.S. degree is a two-year teacher preparation program focusing on the educational and developmental needs of children from birth to 8 years old. Career opportunities include positions as a childcare teacher, preschool teacher or nanny.

Early Childhood Education

Assistant Certificate

TECHNICAL SPECIALTY COURSES

CCE	160	Connecting to Children (2-credit modules):	
	D1	Expressing Warmth to Children	2
	D2	Playing Responsively	2
	D3	Talking Informatively	2
	D4	Initiative, Cooperation, Perseverance	2

TOTAL CREDITS **8**

Certificate

REQUIRED COURSES

CCE	160	Connecting to Children:	
	D1	Expressing Warmth to Children	2
	D2	Playing Responsively	2
	D3	Talking Informatively	2
	D4	Initiative, Cooperation, Perseverance	2
CCE	125	Program Planning	5
CCE	145	Music & Creative Expression	4
CCE	165	Understanding Literacy	3
CCE	175	Mathematics & Design	3
CCE	185	Physical Education in Early Childhood Education	3
CCE	195	Art for Young Children	3
CCE	200	Children & Nature	3
CCE	240	Multicultural Dialogues	3
CCE	285	The Project Approach	5

ELECTIVE COURSES **3**

Select a minimum of 3 credits from the following courses:

CCE	101	Human Development	5
CCE	135	Foundations of Early Learning	5
CCE	159	Behavior Management	4
CCE	166	Cultivating Conversation	3
CCE	204	Autism & Related Disorders	2
CCE	234	Staff Relationships	3

TOTAL CREDITS **34**

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

GENERAL EDUCATION 20

Select 5 credits from each of the following categories (total of 20 credits). Contact the Health and Human Services Division for the list of approved courses:

- Communication (written or oral) 5
- Computation/Quantitative Reasoning 5
- Multicultural, U.S. Cultures or Global Studies 5
- Visual, Literary, Performing Arts or Natural World 5

RELATED INSTRUCTION 20

Professional Practice with Young Children

- CCE 160D- Connecting to Children (2-credit modules):
- D1 Expressing Warmth to Children 2
- D2 Playing Responsively 2
- D3 Talking Informatively. 2
- D4 Initiative, Cooperation, Perseverance. 2
- CCE 292 Classroom Research 12

REQUIRED COURSES 30

- CCE 102 Issues & Trends in Early Childhood Education . . 3
- EDUC& 203 Exceptional Child 3
- CCE 125 Program Planning. 5
- CCE 135 Foundations of Early Learning 5
- CCE 159 Behavior Management* 4
- CCE 166 Cultivating Conversation* 3
- CCE 232 Parent Involvement in Early Childhood Education* 4
- CCE 234 Staff Relationships* 3

* Human Relations included in these required courses.

ELECTIVE COURSES 20

Select a minimum of 20 credits from the following:

- CCE 101 Human Development 5
- CCE 136 Signing with Young Children 2
- CCE 145 Music & Creative Expression. 4
- CCE 165 Understanding Literacy. 3
- CCE 175 Mathematics & Design 3
- CCE 180 Professional Development 1-6
- CCE 185 Physical Education in Early Childhood 3
- CCE 195 Art for Young Children. 3
- CCE 200 Children & Nature 3
- CCE 204 Autism & Related Disorders 2
- CCE 240 Multicultural Dialogues. 3
- CCE 261 Readings in Early Childhood Education. 1-6
- CCE 285 The Project Approach 5

TOTAL CREDITS 90

ELECTRONICS

Business, Engineering & Information Technologies Division (206) 934-3730

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

Broadband Cable

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

Certificate

TECHNICAL SPECIALTY COURSES

- EET 131 IT Essentials I – A+ Certification 5
- EET 132 IT Essentials I – A+ Certification Advanced 5
- EET 135 Intro to Broadband 5
- EET 160 Survey of Electricity & Electronics 5
- OR-
- EET 161 DC Principles of Electronics 5

RELATED INSTRUCTION

- BUS 236 Interpersonal Communications for the Workplace 5

TOTAL CREDITS 25

ELECTRONICS ENGINEERING TECHNOLOGY

Business, Engineering & Information Technologies Division (206) 934-3730

This two-year program of study, designed as a “plus two” or transfer program, prepares students for advanced technical training. Many graduates transfer into the Bachelor of Science degree program in electronics engineering technology at a four-year institution such as Western Washington University, Central Washington University, or Eastern Washington University. The course work provides an excellent foundation in applied engineering for those who wish to enter the workplace upon completion.

NOTE: Because of the complexity regarding course sequence and prerequisites, students should seek advanced planning assistance with an advisor.

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

EET	105	Intro to Technology	3
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	285	Electronics Technology Project	3

RELATED INSTRUCTION

CSC	142	Computer Programming for Engineers	5
MATH&	142	Precalculus II	5
MATH&	151	Calculus I	5
MATH&	152	Calculus II	5
PHYS&	221	Engineering Physics I	5
PHYS&	222	Engineering Physics II	5
PHYS&	223	Engineering Physics III	5

COMMUNICATIONS COURSES

CMST&	210	Interpersonal Communication	5
ENGL&	101	English Composition I	5
ENGL&	230	Technical Writing	3

GENERAL EDUCATION COURSES **10**

10 credits selected from approved list. See Advising Center.

TECHNICAL ELECTIVES **5**

Select 5 credits. See Advising Center.

TOTAL CREDITS	114
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ELECTRONICS TECHNOLOGY

**Business, Engineering & Information Technologies Division
(206) 934-3730**

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

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

Certificate**TECHNICAL SPECIALTY COURSES**

EET	105	Intro to Technology*	3
EET	109	Mathematical Applications for Circuit Analysis	5
EET	114	Applied Physics*	5
EET	131	IT Essentials – A+ Certification	5
EET	132	IT Essentials – A+ Certification - Advanced	5
-OR-			
EET	135	Intro to Broadband	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	170	Digital Circuits I	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication for the Workplace*	5
CSC	110	Intro to Computer Programming*	5
ENGL&	230	Technical Writing*	3

TOTAL CREDITS	61
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** For acceptable substitutes, see Advising Center.*

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

EEL	201	Industrial Transformers & Motors	5
EET	105	Intro to Technology*	3
EET	109	Mathematical Applications for Circuit Analysis *	5
EET	114	Applied Physics*	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials II – A+ Certification - Advanced	5
EET	135	Intro to Broadband	5
EET	136	Intro to Robotics	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	285	Electronics Technology Project*	3

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace*	5
BUS	236	Interpersonal Communications for the Workplace*	5
CSC	110	Intro to Computer Programming*	5
ENGL&	101	English Composition I **	5
Technical Electives***			10
TOTAL CREDITS			116

* For acceptable substitutes, see Advising Center.

