

Programs of Study



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Accounting

**ASSOCIATE OF APPLIED SCIENCE DEGREE
102 CREDITS**

The Accounting A.A.S. Degree prepares students to gain a solid background in accounting. General education courses, business courses, and computer skills related to accounting such as spreadsheets, computerized accounting software, and payroll systems complete the curriculum. Students find jobs in companies ranging from small proprietorships to corporate accounting departments, governmental organizations and public accounting firms.

Accounting AAS graduates will:

- Perform accounting tasks for small, medium, and large sized businesses at entry or higher level positions.
- Effectively apply manual and computerized systems to prepare accounting statements and reports.
- Utilize spreadsheet software to record data and prepare accounting-related reports.
- Create and maintain payroll records required under federal and state laws.

Prerequisite: Keyboarding skill of 30 wpm or concurrent enrollment in a keyboarding class. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
ACCT	111 Introduction to Accounting	5
ACCT	112 Business Calculator Applications	3
CISA	101 Computer Applications	2
OFTC	105 Keyboarding	3
	General Education (Math)	5

TERM TWO		
ACCT	210 Financial Accounting I	5
BUSA	102 Introduction to Business	5
CISA	112 Excel I	4
	General Education	5

TERM THREE

ACCT	220 Financial Accounting II	5
CISA	113 Excel II	4
	Technical Elective	5
	General Education	5

TERM FOUR

ACCT	230 Financial Accounting III	5
ACCT	255 Income Tax I	5
	General Education	5

TERM FIVE

ACCT	256 Income Tax II	5
ACCT	245 Computerized Accounting	3
ACCT	270 Managerial/Cost Accounting	5

TERM SIX

ACCT	280 Accounting Projects	3
ECON	201 Macro Economics	5
ACCT	240 Payroll Accounting	5
	General Education	5

TOTAL PROGRAM CREDITS 102

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

	Business Communications (BUSA 101)	5
	Written Communication	5
	Oral Communication	5
	Quantitative Reasoning	5
	Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Accounting Paraprofessional

**ACCOUNTING PARAPROFESSIONAL
CERTIFICATE OF PROFICIENCY
90 CREDITS**

The Accounting Paraprofessional certificate program prepares students to gain extensive training in accounting through continuous application of their accounting knowledge in many phases of the program. Students find jobs in companies ranging from small proprietorships to corporate accounting departments, governmental organizations and public accounting firms.

Prerequisites: Keyboarding skill of 30 wpm or concurrent enrollment in a keyboarding class.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
ACCT	111 Introduction to Accounting	5
ACCT	112 Business Calculator Applications	3
CISA	101 Computer Applications	2
OFTC	105 Keyboarding	3
	General Education (Math)	5

TERM TWO		
ACCT	210 Financial Accounting I	5
BUSA	102 Introduction to Business	5
CISA	112 Excel I	4
	General Education	5

TERM THREE

ACCT	220 Financial Accounting II	5
CISA	113 Excel II	4
	Technical Elective	5
	General Education	5

TERM FOUR

ACCT	230 Financial Accounting III	5
ACCT	255 Income Tax I	5
ACCT	105 QuickBooks	3
ACCT	240 Payroll Accounting	5

TERM FIVE

ACCT	256 Income Tax II	5
ACCT	245 Computerized Accounting	3
ACCT	270 Managerial/Cost Accounting	5
ACCT	280 Accounting Projects	3

TOTAL PROGRAM CREDITS 90

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

BUSA	100 Business Math	5
BUSA	101 Business Communications	5
	Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Practical Accounting

**CERTIFICATE OF PROFICIENCY
72 CREDITS**

The Practical Accounting certificate program provides students with an extensive training in accounting through continuous application of their accounting knowledge in many phases of the program. Students find jobs in companies ranging from small proprietorships to corporate accounting departments, governmental organizations and public accounting firms.

Prerequisite: Keyboarding skill of 30 wpm or concurrent enrollment in a keyboarding class. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
ACCT	111 Introduction to Accounting	5
ACCT	112 Business Calculator Applications	3
CISA	101 Computer Applications	2
OFTC	105 Keyboarding	3
	General Education (Math)	5

TERM TWO		
ACCT	210 Financial Accounting I	5
BUSA	102 Introduction to Business	5
CISA	112 Excel I	4
	General Education	5

TERM THREE		
ACCT	220 Financial Accounting II	5
CISA	113 Excel II	4
ACCT	240 Payroll Accounting	5
	General Education	5

TERM FOUR

ACCT	105 QuickBooks	3
ACCT	230 Financial Accounting III	5
ACCT	245 Computerized Accounting	3
	Technical Elective	5

TOTAL PROGRAM CREDITS 72

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Business Communication	5
Business Math	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-5 CREDITS

ACCT	255 Income Tax I	5
CISA	111 Word	4
BUSA	180 Small Business Management	5
CWEX	197 Co-op Work Experience	3-5
CWEX	190 Co-op Seminar	1

See faculty adviser/instructor for pre-approval.

Accounting Assistant

**ACCOUNTING ASSISTANT
CERTIFICATE OF COMPLETION
27 CREDITS**

The Accounting Assistant certificate program prepares students for an accounting career by training, retraining or upgrading skills. Learn the basic accounting cycle, journals, ledgers and financial statements. Prepare for an accounting clerk position or with some experience, keep books for a small business.

Prerequisite: Keyboarding skill of 30 wpm or concurrent enrollment in a keyboarding class. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

COURSES	CREDITS
ACCT 111 Introduction to Accounting	5
ACCT 112 Business Calculator Applications	3
ACCT 210 Financial Accounting I	5
CISA 101 Computer Applications	2
ACCT 220 Financial Accounting II	5
CISA 112 Excel I	4
ACCT 245 Computerized Accounting	3
- OR -	
ACCT 105 Quickbooks	3
TOTAL PROGRAM CREDITS	27

Accounting Entrepreneurship

**ACCOUNTING ENTREPRENEURSHIP
CERTIFICATE OF COMPLETION
30 CREDITS**

The Entrepreneurship program is designed to prepare individuals to start their own business. Students will acquire knowledge regarding the principles of accounting, marketing, and management as they pertain to starting and managing a small business. Students will write a business plan and gain exposure to the laws governing business (with a regional focus). Finally, students will learn how to manage financial and human resources as well as market their business.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
ACCT	111 Introduction to Accounting	5
BUSA	102 Introduction to Business	5
BUSA	250 Business Law	5
BUSA	180 Small Bus Management	5
BUSA	210 Entrepreneurship	5
	Technical Electives	5

TECHNICAL ELECTIVES		
BUSA	220 Business Promotions	5
BUSA	230 Business Investment	5
ACCT	105 Quickbooks	3
BUSA	191 Customer Service/Help Desk	3
CISA	172 E-Commerce	4
ECON	201 Macro Economics	5
OFTC	111 Business English	5

TOTAL PROGRAM CREDITS 30

See faculty adviser/instructor for pre-approval.



Administrative Assistant

**ASSOCIATE OF APPLIED SCIENCE DEGREE
111 CREDITS**

The Administrative Assistant A.A.S. degree program covers additional material not covered in the certificate program such as desktop publishing, business law, and office administration. Students will find positions as administrative assistants and office managers, and can expect to be favorably positioned for career ladder moves. The program also provides a foundation for sitting for the Certified Professional Secretary exam after completion of 2 years working in the field. Any developmental course work a student may be required to complete may increase the program length.

Administrative Assistant AAS graduates will:

- Be prepared for employment as administrative professionals supporting higher management.
- Integrate various Microsoft applications and prepare to take MOS certification.
- Organize and maintain business files and records both manually and electronically.
- Demonstrate a basic understanding of economics, accounting and business law as well as a strong understanding of organizational communication patterns.

Admission Dates: fall, winter, spring.

TERM ONE		CREDITS
CISA	120 Business Desktop Management	5
CISA	220 Office Administration	3
OFTC	105 Keyboarding	3
OFTC	110 Office Skills	3
	General Education	5

TERM TWO		CREDITS
CISA	111 Word	4
OFTC	111 Business English I	5
OFTC	106 Keyboard Skillbuilding I	3
BUSA	101 Business Communications	5
BUSA	191 Customer Service/Help Desk	3

TERM THREE

ACCT	111 Introduction to Accounting	5
CISA	112 Excel I	4
OFTC	121 Business English II	5
PSYC	100 Human Relations	5

TERM FOUR

CISA	114 Access	4
CISA	124 PowerPoint	3
BUSA	250 Business Law	5
CISA	235 Outlook	2
	General Education	5

TERM FIVE

ITAD	112 HTML	5
CISA	215 Publisher	3
BUSA	100 Business Math	5
	General Education	5

TERM SIX

CISA	225 Integ Appl Bus Productivity	3
CISA	154 Front Page	4
BUSA	198 Job Search	2
HMDS	101 InfoPower	2
	General Education	5

TOTAL PROGRAM CREDITS 111

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Administrative Assistant

**HUMAN RESOURCES
CERTIFICATE OF PROFICIENCY
84 CREDITS**

The Human Resources certificate is designed to teach the basic office skills for a Human Resources Office. These skills include basic employment law, administrative procedures, computer skills, and records processing. Students may find jobs as Human Resources Assistants or general clerical support.

Admission Dates: fall, winter, spring.

COURSES		CREDITS
ACCT	111 Introduction to Accounting	5
BUHR	150 Human Resources/ Ethics Time Management	3
BUHR	151 Human Resource Information System	4
BUHR	159 Human Resources Overview	1
BUHR	183 Employment Law I	3
BUSA	191 Customer Service/Help Desk	3
BUSA	198 Job Search Skills	2
CISA	111 Word	4
CISA	112 Excel I	4
CISA	114 Access	4

CISA	124 PowerPoint	3
CISA	154 FrontPage	4
CISA	120 Business Desktop Management	5
CISA	225 Integrated Applications	3
CISA	235 Outlook	2
OFTC	105 Keyboarding	3
OFTC	106 Keyboard Skillbuilding I	3
OFTC	110 Office Skills	3
OFTC	111 Business English I	5
OFTC	121 Business English II	5

TOTAL PROGRAM CREDITS 84

GENERAL EDUCATION REQUIREMENT-15 CREDITS

Social Science (PSYC 100)	5
Written Communication	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Administrative Assistant

CERTIFICATE OF PROFICIENCY

79 CREDITS

The Administrative Assistant certificate program gives students extensive training in the areas of keyboarding, word processing, office procedures, interpersonal skills, business English, organizational skills, and accounting. Computer skills are emphasized in all areas of training. Mastery of these skills prepares students for full time employment in a variety of office positions. Students find positions such as secretaries, word processors, administrative assistants, receptionists and bookkeepers. Any developmental course work a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring.

TERM ONE		CREDITS
CISA	120 Business Desktop Management	5
OFTC	111 Business English I	5
CISA	111 Word	4
OFTC	110 Office Skills	3
OFTC	105 Keyboarding	3

TERM TWO		
ACCT	111 Introduction to Accounting	5
OFTC	121 Business English II	5
OFTC	106 Keyboard Skillbuilding I	3
BUSA	101 Business Communications	5

TERM THREE

BUSA	191 Customer Service/Help Desk	3
CISA	124 PowerPoint	3
CISA	235 Outlook	2
CISA	112 Excel I	4
PSYC	100 Human Relations	5
	Technical Elective	3

TERM FOUR

CISA	114 Access	4
BUSA	100 Business Math	5
CISA	225 Integrated Applications for Business Productivity	3
CISA	154 Front Page	4
BUSA	198 Job Search	2
	Technical Elective	3

TOTAL PROGRAM CREDITS 79

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication (BUSA 101)	5
Quantitative Reasoning (BUSA 100)	5
Social Science (PSYC 100)	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Administrative Assistant

**ADMINISTRATIVE SUPPORT
CERTIFICATE OF COMPLETION
44 CREDITS**

The Administrative Support certificate program gives students extensive training in the areas of keyboarding, word processing, interpersonal skills, organizational skills and office procedures. Computer skills are emphasized in all areas of training. Students find support positions that require a broad base of software knowledge for entry level data processing, information tracking and reception. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	111 Word	4
CISA	120 Business Desktop Management	5
OFTC	105 Keyboarding	3
	Technical Elective	3
TERM TWO		
OFTC	106 Keyboard Skill Building I or Demonstrated Proficiency	3
CISA	112 Excel I	4
CISA	124 PowerPoint	3
CISA	235 Outlook	2
BUSA	198 Job Search Skills	2
TERM THREE		
BUSA	191 Customer Service/Help Desk	3
CISA	114 Access	4
	Technical Elective	3
PSYC	100 Human Relations	5
TOTAL PROGRAM CREDITS		44

**HEALTH OFFICE OCCUPATIONS
CERTIFICATE OF COMPLETION
36.5 CREDITS**

The Health Occupations option is designed to meet the needs of basic office skills for the medical and dental settings by teaching customer service, computer skills, record processing and legal requirements. Students may find jobs as Customer Service Representatives, Accounts Receivable Representatives, Medical Records Clerk and general clerical support in a medical setting. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
BUSA	111 Business Computer Applications	3
MEDA	115 Law and Ethics	4
MEDA	116 Medical Terminology I	5
OFTC	106 Keyboard Skillbuilding I	3
OFTC	111 Business English I	5
ACCT	111 Introduction to Accounting	5
BUSA	191 Customer Service	3
BUSA	198 Job Search Skills	2
IFAD	156 First Aid/CPR	0.5
MEDA	114 Coding/Billing/Insurance	3
OFTC	110 Office Skills	3
TOTAL PROGRAM CREDITS		36.5

A *Administrative Assistant*

**DENTAL OFFICE OCCUPATIONS
CERTIFICATE OF COMPLETION
30.5 CREDITS**

The Health Occupations option is designed to meet the needs of basic office skills for the medical and dental settings by teaching customer service, computer skills, record processing and legal requirements. Students may find jobs as Customer Service Representatives, Accounts Receivable Representatives, Medical Records Clerk and general clerical support in a medical setting. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
ACCT	112 Business Calculator Applications	3
BUSA	111 Business Computer Applications	3
BUSA	191 Customer Service	3
BUSA	198 Job Search Skills	2
DENT	111 Introduction to Dental Assisting	2
DENT	114 Ethics/Law & Office Management	2
DFOM	116 Dental Office Overview	4
IFAD	156 First Aid/CPR	0.5
OFTC	105 Keyboarding	3
OFTC	106 Keyboard Skillbuilding I	3
OFTC	111 Business English I	5
TOTAL PROGRAM CREDITS		30.5

**OFFICE OCCUPATIONS
CERTIFICATE OF COMPLETION
19 CREDITS**

This Certificate program is designed to prepare students to gain employment in entry level office assistant or customer service positions. Students will acquire problems solving, communication and job search skills. The following program outlines the courses students will take to complete this one quarter Customized Job Skills Training.

Admission Dates: Beginning of each quarter.

TECHNICAL REQUIREMENTS

CISA	101 Computer Applications	2
CISA	120 Business Desktop Management	5
BUSA	198 Job Search Skills	2
PSYC	100 Human Relations	5
PRET	099 Office Skills	5

TOTAL PROGRAM CREDITS 19

Architectural Graphics

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

This program's intent is to prepare students for careers with construction firms, architectural product manufacturers, building design firms, city, county and state architectural and civil engineering departments and corporate architectural and civil engineering departments. Technicians are needed to develop site plans, construction details, building designs, cost estimates, specification plans for remodeling and additions to existing buildings. Any developmental coursework a student may be required to complete may increase the program length.

Architectural Graphics AAS graduates will:

- Be prepared for entry-level positions in the architectural engineering field.
- Demonstrate skills as problem solvers, design thinkers
- Be well grounded in basic drafting fundamentals, concepts and techniques.
- Perform to current industry standards and be reliable members of today's workforce.
- Demonstrate skills in research techniques & use of library resources.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
ARCH	201 History of American Architecture	3
ARCH	205 Theory of Architecture	3
ARGT	111 Architectural Print Reading I	2
ARGT	112 Construction Techniques	4
ARGT	121 Architectural Graphics	4
ARGT	211 Architectural Print Reading II	2
ARGT	221 Architectural Graph-Residential I	4
ARGT	222 Architectural Graph-Residential II	4
ARGT	225 Construction Mgmt & Estimating	4
ARGT	231 Architectural Graph-Commercial I	4

ARGT	232 Architectural Graph-Commercial II	4
ARGT	233 Architectural Graph-Commercial III	4
ARGT	241 Architectural Illustration	4
ARGT	261 Architectural Problems I	4
ARGT	262 Architectural Problems II	4
CEGT	211 Civil Engineering Graphics I Civil Engineering Graphics Elective	4 4
CISA	101 Computer Applications	2
ENGR	111 Engineering Graphics I	4
ENGR	113 Dimensioning & Tolerancing	4
ENGR	115 Engineering Graphics II	4
ENGT	101 Introduction to Technology	1
ENGT	102 Technical Employment Preparation	1
ENGT	131 Computer Aided Drafting & Design I	4
ENGT	132 Computer Aided Drafting & Design II	4
ENGT	133 Computer Aided Drafting & Design III	4
ENGT	202 Specialized Tech Employment Prep Technical Electives	2 3

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

Physics (PHYS 114)	5
Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-3 CREDITS

Technical electives may be taken from ARGT, ARCH, CEGT, CIVE, ENGT, GEOG, or GISA areas. Student should consult an academic adviser.

Architectural Graphics

**CERTIFICATE OF PROFICIENCY
83 CREDITS**

The architectural graphics certificate option prepares students for careers with construction firms, architectural product manufacturers, building design firms, city, county and state engineering departments and corporate engineering departments. Technicians are needed to develop site plans, construction details, building designs, cost estimates, specification plans for remodeling and additions to existing buildings. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
ARGT	111 Architectural Print Reading I	2
ARCH	201 History of American Architecture	3
ARGT	112 Construction Techniques	4
ARGT	121 Architectural Graphics	4
ENGT	133 Computer Aided Drafting & Design III	4
ARGT	221 Architectural Graph-Residential I	4
ARGT	222 Architectural Graph-Residential II	4
ARGT	211 Architectural Print Reading II	2
ARGT	225 Construction Mgmt & Estimating	4
CEGT	211 Civil Engineering Graphics I	4
CISA	101 Computer Applications	2

ENGR	111 Engineering Graphics I	4
ENGR	113 Dimensioning & Tolerancing	4
ENGR	115 Engineering Graphics II	4
ENGT	101 Introduction to Technology	1
ENGT	131 Computer Aided Drafting & Design I	4
ENGT	132 Computer Aided Drafting & Design II	4
ENGT	102 Technical Employment Preparation	1
	Technical Electives	9

TOTAL PROGRAM CREDITS 83

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-9 CREDITS

Technical electives may be taken from ARGT, ARCH, CEGT, CIVE, ENGT, GEOG, or GISA areas. Student should consult an academic adviser.



Auto Collision Body Technician

**ASSOCIATE OF APPLIED SCIENCE DEGREE
113 CREDITS**

This program consists of two quarters of general collision repair training followed by four quarters of specialized training in auto body repair. The laboratory area is designed to simulate an actual industry repair shop environment and offers the most current tools, equipment and computerized instruments available. Students will spend their first quarter of training in a transportation core curriculum. Hazardous material handling and management skills are included to strengthen technical training. Any developmental coursework a student may be required to complete may increase the program length. Please note that term five and term six will be offered on a different schedule and may not be offered every quarter.

Auto Collision Body Technician AAS graduates will:

- Be prepared for employment as automotive collision body technicians.
- Meet ASE and I-CAR skill standards.
- Be prepared to successfully pass the ASE industry certification.
- Dismantle collision related components (Tear Down), replace damaged parts (R&R), and straighten dents.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS	
TRAN	110	Computer Basics/Transport Trades	2
TRAN	112	Shop and Business Practices	5
TRAN	113	Basic Electrical Systems	4
TRAN	125	Mechanical Principles	5
		General Education	5

TERM TWO		CREDITS	
ACBT	121	Basic Body Repair/Refinishing	10
ACBT	122	Collision Est/Elec. Disarm	6
		General Education	5

TERM THREE

ACBT	131	Metal Straightening Techniques	6
ACBT	132	Surface Preparation	5
ACBT	133	Measuring Systems	5
		General Education	5

TERM FOUR

ACBT	211	Auto Body Welding	4
ACBT	212	Damage Identification & Analysis	5
ACBT	213	Panel Replacement & Adjustment I	6
		General Education	5

TERM FIVE

ACBT	221	Panel Replacement & Adjustment II	8
ACBT	222	Unibody & Frame Alignment	7

TERM SIX

ACBT	231	Mechanical & Electrical Systems	5
ACBT	232	Glass Replacement	5
ACBT	233	Advanced Shop Procedures	5

TOTAL PROGRAM CREDITS 113

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Auto Collision Body Technician

**CERTIFICATE OF PROFICIENCY
79-83 CREDITS**

The Auto Collision Body Technician program prepares technicians to work in the Auto Collision industry. The laboratory area simulates an actual industry repair shop environment and offers the most current tools, equipment and computerized instruments available. The first quarter of training is spent in a transportation core curriculum. The remaining quarters are spent learning the elements of auto body repair technical skills in preparation for entry-level employment. Hazardous material handling and management skills are included to strengthen technical training. Any developmental coursework a student may be required to complete may increase the program length. The program offers several certificate options. The certificates added together create a career ladder with expandable learning opportunities. The certificate programs meet part of the requirements for the A.A.S. degree.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
TRAN	110 Computer Basics/ Transportation Trades	2
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
	General Education	5

TERM TWO		
ACBT	121 Basic Body Repair/Refinishing	10
ACBT	122 Collision Estimate/Elec. Disarm	6
	General Education	5

TERM THREE

ACBT	131 Metal Straightening Techniques	6
ACBT	132 Surface Preparation	5
ACBT	133 Measuring Systems	5
	General Education	5

TERM FOUR

ACBT	211 Auto Body Welding	4
ACBT	212 Damage Identification & Analysis	5
ACBT	213 Panel Replacement & Adjustment I	6
	General Education Elective	

- OR -

	Special Projects	1-5
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TOTAL PROGRAM CREDITS 79-83

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Auto Collision Paint Technician

**ASSOCIATE OF APPLIED SCIENCE DEGREE
112 CREDITS**

This program consists of six months of general collision repair technical skills followed by twelve months of specialized training in auto painting and refinishing. The laboratory area is designed to simulate an actual industry repair environment and includes a high-technology state-of-the-art painting booth with the latest in high-tech equipment. Students will spend their first quarter of training in a transportation core curriculum. Hazardous material management and management skills are included to strengthen technical skills. Any developmental coursework a student may be required to complete may increase the program length. Please note that term V and term VI will be offered on a different schedule and may not be offered every quarter.

