

Table of Contents

Address and Telephone Directory	Inside back cover
Board of Trustees and CCS Mission Statement	Inside front cover
Academic Calendar (2005-2007)	3
Spokane Community Colleges	4
Spokane Falls Community College	6
Institute for Extended Learning	8
Programs of Study	10
Maps	12
Legal Guidelines	14
Student Services	15-32
Admission	15
Tuition and Fee Schedule	16
Student Classifications	17
Financial Aid	18
Veterans	19
Registering for Classes	19
Credit Information	20
Academic Information	23
Learning Resources	25
Counseling and Special Services	27
International Students	28
Campus Services	29
Student Life	30
Student Rights and Responsibilities	31
Programs of Study	33-34
Degree and Certificate Requirements	33
Academic Programs	35
Continuing Education	41
Adult Basic Education	42
Basic Studies	44
Professional/Technical Education	44
Program Outlines	45-113
Program/Course Abbreviations	114
Course Descriptions	115-204
Administration and Academic Employees Listing	205-213
District Administration	205
Spokane Community College	205
Spokane Falls Community College	205
Institute for Extended Learning	206
Academic Employees	206
Index	214-216

Information contained in this catalog is true and correct as of date of publication.

If you would like additional copies of this catalog, please contact School and College Relations/Recruitment Office, 501 North Riverpoint Boulevard, MS 1009, P. O. Box 6000, Spokane, WA 99217-6000. You may also pick up a catalog at the cashier or registrar offices at SCC and SFCC. June 2005

Address and Telephone Directory

District Administration

501 N Riverpoint Blvd MS 1009
PO Box 6000 Spokane WA 99217-6000

www.ccs.spokane.edu

CCS at WorkSource	532-3172
Foundation Office	434-5123
Grants and Contracts	434-5275
Human Resources Office	434-5040
Institutional Research	434-5240
Marketing and Public Relations Office	434-5108
School and College Relations/Recruitment Office	434-5162
Operations	434-5060
Workforce Development	434-5170

Spokane Community College

1810 N Greene St MS 2151
Spokane WA 99217-5399

(509) 533-7000 1-800-248-5644 www.scc.spokane.edu

Admission/Registration	533-8860
Apprenticeship and Journeyman Training Center	533-7178
Assessment/Testing	533-7074
Athletics/Walter S. Johnson Sports Center	533-7230
Bookstore	533-7087
Community, Career & Employment Services	
Campus Tours	533-7249
Career Planning Services	533-8009
Cooperative Education/Experiential Learning	533-7249
Division of Vocational Rehabilitation	533-7345
Student Employment Services	533-7249
Worker Retraining Program	533-8056
WorkFirst Financial Aid Program	533-8210
WorkSource Spokane	533-8070
Childcare	533-7170
Continuing Education	533-8010
Counseling Center	533-7026
Disability Support Services (DSS)	533-7169
Distance Learning/Telecourses	533-3216
Financial Aid	533-7017
Information	533-8006
International Programs/Student Services	533-7033
Library	533-7045
Multicultural Student Services	533-8875
Registration/Admissions	533-8860
Student Development Department	
New Student Orientation	533-7030
Student Ambassador Program	533-7200
Single Parent Program	533-7030
School and College Relations/Recruiting	434-5162
Student Activities	533-7081
TTY General Information	533-7482
Telecourses/Distance Learning	533-3216
Transcripts/Records	533-7012
Veterans Affairs	533-7027
Work-study Placement Services	533-8007
For numbers not listed above, call	533-7000

Spokane Falls Community College

3410 W Fort George Wright Dr MS 3011
Spokane WA 99224-5288

(509) 533-3500 1-888-509-7944 www.spokanefalls.edu

Admissions - Day	533-3305
Admissions - Evening	533-3500
Assessment/Testing	533-3401
Athletics	533-3630
Bookstore	533-3565
Campus Tours	533-3542
Career Center	533-3540
Cashier	533-3569
Childcare	533-3624
Continuing Education/Evening Noncredit Classes	533-3522
Cooperative Education/Experiential Learning	533-3722
Counseling	533-3525
Disability Support Services (DSS)	533-4166
Distance Learning/Telecourses	533-3216
Financial Aid	533-3550
GED Testing	533-4670
International Student Services	533-3242
Library	533-3800
Multicultural Student Services	533-3546

New Student Entry	533-3401
Registration Office	533-3305
School and College Relations/Recruitment	434-5162
Student Activities/Student-funded Programs	533-3553
Student Employment Center	533-3540
TTY General Information	533-3838
Telecourses/Distance Learning	533-3216
Transcripts/Records	533-3507
Veterans Affairs Office	533-3504
Work-study Placement	533-4411
Worker Retraining Program	533-3521
WorkFirst Financial Aid Program	533-3521
For numbers not listed above, call	533-3500

