HEALTH, PHYSICAL EDUCATION AND RECREATION PRE-MAJOR

AA-DTA Degree: SCC, SFCC

The Physical Education department offers a wide variety of activity and professional courses which will allow two major program options:

- A pre-professional program in Health, Physical Education and Recreation which is aimed at meeting the needs of those students wishing to transfer to four-year institutions to complete requirements for bachelor degrees in physical education and recreation.
- Provide credit, non-credit and community service programs for all students wishing to secure instruction, formal practice and expertise in a variety of recreational, physical education and leisure time activities.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

		Suggested Courses to Consider[1]	90
		Total	**90**

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

HEALTH/FITNESS TECHNICIAN

AAS Degree: SFCC

The Health/Fitness Technician program is a two-year professional technical curriculum offered at Spokane Falls Community College. This program is designed for students who are looking toward a career in the health/fitness industry. Students who complete the two-year program and receive an associate in applied science degree (AAS) can enter the job market immediately. Students interested in transferring to a four-year college can utilize an articulation agreement with Eastern Washington University. This agreement allows students the option of transferring directly into the Exercise Science program at EWU.

Certification for fitness professionals, with its emphasis on safety, reliability and high standards, is required in most fitness facilities. The HFT program prepares students for the National Strength and Conditioning Association's personal trainer exam. The NSCA-CPT exam is the only accredited personal trainer exam in the nation. SFCC is a host site for this national exam in June and December each year.

The HFT program provides instruction in professional areas such as exercise physiology, anatomical kinesiology, sports nutrition, care and prevention of injuries, functional training, personal training, health screening, and exercise prescription. Related courses include stress management, therapeutic massage, first aid/ CPR and exercise for older adults.

Students interested in athletic training can work with experienced college trainers. Students can gain valuable experience working with a wide variety of sports and athletes.

AAS DEGREE
First Quarter
BUS	102	Math Skills for Business	3
FMT	204	Health Appraisal and Exercise Prescription	5
FMT	230	Therapeutic Massage	3
HLTH	174	First Aid	3
		Total	**14**

Second Quarter
BIOL&	160	General Biology w/Lab	5
CMST&	101	Introduction to Communication	5
FMT	106	Anatomical and Physiological Kinesiology	5
		Total	**15**

Third Quarter
BIOL&	241	Human A & P 1	5

FMT	111	Physiology of Exercise	5
FMT	115	Leadership Dynamics	3
		Elective	3
		Total	**16**

Fourth Quarter
BIOL&	242	Human A & P 2	5
FMT	119	Principles of Strength Training	3
FMT	219	Injury Prevention and Rehabilitation	5
PE	187	Cross Training	2
		Total	**15**

Fifth Quarter
ENGL&	101	English Composition I	5
FMT	209	Exercise and the Cardiovascular System	5
HLTH	104	Stress Management	3
PE	270	Nutrition for Fitness	3
		Total	**16**

Sixth Quarter
FMT	112	Exercise and Aging	3
FMT	225	Personal Training	3
PE	266	Cooperative Education Seminar	1
PE	267	Cooperative Education Work Experience	2
		Elective	5
		Total	**14**

90 credits are required for the AAS Degree.

HEARING INSTRUMENT SPECIALIST

AAS Degree, Certificate: SFCC

Spokane Falls Community College offers a two-year program to prepare hearing instrument specialists for immediate employment in hearing health care establishments. The program includes study in physiology and anatomy, social science and technical hearing instrument courses. The Hearing Instrument Specialist program is primarily an online low residency program, meaning students complete coursework online with occasional meetings on-campus to verify skills and competencies. Students who reside in Spokane have weekly on-campus labs. Students who live outside of the Spokane area work with mentors who are licensed hearing instrument dispensers. These mentors assist the students in weekly lab activities. Close communication between the mentor, student and faculty is important in order for a student to succeed in this challenging program.

Hearing instrument specialists find a variety of professional experiences available to them, including independent contracted employment, professional consulting, establishment ownership and technical support of related professions. After successful completion of the program, all educational requirements of the state (Washington State Department of Health) will have been satisfied, pursuant to state licensing as a duly authorized "Hearing Instrument Fitter/Dispenser."

Admission Requirements:
- A one-day visit to a hearing instrument specialist's office to experience a typical workday (can be arranged with the program's instructor or an advisory board member).
- A 30-minute interview with the instructor or a program adviser. Immediately prior to this interview, you will be asked to write a short essay addressing a subject of the interviewer's choice.
- The interview will include reviewing prospective student's general information, requirements and the student's expectations regarding education, career, and employment.

AAS DEGREE
First Quarter
ENGL&	101	English Composition I	5
HIS	101	Basic Hearing Instrument Sciences	4
HIS	104	Hearing Physiology and Anatomy	4
HIS	106	Healthcare and Business Ethics	4
		Total	**17**

Second Quarter
HIS	123	Basic Audiometrics	4

HIS	125	Auditory Disorders.	4
HIS	127	Hearing Healthcare Management I	4
		Math Elective	5
		Total	**17**

Third Quarter

HIS	134	Advanced Audiometrics	4
HIS	136	Hearing Instrument Technologies	4
HIS	138	Earmolds and ALDS	4
		Communication Elective	5
		Total	**17**

Fourth Quarter

GENST	109	Applied Critical Thinking	3
HIS	201	Hearing Healthcare Management II	4
HIS	206	Hearing Instrument Specialist Laboratory I	3
HIS	250	Perspectives on Disabilities	4
		Total	**14**

Fifth Quarter

HIS	210	Clinical Methods I	5
HIS	213	Marketing/Sales	4
HIS	215	Hearing Instrument Specialist Laboratory II	5
		Total	**14**

Sixth Quarter

HIS	205	Introduction to Speech-Language Pathology and Audiology	4
HIS	222	Clinical Methods II	6
HIS	266	Cooperative Education Seminar	1
HIS	267	Cooperative Education Work Experience	5
		Total	**16**

95 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

HIS	101	Basic Hearing Instrument Sciences	4
HIS	104	Hearing Physiology and Anatomy	4
HIS	106	Healthcare and Business Ethics	4
		Total	**12**

Second Quarter

HIS	123	Basic Audiometrics	4
HIS	125	Auditory Disorders	4
HIS	127	Hearing Healthcare Management I	4
HIS	213	Marketing/Sales	4
		Total	**16**

Third Quarter

HIS	134	Advanced Audiometrics	4
HIS	138	Earmolds and ALDS	4
HIS	266	Cooperative Education Seminar	1
HIS	267	Cooperative Education Work Experience	5
		Total	**14**

42 credits are required for the Certificate.

COMMUNICATION ELECTIVE

| BUS | 280 | Human Relations in Business | 5 |
| HS | 136 | Improving Interpersonal Communication | 5 |

MATH ELECTIVE

BUS	103	Basic Business Math and Electronic Calculators	5
MATH	100	Vocational Technical Mathematics	5
MATH&	107	Math in Society	5

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

AAS Degree: SCC

Completion of the two-year Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) program at Spokane Community College prepares the student for an entry-level position in one of the most challenging occupations available.

Entry-level HVAC/R technicians typically work on residential and light commercial systems performing equipment installations, preventative maintenance, and service and repair functions. Opportunities also are available in systems design and sales.

Areas of study include basic HVAC/R systems, electricity, heating, local gas and oil codes, load calculations, cooling, refrigeration, duct design, and troubleshooting. These skills are taught from lab applications coordinated with classroom theory and actual jobsite experience.

AAS DEGREE

First Quarter

AIRC	113	Math for HVAC Technicians	5
AIRC	114	Principles of Electricity	8
AIRC	117	Theory of Heat Transfer	4
		Total	**17**

Second Quarter

AIRC	115	HVAC Electrical Applications	7
AIRC	128	Fundamentals of Heating and Mechanical Systems	8
APLED	121	Applied Written Communication	4
APLED	125	Employment Preparation	3
		Total	**22**

Third Quarter

AIRC	137	Heating Systems Servicing and Troubleshooting	7
AIRC	201	Refrigeration Fundamentals	8
ISFTY	111	Industrial First Aid	2
		Total	**17**

Fourth Quarter

AIRC	202	Thermodynamics of Refrigeration[1]	8
AIRC	263	System Servicing and Troubleshooting of Air Conditioners[1]	7
		Total	**15**

Fifth Quarter

AIRC	125	Sheet Metal Layout and Fabrication	5
AIRC	246	HVAC Load Calculations	4
AIRC	247	Oil Heating Systems	4
AIRC	249	Hydronic Heating Systems	7
		Total	**20**

Sixth Quarter

AIRC	255	Installation Practices	7
AIRC	264	System Servicing and Troubleshooting of Heat Pumps	7
		Total	**14**

Seventh Quarter

AIRC	262	Control Theory and Automation	7
AIRC	265	Direct Digital Control Systems	8
		Total	**15**

120 credits are required for the AAS Degree.

[1] *The fourth quarter is held summer quarter.*

HISTORY PRE-MAJOR

AA-DTA Degree: SCC, SFCC

History is the branch of knowledge that deals systematically with the past-recording, analyzing, coordinating and explaining past events. It develops critical awareness of how we have become what we are and sharpens our vision of what we can become.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

| | | Suggested Courses to Consider[1] | 90 |
| | | **Total** | **90** |

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

PROGRAM OUTLINES

HORTICULTURE PRE-MAJOR

AA-DTA Degree: SCC

The field of environmental horticulture pertains to floriculture, landscape design and maintenance, and greenhouse management.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

	Suggested Courses to Consider[1]	90
	Total	**90**

90 credits are required for the AA-DTA Degree.

[1] Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

HOTEL AND RESTAURANT MANAGEMENT

AAS Degree: SCC

The Hotel and Restaurant Management program is a two-year course of study designed to develop qualified students in the organization and operation of hotels, motels and restaurants. Emphasis is placed on all aspects of food and beverage services including the operation of large and small restaurants and commercial/industrial food service programs; the management of such lodging facilities as all suite properties, hotels, resorts, private clubs, and bed and breakfast operations; and the study of travel and tourism and its impact on the hotel/restaurant industry.

The training provided by the Hotel and Restaurant Management program prepares students for entry into the fastest growing industry in the United States today. Individuals seeking a secure future in an exciting field should consider enrolling in the hotel and restaurant management program. A Restaurant Management option is available for students seeking career opportunities specifically in the restaurant field.

A grade of 2.0 or better must be maintained in all hotel and restaurant management courses required for a degree.

AAS DEGREE

HOTEL AND RESTAURANT MANAGEMENT

First Quarter

APLED	121	Applied Written Communication[1]	4
CIS	110	Introduction to Computer Applications	5
HM	110	Introduction to Hospitality	5
HM	115	Food Sanitation[2]	3
		Total	**17**

Second Quarter

HM	112	Hospitality Mathematics	3
HM	126	Food Science	5
HM	141	Maintenance and Engineering	5
HM	160	Supervisory Housekeeping	3
MMGT	223	Customer Service	3
		Total	**19**

Third Quarter

APLED	125	Employment Preparation[1]	3
HM	130	Human Relations	5
ISFTY	111	Industrial First Aid	2
		Cooperative Education Elective[3]	5
		Total	**15**

Fourth Quarter

HM	111	Seminar - Hotel/Restaurant/Tourism	2
HM	202	Front Office Procedures	5
HM	220	Tourism and the Hospitality Industry	5
HM	265	Hospitality Cost Controls	5
		Total	**17**

Fifth Quarter

CMST	227	Intercultural Communication	5

HM	232	Hotel/Restaurant Management Principles	5
MMGT	231	Human Resource Management	5
		Total	**15**

Sixth Quarter

ACCT	151	College Accounting I	5
BUS	140	International Marketing	3
HM	205	Hotel/Restaurant Law	5
HM	208	Hotel Sales and Marketing	5
		Total	**18**

Seventh Quarter

CUL	123	Espresso	2
CUL	127	Banquet Service	2
CUL	131	A la Carte Service	9
		Cooperative Education Elective[3]	5
		Total	**18**

119 credits are required for the AAS Degree.

RESTAURANT MANAGEMENT OPTION

First Quarter

APLED	121	Applied Written Communication[1]	4
CIS	110	Introduction to Computer Applications	5
HM	110	Introduction to Hospitality	5
HM	115	Food Sanitation[2]	3
		Total	**17**

Second Quarter

HM	112	Hospitality Mathematics	3
HM	126	Food Science	5
HM	141	Maintenance and Engineering	5
MMGT	223	Customer Service	3
		Total	**16**

Third Quarter

APLED	125	Employment Preparation[1]	3
HM	130	Human Relations	5
ISFTY	111	Industrial First Aid	2
		Cooperative Education Elective[3]	5
		Total	**15**

Fourth Quarter

HM	111	Seminar - Hotel/Restaurant/Tourism	2
HM	151	Restaurant Management	3
HM	220	Tourism and the Hospitality Industry	5
HM	265	Hospitality Cost Controls	5
		Total	**15**

Fifth Quarter

CMST	227	Intercultural Communication	5
HM	232	Hotel/Restaurant Management Principles	5
HM	255	Menu Planning	3
MMGT	231	Human Resource Management	5
		Total	**18**

Sixth Quarter

ACCT	151	College Accounting I	5
BUS	140	International Marketing	3
HM	205	Hotel/Restaurant Law	5
HM	208	Hotel Sales and Marketing	5
		Total	**18**

Seventh Quarter

CUL	123	Espresso	2
CUL	127	Banquet Service	2
CUL	131	A la Carte Service	9
		Cooperative Education Elective[3]	5
		Total	**18**

117 credits are required for the AAS Degree.

COOPERATIVE EDUCATION ELECTIVE

HM	266	Cooperative Education Seminar	1-2
HM	267	Cooperative Education Work Experience	1-18
HM	288	Cooperative Education Work Experience (No Seminar)	1-18

[1] *This course may be substituted with any course or combination of courses approved by the instructional dean.*

[2] *This course is required for certification by the Educational Foundation of the National Restaurant Association.*

[3] *Student may select HM 266 and 267 (must be taken concurrently) or HM 288. Cooperative education course credits are variable and can be added to any quarter or taken during summer quarter. Ten credits are required for graduation.*

HYDRAULIC AND PNEUMATIC AUTOMATION TECHNICIAN

AAS Degree, Certificate: SCC

Graduates from the Hydraulic and Pneumatic Automation Technology program have developed skills to qualify for employment in hydraulic and pneumatic sales, automated equipment fabrication or plant machinery maintenance work.

Activities in sales and distribution vary from warehousing, inside sales, purchasing, outside sales, power unit fabrication to field service work. Each area offers challenging work, with most employers providing on-the-job training for product familiarization and developing the special skills required for sales and service in pneumatic automation products.

Activities include equipment or circuit design, shop assembly, installation of complex electro-hydraulic systems, field installation of new equipment or servicing existing equipment. Field service can involve world travel with a lot of time away from home.

Activities in industrial plant maintenance vary from installing new equipment to troubleshooting and repairing existing equipment. This requires developing analytical procedures and certain mechanical abilities or skills to improve equipment performance and reliability.

A 2.0 GPA or better must be maintained in all hydraulic and pneumatic automation technology coursework before advancing to the subsequent quarter. Students not meeting this minimum requirement may repeat the course(s) one time before progressing. A student who is below the minimum 2.0 GPA may seek a one-time waiver with the approval of the division dean.

AAS DEGREE

First Quarter

BT	100	Beginning Keyboarding	1
CIS	105	Computer Fundamentals for Vocations I	4
FLPT	121	Pneumatic Theory	6
FLPT	122	Drawing Fundamentals	3
FLPT	123	Machine Controls	7
		Total	**21**

Second Quarter

AGGEN	152	Arc Welding	4
FLPT	111	Hydraulic Calculations	5
FLPT	112	Hydraulic Basics and Theory	5
FLPT	113	Blueprint Reading	4
FLPT	114	Basic Hydraulics Lab	2
		Total	**20**

Third Quarter

APLED	121	Applied Written Communication[1]	4
FLPT	131	Hydraulic Systems	6
FLPT	132	Fluid Line Fabrication	2
FLPT	133	Fluid Line Connectors	5
FLPT	134	Shop Drawing	2
FLPT	135	Fluid Line Sizing Calculations	2
		Total	**21**

Fourth Quarter

APLED	123	Leadership Skills for Business and Industry[1]	3
FLPT	241	Fluid Power Shop Theory	5
FLPT	242	Machine Tool Operation	7
FLPT	243	Advanced Machine Controls	3
FLPT	244	Machine Feed and Speed Calculations	1
		Total	**19**

Fifth Quarter

APLED	125	Employment Preparation[1]	3
FLPT	251	Hydraulic Circuits	4
FLPT	252	Hydraulic Component Repair	6
FLPT	253	Fluid Line Layout and Assembly	2
FLPT	254	Advanced Hydraulics Lab	3
FLPT	279	Proportional Valves	4
		Total	**22**

Sixth Quarter

FLPT	264	Fluid Power Computer Applications[2]	4
FLPT	265	Hydraulic Circuit Design[2]	3
FLPT	268	Fluid Power Application and Sales[2]	5
FLPT	269	Hydraulic Manifold Design[2]	3
ISFTY	101	Applied Occupational Safety[2]	2
		Total	**17**

120 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

BT	100	Beginning Keyboarding	1
CIS	105	Computer Fundamentals for Vocations I	4
FLPT	121	Pneumatic Theory	6
FLPT	122	Drawing Fundamentals	3
FLPT	123	Machine Controls	7
		Total	**21**

Second Quarter

AGGEN	152	Arc Welding	4
FLPT	111	Hydraulic Calculations	5
FLPT	112	Hydraulic Basics and Theory	5
FLPT	113	Blueprint Reading	4
FLPT	114	Basic Hydraulics Lab	2
		Total	**20**

Third Quarter

APLED	121	Applied Written Communication[1]	4
FLPT	131	Hydraulic Systems	6
FLPT	132	Fluid Line Fabrication	2
FLPT	133	Fluid Line Connectors	5
FLPT	134	Shop Drawing	2
FLPT	135	Fluid Line Sizing Calculations	2
		Total	**21**

Fourth Quarter

	Applied Education Elective	3
	Total	**3**

65 credits are required for the Certificate.