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

*** Courses must be chosen from approved list. See Advising Center.

ELECTRONICS TELECOMMUNICATIONS TECHNOLOGY

Business, Engineering & Information Technologies Division (206) 934-3730

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

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

TECHNICAL SPECIALTY COURSES

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

RELATED INSTRUCTION

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

* This course has acceptable substitutes. See Advisor.

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

EMERGENCY MEDICAL TECHNICIAN (EMT)

Health & Human Services Division (206) 934-3790 northseattle.edu/health/emt/

The Department of Social and Health Services specifies the Emergency Medical Technician (EMT) knowledge and skills required to qualify as an EMT. In addition, a number of policies have been adopted by the faculty and administration at North Seattle Community College to fulfill the needs of the program’s graduates and employers and to maintain accreditation with the Office of Emergency Medical Services for King County and the State Office of Emergency Medical Services, Washington State Department of Health in Olympia.

Students need to contact the Health and Human Services Division office to obtain specific requirements for enrollment in this course. A written first aid entrance exam is required and attendance at a mandatory orientation session.

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

ENTREPRENEURSHIP

Business, Engineering & Information Technologies Division (206) 934-3730

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

Certificate

TECHNICAL SPECIALTY COURSES

ACCT	215	Accounting for Small Business Owners	3
BUS	118	Project Management Intro & Overview	5
BUS	151	Intro to Entrepreneurship	3
-OR-			
BUS	154	Entrepreneurship: Overview	5
BUS	152	Entrepreneurship: Product, Service, Selection, Pricing & Marketing.	5
BUS	153	Entrepreneurship: Planning, Business Financials.	5
BUS	156	Intro to e-Business/Commerce	5
-OR-			
IT	101	Software Applications.	5
BUS	186	Sustainable Business	5
BUS	236	Interpersonal Communication for the Workplace.	5
TOTAL CREDITS			36-38

HVAC

**Business, Engineering & Information Technologies Division
 (206) 934-3730**

The HVAC program, in partnership with HVAC Learning Systems and Lennox, provides system training in heating, ventilation, air-conditioning and refrigeration. The only one of its kind in the country available at a two-year college, North's HVAC program tailors skills to employer needs and can help students get an internship or entry-level job with career potential. Two certificate options are offered: HVAC Service Certificate and HVAC Core Certificate.

HVAC Service Certificate:

PREREQUISITES

ENGL 097/098 or higher; MATH 084 or higher; BUS 169 or IT 101 or equivalent.

TECHNICAL SPECIALTY COURSES

EET	160	Intro to Electricity & Electronics	5
HVC	101	Essentials of HVAC.	5
HVC	210	Cooling & Heating Systems 1	5
HVC	211	Cooling & Heating Systems 1 & 2B	5
HVC	212	Cooling & Heating Systems 2A & NATE Prep	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace.	5
CWE	101	Portfolio, Job Search & Interviewing.	2
CWE	110	Internship	3
EET	109	Mathematical Applications for Circuit Analysis	5
TOTAL CREDITS			40

HVAC Core Certificate

This short-term certificate of the core HVAC classes is designed for people with a background in electronics, construction, the military, or those with a previous degree. The certificate incorporates only the essential skills for becoming employable in the Heating, Ventilation, and Air Conditioning (HVAC) field as a technician or installer.

PREREQUISITES

EET 109 and BUS 169 or IT 101 or instructor's permission.

TECHNICAL SPECIALTY COURSES

EET	160	Intro to Electricity & Electronics	5
HVC	101	Essentials of HVAC.	5
HVC	210	Cooling & Heating Systems 1	5
HVC	211	Cooling & Heating Systems 1 & 2B	5
HVC	212	Cooling & Heating Systems 2A & NATE Prep	5
HVC	220	Green HVAC.	3
TOTAL CREDITS			28

**INDUSTRIAL POWER &
 CONTROL TECHNOLOGY**

*See Sustainable & Conventional Energy &
 Control Technology on page 123.*

INFORMATION TECHNOLOGIES

**Business, Engineering & Information Technologies Division
 (206) 934-3730**

In addition to certificates and degrees in IT Controlled Electronic Systems and Network Infrastructure & Security Support Specialist, North's IT Department offers short-term certificates in these areas: Computer Maintenance Fundamentals,; Computer Maintenance with Networking; CISCO Certified Network Associate; and Microsoft Windows. Contact the Division for further information.

IT Controlled Electronic Systems

The two-year degree program focuses on the skills needed to install, maintain and monitor information technology systems and IT-controlled electronic systems such as security systems, entertainment systems and HVAC systems. Courses cover electronics computer networking and customer service skills.

The one-year certificate is intended for students who already have a 2- or 4-year degree or experience in the field. It is designed for students who are interested in pursuing employment in the IT-controlled Electronics Systems field as an applications engineer or technician.

Certificate**PREREQUISITE**

IT	101	Software Applications*	5
		<i>*or permission</i>	

TECHNICAL SPECIALTY COURSES

BUS	118	Project Management Introduction & Overview	5
BUS	236	Interpersonal Communication for the Workplace	5
EET	131	IT Essentials – A+ Certification	5
EET	136	Intro to Robotics	5
EET	160	Intro to Electricity & Electronics	5
-OR-			
EET	161	DC Principles of Electronics	5
<i>Choose one track:</i>			
<i>Windows:</i>			
IT	122	Network OS 1 – Windows Client OS	5
IT	126	Network OS 3 – Windows Network Infrastructure	5
-OR-			
<i>CISCO:</i>			
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5
-OR-			
<i>Unix:</i>			
IT	135	Intro to UNIX	5
IT	138	UNIX for network Administration	5
TOTAL CREDITS			35-40

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials II – A+ Certification - Advanced	5
EET	136	Intro to Robotics	5
EET	160	Intro to Electricity & Electronics	5
-OR-			
EET	161	DC Principles of Electronics	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II	5
IT	122	Network OS 1 – Windows Client OS	5
IT	126	Network OS 3 – Windows Network Infrastructure	5
IT	135	Intro to UNIX	5
IT	138	UNIX for network Administration	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication for the Workplace	5
EET	109	Mathematical Applications for Circuit Analysis	5
ENGL&	101	English Composition I	5

GENERAL EDUCATION COURSES**5**

Select 5 credits from a list of approved Multicultural, U.S. Cultures/Global Studies courses. Contact the division office.

TOTAL CREDITS

90

Network Infrastructure & Security Support Specialist

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

Graduates of the Network Infrastructure & Security Support program find jobs as Network Technician, Assistant Network Administrator, PC Technician, Workstation Support Technician, Technical Support Technician or Computer Systems Technician.