Institute for Extended Learning

3305 W Fort George Wright Dr MS 3090
Spokane WA 99224-5228

(509) 279-6000 1-800-845-3324 <http://ielhp.spokane.cc.wa.us>

Admissions/Registration/Student Services	279-6000
Adult Education Center	533-4600
Colville Center	685-2120 or 279-6700
Community Education	279-6030
Counseling	
Fairchild Air Force Base	533-8937
Hillyard Center	279-8507
Lodge	
Life Skills	279-6060
Monroe Center	533-4616
Northern Counties	279-6709 or 685-2125
Disability Support Services	279-6037
Displaced Homemaker Center	279-6065
English as a Second Language	533-4612
Families That Work	533-4634
GED—Spokane	533-4670
GED—Northern Counties	685-2130 or 279-6737
Gender Equity Program	533-4600
Head Start/ECEAP/Early Head Start	
Administrative Office	533-4800
Adult Education Center	533-4650
Bryant School	533-4500
Crosswalk	533-7193
East Central Community Center	279-6316
Hillyard Center	533-8519
Logan	533-8970
Northeast Child Development Center	279-6364
Northeast Community Center	279-6351
SCC Bigfoot Head Start Childcare Center	533-7170
SFCC Early Learning Head Start Center	533-3624
West Boone Center	279-6901
West Central Community Center	279-6340
Help Line	279-6060
Hillyard Center	533-8580
Inchelium Center	722-3702 or 279-6300
Multicultural Student Services	279-6080
Newport Center	447-3835 or 279-6951
North Pend Oreille Center (Ione)	442-4290 or 533-4290
PACE Services	533-8550
Parent Education/Cooperative Preschools	533-4895
Partnership for Rural Improvement	533-4706
Project Self-Sufficiency	533-4600
Republic Center	775-3675 or 279-6405
Registration (noncredit)	279-6000
Seniors Program	279-6025
Small Business Development Center	358-7890
TTY General Information	279-6092
Training and Education Coordinating Center (TECC)	533-4700
Whitman County Center (Pullman)	332-2706 or 533-4002
Women's Programs	279-6060
WorkFirst Financial Aid	279-6060
Worker Retraining Program	533-4700
For numbers not listed above, call	279-6000

Yog koj xas pob txos cov ntawv no, hus tau 533-4600.

Nếu quý vị cần sự giúp đỡ để hiểu thêm về những thông báo này, xin vui lòng gọi điện thoại đến số 533-4600.

Si necesita ayuda para entender esta información telefónea al 533-4600.

Если у вас есть вопросы по поводу данной информации, звоните по телефону 533-4600.

Academic Calendar

Fall Quarter 2005

Faculty workdays	September 14-16
Classes begin	September 19
Last day for 100% refund*	September 23
Last day for 50% refund*	October 10
Last day to withdraw**	November 7
Holiday	November 11
Faculty workday	November 23
Holiday	November 24-25
Final exams	December 7-9
No scheduled classes	December 12-January 3
Faculty workdays	December 12-13
Holiday	December 26
Days of instruction	56

Winter Quarter 2006

Faculty workday	January 3
Classes begin	January 4
Last day for 100% refund*	January 10
Holiday	January 16
Last day for 50% refund*	January 23
Holiday	February 20
Last to withdraw**	February 21
Final exams	March 20-22
Faculty workdays	March 23-24
Spring break	March 27-31
Days of instruction	54

Spring Quarter 2006

Classes begin	April 3
Last day for 100% refund*	April 7
Last day for 50% refund*	April 24
Last day to withdraw**	May 18
Holiday	May 29
Final exams	June 14-16
Faculty workdays	June 19-20
Days of instruction	54

Summer Quarter 2006

Classes begin	June 26
Last day for 100% refund*	June 29
Holiday	July 4
Last day for 50% refund*	July 10
Last day to withdraw**	July 28
Last day of summer quarter	August 18
Days of instruction	39

Fall Quarter 2006

Faculty workdays	September 13-15
Classes begin	September 18
Last day for 100% refund*	September 22
Last day for 50% refund*	October 9
Last day to withdraw**	November 6
Holiday	November 10
Faculty workday	November 22
Holiday	November 23-24
Final exams	December 6-8
No scheduled classes	December 11-Jan. 2
Faculty workdays	December 11-12
Holiday	December 25
Days of instruction	56