APPLIED EDUCATION ELECTIVE

APLED	123	Leadership Skills for Business and Industry	3
APLED	125	Employment Preparation	3

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[2] *Sixth quarter courses may be substituted with the following courses with department permission: FLPT 266 (1 credit) and FLPT 267 (1-16 credits) or FLPT 288 (1-17 credits).*

INFORMATION PROCESSING

AAS Degree: SFCC

This program is for students who desire to work in an office environment using their skills in computer software applications, desktop publishing, web publishing, communications, business management, and office procedures.

This two-year degree prepares graduates to choose from a wide variety of positions available in business, industry, or non-profit organizations. Students will acquire speed and accuracy on the keyboard, develop business writing skills, acquire skills in troubleshooting routine computer problems, and develop a solid working knowledge of Microsoft applications. Students will complete capstone courses which will integrate classroom learning into "real-world" office situations.

Students will have the opportunity to bridge the gap between the classroom and the working world by participating in model office simulations as well as a professional work experience internship.

AAS DEGREE
First Quarter

BT	101	Keyboarding[1]	5
BT	107	Business Communications[2]	3
GENST	106	College Success	3
IS	120	Business Computer Use	3
IS	160	Internet Fundamentals	1
		Total	**15**

Second Quarter

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	102	Document Processing	5
BT	108	Business Communications[2]	3
BUS	102	Math Skills for Business[3]	3
		Elective	1
		Total	**15**

Third Quarter

BT	103	Formatting	5
BT	155	Records Information Management	3
BT	231	Office Procedures	5
CAPPS	112	Excel	2
GRDSN	158	PhotoShop I	2
		Total	**17**

Fourth Quarter

BT	170	WordPerfect 1	2
BT	257	Presentation Graphics/Publishing	3
BT	272	Business Correspondence	5
GRDSN	126	Web Production	2
IS	210	Internet Programming I	3
		Total	**15**

Fifth Quarter

BT	235	Machine Transcription	5
BT	255	Business Productivity Tools	3
BT	260	Administrative Office Management	5
CAPPS	114	Access	2
CAPPS	120	Outlook	2
		Total	**17**

Sixth Quarter

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	234	Administrative Professional Practicum	5
BT	270	Office Computer Support	3
BT	285	Administrative Professional Internship	2
		Total	**18**

97 credits are required for the AAS Degree.

[1] *Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended.*

[2] *ENGL& 101 may be substituted.*

[3] *BUS 103 may be substituted.*

INFORMATION TECHNOLOGY

AAS Degree: SFCC

The Information Technology AAS degree program is designed to provide students with capabilities in several areas of information technology:

- Computer and network installation and maintenance skills.
- Business computing skills including daily systems operations and applications programs.
- Security and forensics skills.
- Various Internet and network skills including web pages design, client/server side programming, web server installation and maintenance.
- Transfer option to a four-year institution.

This degree insures that the student is knowledgeable in a broad spectrum of information technology subjects that are often needed by the IT industry. There are four areas of emphasis: general development, forensics/security, web development, and transfer. The first year is made up of mostly core requirements with more specialization in the second year.

AAS DEGREE
FORENSICS/SECURITY EMPHASIS
First Quarter

IS	101	Survey of Information Technology	2
IS	142	Hardware Fundamentals	3
IS	143	Operating System Fundamentals	2
IS	144	Programming Fundamentals	3
IS	160	Internet Fundamentals	1
MATH	099	Intermediate Algebra	5
		Total	**16**

Second Quarter

BT	100	Beginning Keyboarding	1
CAPPS	110	Word	3
CAPPS	112	Excel	3
CS	121	UNIX/Linux	3
CS	223	VB .NET	5
		Total	**15**

Third Quarter

CAPPS	114	Access	3
IS	132	Computer Ethics	3
		List A - Approved Electives	5
		Written Communication Elective	5
		Total	**16**

Fourth Quarter

IS	162	Data Communications and Networks	3
IS	164	Network Management	5
IS	234	Computer Forensics I	5
IS	244	Network Security I	5
		Total	**18**

Fifth Quarter

IS	236	Computer Forensics II	5
IS	240	Computer and Network Support	5
IS	245	Network Security II	5
		Total	**15**

Sixth Quarter

CAPPS	120	Outlook	2
IS	238	Computer Forensics III	5
IS	247	Network Security III	5
IS	266	Cooperative Education Seminar	1
IS	267	Cooperative Education Work Experience	2
		Total	**15**

95 credits are required for the AAS Degree.

GENERAL DEVELOPMENT
First Quarter

IS	101	Survey of Information Technology	2
IS	142	Hardware Fundamentals	3
IS	143	Operating System Fundamentals	2
IS	144	Programming Fundamentals	3
IS	160	Internet Fundamentals	1
MATH	099	Intermediate Algebra	5
		Total	**16**

Second Quarter

BT	100	Beginning Keyboarding	1
CAPPS	110	Word	3
CAPPS	112	Excel	3
CS	121	UNIX/Linux	3
CS	223	VB .NET	5
		Total	**15**

Third Quarter

CAPPS	114	Access	3
IS	132	Computer Ethics	3

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              List A - Approved Electives. . . . . . . . . . . . . . . . . . . . . . 5
              Written Communication Elective . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16
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Fourth Quarter

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IS     162    Data Communications and Networks . . . . . . . . . . . . . 3
IS     164    Network Management . . . . . . . . . . . . . . . . . . . . . . . . 5
IS     210    Internet Programming I. . . . . . . . . . . . . . . . . . . . . . . 5
IS     244    Network Security I. . . . . . . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 18
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Fifth Quarter

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IS     240    Computer and Network Support . . . . . . . . . . . . . . . . 5
IS     260    Database Theory. . . . . . . . . . . . . . . . . . . . . . . . . . . . 5
              List B - Approved Electives . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15
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Sixth Quarter

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CAPPS  120    Outlook. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
GRDSN  158    PhotoShop I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
IS     209    Internet Project. . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
IS     228    Internet Servers . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
IS     266    Cooperative Education Seminar . . . . . . . . . . . . . . . . 1
IS     267    Cooperative Education Work Experience. . . . . . . . . . . 2
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 14
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94 credits are required for the AAS Degree.

TRANSFER EMPHASIS

First Quarter

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IS     101    Survey of Information Technology . . . . . . . . . . . . . . . 2
IS     142    Hardware Fundamentals. . . . . . . . . . . . . . . . . . . . . . 3
IS     143    Operating System Fundamentals. . . . . . . . . . . . . . . . 2
IS     144    Programming Fundamentals . . . . . . . . . . . . . . . . . . . 3
IS     160    Internet Fundamentals . . . . . . . . . . . . . . . . . . . . . . . 1
MATH   099    Intermediate Algebra. . . . . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16
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Second Quarter

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BT     100    Beginning Keyboarding. . . . . . . . . . . . . . . . . . . . . . . 1
CAPPS  110    Word . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CAPPS  112    Excel . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CS     121    UNIX/Linux . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CS     223    VB .NET . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15
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Third Quarter

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CAPPS  114    Access . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
IS     132    Computer Ethics . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
              List A - Approved Electives. . . . . . . . . . . . . . . . . . . . . 5
              Written Communication Elective . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16
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Fourth Quarter

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IS     162    Data Communications and Networks . . . . . . . . . . . . . 3
IS     164    Network Management . . . . . . . . . . . . . . . . . . . . . . . . 5
IS     210    Internet Programming I. . . . . . . . . . . . . . . . . . . . . . . 5
IS     244    Network Security I. . . . . . . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 18
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Fifth Quarter

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IS     240    Computer and Network Support . . . . . . . . . . . . . . . . 5
IS     260    Database Theory. . . . . . . . . . . . . . . . . . . . . . . . . . . . 5
              List C - Approved Electives. . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15
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Sixth Quarter

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CAPPS  120    Outlook. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
IS     228    Internet Servers . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
IS     266    Cooperative Education Seminar . . . . . . . . . . . . . . . . 1
IS     267    Cooperative Education Work Experience. . . . . . . . . . . 2
              List C - Approved Electives[1] . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 14
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94 credits are required for the AAS Degree.

WEB DEVELOPMENT EMPHASIS

First Quarter

```
IS     101    Survey of Information Technology . . . . . . . . . . . . . . . 2
IS     142    Hardware Fundamentals. . . . . . . . . . . . . . . . . . . . . . 3
IS     143    Operating System Fundamentals. . . . . . . . . . . . . . . . 2
IS     144    Programming Fundamentals . . . . . . . . . . . . . . . . . . . 3
IS     160    Internet Fundamentals . . . . . . . . . . . . . . . . . . . . . . . 1
MATH   099    Intermediate Algebra. . . . . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16
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Second Quarter

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BT     100    Beginning Keyboarding. . . . . . . . . . . . . . . . . . . . . . . 1
CAPPS  110    Word . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CAPPS  112    Excel . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CS     121    UNIX/Linux . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
CS     223    VB .NET . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 5
GRDSN  158    PhotoShop I . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 17
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Third Quarter

```
CAPPS  114    Access . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
IS     132    Computer Ethics . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
              List A - Approved Electives. . . . . . . . . . . . . . . . . . . . . 5
              Written Communication Elective . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 16
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Fourth Quarter

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GRDSN  126    Web Production . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
IS     162    Data Communications and Networks . . . . . . . . . . . . . 3
IS     164    Network Management . . . . . . . . . . . . . . . . . . . . . . . . 5
IS     210    Internet Programming I. . . . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15
```

Fifth Quarter

```
CAPPS  120    Outlook. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
IS     212    Internet Programming II . . . . . . . . . . . . . . . . . . . . . . 5
IS     216    Applied XML . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
IS     260    Database Theory. . . . . . . . . . . . . . . . . . . . . . . . . . . . 5
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15
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Sixth Quarter

```
IS     209    Internet Project. . . . . . . . . . . . . . . . . . . . . . . . . . . . 3
IS     214    Internet Programming III . . . . . . . . . . . . . . . . . . . . . 5
IS     228    Internet Servers . . . . . . . . . . . . . . . . . . . . . . . . . . . 4
IS     266    Cooperative Education Seminar . . . . . . . . . . . . . . . . 1
IS     267    Cooperative Education Work Experience. . . . . . . . . . . 2
              Total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 15
```

94 credits are required for the AAS Degree.

LIST A - APPROVED ELECTIVES

```
BT     260    Administrative Office Management. . . . . . . . . . . . . . . 5
BUS    105    Principles of Leadership . . . . . . . . . . . . . . . . . . . . . . 3
BUS    280    Human Relations in Business . . . . . . . . . . . . . . . . . . . 5
HS     136    Improving Interpersonal Communication. . . . . . . . . . 5
HS     238    Group Effectiveness Training . . . . . . . . . . . . . . . . . . . 5
HSSUB  277    Group Process in Chemical Dependency Treatment . . 5
IS     250    Introduction to E-commerce. . . . . . . . . . . . . . . . . . . . 5
```

LIST B - APPROVED ELECTIVES

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BT     160    Job Preparation Techniques. . . . . . . . . . . . . . . . . . . . 3
GENST  115    Internet Issues . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 2
SBM    101    How to Start a Small Business . . . . . . . . . . . . . . . . . . . 5
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WRITTEN COMMUNICATION ELECTIVE

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BT     272    Business Correspondence . . . . . . . . . . . . . . . . . . . . . . 5
ENGL&  235    Technical Writing . . . . . . . . . . . . . . . . . . . . . . . . . . . . 5
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[1] *Select non-elective classes from AA distribution list.*

INTEGRATED BUSINESS AND ENTREPRENEURSHIP PROGRAM

Certificate: SCC

The IBE program offers a hands-on approach to training our future business leaders and entrepreneurs. Students from all areas of study will participate in a year-long business experience where they will create a business from the ground up. College instructors and local business and community leaders guide student teams through the process of starting and launching a business. Students will master academic material by producing deliverables in an authentic business environment created on the SCC campus.

Students entering the program need a minimum cumulative GPA of 2.0 or permission of the department chair. Students may not currently be on academic probation. An application to the program needs to be completed followed by an interview by the IBE instructors. Completion of a small business planning class is highly recommended before entering the program.

CERTIFICATE
First Quarter
IBE	201	Integrated Business and Entrepreneurship Principles I	10
		Total	**10**

Second Quarter
IBE	202	Integrated Business and Entrepreneurship Principles II	10
		Total	**10**

Third Quarter
IBE	203	Integrated Business and Entrepreneurship Principles III	10
		Total	**10**

30 credits are required for the Certificate.

INTERIOR DESIGN

AAS Degree, Professional Diploma: SFCC

The Interior Design program at Spokane Falls Community College offers a broad-based and professionally relevant curriculum designed to enable graduates to successfully compete for jobs and to function as interior designers. Students who enter the program have various alternatives. They may complete an associate in applied science degree (AAS) in six quarters with an emphasis in residential design. These students could obtain employment in residential-oriented retail establishments such as wallcovering and furniture stores.

Students also may receive a Professional Interior Design Diploma in addition to the AAS degree by completing an optional one-year program. These students will have their AAS prior to beginning the additional year. The third year will qualify students for entry-level positions as professional interior designers and will emphasize commercial design, business, communications and advanced design specialty courses. These students will have a broad range of employment opportunities with architectural firms, commercial design firms, as well as a variety of retail design establishments. Students completing the additional year are required to prepare a portfolio and complete at least 165 hours of internship that will ease the transition from school to work. In order to be certified into the third year program, students must complete a review process upon completion of their second year.

Spokane Falls Community College and Washington State University have an articulation agreement offering interior design students the best of both worlds in education and career choices. The partnership allows students to begin at SFCC, earn a three-year professional diploma, then transfer with senior standing to WSU Spokane's Interdisciplinary Design Institute, where they can earn a four-year bachelor's degree. For more information, refer to the Interior Design-Transfer Track career planning guide.

AAS DEGREE
First Quarter
HS	136	Improving Interpersonal Communication	5
INTDS	105	Design Drawing	4
INTDS	170	Elements of Interior Design	5
INTDS	173	Architectural Graphics 1	4
		Total	**18**

Second Quarter
ENGL&	101	English Composition I	5
INTDS	106	Sketching Techniques	4
INTDS	179	History of Interiors I	3
INTDS	184	Architectural Graphics II	4
		Total	**16**

Third Quarter
INTDS	107	Rendering Techniques	4
INTDS	187	Perspective Sketch	4
INTDS	280	Textiles for Interiors	5
		Speech Communication Electives	5
		Total	**18**

Fourth Quarter
INTDS	171	Interior Design Studio I	6
INTDS	174	Design Presentation	4
INTDS	175	Materials of Interior Design	5
		Math Elective	3-5
		Total	**18–20**

Fifth Quarter
INTDS	172	Interior Design Studio II	6
INTDS	180	History of Interiors II	3
INTDS	186	Lighting Design	3
		Fifth Quarter Electives	3
		Total	**15**

Sixth Quarter
INTDS	176	Special Environments	6
INTDS	181	History of Interiors III	3
INTDS	185	Architectural Space Systems	4
		Suggested Electives[1]	5
		Total	**18**

103-105 credits are required for the AAS Degree.

PROFESSIONAL DIPLOMA
Note: Students must complete the AAS degree in interior design and complete the review processes to enroll in commercial design specialty courses and earn a professional diploma.