Certificate**PREREQUISITE**

EET	131	IT Essentials – A+ Certification	5
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TECHNICAL SPECIALTY COURSES

IT	102	Intro to Programming	5
IT	122	Network OS 1 – Windows Client OS	5
IT	124	Network OS 2 – Windows Server	5
IT	128	Network OS 3 – Windows Active Directory	5
IT	135	Intro to UNIX	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5

TOTAL CREDITS

40

Associate of Applied Science Degree (A.A.S.)**TECHNICAL SPECIALTY COURSES**

IT	101	Software Applications	5
IT	102	Intro to Programming	5
IT	122	Network OS 1 – Windows Client OS	5
IT	128	Network OS 3 – Windows Active Directory	5
IT	135	Intro to UNIX	5
IT	138	UNIX for network Administration	5
IT	142	Network Management – CISCO I	5
IT	144	Network Management – CISCO II	5
IT	146	Network Management – CISCO III	5

TECHNICAL ELECTIVES**10**

See advisor.

RELATED INSTRUCTION

BUS	118	Product Management Introduction & Overview . . .	5
BUS	236	Interpersonal Communication for the Workplace.	5
EET	109	Mathematical Applications for Circuit Analysis . . .	5
EET	131	IT Essentials – A+ Certification	5
EET	132	IT Essentials – A+ Certification (Advanced)	5
ENGL&	101	English Composition I.	5

GENERAL EDUCATION COURSES**5**

Select 5 credits from a list of approved Multicultural, U.S. Cultures/Global Studies courses. Contact the division office.

TOTAL CREDITS	90
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INTERNATIONAL TRADE

**Business, Engineering & Information Technologies Division
(206) 934-3730**

The International Trade Certificate leads to entry-level positions requiring knowledge of international business, including logistics, supply chain management, freight forwarding, port and trade operations and distribution networks. Career professionals and those interested in moving into the international field from other industries focus on current real-world, real-time events and developments in international trade.

Certificate**TECHNICAL SPECIALTY COURSES**

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

TOTAL CREDITS	24
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INTERNSHIPS

**Business, Engineering and Information Technology
(206) 934-3730**

Internships provide opportunities to earn college credit while gaining practical, “hands on” work experience in their field of study. The Internship Program consists of CWE 101 “Portfolios, Job Search and Interviewing” and CWE 110 “Internships.” CWE 101 is a 2-credit course designed to assist students in developing an internship, and CWE 110 provides 3 credits for the actual internship itself. For more information regarding the Internship program at North, please contact the Internship Office directly.

MEDICAL ASSISTING

**Health & Human Services Division
(206) 934-3790
northseattle.edu/health/medasst/**

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 1361 Park St., Clearwater, FL 33756), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants’ Endowment (AAMAE). Graduates of this program are also eligible for the Washington State Health Care Assistant (HCA) certificate at levels A, C and E, obtainable through an employer. State certification does NOT constitute a “certified” medical assistant. The CMA credential is obtained through a national exam (see the program advisor for details).

The Medical Assisting options are all open-entry/open-exit, self-paced, variable-length. Each program option combines traditional instruction with computer- and text-assisted and individualized learning appropriate to student needs. Students must practice hands-on procedures, take exams and complete competency check-offs in the classroom with an instructor. Instructors, classrooms and equipment are available during scheduled hours. Students are encouraged to establish a regular schedule each quarter to foster successful completion of as much work as possible at the college where instructional assistance is available.

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

It is possible to earn an Allied Health A.A.S. degree with a Medical Assisting Certificate as a base, by completing General Education courses and additional electives. See further information under Allied Health, page 102.

PREREQUISITES FOR MEDICAL ASSISTING AND ALL MEDICAL ASSISTING PROGRAM OPTIONS

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

General Prereq: A high school diploma or GED or 18 years of age. Certain TechPrep agreements can be accepted (see MA program advisor). Applicant should have oral English skills sufficient to communicate accurately with others in the medical field.

PREREQUISITES**11-13**

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

Certificate**TECHNICAL SPECIALTY COURSES**

AMA 100	Intro to Healthcare	1
AMA 101	Communications in Healthcare	2
AMA 102	Legal Concepts	1
AMA 103	Ethical Concepts	1
AMA 104	Office Emergencies	2
AMA 105	Asepsis & Infection Control.	1
AMA 106	Patient History, Documentation & Physical Exam	1
AMA 107	Vital Signs & Measurements.	1
AMA 108	Nutrition & Development Basics	1
AMA 109	Pharmacology	1
AMA 110	Intro to Lab Safety	1
AMA 112	Credentials & Employment	1
AMA 114	Basic Psychology Principles	1
AMA 115	HIV/AIDS	1
AMA 116	Principles of IV Therapy.	1
AMA 120	Front Office Basics	1
AMA 121	Patient Scheduling.	1
AMA 122	Medical Records & Correspondence	1
AMA 123	Daily Financial Management	1
AMA 125	Intro to Medical Insurance & Coding	2
AMA 170	AP/Terminology/Pathology 1 Intro	2
AMA 171	AP/Terminology/Pathology 2 Skin & Senses.	1
AMA 172	AP/Terminology/Pathology 3 Digestive System	1
AMA 173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA 174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA 175	AP/Terminology/Pathology 6 Nervous System	1
AMA 176	AP/Terminology/Pathology 7 Endocrine System	1
AMA 177	AP/Terminology/Pathology 8 Musculoskeletal System.	1
AMA 178	AP/Terminology/Pathology 9 Cardiovascular System.	1
AMA 179	AP/Terminology/Pathology 10 Respiratory System	1

AMA 180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA 181	AP/Terminology/Pathology 12 Specialty Topics.	1
AMA 226	Medical Insurance Coding I.	1
AMA 227	Medical Insurance Billing	2
AMA 230	Medical Office Management	1
AMA 240	GYN/Pediatrics	1
AMA 241	Male Reproductive/Gerontology	1
AMA 242	Exams by Body Systems.	2
AMA 243	Rehabilitation	1
AMA 244	Intro to Imaging	1
AMA 245	Minor Surgery	2
AMA 246	Patient Prioritizing & Instruction.	1
AMA 250	Medication Calculations & Administration	2
AMA 251	EKG	1
AMA 252	Phlebotomy	2
AMA 253	Hematology.	1
AMA 254	Urinalysis	1
AMA 255	Basic Microbiology	1
AMA 256	Lab Tests & Chemistry	1
AMA 290	Medical Assisting Externship*.	7

RELATED INSTRUCTION

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

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

Clinical Lab Assisting

An option of the Medical Assisting program, this program is intended to prepare the student for clinical laboratory entry-level positions such as phlebotomist or clinical lab assistant. Students study basic anatomy and physiology, medical terminology and pathology, lab safety, regulations/legal requirements, specimen collection and preparation, phlebotomy, various 'CLIA-waived' tests and 7 hours of HIV/AIDS. Students perform phlebotomy and lab testing procedures in the classroom. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