- Auto Collision Paint Technician AAS graduates will:
- Prepare for employment as automotive collision paint technicians.
 - Meet ASE and I-CAR skill standards.
 - Evaluate surface substrates in planning sequences needed in prepping a surface for required surface coatings.
 - Evaluate surface condition, featheredge, sand, mask, and apply undercoat products.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
TRAN	110 Computer Basics/Transport Trades	2
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
	General Education	5

TERM TWO		
ACPT	121 Basic Body Repair/Refinishing	10
ACPT	122 Collision Estimate/Elec. Disarm	6
	General Education	5

TERM THREE		
ACPT	131 Automotive Finishes I	6
ACPT	132 Refinish Preparation	6
ACPT	133 Spray Gun Operation	3
	General Education	5

TERM FOUR		
ACPT	211 Paint Application I	6
ACPT	212 Paint Mixing	3
ACPT	213 Paint Tinting & Matching I	6

TERM FIVE		
ACPT	221 Automotive Finishes II	6
ACPT	222 Paint Application II	6
ACPT	223 Paint Tinting & Matching II	3
	General Education	5

TERM SIX		
ACPT	231 Paint Problems	6
ACPT	232 Specialized Paint Finishes	6
ACPT	233 Pinstriping & Detailing	3

TOTAL PROGRAM CREDITS 112

GENERAL EDUCATION REQUIREMENTS—20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVE—OPTIONAL

See faculty adviser/instructor for pre-approval.

Auto Collision Paint Technician

**CERTIFICATE OF PROFICIENCY
77 CREDITS**

These certificate programs prepare students for entry-level positions in the auto painting and refinishing industry. The laboratory area simulates an actual industry repair environment and includes a high-technology painting booth. First quarter is spent training in a transportation core curriculum. The remaining quarters are spent developing general automotive painting and refinishing skills. Hazardous material management and management skills are included to strengthen technical skills. Any developmental coursework a student may be required to complete may increase the program length. The program offers several certificate options. The certificates added together create a career ladder with expandable learning opportunities. The certificate programs meet part of the requirements for the A.A.S. degree.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
TRAN	110 Computer Basics/ Transportation Trades	2
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
	General Education	5

TERM TWO

ACPT	121 Basic Body Repair/Refinishing	10
ACPT	122 Collision Estimate/Elec. Disarm	6
	General Education	5

TERM THREE

ACPT	131 Automotive Finishes I	6
ACPT	132 Refinish Preparation	6
ACPT	133 Spray Gun Operation	3
	General Education	5

TERM FOUR

ACPT	211 Paint Application I	6
ACPT	212 Paint Mixing	3
ACPT	213 Paint Tinting & Matching I	6

TOTAL PROGRAM CREDITS 77

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.



Auto Repair Technician

ASSOCIATE OF APPLIED SCIENCE DEGREE
117 CREDITS

Today's automobile is designed and engineered at a higher level of technology than ever before. This produces a high demand for trained repair technicians who can meet the increased technical challenges. This program prepares students for employment in automotive dealership service centers, independent repair shops, and specialty or customized shops. The auto repair technician field is rapidly changing and relies more and more on advanced knowledge—particularly in the electrical and electronics areas. As a well-trained technician with current skills, you can expect rapid employment and a steady rising income. In addition this program includes preparation for the ASE (Automotive Service Excellence) certification.

Auto Repair Technician AAS graduates will:

- Perform repairs on various vehicles and components
- Meet minimum competency in seven categories identified as essential for employability: adherence to policy/attendance, technical knowledge/skill application, work planning, quality of work, interpersonal skills, and oral/written communication.
- Be prepared to succeed on the ASE certification.

The following program outline is the sequence of courses for this area of study. It is the student's responsibility to work out his or her individual schedule with a counselor or adviser.

- TRAN 110, 112, 113, and 125 must be taken in the first quarter.
- AUTO 120 Electrical/Electronics must be completed before Engine Performance Series (AUTO 134, 135, 136 and 138)
- AUTO 298 must be completed in the last quarter of training
- CWEX Cooperative Work Experience may be completed in the student's last 2 quarters of training, used as a requirement for classes within the quarter the student is registered for by instructor permission only.

Admission Dates: fall, winter, spring, summer.

COURSE		CREDITS
TRAN	110 Computer Basics/Transportation Trades	2
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
AUTO	120 Electrical/Electronics Systems	14
AUTO	124 Maintenance Procedures	2
AUTO	134 Engine Performance—Ignition	4
AUTO	135 Engine Performance—Fuel	4
AUTO	136 Engine Performance—Emission	4
AUTO	138 Engine Performance—Comp. Controls	4
AUTO	140 Brake Systems	10
AUTO	144 Suspension, Steering & Alignment	6
AUTO	210 Engine Repair	10
AUTO	215 Heating and Air Conditioning Service	6
AUTO	220 Automatic Transmission and Transaxles	8
AUTO	225 Manual Transmission and Axles	8
AUTO	298 Job Search	1

TOTAL PROGRAM CREDITS 117

GENERAL EDUCATION REQUIREMENTS—20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Auto Repair Technician

**CERTIFICATE OF PROFICIENCY
89 CREDITS**

Today's automobile is designed and engineered at a higher level of technology than ever before. This produces a high demand for trained repair technicians who can meet the increased technical challenges. This program prepares students for employment in independent repair shops, and specialty or customized shops. The auto repair technician field is rapidly changing and relies more and more on advanced knowledge - particularly in the electrical and electronics areas. As a well-trained technician with current skills, you can expect rapid employment and a steadily rising income. In addition this program includes preparation for the ASE (Automotive Service Excellence) certification.

The following program outline is the sequence of courses for this area of study. It is the student's responsibility to work out his or her individual schedule with a counselor or adviser.

- TRAN 110, 112, 113, and 125 must be taken before Technical Electives
- AUTO 120 Electrical/Electronics must be completed before Engine Performance Series (AUTO 134, 135, 136 and 138)
- AUTO 298 must be completed in the last quarter of training
- CWEX Cooperative Work Experience may be completed in the student's last 2 quarters of training and used as a requirement for classes within the quarter the student is registered for by instructor permission only.

Admission Dates: fall, winter, spring, summer.

COURSE		CREDITS
TRAN	110 Computer Basics/ Transportation Trades	2
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
AUTO	120 Electrical/Electronics Systems	14
AUTO	124 Maintenance Procedures	2

**TECHNICAL ELECTIVES: SELECT A MINIMUM OF
42 CREDITS WITH INSTRUCTOR APPROVAL**

AUTO	134 Eng. Performance– Ignition Systems	4
AUTO	135 Eng. Performance–Fuel Systems	4
AUTO	136 Eng. Performance– Emission Systems	4
AUTO	138 Eng. Performance– Comp. Controls	4
AUTO	140 Brake Systems	10
AUTO	144 Suspension, Steering & Alignment	6
AUTO	210 Engine Repair	10
AUTO	215 Heating and Air Conditioning Service	6
AUTO	220 Automatic Transmission and Transaxles	8
AUTO	225 Manual Transmission and Axles	8
AUTO	298 Job Search	1

TOTAL PROGRAM CREDITS 89

**GENERAL EDUCATION REQUIREMENTS–15
CREDITS**

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Baking Arts

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

The Baking Arts program prepares student for management positions in fine bakery establishments. Students will receive comprehensive instructions regarding the preparation of creams, custards, pudding and related sauces. Lectures and demonstrations teach yeast raised dough mixing methods, rolled in dough and basic cake mixing methods as well as decorating styles and techniques. Coursework will also cover the selection and proper use and handling of various chocolates used in baking and decorating. Program emphasis will be on learning bakery skills and management of bakery operations.

Baking Arts AAS graduates will:

- Be prepared for employment as Bakers, Baker Helpers, Baker Apprentices.
- Be prepared for Certification from the American Culinary Federation as a Certified Pastry Culinarian.
- Obtain a variety of industry certificates including: 1st Aid, CPR, Food Handler Permit, and Serv-Safe Certification.

Prerequisite: Completion of Math 70 or equivalent placement scores.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
HOSP	101 Introduction to Hospitality	3
HOSP	103 Introduction to Management	3
HOSP	106 Hospitality Basics	4
HOSP	110 Hospitality Service	10

TERM TWO

BAKE	101 Introduction to Bakery	15
	General Education	10

TERM THREE

BAKE	102 Cake Decorating/ Working Chocolate	15
	General Education	5

TERM FOUR

BAKE	103 Advanced Bakery Technique	15
	General Education	5

TERM FIVE

CULA	218 Supervision	15
	Technical Elective	2

TERM SIX

CULA	235 Management	15
CULA	137 Nutrition in Food Service	3

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Quantitative Reasoning	5
Oral Communications	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Building & Plant Maintenance

**ELECTRONICS ENDORSEMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE
107-111 CREDITS**

This program prepares technicians to work in building and office complexes, food processing plants, and a wide variety of industrial and manufacturing plants where technicians are responsible for operating, maintaining, and troubleshooting heating and cooling equipment. The equipment includes but is not limited to motors and controls, and electronic, pneumatic, hydraulic, and mechanical systems. Any developmental coursework a student may be required to complete may increase the program length.

Building & Plant Maintenance AAS graduates will:

- Obtain employment as Maintenance Technicians and Facilities Engineers.
- Be prepared for a wide range of entry to mid-level positions with emphasis on electronic skills, machining skills and welding skills.
- Be prepared to take the EPA Universal Technician Certification, the City of Seattle DPD Refrigeration Operating Engineer, and Boiler Fireman License examinations.
- Meet the industry skill standards to operate, troubleshoot, maintain refrigeration & heating equipment and repair and replace mechanical/electrical devices.

Admission Dates: fall, winter, summer.

TERM ONE		CREDITS
BPMT	111 Refrigeration Principles	10
BPMT	112 Refrigeration Servicing	6
BPMT	113 Licensing Requirements	3
	General Education Requirement	5

TERM TWO		
BPMT	121 Electrical Troubleshooting I	4
BPMT	122 Electrical Troubleshooting Laboratory I	3
BPMT	123 Motor Control Principles	6
BPMT	124 Motor Control Lab	5
	General Education Requirement	5

TERM THREE

BPMT	131 Electrical Troubleshooting II	1
BPMT	132 Electrical Troubleshooting Laboratory II	4
BPMT	133 Programmable Controls	6
BPMT	134 Programmable Controls Lab	5
	General Education Requirement	5

TERM FOUR

BPMT	241 Boiler Principles	9
BPMT	242 Boiler Operation	2
BPMT	243 Mechanical Maintenance	3
BPMT	244 Mechanical Maintenance Lab	2
IFAD	151 Industrial First Aid	1

TERM FIVE

ELEC	135 D.C. Electricity and Electronics	5
ELEC	136 A.C. Electricity and Electronics	5
ELEC	137 Intro to Semiconductors/ Analog Electronics	5
CWEX	190 Cooperative Work Experience Seminar	1
CWEX	197 Cooperative Work Experience Seminar	1-5
	General Education Requirement	5

TOTAL PROGRAM CREDITS 107-111

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Building & Plant Maintenance

**MACHINING ENDORSEMENT
ASSOCIATE OF APPLIED SCIENCE DEGREE
107-111 CREDITS**

This program prepares technicians to work in building and office complexes, food processing plants, and a wide variety of industrial and manufacturing plants where technicians are responsible for operating, maintaining, and troubleshooting heating and cooling equipment. The equipment includes but is not limited to motors and controls, and electronic, pneumatic, hydraulic, and mechanical systems. Any developmental coursework a student may be required to complete may increase the program length.

Building & Plant Maintenance AAS graduates will:

- Obtain employment as Maintenance Technicians and Facilities Engineers.
- Be prepared for a wide range of entry to mid-level positions with emphasis on electronic skills, machining skills and welding skills.
- Be prepared to take the EPA Universal Technician Certification, the City of Seattle DPD Refrigeration Operating Engineer, and Boiler Fireman License examinations.
- Meet the industry skill standards to operate, troubleshoot, maintain refrigeration & heating equipment and repair and replace mechanical/electrical devices.

Admission Dates: fall, winter summer.

TERM ONE		CREDITS
BPMT	111 Refrigeration Principles	10
BPMT	112 Refrigeration Servicing	6
BPMT	113 Licensing Requirements	3
	General Education Requirement	5

TERM TWO		
BPMT	121 Electrical Troubleshooting I	4
BPMT	122 Electrical Troubleshooting Laboratory I	3
BPMT	123 Motor Control Principles	6
BPMT	124 Motor Control Lab	5
	General Education Requirement	5

TERM THREE

BPMT	131 Electrical Troubleshooting II	1
BPMT	132 Electrical Troubleshooting Laboratory II	4
BPMT	133 Programmable Controls	6
BPMT	134 Programmable Controls Lab	5
	General Education Requirement	5

TERM FOUR

BPMT	241 Boiler Principles	9
BPMT	242 Boiler Operation	2
BPMT	243 Mechanical Maintenance	3
BPMT	244 Mechanical Maintenance Lab	2
IFAD	151 Industrial First Aid	1

TERM FIVE

MACH	110 Fundamentals of Machining	8
MACH	112 Machining Level I	7
ELEC	137 Intro to Semiconductors/ Analog Electronics	5
CWEX	190 Cooperative Work Experience Seminar	1
CWEX	197 Cooperative Work Experience Seminar	1-5
	General Education Requirement	5

TOTAL PROGRAM CREDITS 107-111

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Building & Plant Maintenance

**WELDING ENDORSEMENT
ASSOCIATE OF APPLIED SCIENCE
107-111 CREDITS**

This program prepares technicians to work in building and office complexes, food processing plants, and a wide variety of industrial and manufacturing plants where technicians are responsible for operating, maintaining, and troubleshooting heating and cooling equipment. The equipment includes but is not limited to motors and controls, and electronic, pneumatic, hydraulic, and mechanical systems. Any developmental coursework a student may be required to complete may increase the program length.

Building & Plant Maintenance AAS graduates will:

- Obtain employment as Maintenance Technicians and Facilities Engineers.
- Be prepared for a wide range of entry to mid-level positions with emphasis on electronic skills, machining skills and welding skills.
- Be prepared to take the EPA Universal Technician Certification, the City of Seattle DPD Refrigeration Operating Engineer, and Boiler Fireman License examinations.
- Meet the industry skill standards to operate, troubleshoot, maintain refrigeration & heating equipment and repair and replace mechanical/electrical devices.

Admission Dates: fall, winter summer.

TERM ONE		CREDITS
BPMT	111 Refrigeration Principles	10
BPMT	112 Refrigeration Servicing	6
BPMT	113 Licensing Requirements	3
	General Education Requirement	5

TERM TWO		
BPMT	121 Electrical Troubleshooting I	4
BPMT	122 Electrical Troubleshooting Laboratory I	3
BPMT	123 Motor Control Principles	6
BPMT	124 Motor Control Lab	5
	General Education Requirement	5

TERM THREE

BPMT	131 Electrical Troubleshooting II	1
BPMT	132 Electrical Troubleshooting Laboratory II	4
BPMT	133 Programmable Controls	6
BPMT	134 Programmable Controls Lab	5
	General Education Requirement	5

TERM FOUR

BPMT	241 Boiler Principles	9
BPMT	242 Boiler Operation	2
BPMT	243 Mechanical Maintenance	3
BPMT	244 Mechanical Maintenance Lab	2
IFAD	151 Industrial First Aid	1

TERM FIVE

WELD	111 Welding Theory	5
WELD	112 Oxy/Acetylene Cutting	3
WELD	113 Shielded Metal Arc Welding	7
CWEX	190 Cooperative Work Experience Seminar	1
CWEX	197 Cooperative Work Experience Seminar	1-5
	General Education Requirement	5

TOTAL PROGRAM CREDITS 107-111

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Building & Plant Maintenance

CERTIFICATE OF PROFICIENCY

85 CREDITS

This program prepares technicians to work in building and office complexes, food processing plants, and a wide variety of industrial and manufacturing plants where technicians are responsible for operating, maintaining, and troubleshooting heating and cooling equipment, motors and controls, and mechanical systems. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, summer.

TERM ONE		CREDITS
BPMT	111 Refrigeration Principles	10
BPMT	112 Refrigeration Servicing	6
BPMT	113 Licensing Requirements	3
	General Education Requirement	5

TERM TWO		CREDITS
BPMT	121 Electrical Troubleshooting I	4
BPMT	122 Electrical Troubleshooting Laboratory I	3
BPMT	123 Motor Control Principles	6
BPMT	124 Motor Control Lab	5
	General Education Requirement	5

TERM THREE

BPMT	131 Electrical Troubleshooting II	1
BPMT	132 Electrical Troubleshooting Laboratory II	4
BPMT	133 Programmable Controls	6
BPMT	134 Programmable Controls Lab	5
	General Education Requirement	5

TERM FOUR

BPMT	241 Boiler Principles	9
BPMT	242 Boiler Operation	2
BPMT	243 Mechanical Maintenance	3
BPMT	244 Mechanical Maintenance Lab	2
IFAD	151 18-Hour First Aid/CPR	1

TOTAL PROGRAM CREDITS 85

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Business Applications Support

**ASSOCIATE OF APPLIED SCIENCE DEGREE
94 CREDITS**

The Business Applications Support program is designed to meet the growing need for professionally trained support professionals. The primary goal is to prepare students to use the various software applications in the work environment as a support tool to enhance day-to-day business operations. Any developmental coursework a student may be required to complete may increase the program length.

Business Applications Support AAS graduates will:

- Carry out office administration procedures and management support using technology.
- Be prepared for entry-level positions in their area of expertise—office software, customer service, project management, web maintenance, and publications/sales.
- Produce documents using word processing, spreadsheet and presentation software
- Be prepared to take MOS (Microsoft Office Specialist) certification exams.

Admission Dates: fall, winter, spring, summer.

TERM ONE			CREDITS
CISA	120	Business Desktop Management	5
OFTC	105	Keyboarding	3
CISA	111	Word	4
PSYC	100	Human Relations	5

TERM TWO

BUSA	191	Customer Service/Help Desk	3
CISA	112	Excel I	4
CISA	124	PowerPoint	3
ITAD	112	HTML	5
MMDP	122	Photoshop I	4

TERM THREE

CISA	281	Project Management	3
ITAD	122	DHTML/JavaScript	5
CISA	215	Publisher	3
		General Education	5

TERM FOUR

MMDP	133	Dreamweaver	4
MMDP	153	Web Design	3
BUSA	198	Job Search Skills	2
CISA	225	Integrated Applications	3
		General Education	5

TERM FIVE

BUSA	102	Intro to Business	5
CISA	114	Access	4
		General Education	5

TERM SIX

CWEX	190	Cooperative Seminar	1
CWEX	197	Cooperative Work Experience I	5
		General Education	5

TOTAL PROGRAM CREDITS 94

GENERAL EDUCATION REQUIREMENTS—20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Business Applications Support

**CERTIFICATE OF PROFICIENCY
66 CREDITS**

The Business Applications Support program is designed to meet the growing need for professionally trained support professionals. The primary goal of the certificate is to prepare students to use the various software applications in the work environment as a support tool to enhance day-to-day business operations. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	120 Business Desktop Management	5
OFTC	105 Keyboarding	3
CISA	111 Word	4
PSYC	100 Human Relations	5

TERM TWO		
BUSA	191 Customer Service/Help Desk	3
CISA	112 Excel I	4
CISA	124 PowerPoint	3
ITAD	112 HTML	5
MMDP	122 Photoshop I	4

TERM THREE

CISA	281 Project Management	3
ITAD	122 DHTML/Javascript	5
CISA	215 Publisher	3
	General Education	5

TERM FOUR

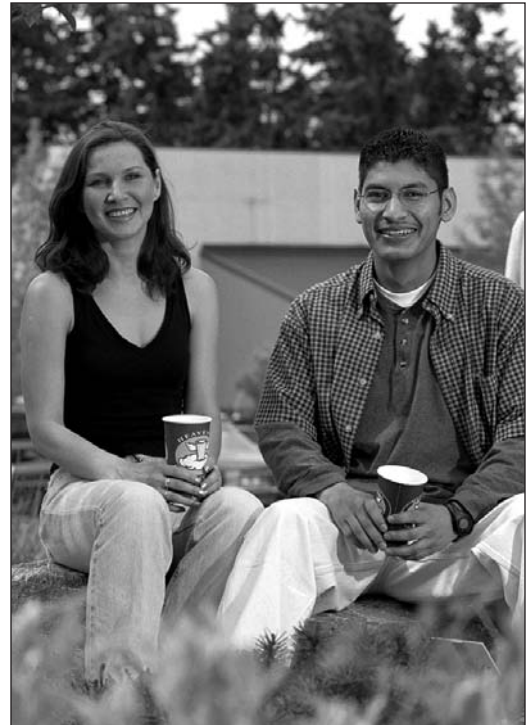
CISA	172 E-Commerce	4
MMDP	153 Web Design	3
BUSA	198 Job Search Skills	2
	General Education	5

TOTAL PROGRAM CREDITS 66

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science (PSYC 100)	5

See page 119 for a list of all applicable courses for each of the categories listed above.