First Quarter
INTDS	275	Professional Practices	3
INTDS	281	Commercial Design Studio I	6
INTDS	285	Computer Aided Design I	4
		Total	**13**

Second Quarter
INTDS	282	Commercial Design Studio II	6
INTDS	286	Computer Aided Design II	4
INTDS	287	Digital Interior Design Technology	4
		Total	**14**

Third Quarter
INTDS	266	Cooperative Education Seminar	2
INTDS	267	Cooperative Education Work Experience	5
INTDS	268	Design Portfolio	3
		Suggested Electives[1]	5
		Total	**15**

42 credits are required for the Professional Diploma.

FIFTH QUARTER ELECTIVES
FMDSE	180	Retail Sales Techniques	3
IS	120	Business Computer Use	3

MATH ELECTIVE
BUS	102	Math Skills for Business	3
MATH&	107	Math in Society	5

SPEECH COMMUNICATION ELECTIVES

CMST& 101 Introduction to Communication. 5
CMST& 220 Public Speaking 5

[1] *See department for list of suggested electives.*

INTERIOR DESIGN - Transfer Track

AAS Degree, Professional Diploma: SFCC

Washington State University and Spokane Falls Community College have created a working partnership giving interior design students the best of both worlds in education and career choices.

This partnership allows students to begin at SFCC, earn an AAS degree with a professional diploma specializing in residential and commercial design and then transfer with full senior standing to WSU Spokane's prestigious Interdisciplinary Design Institute. Students may earn a Bachelor of Arts in Interior Design by completing one year of studies at WSU. In order to be considered for acceptance into the third year diploma program, students must complete a review process upon completion of their second year.

SFCC's highly respected program is designed with input from professionals throughout the region and follows the curriculum standards set by the Council for Interior Design Accreditation (CIDA). In addition to completing the AAS degree, transfer track students have the following options:

■ A professional diploma for residential and commercial design, or
■ A Bachelor of Arts in Interior Design from Washington State University. Students earn their professional diploma from SFCC, and then transfer with full senior standing to the WSU Spokane Interdisciplinary Design Institute. Students are also eligible for WSU's 4+1 program, where they may earn a master's degree.

AAS DEGREE
PROFESSIONAL DIPLOMA
First Quarter

INTDS 105 Design Drawing. 4
INTDS 170 Elements of Interior Design 5
INTDS 173 Architectural Graphics 1 4
PSYC& 100 General Psychology 5
          Total 18

Second Quarter

ENGL& 101 English Composition I. 5
INTDS 106 Sketching Techniques 4
INTDS 179 History of Interiors I 3
INTDS 184 Architectural Graphics II. 4
          Total 16

Third Quarter

INTDS 107 Rendering Techniques 4
INTDS 187 Perspective Sketch 4
INTDS 280 Textiles for Interiors 5
          Speech Communication Elective 5
          Total 18

Fourth Quarter

ASTR& 101 Intro to Astronomy[1]. 5
          History Elective 5
          Physical Science Elective[2] 5
          Total 15

Fifth Quarter

INTDS 171 Interior Design Studio I. 6
INTDS 174 Design Presentation 4
INTDS 175 Materials of Interior Design 5
MATH& 107 Math in Society 5
          Total 20

Sixth Quarter

INTDS 172 Interior Design Studio II 6
INTDS 180 History of Interiors II. 3
INTDS 186 Lighting Design 3
          ART/HUMAN GER Elective[3] 5
          Total 17

Seventh Quarter

INTDS 176 Special Environments 6
INTDS 181 History of Interiors III 3
INTDS 185 Architectural Space Systems. 4
          History Elective 5
          Total 18

Eighth Quarter

INTDS 275 Professional Practices 3
INTDS 281 Commercial Design Studio I. 6
INTDS 285 Computer Aided Design I 4
SOC& 101 Intro to Sociology. 5
          Total 18

Ninth Quarter

INTDS 282 Commercial Design Studio II 6
INTDS 286 Computer Aided Design II 4
INTDS 287 Digital Interior Design Technology. 4
          Social Sciences Elective 5
          Total 19

Tenth Quarter

INTDS 266 Cooperative Education Seminar. 2
INTDS 267 Cooperative Education Work Experience. 5
INTDS 268 Design Portfolio 3
          Biological Science Elective[2] 5
          Total 15

174 credits are required for the Professional Diploma.

BIOLOGICAL SCIENCE ELECTIVE

BIOL& 160 General Biology w/Lab 5
ENVS& 101 Intro to Env Science 5

HISTORY ELECTIVE

HIST& 116 Western Civilization I 5
HIST& 117 Western Civilization II 5
HIST& 118 Western Civilization III 5

PHYSICAL SCIENCE ELECTIVE

ASTR& 100 Survey of Astronomy 5
ASTR& 101 Intro to Astronomy 5
CHEM& 121 Intro to Chemistry 5
GEOL& 101 Intro Physical Geology 5

SOCIAL SCIENCES ELECTIVE

ANTH& 206 Cultural Anthropology. 5
HIST 141 History of China. 5
HIST 142 History of Japan 5
HIST 230 Latin American History. 5

SPEECH COMMUNICATION ELECTIVE

CMST& 101 Introduction to Communication. 5
CMST& 220 Public Speaking 5

[1] *ASTR& 101 may be substituted with any science. WSU requires a total of 3 sciences: 1 biological, 1 physical (one of these two must be a lab science), and one science of any type.*

[2] *WSU requires a total of 3 sciences: 1 biological, 1 physical (one of these two must be a lab science), and one science of any type.*

[3] *Choose one: ART& 100, ART 108, 109, 110, DRMA& 101, English, Music, Humanities or Philosophy.*

INTERNATIONAL BUSINESS

Certificate: SFCC

The International Business Certificate is designed to meet the growing demand for internationally related skills. It is offered as a stand-alone certificate for students and business people who need specific credentials in the international area or as an internationally oriented training certificate for students with career goals and degrees in traditional business fields such as marketing, management, accounting, retailing and so on.

The program has two objectives:

■ To introduce students to the world of global business, to expose them to intercultural implications involved in doing business internationally and to prepare them for entry-level positions.

INTERNET: NETWORKING OPTION

First Quarter

CS	101	Computer Literacy[1]	5
GRDSN	158	PhotoShop I	2
IS	162	Data Communications and Networks	3
IS	210	Internet Programming I	5
		Total	**15**

Second Quarter

CAPPS	114	Access[4]	2
CS	223	VB .NET[3]	5
IS	164	Network Management	5
		Total	**12**

Third Quarter

IS	132	Computer Ethics	3
IS	209	Internet Project	3
IS	228	Internet Servers	4
		Approved Electives - Networking Option	3
		Total	**13**

40 credits are required for the Certificate.

APPROVED ELECTIVES - INTERNET OPTION

CAPPS	114	Access	2
GRDSN	166	PhotoShop II	2
IS	250	Introduction to E-commerce	5
SBM	101	How to Start a Small Business	5

APPROVED ELECTIVES - NETWORKING OPTION

CAPPS	114	Access	3
CAPPS	132	Frontpage	1
GENST	115	Internet Issues	2
GRDSN	166	PhotoShop II	2
IS	250	Introduction to E-commerce	5
SBM	101	How to Start a Small Business	5

[1] *Must be concurrently enrolled in MATH 091 or higher placement.*

[2] *Access is a variable five-credit course. Students may enroll in an additional 2 credits of Access to satisfy the elective component.*

[3] *Must be concurrently enrolled in MATH 092 or higher placement.*

[4] *Access is a variable five-credit course. Students may enroll in an additional 3 credits of Access to satisfy the elective component.*

INTERPRETER TRAINING PROGRAM/ DEAFNESS

AAS Degree, Certificate: SFCC

Interpreter Training program is an innovative program that offers the opportunity to acquire basic American Sign Language skills to launch into a new career in the sign language interpreting field or to use sign language as a foreign language credit. Program courses are offered on campus, via distance learning, and online.

- Sign Language Interpreters facilitate communication between people who use sign language to communicate and hearing people. Graduates of the program have acquired the necessary skills to work with D/deaf and hard of hearing people.
- American Sign Language (ASL) can be used for foreign language credit in all Washington State colleges and universities as well as many post-secondary institutions in other states. ASL can open doors to new communication opportunities.

Those who are skilled interpreters, in addition to having a trade or profession, provide a valuable service to society, make it possible to provide equal access for the D/deaf and hard of hearing to all areas of employment, social services and education.

Students who have completed the outlined 63-credit certificate requirements may apply for the certificate by completing the Application for Education Certificate form, which is available in the Human Services Department office.

AAS DEGREE

First Quarter

ASL&	121	Am Sign Language I[1]	5
ENGL	151	College Reading and Study Skills	5
HS	136	Improving Interpersonal Communication	5
HSEAR	106	Introduction to Deaf Culture[1]	5
		Total	**20**

Second Quarter

ASL&	122	Am Sign Language II[1]	5
HSEAR	151	Education of the Hearing Impaired[1]	5
		Basic Skills Elective (Communication)[2]	5
		Social Service Elective[2]	5
		Total	**20**

Third Quarter

ASL&	123	Am Sign Language III[1]	5
HSEAR	154	Introduction to Interpreting[1]	5
		Education Elective[2]	5
		Social Science Elective[2]	5
		Total	**20**

Fourth Quarter

CMST&	101	Introduction to Communication	5
HSEAR	201	Voicing[1]	5
HSEAR	251	ASL Interpreting I[1]	5
		Total	**15**

Fifth Quarter

BUS	102	Math Skills for Business	3
HSEAR	202	Transliterating I[1]	5
HSEAR	252	ASL Interpreting II[1]	5
		Health Elective	3
		Science Elective[2]	5
		Total	**21**

Sixth Quarter

HSEAR	203	Transliterating II[1]	5
HSEAR	253	ASL Interpreting III[1]	5
HSEAR	281	Interpreting Practicum I[1]	5
		Humanities Elective[2]	5
		Total	**20**

116 credits are required for the AAS Degree.

CERTIFICATE

Students applying for a certificate of completion must complete a specified 63-credit sequence of courses in the human services interpreter training program/deafness program.

ASL&	122	Am Sign Language II[1]	5
ASL&	123	Am Sign Language III[1]	5
BUS	102	Math Skills for Business	3
HSEAR	106	Introduction to Deaf Culture[1]	5
HSEAR	151	Education of the Hearing Impaired[1]	5
HSEAR	154	Introduction to Interpreting[1]	5
HSEAR	201	Voicing[1]	5
HSEAR	202	Transliterating I[1]	5
HSEAR	203	Transliterating II[1]	5
HSEAR	251	ASL Interpreting I[1]	5
HSEAR	252	ASL Interpreting II[1]	5
HSEAR	253	ASL Interpreting III[1]	5
HSEAR	281	Interpreting Practicum I[1]	5
		Total	**63**

63 credits are required for the Certificate.

HEALTH ELECTIVE

HLTH	101	Health and Wellness	3
HLTH	174	First Aid	3

[1] *These courses are offered every quarter, except summer.*

[2] *Electives must be related to the student's declared field of interest and approved by the interpreter training program/deafness adviser.*

INVASIVE CARDIOVASCULAR TECHNOLOGY

AAS Degree: SCC

The invasive cardiovascular technologist is a health care professional who, through the use of specific high-technology equipment and at the direction of a qualified physician, performs procedures on patients leading to the diagnosis and treatment of congenital and acquired heart disease, and peripheral vascular disease.

As a member of the cardiac catheterization team, the cardiovascular technologist is a surgical scrub assistant, monitors the patient's condition and operates other "CATH Lab." equipment.

The most important "CATH Lab" studies are coronary angiography, percutaneous coronary intervention (where stents, balloons, plaque removal devices, and other treatments to restore blood flow are deployed), right heart catheterization (where blood flow measurements are made), electrophysiology (where irregular heartbeats are created, studied and treated) and pacemaker implantations.

The invasive cardiovascular technologist also works with physicians during critical times during heart attacks by restoring blood flow to diseased areas of the heart. They assist with percutaneous revascularization, give clot-dissolving drugs, and operate cardiac assist pumps.

The first year of the Invasive Cardiovascular program teaches basic sciences and cardiology and is combined with the Noninvasive Cardiovascular program. In the second year, the Invasive students concentrate on the technical duties of a cardiac catheterization technologist and spend time working in local hospital cardiac laboratories.

Upon completion of the didactic training (six quarters), the student selects an out-of-town medical center where he/she will complete the final quarter of clinical internship. Students may take the CCI National Registry Exam upon graduation. The program is the only CAAHEP approved invasive technology program in the northwestern United States.

- High school diploma or GED certificate required
- Appropriate scores in ASSET or COMPASS required
- Computer skills recommended
- Active e-mail account recommended
- A 2.0 grade must be maintained quarterly in each course before proceeding to the next quarter.
- Students may repeat an invasive cardiovascular course once, but it must be repeated within two years.

AAS DEGREE

Prerequisites

BIOL&	160	General Biology w/Lab	
CHEM&	121	Intro to Chemistry	
MATH	099	Intermediate Algebra	

First Quarter

BIOL&	241	Human A & P 1	5
CHEM	120	Organic and Biochemistry for the Health Sciences	5
ICT	114	Cardiovascular I	4
NCT	113	Electrophysiology I	4
		Total	**18**

Second Quarter

BIOL&	242	Human A & P 2	5
ICT	124	Cardiovascular II	4
NCT	123	Electrophysiology II	4
PHYS	120	Fundamentals of Medical Physics	5
		Total	**18**

Third Quarter

ICT	134	Invasive Cardiovascular Fundamentals	5
ICT	138	Cardiovascular Physiology	3
NCT	133	Noninvasive Cardiovascular Fundamentals	5
PHYS	121	Medical Physics II	4
		Total	**17**

Fourth Quarter

ICT	144	Cardiac Catheterization I	11
		Total	**11**

Fifth Quarter

ICT	214	Cardiac Catheterization II	15
		Total	**15**

Sixth Quarter

ICT	224	Cardiac Catheterization III	15
		Total	**15**

Seventh Quarter

ICT	234	Cardiac Catheterization IV	13
		Total	**13**

107 credits are required for the AAS Degree.

JOURNALISM PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Journalism plays an important part in society as people must rely on news media to give them the details of most of today's major events. The journalism curriculum gives students practical experience by teaching them how to write for the media. They also gain confidence to express themselves on paper in a clear, concise manner, and they learn interviewing skills and other means of newsgathering. There is also the practical experience involved with working on and publishing a student newspaper. Learning involves writing, editing, and composing (including photographs) by students. A modern desktop publishing process prepares pages for printing and familiarizes students with word processing, pagination, scanning, and other graphic programs.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

LANDSCAPE-TURF

AAS Degree, Certificate: SCC

The field of environmental horticulture pertains to floriculture, landscape design and maintenance, and greenhouse and nursery management. This program provides a study of ornamental plant materials and propagation and how they relate to landscape design construction, installation, maintenance and turfgrass management. At the completion of the second year, the student may receive the associate in applied science degree. Employment potential includes golf course maintenance, landscape designer, retail sales manager, landscape contractor, landscape park maintenance supervisor and irrigation specialist.

Courses may be offered only in the quarter indicated. Outlined curriculum assumes students begin the program fall quarter and continue winter and spring quarters, with summer quarter being the fourth quarter. It is recommended that students work closely with the program adviser or department chair when planning classes.

AAS DEGREE

First Quarter

AGGEN	156	Equipment Operation and Maintenance	5
AGHRT	102	Pesticides and Application Equipment	5
AGHRT	110	Fall Landscape Plant Materials	5
AGHRT	171	Agricultural Leadership Training	1
APLED	112	Applied Mathematics[1]	3
		Total	**19**

Second Quarter

AGGEN	151	Agriculture Shop Skills	4
AGHRT	104	Principles of Pest Management	5
AGHRT	126	Computer Essentials for Environmental Sciences	2
AGHRT	172	Agricultural Leadership Training	1

AGHRT 204 Landscape Graphics 4
APLED 121 Applied Written Communication[1] 4
         Total 20

Third Quarter

AGHRT 112 Spring Landscape Plant Materials 5
AGHRT 206 Landscape Construction 5
AGHRT 226 Turfgrass Management 5
ENVS   110 Plant Biology 5
         Total 20

Fourth Quarter

AGHRT 266 Cooperative Education Seminar 1
AGHRT 267 Cooperative Education Work Experience 3
         Total 4

Fifth Quarter

AGHRT 115 Pruning 3
AGHRT 116 Green Industry Management 5
AGHRT 202 Principles of Irrigation 5
ENVS   210 Environmental Soil Science 5
         Total 18

Sixth Quarter

AGHRT 205 Landscape Design 4
AGHRT 228 Arboriculture 5
BUS   280 Human Relations in Business 5
MMGT   205 Small Business Planning 5
         Total 19

Seventh Quarter

AGHRT 114 Landscape Maintenance 3
AGHRT 201 Landscape Installation 5
AGHRT 225 Weed Biology and Control 5
AGHRT 230 Plant Problem Diagnosis 5
AGHRT 232 Pest Management Project 2
         Total 20

120 credits are required for the AAS Degree.