Winter Quarter 2007

Faculty workday	January 2
Classes begin	January 3
Last day for 100% refund*	January 9
Holiday	January 15
Last day for 50% refund*	January 22
Holiday	February 19
Last day to withdraw**	February 20
Final exams	March 19-21
Faculty workdays	March 22-23
Spring break	March 26-30
Days of instruction	54

Spring Quarter 2007

Classes begin	April 2
Last day for 100% refund*	April 6
Last day for 50% refund*	April 23
Last day to withdraw**	May, 17
Holiday	May 28
Final exams	June 13-15
Faculty workdays	June 18-19
Days of instruction	54

Summer Quarter 2007

Classes begin	June 25
Last day for 100% refund*	June 28
Holiday	July 4
Last day for 50% refund*	July, 9
Last day to withdraw**	July 27
Last day of summer quarter	August 17
Days of instruction	39

For assessment, advising and registration by appointment dates, please consult the class schedule for the appropriate academic quarter.

* Refunds for classes that do not follow the regular college calendar are based on a proportionate relationship to the length of a standard quarter. Refund schedule also varies for first-time financial aid students: contact the Financial Aid Office.

** With a "W" grade.

As of the printing of this catalog, some 2005-2007 academic calendar dates had not been approved. Important dates will be printed in the quarterly CCS Combined Class Schedule.

Spokane Community College



SCC MISSION STATEMENT

At Spokane Community College, we strive to provide our community accessible and affordable educational opportunities responsive to the needs of our diverse population.

We do this through:

- Industry-standard, professional-technical certificate and degree programs;
- Liberal arts and professional-technical programs transferable to four-year institutions;
- Developmental and continuing education, distance learning, and lifelong learning opportunities;
- Educational programs that emphasize four critical learning abilities: Responsibility, communication, problem-solving and global awareness; and
- Instructional support and student services that enhance and promote student success.

As we carry out this mission, our skilled and dedicated faculty, staff and administration continuously support the individual and professional growth of our students and the economic success of our region.

OUR VALUES

- We value an atmosphere of open communication where there is honesty, integrity and mutual respect.
- We value an environment that recognizes and promotes accountability, a strong work ethic and quality.
- We value teaching and learning as our most important mandate.

OUR PROGRAMS

Located at the corner of Mission Avenue and Greene Street in east Spokane, SCC is highly regarded for its professional-technical programs, including specialties in health sciences; information technology; industrial, manufacturing and automotive technology; hospitality and culinary arts; building trades; and agriculture and natural resource management. The college also has a strong educational tradition in the liberal arts.

Faculty and staff at SCC value and promote the power and growth of learning. The college's four critical learning abilities — responsibility, communication, problem solving and global awareness — are supported and enhanced through curriculum and student services.

OUR STUDENTS

Students of all ages and ethnic origin choose SCC. Some are attracted by the college's professional-technical programs, where they can learn specific skills that can be taken into the workplace following graduation. Some students already work full time, but attend school part time to obtain more skills and knowledge for on-the-job advancement. Other SCC students enroll in liberal arts programs so they can transfer to four-year institutions. In all instances, you can count on one thing:

The college's diverse population and excellent programs are energizing and dynamic, led by instructors dedicated to student success.

OUR CAMPUS

Special campus features include:

- The Greenery, a student-managed nursery and floral shop
- Orlando's, a full-service restaurant staffed by students in SCC's culinary arts and hospitality careers programs
- a commercial bakery operated by students
- an automotive repair service center
- a cosmetology center.

The college also operates the Bigfoot Child Care Center, which serves student families.

Students regularly use SCC's two recreational facilities — The Lair-Student Center (TV lounge, video arcade, ping pong and pool tables, and bowling alley) and Walter S. Johnson Sports Center (swimming pool, weight room and fitness center, two gyms, indoor and outdoor running tracks, tennis courts and playing fields).

There also are many extracurricular activities to SCC students, including Skills USA (Vocational Industrial Clubs of America), Delta Epsilon Chi (DEC), the Student Awareness League, the Intercultural Student Organization, plus intramural and intercollegiate athletics.

The Lair-Student Center serves as an important social center on campus, housing the college's bookstore; Community, Career and Employment Services; cafeteria and deli; 350-seat auditorium; and student government offices.

Major instructional buildings on campus include the Health Science Building (featuring a 36,300-square-foot addition completed in 2001); Learning Resources Center/Library, Science, Heavy Equipment, Environmental Sciences, Automotive and Main. SCC Student Services and administrative offices are located in the Max M. Snyder Building on the north side of campus. Multicultural Student Services, Disability Support Services and International Student Services are based in Building 15.