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

Certificate

TECHNICAL SPECIALTY COURSES

AHM	140	Phlebotomy 2	1
AHM	141	Lab Equipment & Measurements.	1
AHM	142	Non-Blood Specimen Collection.	1
AMA	100	Intro to Healthcare	1
AMA	101	Communications in Healthcare	2
AMA	102	Legal Concepts	1
AMA	103	Ethical Concepts	1
AMA	104	Office Emergencies	2
AMA	105	Asepsis & Infection Control.	1
AMA	106	Patient History, Documentation & Physical Exam	1
AMA	107	Vital Signs & Measurements.	1
AMA	110	Intro to Lab Safety	1
AMA	112	Credentials & Employment	1
AMA	114	Basic Psychology Principles	1
AMA	115	HIV/AIDS	1
AMA	120	Front Office Basics.	1
AMA	121	Patient Scheduling.	1
AMA	122	Medical Records & Correspondence	1
AMA	125	Intro to Medical Insurance & Coding	2
AMA	170	AP/Terminology/Pathology - Intro.	2
AMA	171	AP/Terminology/Pathology 2 Skin & Senses.	1
AMA	172	AP/Terminology/Pathology 3 Digestive System.	1
AMA	173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA	174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA	175	AP/Terminology/Pathology 6 Nervous System	1
AMA	176	AP/Terminology/Pathology 7 Endocrine System	1
AMA	177	AP/Terminology/Pathology 8 Musculoskeletal System.	1
AMA	178	AP/Terminology/Pathology 9 Cardiovascular System.	1
AMA	179	AP/Terminology/Pathology 10 Respiratory System	1
AMA	180	AP/Terminology/Pathology 11 Blood & Lymph Systems	1
AMA	181	AP/Terminology/Pathology 12 Specialties	1
AMA	252	Phlebotomy	2
AMA	253	Hematology.	1
AMA	254	Urinalysis	1
AMA	255	Basic Microbiology.	1
AMA	256	Lab Tests & Chemistry	1

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace*.	5
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TOTAL CREDITS 46

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

Medical Office Administration

An option of the Medical Assisting program, this program is intended to prepare the student for work in the administrative, clerical and management areas of an ambulatory care setting. It covers anatomy and physiology, terminology, pathology, safety, communication, professionalism and job search skills to enhance understanding in the clinic/office. No hands-on patient care tasks or procedures are included. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

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

Certificate

TECHNICAL SPECIALTY COURSES

AHM	124	Intro to Medical Transcription	1
AMA	100	Intro to Healthcare	1
AMA	101	Communications in Healthcare	2
AMA	102	Legal Concepts	1
AMA	103	Ethical Concepts	1
AMA	104	Office Emergencies	2
AMA	106	Patient History, Documentation & Physical Exam	1
AMA	112	Credentials & Employment	1
AMA	114	Basic Psychology Principles	1
AMA	115	HIV/AIDS	1
AMA	120	Front Office Basics.	1
AMA	121	Patient Scheduling.	1
AMA	122	Medical Records & Correspondence	1
AMA	123	Daily Financial Management	1
AMA	125	Intro to Medical Insurance & Coding	2
AMA	170	AP/Terminology/Pathology 1 Intro	2
AMA	171	AP/Terminology/Pathology 2 Skin & Senses.	1
AMA	172	AP/Terminology/Pathology 3 Digestive System.	1
AMA	173	AP/Terminology/Pathology 4 Male Reproductive & Urinary Systems	1
AMA	174	AP/Terminology/Pathology 5 Female Reproductive System	1
AMA	175	AP/Terminology/Pathology 6 Nervous System	1
AMA	176	AP/Terminology/Pathology 7 Endocrine System	1
AMA	177	AP/Terminology/Pathology 8 Musculoskeletal System.	1
AMA	178	AP/Terminology/Pathology 9 Cardiovascular System.	1
AMA	179	AP/Terminology/Pathology 10 Respiratory System	1
AMA	180	AP/Terminology/Pathology 11 Blood & Lymph Systems.	1

AMA	181	AP/Terminology/Pathology 12 Specialty Topics	1
AMA	226	Medical Insurance Coding I	1
AMA	227	Medical Insurance Billing	2
AMA	230	Medical Office Management	1
AMA	246	Patient Prioritizing & Instruction.	1

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace*	5
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TOTAL CREDITS	41
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*BUS 236 is a non-modular (not self-study) course,
but is required for the program.

Basic Medical Reception

An option of the Medical Assisting program, this program prepares the student for entry-level positions such as front desk, receptionist or file clerk. Instruction includes safety, hygiene, communication, computation, professionalism, work habits and job search skills.

This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

Students will have additional expenses other than the fees charged by the college. A separate list is available from the medical assisting program coordinator. Program prerequisite: Completion of Medical Terminology.

Certificate**TECHNICAL SPECIALTY COURSES**

AMA	100	Intro to Healthcare	1
AMA	101	Communications in Healthcare	2
AMA	102	Legal Concepts	1
AMA	103	Ethical Concepts	1
AMA	104	Office Emergencies	2
AMA	106	Patient History, Documentation & Physical Exam	1
AMA	112	Credentials & Employment	1
AMA	114	Basic Psychology Principles	1
AMA	115	HIV/AIDS	1
AMA	120	Front Office Basics	1
AMA	121	Patient Scheduling	1
AMA	122	Medical Records & Correspondence	1
AMA	125	Intro to Medical Insurance & Coding	2

RELATED INSTRUCTION

BUS	236	Interpersonal Communications for the Workplace*	5
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TOTAL CREDITS	21
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*BUS 236 is a non-modular (not self-study) course,
but is required for the program.

**Medical Fundamentals for
Clinical Research Professionals**

An option of the Medical Assisting program, this program is for people who are already in the clinical research field. Instruction covers safety, hygiene, communication, computation, professionalism, work habits, and job search skills. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

Prerequisites:

Completion of Medical Terminology and Anatomy and Physiology. Both standard courses or the modules offered by the Medical Assisting program may qualify.

Certificate**TECHNICAL SPECIALTY COURSES**

AHM	117	Intro to Lab & Clinical Safety	1
AHM	118	Intro to Patient History, Documentation, & Medical Records	1
AHM	151	OB/GYN/Pediatric Theory	1
AHM	152	Theory of Exams by Body Systems.	1
AHM	153	Theory of Medication Calculation & Administration.	1
AHM	154	EKG Theory	1
AHM	155	Phlebotomy Theory.	1
AMA	107	Vital Signs & Measurements	1
AMA	109	Pharmacology	1
AMA	116	Principles of IV Therapy.	1
AMA	241	Male Reproductive System/Gerontology	1
AMA	244	Intro to Imaging	1
AMA	253	Hematology	1
AMA	254	Urinalysis	1
AMA	255	Basic Microbiology	1
AMA	256	Lab Tests & Chemistry	1

TOTAL CREDITS	16
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Health Care Assistant Preparation

northseattle.edu/health/medasst/mhcare.htm
www.wssma.org/hcalaw.php

An option of the Medical Assisting program, this program is for working Medical Assistants only. Instruction covers safety, hygiene, communication, computation, professionalism, work habits and job search skills. This is an open-entry/open-exit, self-paced, variable-length program. See page 113 for explanation.