CERTIFICATE

The Landscape-Turf Certificate provides a study of landscape design and turfgrass management. Students must enter in the fall quarter in order to finish three quarters.

First Quarter

AGGEN 156 Equipment Operation and Maintenance 5
AGHRT 102 Pesticides and Application Equipment 5
AGHRT 110 Fall Landscape Plant Materials 5
AGHRT 171 Agricultural Leadership Training 1
APLED 112 Applied Mathematics[1] 3
         Total 19

Second Quarter

AGGEN 151 Agriculture Shop Skills 4
AGHRT 104 Principles of Pest Management 5
AGHRT 126 Computer Essentials for Environmental Sciences 2
AGHRT 172 Agricultural Leadership Training 1
AGHRT 204 Landscape Graphics 4
APLED 121 Applied Written Communication[1] 4
         Total 20

Third Quarter

AGHRT 112 Spring Landscape Plant Materials 5
AGHRT 206 Landscape Construction 5
AGHRT 226 Turfgrass Management 5
ENVS   110 Plant Biology 5
         Total 20

59 credits are required for the Certificate.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

LAW PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Law has been an important element of every civilization in the history of man. It is a profession for those who have good reasoning powers, the ability to express themselves clearly and concisely, and an understanding of their fellow man.

Students planning to enter law school usually must complete a four-year baccalaureate degree with an emphasis from one of a number of areas, such as political science, business administration, history or communications.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

         Suggested Courses to Consider[1] 90
         Total 90

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

LEGAL ADMINISTRATION

AAS Degree: SCC

Legal Administration is a career path in which the individual is typically employed in a supervisory role in a law office or other legal setting (court administration, etc.). The role requires management, financial, accounting, computer information systems, human resource management and legal knowledge. Experience and/or training in administration, marketing, accounting, business management, or law is preferred, but is not a mandatory prerequisite.

If interested in pursuing a four-year degree, ask a counselor or faculty adviser about transfer articulation agreements.

AAS DEGREE

First Quarter

ENGL& 101 English Composition I 5
MATH   099 Intermediate Algebra 5
MMGT   101 Principles of Management 5
         Total 15

Second Quarter

ACCT& 201 Prin of Accounting I 5
CMST   201 Speech for Business and Professions 3
LA   218 Employment Law 3
MMGT   211 Marketing 5
         Total 16

Third Quarter

ACCT& 202 Prin of Accounting II 5
CATT   134 Presentation Graphics 5
MMGT   231 Human Resource Management 5
         Total 15

Fourth Quarter

ACCT   162 Business Tax Accounting 1
BUS   280 Human Relations in Business 5
CIS   240 Introduction to Networks 5
LA   245 Supervised Legal Work Experience[1] 3
         Total 14

Fifth Quarter

BUS   217 Business Statistics 5
LA   212 Administrative Law 3
LA   240 Special Issues Seminar 5
LA   245 Supervised Legal Work Experience 4
         Total 17

Sixth Quarter

CATT   138 Microsoft Excel I 2.5

LEGAL INFORMATION PROCESSING

Certificate: SCC

This program prepares students for legal office positions where the primary duties are the operation of disk-controlled computer equipment; typing and proofreading manuscripts, tables, reports, correspondence, and other documents from dictating machines or rough drafts; correcting errors in existing documents; and consulting with persons initiating job requests.

CERTIFICATE
First Quarter

BT	102	Document Processing	5
BT	109	Business Communications	5
BT	151	Business Student Preparation	5
LSEC	236	Legal Terminology	5
		Total	**20**

Second Quarter

BT	231	Office Procedures	5
CATT	102	Introduction to Outlook	2.5
LSEC	237	Legal Terminology	5
LSEC	239	Legal Formatting[1]	5
		Total	**17.5**

Third Quarter

BT	201	Information Processing	5
BT	272	Business Correspondence	5
LSEC	216	Legal Office Procedures	5
		Business Elective	3-5
		Total	**18-20**

Fourth Quarter

BT	165	Word Processing	5
BT	202	Advanced Information Processing	5
BT	250	Information Technology	5
LSEC	285	Legal Office Internship	3
		Total	**18**

73.5-75.5 credits are required for the Certificate.

BUSINESS ELECTIVE

BUS	102	Math Skills for Business	3
BUS	103	Basic Business Math and Electronic Calculators	5

[1] *Prerequisites for enrollment in this class are BT 102, 109 and 165, and a keyboarding speed of 40 wpm, or permission of the program coordinator.*

LEGAL NURSE

Certificate: SCC

The primary role of the legal nurse consultant is to evaluate, analyze, and render informed opinions on the delivery of health care and the resulting outcomes. The legal nurse consultant practices this nursing specialty in a variety of settings, including law offices, government offices, insurance companies, risk management, or as a self-employed practitioner. The nurse serves as a liaison between the legal and health care communities. This regionally respected ABA approved program is typically awarded upon completion of 62–67 credits of required course work (depending on math requirements).

Note: A legal nurse graduate does not receive a license to practice law; thus performing legal work directly for the public or giving legal advice directly to the public constitutes the unauthorized practice of law.

Program Requirements: To enter the Legal Nurse Certificate program, students must have completed an AAS degree in nursing, and possess a current state license and at least two years' nursing experience with no more than one year since last employed in the field. Substitutions for prerequisites and program courses may be made and/or waived by the program coordinator.

Certificate Requirements: The certificate requires 10 credits of general education courses and 20 credits of basic law courses, plus 8 credits of LA 245, 24 credits of legal specialty courses and 5 credits of other courses if the student does not select from the math options portion of

the general education courses. Students with at least one or more years of current legal experience under the direct supervision of an attorney may, with the approval of the program coordinator, have a part of LA 245 waived and instead substitute an equal number of additional legal specialty courses credits.

Students should begin early to meet the prerequisites for LA 120 which are LSEC 239 or 249 and a college-level computer course recommended to be selected from the BT, CIS or LSEC departments' offerings.

CERTIFICATE

Basic Courses	20
General Education Courses	5
Other Courses	0-5
Social Science or Humanities Course [1]	5
Specialty Courses	24
Supervised Legal Work Experience	8
Total	**62-67**

62-67 credits are required for the Certificate.

BASIC COURSES

LA	100	Legal Careers Orientation	1
LA	102	Introduction to Legal Nursing	1
LA	105	Washington Court Rules-State and Federal	3
LA	110	Legal Research and Writing	5
LA	118	Instrument Drafting	3
LA	120	Law Office Computing	5
LA	130	Legal Ethics	1
LA	135	Professional Effectiveness	1

GENERAL EDUCATION COURSES

MATH&	141	Precalculus I	5

OTHER COURSES

BUS	104	Business Mathematics	5

SPECIALTY COURSES

BUS	204	Introduction to Law	5
LA	218	Employment Law	3
LA	219	Criminal Law and Procedure	3
LA	220	Torts	3
LA	225	Trial Preparation and Procedures I	3
LA	227	Trial Preparation and Procedures II	3
LA	230	Insurance Law	3
LA	240	Special Issues Seminar	1-10
LA	285	Legal Office Internship	3

SUPERVISED LEGAL WORK EXPERIENCE

LA	245	Supervised Legal Work Experience	8

[1] *See program coordinator for an additional list of courses.*
[2] *Prerequisite is ENG& 101.*
[3] *Prerequisites are LSEC 239 or 249 and a college-level computer course recommended to be selected from the BT, CIS or LSEC departments' offerings.*
[4] *Only needed if the student chooses BUS 104 as his/her math requirement. (Not required if MATH& 141 or higher is chosen for the math requirement.)*
[5] *Prerequisites for all Legal Specialty Courses: LA 100, 102, 110.*
[6] *Because each course is different, LA 240 may be repeated as frequently as desired and all credits received may be applied toward the 24 specialty credit requirement for degree.*
[7] *Maximum of 3 credits of internship may be applied toward this degree.*
[8] *Students must complete 8 credits.*

LEGAL RECEPTIONIST

Certificate: SCC

This program prepares students for office positions in which the primary duties are performing general legal office work; greeting, scheduling and routing legal clients; and answering the telephone. After completing this program, students may choose to take additional courses for an advanced certificate or degree in the legal support professional field.

CERTIFICATE
First Quarter

BT	102	Document Processing	5
BT	109	Business Communications	5

BT	151	Business Student Preparation	5
LSEC	236	Legal Terminology	5
		Total	**20**

Second Quarter

BT	165	Word Processing	5
CATT	102	Introduction to Outlook	2.5
LSEC	237	Legal Terminology	5
LSEC	239	Legal Formatting[1]	5
		Total	**17.5**

Third Quarter

BT	231	Office Procedures[2]	5
LSEC	216	Legal Office Procedures	5
LSEC	285	Legal Office Internship	3
		Business Elective	3-5
		Total	**16-18**

53.5-55.5 credits are required for the Certificate.

BUSINESS ELECTIVE

BUS	102	Math Skills for Business	3
BUS	103	Basic Business Math and Electronic Calculators	5

[1] *Prerequisites for enrollment in this class are keyboarding speed of 40 wpm and BT 165 and 109 with a grade of 2.0 or better, or permission of the program coordinator.*

[2] *This course may be substituted with any related course, a combination of courses, or prior office experience approved by the program coordinator.*

LIBRARY TECHNICIAN

AAS Degree, Certificate: SFCC

Online AAS Degree: The Library Technician program offers an online AAS degree and an online certificate for library support staff and paraprofessionals who wish to start their career as a library staff member or who wish to further their career development. Students are trained to work in all areas of library service. The program gives students exposure to a broad range of theory and practice common in most libraries. The program at SFCC is approved by the Western Council of State Libraries and follows the American Library Association guidelines for library technician education.

Students can enter the program in any quarter. The recommended course sequence begins with the fall quarter and library science courses must be taken in order to complete the program as listed in the career planning guide. Library science classes are online classes. Electives for the AAS degree program can be taken online or in a traditional classroom. Students engage in online learning and are required to take work experience/internship classes to reinforce hands-on training. Very few of the library science classes require students to purchase textbooks.

Online Certificate: This three quarter certificate program targets persons interested in working in K–12 library settings who do not wish to pursue an AAS degree. Graduates of this program gain employment as library support staff or paraprofessionals in libraries.

AAS Educational Paraprofessional School Library Media Technician Emphasis: This degree program can seek employment as paraprofessionals in the classroom or as K–12 library staff. Consult the **Education Paraprofessional, Special Education** career planning guide for more information.

AAS DEGREE
First Quarter

LMLIB	100	Introduction to Library Organizations and Careers	3
LMLIB	115	Introduction to Library Organizational Systems	5
		Computer Skills Group A Electives[1]	6
		Total	**14**

Second Quarter

LMLIB	116	Introduction to Circulation Systems and Services	5
LMLIB	125	School Libraries and Media Centers	5
		Communication Skills Electives[2]	5
		Computer Skills Group A Electives[1]	3
		Total	**18**

Third Quarter

LMLIB	117	Access Services, Customer Service and Collection Maintenance	5
LMLIB	135	Children's Literature and Library Services	5
		Communication Skills Electives[2]	5
		Computer Skills Group A Electives[1]	3
		Total	**18**

Fourth Quarter

LMLIB	210	Technical Services I: Acquisitions and Materials Processing	5
		Computation Skills Electives[3]	3-5
		Computer Skills Group B Electives[1]	6
		Total	**14-16**

Fifth Quarter

LMLIB	220	Technical Services II: Cataloging	5
		Leadership Skills/Human Relations Electives	3-5
		Optional Electives[4]	5-7
		Total	**13-17**

Sixth Quarter

LMLIB	222	Reference Services and Outreach	5
LMLIB	266	Cooperative Education Seminar	2
LMLIB	267	Cooperative Education Work Experience[5]	6
		Total	**13**

90-96 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

EDUC&	204	Exceptional Child[6]	5
LMLIB	100	Introduction to Library Organizations and Careers	3
LMLIB	115	Introduction to Library Organizational Systems	5
		Total	**13**

Second Quarter

LMLIB	125	School Libraries and Media Centers	5
LMLIB	126	School Library Technology and Services for Curriculum Support	3
LMLIB	220	Technical Services II: Cataloging	5
		Total	**13**

Third Quarter

EDUC	252	Social/Emotional Development [7]	5
LMLIB	135	Children's Literature and Library Services	5
LMLIB	266	Cooperative Education Seminar	2
LMLIB	267	Cooperative Education Work Experience	3
		Total	**15**

41 credits are required for the Certificate.

COMMUNICATION SKILLS ELECTIVES

BT	107	Business Communications	3
BT	108	Business Communications	3
BT	231	Office Procedures	5
BT	272	Business Correspondence	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
ENGL&	235	Technical Writing	5

COMPUTATION SKILLS ELECTIVES

BUS	102	Math Skills for Business	3
BUS	103	Basic Business Math and Electronic Calculators	5
MATH	090	Pre-Algebra	5
MATH	099	Intermediate Algebra	5

COMPUTER SKILLS GROUP A ELECTIVES

CAPPS	102	Introduction to Office	1
CAPPS	104	Windows	1
CAPPS	110	Word	1-5
CAPPS	112	Excel	1-5
CAPPS	114	Access	1-5
CAPPS	116	PowerPoint	1-3
CAPPS	118	WordPerfect	1-5
CAPPS	120	Outlook	2
GENST	108	Learning for the 21st Century	5

GENST	115	Internet Issues	2
IS	160	Internet Fundamentals	1

COMPUTER SKILLS GROUP B ELECTIVES

BT	100	Beginning Keyboarding	1
BT	101	Keyboarding	5
BT	250	Information Technology	5
IS	120	Business Computer Use	3
IS	142	Hardware Fundamentals	3
IS	143	Operating System Fundamentals	2
IS	144	Programming Fundamentals	3
LMLIB	126	School Library Technology and Services for Curriculum Support	3

LEADERSHIP SKILLS/HUMAN RELATIONS ELECTIVES

BUS	105	Principles of Leadership	3
BUS	280	Human Relations in Business	5
HS	136	Improving Interpersonal Communication	5
MMGT	101	Principles of Management	5
MMGT	231	Human Resource Management	5

OPTIONAL ELECTIVES

EDUC&	204	Exceptional Child	5
EDUC&	205	Intro to Ed w/ Field Exp	5
LMLIB	224	Research Topics and Projects in Library Service	1-3

[1] *Select course from Computer Skills Group A or Computer Skills Group B for a combined total of 18–22 credits. 7–17 credits must come from Group A and 1–9 credits must come from Group B.*

[2] *Select two courses for a total of 10–11 credits in Communication Skills.*

[3] *Select one course for a total of 3–5 credits in Computation Skills. Any online MATH course may be substituted.*

[4] *Students may select courses for a total of 5–7 credits from Optional Electives or Computer Skills Group A or B.*

[5] *Students are required to take 6 credits of Cooperative Education Work Experience. Students may take 1–6 credits in any quarter with approval of instructor or take 6 credits in the sixth quarter (198 hours of work experience).*

[6] *EDUC& 204 may be substituted with EDUC& 202.*

[7] *EDUC 252 or any library science (LMLIB) course, CAPPS course or courses approved by instructor, may be taken for a total of 5 credits.*

[8] *Students may select ENGL& 101 or BT 107 and 108 for 5-6 credits from the Communication Skills.*

[9] *Students may select either BT 100 or BT 101.*

MACHINIST/CNC TECHNOLOGY

AAS Degree, Certificate: SCC

Machinist/CNC Technology AAS Degree: The Machinist/CNC Technology program is designed to provide students with the skills necessary to gain employment in the manufacturing industry. The first year of the program will focus on skills used in a modern machine shop: machine shop math, blueprint reading, and conventional machine tool theory and lab. The last year offers advanced conventional machining and specialized training in CNC theory and procedures and quality control.

Each required course for graduation must be completed with a grade of 2.0 or higher before proceeding to the next quarter.

Machinist Certificate: This four-quarter evening Machinist Certificate program prepares students for employment in the machining industry. Basic manual machine operation with emphasis on the safe operation of a variety of machine tools is an integral component of this program. Students receive intensive training in both theory and application of machining skills.

CNC Certificate: This four-quarter CNC Certificate evening program is designed for people currently in the machining industry or those who have completed the Machinist Certificate program. CNC theory, CNC programming and CNC application are integral elements of the program. Students must have the Machinist Certificate before obtaining a CNC Certificate. Individual courses may be taken with permission of the instructor.