Business Applications Support

**PUBLICATIONS/SALES/MARKETING SUPPORT
CERTIFICATE OF COMPLETION
35 CREDITS**

The Publications/Sales/Marketing Support Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education. The primary goal of the certificate is to prepare students to use the various software applications in the work environment as a support tool to enhance day-to-day business operations. Graduates will find entry-level jobs as Sales Assistants, Sales Coordinators, Marketing Assistants, Marketing Coordinators, Publications Coordinators, and Sales Representatives. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE			CREDITS
CISA	120	Business Desktop Management	5
OFTC	105	Keyboarding	3
CISA	111	Word	4
PSYC	100	Human Relations	5
TERM TWO			
BUSA	191	Customer Service	3
CISA	124	PowerPoint	3
CISA	215	Publisher	3
MMDP	122	Photoshop I	4
ITAD	112	HTML	5
TOTAL PROGRAM CREDITS			35

**WEB MAINTENANCE
CERTIFICATE OF COMPLETION
38 CREDITS**

The Web Maintenance Support Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education. The primary goal of the certificate is to prepare students to use the various software applications in the work environment as a support tool to enhance day-to-day business operations. Graduates will find entry-level jobs as Web Assistants, Web Maintenance Support, Computer Support Specialist, Web Specialists, Web Designers, Webmasters, Internet and Intranet Developers. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE			CREDITS
CISA	120	Business Desktop Management	5
OFTC	105	Keyboarding	3
CISA	111	Word	4
PSYC	100	Human Relations	5
TERM TWO			
ITAD	112	HTML	5
MMDP	122	Photoshop I	4
MMDP	133	Dreamweaver	4
MMDP	153	Web Design	3
ITAD	122	DHTML/Javascript	5
TOTAL PROGRAM CREDITS			38

Business Applications Support

**PROJECT MANAGEMENT SUPPORT
CERTIFICATE OF COMPLETION
34 CREDITS**

The Project Management Support Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education. The primary goal of the certificate is to prepare students to use the various software applications in the work environment as a support tool to enhance day-to-day business operations. Graduates will find entry-level jobs as Project Management Coordinators, Project Management Assistants, Events or Conference Coordinators. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	120 Business Desktop Management	5
CISA	111 Word	4
OFTC	105 Keyboarding	3
PSYC	100 Human Relations	5
TERM TWO		
BUSA	191 Customer Service	3
BUSA	101 Business Communications	5
CISA	281 Project Management	3
CISA	235 Outlook	2
CISA	195 Capstone Project	4
TOTAL PROGRAM CREDITS		34

**CUSTOMER SERVICE/PRODUCT SUPPORT
CERTIFICATE OF COMPLETION
34 CREDITS**

The Customer Service/Product Support Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education. The primary goal of the certificate is to prepare students to use the various software applications in the work environment as a support tool to enhance day-to-day business operations. Graduates will find entry-level jobs as Customer Service Representatives, Call Center Service Representatives. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	120 Business Desktop Management	5
OFTC	105 Keyboarding	3
CISA	111 Word	4
PSYC	100 Human Relations	5
TERM TWO		
CISA	112 Excel I	4
CISA	114 Access	4
CISA	124 PowerPoint	3
CISA	281 Project Management	3
BUSA	191 Customer Service	3
TOTAL PROGRAM CREDITS		34

Business Applications Support

**MICROSOFT OFFICE APPLICATIONS
CERTIFICATE OF COMPLETION
25 CREDITS**

The Microsoft Office certificate is designed to meet the needs of students to increase their computer knowledge. This certificate is directed towards people who have prior work experience and want to upgrade their skills by learning the current software applications used in the business community. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	111 Word	4
CISA	112 Excel I	4
CISA	120 Business Desktop Management	5
TERM TWO		
CISA	114 Access	4
CISA	124 PowerPoint	3
ITAD	112 HTML	5
TOTAL PROGRAM CREDITS		25

**IBEST
CERTIFICATE OF COMPLETION
24-28 CREDITS**

This program prepares students for positions in beginning administrative support, reception, customer care, and sales/marketing support. Graduates will be also be eligible for entry into a variety of certificate programs (web maintenance; publication/sales/marketing support; project management support; customer service/product support; or Microsoft Office applications) as well as the full degree program. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	111 Word	4
CISA	112 Excel I	4
CISA	120 Business Desktop Mgmt.	5
EASL	070 Computer Applications I	1-3
TERM TWO		
CISA	114 Access	4
CISA	124 PowerPoint	3
BUSA	198 Job Search	2
EASL	072 Computer Applications II	1-3
TOTAL PROGRAM CREDITS		24-28

Child Care Manager

**ASSOCIATE OF APPLIED SCIENCE DEGREE
94 CREDITS**

Theoretical knowledge is gained through evening classroom lectures; practical experience takes place in college lab and in family- and center-based programs where students are employed. Students develop competencies necessary to plan, implement and evaluate a quality program for children, following National Association for the Education of Young Children (NAEYC) standards. Program prepares students to seek new employment or update professional skills and knowledge as a family care provider; program supervisor of child care center; child care manager; and lead teacher in child care, preschool and Headstart programs. No prerequisite courses required. Any developmental coursework a student may be required to complete may increase the program length.

Child Care Manager AAS graduates will:

- Be prepared for employment as lead teachers and managers in early childhood programs.
- Plan, implement, and evaluate children's programs.
- Manage staff, budget, and maintain a safe and healthy environment for the children in their care.
- Identify and apply age appropriate guidance techniques.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
ECEM	111 Intro to Early Childhood Education	5
ECEM	112 Child Development	6
ECEM	113 Guidance Techniques	5

TERM TWO		CREDITS
ECEM	121 Diversity Issues	1
ECEM	122 Creative Activities	5
ECEM	124 Language Activities	5
ECEM	125 Science and Math Activities	5

TERM THREE

ECEM	131 Advocacy/Legal Issues	1
ECEM	132 Parent Interactions	5
ECEM	133 Program Design	5
ECEM	134 Safety/Health/Nutrition	5

TERM FOUR

ECEM	212 Policies and Procedures	5
ECEM	213 Staff Management	6
ECEM	214 Financial Planning	5

TERM FIVE

General Education Requirement	5
General Education Requirement	5
Technical Electives	5

TERM SIX

General Education Requirement	5
General Education Requirement	5
Technical Electives	5

TOTAL PROGRAM CREDITS 94

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-10 CREDITS

Choose a minimum of 10 elective credits from the following list. (In addition to the following courses, other business, computer or technology courses may be taken with instructor permission.)

ECEM	150 S.T.A.R.S. Basic Guidebook Training	2
ECEM	199 Independent Study*	1-5
ECEM	299 Independent Study*	1-5
IFAD	151 First Aid/CPR	1
BUSA	100 Business Math	5
BUSA	101 Business Communications	5
HOSP	103 Introduction to Management	3

**These courses are by instructor permission only.*

Child Care Manager

**CERTIFICATE OF PROFICIENCY
74 CREDITS**

Theoretical knowledge is gained through evening classroom lectures; practical experience takes place in college lab and in family- and center-based programs where students are employed. Students develop competencies necessary to plan, implement and evaluate a quality program for children, following National Association for the Education of Young Children (NAEYC) standards. Program prepares students to seek new employment or update professional skills and knowledge as a family care provider; program supervisor of child care center; child care manager; and lead teacher in child care, preschool and Headstart programs. No prerequisite courses required. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
ECEM	111 Intro to Early Childhood Education	5
ECEM	112 Child Development	6
ECEM	113 Guidance Techniques	5

TERM TWO		
ECEM	121 Diversity Issues	1
ECEM	122 Creative Activities	5
ECEM	124 Language Activities	5
ECEM	125 Science/Math Activities	5

TERM THREE

ECEM	131 Advocacy/Legal Issues	1
ECEM	132 Parent Interactions	5
ECEM	133 Program Design	5
ECEM	134 Safety/Health/Nutrition	5
	General Education	5

TERM FOUR

ECEM	212 Policies and Procedures	5
ECEM	213 Staff Management	6
ECEM	214 Financial Planning	5
	General Education	5

TOTAL PROGRAM CREDITS 74

GENERAL EDUCATION REQUIREMENT-10 CREDITS

Written Communication	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.



Civil Engineering Graphics

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

The Civil Engineering Graphics program is designed to prepare a graphics technician to work directly under the supervision of an engineer, architect or designer producing detailed drawings. Civil Engineering Graphics Technicians are specialists in translating the rough sketches, layouts and written specifications of architects, engineers, or designers into a drawing showing the complete details and specifications for the finished product. Any developmental coursework a student may be required to complete may increase the program length.

Civil Engineering Graphics AAS graduates will:

- Be prepared for entry-level positions in the civil engineering graphics field.
- Demonstrate skills as problem solvers, design thinkers
- Be well grounded in basic drafting fundamentals, concepts and techniques.
- Perform to current industry standards and be reliable members of today's workforce.
- Demonstrate skills in research techniques & use of library resources.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
ARGT	111 Architectural Print Reading I	2
CEGT	211 Civil Engineering Graphics I	4
CEGT	212 Civil Engineering Graphics II	4
CEGT	221 Surveying	4
CEGT	231 Civil 3D Computer Aided Design I	4
CEGT	241 Civil Engineering Materials	4
CEGT	251 Boundary Surveys and Plat Design I	4
CEGT	252 Boundary Surveys and Plat Design II	4
CEGT	261 Roadway Design and Layout I	4
CEGT	262 Roadway Design and Layout II	4
CISA	101 Computer Application	2

CIVE	205 Theory of Urban Design & Planning	3
ENGT	101 Introduction to Technology	1
ENGR	111 Engineering Graphics I	4
ENGR	113 Dimensioning & Tolerancing	4
ENGR	115 Engineering Graphics II	4
ENGR	121 Descriptive Geometry	4
ENGR	122 Engineering Graphics III	4
ENGT	102 Technical Employment Preparation	1
ENGT	131 Computer Aided Drafting & Design I	4
ENGT	132 Computer Aided Drafting & Design II	4
ENGT	133 Computer Aided Drafting & Design III	4
ENGT	202 Specialized Tech Employment Prep	2
GEOG	251 Cartography	4
GISA	211 Geographic Information Systems	4
	Technical Electives	8

TOTAL PROGRAM CREDITS 120

TECHNICAL ELECTIVES

Technical electives may be taken from ARGT, ARCH, CEGT, CIVE, ENGT, GEOG, or GISA areas. Student should consult an academic adviser.

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

Physics (PHYS 114)	5
Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Civil Engineering Graphics

CERTIFICATE OF PROFICIENCY

83 CREDITS

The Civil Engineering Graphics program is designed to prepare a graphics technician to work directly under the supervision of an engineer, architect or designer producing detailed drawings. Civil Engineering Graphics Technicians are specialists in translating the rough sketches, layouts and written specifications of architects, engineers, or designers into a drawing showing the complete details and specifications for the finished product. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS CREDITS

ARGT	111	Architectural Print Reading I	2
CEGT	211	Civil Engineering Graphics I	4
CEGT	212	Civil Engineering Graphics II	4
CEGT	221	Surveying	4
CEGT	241	Civil Engineering Materials	4
CEGT	251	Boundary Surveys and Plat Design I	4
CEGT	261	Roadway Design and Layout I	4
CEGT	262	Roadway Design and Layout II	4
CISA	101	Computer Application	2
ENGR	111	Engineering Graphics I	4
ENGR	113	Dimensioning & Tolerancing	4
ENGR	115	Engineering Graphics II	4
ENGR	121	Descriptive Geometry	4

ENGR	122	Engineering Graphics III	4
ENGT	101	Introduction to Technology	1
ENGT	131	Computer Aided Drafting & Design I	4
ENGT	132	Computer Aided Drafting & Design II	4
ENGT	102	Technical Employment Preparation	1
		Technical Electives	6

TOTAL PROGRAM CREDITS 83

TECHNICAL ELECTIVES

Technical electives may be taken from ARGT, ARCH, CEGT, CIVE, ENGT, GEOG, or GISA areas. Student should consult an academic adviser.

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Computer Security & Network Technology

**COMPUTER SECURITY & NETWORK TECHNICIAN
ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

This program is designed to prepare the student for a career in the area of microcomputer technical support. Technical support personnel may perform a wide variety of duties, such as service technicians, software technicians, network technicians, computer operators, installers, trouble shooters, salespersons, help desk technicians, and network administrators. Students will enhance their computer skills to assist in network design, security implementation and forensics investigations. Any developmental coursework a student may be required to complete may increase the program length.

Computer Security & Network Technician AAS graduates will:

- Be prepared to perform successfully as computer technicians, network technicians, installers, assemblers, troubleshooters, help desk tech support, and network administrators.
- Meet the skills standards of IT Tech Support and Performance Analysis.
- Utilize the tools for data system security and computer forensic evidence analysis.
- Prepare to succeed on the CompTIA A+, Network+, Security+ and similar certification exams.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CSNT	114 PC Tech Fundamentals	6
CSNT	121 PC Hardware	6
CSNT	127 Internet Fundamentals	3
	General Education Requirement	5

TERM TWO			
CSNT	128	Operating Systems	6
CSNT	130	Advanced Operating Systems	6
CFOR	215	Data Communications	3
		General Education Requirement	5

TERM THREE			
CSNT	235	Network Fundamentals	15
		General Education Requirement	5

TERM FOUR			
CSNT	245	Network Administration	15
		General Education Requirement	5

TERM FIVE			
CFOR	255	Network Security	15
		Technical Electives	5

TERM SIX			
CFOR	265	Applied Forensics	15
		Technical Electives	5

GENERAL EDUCATION REQUIREMENTS—20 CREDITS

Quantitative Reasoning	5
Written Expression	5
Oral Communication	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES—10 CREDITS
May be taken from CFOR, CISA, CSNT, ITAD, or MMDP areas and must be approved by faculty Adviser.

Computer Security & Network Technology

**NETWORK TECHNICIAN
CERTIFICATE OF PROFICIENCY
66 CREDITS**

This three-quarter Network Technician certificate program is designed to prepare technicians to work in a wide variety of computer-related industries and has a strong emphasis on Network+ Certification and Networking. Graduates find entry-level jobs as computer field service technicians, software technicians, computer operators, installers, troubleshooters, salespersons, help desk technicians and network technicians. The Network Technician certificate program meets part of the requirements for the Computer Service and Networking Technology A.A.S. degree track.

Admission Dates: fall, winter, spring.

TERM ONE		CREDITS
CSNT	215 Network Fundamentals I	3
CSNT	216 Network Fundamentals II	3
CSNT	218 Network Fundamentals III	3
CSNT	219 Network Fundamentals IV	3
CSNT	220 Network Fundamentals V	3
PSYC	100 Human Relations	5

TERM TWO		
CSNT	226 Novell Networking I	3
CSNT	227 Novell Networking II	3
CSNT	228 Microsoft Networking I	3
CSNT	229 Microsoft Networking II	3
CSNT	240 Microsoft Networking III	3
	General Education	5

TERM THREE		
CSNT	292 Resumes & Interviews	2
CSNT	297 Applied Customer Service	3
	Technical Electives	16
	General Education	5

TOTAL PROGRAM CREDITS 66

GENERAL EDUCATION REQUIREMENTS-10 CREDITS

Written Communication	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVE REQUIREMENTS

Elective choices must be pre-approved by an adviser and may include classes from CSNT, CFOR, ITAD, CISA, or MMDP programs.

Computer Security & Network Technology

**IT SUPPORT TECH
CERTIFICATE OF PROFICIENCY
60 CREDITS**

This IT Support Tech certificate program is designed to prepare technicians to work in a wide variety of computer-related industries and has a strong emphasis on A+ Certification and Networking. Graduates will be prepared for entry-level jobs such as computer field service technicians, software technicians, computer operators, installers, troubleshooters, salespersons, help desk technicians and network technicians. This certificate meets part of the requirements for the Computer Security and Network Technology A.A.S. degree track. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter spring.

TERM ONE		CREDITS
CSNT	114 PC Tech Fundamentals	6
CSNT	121 PC Hardware	6
CSNT	127 Internet Fundamentals	3
	General Education Requirement	5

TERM TWO

CSNT	128 Operating Systems	6
CSNT	130 Advanced Operating Systems	6
CFOR	215 Data Communications	3
	General Education Requirement	5

TERM THREE

CSNT	235 Network Fundamentals	15
	General Education Requirement	5

TOTAL PROGRAM CREDITS 60

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

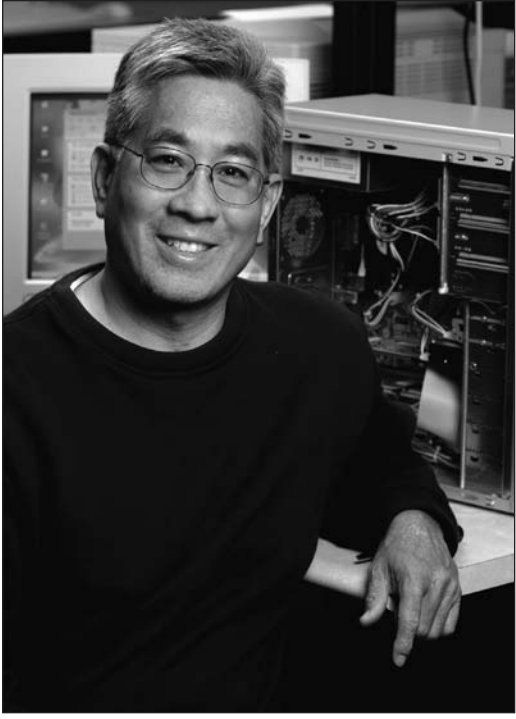
See page 119 for a list of all applicable courses for each of the categories listed above.

Computer Security & Network Technology

**PC NETWORK TECHNICIAN
CERTIFICATE OF COMPLETION
15 CREDITS**

This one quarter PC Network Client Technician award program is designed to prepare technicians to enter the computer field at a higher level of responsibility than would be expected by applicants with an A+ (stand-alone PC oriented) certification. It prepares students with the hands-on background for the CompTIA Network+ Certification exam. Graduates of this award would be proficient with working with PCs, installing operating systems, installing network adapters, and connecting them to Microsoft, Novell, and UNIX networks. This award program meets part of the requirements for the Computer Service and Networking Technology A.A.S. degree track.
 Admission Requirements: Completion of Computer Technician Certificate OR CompTIA A+ Certification with instructor approval AND completion of application of admission.

Admission Dates: fall, winter, spring, summer.



COURSES			CREDITS
CSNT	215	Networking Fundamentals I	3
CSNT	216	Networking Fundamentals II	3
CSNT	218	Networking Fundamentals III	3
CSNT	219	Networking Fundamentals IV	3
CSNT	220	Networking Fundamentals V	3
TOTAL PROGRAM CREDITS			15

Cosmetology

**CERTIFICATE OF PROFICIENCY
88 CREDITS**

This program prepares students to meet state requirements, including hair styling, manicuring and permanent waving. The program consists of practical training offered in collaboration with Bellevue Beauty School and Kirkland Beauty School which are both state accredited.

Cosmetology graduates will:

- Be prepared for a range of entry-level positions as stylists, colorists, company representatives, platform artists, and salon managers.
- Be prepared to succeed on the cosmetologist written and practical exams.
- Meet the Skills Standards of Washington for Cosmetology as set forth in RCW 18.16.
- Demonstrate the unique skills to perform excellent Customer Service.

Admission Dates: fall, winter, spring, summer.

TERM ONE			CREDITS
COSM	111	Cosmetology Theory I	3
COSM	112	Cosmetology Practice I	19

TERM TWO			
COSM	121	Cosmetology Theory II	3
COSM	122	Cosmetology Practice II	19

TERM THREE			
COSM	131	Cosmetology Theory III	3
COSM	132	Cosmetology Practice III	19

TERM FOUR			
COSM	211	Cosmetology Theory IV	3
COSM	212	Cosmetology Practice IV	19

TOTAL PROGRAM CREDITS 88

450 hours per 13-week quarter. Students participate in classroom activities 40 hours per week.

The required Written Communication, Quantitative Reasoning, and Social Science are taught within the Cosmetology curriculum.

Culinary Arts (Commercial Cooking)

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

Students prepare to work in a commercial kitchen including restaurants, cafeterias, delis and other specialty shops. Curriculum includes basic cooking principles, terminology and food handling practices. The program incorporates every facet of running a commercial restaurant. Wait staff, all stations of line cooking, inventory, production of daily specials, manager work, sauce preparation, and maintenance of commercial equipment are included. Any developmental coursework a student may be required to complete may increase the program length.

Culinary Arts (Commercial Cooking) AAS graduates will:

- Be prepared for employment as Cooks, Short Order Cooks, Pantry Cooks, Prep Cooks, Front Line Cooks, Sauté Cooks, and Grill Cooks.
- Obtain certification from the American Culinary Federation as a Certified Culinarian.
- Meet the Skills Standards of American Culinary Federation
- Perform excellent Customer Service

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
HOSP	101 Introduction to Hospitality	3
HOSP	103 Introduction to Management	3
HOSP	106 Hospitality Basics	4
HOSP	110 Hospitality Service	10

TERM TWO

CULA	116 Basic Preparations	15
	General Education	5

TERM THREE

CULA	127 Introduction to Bakery	15
	General Education	5

TERM FOUR

CULA	135 Front Line Cooking	15
	General Education	5

TERM FIVE

CULA	218 Supervision	15
	General Education	5

TERM SIX

CULA	235 Management	15
CULA	137 Nutrition in Food Service	3
	Technical Electives	2

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Culinary Arts (Commercial Cooking)

**CERTIFICATE OF PROFICIENCY
80 CREDITS**

The Culinary Arts certificate program prepares students for a wide variety of entry-level positions in the culinary arts field. Positions include all stations of line cooking, inventory, production of daily specials, sauce preparation, and equipment maintenance, as well as exposure to entry-level manager duties. Curriculum includes basic cooking principles, terminology, and food handling practices. Any developmental coursework a student may be required to complete may increase the program length. Prerequisite: MATH 070.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
HOSP	101 Introduction to Hospitality	3
HOSP	103 Introduction to Management	3
HOSP	106 Hospitality Basics	4
HOSP	110 Hospitality Service	10

TERM TWO

CULA	116 Basic Preparations	15
	General Education	5

TERM THREE

CULA	127 Introduction to Bakery	15
	General Education	5

TERM FOUR

CULA	135 Front Line Cooking	15
	General Education	5

TOTAL PROGRAM CREDITS 80

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.



Dental Assistant

**ASSOCIATE OF APPLIED SCIENCE DEGREE
90 CREDITS**

The Dental Assistant program is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in the field of the dental professional. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in the Lake Washington Technical College Dental Clinic. Additional experiences in private dental practices are part of the four to six week required internship phase of training. Upon completion of this American Dental Association (ADA) accredited program, students will be eligible to take the ADA Dental Assisting Certification Examination. There is a formal admissions process for entry into this program. Any developmental coursework a student may be required to complete may increase the program length.