Nine hundred hours of formal education at the post secondary level must be completed. The following courses, as well as medical terminology and anatomy and physiology, are all required to qualify for HCA levels A, C, & E.

Certificate**TECHNICAL SPECIALTY COURSES**

AMA	103	Ethical Concepts	1
AMA	109	Pharmacology	1
AMA	110	Intro to Lab Safety	1
AMA	115	HIV/AIDS	1
AMA	250	Medication Calculations & Administration	2
AMA	252	Phlebotomy	2
AMA	255	Basic Microbiology	1
TOTAL CREDITS			9

NANOTECHNOLOGY**Mathematics & Sciences Division
(206) 934-3746**

Nanotechnology applies scientific and engineering principles to make new materials and observe structures by controlling matter on the nanoscale: That is the scale of atoms – one billionth of a meter. Cross-disciplinary in nature, the Nanotechnology Program prepares you to work in the micro- or nanotechnology industries, including cleanroom environments, in a variety of fields ranging from cosmetics to aeronautics, electronics to water filtration.

Certificate

This year-long certificate is intended for people who already have work or academic experience in micro-electronics, biotechnology, optics or similar technical fields. Through this program, students will become familiar with the field of nanoscience and proficient in nanotechnological protocols. Potential students who do not meet the prerequisites for this certificate, please see the AAS-T degree in nanotechnology.

Prerequisites:

Two quarters of college-level physics, all with a minimum GPA 2.0.

Either of the following chemistry sequences, all with a minimum GPA 2.0:

CHEM& 121 and 131

CHEM& 161, 162 and 163.

TECHNICAL SPECIALTY COURSES

BUS	210	Business and Economics Statistics	5
CWE	101	Portfolio, Job Search & Interviewing	2
CWE	110	Internship	3
MSC	101	Intro to Materials Science	5
NANO	101	Intro to Nanotechnology	5
NANO	220	Nano/Microfabrication	5
NANO	230	Nano/Micro Characterization, Packaging and Testing	5
NANO	250	Capstone/Practicum 2	5
TOTAL CREDITS			35

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

This two-year program prepares graduates for entry level technician positions in the nano/micro-fabrication industry and related manufacturing industries. This is a cross-disciplinary program combining elements of material science, chemistry, biology, physics, engineering and electronics. The multi-disciplinary design of this program will provide graduates with the skills to enter a wide range of materials-based industries.

PREREQUISITES

To begin the program, students must test into ENGL& 099 or higher and into MATH& 098 or higher.

GENERAL EDUCATION/REQUIREMENTS

ENGL& 101	English Composition	5
MATH& 141	Precalculus I	5
-OR-		
MATH& 142	Precalculus II.	5
-OR-		
MATH& 151	Calculus I	5

TECHNICAL & RELATED INSTRUCTION

BIOL& 160	General Biology w/Lab	5
-OR-		
BIOL& 211	Majors Cellular	5
BUS	210 Business and Economics Statistics	5
CHEM& 121	Intro to Chemistry	5
CHEM& 131	Intro to Organic & Bio-Chemistry	5
CSC	110 Intro to Computer Programming	5
-OR-		
CSC	111 Computers for Math & Science	5
CWE	101 Portfolio, Job Search & Interviewing	2
CWE	110 Internship	3
EET	160 Intro to Electricity & Electronics	5
MSC	101 Materials Science	5
NANO	101 Introduction to Nanotechnology	5
NANO	220 Nano/Microfabrication	5
NANO	230 Nano/Micro Characterization, Packaging and Testing	5
NANO	250 Capstone/Practicum 2	5
PHYS& 121	General Physics I	5

PHYS& 122	General Physics II	5
-OR-		
PHYS& 123	General Physics III	5
Human Relations Elective		5
<i>Choose either HUM 105 or POLS 112</i>		
Multicultural, U.S. Cultures or Global Studies Elective		5
<i>Choose from CSC 142; BIOL 161; EET 136; ENV 150 or 170; or PHYS& 122 or 123 (if not taken as required course).</i>		
Technical Elective		5
TOTAL CREDITS		95

NURSING

Health & Human Services Division
(206) 934-3790
northseattle.edu/health/pracnurs/

Nursing Assistant-Certified

This one-quarter program prepares students for the state certification examination for an entry-level position in the health care field. The courses cover theory, 104 hours of laboratory/clinical experience, CPR/AED and First Aid for the health care provider. Contact the Health and Human Services division office for entry requirements and application procedures. This program also has an I-BEST option.

CERTIFICATE

NUR 105	CPR & First Aid for the Healthcare Provider	2
NUR 107	Nursing Assistant-Certified	12
TOTAL CREDITS		14

Nursing, Practical (LPN)

Candidates for the Practical Nursing certificate must meet specific course requirements established by the Washington State Board for Practical Nurse Examiners. The four-quarter program prepares graduates for practical nursing careers in acute care, long-term care and out-patient services through classroom, laboratory and clinical studies. Emphasis is placed on nursing skills, general medical knowledge and behavior in various health care agencies.

New daytime classes currently begin in fall and winter quarters. Contact the division office for entry requirements, information on approval procedures, the application process and the schedule for the required information session.

NOTE: If a student is in good standing (successful completion of all first and second quarter courses) at the start of the 3rd quarter and has fulfilled all LPN to RN prerequisites or will complete by the end of the 4th quarter of the LPN program, the student can request to be admitted directly into the LPN to RN Ladder program following the 4th quarter of the LPN program.

It is possible to earn an Allied Health A.A.S. degree with the License Practical Nursing Certificate as a base, by completing General Education courses and additional electives. See further information under Allied Health, page 102

PROGRAM PREREQUISITES

MATH requirement: COMPASS placement into MATH 107 Math in Society or higher within 2 years of application date or transcript showing successful completion of MATH 098 Intermediate Algebra or AHE 103 Math for Health Careers or within 7 years of application date.

BIOL& 241	Human Anatomy & Physiology I*	5
BIOL& 242	Human Anatomy & Physiology II*	5
ENGL& 101	English Composition I	5
PSYC& 200	Lifespan Psychology	5

TOTAL PREREQUISITES **MINIMUM 20**

**BIOL& 241 AND 242 and Math requirement must be taken within 7 years of application date. All prerequisites must be completed with a minimum 2.8 grade or higher.*

STRONGLY RECOMMENDED ADDITIONAL PREREQUISITES:

AHI 100	Intro to Medical Vocabulary	3
AHE 103	Math for Health Careers	3

ADDITIONAL COURSES REQUIRED FOR PROGRESSION TO LPN TO RN LADDER PROGRAM:

BIOL& 260	Microbiology*	5
CHEM& 121	Intro to Chemistry	5

COREQUISITES:

MATH 109	Elementary Statistics	5
NTR 150	Human Nutrition	5
	US Cultures & Global Studies	5

**Must be taken within 7 years of application date.*

Certificate

TECHNICAL SPECIALTY COURSES

NUR 115	Intro to Patient Care	2
NUR 116	Nursing Fundamentals	6
NUR 117	Nursing Fundamentals – Laboratory	2
NUR 118	Clinical Nursing Skills I*	2
NUR 119	Clinical Nursing Skills II*	1
NUR 126	Role of the LPN*	3
NUR 127	Medical/Surgical Nursing – Child/Adult I	6.5
NUR 128	Medical/Surgical Nursing – Child/Adult II	6
NUR 130	Critical Thinking in Nursing Practice	2
NUR 131	Clinical Nursing Practice I*	3.5
NUR 133	Family Nursing Theory	1.5
NUR 134	Family Nursing Clinical	1.5
NUR 139	Transition to LPN Practice	4
NUR 141	Clinical Nursing Practice II*	2
NUR 154	Intravenous Therapy Skills*	1

TOTAL CREDITS **44**

* Contains significant program-related topics in the areas of communication, computation, human relations and leadership.