AAS DEGREE

First Quarter

APLED	112	Applied Mathematics[1]	3
MACH	113	Beginning Blueprint	2
MACH	114	Introduction to Machine Shop I	5
MACH	115	Introduction to Machine Tools	5
MACH	116	Introduction to Machine Shop II	5
		Total	**20**

Second Quarter

CIS	105	Computer Fundamentals for Vocations I	2
ISFTY	111	Industrial First Aid	2
MACH	123	Machine Tool Operations I	6
MACH	124	Blueprint II	2
MACH	125	Machine Shop Math I	2
MACH	126	Machine Tool Operations II	7
		Total	**21**

Third Quarter

APLED	121	Applied Written Communication[1]	4
MACH	133	Machine Tool Operations III	7
MACH	134	Machine Shop Math II	2
MACH	135	Blueprint III	2
MACH	136	Machine Tool Operations IV	7
		Total	**22**

Fourth Quarter

AGGEN	157	Arc Welding	1
APLED	123	Leadership Skills for Business and Industry[1]	3
MACH	244	Blueprint IV	2
MACH	247	CNC Theory	5
MACH	248	CNC Lab	7
MACH	262	CNC Programming	3
		Total	**21**

Fifth Quarter

APLED	125	Employment Preparation[1]	3
MACH	249	Quality Control	4
MACH	250	CNC Production Theory	5
MACH	251	CNC Production Lab	7
MACH	254	Blueprint V	2
		Total	**21**

Sixth Quarter

MACH	201	Manufacturing Economics	1
MACH	202	Manufacturing Resource Management	1
MACH	243	Machine Tool Operations V[2]	8
MACH	246	Machine Tool Operations VI[2]	5
		Total	**15**

120 credits are required for the AAS Degree.

CERTIFICATE

MACHINIST CERTIFICATE

First Quarter

MACH	113	Beginning Blueprint	2
MACH	114	Introduction to Machine Shop I	5
MACH	116	Introduction to Machine Shop II	5
		Total	**12**

Second Quarter

APLED	121	Applied Written Communication[1]	4
MACH	123	Machine Tool Operations I	6
MACH	124	Blueprint II	2
		Total	**12**

Third Quarter

APLED	112	Applied Mathematics[1]	3
MACH	126	Machine Tool Operations II	7
MACH	135	Blueprint III	2
		Total	**12**

Fourth Quarter

MACH	133	Machine Tool Operations III[2]	7
MACH	136	Machine Tool Operations IV[2]	7
		Total	**14**

50 credits are required for the Certificate.

CNC CERTIFICATE

First Quarter

CIS	105	Computer Fundamentals for Vocations I[3]	5
MACH	244	Blueprint IV	2
MACH	247	CNC Theory	5
		Total	**12**

Second Quarter

MACH	248	CNC Lab	7
MACH	250	CNC Production Theory	5
		Total	**12**

Third Quarter

APLED	123	Leadership Skills for Business and Industry[1]	3
APLED	125	Employment Preparation[1]	3
MACH	251	CNC Production Lab	7
		Total	**13**

Fourth Quarter

MACH	243	Machine Tool Operations V[2]	8
MACH	262	CNC Programming[2]	6
		Total	**14**

51 credits are required for the Certificate.

[1] *This related education requirement may be met by any course or combination of courses approved by the department dean.*

[2] *This course may be substituted with MACH 266 and 267 or 288 (no seminar).*

[3] *CIS 105 may be substituted with CIS 110.*

MANAGEMENT

AAS Degree, Certificate: SCC

The challenge of management! It takes a special kind of person with a special knack to be a good business manager. Over 60 percent of the workforce in Spokane is employed in a distributive occupation. This creates a big demand for persons with training as middle managers or junior executives.

The management programs at SCC and SFCC are designed to give an individual on-the-job work experience while learning the basic principles of business management. Students are given credit for approved work experience.

Courses in the program include management, business law, project management, computer applications and human relations. In addition to the academic courses, there is opportunity for team work and leadership experience through participation in Delta Epsilon Chi, an affiliate of Distributive Education Clubs of America.

All students graduating from these programs must have a minimum grade average of 2.0 on each of the required management, accounting, economic, and business courses and a cumulative minimum grade point average on all required courses in the program.

AAS DEGREE

Basic Business Core	49-51
Management Option Requirements	27
Recommended Business Electives[1]	14
Total	**90-92**

90-92 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

BUS&	101	Intro to Business	5
BUS	103	Basic Business Math and Electronic Calculators	5
MMGT	266	Cooperative Education Seminar[2]	1-2
		Electives Group A,B, or C	5
		Total	**16-17**

Second Quarter

ACCT	151	College Accounting I	5
CIS	110	Introduction to Computer Applications[3]	5
CMST&	101	Introduction to Communication	5
MMGT	266	Cooperative Education Seminar[2]	1-2
		Total	**16-17**

Third Quarter

BT	272	Business Correspondence[4]	5
MMGT	101	Principles of Management	5
MMGT	266	Cooperative Education Seminar[2]	1-2
		Electives Group A,B, or C	5
		Recommended Business Electives[5]	3-5
		Total	**19-22**

51-56 credits are required for the Certificate.

BASIC BUSINESS CORE

ACCT	151	College Accounting I	5
BUS&	101	Intro to Business	5
BUS	104	Business Mathematics	5
BUS	280	Human Relations in Business	5
CIS	110	Introduction to Computer Applications	5
CMST&	101	Introduction to Communication	5
ECON	100	Fundamentals of Economics	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MMGT	100	Supervised Volunteer Experience	1
MMGT	101	Principles of Management	5

GROUP A MARKETING

CATT	241	Project Management Applications	2.5
MMGT	211	Marketing	5
MMGT	218	Fundamentals of Advertising	5
MMGT	242	Project Management	2.5

GROUP B MANAGEMENT

BT	260	Administrative Office Management	5
BUS&	201	Business Law	5
CATT	120	Microsoft Word I	1-2.5
MMGT	205	Small Business Planning	5
MMGT	231	Human Resource Management	5

GROUP C FINANCE

ACCT	152	College Accounting II	5
BUS	100	Money Management	3
BUS	217	Business Statistics	5

MANAGEMENT OPTION REQUIREMENTS

BUS&	201	Business Law	5
CATT	241	Project Management Applications	2.5
MMGT	231	Human Resource Management	5
MMGT	242	Project Management	2.5
MMGT	266	Cooperative Education Seminar	1-2
MMGT	267	Cooperative Education Work Experience	1-18
MMGT	288	Cooperative Education Work Experience (No Seminar)	1-18

RECOMMENDED BUSINESS ELECTIVES

ACCT	152	College Accounting II	5
BUS	100	Money Management	3
BUS	107	Introduction to Electronic Calculators	1
BUS	120	International Business	5
BUS	204	Introduction to Law	5
BUS	217	Business Statistics	5
ECON&	201	Micro Economics	5
ECON&	202	Macro Economics	5
MMGT	181	Leadership Training-DEC	1-5
MMGT	182	Leadership Training-DEC	1-5
MMGT	183	Leadership Training-DEC	1-5
MMGT	191	Leadership Training-DEC	1-5
MMGT	192	Leadership Training-DEC	1-5
MMGT	193	Leadership Training-DEC	1-5
MMGT	205	Small Business Planning	5
MMGT	211	Marketing	5
MMGT	212	Retailing	5
MMGT	218	Fundamentals of Advertising	5
MMGT	245	Introduction to Consulting	2

[1] *Other business courses may be selected with the approval of the department adviser.*

[2] *Additional credits can be earned by concurrent enrollment in a work experience position for 1 credit or in an approved cooperative education work experience position for 3 credits when enrolled in a mid-management seminar.*

Students will be allowed to take either cooperative education seminar and/or supervised volunteer experience.

[3] *Keyboarding skills are required.*

[4] *BT 272 may be substituted with ENGL& 101. BT 109 is a prerequisite.*

[5] *Select BT 101 or a recommended business electives course.*

[6] *ACCT& 201 may be taken in place of ACCT 151.*

[7] *BUS 103 or proficiency test is required.*

[8] *CMST& 101 may be substituted with CMST 201.*

[9] *ENGL& 102 may be substituted with BT 272 or ENGL & 235.*

[10] *MMGT 267 may be substituted with MMGT 288.*

[11] *MMGT 181 may be substituted with MMGT 182, 183, 191, 192 or 193.*

MANAGEMENT

AAS Degree, Certificate: SFCC

The challenge of management! It takes a special kind of person with a special knack to be a good business manager. Over 60 percent of the workforce in Spokane is employed in a distributive occupation. This creates a big demand for persons with training as middle managers or junior executives.

The management programs at SCC and SFCC are designed to give an individual on-the-job work experience while learning the basic principles of business management. Students are given credit for approved work experience.

Courses in the program include management, marketing, salesmanship, advertising and human relations. In addition to the academic courses, there is opportunity for teamwork and leadership experience through participation in Delta Epsilon Chi, an affiliate of Distributive Education Clubs of America.

AAS DEGREE

First Quarter

BT	107	Business Communications[1]	3
BUS&	101	Intro to Business	5
BUS	103	Basic Business Math and Electronic Calculators [2]	5
MMGT	181	Leadership Training-DEC[3]	1
		Computer Elective (Information Systems)	1
		Total	**15**

Second Quarter

ACCT&	201	Prin of Accounting I	5
BT	108	Business Communications[1]	3
BUS	108	eBusiness	2
MMGT	182	Leadership Training-DEC[3]	1
MMGT	267	Cooperative Education Work Experience[4]	2
		Computer Elective (Information Systems)	1
		Total	**14**

Third Quarter

BT	272	Business Correspondence	5
BUS	280	Human Relations in Business	5
MMGT	101	Principles of Management	5
MMGT	183	Leadership Training-DEC[3]	1
		Total	**16**

Fourth Quarter

BUS&	201	Business Law	5
CMST&	101	Introduction to Communication	5
ECON	100	Fundamentals of Economics	5
		Total	**15**

Fifth Quarter

CRMGT	140	Financial Statement Analysis	3
MMGT	223	Customer Service	3
MMGT	231	Human Resource Management	5
		Business Electives	3
		Computer Elective (Information Systems)	1
		Total	**15**

Sixth Quarter

CRMGT	110	Introduction to Finance	3
MMGT	211	Marketing	5
		Business Electives	7
		Total	**15**

90 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

BUS&	101	Intro to Business	5
BUS	103	Basic Business Math and Electronic Calculators	5
MMGT	111	Mid-Management Seminar	1
		Elective Group A, B or C	5
		Elective Group D - Computer	1
		Total	**17**

Second Quarter

ACCT&	201	Prin of Accounting I	5
BUS	108	eBusiness	2
MMGT	112	Mid-Management Seminar	1
		Elective Group A, B or C	4
		Total	**12**

Third Quarter

BT	272	Business Correspondence	5
MMGT	101	Principles of Management	5
		Elective Group A, B or C	5
		Elective Group D - Computer	1
		Total	**16**

45 credits are required for the Certificate.

ELECTIVE GROUP A - MARKETING

FMDSE	150	Principles of Retail Merchandising	5
FMDSE	224	Principles of Retail Promotion	5
MMGT	211	Marketing	5
MMGT	218	Fundamentals of Advertising	5
MMGT	220	Professional Sales	3

ELECTIVE GROUP B - MANAGEMENT

BT	255	Business Productivity Tools	3
BT	260	Administrative Office Management	5
BUS	280	Human Relations in Business	5
MMGT	231	Human Resource Management	5
SBM	101	How to Start a Small Business	5

ELECTIVE GROUP C - FINANCE

BUS	100	Money Management	3
CRMGT	110	Introduction to Finance	3
CRMGT	150	Introduction to Investments	2

ELECTIVE GROUP D - COMPUTER

CAPPS	102	Introduction to Office	1
CAPPS	110	Word	1
CAPPS	112	Excel	1
CAPPS	114	Access	1
CAPPS	116	PowerPoint	1

[1] *May substitute ENGL& 101 for BT 107 and 108.*

[2] *May substitute BUS 217.*

[3] *May substitute BUS 105 for MMGT 181, 182, 183.*

[4] *May substitute MMGT 111, 112 or 113 for MMGT 267.*

MANICURIST

Certificate: SCC

Students enrolling in the Manicurist Certificate program will receive training in all aspects of nail care. Areas of emphasis include the application and removal of artificial nails and nail tips; various manicure and pedicure treatments; hand and feet massage techniques; and all safety and sanitation measures involved with these processes. Upon successful completion of the coursework, the student will be prepared to take the Washington State Examination in Manicuring.

Program Requirements:

- Students must maintain a 2.1 in all professional classes to complete the program and pass exit exams with a minimum score of 2.5 to be prepared to take the Washington state licensing exam for manicurist.

- Upon successful completion of the coursework, the student will be prepared to take the Washington State Examination in Manicuring.

Physical Requirements:

- Normal or corrected vision
- Must be able to work with arms at shoulder level for extended periods of time
- Must be able to sit for extended periods of time

CERTIFICATE

First Quarter

COS	113	Manicuring Concepts I	4
COS	114	Manicuring Applications I	10
COS	119	Advanced Manicuring Concepts	1
ISFTY	111	Industrial First Aid	2
		Total	**17**

Second Quarter

COS	115	Manicuring Concepts II	4
COS	116	Manicuring Applications II	10
COS	129	Advanced Manicuring Applications	2
		Total	**16**

33 credits are required for the Certificate.

MARKETING

AAS Degree: SCC

The Marketing program is designed for students who want to specialize in fields involved with the distribution of goods and services from producer to consumer. Students take core business courses followed by marketing specialty courses such as marketing, retailing, advertising and project management. Students are also required to gain work experience as part of the program. There is opportunity for teamwork and leadership experience through participation in Delta Epsilon Chi, an affiliate of Distributive Education Clubs of America.

All students graduating from this program must have a minimum grade of 2.0 on each of the management; accounting; economics; and general business required courses. Students must also have a 2.0 cumulative grade point average on all required courses in the program.

AAS DEGREE

Basic Business Core	49-51
Marketing Option Requirements	35
Recommended Business Electives	6
Total	**90-92**

90-92 credits are required for the AAS Degree.

BASIC BUSINESS CORE

ACCT	151	College Accounting I	5
BUS&	101	Intro to Business	5
BUS	104	Business Mathematics	5
BUS	280	Human Relations in Business	5
CIS	110	Introduction to Computer Applications	5
CMST&	101	Introduction to Communication	5
ECON	100	Fundamentals of Economics	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5
MMGT	100	Supervised Volunteer Experience	1
MMGT	101	Principles of Management	5

MARKETING OPTION REQUIREMENTS

BUS	120	International Business	5
BUS	140	International Marketing	3
MMGT	211	Marketing	5
MMGT	212	Retailing	5
MMGT	218	Fundamentals of Advertising	5
MMGT	266	Cooperative Education Seminar	2
MMGT	267	Cooperative Education Work Experience	9

RECOMMENDED BUSINESS ELECTIVES

BUS	100	Money Management	3
BUS&	201	Business Law	5
BUS	204	Introduction to Law	5
CATT	241	Project Management Applications	2.5
MMGT	181	Leadership Training-DEC	1

MMGT	242	Project Management	2.5

[1] *ACCT& 201 may be taken in place of ACCT 151.*
[2] *BUS 103 or proficiency test is required.*
[3] *Keyboarding skills required.*
[4] *CMST& 101 may be substituted with CMST 201.*
[5] *ENGL& 102 may be substituted with BT 272 (BT 109 is a prerequisite) or ENGL& 235.*
[6] *MMGT 267 may e substituted with MMGT 288.*
[7] *Other business courses may be selected with approval of the department adviser.*
[8] *MMGT 181 may be substituted with MMGT 182,183, 191,192 or 193.*

MARKETING

AAS Degree: SFCC

The Marketing program is designed for students who want to specialize in fields involved with the distribution of goods and services from producer to consumer. Students take core business courses followed by marketing specialty courses such as marketing, retailing, advertising and salesmanship. Students are also required to gain work experience as part of the program.

AAS DEGREE

First Quarter

ACCT&	201	Prin of Accounting I	5
BT	107	Business Communications[1]	3
BUS&	101	Intro to Business	5
BUS	108	eBusiness	2
		Computer Elective (Information Systems)	1
		Total	**16**

Second Quarter

BT	108	Business Communications[1]	3
BUS	103	Basic Business Math and Electronic Calculators [2]	5
BUS&	201	Business Law	5
CRMGT	140	Financial Statement Analysis	3
MMGT	111	Mid-Management Seminar[3]	2
		Total	**18**

Third Quarter

BT	272	Business Correspondence	5
BUS	280	Human Relations in Business[4]	5
CRMGT	110	Introduction to Finance	3
MMGT	211	Marketing	5
		Total	**18**

Fourth Quarter

CMST&	101	Introduction to Communication	5
FMDSE	150	Principles of Retail Merchandising	5
FMDSE	224	Principles of Retail Promotion	5
		Total	**15**

Fifth Quarter

BUS	140	International Marketing	3
ECON	100	Fundamentals of Economics[5]	5
MMGT	181	Leadership Training-DEC[6]	3
MMGT	220	Professional Sales	3
		Total	**14**

Sixth Quarter

MMGT	101	Principles of Management	5
MMGT	223	Customer Service	3
		Computer Elective (Information Systems)	2
		Total	**10**

91 credits are required for the AAS Degree.