Dental Assistant AAS graduates will:

- Provide four handed dentistry.
- Perform expanded functions such as rubber dam application, cord packing, coronal polish, fluoride application, oral hygiene instructions, temporary crown fabrication, and alginate impressions.
- Expose and develop patient x-rays and utilize dental technology.
- Comply with OSHA standards for infection control procedures.
- Be prepared to pass the Certified Dental Assistant (CDA) exam.

Admission Dates: fall, spring.

TERM ONE		CREDITS
DENT	111 Introduction to Dental Assisting	2
DENT	112 Introduction to Chairside Procedures	6
DENT	113 Dental Practice Theory	4
DENT	114 Ethics/Law, Office Management	2
DENT	115 Oral Science	3
DENT	117 Dental Materials I	3

TERM TWO

DENT	121 Dental Assisting Practicum I	6
DENT	124 Study of the Human Body	4
DENT	127 Dental Materials II	3
DENT	126 Radiology	3

TERM THREE

DENT	131 Dental Assisting Practicum II	7
DENT	133 Restorative Dentistry Dental Assist	3
DENT	136 Radiography	2
DENT	137 Dental Specialties	4

TERM FOUR

DENT	211 Dental Assisting Practicum III	4
DENT	214 Pharmacology/Nutrition	2
DENT	215 Workplace Preparation	3
DENT	294 Dental Assisting Internship	6

TERM FIVE

General Education Requirement	5
General Education Requirement	5
General Education Requirement	5

TERM SIX

General Education Requirement	5
Electives	3

TOTAL PROGRAM CREDITS 90

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

ELECTIVES-3 CREDITS

See faculty adviser/instructor for pre-approval.

Dental Assistant

**CERTIFICATE OF PROFICIENCY
82 CREDITS**

Students taking this program will learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in the Lake Washington Technical College Dental Clinic. Additional experiences in private dental practices are part of the four to six week required internship phase of training. Upon completion of this American Dental Association (ADA) accredited program, students will be eligible to take the ADA Dental Assisting Certification Examination. There is a formal admissions process for entry into this program. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, spring.

TERM ONE		CREDITS
DENT	111 Introduction to Dental Assisting	2
DENT	112 Introduction to Chairside Procedures	6
DENT	113 Dental Practice Theory	4
DENT	114 Ethics/Law, Office Management	2
DENT	115 Oral Science	3
DENT	117 Dental Materials I	3

TERM TWO		
DENT	121 Dental Assisting Practicum I	6
DENT	124 Study of the Human Body	4
DENT	127 Dental Materials II	3
DENT	126 Radiology	3
	General Education	5

TERM THREE		
DENT	131 Dental Assisting Practicum II	7
DENT	133 Restorative Dentistry for Dental Assist	3
DENT	136 Radiography	2
DENT	137 Dental Specialties	4
	General Education	5

TERM FOUR		
DENT	211 Dental Assisting Practicum III	4
DENT	214 Pharmacology/Nutrition	2
DENT	215 Workplace Preparation	3
DENT	294 Dental Assisting Internship	6
	General Education	5

TOTAL PROGRAM CREDITS 82

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

D*ental Front Office Manager*

**CERTIFICATE OF COMPLETION
19 CREDITS**

Students taking this program will learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in the Lake Washington Technical College Dental Clinic. Additional experiences in private dental practices are part of the required internship phase of training.

Prerequisites: Knowledge of dental terminology and experience as a dental receptionist or chairside assistant.

Admission Dates: fall.

TERM ONE			CREDITS
DFOM	111	Dental Front Office I	6
TERM TWO			
DFOM	121	Dental Front Office II	6
TERM THREE			
DFOM	131	Dental Office Manager	4
DFOM	194	Dental Office Internship	3
TOTAL PROGRAM CREDITS			19



Dental Hygiene

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS (PLUS 55 CREDITS OF
PREREQUISITES)**

This program prepares the student for employment as a dental hygienist including the expanded duties allowed by Washington State Law. This program has received accreditation status from the Commission on Dental Accreditation which allows students, upon graduation, to take the National Board Examination and the clinical licensing examination in the state where she or he plans to practice. Clinical experience is provided at Lake Washington Technical College's dental clinic under the supervision of licensed dentists and licensed dental hygienists. Additional clinical experience occurs in off-campus settings located in the greater Seattle area.

There is a formal admissions process for entry into this program. The curriculum in the Dental Hygiene program consists of seven quarters, including a six-week summer quarter of full-time professional and clinical education preceded by two quarters of prerequisite courses. The prerequisite science courses must be at least seven years current upon program entry; be measured by a proficiency examination; or be waived by special petition to the Dental Hygiene Director. The dental hygiene courses must be taken successively. Any developmental coursework a student may be required to complete may increase the program length.

Dental Hygiene AAS graduates will:

- Successfully complete both national and regional exams required for licensure administered by the American Dental Association.
- Be prepared for employment as expanded duties Registered Dental Hygienists and members of the oral healthcare team.
- Possess the critical thinking and problem-solving skills required to develop a dental hygiene diagnosis for all dental patients.

Admission Dates: fall, by special admission.

PREREQUISITES (GENERAL EDUC) CREDITS

CHEM	101	Principles of Chemistry	5
CHEM	102	Introduction to Organic Chemistry	5
BIOL	106	Nutrition for Healthcare Professionals	5
BIOL	211	Anatomy & Physiology I	5
BIOL	212	Anatomy & Physiology II	5
BIOL	215	Microbiology	5
ENGL	101	Written Expression	5
MATH		Quantitative Reasoning	5
PSYC	101	General Psychology	5
SOCI	110	Introduction to Sociology	5
SPCH	101	Interpersonal Communications	5
- OR -			
SPCH	220	Introduction to Public Speaking	5

TERM ONE

DHYG	112	Dental Hygiene Practice I	7
DHYG	113	Restorative Dentistry I	3
DHYG	114	Principles & Issues in Dental Hygiene I	2
DHYG	115	Dental Anatomy	3
DHYG	116	Radiology	3
DHYG	118	Periodontology I	2

TERM TWO

DHYG	122	Dental Hygiene Practice II	8
DHYG	123	Restorative Dentistry II	3
DHYG	124	Principles & Issues Dental Hygiene II	1
DHYG	125	Community Dental Health I	1
DHYG	127	Histology and Embryology	2
DHYG	137	Radiographic Interpretation	2
DHYG	139	Pathology I	2

TERM THREE

DHYG	132	Dental Hygiene Practice III	7
DHYG	133	Restorative Dentistry III	1
DHYG	134	Principles & Issues Dental Hygiene III	2
DHYG	135	Community Dental Health II	2
DHYG	138	Pharmacology and Pain Control	4

Dental Hygiene *(continued)*

TERM FOUR

DHYG	142	Dental Hygiene Practice IV	5
DHYG	143	Restorative Dentistry IV	1
DHYG	145	Community Dental Health III	2
DHYG	218	Periodontology II	2

TERM FIVE

DHYG	212	Dental Hygiene Practice V	9
DHYG	213	Restorative Dentistry V	3
DHYG	214	Principles & Issues Dental Hygiene IV	2
DHYG	215	Community Dental Health IV	2
DHYG	219	Pathology II	2

TERM SIX

DHYG	222	Dental Hygiene Practice VI	10
DHYG	223	Restorative Dentistry VI	3
DHYG	224	Principles & Issues Dental Hygiene V	2
DHYG	225	Community Dental Health V	2
DHYG	229	Pathology III	2

TERM SEVEN

DHYG	232	Dental Hygiene Practice VII	10
DHYG	233	Restorative Dentistry VII	2
DHYG	234	Principles & Issues Dental Hygiene VI	2
DHYG	235	Community Dental Health VI	2
DHYG	239	Pathology IV	2

TOTAL PROGRAM CREDITS **120**

Dental Hygiene

**EXPANDED DUTIES
CERTIFICATE OF COMPLETION
6 CREDITS**

This program prepares the student for full, unrestricted employment as a dental hygienist with expanded duties allowed by Washington State Law. This program is being reviewed by the Washington State Department of Health for accreditation status. When fully accredited, the student will be eligible to take the restorative and anesthetic portions of the Western Regional Clinical Exam as required for licensure in Washington State. Clinical experience is provided at Lake Washington Technical College's dental clinic under the supervision of licensed dentists and licensed dental hygienists. There is a formal admissions process for entry into this program. The curriculum in the Dental Hygiene program consists of seven quarters, including a six-week summer quarter of full-time professional and clinical education preceded by two quarters of prerequisite courses. The prerequisite science courses must be at least seven years current upon program entry; be measured by a proficiency examination; or be waived by special petition to the Dental Hygiene Director. The dental hygiene courses must be taken successively. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, by special admission.

COURSES		CREDITS
DHYG	240 Local Anesthesia for Licensed Dental Hygienists	2
DHYG	241 Restorative for Licensed Dental Hygienists	4
TOTAL PROGRAM CREDITS		6

Diesel & Heavy Equipment Technician

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

Students learn how to diagnose problems and perform repairs on various vehicle components including fuel, cooling, electrical, hydraulic, brake, suspension and drive-train systems in the trucking and heavy equipment industry. Students will spend their first quarter of training in a transportation core curriculum. The laboratory area simulates an industry environment. Students who have met the course objectives may be placed in a cooperative work experience to further develop their skills on the job. Any developmental coursework a student may be required to complete may increase the program length.

Diesel & Heavy Equipment Technician AAS graduates will:

- Perform repairs on various diesel vehicle components
- Be prepared to succeed on the ASE certification and Cummins certification exams.
- Meet minimum competency in seven categories identified as essential for employability: adherence to policy/attendance, technical knowledge/skill application, work planning, quality of work, interpersonal skills, oral/written communication.
- Demonstrate advanced skills in: diagnostics, electronics, hydraulics and power transmissions.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
TRAN	110 Computer Basics/Transport Trades	2
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
	General Education	5

TERM TWO		CREDITS
DHET	131 Engine Principles/Components	3
DHET	132 Gasoline/Liquid Propane Gas Syst	3
DHET	133 Diesel Systems	3
DHET	134 Fuel Injection	3
DHET	135 Diagnostics/Adjustments/Emissions	3
	General Education	5

TERM THREE

DHET	121 Bearings/Shaft Seals	2
DHET	122 Welding Applications	4
DHET	123 Heavy Duty Electrical Systems	4
DHET	124 Electronic Applications	3
DHET	125 Basic Maintenance	2
	General Education	5

TERM FOUR

		CR
DHET	211 Fundamentals Hydraulic Fluid Power	5
DHET	212 Intermediate Hydraulic Fluid Power	4
DHET	213 Advanced Hydraulic Fluid Power	5
CWEX	197 Cooperative Work Experience	2
	General Education	5

TERM FIVE

DHET	221 Power Trains/Standard	5
DHET	222 Power Trains/Power Shift	5
DHET	223 Traction and Components	4
CWEX	197 Cooperative Work Experience	2
	General Education	5

TERM SIX

DHET	231 Steering/Suspension/Frames	5
DHET	232 Pneumatics	4
DHET	233 Foundation Brakes	5
IFAD	151 First Aid/CPR	1
CWEX	297 Cooperative Work Experience	2

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

PHYS	095 Applied Physics I	5
	Written Communication	5
	Oral Communication	5
	Quantitative Reasoning	5
	Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVE: OPTIONAL

See faculty instructor/adviser for pre-approval.

Diesel & Heavy Equipment Technician

**DIESEL & HEAVY EQUIPMENT TECHNICIAN
CERTIFICATE OF PROFICIENCY
89 CREDITS**

Students learn how to diagnose problems and perform repairs on various vehicle components including fuel, cooling, electrical, hydraulic, brake, suspension and drive-train systems in the trucking and heavy equipment industry. Students will spend their first quarter of training in a transportation core curriculum. The laboratory area simulates an industry environment. Students who have met the course objectives may be placed in a cooperative work experience to further develop their skills on the job. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
TRAN	110 Computer Basics/Transport Trades	2
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
	General Education	5

TERM TWO		CREDITS
DHET	131 Engine Principles/Components	3
DHET	132 Gasoline/Liquid Propane Gas Syst	3
DHET	133 Diesel Systems	3
DHET	134 Fuel Injection	3
	General Education	5

TERM THREE

DHET	121 Bearings/Shaft Seals	2
DHET	122 Welding Applications	4
DHET	123 Heavy Duty Electrical Systems	4
DHET	125 Basic Maintenance	2
PSYC	100 Human Relations	5

TERM FOUR

DHET	211 Fundamentals Hydraulic Fluid Power	5
DHET	212 Intermediate Hydraulic Fluid Power	4
DHET	221 Power Trains/Standard	5
DHET	223 Traction and Components	4

TERM FIVE

DHET	231 Steering/Suspension/Frames	5
DHET	232 Pneumatics	4
DHET	233 Foundation Brakes	5
CWEX	197 Cooperative Work Experience	2

TOTAL PROGRAM CREDITS 89

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

(must include 5 credits from each academic area)

Written Communication	5
Quantitative Reasoning	5
Social Science (PSYC 100)	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Electronics Technician

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

The main focus of the curriculum exposes students to a basic core of skills through advanced electronics principles and applications. By focusing on the idea that a career in high-tech involves constant and continuing education, the student learns the importance of life-long learning. Through this, the program prepares its graduates for entry level positions in the rapidly growing high-tech industries of the 21st century. Graduates will be able to utilize the skills learned in this program to enter into either the electronics manufacturing industry as assemblers, inspectors, managers and testers, or into any high-tech industry maintaining one of the many multi-million dollar machines and devices utilized in almost all high-tech fields today. Any developmental coursework a student may be required to complete may increase the program length.

Electronics Technician AAS graduates will:

- Be prepared for entry-level positions as Electronics Technicians, Installers, Assemblers and Troubleshooters.
- Meet the skills standards of Electronics Technology.
- Receive exposure to contemporary applications such as microprocessors, data acquisition and PLC training as well as system level maintenance and troubleshooting.
- Be prepared to succeed on the IPC, CET and FCC certification and similar exams.
- Perform excellent customer service both internal and external to an organization.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
ELEC	110 Introduction to Electronics I	6
ELEC	111 Computer Literacy Electronics Professionals	3
ELEC	113 Career Planning & Leadership	5
ELEC	114 Elect Testing Process/Techniques I	3
	General Education Requirement	5

TERM TWO

ELEC	120 Introduction to Electronics II	6
ELEC	115 Electronics Manufacturing Process/Tech I	5
ELEC	126 Electronics Manufacturing Process/Tech II	5
	General Education Requirement	5

TERM THREE

ELEC	135 DC Electricity and Electronics	5
ELEC	136 AC Electricity and Electronics	5
ELEC	137 Intro Semiconductor & Analog Electronics	5
	General Education Requirement	5

TERM FOUR

ELEC	211 Digital Electronics I	5
ELEC	214 Troubleshooting Electronic Circuits	4
ELEC	215 Solidstate I	4
ELEC	216 Solidstate II	4

TERM FIVE

ELEC	212 Digital Electronics II	6
ELEC	224 Electronic Circuits I	5
ELEC	232 Digital Lab	6
	General Education Requirement	5

TERM SIX

ELEC	226 Intro to Automat Manufacturing Operations	6
ELEC	227 Automated Manufacturing Maint I	6
ELEC	228 Automated Manufacturing Maint II	6

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Electronics Technician

**CERTIFICATE OF PROFICIENCY
85 CREDITS**

In addition to major electronics instruction, a basic core of skills is incorporated throughout the curriculum. Students completing this program are eligible to take the Associate Certified Electronics Technician examination. Graduates are qualified for entry-level positions as testers, maintenance technicians, service laboratory technicians and satellite up-link or down-link technicians, cable TV installers and service telecommunications technicians. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
ELEC	110 Introduction to Electronics I	6
ELEC	111 Computer Literacy Electronics Professionals	3
ELEC	113 Career Planning & Leadership	5
ELEC	114 Electronic Test Process/Technique I General Education	3 5

TERM TWO		
ELEC	120 Introduction to Electronics II	6
ELEC	115 Electronic Manufacturing Process/Techniques I	5
ELEC	126 Electronic Manufacturing Process/Technique II General Education	5 5

TERM THREE

ELEC	135 DC Electricity and Electronics	5
ELEC	136 AC Electricity and Electronics	5
ELEC	137 Intro Semiconductor & Analog Electronics General Education	5 5

TERM FOUR

ELEC	211 Digital Electronics I	5
ELEC	214 Troubleshooting Electronic Circuits	4
ELEC	215 Solidstate I	4
ELEC	216 Solidstate II Technical Elective	4 5

TOTAL PROGRAM CREDITS 85

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-5 CREDITS

See faculty adviser/instructor for pre-approval.

Electronics

**AUTOMATED MANUFACTURING
CERTIFICATE OF COMPLETION
33 CREDITS**

Manufacturing productivity in the United States is among the most efficient in the world. The same fundamental automated control systems and principles underlie the success of this productivity whether it is found in automobile factories in the midwest, airplane factories in the northwest or fruit packaging factories in the south. This short certificate introduces the student to these automated manufacturing principles, systems and hands-on practices required to effectively work with, install, and troubleshoot automated manufacturing systems.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
ELEC	110 Introduction to Electronics I	6
ELEC	114 Electronic Test Process/Technique I	3
ELEC	226 Intro to Automated Manufact Ops	6
ELEC	120 Introduction to Electronics II	6
ELEC	227 Automated Manufacturing Maint I	6
ELEC	228 Automated Manufacturing Maint II	6
TOTAL PROGRAM CREDITS		33

**DIGITAL ELECTRONICS
CERTIFICATE OF COMPLETION
32 CREDITS**

The revolution in information technologies that has swept industries and societies in recent times is founded on the principles of digital electronics whereby any “packet” of information can be translated into an electronic signal. These electronic signals in turn can be converted into audio, video, graphic and text formats that can be transmitted worldwide via the internet or locally to your home or office printer. This short certificate introduces the student to the technical foundations of current communication technologies and will enable you to explore these technologies in more depth and to work with them more adeptly in your workplace.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
ELEC	110 Introduction to Electronics I	6
ELEC	114 Elect Testing Process/Techniques I	3
ELEC	120 Introduction to Electronics II	6
ELEC	211 Digital Electronics I	5
ELEC	212 Digital Electronics II	6
ELEC	232 Digital Electronics Lab	6
TOTAL PROGRAM CREDITS		32

Electronics

**MANUFACTURING SPECIALIST
CERTIFICATE OF COMPLETION
19 CREDITS**

All electronics equipment must be manufactured. The level of sophistication of electronic equipment has grown exponentially over the past few decades. The Puget Sound region is a world class center for the manufacturing of Electronics equipment. Demand is high for qualified manufacturing specialists. This certificate prepares graduates for these opportunities. Internationally recognized certification is possible through successful completion of the IPC-A-610 Certification Program.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
ELEC	115 Electronic Manufacturing Process/Tech I	5
ELEC	126 Electronic Manufacturing Process/Tech II	5
ELEC	128 Technical Documentation	4
ELEC	233 IPC-A-610 Certification Program	5
TOTAL PROGRAM CREDITS		19



Engineering Graphics

**MECHANICAL DESIGN EMPHASIS
ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

The intent of this program is to prepare students to be technicians specializing in translating the rough sketches, layouts, CAD designs, and written specifications of the engineer or designer into drawings and CAD databases showing the complete details and specifications for the finished product. Persons trained in engineering graphics with a design emphasis work for companies which manufacture machinery, electrical equipment, computers and fabricated products. Any developmental coursework a student may be required to complete may increase the program length.

Engineering Graphics AAS graduates will:

- Be prepared for entry-level positions in the engineering graphics field.
- Demonstrate skills as problem solvers, design thinkers
- Be well grounded in basic drafting fundamentals, concepts and techniques.
- Perform to current industry standards and be reliable members of today's workforce.
- Demonstrate skills in research techniques & use of library resources.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
CISA	101 Computer Application	2
ENGR	111 Engineering Graphics I	4
ENGR	113 Dimensioning & Tolerancing	4
ENGR	115 Engineering Graphics II	4
ENGR	121 Descriptive Geometry	4
ENGR	122 Engineering Graphics III	4
ENGR	123 Geometric Dimensioning & Tolerancing	2
ENGT	101 Introduction to Technology	1

ENGT	102 Technical Employment Preparation	1
ENGT	131 Computer Aided Drafting & Design I	4
ENGT	132 Computer Aided Drafting & Design II	4
ENGT	133 Computer Aided Drafting & Design III	4
ENGT	141 Applied Materials Technology	4
ENGT	151 Applied Machine Metal Processes	4
ENGT	202 Specialized Tech Employment Prep	2
ENGT	211 Industrial Graphics I	4
ENGT	212 Industrial Graphics-Sheetmetal	4
ENGT	213 Industrial Graphics-Plastics	4
ENGT	214 Industrial Graphics II	4
ENGT	225 3D Parametric Solid Design I	4
ENGT	251 Industrial Design Graphics	4
ENGT	253 Machine Design Graphics	4
ENGT	255 Tool Design Graphics I	4
ENGT	271 Eng Graph Problems & Analysis I	4
ENGT	272 Eng Graph Problems & Analysis II	4
	Technical Electives	7

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5
Physics (PHYS 114)	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-7 CREDITS

Technical electives may be taken from ARG, ARCH, CEGT, CIVE, ENGT, GEOG, GISA, or MACH areas. Student should consult an academic adviser.