NOTE: To complete the program, a 2.0 grade or better is required in all nursing theory courses (NUR 116, 126, 127, 128, 130, 133) and an S (Satisfactory) in all lab and clinical courses (NUR 115, 117, 118, 119, 131, 134, 141, 154).

Nursing: Associate of Applied Science – T Degree

North Seattle Community College's **LPN-to-RN Ladder** program provides an option for LPNs to complete coursework for a 3-quarter RN program that will make them eligible to take the Registered Nurse (RN) state boards.

Successful completion of the program earns an Associate of Applied Science–T Degree of Nursing. Students must first successfully complete an LPN certificate program and the general education and related instruction requirements.

PREREQUISITES

MINIMUM OF 35 CREDITS FROM AN ACCREDITED PRACTICAL NURSING PROGRAM 35

TECHNICAL SPECIALTY COURSES 36

NUR	223	Advanced Nursing Skills I	2
NUR	224	Health Promotion & Education in Nursing	2
NUR	225	Family Nursing	6
NUR	226	Care Management & Leadership in Nursing	2
NUR	227	Complex Medical Surgical Psychiatric Nursing	7
NUR	228	Complex Medical Surgical Psychiatric Nursing Clinical	5
NUR	231	Family Nursing Clinical	4
NUR	237	Advanced Medical Surgical Nursing Care	3
NUR	238	Transition to Registered Nursing Practice	5

NOTE: To complete the program, a 2.0 or better is required in all nursing theory courses (NUR 224, 225, 226, 227, 237) and S (Satisfactory) in all lab and clinical courses (NUR 223, 228, 231, 238).

GENERAL EDUCATION & RELATED INSTRUCTION REQUIREMENTS 45

BIOL&	241	Human Anatomy & Physiology I*	5
BIOL&	242	Human Anatomy & Physiology II*	5
BIOL&	260	Microbiology*	5
CHEM	121	Intro to Chemistry	5
ENGL&	101	English Composition I	5
PSYC&	200	Lifespan Psychology	5

COREQUISITES:

MATH	109	Elementary Statistics	5
NTR	150	Human Nutrition	5
U.S. Cultures or Global Studies**			5

A 2.8 grade or better is required in all general education and related instruction prerequisite and corequisite requirements.

Corequisites may be taken while in the Nursing Program; however, all corequisites must be completed before eligibility for the AAS-T Degree in Nursing and RN NCLEX needed for RN licensure.

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

** Students may choose from either category.

TOTAL CREDITS 116

PARENT EDUCATION

Health & Human Services Division
 (206) 934-3783

North Seattle offers parent education programs each quarter with classes held on- and off-campus and online. Parents who enroll in the “Parent Education Child Study Laboratory” participate once a week with their child in a parent-operated cooperative preschool, pre-3, toddler, or infant education program. The student’s child is enrolled from 1–4 days a week, depending on the child’s age. Enrolled parents also attend parenting classes and learn decision-making and group management skills as officers or committee members in the cooperative. The program gives parents the opportunity to study child development and behavior; learn new ways to interact with children; share ideas and experiences with other adults; and share in their child’s early development and group experiences.

PHARMACY TECHNICIAN

Health & Human Services Division
 (206) 934-3790
northseattle.edu/health/phtech/

Pharmacy technicians support pharmacists, who are legally responsible for all prescription orders and drug dispensing. The program emphasizes knowledge, skills and the varied responsibilities of the pharmacy technician. Students completing program requirements earn a certificate and are eligible to take the national certification exam, and apply to the Washington State Board of Pharmacy for a certificate to practice as a Pharmacy Technician. Graduates are employed in hospitals, home infusion, long-term care, independent and chain community pharmacies, out-patient clinics, insurance carriers and pharmacy software companies. Employment opportunities have remained strong in this health service occupation since

its inception in 1975. Applicants should contact the division office regarding enrollment and current information. The program begins in Fall and Spring.

It is possible to earn an Allied Health A.A.S. degree with a Pharmacy Technician Certificate base, by completing General Education courses and additional electives. See further information under Allied Health, page 102.

Certificate

TECHNICAL SPECIALTY COURSES

AHI	100	Intro to Medical Vocabulary	3
PHA	112	Pharmacy Law	2
PHA	115	Orientation to Pharmacy Practice	2
PHA	116	HIV/AIDS & HIPAA	1
PHA	120	Pharmacy Calculations	3
PHA	130	Over-the-Counter Drugs.	2
PHA	140	Sterile Products & Aseptic Technique I	2
PHA	141	Sterile Products & Aseptic Technique II	2
PHA	145	Pharmacy Ethics	1
PHA	146	Communications in Pharmacy Practice.	2
PHA	150	Pharmacology I	3
PHA	151	Pharmacology II	3
PHA	160	Pharmacy Technology I	3
PHA	161	Pharmacy Technology II.	2
PHA	170	Pharmacy Records Management	4
PHA	190	Pharmacy Technician Externship	13
PHA	191	Job Skills & National Exam Prep	1
TOTAL CREDITS			49

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

Completion of Certificate Requirements. 49

COMMUNICATIONS COURSES 5

Any approved College Level Communication Course (CMST) . . 5

GENERAL EDUCATION COURSES 20

BUS 236 Interpersonal Communications in the Workplace 5

Any approved College-level Computation or Q Course 5

Any approved US Cultures or Global Studies Course 5

Any approved Living World or other Approved Course. 5

ELECTIVES 16

Any college level electives 16

TOTAL CREDITS 90

PHLEBOTOMIST CERTIFICATE (I-BEST)

**Health & Human Services Division
(206) 934-3790**

This 2-quarter program is an I-BEST option that provides both basic education and workforce skills. Students who successfully complete the certificate are prepared to work as phlebotomists in clinical workplaces. Upon successful completion of the program, students will earn a Certificate of Completion from the Health and Human Services Division. Contact division for additional information. All students must attend an information session.