[1] *May substitute ENGL& 101 for BT 107 AND 108.*
[2] *May substitute BUS 217 for BUS 103.*
[3] *May substitute Work Experience.*
[4] *May substitute HS 136.*
[5] *May substitute ECON& 202.*
[6] *May substitute MMGT 182, MMGT 183 or BUS 105 for MMGT 181.*

course of study includes such basic disciplines of engineering technology as math, physics, statics, and materials science.

AAS DEGREE
First Quarter
APLED	112	Applied Mathematics[1]	5
APLED	121	Applied Written Communication[2]	4
MET	101	Introduction to Engineering	2
MET	105	Basic Blueprint Reading	3
MET	114	Engineering Graphics 1[2]	4
		Total	**18**

Second Quarter
APLED	091	Success Strategies for Professional/Technical Students[2][3]	
MET	123	Applied Technical Mathematics[3]	5
MET	124	Engineering Graphics 2	5
MET	127	Manufacturing Processes	3
MET	129	Computer Aided Drafting	5
		Total	**21**

Third Quarter
APLED	125	Employment Preparation[2]	3
MET	132	Engineering Graphics 3	5
MET	133	Introductory Applied Physics[4]	3
MET	137	Applied Technical Mathematics II[3]	5
MET	139	Hydraulics/Pneumatics[4]	3
		Total	**19**

Fourth Quarter
MET	241	CAD Solid Modeling	5
MET	242	Mechanical Design Fundamentals	4
MET	244	Tolerancing Systems	3
MET	245	Applied Physics[4]	5
MET	247	Shop Practices	2
		Total	**19**

Fifth Quarter
MET	250	Strength of Materials	3
MET	252	Advanced CAD	5
MET	253	Materials Science	2
MET	254	Statics	5
MET	255	Technical Applications I[4]	4
		Total	**19**

Sixth Quarter
MET	135	Schematics	3
MET	261	Project Design	5
MET	262	Electrical Theory for Engineering	5
MET	263	Machine Controls	2
MET	264	Technical Applications II[4]	4
		Total	**19**

115 credits are required for the AAS Degree.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean. This course may be substituted with MET 115 if approved by the division dean.*

[2] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

[3] *This course may be substituted with MATH 100 if offered with permission of the division dean.*

[4] *This course may be substituted with MET 266 and 267 or MET 288. Also, may be substituted for approved electives for students wanting to transfer to EWU's mechanical engineering technology BA degree.*

MEDICAL ASSISTANT

AAS Degree, Certificate: SCC

The Medical Assistant is an Allied Health professional who assists physicians and other health care providers in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties. In the Medical Assistant program at Spokane Community College, students learn about the administrative duties of scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, writing correspondence,

serving as a liaison between the physician and other individuals, and managing practice finances. The clinical phase of the program is taught through intense training and hands-on application. Students learn to perform clinical duties, including asepsis and infection control, taking patient histories and vital signs, first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Admission Requirements:
■ Computer Skills
■ CIS 110 or equivalent
■ Appropriate scores in one of the following: ASSET or COMPASS

A 2.0 grade or better is needed in all required classes before proceeding to the next quarter and before a certificate is awarded. The student may complete requirements in Medical Assistant and receive a certificate or complete the professional requirements plus liberal arts requirements and receive an associate in applied science degree. The student may enroll in liberal arts either preceding or following the professional curriculum.

AAS DEGREE
First Quarter
BUS	102	Math Skills for Business	3
HED	108	Human Anatomy	5
MA	101	Administrative Medical Assistant I	5
MA	102	Clinical Medical Assistant I	3
		Total	**16**

Second Quarter
ENGL&	101	English Composition I	5
HED	125	Medical Terminology	5
MA	111	Administrative Medical Assistant II	3
MA	112	Clinical Medical Assistant II	5
		Total	**18**

Third Quarter
HED	109	Human Physiology and Disease	5
MA	120	Medical Assistant Coding and Reimbursement	3-5
MA	122	Clinical Medical Assistant III	5
MA	125	Ambulatory Care Setting Pharmacology	5
		Total	**18–20**

Fourth Quarter
MA	131	Practice Finances and Management	3
MA	132	Clinical Medical Assistant IV	5
MA	141	Medical Assistant Seminar	1
MA	142	Medical Assistant Externship	6
		Total	**15**

Fifth Quarter
MMGT	101	Principles of Management[1]	5
PSYC&	100	General Psychology [1]	5
SOC&	101	Intro to Sociology[2]	5
		Total	**15**

Sixth Quarter
BUS	280	Human Relations in Business[1]	5
CMST	227	Intercultural Communication[1]	5
ENGL&	102	Composition II [1]	5
		Total	**15**

Seventh Quarter
ACCT&	201	Prin of Accounting I [1]	5
CMST&	210	Interpersonal Communicatn[1]	5
PSYC	210	Conception through Adolescent Developmental Psychology[1]	5
		Total	**15**

112-114 credits are required for the AAS Degree.

CERTIFICATE
First Quarter
BUS	102	Math Skills for Business	3
HED	108	Human Anatomy	5
MA	101	Administrative Medical Assistant I	5

MA   102   Clinical Medical Assistant I 3
                Total 16

Second Quarter
ENGL& 101 English Composition I 5
HED   125   Medical Terminology 5
MA   111   Administrative Medical Assistant II 3
MA   112   Clinical Medical Assistant II 5
                Total 18

Third Quarter
HED   109   Human Physiology and Disease 5
MA   120   Medical Assistant Coding and Reimbursement 3
MA   122   Clinical Medical Assistant III 5
MA   125   Ambulatory Care Setting Pharmacology 5
                Total 18

Fourth Quarter
MA   131   Practice Finances and Management 3
MA   132   Clinical Medical Assistant IV 5
MA   141   Medical Assistant Seminar 1
MA   142   Medical Assistant Externship 6
                Total 15

67 credits are required for the Certificate.

[1] *Departmentally approved electives numbered 100 or above may be substituted for courses required for the AAS degree.*
[2] *SOC& 101 may be substituted with SOC& 201.*

MEDICAL OFFICE BILLING AND CODING SPECIALIST

Certificate: SCC

This program prepares individuals for employment in medical offices as medical office receptionists, coders and insurance billers. Spokane is a major regional center for medical care offering maximum opportunities for employment. Positions are plentiful in medical clinics, medical insurance companies and private physicians' offices.

Admission Requirements:

Keyboarding Skills: 30 wpm with six or fewer errors completed at the SCC testing center or enrollment in BT 101 or 102, current first aid/CPR card or successful completion of ISFTY 111 or equivalent. Students with ASSET scores below 30 or COMPASS test scores below 43 must successfully complete BT 151 during the first quarter.

CERTIFICATE
First Quarter
BT   090   Basic Grammar for Business II 5
MSEC 101   Medical Terminology and Anatomy 5
MSEC 108   Medical Office Computing 5
                Total 15

Second Quarter
ACCT 151   College Accounting I 5
BT   231   Office Procedures[1] 5
MSEC 102   Medical Terminology and Anatomy[2] 5
                Total 15

Third Quarter
BUS   103   Basic Business Math and Electronic Calculators 5
MSEC 121   Medical Office Reception[3] 5
MSEC 123   Medical Office Coding[4] 5
                Total 15

Fourth Quarter
MSEC 124   Medical Office Insurance Billing[5] 5
MSEC 125   Medical Office Bookkeeping[6] 5
MSEC 223   Medical Office Coding II[7] 5
                Total 15

Fifth Quarter
BT   160   Job Preparation Techniques 3
MSEC 120   Human Relations/Communications for Medical Office Personnel 5
MSEC 284   Medical Internship Seminar 1

MSEC 285   Medical Office Reception Internship[8] 2
MSEC 286   Medical Insurance Billing Internship[8] 2
                Total 13

73 credits are required for the Certificate.

[1] *BT 090, keyboarding proficiency.*
[2] *MSEC 101.*
[3] *BT 231 or concurrent enrollment with BT 231.*
[4] *MSEC 101, 102, or concurrent enrollment with 102.*
[5] *Concurrent enrollment with MSEC 125.*
[6] *ACCT 151, BUS 103, and concurrent enrollment with MSEC 124.*
[7] *MSEC 123*
[8] *All of the courses listed above must be completed before enrolling in an internship. Cooperative education courses may be substituted.*

MEDICAL OFFICE RECEPTIONIST

Certificate: SCC

This program prepares individuals for employment in medical offices as medical office receptionists. Spokane is a major regional center for medical care offering maximum opportunities for employment. Positions are plentiful in medical clinics, medical insurance companies and private physicians' offices.

Admission Requirements:

Keyboarding Skills: 30 wpm with six or fewer errors completed at the SCC testing center or enrollment in BT 101 or 102, current first aid/CPR card or successful completion of ISFTY 111 or equivalent. Students with ASSET scores below 30 or COMPASS test scores below 43 must successfully complete BT 151 during the first quarter.

CERTIFICATE
First Quarter
BT   090   Basic Grammar for Business II 5
MSEC 101   Medical Terminology and Anatomy 5
MSEC 108   Medical Office Computing 5
                Total 15

Second Quarter
BT   231   Office Procedures[1] 5
MSEC 102   Medical Terminology and Anatomy[2] 5
MSEC 121   Medical Office Reception[3] 5
                Total 15

Third Quarter
BT   160   Job Preparation Techniques 3
MSEC 120   Human Relations/Communications for Medical Office Personnel 5
MSEC 284   Medical Internship Seminar 1
MSEC 285   Medical Office Reception Internship[4] 3
                Total 12

42 credits are required for the Certificate.

[1] *BT 090, keyboarding proficiency*
[2] *MSEC 101*
[3] *BT 231 or concurrent with BT 231*
[4] *All of the courses listed above must be completed before enrolling in an internship. Cooperative education may be substituted.*

MEDICAL OFFICE SPECIALIST

AAS Degree: SCC

This program prepares individuals for employment in medical offices. Spokane is a major regional center for medical care offering maximum opportunities for employment. Positions are plentiful in medical clinics, medical insurance companies and private physicians' offices.

Admission Requirements:

Keyboarding Skills: 30 wpm with six or fewer errors completed at the SCC testing center or enrollment in BT 101 or 102, current first aid/CPR card or successful completion of ISFTY 111 or equivalent. Students with ASSET scores below 30 or COMPASS test scores below 43 must successfully complete BT 151 during the first quarter.

Students must complete all classes with a 2.0 grade or higher.

AAS DEGREE

First Quarter
BT	090	Basic Grammar for Business II	5
MSEC	101	Medical Terminology and Anatomy	5
MSEC	108	Medical Office Computing	5
		Total	**15**

Second Quarter
ACCT	151	College Accounting I	5
BT	102	Document Processing	5
MSEC	102	Medical Terminology and Anatomy[1]	5
		Total	**15**

Third Quarter
BT	231	Office Procedures[2]	5
BUS	103	Basic Business Math and Electronic Calculators	5
MSEC	120	Human Relations/Communications for Medical Office Personnel	5
MSEC	123	Medical Office Coding[3]	5
		Total	**20**

Fourth Quarter
MSEC	121	Medical Office Reception[4]	5
MSEC	223	Medical Office Coding II[5]	5
MSEC	240	Medical Office Transcription[6]	5
		Total	**15**

Fifth Quarter
BT	160	Job Preparation Techniques	3
MSEC	124	Medical Office Insurance Billing[7]	5
MSEC	125	Medical Office Bookkeeping[8]	5
MSEC	241	Medical Office Transcription[9]	5
		Total	**18**

Sixth Quarter
BT	260	Administrative Office Management	5
MSEC	180	Basic Medical Assisting	5
MSEC	284	Medical Internship Seminar	1
MSEC	285	Medical Office Reception Internship[10]	2
MSEC	287	Medical Specialist Internship[10]	2
		Total	**15**

98 credits are required for the AAS Degree.

[1] *MSEC 101*
[2] *BT 090, keyboarding proficiency*
[3] *MSEC 101, 102 or concurrent enrollment with 102*
[4] *BT 231 or concurrent with BT 231*
[5] *MSEC 123*
[6] *Typing test 40 wpm*
[7] *Concurrent enrollment with MSEC 125*
[8] *ACCT 151, BUS 103 and concurrent enrollment with MSEC 124*
[9] *MSEC 240*
[10] *All of the courses listed above must be completed before enrolling in an internship. Cooperative education may be substituted.*

MEDICAL TRANSCRIPTION

Certificate: SCC

This educational program in medical transcription prepares the student for entry-level employment as a medical transcriptionist. This program provides the basic knowledge, understanding and skills required to transcribe medical dictation with accuracy, clarity and timeliness, applying the principles of professional and ethical conduct. The final quarter offers practical application of medical transcription in a hospital, clinic or medical transcription service environment.

Students must achieve at least a 2.0 grade point in all courses.

CERTIFICATE
First Quarter
BT	090	Basic Grammar for Business II [1]	5
ENGL	153	Vocabulary Development	5
MSEC	101	Medical Terminology and Anatomy	5
MSEC	190	Fundamentals of Medical Word Processing	4
		Total	**19**

Second Quarter
MSEC	102	Medical Terminology and Anatomy	5
MSEC	146	Medical Transcription I	10
		Speech Elective	3-5
		Total	**18-20**

Third Quarter
BUS	103	Basic Business Math and Electronic Calculators	5
MSEC	103	Disease Processes	5
MSEC	147	Medical Transcription II	10
		Total	**20**

Fourth Quarter
BT	160	Job Preparation Techniques	3
MSEC	150	Medical Transcription Practicum	8
MSEC	284	Medical Internship Seminar	1
		Total	**12**

69-71 credits are required for the Certificate.

SPEECH ELECTIVE
CMST	201	Speech for Business and Professions	3
CMST&	210	Interpersonal Communication	5

[1] *BT 090 may be substituted with BT 109.*

MEDICINE PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

Usually a bachelor's degree is required for admission to medical school — however, some schools now consider students after completion of their junior year. Competition for admission is intense; a high overall college grade point average must be maintained.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.
Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.
Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AS-T #1 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

MULTI-OCCUPATIONAL TRADES

AAS Degree: SCC

The primary function of the Multi-Occupational Trades apprenticeship program is to train and produce journey-level workers who meet the stringent requirements of each individual trade. This is accomplished through a combination of technical skills obtained in an approved apprenticeship program (a minimum of 6,000 clock hours); the theory and practical applications learned in apprenticeship-related courses (450 clock hours); and instruction received in related education and elective courses.

This program is open only to apprentices enrolled in a local JATC-approved apprenticeship training program. Verification of completion of an apprenticeship program by the JATC is required before submission of the petition for graduation. The combined total of 23–25 program credits, 6000 OJT hours, and 450 hours of related training will meet the 30-hour residency requirements of AAS degree candidates.

AAS DEGREE
450 Theory Clock Hours	0
6000 Technical Clock hours	0

Elective[1] 10
Related Education[2] 13-15
Total **23-25**

23-25 credits are required for the AAS Degree.

ELECTIVE
CIS   110   Introduction to Computer Applications 5
MMGT   205   Small Business Planning 5

RELATED EDUCATION
APLED   112   Applied Mathematics 3-4
APLED   121   Applied Written Communication 4
APLED   123   Leadership Skills for Business and Industry 3-4
APLED   125   Employment Preparation 3

[1] *These are recommended electives. Substitutions must be approved by the JATC.*

[2] *These related education requirements may be met by any course or combination of courses approved for substitution by the instructional dean.*

MUSIC PRE-MAJOR

AA-DTA Degree: SFCC

The goal of the SFCC Music Department is to provide students with a strong foundation in music. The Music Pre-Major AA Degree is designed to meet the needs of transfer students and offers courses that satisfy core music requirements while fulfilling the general courses required by four-year institutions. The program is also designed for individuals who intend to complete only a two-year program and for musicians who wish to increase their performance/skill level.

The department also offers courses for those who wish to upgrade skills, increase general music knowledge for their own enjoyment and fulfill humanities requirements for general studies. Opportunities are provided for qualified students (both in and out of the program) to perform in vocal and instrumental ensembles including classical, contemporary and popular styles.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

First Quarter
MUSC& 141   Music Theory I[1] 5
MUSC   176   Beginner Piano Class I [1] 2
MUSC   180   Private Lessons 1
             Elective[2] 2
             Ensemble[3] 0-1
             GUR - General Undergraduate Requirement[2] 5
             Total **15-16**

Second Quarter
MUSC& 142   Music Theory II[1] 5
MUSC   177   Beginner Piano Class II [1] 2
MUSC   180   Private Lessons 1
             Ensemble[3] 0-1
             GUR - General Undergraduate Requirement[2] 10
             Total **18-19**

Third Quarter
MUSC& 143   Music Theory III[1] 5
MUSC   178   Beginner Piano Class III[1] 2
MUSC   180   Private Lessons 1
             Ensemble[3] 0-1
             GUR - General Undergraduate Requirement[2] 10
             Total **18-19**

Fourth Quarter
MUSC& 241   Music Theory IV[1] 5
MUSC   276   Advanced Piano Class I[1] 2
MUSC   280   Private Lessons 1
             Ensemble[3] 0-1
             GUR - General Undergraduate Requirement[2] 10
             Total **18-19**

Fifth Quarter
MUSC& 242   Music Theory V[1] 5
MUSC   277   Advanced Piano Class II[1] 2
MUSC   280   Private Lessons 1
             Ensemble[3] 0-1
             GUR - General Undergraduate Requirement[2] 10
             Total **18-19**

Sixth Quarter
MUSC& 243   Music Theory VI[1] 5
MUSC   278   Advanced Piano Class III[1] 2
MUSC   280   Private Lessons 1
             Ensemble[3] 0-1
             GUR - General Undergraduate Requirement[2] 10
             Total **18-19**

105-111 credits are required for the AA-DTA Degree.