Engineering Graphics Technician

**CERTIFICATE OF PROFICIENCY
83 CREDITS**

The Engineering Graphics Certificate is a one-year program designed to prepare a graphics technician to work directly under the supervision of an engineer or designer producing detailed drawings. Engineering Graphics Technicians are specialists in translating the rough sketches, layouts and written specifications of architects, engineers, or designers into a drawing showing the complete details and specifications for the finished product. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
CISA	101 Computer Applications	2
ENGR	111 Engineering Graphics I	4
ENGR	113 Dimensioning & Tolerancing	4
ENGR	115 Engineering Graphics II	4
ENGR	121 Descriptive Geometry	4
ENGR	122 Engineering Graphics III	4
ENGR	123 Geom Dimensioning & Tolerancing	2
ENGT	101 Introduction to Technology	1
ENGT	102 Technical Employment Preparation	1
ENGT	131 Computer Aided Drafting & Design I	4
ENGT	132 Computer Aided Drafting & Dsn II	4

ENGT	133 Computer Aided Drafting & Design III	4
ENGT	141 Applied Materials Technology	4
ENGT	151 Applied Machine Metal Processes	4
ENGT	211 Industrial Graphics I	4
ENGT	212 Industrial Graphics—Sheetmetal	4
ENGT	213 Industrial Graphics—Plastics	4
ENGT	214 Industrial Graphics II	4
	Technical Electives	6

TOTAL PROGRAM CREDITS 83

GENERAL EDUCATION REQUIREMENTS—15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES—6 CREDITS

Technical electives may be taken from ARGT, ARCH, CEGT, CIVE, ENGT, GEOG, GISA, or MACH areas. Student should consult an academic adviser.

Environmental Horticulture

**ASSOCIATE OF APPLIED SCIENCE DEGREE
102-105 CREDITS**

Learn plant identification, greenhouses, plant propagation, landscaping, soils, pruning and botany. Through time spent in practical hands-on training, students will learn to propagate, seed, transplant, design landscape plans, and maintain a variety of plants. This program provides students with knowledge and skills needed for jobs with nurseries, greenhouses, landscape firms, garden centers, and park departments. Industry-based training experience is an option. No prerequisite courses required. Any developmental coursework a student may be required to complete may increase the program length.

Environmental Horticulture AAS graduates will:

- Be prepared for employment in landscaping firms, garden centers, nurseries, public and private gardens and greenhouses.
- Be prepared for WSNLA and PlantAmnesty certification exams.
- Focus on environmentally responsible practices
- Provide excellent customer service.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
HORT	111 Botany	5
HORT	112 Tools & Equipment	1
HORT	113 Propagation	5
HORT	115 Plant Identification–Fall	4
HORT	116 Horticulture Laboratory–Fall	3
	General Education	5
TERM TWO		
HORT	121 Soils	4
HORT	122 Pruning	2
HORT	123 Pest Management	4
HORT	125 Plant Identification–Winter	4
HORT	127 Horticulture Laboratory–Winter	3
TERM THREE		
HORT	131 Landscape Design I	6
HORT	132 Landscape Materials	2
HORT	134 Horticulture Marketing	1
HORT	135 Plant Identification–Spring	4
HORT	137 Horticulture Laboratory–Spring	4
	General Education	5

TERM FOUR

HORT	211 Landscape Design II	1
HORT	212 Turfgrass Management	3
HORT	225 Career Exploration	3
HORT	215 Plant Identification–Summer	4
HORT	216 Greenhouse Operations	3
HORT	217 Horticulture Laboratory–Summer	3

TERM FIVE

IFAD	151 First Aid/CPR	1
	General Education	5
	Electives	10

TERM SIX

	General Education	5
	Electives	2-5

TOTAL PROGRAM CREDITS 102-105

GENERAL EDUCATION REQUIREMENTS–20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

SUGGESTED ELECTIVES

ACCT	210 Financial Accounting I	5
ENGT	131 Computer Aided Drafting & Design I	4
SOCI	110 Introduction to Sociology	5
CHEM	101 Principles of Chemistry	5
BIOL	101 Biology	5
CWEX	197 Cooperative Work Experience	2-5
CISA	101 Computer Applications or Elective	2-5
PSYC	100 Human Relations	5
HORT	299 Special Projects	varies

Choose at least 12 credits from this list or electives agreed upon by instructor/horticulture adviser.

Environmental Horticulture

CERTIFICATE OF PROFICIENCY

84 CREDITS

This program provides students with knowledge and skills needed for jobs with nurseries, greenhouses, landscape firms, garden centers, and park departments. Industry-based training experience is an option. Students learn plant identification, greenhouses, plant propagation, landscaping, soils, pruning and botany. Through time spent in practical hands-on training, students will learn to propagate, seed, transplant, design landscape plans, and maintain a variety of plants. No prerequisite courses required. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
HORT	111 Botany	5
HORT	112 Tools & Equipment	1
HORT	113 Propagation	5
HORT	115 Plant Identification–Fall	4
HORT	116 Horticulture Laboratory–Fall	3
	General Education	5

TERM TWO		CREDITS
HORT	121 Soils	4
HORT	122 Pruning	2
HORT	123 Pest Management	4
HORT	125 Plant Identification–Winter	4
HORT	127 Horticulture Laboratory–Winter	3
	General Education	5

TERM THREE

HORT	131 Landscape Design I	6
HORT	132 Landscape Materials	2
HORT	134 Horticulture Marketing	1
HORT	135 Plant Identification–Spring	4
HORT	137 Horticulture Laboratory–Spring	4
	General Education	5

TERM FOUR

HORT	211 Landscape Design II	1
HORT	212 Turfgrass Management	3
HORT	225 Career Exploration	3
HORT	215 Plant Identification–Summer	4
HORT	216 Greenhouse Operations	3
HORT	217 Horticulture Laboratory–Summer	3

TOTAL PROGRAM CREDITS 84

GENERAL EDUCATION REQUIREMENTS–15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.



Fitness Specialist/Personal Trainer

**ASSOCIATE OF APPLIED SCIENCE DEGREE
107-108 CREDITS**

This fast-paced program prepares students for employment as fitness instructors or personal trainers in entry-level to mid-management positions in health and fitness clubs, athletic clubs, strength training gyms, corporate fitness centers, YMCAs and recreation organizations. The curriculum is designed to help students prepare for the American College of Sports Medicine Health/Fitness Instructor, American Council on Exercise Personal Trainer and the National Strength and Conditioning Association Certified Personal Trainer certification exams. Ninety-nine hours of industry-based, internship or cooperative work experience is required for program completion. Any developmental coursework a student may be required to complete may increase the program length.

Fitness Specialist/Personal Trainer AAS graduates will:

- Be prepared for employment as personal trainers and group exercise instructors in fitness and recreation facilities as well as entrepreneurial pursuits.
- Be prepared for the ACSM, NSCA, and ACE certification exams.
- Demonstrate proficiency at fitness testing and program design
- Demonstrate clinical skills to be able to work with special needs populations.

Admission Dates: fall, winter, spring, summer.

COURSES	CREDITS
FTNS 111 Principles of Anatomy & Physiology	4
FTNS 112 Introduction to Exercise Science	5
FTNS 115 Fundamentals of Fitness Testing	2
FTNS 116 Risk Management in Fitness	3
FTNS 118 Health Promotions and Wellness	3
FTNS 119 Fundamentals of Strength Training and Conditioning	4

FTNS 121 Kinesiology	5
FTNS 122 Exercise Physiology for Special Populations	5
FTNS 126 Fundamentals of Sport and Exercise Psychology	3
FTNS 127 Research in Exercise Science	3
FTNS 129 Pathophysiology and Exercise	3
FTNS 131 Cardiovascular & Respiratory Systems	4
FTNS 132 Cardiovascular & Respiratory Systems in Exercise	5
FTNS 137 Professional Skills in Fitness	3
FTNS 138 Motor Learning and Biomechanics	3
FTNS 139 Cardiac Rehab	3
FTNS 141 Nervous, Endocrine, & Lymphatic Systems	4
FTNS 142 Certification Review Lab	2
FTNS 144 Nutrition for Sports Performance	3
FTNS 146 Functional Fitness	2
FTNS 191 Seminar/Internship I	2
FTNS 192 Seminar/Internship II	2
FTNS 193 Seminar/Internship III	2
BIOL 106 Nutrition	5
BUSA 111 Business Computer Applications	3
- OR -	
CISA 101 Computer Applications	2

TOTAL PROGRAM CREDITS 107-108

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Quantitative Reasoning	5
Oral Communication	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-5 CREDITS

FTNS 120 Sport Safety	2
FTNS 135 Legal Issues in Fitness Mgmt	2
FTNS 198 Group Exercise Instructor	3
FTNS 199 Special Projects	1-5
MEDA 116 Medical Terminology I	5

See faculty adviser/instructor for pre-approval.

Fitness Specialist/Personal Trainer

**CERTIFICATE OF PROFICIENCY
74 CREDITS**

This fast-paced program prepares students for employment as fitness instructors or personal trainers in entry-level positions in health and fitness clubs, athletic clubs, strength training gyms, YMCAs and recreation organizations. The curriculum is designed to help students prepare for the American Council on Exercise Personal Trainer and the National Strength and Conditioning Association Certified Personal Trainer certification exams. Ninety-nine hours of industry-based, internship or cooperative work experience is required for program completion. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

COURSES			CREDITS
FTNS	111	Principles of Anatomy & Physiology	4
FTNS	112	Principles of Sport & Exercise	5
FTNS	115	Fundamentals of Fitness Testing	2
FTNS	116	Risk Management in Fitness	3
FTNS	119	Strength Training & Conditioning	4
FTNS	121	Kinesiology	5
FTNS	122	Exercise Physiology for Special Populations	5
FTNS	126	Fundamentals of Sport and Exercise Psychology	3
FTNS	131	Cardiovascular & Respiratory Systems	4
FTNS	132	Cardiovascular & Respiratory Systems in Exercise	5
FTNS	137	Professional Skills in Fitness	3
FTNS	144	Nutrition for Sports Performance	3
FTNS	146	Functional Fitness Training	2
FTNS	191	Seminar/Internship I	2
FTNS	192	Seminar/Internship II	2
FTNS	193	Seminar/Internship III	2
BIOL	106	Nutrition	5

TOTAL PROGRAM CREDITS 74

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Floristry

**CERTIFICATE OF COMPLETION
39 CREDITS**

This program prepares students to work as flower shop assistants/floral designers. Students will learn to use fresh, dried and silk flowers in practical and contemporary design. Experience in sales and service, care of floriculture materials, wire service marketing, financial accounting for the floral shop, blooming and house plant identification and care, shop maintenance, special event sales and designing for weddings, funerals and holidays will prepare the student to be a flower shop professional and a floral designer. No prerequisite courses required. Any developmental coursework a student may be required to complete may increase the program length.

Floristry graduates will:

- Be prepared for a wide range of entry-level careers in Floristry.
- Provide proper care and handling for cut flowers and foliages commonly used in industry.
- Create a variety of contemporary designs used in industry.
- Perform excellent customer service.

Admission Dates: fall, winter, spring, summer.

TERM ONE			CREDITS
FLDS	111	Introduction to Floristry	2
FLDS	112	Flowers & Foliage	5
FLDS	113	Basic Floral Design	7
FLDS	114	Indoor Houseplants	3
FLDS	115	Sales and Service	4

TERM TWO			CREDITS
FLDS	121	Retail Florist Operations	4
FLDS	123	Advanced Floral Design	7
FLDS	125	Floristry Lab	4
FLDS	198	Job Search Skills	3

TOTAL PROGRAM CREDITS 39



Horticulture/Floristry Option

**ASSOCIATE OF APPLIED SCIENCE DEGREE
114 CREDITS**

This program offers a special option that trains students to work as a sales person and floral designer in the retail floral industry. Students gain hands-on experience in the use of fresh, dried and silk flowers in practical and contemporary floral design. The program provides experience in flower shop procedures and management, business records, sales and service, care of floriculture materials, wire service marketing, merchandising for the floral shop, blooming and house plant identification and care, and shop maintenance. Special event sales, and designing for weddings, funerals and holidays. A foundation of 44 credits in Environmental Horticulture is also required. Any developmental coursework a student may be required to complete may increase the program length.

Horticulture/Floristry Option AAS graduates will:

- Be prepared for employment in landscaping firms, garden centers, nurseries, public and private gardens and greenhouses.
- Be prepared for WSNLA and PlantAmnesty certification exams.
- Focus on environmentally responsible practices
- Provide excellent customer service.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
FLDS	111 Introduction to Floristry	2
FLDS	112 Flowers & Foliage	5
FLDS	113 Basic Floral Design	7
FLDS	114 Indoor Houseplants	3
FLDS	115 Sales and Service	4
FLDS	123 Advanced Floral Design	7
FLDS	121 Retail Florist Operations	4
FLDS	198 Job Search Skills	3
FLDS	125 Floristry Lab	4
IFAD	151 First Aid/CPR	1

TECHNICAL ELECTIVES

Choose 44 credits from the following list.

HORT	111 Botany	5
HORT	112 Tools & Equipment	1
HORT	113 Propagation	5
HORT	115 Plant Identification–Fall	4
HORT	116 Horticulture Lab–Fall	3
HORT	121 Soils	4
HORT	122 Pruning	2
HORT	123 Pests & Pesticides	4
HORT	125 Plant Identification–Winter	4
HORT	127 Horticulture Lab–Winter	4
HORT	131 Landscape Design I	6
HORT	132 Landscape Materials	2
HORT	134 Horticulture Marketing	1
HORT	135 Plant Identification–Spring	4
HORT	137 Horticulture Lab–Spring	4
HORT	150 Native Washington Plants	3
HORT	152 Backyard Wildlife Habitat	2
HORT	159 Irrigation Design and Management	3
HORT	211 Landscape Design II	1
HORT	212 Turfgrass Management	3
HORT	213 Interiorscapes	3
HORT	215 Plant Identification-Summer	4
HORT	216 Greenhouse Operations	3
HORT	217 Horticulture Lab–Summer	3
CWEX	197 Cooperative Work Experience	2-5

TOTAL PROGRAM CREDITS 114

GENERAL ELECTIVES

Choose a minimum of 10 credits from this list.

SOCI	110 Introduction to Sociology	5
CHEM	101 Principles of Chemistry	5
BIOL	101 Biology	5
CWEX	197 Cooperative Work Experience	2-5
ACCT	210 Financial Acct I	5
CISA	101 Computer Applications	2

GENERAL EDUCATION REQUIREMENTS–20 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Hospitality/Wine Education

CERTIFICATE OF PROFICIENCY

62 CREDITS

This certificate provides an extensive wine knowledge to prepare students for rapid advancement into the Service Industry with an emphasis on Sommelier Certification. Students gain expertise in all wine styles and countries of origin, production, sales and food pairing.

Admission Dates: fall, winter, spring.

TERM I		CREDITS
HOSP	101 Introduction to Hospitality	3
HOSP	106 Hospitality Basics	4
HOSP	103 Introduction to Management	3
HOSP	110 Hospitality Service	10
TERM II		
CULA	140 Introduction to Wine *	3
	General Education Requirements	5
	General Education Requirements	5
TERM III		
CULA	143 Wine and Food Pairing *	3
CULA	196 Applied Culinary Techniques	3
	General Education Requirements	5
TERM IV		
CULA	145 Anthropology of Wine *	3
CULA	235 Management	15
TOTAL PROGRAM CREDITS		62

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

** Must be 21 or older*

Hotel Operations

**ASSOCIATE OF APPLIED SCIENCE DEGREE
91 CREDITS**

This program has been revised since publication in the 2006-07 catalog.

This program combines individual and group participation in assignments and projects. Students master skills in front desk operations, basic hotel accounting, human relations, managing diversity, aspects of hospitality management and organization, market strategy, development and tourism. Students also participate in industry experience through internships. Internationally recognized American Hotel and Motel Association Certification is available to graduates. Any developmental coursework a student may be required to complete may increase the program length.

Hotel Operations AAS graduates will:

- Be prepared to work in entry-level positions, such as Front Desk clerks, housekeeping inspectors, guest services, and assistant/coordinators in sales, catering, and human resources.
- Understand how each department contributes to the overall goal of the hotel.
- Understand the importance of pro-active problem solving to avoid liability in ethical and legal concerns of a hotel operation.

Admission Dates: fall, winter, spring, summer.

COURSE		CREDITS
HOSP	101 Introduction to Hospitality & Food Services	3
HOSP	103 Introduction to Management	3
HOSP	106 Hospitality Basics	4
HOTL	113 Laws of Innkeeping I	3
HOTL	114 Front Office Management	3
HOTL	115 Food & Beverage Operations	3
HOTL	120 Revenue Management	3
HOTL	131 Hospitality Market Strategy I	3
HOTL	133 Facilities Management	3
HOTL	135 Hotel Sales Management	3
HOTL	138 Negotiation Skills Seminar	1
HOTL	190 Customer Service	2
HOTL	198 Job Search	2

HOTL	210 Hospitality Managerial Accounting	4
HOTL	262 Conference & Event Management	4
CWEX	190 Co-op Seminar	1
CWEX	197 Co-op Work Experience Internship	4
BUSA	101 Business Communications	5
CISA	101 Computer Applications	2
SPCH	220 Intro to Public Speaking	5

TECHNICAL ELECTIVES-5 CREDITS

ACCT	111 Intro to Accounting	5
BUSA	100 Business Math	5
BUSA	102 Introduction to Business	5
BUSA	111 Business Computer Applications	5
BPMT	111 Refrigeration Principles	10
PSYC	100 Human Relations	5

TOTAL PROGRAM CREDITS 91

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5
Foreign Language	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Hotel Operations

**CERTIFICATE OF PROFICIENCY
73 CREDITS**

This certificate program combines individual and group participation in assignments and projects. Students master skills in front desk operations, basic hotel accounting, human relations, managing diversity, aspects of hospitality management and organization, market strategy, development and tourism. Students also participate in industry experiences through internships. Internationally recognized American Hotel and Motel Association Certification is available to graduates. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
HOSP	101 Intro to Hospitality & Food Service	3
HOSP	106 Hospitality Basics	4
HOSP	110 Hospitality Service	10

TERM TWO		
HOTL	113 Laws of Inn keeping I	3
HOTL	131 Hospitality Market Strategy I	3
HOTL	132 Hospitality Ethics	3
HOTL	133 Facilities Management	3
HOTL	134 Hospitality Industry Computer Systems	3
HOTL	215 Hospitality Training & Diversity Management	3
	General Education	5

TERM THREE

HOTL	198 Job Skills	3
HOTL	114 Front Office Management	3
HOTL	190 Customer Service	3
CWEX	190 Cooperative Work Experience	1
CWEX	197 Internship and Seminar	2
	General Education	5

TERM FOUR

HOSP	103 Introduction to Management	3
HOTL	210 Hospitality Managerial Accounting	4
HOTL	262 Conference and Event Management	4
	General Education Requirement	5

TOTAL PROGRAM CREDITS 73

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Hotel Operations

**HOTEL ROOMS DIVISION MANAGEMENT
CERTIFICATE OF COMPLETION
40 CREDITS**

The Hotel Operations Certificate of Completion in Rooms Division Management focuses on the operational areas of Front Desk, Reservations, Housekeeping, Night Audit, and Food and Beverage. Students learn critical skills in guest relations, accounting and finance, legal and ethical issues, management strategies, and communication. The Rooms Division Certificate of Completion combines individual and group participation in assignments and projects, and provides industry exposure through hotel tours and guest speakers. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: ?

COURSE	CREDITS
HOSP 101 Introduction to Hospitality & Food Service	3
HOSP 103 Introduction to Management	3
HOSP 106 Hospitality Basics	4
HOTL 113 Laws of Innkeeping I	3
HOTL 114 Front Office Management	3
HOTL 115 Food & Beverage Operations	3
HOTL 120 Revenue Management	3
HOTL 133 Facilities Management	3
HOTL 190 Customer Service	2
HOTL 198 Job Search	2
HOTL 210 Hospitality Managerial Accounting	4
BUSA 101 Business Communications	5
CISA 101 Computer Applications	2
TOTAL PROGRAM CREDITS	40

**HOTEL SALES MANAGEMENT
CERTIFICATE OF COMPLETION
43 CREDITS**

The Hotel Operations Certificate of Completion in Sales Management focuses on the sales and revenue generation activities of a hotel. Students learn critical skills in salesmanship, marketing, revenue management, negotiation, and communication. The Sales Management Certificate of Completion combines individual and group participation in assignments and projects, and provides industry exposure through hotel tours and guest speakers.

The following program outline is a suggested sequence of courses for this area of study. Courses listed in the program outline may not be offered in the exact sequential order. It is the student's responsibility to work out their individual schedule with a counselor or Adviser. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: ?

COURSE	CREDITS
HOSP 103 Introduction to Management	3
HOTL 113 Laws of Innkeeping I	3
HOTL 115 Food & Beverage Operations	3
HOTL 120 Revenue Management	3
HOTL 131 Hospitality Market Strategy I	3
HOTL 135 Hotel Sales Management	3
HOTL 138 Negotiation Skills Seminar	1
HOTL 190 Customer Service	2
HOTL 198 Job Search	2
HOTL 210 Hospitality Managerial Accounting	4
HOTL 262 Conference & Event Management	4
BUSA 101 Business Communications	5
CISA 101 Computer Applications	5
SPCH 220 Intro to Public Speaking	5
TOTAL PROGRAM CREDITS	43

Human Resources Generalist

**CERTIFICATE OF COMPLETION
22 CREDITS**

The Human Resources Generalist is designed towards the working professional wishing to enhance upon their HR and personnel knowledge and for the HR Assistant wishing to advance in their field. Students may find jobs as an employment and placement manager, HR manager, recruiter, employee benefits and payroll manager in addition to other positions within the human resources field. This program is focused on evening courses, thus allowing people who are employed to upgrade their skills and receive a certificate. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

COURSES	CREDITS
BUHR 151 HR Information Systems	4
BUHR 159 HR Overview	1
BUHR 163 Benefits, Health & Safety	2
BUHR 165 Recruitment Process	2
BUHR 166 Compensation	2
BUHR 167 Employee & Labor Relations	2
BUHR 174 Training & Employee Development	2
BUHR 183 Employment Law I	3
BUHR 184 Employment Law II	3
BUHR 190 HR Integration	1
TOTAL PROGRAM CREDITS	22

Information Technology Applications Development

**ASSOCIATE OF APPLIED SCIENCE DEGREE
90 CREDITS**

The Information Technology Applications Development program is designed to prepare individuals to work as entry-level application developers within an organization. Students will acquire the skills to design, code, implement, and maintain programs and database systems that provide computer-based solutions to business problems. The Information Technology Applications Development degree program offers the students an opportunity to further develop skills in greater depth. In the final term students collaborate on a project that simulates a real-life team-based applications development environment, or complete an industry-based internship.