PREREQUISITES

English placement documentation: CASAS 230 minimum score, Reading and Listening, within last 3 years or COMPASS English placement test 40 minimum score, Reading (within last 3 years) or college transcript for ENGL 097/098 or equivalent.

AHE 118 Intro to Phlebotomy 1 5

AHE 119 Intro to Phlebotomy 2 7

TOTAL CREDITS 12

PROJECT MANAGEMENT

**Business, Engineering & Information Technologies
(206) 934-3730**

www.northseattle.edu/business/projman.htm

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

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

PREREQUISITES:

BUS 236, BUS 169 or IT 101

Certificate

TECHNICAL SPECIALTY COURSES

BUS 118 Project Management Intro & Overview 5

BUS 119 Leadership and Management Skills 3

BUS 229 Project Management Tools, Techniques, Control 5

ENGL& 230 Technical Writing 3

CWE 110 Internship 3

TOTAL 19

**Must be eligible for ENGL& 101 through Placement Exam or complete ENGL 097/098.*

REAL ESTATE

Business, Engineering & Information Technologies Division
(206) 934-3730
northseattle.edu/res

North Seattle's Real Estate program prepares students for work in Residential and Commercial Real Estate Sales and Brokerage, Appraising, Property Management, Green Real Estate, Escrow, Finance, Investment and Home Inspection through a series of independent short certificates and an AAS degree program. The program provides the skills and educational clock hours necessary to satisfy Washington State Department of Licensing and industry and continuing education requirements. Students learn from industry experts in settings emphasizing experiential learning.

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

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	106	Real Estate Fraud.	1
RES	110	Intro to Commercial Real Estate	3
RES	125	Real Estate Math*.	2
-OR-			
MATH&	107	Math In Society	5
-OR-			
MATH	116	Applications of Math to Management, Life & Social Sciences	5
RES	130	Green Real Estate	3
RES	140	Real Estate Sales Practice	3
RES	141	Land Use Principles & Practice	3
RES	142	Inspecting the Condition of Real Estate	3
RES	150	Residential Sales & Leasing Documentation.	1.5
RES	164	Real Estate Finance – Residential	5
RES	260	Real Estate Finance – Commercial.	2
RES	170	Real Estate Law.	3
RES	175	Intro to Title.	3
RES	177	Real Estate Taxes	1.5
RES	180	Basic Appraisal Principles.	3
RES	190	Real Estate Escrow I.	3
RES	201	Principles of Real Estate Management.	3
-OR-			
RES	202	Multi-Family Property Management	3
-OR-			
RES	203	Commercial Property Management	3
RES	210	Residential Property Investments	3
RES	217	Real Estate Development & Sustainability	3
RES	220	Real Estate Economics.	3
RES	235	Sales & Marketing.	3
Real Estate Electives			13

Choose any non-required courses with RES prefix.

TOTAL 73-78

RELATED INSTRUCTION

ACCT	215	Accounting for Small Business Owners	3
-OR-			
ACCT	110	Intro to Accounting/Bookkeeping I.	5
BUS	140	Customer Relations	5
BUS	236	Interpersonal Communication for the Workplace.	5
Multicultural, U.S. Culture or Global Studies Elective**.			5
TOTAL CREDITS			91-96

*Students may challenge by passing the RES 125 test and receive 2 credits.

**Select 5 credits from approved list. See Advising Center.

North Seattle Community College Real Estate

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

Certificate

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	164	Real Estate Finance – Residential	5
-OR-			
RES	260	Real Estate Finance – Commercial	2
RES	170	Real Estate Law.	3
Approved Electives*			3
TOTAL CREDITS			18-21

*Choose any course with the Real Estate prefix of RES.

Real Estate Appraisal Trainee

Certificate

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	106	Real Estate Fraud.	1
RES	125	Real Estate Math*.	2
RES	180	Basic Appraisal Principles.	3
RES	183	Basic Appraisal Procedures	3
RES	281	National USPAP Course	1.5
TOTAL CREDITS			20.5

*Students may challenge by passing the RES 125 test.

Commercial Real Estate**Certificate****TECHNICAL SPECIALTY COURSES**

RES 141	Land Use Principles & Practice	3
RES 217	Real Estate Development & Sustainability	3
RES 260	Real Estate Finance – Commercial.	2
RES 295	Commercial Real Estate Investment Analysis	2
RES Electives	6
TOTAL CREDITS		16

Commercial Real Estate and Investment**Certificate****TECHNICAL SPECIALTY COURSES**

RES 110	Intro to Commercial Real Estate	3
RES 125	Real Estate Math*	2
RES 141	Land Use Principles & Practice	3
RES 170	Real Estate Law.	3
RES 217	Real Estate Development & Sustainability	3
RES 220	Real Estate Economics.	3
RES 260	Real Estate Finance – Commercial.	2
RES 295	Commercial Real Estate Investment Analysis	2
Approved Elective*	5
TOTAL CREDITS		26

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

Real Estate Escrow**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 150	Residential Sales & Leasing Documentation	1.5
RES 170	Real Estate Law.	3
RES 175	Intro to Title.	3
RES 190	Real Estate Escrow I.	3
Approved Electives*	6
TOTAL CREDITS		22.5

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

Real Estate Loan Processor**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 164	Real Estate Finance – Residential	5
RES 175	Intro to Title.	3
RES 190	Real Estate Escrow I.	3
Approved Elective*	6
TOTAL CREDITS		23

* Select from approved list. See Advising Center.

Real Estate Property Management**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals	5
RES 101	Technology for Real Estate	5
RES 120	Real Estate Principles of Maintenance & Repair	1.5
RES 170	Real Estate Law.	3

Choose two from 201, 202, 203 or 204:

RES 201	Principles of Real Estate Management	3
-OR-		
RES 202	Multi-Family Property Management	3
-OR-		
RES 203	Commercial Property Management	3
-OR-		
RES 204	Community Association Management	3
RES 220	Real Estate Economics.	3
Approved Elective*	3

TOTAL CREDITS 26.5

* Choose any non-required RES course or BUS 140, 197, 131, 230, 236 or CWE 100.

Real Estate Sales**Certificate****TECHNICAL SPECIALTY COURSES**

RES 100	Real Estate Fundamentals	5
RES 106	Real Estate Fraud.	1
RES 125	Real Estate Math*	2
RES 140	Real Estate Sales Practice	3
RES 142	Inspecting Real Estate	3
-OR-		
RES 175	Intro to Title.	3
-OR-		
RES 180	Basic Appraisal Principles.	3
-OR-		
RES 190	Real Estate Escrow I.	3
RES 150	Residential Sales & Leasing Documentation	1.5
RES 164	Real Estate Finance – Residential	5
-OR-		
RES 260	Real Estate Finance – Commercial.	2
RES 170	Real Estate Law.	3

TOTAL CREDITS 23.5

* Students may challenge by passing the RES 125 test.