ENSEMBLE
MUSC   115   Symphony Orchestra 1-3
MUSC   127   Chamber Singers 1-3
MUSC   134   Jazz Combo 1
MUSC   139   All College Chorus 1-2
MUSC   144   Commercial Music Groups 1
MUSC   145   Concert Band 1-3
MUSC   148   Stage Band 1-3
MUSC   151   String Ensemble 1
MUSC   215   Symphony Orchestra 1-3
MUSC   227   Chamber Singers 1-3
MUSC   234   Jazz Combo 1
MUSC   239   All College Chorus 1-2
MUSC   244   Commercial Music Groups 1
MUSC   245   Concert Band 1-3
MUSC   248   Stage Band 1-3
MUSC   251   String Ensemble 1

[1] *Courses are offered sequentially. Students should start the program of study sequence fall quarter.*

[2] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

[3] *Minimum one course per quarter for all majors except piano. Ensemble not required for piano majors.*

NATURAL RESOURCE MANAGEMENT

AAS Degree: SCC

The associate in applied science degree in Natural Resource Management prepares students to work in the forestry area. This program is recognized by the Society of American Foresters. Three additional options are available: Parks and Recreation, Soils, or Wildlife Fisheries.

Students must obtain a minimum ASSET score of 111 with a minimum score of at least 37 on all three tests to enter the program.

Second year: Student may remain in the main program which is forestry based, or they may select one of the three options for an AAS degree which requires a total of 105 credits.

AAS DEGREE
NATURAL RESOURCE MANAGEMENT
First Quarter
ENVS   110   Plant Biology 5
NATRS 112   Natural Resources Mathematical Applications 5
NATRS 120   Basic Computer Applications in Natural Resources[1] . . 2
NATRS 202   Dendrology 5
NATRS 225   Natural Resources Occupational Experience 2
             Total **19**

Second Quarter
ENGL   120   Applied Technical Writing for Vocations[2] 3
ENVS   207   Wildlife Biology 5
NATRS 122   Natural Resources Trigonometric Applications 5
NATRS 215   Forest Measurements 5
NATRS 225   Natural Resources Occupational Experience 2
             Total **20**

Third Quarter

NATRS	130	Chainsaw Operation, Maintenance and Safety. 3
NATRS	201	Forest Protection 5
NATRS	204	Maps and Aerial Photo Interpretation 5
NATRS	205	Surveying 5
NATRS	225	Natural Resources Occupational Experience. 1
		Total **19**

Fourth Quarter

NATRS	203	Forest Harvesting and Products 5
NATRS	209	Silviculture 5
NATRS	216	Forest Inventory 5
NATRS	225	Natural Resources Occupational Experience. 1
NATRS	230	Global Positioning Systems. 3
		Total **19**

Fifth Quarter

ENVS	104	Environmental Conservation 5
ENVS	210	Environmental Soil Science. 5
NATRS	220	Introduction to Geographic Information Systems for Natural Resources 4
NATRS	225	Natural Resources Occupational Experience. 1
		Total **15**

Sixth Quarter

ENVS	218	Environmental Science Conservation Planning 3
NATRS	208	Outdoor Recreation and Interpretation 5
NATRS	221	Applications in Geographic Information Systems 5
		Total **13**

105 credits are required for the AAS Degree.

PARKS AND RECREATION OPTION

First Quarter

ENVS	110	Plant Biology 5
NATRS	112	Natural Resources Mathematical Applications 5
NATRS	120	Basic Computer Applications in Natural Resources[1] . . 2
NATRS	202	Dendrology. 5
NATRS	225	Natural Resources Occupational Experience. 2
		Total **19**

Second Quarter

ENGL	120	Applied Technical Writing for Vocations[2] 3
ENVS	207	Wildlife Biology 5
NATRS	122	Natural Resources Trigonometric Applications 5
NATRS	215	Forest Measurements 5
NATRS	225	Natural Resources Occupational Experience. 2
		Total **20**

Third Quarter

NATRS	130	Chainsaw Operation, Maintenance and Safety. 3
NATRS	201	Forest Protection 5
NATRS	204	Maps and Aerial Photo Interpretation 5
NATRS	205	Surveying 5
NATRS	225	Natural Resources Occupational Experience. 1
		Total **19**

Fourth Quarter

NATRS	209	Silviculture 5
NATRS	225	Natural Resources Occupational Experience. 1
		Elective[3] 10
		Total **16**

Fifth Quarter

ENVS	104	Environmental Conservation 5
ENVS	210	Environmental Soil Science. 5
NATRS	220	Introduction to Geographic Information Systems for Natural Resources 4
NATRS	225	Natural Resources Occupational Experience. 1
NATRS	230	Global Positioning Systems. 3
		Total **18**

Sixth Quarter

ENVS	218	Environmental Science Conservation Planning 3
NATRS	208	Outdoor Recreation and Interpretation 5
NATRS	221	Applications in Geographic Information Systems 5
		Total **13**

105 credits are required for the AAS Degree.

SOILS OPTION

First Quarter

ENVS	110	Plant Biology 5
NATRS	112	Natural Resources Mathematical Applications 5
NATRS	120	Basic Computer Applications in Natural Resources[1] . . 2
NATRS	202	Dendrology. 5
NATRS	225	Natural Resources Occupational Experience. 2
		Total **19**

Second Quarter

ENGL	120	Applied Technical Writing for Vocations[2] 3
ENVS	207	Wildlife Biology 5
NATRS	122	Natural Resources Trigonometric Applications 5
NATRS	215	Forest Measurements 5
NATRS	225	Natural Resources Occupational Experience. 2
		Total **20**

Third Quarter

NATRS	130	Chainsaw Operation, Maintenance and Safety. 3
NATRS	201	Forest Protection 5
NATRS	204	Maps and Aerial Photo Interpretation 5
NATRS	205	Surveying 5
NATRS	225	Natural Resources Occupational Experience. 1
		Total **19**

Fourth Quarter

NATRS	209	Silviculture 5
NATRS	225	Natural Resources Occupational Experience. 1
WATER	109	Introduction to Water Resources 5
		Elective[3] 5
		Total **16**

Fifth Quarter

ENVS	104	Environmental Conservation 5
ENVS	210	Environmental Soil Science. 5
NATRS	220	Introduction to Geographic Information Systems for Natural Resources 4
NATRS	225	Natural Resources Occupational Experience. 1
NATRS	230	Global Positioning Systems. 3
		Total **18**

Sixth Quarter

ENVS	218	Environmental Science Conservation Planning 3
NATRS	208	Outdoor Recreation and Interpretation 5
NATRS	221	Applications in Geographic Information Systems 5
		Total **13**

105 credits are required for the AAS Degree.

WILDLIFE/FISHERIES OPTION

First Quarter

ENVS	110	Plant Biology 5
NATRS	112	Natural Resources Mathematical Applications 5
NATRS	120	Basic Computer Applications in Natural Resources[1] . . 2
NATRS	202	Dendrology. 5
NATRS	225	Natural Resources Occupational Experience. 2
		Total **19**

Second Quarter

ENGL	120	Applied Technical Writing for Vocations[2] 3
ENVS	207	Wildlife Biology 5
NATRS	122	Natural Resources Trigonometric Applications 5
NATRS	215	Forest Measurements 5
NATRS	225	Natural Resources Occupational Experience. 2
		Total **20**

Third Quarter

NATRS	201	Forest Protection 5
NATRS	204	Maps and Aerial Photo Interpretation 5
NATRS	205	Surveying 5
NATRS	225	Natural Resources Occupational Experience. 1
		Total **16**

Fourth Quarter

| ENVS | 217 | Field Sampling Techniques . . . . 4 |

NATRS 209 Silviculture 5
NATRS 217 Freshwater Fisheries Biology. 5
NATRS 225 Natural Resources Occupational Experience. 1
            Total **15**

Fifth Quarter
ENVS 210 Environmental Soil Science. 5
NATRS 220 Introduction to Geographic Information Systems for
            Natural Resources 4
NATRS 225 Natural Resources Occupational Experience. 1
NATRS 230 Global Positioning Systems. 3
WATER 209 Water Quality 5
            Total **18**

Sixth Quarter
ENVS 218 Environmental Science Conservation Planning 3
ENVS 227 Advanced Wildlife Biology 4
NATRS 208 Outdoor Recreation and Interpretation 5
NATRS 221 Applications in Geographic Information Systems 5
            Total **17**

105 credits are required for the AAS Degree.

[1] *NATRS 120 may be substituted with CIS 105.*

[2] *Approved written communication course at the level appropriate for the student.*

[3] *Electives must be approved by the natural resources department.*

NETWORK DESIGN AND ADMINISTRATION

AAS Degree, Certificate: SCC

The Network Design and Administration program prepares students as local— and wide—area network administrators. Successful completion of the program provides students with the essential skills of network administration including network design, implementation, maintenance, optimization, and troubleshooting, utilizing a variety of network operating systems, and hardware platforms and protocols. These include but are not limited to Microsoft, Cisco and UNIX. Upon completion, students have covered objectives leading toward professional certification. Effective oral and written communications are emphasized throughout the program.

Degree Prerequisites/Requirements:

Prior completion of BT 100 and CIS 110 or permission of the program lead.

All required courses must be completed with a grade of 2.0 or better before proceeding to the next quarter or before a diploma is awarded.

AAS DEGREE
First Quarter
CIS 205 Advanced Operating Systems. 5
CIS 240 Introduction to Networks 5
ENGL& 101 English Composition I. 5
            Total **15**

Second Quarter
CIS 244 Windows 2003 Server 5
CIS 250 Cisco Networking 5
CIS 271 Server and Introduction to Wireless Technologies 5
            Math Elective[1] 5
            Total **20**

Third Quarter
CIS 206 Introduction to UNIX 5
CIS 236 Windows 2003 Network Infrastructure 5
CIS 251 Cisco Network Routing 5
            Communication Elective[2] 5
            Total **20**

Fourth Quarter
CIS 213 Advanced UNIX 5
CIS 234 Network Scripting 3
CIS 252 Cisco LAN Design 5
MMGT 242 Project Management 2.5
            Total **15.5**

Fifth Quarter
BT 160 Job Preparation Techniques. 3
CIS 247 Systems Management 5
CIS 253 Cisco WAN Design 5
CIS 263 Exchange Server Administration 5
            Total **18**

Sixth Quarter
CIS 270 Principles of Network Security 5
CIS 275 Networking Capstone 5
CIS 286 Voice Over IP 5
            Total **15**

103.5 credits are required for the AAS Degree.

CERTIFICATE
First Quarter
CIS 205 Advanced Operating Systems. 5
CIS 240 Introduction to Networks 5
ENGL& 101 English Composition I. 5
            Total **15**

Second Quarter
CIS 244 Windows 2003 Server 5
CIS 250 Cisco Networking 5
CIS 271 Server and Introduction to Wireless Technologies 5
            Math Elective[1] 5
            Total **20**

Third Quarter
CIS 206 Introduction to UNIX 5
CIS 236 Windows 2003 Network Infrastructure 5
CIS 251 Cisco Network Routing 5
            Communication Elective[2] 5
            Total **20**

55 credits are required for the Certificate.

COMMUNICATION ELECTIVE
BUS 280 Human Relations in Business 5
CMST& 210 Interpersonal Communication 5
CMST 227 Intercultural Communication 5
CMST& 230 Small Group Communication. 5
CMST 250 Managing Conflict Through Communication 5
ENG 120 Applied Technical Writing for Vocations. 3-5
ENGL& 235 Technical Writing 5

MATH ELECTIVE
BUS 217 Business Statistics 5
MATH& 107 Math in Society 5
MATH& 141 Precalculus I 5
MATH 201 Introduction to Finite Mathematics 5
PHIL& 106 Intro to Logic 5

[1] *Select from the math elective group.*
[2] *Select from the communication elective group.*

NONINVASIVE CARDIOVASCULAR TECHNOLOGY

AAS Degree: SCC

Noninvasive Cardiovascular Technology is an Allied Health profession specifically concerning the diagnosis and treatment of patients with cardiac and peripheral vascular disease. The technologist performs examinations at the request or direction of a physician. Through subjective sampling and/or recording, the technologist proceeds with the examination to create an easily definable foundation of data from which a correct anatomic and physiologic diagnosis may be established for each patient.

The primary role of the noninvasive cardiovascular technologist is to obtain recordings of ultrasound images of the heart and related structures for the physician to interpret. The various types of ultrasound equipment require a highly skilled operator to obtain the imaging information or other data required. The noninvasive cardiovascular technologist must obtain appropriate clinical history, cardiac-related physical findings, and

pertinent laboratory data in order to adapt the imaging techniques to obtain comprehensive and diagnostic echocardiographic information.

- High school diploma or GED certificate required
- Appropriate scores in ASSET or COMPASS required
- Interview with cardiovascular technology instructor required
- Computer skills recommended
- Active e-mail account recommended
- A 2.0 grade must be maintained quarterly in every course before proceeding to the next quarter.
- Students may repeat a noninvasive course once, but it must be repeated within two years.

AAS DEGREE
Prerequisites

BIOL&   160   *General Biology w/Lab[1]*
CHEM& 121   *Intro to Chemistry [1]*
MATH   099   *Intermediate Algebra[1]*

First Quarter
BIOL&   241   Human A & P 1 5
CHEM   120   Organic and Biochemistry for the Health Sciences. . . . 5
ICT   114   Cardiovascular I 4
NCT   113   Electrophysiology I. 4
             Total 18

Second Quarter
BIOL&   242   Human A & P 2 5
ICT   124   Cardiovascular II 4
NCT   123   Electrophysiology II 4
PHYS   120   Fundamentals of Medical Physics 5
             Total 18

Third Quarter
ICT   134   Invasive Cardiovascular Fundamentals 5
ICT   138   Cardiovascular Physiology 3
NCT   133   Noninvasive Cardiovascular Fundamentals 5
PHYS   121   Medical Physics II 4
             Total 17

Fourth Quarter
NCT   141   Computers for the CV Technologist 3
NCT   142   Noninvasive Cardiovascular Clinical 4
NCT   143   Noninvasive Cardiovascular Clinical Observation 6
             Total 13

Fifth Quarter
NCT   251   Echocardiography Clinical I 4
NCT   253   Echocardiography I 11
             Total 15

Sixth Quarter
NCT   261   Echocardiography Clinical II. 4
NCT   263   Echocardiography II. 11
             Total 15

Seventh Quarter
NCT   273   Echocardiography Clinical III 13
             Total 13

109 credits are required for the AAS Degree.

[1] *All math and science courses must have been completed within the last five years and must have been completed with a grade point of 2.0 or better.*

NURSING PRE-MAJOR

AA-DTA Degree, Pre-Nursing DTA/MRP Degree: SCC, SFCC

Growth in employment of registered nurses is expected to be faster than the average for all occupations due to expansion in health care services. In addition to the need to fill new positions, large numbers of nurses will be required to replace those who leave the field each year.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

             Suggested Courses to Consider[1] 90
             Total **90**

90 credits are required for the AA-DTA Degree.

PRE-NURSING DTA/MRP DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

             Suggested Courses to Consider[1] 100-105
             Total **100-105**

100-105 credits are required for the Pre-Nursing DTA/MRP Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

NURSING PROGRAM (RN, LPN)

AAS Degree, Certificate: SCC

The purpose of the Nursing program, consistent with the mission and objectives of Community Colleges of Spokane, is to prepare men and women to assume entry-level positions as Licensed Practical Nurses (LPN) and Registered Nurses (RN) in the community. Program goals are integrated into the philosophy, conceptual framework, terminal objectives and course objectives for the program. Program of study includes both nursing and general education courses. Supervised clinical experience is provided in selected nursing areas.

After the second quarter, the student is eligible to take the Washington state exam for the Nursing Assistant Certified (NAC). At the completion of the first four quarters, the student is eligible to write the NCLEX Practical Nursing examination. At the completion of seven quarters of the nursing curriculum, the graduate may write the NCLEX exam for Registered Nurse. The program is approved by the Washington State Nursing Care Quality Assurance Commission and is accredited by the National League for Nursing Accrediting Commission.