Information Technology Applications Development AAS graduates will:

- Design, code, debug, implement and maintain programs as entry-level programmers and application software developers.
- Understand and analyze software related problems, and design a solution utilizing appropriate software tools (i.e. programming language, libraries, etc.)
- Demonstrate thorough understanding of software engineering concepts, and be able to apply them to new technologies as they become available.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS CREDITS

ITAD	111	Computer Programming Fundamentals	5
ITAD	112	HTML	5
ITAD	123	C++ Programming I	5
ITAD	124	Visual Basic Fundamentals	5
ITAD	133	C++ Programming II	5
ITAD	135	Algorithms and Data Structures I	5
ITAD	136	Operating Systems for Developers	5
ITAD	128	Programming in C#	5
- OR -			
ITAD	142	Java Programming I	5
ITAD	145	Visual Basic Applications Dev	5
ITAD	165	XML/XSL	5
ITAD	168	QA Methodologies	5
ITAD	199	IT Project	3
		Technical Electives*	12
		General Education	20

TOTAL PROGRAM CREDITS 90

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

(Must include 5 credits from each academic area)

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

** Technical electives may be taken from CSNT, CFOR, or ITAD areas. Students should consult their program adviser.*

Information Technology

Applications Development

ASSOCIATE OF APPLIED SCIENCE-T DEGREE
90 CREDITS

The Information Technology Applications Development A.A.S.-T program is intended for transfer to specific baccalaureate programs based on locally negotiated articulation agreements. Achievement of this degree will prepare the transfer student for upper division study. Degree requirements details are listed below.

Lake Washington Technical College does not offer every course each quarter. Students are advised to meet with an adviser to plan class schedules for current and upcoming quarters that meet the transfer requirements of the four-year college of their choice. Any developmental coursework a student may be required to complete may increase the program length.

Information Technology Applications Development AAS-T graduates will:

- Understand and analyze software related problems, and design a solution utilizing appropriate software tools (i.e. programming language, libraries, etc.)
- Demonstrate thorough understanding of software engineering concepts, and be able to apply them to new technologies as they become available.
- Be prepared to transfer to specific baccalaureate programs.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS **CREDITS**

ITAD	111	Computer Programming Fundamentals	5
ITAD	123	C++ Programming I	5
ITAD	133	C++ Programming II	5
ITAD	135	Algorithms and Data Structures I	5
ITAD	142	Java Programming I	5
ITAD	152	Java Programming II	5
ITAD	271	Object Oriented Programming	5

GENERAL EDUCATION REQUIREMENTS

[ART	102	Two Dimensional Graphic Design	5
	- or -			
MMDP	MMDP	102	Two Dimensional Graphic Design	5
	ENGL	101	Written Expression	5
	ENGL	102	English Composition	5
	MATH	120	Statistics	5
	MATH	124	Calculus I	5
	MATH	125	Calculus II	5
	PHIL	120	Introduction to Logic	5
	PHYS	114	General Physics	5
	PSYC	101	General Psychology	5
	SOCI	110	Introduction to Sociology	5
[SPCH	220	Introduction to Public Speaking	5
	- or -			
	SPCH	225	Small Group Communications	5

TOTAL PROGRAM CREDITS **90**

See page 119 for a list of all applicable courses for each of the categories listed above.

Information Technology

Applications Development

**SOFTWARE DEVELOPMENT
CERTIFICATE OF PROFICIENCY
65 CREDITS**

This four-quarter certificate program is designed to prepare individuals to work as entry-level programmers and application software developers within an organization. Students will acquire the skills to design, code, debug, implement, and maintain programs that provide computer-based solutions to business problems. In the final term, students collaborate on a project that simulates a real-life team-based applications development environment or complete an industry based internship.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
ITAD	111 Computer Programming Fundamentals	5
ITAD	112 HTML	5
ITAD	123 C++ Programming I	5
ITAD	124 Visual Basic Fundamentals	5
ITAD	136 Operating Systems for Developers	5
ITAD	133 C++ Programming II	5
ITAD	145 Visual Basic Applications Develop.	5
ITAD	128 Programming in C#	5
- OR -		
ITAD	142 Java Programming I	5
ITAD	154 XML/XSL	5
ITAD	168 QA Methodologies	5

GENERAL EDUCATION REQUIREMENTS		
ENGL	106 Technical Writing	5
	Quantitative Reasoning	5
	Social Sciences	5

TOTAL PROGRAM CREDITS 65

See page 119 for a list of all applicable courses for each of the categories listed above.

**WEB APPLICATIONS DEVELOPMENT
CERTIFICATE OF PROFICIENCY
65 CREDITS**

This four-quarter certificate program is designed to prepare students to work in a variety of settings. Graduates will be able to design, deploy and maintain Internets and Intranets, write programs and scripts for client-server environments, and set up and maintain web databases. They will acquire the skills needed to be successful web developers. In the final term students collaborate on a project that simulates a real-life team-based applications development environment, or to complete an industry-based internship.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
ITAD	111 Computer Programming Fundamentals	5
ITAD	112 HTML	5
ITAD	122 DHTML/JavaScript	5
ITAD	124 Visual Basic Fundamentals	5
ITAD	127 Web Server Technologies	5
ITAD	129 Scripting-CGI Perl	5
ITAD	139 Server Side Scripting	5
ITAD	128 Programming in C#	5
- OR -		
ITAD	142 Java Programming I	5
ITAD	165 XML/XSL	5
ITAD	168 QA Methodologies	5

GENERAL EDUCATION REQUIREMENTS		
ENGL	106 Technical Writing	5
	Quantitative Reasoning	5
	Social Sciences	5

TOTAL PROGRAM CREDITS 65

See page 119 for a list of all applicable courses for each of the categories listed above.

Information Technology Applications Development

**.NET PROGRAMMER
CERTIFICATE OF COMPLETION
15 CREDITS**

This certificate program is designed to prepare students to write programs and scripts for client-server environments, and set up and maintain Web databases. They will acquire the skills needed to be successful web developers on the .Net Platform.

Admission Dates: fall, winter, spring, summer.

COURSES			CREDITS
ITAD	124	Visual Basic Fundamentals	5
- OR -			
ITAD	128	Programming in C#	5
ITAD	139	Server Side Scripting	5
ITAD	165	XML/XSL	5
TOTAL PROGRAM CREDITS			15

**C#/C++ PROGRAMMER
CERTIFICATE OF COMPLETION
15 CREDITS**

This certificate program is designed to prepare students to work as C++ or C# application developers within an organization. Students will acquire the skills to design, code, implement, and maintain programs and database systems that provide computer-based solutions to business problems.

Admission Dates: fall, winter, spring, summer.

COURSES			CREDITS
ITAD	123	C++ Programming I	5
ITAD	128	Programming in C#	5
ITAD	133	C++ Programming II	5
TOTAL PROGRAM CREDITS			15



Legal Support Professional

**ASSOCIATE OF APPLIED SCIENCE DEGREE
118-120 CREDITS**

The Legal Support Professional Degree Program provides students with extensive training in legal procedures, legal support skills, court procedures, legal terminology, billing systems, and computer skills. Students find employment in law firms, government offices and corporate law departments. Any developmental coursework a student may be required to complete may increase the program length.

Legal Support Professional AAS graduates will:

- Communicate effectively with clients, attorneys, co-workers, and others in the legal field.
- Transcribe and format legal and general business documents accurately and efficiently.
- Perform introductory legal research on substantive and procedural law.
- Create and file pleadings with the court system, prepare and record real estate documents, create and file corporate documents with appropriate agencies

Prerequisites: Keyboarding at 30 words per minute required for all legal classes.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	111 Word	4
CISA	120 Business Desktop Management	5
OFTC	106 Keyboard Skill Building I	3
LEGL	112 Legal Procedures I	4
BUSA	100 Business Math	5
	General Education	5

TERM TWO		CREDITS
OFTC	107 Keyboard Skill Building II ¹	3
OFTC	111 Business English I	5
LEGL	122 Legal Documents & Transcription	4
BUSA	101 Business Communications	5

TERM THREE		CREDITS
OFTC	108 Keyboard Skill Building III ¹	3
OFTC	121 Business English II	5
LEGL	132 Civil Law Applications	4
CISA	112 Excel I	4

TERM FOUR

LEGL	142	Litigation	4
BUSA	102	Introduction to Business	5
BUSA	198	Job Search	2
CWEX	190	Internship Seminar	1
CWEX	197	Internship	3-5

TERM FIVE

ITAD	112	HTML	5
		General Education	5
		General Education	5
		Technical Electives	5

TERM SIX

CISA	211	Expert Word	4
		General Education	5
		General Education	5
		Technical Electives	10

TOTAL PROGRAM CREDITS 118-120

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science (PSYC 100)	5
Social Science (PSYC 101)	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-15 CREDITS

ACCT	111	Introduction to Accounting	5
CISA	114	Access	4
CISA	124	PowerPoint	3
CISA	154	FrontPage	4
CISA	235	Outlook	2
ITAD	122	DHTML/Javascript	5

Other technical electives may be used with instructor approval.

NOTE: ¹Students may take an elective if they possess keyboarding skills at 75 wpm.

Legal Support Professional

**CERTIFICATE OF PROFICIENCY
72-74 CREDITS**

The Legal Support Professional Certificate and Degree Programs provide students with extensive training in legal procedures, legal support skills, court procedures, legal terminology, billing systems, and computer skills. Students find employment in law firms, government offices and corporate law departments. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
CISA	111 Word	4
CISA	116 Windows	3
OFTC	106 Keyboard Skill Building I	3
LEGL	112 Legal Procedures I	4
BUSA	101 Business Communications	5
- OR -		
ENGL	093 Beginning English ²	5

TERM TWO		CREDITS
OFTC	107 Keyboard Skill Building II	3
OFTC	111 Business English I	5
LEGL	122 Legal Procedures II	4
BUSA	100 Business Math	5
- OR -		
MATH	080 Basic Math ²	5

TERM THREE			
OFTC	108	Keyboard Skill Building III	3
OFTC	121	Business English II	5
LEGL	132	Civil Law Applications	4
CISA	112	Excel I	4
PSYC	100	Human Relations	5

TERM FOUR			
LEGL	142	Litigation	4
BUSA	102	Introduction to Business	5
BUSA	198	Job Search	2
CWEX	190	Internship Seminar	1
CWEX	197	Internship	3-5

TOTAL PROGRAM CREDITS 72-74

GENERAL EDUCATION REQUIREMENTS-15 CREDITS
(must include 5 credits from each academic area)

BUSA	100	Business Math	5
- OR -			
MATH	080	Basic Math ²	5
BUSA	101	Business Communications	5
- OR -			
ENGL	093	Beginning English ²	5
PSYC	100	Human Relations	5

See page 119 for a list of all applicable courses for each of the categories listed above.

*NOTE: ¹Students may take an elective if they possess keyboarding skills at 70 wpm.
²Students may elect to take a higher level Math or English.*

Legal Support Professional

**LAW OFFICE CLERICAL ASSISTANT II
CERTIFICATE OF PROFICIENCY
59 CREDITS**

This Law Office Clerical Assistant II certificate program is designed to prepare students for positions as clerical assistants with transcription and civil law skills in the legal field. This certificate will facilitate students in finding entry-level positions in private law firms, corporate law departments, and government offices. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
LEGL	112 Legal Procedures I	4
CISA	116 Windows	3
CISA	111 Word	4
OFTC	106 Keyboard Skill Building I*	3
LEGL	122 Legal Procedures II	4
CISA	103 Internet	2
OFTC	107 Keyboard Skill Building II*	3
OFTC	111 Business English I	5
LEGL	132 Civil Law Applications	4
CISA	112 Excel I	4
OFTC	121 Business English II	5
OFTC	108 Keyboard Skillbuilding III	3
	General Education	15

TOTAL PROGRAM CREDITS 59

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Quantitative Reasoning	5
Written Expression	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

** Students may take an elective if they possess key boarding skills at 70 wpm.*

Legal Support Professional

**LAW OFFICE CLERICAL ASSISTANT I
CERTIFICATE OF COMPLETION
38 CREDITS**

This Law Office Clerical Assistant I certificate program is designed to prepare students for positions as clerical assistants with transcription and civil law skills in the legal field. This certificate will facilitate students in finding entry-level positions in private law firms, corporate law departments, and government offices. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

COURSES			CREDITS
LEGL	112	Legal Procedures I	4
CISA	116	Windows	3
CISA	111	Word	4
PSYC	100	Human Relations	5
OFTC	106	Keyboard Skill Building I*	3
LEGL	122	Legal Procedures II	4
CISA	103	Internet	2
OFTC	107	Keyboard Skill Building II*	3
OFTC	111	Business English I	5
BUSA	101	Business Communications	5
TOTAL PROGRAM CREDITS			38

** Students may take an elective if they possess keyboarding skills at 70 wpm*

**LAW OFFICE RECEPTIONIST
CERTIFICATE OF COMPLETION
19 CREDITS**

This Law Office Receptionist certificate program is designed to prepare students for positions as receptionists in the legal field. This certificate will facilitate students in finding entry-level positions in private law firms, corporate law departments, and government offices.

Admission Dates: fall, winter, spring, summer.

COURSES			CR
LEGL	112	Legal Procedures I	4
CISA	116	Windows	3
CISA	111	Word	4
PSYC	100	Human Relations	5
OFTC	106	Keyboard Skill Building I*	3
TOTAL PROGRAM CREDITS			19

** Students may take an elective if they possess keyboarding skills at 70 wpm*

Machine Technology

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

Students will be well positioned to begin a career in the machine trades by gaining basic machining competencies through their work on projects along with a thorough grounding in shop theory, applied math, and a special emphasis on CAD/CAM programming and CNC machining. Any developmental coursework a student may be required to complete may increase the program length.

Machine Technology AAS graduates will:

- Be prepared for a range of entry-level machining positions with skills to perform as manual and CNC operators.
- Perform basic programming and setup for CNC machines.
- Create parts for manufacturing processes.
- Use precision measurements, indicate in vices and chucks, understand tool geometry, read shop prints and create setups, and understand CNC controls and beginning programming, both manually and with CAD-CAM.

Admission Dates: fall, winter, and spring quarters.

TECHNICAL REQUIREMENTS:		CREDITS
MACH	110 Fundamental of Machining	8
MACH	112 Machining Practice Punch	8
MACH	122 Machining Practice Tools	8
MACH	124 CNC and MasterCam	8
MACH	120 Materials, Measuring & CNC	8
MACH	132 Machining Practice Thread	8
MACH	130 Blueprints, Trigonometry, and CNC	8
MACH	134 CNC & Manual Practice	8
MACH	210 Practical CNC I	3
MACH	215 Practical MasterCam I	3
ENGT	131 Computer Aided Drafting and Design I	4
MACH	220 Practical CNC II	3
MACH	225 Practical MasterCam II	3
ENGT	133 Computer Aided Drafting and Design III	4
TOTAL PROGRAM CREDITS		120

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

Written Expression	5
Quantitative Reasoning	5
Social Science	5
Oral Communication	5
Physics	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-11 CREDITS

See faculty adviser/instructor for approved courses.

M Machine Technology

**CERTIFICATE OF PROFICIENCY
80 CREDITS**

Students will be well positioned to begin a career in the machine trades by gaining basic machining competencies through their work on projects along with a thorough grounding in shop theory, applied math, and a special emphasis on CAD/CAM programming and CNC machining.

Admission Dates: fall, winter, spring.

TECHNICAL REQUIREMENTS		CREDITS
MACH	110 Fundamental of Machining	8
MACH	112 Machining Practice Punch	8
MACH	122 Machining Practice Tools	8
MACH	124 CNC- Introduction	8
MACH	120 Materials	8
MACH	132 Machining Practice Thread	8
MACH	130 Blueprints, Trigonometry & CNC	8
MACH	134 CNC & Manual Practice	8

TOTAL PROGRAM CREDITS 80

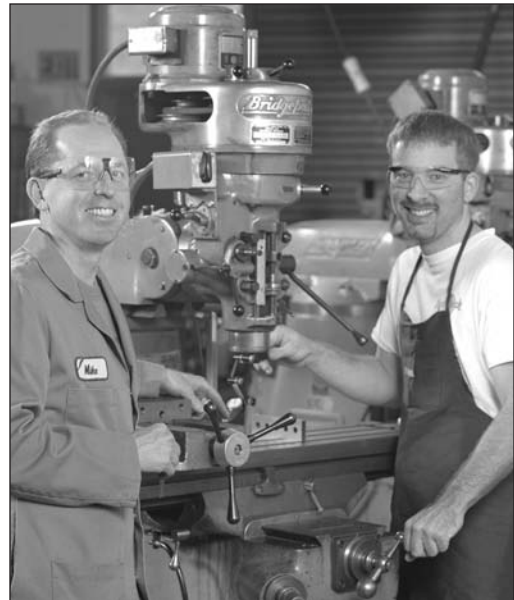
GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Expression	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-1 CREDIT

See faculty adviser/instructor for approved courses.



Medical Assistant

**ASSOCIATE OF APPLIED SCIENCE DEGREE
90 CREDITS**

The Medical Assistant Program prepares the students for high demand medical office positions including front and back office positions. Graduates of the program are eligible to take the Certified Medical Assistant examination offered by the American Association of Medical Assistants. The program will provide the student with a knowledge base that includes anatomy, physiology, medical terminology, pharmacology, medical billing and coding, medical assistants are highly versatile professionals in both clinical and administrative realms. Medical assistants will learn to effectively communicate with a wide variety people including doctors, nurses, clients, medical billing staff, insurance representatives, and pharmacists. The program will culminate the theory, clinical and lab skills in an intern experience in physician's office.

The Lake Washington Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the America Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of
Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727)210-2350

- Medical Assistant AAS graduates will:
- Meet the Skill Standards set forth by CAAHEP.
 - Be prepared to obtain the Certified Medical Assistant (CMA) credential.
 - Demonstrate workplace skills in accountability, dependability and reliability as medical assistants, medical receptionists, medical records clerks, billing specialists and phlebotomists.
 - Be prepared to transfer to a Physician's Assistant program.

Prerequisites: HOBET Score of 25 percentile or higher. Typing Skill 45 WPM

Admission Dates: Fall and spring

TERM ONE			CREDITS
MEDA	116	Medical Terminology	5
MEDA	115	Law & Ethics	4
CISA	101	Computer Applications	2
MEDA	117	Clinical Procedures I	4

TERM TWO			
BIOL	211	Anatomy & Physiology I	5
MEDA	127	Clinical Procedures II	4
MEDA	133	Medical Office Skills	3
MEDA	114	Coding/Billing/Insurance	3

TERM THREE			
BIOL	212	Anatomy & Physiology II	5
MEDA	137	Clinical Procedures III	5
MEDA	133	Medical Computer Applications	4
MEDA	138	Pharmacology	4
MEDA	216	AIDS Training	1

TERM FOUR			
MEDA	105	Principles of Phlebotomy	3
MEDA	218	Phlebotomy Lab	3
MEDA	238	Medication Administration	2
IFAD	162	First Aid/CPR for Health Care Professionals	1
MEDA	294	Medical Assisting Internship	5
MEDA	293	Internship Seminar	2

TERM FIVE			
		Written Communication	5
		Oral Communication	5
		Quantitative Reasoning	5
PSYC	101	General Psychology	5
PSYC	105	Psychology of Human Development	5

TOTAL PROGRAM CREDITS 90

GENERAL EDUCATION REQUIREMENTS-25 CREDITS	
Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	10

See page 119 for a list of all applicable courses for each of the categories listed above.

Medical Assistant

CERTIFICATE OF PROFICIENCY

85 CREDITS

The Medical Assistant Program prepares the students for high demand medical office positions including front and back office positions. Graduates of the program are eligible to take the Certified Medical Assistant examination offered by the American Association of Medical Assistants. The program will provide the student with a knowledge base that includes anatomy, physiology, medical terminology, pharmacology, medical billing and coding, medical assistants are highly versatile professionals in both clinical and administrative realms. Medical assistants will learn to effectively communicate with a wide variety people including doctors, nurses, clients, medical billing staff, insurance representatives, and pharmacists. The program will culminate the theory, clinical and lab skills in an intern experience in physician's office. Emphasis is placed on the global outcomes of communication and technical skills.

The Lake Washington Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the America Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727)210-2350

Prerequisites: HOBET Score of 25 percentile or higher. Typing Skill 45 WPM

Admission Dates: fall, spring.

TERM ONE CREDITS

MEDA	116	Medical Terminology	5
MEDA	115	Law & Ethics	4
CISA	101	Computer Applications	2
MEDA	117	Clinical Procedures I	4
		General Education	5

TERM TWO

BIOL	211	Anatomy & Physiology I	5
MEDA	127	Clinical Procedures II	4
MEDA	133	Medical Office Skills	3
MEDA	114	Coding/Billing/Insurance	3
		General Education	10

TERM THREE

BIOL	212	Anatomy & Physiology II	5
MEDA	137	Clinical Procedures III	5
MEDA	132	Medical Computer Applications	4
MEDA	138	Pharmacology	4
MEDA	216	AIDS Training	1
		General Education	5

TERM FOUR

MEDA	105	Principles of Phlebotomy	3
MEDA	218	Phlebotomy Lab	3
MEDA	238	Medication Administration	2
IFAD	162	First Aid/CPR for Health Care Profs	1
MEDA	294	Medical Assisting Internship	5
MEDA	293	Internship Seminar	2

TOTAL PROGRAM CREDITS 85

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Expression	5
Quantitative Reasoning	5
Social Science	10

See page 119 for a list of all applicable courses for each of the categories listed above.

Medical Transcription

**CERTIFICATE OF COMPLETION
25 CREDITS**

This sequence of five courses prepares individuals with strong English, spelling and keyboarding skills for entry-level transcription positions. Students learn basic medical terminology and transcription theory, then practice transcribing tapes of actual dictation of medical reports by physicians to build word recognition and speed.

This program is an Internet-based distance learning course. Students may work on the course at home or in the lab. The class meets five times per quarter. Students complete their assignments on their own time in the computer lab outside of the class meetings with e-mail access to the instructor. Students need to plan on spending 12-15 hours per week on coursework for this program (this includes reading, study, and lab time).

Admission Dates: fall, winter, spring, summer.