Real Estate Sales (Advanced)

Certificate

TECHNICAL SPECIALTY COURSES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	106	Real Estate Fraud.	1
RES	125	Real Estate Math *	2
RES	140	Real Estate Sales Practice	3
RES	142	Inspecting Real Estate	3
-OR-			
RES	175	Intro to Title.	3
-OR-			
RES	180	Basic Appraisal Principles.	3
-OR-			
RES	190	Real Estate Escrow I.	3
RES	150	Residential Sales & Leasing Documentation	1.5
RES	164	Real Estate Finance – Residential	5
-OR-			
RES	260	Real Estate Finance – Commercial.	2
RES	170	Real Estate Law.	3

TOTAL CREDITS 28.5

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

APPROVED REAL ESTATE ELECTIVES

RES	100	Real Estate Fundamentals	5
RES	101	Technology for Real Estate	5
RES	120	Real Estate Principles of Maintenance & Repair	1.5
RES	130	Green Real Estate	3
RES	140	Real Estate Sales Practice	3
RES	142	Inspecting Real Estate	3
RES	150	Residential Sales & Leasing Documentation.	1.5
RES	176	Using Tax-Deferred Exchanges.	1.5
RES	177	Real Estate Taxes	1.5
RES	178	Buyers Agency	1.5
RES	180	Basic Appraisal Principles.	3
RES	200	Seminar in Current Real Estate Issues.	5
RES	201	Principles of Real Estate Management.	3
RES	202	Multi-Family Property Management	3
RES	203	Commercial Property Management	3
RES	210	Residential Property Investments	3
RES	217	Real Estate Development & Sustainability.	3
RES	225	Current Trends in Real Estate Market Analysis.	1.5
RES	235	Sales & Marketing	3
RES	280	Commercial Real Estate: Marketing & Income	3
RES	281	National USPAP	1.5
RES	298	Special Projects/Internships.	2-6
CWE	101	Portfolio, Job Search, & Interviewing	2
CWE	110	Internship	3

SUSTAINABLE & CONVENTIONAL ENERGY & CONTROL TECHNOLOGY

Business, Engineering & Information Technologies Division
 (206) 934-3730

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

Certificate

TECHNICAL SPECIALTY COURSES

EEL	201	Energy Generation, Conversion & Sustainability	5
EEL	202	Industrial Motor Controls	5
EEL	203	Industrial Motor Drives	5
EET	109	Mathematical Applications For Circuit Analysis*	5
EET	114	Applied Physics*	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics.	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	170	Digital Circuits I	5

RELATED INSTRUCTION

BUS	236	Interpersonal Communication For The Workplace*	5
CSC	110	Intro to Computer Programming*	5
ENGL&	230	Technical Writing	3

TOTAL CREDITS 63

**These courses have acceptable substitutes.
 See Advising Center.*

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

TECHNICAL SPECIALTY COURSES

EEL	201	Energy Generation, Conversion & Sustainability	5
EEL	202	Industrial Motor Controls	5
EEL	203	Industrial Motor Drives	5
EET	105	Intro to Technology*	3
EET	109	Mathematical Applications For Circuit Analysis*	5
EET	112	Fluid Power & Alternative Energy Systems.	5
EET	114	Applied Physics*	5
EET	131	IT Essentials I – A+ Certification	5
EET	132	IT Essentials I – A+ Certification Advanced	5
EET	135	Intro to Broadband	5
EET	136	Intro to Robotics	5
EET	161	DC Principles of Electronics	5
EET	162	AC Principles of Electronics.	5
EET	163	Solid State Electronics	5
EET	165	Analog Circuits & Devices I	5
EET	166	Analog Circuits & Devices II.	5
EET	170	Digital Circuits I	5
EET	171	Digital Circuits II	5
EET	251	Microprocessor Fundamentals I	5
EET	252	Microprocessor Fundamentals II	5
EET	285	Electronics Technology Project*	3

RELATED INSTRUCTION

BUS	112	Multicultural Issues in the American Workplace *	5
BUS	236	Interpersonal Communications For The Workplace *	5
CSC	110	Computer Programming *	5
ENGL&	101	English Composition I **	5

TOTAL CREDITS 121

* For acceptable substitutes, see Advising Center.

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

WATCH TECHNOLOGY INSTITUTE

Business, Engineering & Information Technologies Division
(206) 934-0169

This program is currently under review. Please contact the office for the most current information.

The Watch Technology Institute teaches watch repair, theory and practical applications. Faculty members have industry experience and are WOSTEP-certified trainers. After the successful completion of the program, students will qualify to take the American Watchmakers & Clockmakers Institute (AWCI) CW21 exams for certification. Contact the office for more information.

Rolex Watch USA, Inc. joined with North to create a state-of-the-art facility for North's long-established watchmaking

school, one of only a few partnership-training programs nationally and the only program on the West Coast.

The SAWTA curriculum is supported by Rolex Watch USA, Inc. to encourage the training of watchmakers in the U.S.

Certificate

TECHNICAL SPECIALTY COURSES

HIN	111	Watch Technology I – Intro.	6
HIN	112	Watch Technology I – Tools, Equipment/Measurement	6
HIN	113	Watch Technology I – Practicum	10
HIN	121	Watch Technology II – Professional Knowledge	6
HIN	122	Watch Technology II – The Watchmaker's Lathe.	6
HIN	123	Watch Technology II – Practicum	10
HIN	131	Watch Technology III – Winding & Setting Mechanisms & Gear Trains	6
HIN	132	Watch Technology III – Watch Gear Trains	6
HIN	133	Watch Technology III – Practicum	10
HIN	141	Watch Technology IV – Escapements	4
HIN	142	Watch Technology IV – External Parts	4
HIN	143	Watch Technology IV – Practicum	8
HIN	211	Watch Technology V – Intro to Precision Timing	6
HIN	212	Watch Technology V – Intro to Electronic Watches	6
HIN	213	Watch Technology V – Practicum	10
HIN	221	Watch Technology VI – Precision Timing 2	6
HIN	222	Watch Technology VI – Automatic Watches	6
HIN	223	Watch Technology VI – Practicum	10
HIN	231	Watch Technology VII – Advanced Precision Timing	6
HIN	232	Watch Technology VII – Chronographs	6
HIN	233	Watch Technology VII – Practicum	10
HIN	241	Watch Technology VIII – After Sales & Service	4
HIN	242	Watch Technology VIII – Review of Course	4
HIN	243	Watch Technology VIII – Practicum	8

TOTAL CREDITS 164

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

Completion of Certificate Requirements. 164

TECHNICAL SPECIALTY COURSES

ACCT	110	Intro to Accounting/Bookkeeping I.	5
BUS&	101	Intro to Business	5
CMST	185	Organizational Communication *	5
ENGL&	230	Technical Writing	3
ENGL&	101	English Composition I.	5

* Satisfies 5 General Education requirements.

GENERAL EDUCATION COURSES

Multicultural, U.S. Cultures or Global Studies 5

TOTAL CREDITS 192