Spokane Falls Community College



SFCC MISSION STATEMENT

Spokane Falls Community College provides high-quality learning opportunities that are affordable and accessible. We accomplish our mission in various ways:

- offering comprehensive academic transfer, professional-technical, developmental, basic skills and continuing education programs;
- providing comprehensive student support services;
- serving diverse communities;
- increasing flexible and innovative educational opportunities;
- fostering respect for knowledge and actively contributing to scholarship;
- preparing students to live responsibly in an increasingly global civilization;
- being an active partner in promoting community services of an educational, cultural, and recreational nature; and
- contributing to the economic well-being of the communities we serve.

CORE VALUES

All activities, decisions and actions related to student services and instruction are driven by seven core values at SFCC. They are:

1. **Academic Excellence:** Both the student and teacher are responsible for learning that reflects intellectual vitality, curiosity, creativity and rigor.
2. **Academic Freedom:** We recognize freedom of speech, expression and ideas as well as the rights of students, faculty and staff to pursue intellectual inquiry in the development of knowledge.
3. **Collaboration:** Both in governance and in working collegially in partnerships, we believe synergy results from broad participation and valuing all voices.
4. **Diversity:** We believe diversity among our students, faculty, staff and community enriches our learning and growth.
5. **Personal Excellence:** We believe integrity and caring must reflect in the entire work of the college.
6. **Respect:** We recognize diverse life experiences and the promotion of collegiality based on the belief in human rights and the dignity of each individual.
7. **Student Success:** Our comprehensive support services are designed to help students succeed.

OUR MISSION – IN ACTION

When SFCC opened in the fall of 1967, its mission was to offer liberal arts/college transfer programs to our community. Since that time, we've added professional-technical, international, interdisciplinary, distance learning, service learning, continuing education and developmental programs to our college curriculum.

Today, thanks to these visionary enhancements to our curriculum, SFCC's mission still is to be the primary provider of the comprehensive liberal arts/transfer degree for Community Colleges of Spokane, as well as offering unique, high-demand professional-technical learning opportunities.

STUDENT LEARNING

Faculty and staff at SFCC focus on student learning. Expected student learning outcomes are in place and are clearly defined throughout SFCC courses and programs. They are framed by four college-wide student abilities – analysis/problem-solving, communication, responsibility and worldviews. Ongoing assessment and quality program improvements are used to upgrade faculty teaching and student learning.

SFCC is large enough to offer students a wide variety of courses and programs. Besides liberal arts courses leading to a college transfer degree, our professional-technical programs include computer science and information technology, business computer applications, early childhood education, graphic design, interpreter training, physical therapy assistant, orthotics-prosthetics, library technician, computer networking, web page design, hearing instrument specialist, along with many others.

In 1998, SFCC added airway science/aviation to its professional-technical offerings. Students complete two years of course work and flying lessons through SFCC and then transfer to the University of North Dakota to complete their four-year degree. Upon graduation, these students are qualified to become commercial airline pilots.

Distance learning opportunities are available for students whose time is limited because of family or work commitments. You can take telecourses or online classes. SFCC also is part of Washington Online (WAOL), a collaborative effort among the state's community colleges to provide Internet-based courses for students.

Student activities are another measure of the college's commitment to a comprehensive learning environment.

OUR STUDENTS

Spokane Falls Community College enrolls approximately 6,000 students. The majority of these students is working toward an associate in arts (A.A.) degree and plan to transfer to a four-year college or university. While liberal arts is a strong focus at the college, numerous students also are enrolled in courses and programs leading toward attainment of a certificate or degree in a professional-technical program.

Both traditional and nontraditional students enroll at SFCC. The average age of a student at SFCC is 26 years. Fifty-seven percent of students are female. Fourteen percent are students of color, representing diverse groups of races and ethnicity. The college's small, but expanding international program attracts students from more than a dozen foreign countries.

Most SFCC students attend full time, but also work in some capacity outside of class.

Though technically a "commuter" school, SFCC is alive with activity. Our students participate in campus projects, student government, service learning and campus clubs.

DIVERSITY

SFCC attracts students and faculty from different ethnic backgrounds. Student clubs and activities, as well as our courses and programs, celebrate the many rich ethnic contributions made by people from our country's diverse culture.

For more than 20 years, the college has emphasized

international education, drawing students from other countries, while encouraging SFCC students to work and study abroad through one of the college's international programs. Faculty exchanges and a curriculum infused with international values and knowledge round out SFCC's efforts to help develop well-educated global citizens.

OUR CAMPUS

Built on a 113-acre site overlooking the Spokane River, SFCC honors its heritage as a Native American encampment and as an outpost for the U.S. Army dating back to the late 1800's. It also strives to provide the best for its students in terms of state-of-the-art educational facilities and equipment.