COURSES			CREDITS
METR	111	Medical Transcription I	5
METR	121	Medical Transcription II	5
METR	131	Medical Transcription III	5
METR	211	Medical Transcription IV	5
METR	221	Medical Transcription V	5
TOTAL PROGRAM CREDITS			25

Multimedia Design & Production

**ANIMATION/GAME DESIGN
ASSOCIATE OF APPLIED SCIENCE DEGREE
119 CREDITS**

The Animation/Game Design degree is designed to prepare students to work in a variety of settings. Graduates will be able to create animated graphics applicable to: gaming, marketing, advertising, educational, and various other types of interactive media that use 3D animation. This program has a strong emphasis on game development. Students need to demonstrate competency in the use of the Internet (CISA 103) and the Windows Operating System (CISA116). Any developmental coursework a student may be required to complete may increase the program length.

- Animation/Game Design AAS graduates will:
- Be prepared for employment as production and technical artists, texture artists, level designers, and 3D modelers.
 - Be prepared to work within a production environment in the gaming industry.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS			CREDITS
MMDP	103	Storyboard Development	3
MMDP	104	Color Theory	3
MMDP	105	Storyboard Development II	4
MMDP	114	Human Life Drawing	4
MMDP	122	Photoshop I	4
MMDP	124	3D Animation I	4
MMDP	127	The UNREAL ED	4
MMDP	130	Cartooning	4
MMDP	134	3D Materials and Methods	4
MMDP	136	Introduction to MEL Scripting	4
MMDP	137	Lighting and Composition	4
MMDP	138	Introduction to Level Design	4
MMDP	144	3D Animation II	4
MMDP	150	Character Study	4
MMDP	157	Introduction to Game Design	4
MMDP	164	Demo Reel	8
MMDP	165	3D for Games I	4
MMDP	170	Multimedia Graphics	5
MMDP	174	Team Project	8
MMDP	176	3D for Games II	4
MMDP	180	Introduction to 3D Studio Max	4
MMDP	250	Character Rigging	4
CWEX	190	Coop Work Experience Seminar	1
CWEX	197	Coop Work Experience	3

TOTAL PROGRAM CREDITS 119

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Oral Communication	5
Social Science	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Multimedia Design & Production

**INTERACTIVE DIGITAL MEDIA
ASSOCIATE OF APPLIED SCIENCE DEGREE
111 CREDITS**

The Multimedia Design and Production program is designed to meet the growing need for professionally trained graphics and multimedia professionals. Students and members of the business community need multimedia training to meet current and future industry demands. Students will acquire a fine arts base and go on to study current software applications in depth.

Interactive Digital Media AAS graduates will:

- Be prepared for employment as audio/video editors, pre/post production assistants, DVD developers, multimedia artists, and interactive web designers.
- Be prepared to take entry level industry certification exams.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS			CREDITS
MMDP	101	Introduction to Mac	1
MMDP	102	2D Graphic Design	5
MMDP	103	Storyboard Development	3
MMDP	104	Color Theory	3
MMDP	119	Video Production	5
MMDP	121	Illustrator I	4
MMDP	122	Photoshop I	4
MMDP	123	Flash I	4
MMDP	151	Streaming Media I	3
MMDP	105	Storyboard Development II	3
MMDP	133	Dreamweaver	4
MMDP	139	Digital A/V Editing I	5
MMDP	159	Digital A/V Editing II	5
ITAD	112	HTML	5
MMDP	132	Web Graphics	4
MMDP	195	Capstone Project	5
MMDP	196	Capstone Project Lab	3

TOTAL PROGRAM CREDITS 111

GENERAL EDUCATION REQUIREMENTS—20 CREDITS

Written Communication	5
Social Science	5
Quantitative Reasoning	5
Oral Communication	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES*—25 CREDITS

** Technical electives may be taken from MMDP or ITAD areas.*

Multimedia Design & Production

INTERACTIVE DIGITAL MEDIA CERTIFICATE OF PROFICIENCY 84 CREDITS

This four-quarter Certificate program is designed to prepare students to work in a variety of settings. Graduates will be able to design and create interactive media for games or training, create streaming and conventional web advertising/promotions, design and maintain interactive web sites, and work with instructional designers to develop online programs. They will acquire the skills needed to be successful developers of digital media.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS			CREDITS
MMDP	101	Introduction to Mac	1
MMDP	102	2D Graphic Design	5
MMDP	103	Storyboard Development	3
MMDP	104	Color Theory	3
ITAD	112	HTML	5
MMDP	121	Illustrator I	4
MMDP	122	Photoshop I	4
MMDP	139	Digital A/V Editing I	5
MMDP	159	Digital A/V Editing II	5
MMDP	151	Streaming Media I	3
MMDP	133	DreamWeaver	4
MMDP	123	Flash I	4
MMDP	195	Capstone Project	5
MMDP	196	Capstone Project Lab	3
MMDP	119	Video Production	5
TOTAL PROGRAM CREDITS			84

GENERAL EDUCATION REQUIREMENTS--15 CREDITS

Written Communication	5
Social Science	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES*--10 CREDITS

** Technical Electives may be taken from MMDP or ITAD areas.*

Multimedia Design & Production

**PRINT
ASSOCIATE OF APPLIED SCIENCE DEGREE
110 CREDITS**

The print degree will prepare students for entry-level jobs as desktop publishers, print production artists, prepress/preflight technicians, print graphic artists/designers, and electronic document production specialists.

Print AAS graduates will:

- Be prepared for employment as graphic artists and designers, desktop publishers, production artists, and prepress technicians.
- Be prepared to take entry level industry certification exams.
- Produce quality work in a production environment.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS	CREDITS
MMDP 101 Introduction to Mac	1
MMDP 102 2D Graphic Design	5
MMDP 103 Storyboard Development	3
MMDP 104 Color Theory	3
MMDP 129 Quark	5
MMDP 115 Freehand I	4
MMDP 117 Typography I	3
MMDP 122 Photoshop I	4
MMDP 121 Illustrator I	4
MMDP 126 InDesign I	4
MMDP 142 Photoshop II	4
MMDP 158 Prepress I	4
MMDP 146 InDesign II	4
- OR -	
MMDP 149 Quark II	4
MMDP 152 Layout Graphic Design	3
MMDP 154 Acrobat	5
MMDP 178 PrePress II	4
MMDP 135 Freehand II	4
- OR -	
MMDP 141 Illustrator II	4
MMDP 190 Digital Presentation	2
TOTAL PROGRAM CREDITS	110

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communication	5
Social Science	5
Quantitative Reasoning	5
Oral Communication	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES*-24 CREDITS

* Technical Electives may be taken from MMDP or ITAD areas.

Multimedia Design & Production

**PRINT
CERTIFICATE OF PROFICIENCY
89 CREDITS**

The print certificate will prepare students for entry-level jobs as desktop publishers, print production artists, prepress/preflight technicians, print graphic artists/designers, and electronic document production specialists.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
MMDP	101 Introduction to Mac	1
MMDP	102 2D Graphic Design	5
MMDP	103 Storyboard Development	3
MMDP	104 Color Theory	3
MMDP	129 Quark	5
MMDP	115 Freehand I	4
MMDP	117 Typography I	3
MMDP	122 Photoshop I	4
MMDP	121 Illustrator I	4
MMDP	126 InDesign I	4
MMDP	142 Photoshop II	4

MMDP	158 Prepress I	4
MMDP	146 InDesign II	4
- OR -		
MMDP	149 Quark II	4
MMDP	152 Layout Graphic Design	3
MMDP	154 Acrobat	5
MMDP	178 PrePress II	4
MMDP	135 Freehand II	4
- OR -		
MMDP	141 Illustrator II	4
MMDP	190 Digital Presentation	2

TOTAL PROGRAM CREDITS 89

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Social Science	5
Quantitative Reasoning	5
<i>See page 119 for a list of all applicable courses for each of the categories listed above.</i>	

TECHNICAL ELECTIVES*-8 CREDITS

** Technical Electives may be taken from MMDP or ITAD areas.*

Multimedia Design & Production

**ASSOCIATE OF APPLIED SCIENCE DEGREE
106 CREDITS**

The Multimedia Design and Production program is designed to meet the growing need for professionally trained graphics and multimedia professionals. Students and members of the business community need multimedia training to meet current and future industry demands. Students will acquire a fine arts base and go on to study current software applications in depth.

Multimedia Design & Production AAS graduates will:

- Be prepared for employment as web designers, graphic designers, and production artists.
- Be prepared to take entry level industry certification exams.
- Produce quality work in a design studio environment.

Admission Dates: fall, winter, spring, summer.



TECHNICAL REQUIREMENTS CREDITS

MMDP	101	Introduction to Mac	1
MMDP	102	2D Graphic Design	5
MMDP	103	Storyboard Development	3
MMDP	104	Color Theory	3
ITAD	112	HTML	5
MMDP	121	Illustrator I	4
MMDP	122	Photoshop I	4
MMDP	123	Flash I	4
MMDP	129	Quark	5
MMDP	142	Photoshop II	4
MMDP	154	Acrobat	5
MMDP	139	Digital A/V Editing I	5
MMDP	157	Introduction to Multimedia	3
MMDP	190	Digital Presentation	2
MMDP	195	Capstone Project	5
MMDP	196	Capstone Project Lab	3

TOTAL PROGRAM CREDITS 106

TECHNICAL ELECTIVES*-25 CREDITS

* *Technical Electives may be taken from MMDP or ITAD areas.*

GENERAL EDUCATION REQUIREMENTS-20 CREDITS

Written Communications	5
Social Science	5
Quantitative Reasoning	5
Oral Communication	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Multimedia Design & Production

**COMPUTER GRAPHICS
CERTIFICATE OF PROFICIENCY
73 CREDITS**

The Computer Graphics program is designed to meet the growing need for professionally trained graphic professionals. Students and members of the business community need graphics and multimedia training to meet current and future industry demands. Students will acquire a fine arts base and go on to study current software applications in depth.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
MMDP	101 Introduction to Mac	1
MMDP	102 2D Graphic Design	5
MMDP	103 Storyboard Development	3
MMDP	104 Color Theory	3
ITAD	112 HTML	5
MMDP	121 Illustrator I	4
MMDP	122 Photoshop I	4
MMDP	123 Flash	4
MMDP	125 Quark	5
MMDP	142 Photoshop II	4
MMDP	195 Capstone Project	5
TOTAL PROGRAM CREDITS		73

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Social Science	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES*-15 CREDITS

**Technical Electives may be taken from MMDP or ITAD areas.*

Multimedia Design & Production

**WEB MEDIA I
CERTIFICATE OF COMPLETION
17 CREDITS**

The Web Media Certificate Option is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry to mid-level jobs as Graphic User Interface designers, online media producers, web designers, animation designers and producers.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP	123 Flash I	4
MMDP	132 Web Graphics	4
MMDP	133 Dreamweaver	4
MMDP	195 Capstone Project	5
TOTAL PROGRAM CREDITS		17

**WEB MEDIA II
CERTIFICATE OF COMPLETION
15 CREDITS**

The Webmedia II Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry to mid-level jobs as streaming audio and video content designers and producers, online media producers, web designers, animation designers and producers.

Prerequisites: Successful completion (2.0 or higher grade) of HTML I, Photoshop I and Flash I or industry experience. Industry experience will be evidenced through the personal portfolio of the applicant to waive entry requirements. It is the student's responsibility to present a portfolio and/or transcripts indicating satisfaction of the entry requirements to MMDP faculty.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP	159 Digital A/V Editing II	5
MMDP	151 Streaming Media I	3
MMDP	143 Flash II	4
MMDP	153 Web Design	3
TOTAL PROGRAM CREDITS		15

Multimedia Design & Production

**MULTIMEDIA
CERTIFICATE OF COMPLETION
15 CREDITS**

The Multimedia Certificate option is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry-level jobs as Video Editors and Multimedia Producers.

Prerequisites: Successful completion (2.0 grade or higher) of Photoshop I, Digital Video/Audio Editing I, Video Production, and Intro to Multimedia/Storyboard I or industry experience. Industry experience will be evidenced through the personal portfolio of the applicant to waive entry requirements. It is the student's responsibility to present a portfolio and/or transcripts indicating satisfaction of the entry requirements to MMDP faculty.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP 159	Video/Audio Editing II	5
MMDP 170	Multimedia Graphics	5
MMDP 179	DVD Authoring	5
TOTAL PROGRAM CREDITS		15

**PRINTMASTER I
CERTIFICATE OF COMPLETION
16 CREDITS**

The Printmaster Certificate Option I is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry-level jobs as desktop publishers, production artists, and prepress technicians.

Prerequisites: Instructor approval of computer literacy acquired either through industry or coursework. Industry experience will be evidenced through the personal portfolio of the applicant to waive entry requirements. It is the student's responsibility to present a portfolio and/or transcripts indicating satisfaction of the entry requirements to MMDP faculty.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP 117	Typography	3
MMDP 126	InDesign I	4
MMDP 129	Quark I	5
MMDP 158	Prepress I	4
TOTAL PROGRAM CREDITS		16

Multimedia Design & Production

**PRINTMASTER II
CERTIFICATE OF COMPLETION
17 CREDITS**

The Printmaster II Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry-level jobs as desktop publishers, production artists, and prepress technicians.

Prerequisites: Computer literacy acquired either through industry or coursework. Industry experience will be evidenced through the personal portfolio of the applicant to waive entry requirements. It is the student's responsibility to present a portfolio and/or transcripts indicating satisfaction of the entry requirements to MMDP faculty.

Admission Dates: fall, winter, spring, summer.

COURSES	CREDITS
MMDP 122 Photoshop I	4
MMDP 129 Quark I	5
MMDP 152 Layout Graphic Design	3
MMDP 154 Acrobat	5
TOTAL PROGRAM CREDITS	17

**ILLUSTRATOR/PHOTOSHOP I
CERTIFICATE OF COMPLETION
13 CREDITS**

The Illustrator/PhotoShop I Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry level jobs as print and screen (web and presentation) content designers and producers, online media producers, graphic designers, graphic user interface designers, and image producers.

Admission Dates: fall, winter, spring, summer.

COURSES	CREDITS
MMDP 121 Illustrator I	4
MMDP 122 PhotoShop I	4
MMDP 195 Capstone Project	5
TOTAL PROGRAM CREDITS	13

Multimedia Design & Production

**ILLUSTRATOR/PHOTOSHOP II
CERTIFICATE
13 CREDITS**

The Illustrator/PhotoShop Certificate Option II is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry to mid-level jobs as print and screen (web and presentation) content designers and producers, online media producers, graphic designers, graphic user interface designers, and image producers.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP	141 Illustrator II	4
MMDP	142 PhotoShop II	4
MMDP	195 Capstone Project	5
TOTAL PROGRAM CREDITS		13

**ILLUSTRATOR
CERTIFICATE OF COMPLETION
13 CREDITS**

The Illustrator Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry to mid-level jobs as print and screen (web and presentation) content designers and producers, online media producers, graphic designers, graphic user interface designers, and image producers.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP	121 Illustrator I	4
MMDP	141 Illustrator II	4
MMDP	195 Capstone Project	5
TOTAL PROGRAM CREDITS		13

Multimedia Design & Production

**SKILLS UPGRADE
CERTIFICATE OF COMPLETION
13 CREDITS**

The Skills Upgrade Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry to mid-level jobs as print content designers and producers, typography designers and graphic designers.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP	Technical Electives	8
MMDP	195 Capstone Project	5
TOTAL PROGRAM CREDITS		13

**PHOTOSHOP
CERTIFICATE OF COMPLETION
17 CREDITS**

The PhotoShop Certificate is designed to prepare students for job transitions, skills upgrades, and continuing industry education to remain current in their chosen field, multimedia design and production. Graduates will find entry to mid-level jobs as print and screen (web and presentation) content designers and producers, online media producers, graphic designers, graphic user interface designers, and image producers.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
MMDP	122 PhotoShop I	4
MMDP	142 PhotoShop II	4
MMDP	162 PhotoShop III	4
MMDP	195 Capstone Project	5
TOTAL PROGRAM CREDITS		17

Nursing

**ASSOCIATE OF APPLIED SCIENCE DEGREE
92 CREDITS**

The Associate Degree Nursing program prepares students who are highly educated, technically advanced, competent and caring individuals to practice professional nursing in a variety of settings. Graduates of the program are eligible to take the examination for licensure as a registered nurse (NCLEX-RN).

Minimum admission requirements: Completion of application for admission to the nursing program, essay, minimum GPA 3.0, HOBET Test results 50% or higher, 3 professional recommendations, and Washington state background check.

Nursing AAS graduates (RN) will:

- Be prepared for employment as registered nurses in hospitals, clinics, long term facilities, home healthcare services, schools and physicians offices.
- Be prepared to take the RN- NCLEX exam.
- Practice legal and ethical standards appropriate to the professional role of the registered nurse.

Admission Dates: fall

Prerequisite recommendation:

PSYC	101	General Psychology	5
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Prerequisite requirements:

High School Chemistry or Equivalent
Certified Nursing Assistant

BIOL	211	Anatomy and Physiology I	5
BIOL	212	Anatomy and Physiology II	5
ENGL	101	Written Expression	5
MATH	120	Statistics	5
PSYC	105	Psychology of Human Development	5

TOTAL REQUIRED CREDITS 25

TERM ONE		CREDITS	
NURS	110	Pathophysiology	3
NURS	111	Nursing Foundations	4
NURS	112	Nursing Foundations Practicum	2
NURS	113	Health Assessment and Promotion I	2
NURS	116	Communication Processes in Nursing	2
NURS	117	Skills Lab I	2

TERM TWO

NURS	121	Medical-Surgical Nursing I	4
NURS	122	Medical-Surgical Nursing I Practicum	5
NURS	128	Skills Lab II	2
NURS	129	Health Assessment and Promotion II	2
NURS	134	Pharmacology	3

TERM THREE

NURS	131	Medical-Surgical Nursing II	4
NURS	132	Medical-Surgical Nursing II Practicum	5
NURS	137	Mental Health Nursing I	6

TERM FOUR

NURS	221	Nursing and the Childbearing Family	3
NURS	222	Nursing and the Childbearing Family Practicum	3
NURS	225	Nursing of Children	3
NURS	226	Nursing of Children Practicum	3
		General Education	5

TERM FIVE

NURS	241	Medical-Surgical Nursing RIII	4
NURS	242	Medical-Surgical Nursing RIII Practicum	4
		General Education	5
		General Education	5

TERM SIX

NURS	235	Mental Health Nursing II	3
NURS	236	Mental Health Nursing II Practicum	3
NURS	243	Professional Nursing Practice	2
NURS	244	Professional Nursing Practice Preceptorship	3

REQUIRED GENERAL EDUCATION COURSES**

BIOL	106	Nutrition for Healthcare Professionals	5
BIOL	215	Microbiology	5
SPCH		Oral Communication**	5

TOTAL PROGRAM CREDITS 92

See page 119 for a list of all applicable courses for each of the categories listed above.

* Refer to catalog for AAS Degree General Education Requirements

** All general education courses are required to be completed prior to the sixth quarter of the Associate Degree Nursing program.

Practical Nurse

CERTIFICATE OF PROFICIENCY

68 CREDITS

The Practical Nursing Program prepares students for employment as Practical Nurses in hospitals, clinics, long-term care facilities, home healthcare agencies, schools and doctor’s offices. Graduates of the program are eligible to take the licensing examination to become licensed practical nurses (NCLEX-PN).

Admission requirements: Completion of application for admission to the nursing program, essay, minimum GPA 2.5, HOBET Test results, 3 professional recommendations, and Washington state background check.

Practical Nurse graduates will:

- Be prepared for employment as practical nurses in hospitals, clinics, long term facilities, home healthcare services, schools and physicians offices.
- Be prepared to take the PN- NCLEX exam.
- Practice legal and ethical standards appropriate to the technical role of the licensed practical nurse.

Admission dates: fall, spring

Prerequisite recommendations:

PSYC 101 General Psychology 5

Prerequisite requirements:

Certified Nursing Assistant
 BIOL 211 Anatomy and Physiology I 5
 BIOL 212 Anatomy and Physiology II 5
 ENGL 101 Written Expression 5
 MATH 099 Intermediate Algebra 5
 PSYC 105 Psychology of Human Development 5

TOTAL REQUIRED CREDITS 25

TERM ONE

			CREDITS
NURS	110	Pathophysiology	3
NURS	111	Nursing Foundations	4
NURS	112	Nursing Foundations Practicum	2
NURS	113	Health Assessment and Promotion I	2
NURS	116	Communication Processes in Nursing	2
NURS	117	Skills Lab I	2

TERM TWO

NURS	121	Medical-Surgical Nursing I	4
NURS	122	Medical-Surgical Nursing I Practicum	5
NURS	128	Skills Lab II	2
NURS	129	Health Assessment and Promotion II	2
NURS	134	Pharmacology	3

TERM THREE

NURS	131	Medical-Surgical Nursing II	4
NURS	132	Medical-Surgical Nursing II Practicum	5
NURS	137	Mental Health Nursing I	6

TERM FOUR

NURS	213	Professional, Vocational Relationships	3
NURS	214	Nursing Practice and the Family Unit	4
NURS	215	Nursing Practice and the Family Unit Practicum	2
NURS	219	Medical-Surgical Nursing PIII Preceptor ship	3
		General Education	10

REQUIRED GENERAL EDUCATION COURSES**

BIOL	106	Nutrition	5
SPCH		Oral Communication	5

TOTAL PROGRAM CREDITS 68

See page 119 for a list of all applicable courses for each of the categories listed above.

**All general education courses are required to be completed prior to completion of the third quarter of the Practical Nursing program.

Nnursing Assistant

**CERTIFICATE OF COMPLETION
16 CREDITS**

The Nursing Assistant Program prepares students for employment as Nursing Assistants in hospitals, clinics, long-term care facilities, and home healthcare agencies. Additionally, this program prepares students for continuation on into practical or registered nurse programs. Graduates of the program are eligible to take the certification examination to become Certified Nursing Assistant. Any developmental coursework a student may be required to complete may increase the program length.

Admission requirements:
High School completion or GED or acceptance into Lake Washington Technical Academy
Admission to Lake Washington Technical College
ENGL 093 or equivalent placement score

Admission dates: Every quarter

PREREQUISITE REQUIREMENTS:

- IFAD 158 CPR for the Health Care Provider or equivalent
- COME 120 7-Hour HIV AIDS Training or equivalent
Nursing Assistant Registration

COURSES			CREDITS
NURS	105	Medical Terminology	5
NURS	107	Nursing Assistant Theory	5
NURS	108	Nursing Assistant Laboratory	3
NURS	109	Nursing Assistant Practicum	3
TOTAL PROGRAM CREDITS			16



Office Assistant

CERTIFICATE OF COMPLETION

35 CREDITS

The Office Assistant program is designed to meet the needs of basic office skills by teaching and processing how to use the fax, phones, photocopy machines, and calculators. Students may find jobs as receptionists or clerical support.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
[OFTC 105 Keyboarding	3
	- OR -	
[OFTC 106 Keyboard Skillbuilding I	3
	OFTC 110 Office Skills	3
	CISA 120 Business Desktop Management	5
	CISA 111 Word	4

TERM TWO		
[OFTC 106 Keyboard Skillbuilding I	3
	- OR -	
[OFTC 107 Keyboard Skillbuilding II	3
	BUSA 191 Customer Service Help Desk	3
	BUSA 198 Job Search	2
	CISA 124 PowerPoint	3
	ITAD 112 HTML	5
	Technical Electives	2-4

TOTAL PROGRAM CREDITS 35

TECHNICAL ELECTIVES-2-4 CREDITS

Power Equipment, Marine & Motorcycle Service Technician

**ASSOCIATE OF APPLIED SCIENCE DEGREE
116 CREDITS**

This program provides students with a broad range of entry-level technical skills by working on representative models of equipment serviced in the power equipment, marine, and motorcycle industries. Students have some options of specializing in one or more areas after completion of basic instruction. Students will spend their first quarter of training in a transportation core curriculum. Cooperative work experience is available with instructor permission.

Power Equipment, Marine & Motorcycle Service Technician AAS graduates will:

- Be prepared for a wide range of entry-level positions with skills needed to set up, maintain, diagnose and repair a variety of equipment represented in industries.
- Be prepared to take the Equipment and Engine Training Council certification exam.
- Be prepared to take the manufacturers' in-dealership certification programs.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
TRAN	110 Computer Basics/Transport Trades	2
	General Education	5

TERM TWO		CREDITS
PEQT	122 Electrical System Applications	6
PEQT	123 Charging Systems	6
PEQT	124 Ignition Systems	5
	General Education	5

TERM THREE

PEQT	134 Power Transmission Applications	4
PEQT	135 Transaxles/Constant Variable Transmissions	3
PEQT	136 Marine Gearcases	3
PEQT	137 Induction/Exhaust Systems	5
	General Education	5

TERM FOUR

PEQT	212 Fluid Power Systems	2
PEQT	213 Chassis, Suspension & Rigging	5
PEQT	214 2 & 4 Cycle Gas Engines	6
PEQT	215 Diesel Engines	2
	General Education	5

TERM FIVE

PEQT	221 Advanced Electrical Systems	4
PEQT	223 Advanced PEQT Applications I	6
CWEX	197 Cooperative Work Experience	
- OR -		
	Technical Electives	4
	General Education	5

TERM SIX

PEQT	231 Advanced PEQT Applications II	4
PEQT	232 Advanced PEQT Applications III	6
CWEX	297 Cooperative Work Experience	
- OR -		
	Technical Electives	4

TOTAL PROGRAM CREDITS 116

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

Written Communication	5
Oral Communication	5
Quantitative Reasoning	5
Social Science	5
Physics	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Power Equipment, Marine & Motorcycle Service Technician

**CERTIFICATE OF PROFICIENCY
78 CREDITS**

The Power Equipment, Marine and Motorcycle Service Technician certificate program prepares students for entry-level positions in this rapidly-growing field. This program provides students with a broad range of entry-level technical skills by working on representative models of equipment serviced in the power equipment, marine, and motorcycle industries. Students have some options of specializing in one or more areas after completion of basic instruction. Students will spend their first quarter of training in a transportation core curriculum. Cooperative work experience is available with instructor permission.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
TRAN	112 Shop and Business Practices	5
TRAN	113 Basic Electrical Systems	4
TRAN	125 Mechanical Principles	5
TRAN	110 Computer Basics/Transport Trades	2
	General Education	5

TERM TWO		CREDITS
PEQT	122 Electrical System Applications	6
PEQT	123 Charging Systems	6
PEQT	124 Ignition Systems	5
	General Education	5

TERM THREE

PEQT	134 Power Transmission Applications	4
PEQT	135 Transaxles/Constant Variable Transmissions	3
PEQT	136 Marine Gearcases	3
PEQT	137 Induction/Exhaust Systems	5
	General Education	5

TERM FOUR

PEQT	212 Fluid Power Systems	2
PEQT	213 Chassis, Suspension & Rigging	5
PEQT	214 2 & 4 Cycle Gas Engines	6
PEQT	215 Diesel Engines	2

TOTAL PROGRAM CREDITS 78

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.



Property Management

**SENIOR PROPERTY MANAGER
CERTIFICATE OF PROFICIENCY
75 CREDITS**

The Property Management Program is no longer offered as of October, 2006.

This program will prepare students for a career in residential property management. It is combination of both the Residential Property Manager certificate and the Commercial Property Manager certificate programs. Property Managers are in charge of leasing, renting and maintaining property such as land and buildings. Students will learn skills such as how to lease residential properties, tenant relations, marketing residential properties, budgeting, maintenance, and real estate fundamentals.

Property Management graduates will:

- Be prepared for entry level positions as assistant managers and leasing agents in either residential or commercial firms.
- Perform functions such as leasing space, helping with the budget process, overseeing a small maintenance staff.
- Be prepared to take the agent's WA state Real Estate License Exam.

Admission Dates: fall, winter, spring, summer.

COURSES	CREDITS
PMGT 110 Intro to Property Management	2
PMGT 111 Marketing Residential Properties	2
PMGT 115 Leasing Residential Properties	3
PMGT 117 Legal Issues for Residential Properties	1
PMGT 116 Tenant Relations Residential Properties	2
PMGT 118 Policy/Procedure Residential Properties	2
PMGT 119 Budget/Fiscal Management Residential Properties	2
PMGT 126 Building Systems and Maintenance	3
PMGT 131 Marketing Commercial Properties	2

PMGT 135 Leasing Commercial Properties	2
PMGT 136 Tenant Relations Commercial Properties	2
PMGT 137 Legal Issues for Commercial Properties	1
PMGT 138 Policy/Procedures Commercial Properties	2
PMGT 139 Budget/Fiscal Management Commercial Properties	2
PMGT 141 Comp Applications for Property Managers	3
PMGT 142 Finding and Keeping a Job	2
PMGT 143 Screen/Hire/Manage Employees	3
PMGT 152 Real Estate Fundamentals Pre-License	5
Technical Electives	19

TOTAL PROGRAM CREDITS 75

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communications	5
Social Science	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-19 CREDITS

ACCT 111 Introduction to Accounting	5
BUSA 100 Business Math	5
BUSA 101 Business Communication	5
BUSA 250 Business Law	5
CISA 116 Windows	3
CISA 111 Word	4
CISA 112 Excel	4
HMDS 111 College Strategies	2
OFTC 105 Keyboarding	3
OFTC 110 Office Skills	3
PSYC 100 Human Relations	5
SPCH 220 Introduction to Public Speaking	5

Property Management

**COMMERCIAL PROPERTY MANAGER
CERTIFICATE OF COMPLETION
39 CREDITS**

The Property Management Program is no longer offered as of October, 2006.

This program will prepare students for a career in commercial property management. Property Managers are in charge of leasing, renting and maintaining property such as land and buildings. Students will learn skills such as how to lease commercial properties, tenant relations, marketing commercial properties, budgeting, maintenance, and real estate fundamentals.

Property Management graduates will:

- Be prepared for entry level positions as assistant managers and leasing agents in either residential or commercial firms.
- Perform functions such as leasing space, helping with the budget process, overseeing a small maintenance staff.
- Be prepared to take the agent's WA state Real Estate License Exam.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
PMGT	110 Intro to Property Management	2
PMGT	135 Leasing Commercial Properties	2
PMGT	138 Policy/Procedure Commercial Properties	2
PMGT	137 Legal Issues for Commercial Properties	1
PMGT	131 Marketing Commercial Properties	2
PMGT	136 Tenant Relations Commercial Properties	2
PMGT	139 Budget/Fiscal Management Commercial Properties	2
PMGT	126 Building Systems and Maintenance	3
PMGT	141 Comp Applications for Property Management	3
PMGT	142 Finding and Keeping a Job	2
PMGT	143 Screen/Hire/Manage Employees	3
PMGT	152 Real Estate Fundamentals Pre-License	5
	Technical Electives	10
TOTAL PROGRAM CREDITS		39

TECHNICAL ELECTIVES-10 CREDITS

ACCT	111	Introduction to Accounting	5
BUSA	100	Business Math	5
BUSA	101	Business Communication	5
BUSA	250	Business Law	5
CISA	116	Windows	3
CISA	111	Word	4
CISA	112	Excel	4
HMDS	111	College Strategies	2
OFTC	105	Keyboarding	3
OFTC	110	Office Skills	3
PSYC	100	Human Relations	5
SPCH	220	Introduction to Public Speaking	5

Property Management

**RESIDENTIAL PROPERTY MANAGER
CERTIFICATE OF COMPLETION
39 CREDITS**

The Property Management Program is no longer offered as of October, 2006.

This program will prepare students for a career in residential property management. Property Managers are in charge of leasing, renting and maintaining property such as land and buildings. Students will learn skills such as how to lease residential properties, tenant relations, marketing residential properties, budgeting, maintenance, and real estate fundamentals.

Property Management graduates will:

- Be prepared for entry level positions as assistant managers and leasing agents in either residential or commercial firms.
- Perform functions such as leasing space, helping with the budget process, overseeing a small maintenance staff.
- Be prepared to take the agent's WA state Real Estate License Exam.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
PMGT	110 Intro to Property Management	2
PMGT	115 Leasing Residential Properties	3
PMGT	117 Legal Issues for Residential Properties	1
PMGT	116 Tenant Relations Residential Properties	2
PMGT	118 Policy/Procedure for Residential Properties	2
PMGT	111 Marketing Residential Properties	2
PMGT	119 Budget/Fiscal Management Residential Properties	2
PMGT	126 Building Systems and Maintenance	3
PMGT	141 Comp Applications for Property Management	3
PMGT	142 Finding and Keeping a Job	2
PMGT	143 Screen/Hire/Manage Employees	3
	Technical Electives	14
TOTAL PROGRAM CREDITS		39

TECHNICAL ELECTIVES-14 CREDITS

ACCT	111	Introduction to Accounting	5
BUSA	100	Business Math	5
BUSA	101	Business Communication	5
BUSA	250	Business Law	5
CISA	116	Windows	3
CISA	111	Word	4
CISA	112	Excel	4
HMDS	111	College Strategies	2
OFTC	105	Keyboarding	3
OFTC	110	Office Skills	3
PMGT	152	Real Estate Fundamentals Pre-License	5
PSYC	100	Human Relations	5
SPCH	220	Introduction to Public Speaking	5

Science Technician

**ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

The Science Technician program includes four options: Environmental, Chemical, Manufacturing, or Data Management Science Technology. The program prepares graduates for employment as technicians in many areas such as biomedical and pharmaceutical laboratories, production and recycling plants, oil and gas companies, environmental and chemical laboratories, and as testing specialists or technical service representatives.

Science Technician AAS graduates will:

- Be prepared for a range of entry-level technician positions in biomedical, pharmaceutical, oil/gas, and environmental industries.
- Demonstrate unique skills in problem solving.
- Be prepared to pursue advanced education opportunities.

Admission Dates: fall, winter, spring, summer.

TECHNICAL REQUIREMENTS		CREDITS
CHEM	120 General Chemistry I	5
CHEM	130 General Chemistry II	5
PHYS	114 General Physics	5
BIOL	101 Biology	5
ITAD	111 Comp Programming Fundamentals	5
ITAD	123 C++ Programming I	5
ITAD	142 Java Programming I	5
CWEX	197 Cooperative Work Experience	5

TECHNICAL ELECTIVES CREDITS
(must choose 55 credits from the list below)

BIOL	215 Microbiology	5
CHEM	210 Organic Chemistry I	5
CHEM	220 Organic Chemistry II	5
CHEM	230 Biochemistry	5
CHEM	240 Instrumental Analysis	5
CISA	111 Word	4
CISA	112 Excel I	4
CISA	113 Excel II	4
CISA	114 Access	4
ENGR	111 Engineering Graphics I	4
ENGR	131 Computer Aided Draft/Design I	4
ITAD	133 C++ Programming II	5
ITAD	135 Algorithms and Data Structures I	5
ITAD	145 Visual Basic Applications Development	5
ITAD	152 Java Programming II	5
ITAD	173 Data Modeling	4
MACH	120 Materials and Measuring	5
MACH	130 Blueprints and Trigonometry	5
STEC	220 Environmental Technology	4
STEC	221 Hazardous Waste Management	4

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-25 CREDITS

MATH	120 Statistics	5
	Written Communication	5
	Oral Communication	5
	Quantitative Reasoning	5
	Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

Social & Human Services

**SOCIAL & HUMAN SERVICES
ASSOCIATE OF APPLIED SCIENCE DEGREE
120 CREDITS**

This program provides the generalist education for employment in a wide variety of social service agencies. The student will develop the professional values, skills, and knowledge to assist individuals and groups with personal, interpersonal, and situational problems. In this occupational area projected to be one of the fastest growing clusters for the next five years (Occupational Outlook Handbook, 2000), students will be prepared for employment as case managers in rehabilitation, employment services, corrections, educational programs, and community based organizations serving youth, seniors, and individuals with disabilities.

- Social & Human Services AAS graduates will:
- Be prepared for a wide range of entry-level careers in the field of human services: Case managers, employment coaches, family support assistants.
 - Develop the core skills of active listening, assessment of client need and referral to appropriate agencies.
 - Meet the Community Skills Standards established by the Council for Standards in Human Service Education

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
SHSV	110 Intro to Social and Human Services	5
SOCI	110 Intro to Sociology	5
PSYC	100 Human Relations	5
	General Education	5
TERM TWO		
SHSV	120 Case Management and Systems	5
PSYC	101 General Psychology	5
	General Education	5
	Technical Elective	5

TERM THREE			
SHSV	130	Therapeutic Approaches and Techniques	5
SHSV	132	Community Resources	5
SHSV	138	Field Practicum Seminar I	2
SHSV	139	Field Practicum I	3

TERM FOUR			
SHSV	140	Disability Issues and Practice	5
SHSV	142	Behavioral Health and Wellness	5
SHSV	146	Leadership Development and Ethics	5
PSYC	105	Psychology of Human Development	5

TERM FIVE			
SHSV	210	Group Process and Dynamics	5
SHSV	212	Intro to Chemical Dependency	5
SHSV	218	Field Practicum Seminar II	2
SHSV	219	Field Practicum II	3

TERM SIX			
SHSV	220	Advanced Therapeutic Techniques	5
SHSV	222	Multicultural Counseling	5
PSYC	110	Psychology of Deviant Behavior	5

TERM SEVEN			
SHSV	238	Field Practicum Seminar III	2
SHSV	239	Field Practicum III	3
		General Education	5
		Technical Elective	5

TOTAL PROGRAM CREDITS 120

GENERAL EDUCATION REQUIREMENTS-20 CREDITS	
Social Science (included in required courses)	5
Written Communication	5
Quantitative Reasoning	5
Oral Communication	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-10 CREDITS
Electives may be selected from CISA, PSYC, and HMDS areas and must be approved by the SHSV faculty adviser.

Social & Human Services

**CERTIFICATE OF PROFICIENCY
75 CREDITS**

This program provides the generalist education for employment in a wide variety of social service agencies. The student will develop the professional values, skills, and knowledge to assist individuals and groups with personal, interpersonal, and situational problems. In this occupational area projected to be one of the fastest growing clusters for the next five years (Occupational Outlook Handbook, 2000), students will be prepared for employment as case managers in rehabilitation, employment services, corrections, educational programs, and community based organizations serving youth, seniors, and individuals with disabilities.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
SHSV	110 Intro to Social and Human Services	5
SOCI	110 Intro to Sociology	5
	General Education	5
TERM TWO		
SHSV	120 Case Management and Systems	5
PSYC	101 General Psychology	5
	Technical Electives	5
	General Education	5
TERM THREE		
SHSV	130 Therapeutic Approaches/Techniques	5
SHSV	132 Community Resources	5
SHSV	138 Field Practicum Seminar I	2
SHSV	139 Field Practicum I	3
	General Education	5
TERM FOUR		
SHSV	140 Disability Issues and Practice	5
SHSV	142 Behavioral Health and Wellness	5
SHSV	146 Leadership Development and Ethics	5
PSYC	105 Psych of Human Development	5
TOTAL PROGRAM CREDITS		75

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Social Science (PSYC 100)	5
Written Communication (ENGL 100)	5
Quantitative Reasoning	5

See page 119 for a list of all applicable courses for each of the categories listed above.

TECHNICAL ELECTIVES-5 CREDITS

Electives may be selected from CISA, PSYC, and HMDS areas and must be approved by the SHSV faculty adviser.

Social & Human Services

**LANGUAGE INTERPRETING SERVICES
CERTIFICATE OF COMPLETION
16 CREDITS**

This program prepares students for the DSHS screening examination in medical and social services language interpreting. Students will learn interpreter terminology, grammatical skills and professional ethics needed for successful employment in the high demand occupation of language interpreting. Any developmental coursework a student may be required to complete may increase the program length.

Admission Dates: fall, winter, spring, summer.

COURSES		CREDITS
SHSV	110 Introduction to Social and Human Services	5
SHSV	112 Exploring Medical Interpreting	3
SHSV	114 Exploring Social Service Interpreting	3
SHSV	222 Multicultural Counseling	5
TOTAL PROGRAM CREDITS		16



Welding Fabrication & Maintenance Technology

**CERTIFICATE OF PROFICIENCY
60 CREDITS**

Students learn welding skills used in construction projects, manufacturing, industrial plants, and in maintenance industries. Using the latest welding processes and techniques, students learn to read blueprints and fabricate products in a variety of shapes and sizes. Students prepare to take the Washington Association of Building Officials (WABO) test.

Welding Fabrication & Maintenance graduates will:

- Be prepared for a range of entry-level positions as welder apprentices, welders, welder fabricators, welding fitters.
- Be prepared to succeed on the WABO certification and similar industry exams.
- Meet the Washington Association of Building Officials (WABO) skills standards and can perform setup, fabricating, troubleshooting, welding, cutting, bend testing, and evaluation for certification.

Admission Dates: fall, winter, spring, summer.

TERM ONE		CREDITS
WELD	111 Welding Theory	5
WELD	112 Oxy/Acetylene Cutting & Welding	3
WELD	113 Shielded Metal Arc Welding	7
	General Education	5

TERM TWO		CREDITS
WELD	121 Blueprint Reading	5
WELD	122 Flux-Core Arc Welding	5
WELD	123 Gas Metal Arc Welding	5
	General Education	5

TERM THREE

WELD	132 Gas Tungsten Arc Welding	5
WELD	133 Carbon and Plasma Arc Cutting	1
WELD	135 Layout & Fabrication Technique	3
WELD	136 WABO Test Preparation	1
WELD	Technical Electives	5
	General Education	5

TOTAL PROGRAM CREDITS 60

GENERAL EDUCATION REQUIREMENTS-15 CREDITS

Written Communication	5
Quantitative Reasoning	5
Social Science	5

See page 119 for a list of all applicable courses for each of the categories listed above.

General Education

MISSION

The general education program at Lake Washington Technical College helps our students develop the global and foundational skills of written and oral communication, quantitative reasoning, and human relations. These skills prepare our students for success in technical programs and careers, cultivate critical thinking, and foster the values of life-long learning.

The general education department supports student skill development in the global outcomes areas of communication, critical thinking, global and cultural awareness, teamwork, and technical and information literacy. For more information on the global outcomes program, please see page 8.

GENERAL EDUCATION REQUIREMENTS

AAS DEGREE

Applicable course list to satisfy General Education Requirements for the AAS Degree:

WRITTEN COMMUNICATIONS

ENGL 101, Written Expression
ENGL 102, Research Writing
ENGL 106, Technical Writing

ORAL COMMUNICATIONS

SPCH 101, Interpersonal Communication
SPCH 220, Introduction to Public Speaking
SPCH 225, Small Group Communication

QUANTITATIVE REASONING

MATH 102, Quantitative Reasoning
MATH 107, Math for Non-Science Majors
MATH 114, Precalculus I
MATH 115, Precalculus II
MATH 120, Statistics
MATH 124, Calculus I
MATH 125, Calculus II
PHIL 120, Introduction to Logic

SOCIAL SCIENCE

CJUS 201, Introduction to Criminal Justice
PSYC 101, General Psychology
PSYC 105, Human Growth and Development
SOCI 110, Introduction to Sociology

CERTIFICATE

Applicable course list to satisfy General Education Requirements for the Certificate:

WRITTEN COMMUNICATIONS

BUSA 101, Business Communications
ENGL 092, Reading Improvement
ENGL 093, Beginning English
ENGL 100, Introduction to Writing
ENGL 101, Written Expression
ENGL 102, Research Writing
ENGL 106, Technical Writing

QUANTITATIVE REASONING

BUSA 100, Business Math
MATH 080, Basic Math
MATH 090, Introduction to Algebra
MATH 099, Intermediate Algebra
MATH 102, Quantitative Reasoning
MATH 107, Math for Non-Science Majors
MATH 114, Precalculus I
MATH 115, Precalculus II
MATH 120, Statistics
MATH 124, Calculus I
MATH 125, Calculus II
PHIL 120, Introduction to Logic

SOCIAL SCIENCE

CJUS 210, Introduction to Criminal Justice
PSYC 100, Human Relations
PSYC 101, General Psychology
PSYC 105, Human Growth and Development
SOCI 110, Introduction to Sociology

NOTE: Students enrolled in CSNT, Electronics, Architectural Graphics, Engineering Graphics, or ITAD, must complete MATH 090 or higher to receive credit.