The Computing, Mathematics and Science Building features a 60-foot Foucault pendulum and a 200-station instructional computing center. SFCC's Technical Arts Building opened in 1995 and includes an up-to-date computerized competency-based learning laboratory, while the college's foreign language learning center, which opened in 1999, is the only one of its kind in the state community college system.

The college's 70,000-square-foot Student Union Building (SUB) houses numerous services including financial aid, counseling, multicultural student services, the cafeteria, bookstore, game room, bowling alley, testing and assessment, job placement and student government.

The campus also has its own theater, performing arts center, art gallery, wellness/fitness center (featuring a 3,500-square-foot addition completed in 2000) and gymnasium.



Institute for Extended Learning



MISSION STATEMENT

The Institute for Extended Learning (IEL), one of three educational institutions of Community Colleges of Spokane, develops individual potential and enhances economic prosperity of the communities we serve. We provide a dynamic and responsive spectrum of education and training programs and services for the benefit of individuals, families, employers and organizations. The Institute for Extended Learning uses time-tested and innovative educational delivery systems to give students, both urban and rural, access to learning opportunities they otherwise might not have.

One of Washington's most dynamic educational institutions, the Institute for Extended Learning empowers people of all ages while strengthening and enriching their communities.

Established in the 1970s to coordinate the community colleges' burgeoning special-interest and adult basic education programs, the IEL today also provides customized business and industry training, Spokane County Head Start/Early Head Start/Early Childhood Education Assistance Program (ECEAP), regional educational outreach services, plus many customized programs for special-needs populations. It has evolved into a regionally comprehensive educational provider, touching the lives of young children, the economically and socially disadvantaged, senior citizens, teens and adult men and women on a daily basis. The IEL truly changes lives.

In all of its endeavors, the IEL seeks to:

Empower through Education

Regional community and economic vitality begins with a literate, well-educated citizenry. The IEL's far-reaching adult basic education programs, which include GED, High School Completion, English as a Second Language, literacy and citizenship, are cornerstones in this initiative. Each year, these programs help hundreds of men and women re-start or re-direct their lives through education, while assisting many others make a successful cultural transition from life a foreign country to life in the U.S.

Other IEL divisions, such as business and industry training, focus on worker training and re-training with services targeting the under- and unemployed; men and women who want or need to update workplace skills; and area employers — large and small, urban and rural — who need assistance responding the changing demands of their industries.

The IEL believes empowerment through education can never start early enough. That's one reason why it is a regional advocate for early childhood education and family enrichment services. With more than 20 sites in Spokane County, Head Start/Early Head Start/ECEAP coordinates a comprehensive system of educational and social services support for some 1,300 income-eligible families with infants, toddlers and preschoolers. In addition, its neighborhood-based cooperative preschool program bring parents and children, newborn to age 5, together for weekly enrichment sessions at local churches, schools and community centers. Children play and explore while their parents learn more about child development and parenting.

Empowerment through education begins at birth and becomes a life-long journey. The Institute for Extended Learning is a valued guide along the way.



Respond to Communities

Since the 1970's, when it began offering community college classes in Colville, Wash., the IEL has embraced the concept of multidimensional educational outreach to encourage life-long learning, support economic development and enrich quality of life for people living in Spokane – as well Stevens, Pend Oreille, Whitman, Ferry and Lincoln counties.

The IEL's outreach services can be as complex as its education centers in Colville, Newport, Republic, Inchelium, Ione, Chewelah and Pullman.

At these centers, students of all ages can work on two-year college degree or short-term professional certificates, or get a GED or High School Completion certificate, without ever leaving their community. They have access to highly qualified onsite instructors and staff — and to instructors at Spokane Falls Community College and Spokane Community College, thanks to an amazing network of distance learning technology.

Educational outreach also can be as simple – and as fun – as taking a cake decorating, computer or dog training class through the IEL's community services division. These noncredit classes – almost 300 a year! – take place at some 50 sites throughout the area, appealing to adult learners interested in everything from arts and crafts to health, to industrial arts, to money matters. Older adults enjoy the same educational opportunities through the IEL's Seniors Program.

In all cases, the IEL carefully assesses community needs and resources to bring the best, and most relevant, credit and noncredit classes and programs to the communities it serves.

The Institute for Extended Learning is a beacon for students of all ages and backgrounds. . . a leader in innovative instruction and services. . . widely acclaimed and emulated for its dynamic and flexible delivery methods. . . and renowned for its responsiveness, collaborative partnerships and diversity. The Institute for Extended Learning truly does change lives.