Admission Requirements:

- Physical examination/immunizations/drug screening (completed after acceptance into the nursing program-forms available in the SCC Admissions Office)
- Any course in which a student earns below 2.0 GPA must be repeated before progressing in the program.
- LPNs and transfer students applying for advanced standing will be evaluated on an individual basis. Students may repeat a nursing class once: a maximum of two nursing courses may be repeated.

AAS DEGREE
Prerequisites

BIOL&   160   *General Biology w/Lab[1]*
BIOL&   241   *Human A & P 1[2]*
BIOL&   242   *Human A & P 2[2]*
BIOL&   260   *Microbiology[2]*
CHEM& 121   *Intro to Chemistry [1]*
ENGL& 101   *English Composition I[2]*
MATH   096   *Introductory Algebra[1]*
PSYC&   100   *General Psychology [2]*
PSYC   210   *Conception through Adolescent Developmental Psychology[2]*
             Prerequisite Credits Included in AAS Degree[2] 30
             Total **30**

First Quarter
NURS   116   Nursing Foundations[3] 9
NURS   131   Intravenous Therapy Concepts 1
             Total **10**

Second Quarter
NURS   125   Introduction to Medical/Surgical Nursing. 8
NURS   126   Pharmacology For Nurses. 2
             Total **10**

Third Quarter

HED	121	Cultural Diversity in Health Care	1
NURS	135	Parental and Perinatal Nursing	5
NURS	136	Mental Health Nursing	5
		Total **11**

Fourth Quarter

NURS	141	Professional Relationships	1
NURS	145	Medical Surgical Nursing Concepts	12
		Total **13**

Fifth Quarter

| NURS | 215 | Advanced Nursing Concepts I[4] . . . . | 10 |
| | | **Total** . . . . **10** |

Sixth Quarter

NURS	225	Advanced Nursing Concepts II.	10
NURS	226	Health Care Management.	2
		Total **12**

Seventh Quarter

| NURS | 235 | Advanced Nursing Concepts III . . . . | 11 |
| | | **Total** . . . . **11** |

107 credits are required for the AAS Degree.

CERTIFICATE
Prerequisites

BIOL&	160	*General Biology w/Lab[1]*
BIOL&	241	*Human A & P 1[2]*
BIOL&	242	*Human A & P 2[2]*
BIOL&	260	*Microbiology[2]*
CHEM&	121	*Intro to Chemistry [1]*
ENGL&	101	*English Composition I[2]*
MATH	096	*Introductory Algebra[1]*
PSYC&	100	*General Psychology [2]*
PSYC	210	*Conception through Adolescent Developmental Psychology[2]*
		Prerequisite Credits Included in Certificate[2] 30
		Total **30**

First Quarter

NURS	116	Nursing Foundations[3]	9
NURS	131	Intravenous Therapy Concepts	1
		Total **10**

Second Quarter

NURS	125	Introduction to Medical/Surgical Nursing	8
NURS	126	Pharmacology For Nurses	2
		Total **10**

Third Quarter

HED	121	Cultural Diversity in Health Care	1
NURS	135	Parental and Perinatal Nursing	5
NURS	136	Mental Health Nursing	5
		Total **11**

Fourth Quarter

NURS	141	Professional Relationships	1
NURS	145	Medical Surgical Nursing Concepts	12
		Total **13**

74 credits are required for the Certificate.

[1] *Completion of this course with a 2.5 grade or higher is prerequisite to acceptance into the nursing program. Because of the number of applicants for this program, the completion of all prerequisites does not ensure admission into the program.*

[2] *Credits from these select prerequisites are included in the total credits for degree. Completion of this course with a 2.5 grade or higher is prerequisite to acceptance into the nursing program. Because of the number of applicants for this program, the completion of all prerequisites does not ensure admission into the program.*

[3] *Once enrolled in NURS 116, the student must complete the first year within three years.*

[4] *Once enrolled in NURS 215, the student must complete the second year within three years.*

OCEANOGRAPHY PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

Oceanography encompasses all the sciences, thus courses in geology, biology, chemistry and physics are useful. Practicing oceanographers tend to specialize by emphasizing one of these sciences and thus become biological oceanographers, chemical oceanographers, etc. During the first two years of college, students planning a career in oceanography should complete general college requirements and acquire a strong background in mathematics and science.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

| | Suggested Courses to Consider[1] . . . . 90 |
| | **Total** . . . . **90** |

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

| | Suggested Courses to Consider[1] . . . . 90 |
| | **Total** . . . . **90** |

90 credits are required for the AS-T #1 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

OFFICE ASSISTANT

Certificate: SCC

The Office Assistant Certificate is a two-quarter program preparing students for entry-level positions. Students completing this program are prepared to format correspondence and reports; write routine letters, e-mails and memos; and perform a variety of duties depending on the office situations.

CERTIFICATE
First Quarter

BT	090	Basic Grammar for Business II	5
BT	101	Keyboarding	5
BT	151	Business Student Preparation	5
		Total **15**

Second Quarter

BT	102	Document Processing[1]	5
BT	109	Business Communications	5
BT	160	Job Preparation Techniques	3
BUS	103	Basic Business Math and Electronic Calculators	5
CATT	102	Introduction to Outlook	2.5
		Total **20.5**

35.5 credits are required for the Certificate.

[1] *Keyboarding proficiency of 30 wpm for three minutes with no more than six errors is a prerequisite for BT 102.*

OFFICE ASSISTANT

Certificate: SFCC

The Office Assistant Certificate, a three-quarter program of study, prepares students for entry-level office positions. Students receiving this certificate possess skills in keyboarding and formatting, computer software applications, records management, beginning bookkeeping procedures, and business communications.

Students are prepared to greet customers, make and receive telephone calls, format correspondence and reports, maintain business files, and perform general office duties as assigned.

Students have the opportunity to bridge the gap between the classroom and the working world by participating in cooperative work-classroom experience.

CERTIFICATE

First Quarter

BT	101	Keyboarding[1]	5
BT	107	Business Communications[2]	3
BUS	102	Math Skills for Business	3
GENST	106	College Success	3
IS	160	Internet Fundamentals	1
		Total	**15**

Second Quarter

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	102	Document Processing	5
BT	108	Business Communications[2]	3
CAPPS	112	Excel	1
CAPPS	114	Access	1
		Elective	1-2
		Total	**14-15**

Third Quarter

BT	155	Records Information Management	3
BT	160	Job Preparation Techniques	3
BT	231	Office Procedures	5
BT	266	Cooperative Education Seminar	1
BT	267	Cooperative Education Work Experience	1
BT	272	Business Correspondence	5
		Total	**18**

47-48 credits are required for the Certificate.

ELECTIVE

CAPPS	116	PowerPoint	1-3
CAPPS	120	Outlook	2

[1] *Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor is recommended.*

[2] *ENGL& 101 may be substituted.*

OFFICE CLERK

Certificate: SCC

The Office Clerk Certificate is a one-quarter program preparing students for entry-level positions. Students completing this program are prepared to format correspondence and reports, greet callers, make and receive telephone calls in a professional way, use e-mail effectively, maintain electronic calendars, and perform a variety of duties depending on the office situations.

CERTIFICATE

BT	090	Basic Grammar for Business II	5
BT	102	Document Processing[1]	5
BT	231	Office Procedures	5
CATT	102	Introduction to Outlook	2.5
		Total	**17.5**

17.5 credits are required for the Certificate.

[1] *Keyboarding proficiency of 30 wpm for three minutes with no more than six errors is a prerequisite for BT 102.*

OFFICE INFORMATION SYSTEMS

AAS Degree: SCC

The Office Information Systems program combines training in information processing, information systems, and office administration to give students the diversified training and background needed to hold positions of responsibility in business offices. Students are trained to use word processing, spreadsheet, database, presentation, web page development and project management software. Because using computer systems to manage information is the fundamental role of administrative office professionals, this program gives students a technical overview of office information systems, basic computer hardware and network administration. Advanced classes provide students with office procedures, project management and office management training.

To enter the third quarter of this program, students must pass competency tests in the following areas:
- Math (fractions, percentages, etc)
- Writing (write a basic letter, memo, and/or e-mail with correct spelling, punctuation, grammar, etc.)
- Format documents from unarranged copy in a timed situation (letters, memos, reports, tables) using Word
- Keyboarding proficiency of 40 wpm

AAS DEGREE

First Quarter

BT	090	Basic Grammar for Business II	5
BT	102	Document Processing	5
BT	151	Business Student Preparation	5
BUS	103	Basic Business Math and Electronic Calculators	5
		Total	**20**

Second Quarter

BT	109	Business Communications	5
BT	165	Word Processing	5
CATT	102	Introduction to Outlook	2.5
MMGT	223	Customer Service	3
		Total	**15.5**

Third Quarter

ACCT&	201	Prin of Accounting I [1]	5
BT	160	Job Preparation Techniques	3
BT	231	Office Procedures	5
		Elective	5
		Total	**18**

Fourth Quarter

BT	201	Information Processing	5
BT	250	Information Technology	5
BT	272	Business Correspondence	5
CIS	240	Introduction to Networks	5
		Total	**20**

Fifth Quarter

BT	202	Advanced Information Processing	5
BT	260	Administrative Office Management	5
CATT	172	Introduction to FrontPage	2.5
CATT	222	Advanced Microsoft Access I	2.5
CATT	223	Advanced Microsoft Access II	2.5
		Total	**17.5**

Sixth Quarter

BT	263	Integrated Office Applications	5
BT	285	Administrative Professional Internship	2
CATT	128	Desktop Publishing	5
CATT	241	Project Management Applications	2.5
MMGT	242	Project Management	2.5
		Total	**17**

108 credits are required for the AAS Degree.

ELECTIVE

ACCT	141	QuickBooks	1-5
BUS&	201	Business Law	5
BUS	204	Introduction to Law	5
BUS	280	Human Relations in Business	5
CMST&	210	Interpersonal Communication	5

[1] *ACCT& 201 may be substituted with ACCT 151.*

OFFICE SOFTWARE SPECIALIST

Certificate: SCC

Students enrolled in this four-quarter certificate program are trained to use word processing, spreadsheet, database and presentation software; students also format and proofread manuscripts, tables, reports, correspondence and other documents. Computers have become an integral part of every office. The ability to learn and apply software functions is important for all office workers.

To enter the third quarter of this program, students must pass compe-

tency tests in the following areas:

■ Math (fractions, percentages, etc.)
■ Writing (write a basic letter, memo, and/or e-mail with correct spelling, punctuation, grammar, etc.)
■ Format documents from unarranged copy in a timed situation (letters, memos, reports, tables) using Word
■ Keyboarding proficiency of 40 wpm

CERTIFICATE

First Quarter

BT	090	Basic Grammar for Business II	5
BT	102	Document Processing	5
BT	151	Business Student Preparation	5
		Total	**15**

Second Quarter

BT	109	Business Communications	5
BT	165	Word Processing	5
BUS	103	Basic Business Math and Electronic Calculators	5
CATT	102	Introduction to Outlook	2.5
		Total	**17.5**

Third Quarter

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	231	Office Procedures	5
MMGT	223	Customer Service	3
		Total	**16**

Fourth Quarter

BT	202	Advanced Information Processing	5
BT	250	Information Technology	5
CATT	128	Desktop Publishing	5
		Total	**15**

63.5 credits are required for the Certificate.

ORTHOTIC-PROSTHETIC TECHNICIAN

AAS Degree, Certificate: SFCC

Orthotics and Prosthetics is the design and fabrication of braces and artificial limbs and is one of today's rapidly growing health-related professions. Advancing materials technology and an increasing demand for orthotic-prosthetic services has led to an increase in the amount of technical support needed. There are many opportunities for the students completing a formal training program in orthotics and prosthetics.

The primary objective is to train students in the general fabrication procedures of orthotic and prosthetic devices, which include working with thermoplastic, metal, leather, plaster, and orthotic and prosthetic components. Subjects covered include related human anatomy, technology of materials, hand and power tools, equipment, and laboratory safety.

A certificate is awarded at the completion of the Orthotics program and at the completion of the Prosthetics program. An associate in applied science degree in Orthotics and Prosthetics is granted to students who successfully complete both programs.

AAS DEGREE

		General Education Courses[1]	18
		Total	**18**

First Quarter

OR-PR	111	Prosthetic Tools and Materials	4
OR-PR	112	Related Human Anatomy	3
OR-PR	114	Below Knee Prosthetics	10
		Total	**17**

Second Quarter

OR-PR	122	Related Anatomy of the Above Knee Amputation	3
OR-PR	124	Advanced Below Knee Prosthetics	4
OR-PR	126	Above-the-Knee Prosthetics	10
		Total	**17**

Third Quarter

OR-PR	132	Related Anatomy (Upper Extremity)	2
OR-PR	134	Below Elbow Prosthetics	8
OR-PR	136	Above Elbow Prosthetics	7
		Total	**17**

Fourth Quarter

OR-PR	138	Clinical Prosthetics	6
		Total	**6**

Fifth Quarter

OR-PR	141	Orthopedic Equipment and Materials	4
OR-PR	142	Spinal Anatomy Related to Orthotics	3
OR-PR	144	Spinal Orthotics	10
		Total	**17**

Sixth Quarter

OR-PR	152	Foot and Ankle Skeletal Structure	3
OR-PR	154	Orthotic Shoe Fabrications	4
OR-PR	156	Ankle-Foot Orthosis	10
		Total	**17**

Seventh Quarter

OR-PR	162	Related Anatomy for the Above Knee Orthotics	1
OR-PR	164	Above the Knee Orthotics	8
OR-PR	172	Upper Extremity Anatomy Related to Orthotics	1
OR-PR	174	Upper Extremity Orthotics	7
		Total	**17**

Eighth Quarter

OR-PR	178	Clinical Orthotics	6
		Total	**6**

132 credits are required for the AAS Degree.

CERTIFICATE

ORTHOTICS

		General Education Courses[1]	9
		Total	**9**

First Quarter

OR-PR	141	Orthopedic Equipment and Materials	4
OR-PR	142	Spinal Anatomy Related to Orthotics	3
OR-PR	144	Spinal Orthotics	10
		Total	**17**

Second Quarter

OR-PR	152	Foot and Ankle Skeletal Structure	3
OR-PR	154	Orthotic Shoe Fabrications	4
OR-PR	156	Ankle-Foot Orthosis	10
		Total	**17**

Third Quarter

OR-PR	162	Related Anatomy for the Above Knee Orthotics	1
OR-PR	164	Above the Knee Orthotics	8
OR-PR	172	Upper Extremity Anatomy Related to Orthotics	1
OR-PR	174	Upper Extremity Orthotics	7
		Total	**17**

Fourth Quarter

OR-PR	178	Clinical Orthotics	6
		Total	**6**

66 credits are required for the Certificate.

PROSTHETICS

		General Education Courses[1]	9
		Total	**9**

First Quarter

OR-PR	111	Prosthetic Tools and Materials	4
OR-PR	112	Related Human Anatomy	3
OR-PR	114	Below Knee Prosthetics	10
		Total	**17**

Second Quarter

OR-PR	122	Related Anatomy of the Above Knee Amputation	3
OR-PR	124	Advanced Below Knee Prosthetics	4

OR-PR 126 Above-the-Knee Prosthetics. 10
          Total 17

Third Quarter

OR-PR 132 Related Anatomy (Upper Extremity) 2
OR-PR 134 Below Elbow Prosthetics. 8
OR-PR 136 Above Elbow Prosthetics. 7
          Total 17

Fourth Quarter

OR-PR 138 Clinical Prosthetics 6
          Total 6

66 credits are required for the Certificate.

GENERAL EDUCATION COURSES

BT 107 Business Communications 3
BUS 103 Basic Business Math and Electronic Calculators 5
CMST 121 Job Communication Skills. 2
HLTH 174 First Aid. 3
HS 136 Improving Interpersonal Communication. 5
MATH 035 The Metric System 1

[1] *A total of 9 general education course credits are required for a certificate. A to-tal of 18 general education course credits are required for the AAS degree.*

OUTPATIENT MEDICAL CODER

Certificate: SCC

This program offers a one-year certificate and prepares students to work with health information in a range of settings including physicians' offices, nursing facilities, ambulatory care clinics and health insurance agencies. Training in realistic work environments include coding and abstracting clinical data, managing computer databases, health-related legal principles and policies, and knowledge of the Health Insurance Portability and Accountability Act (HIPAA) regulations. Upon comple-tion of the program, students are eligible to take the national Certified Coding Associate (CCA) certification exam offered by the American Health Information Management Association (AHIMA).

CERTIFICATE
First Quarter

CMST& 210 Interpersonal Communication 5
HIT 104 Introduction to Health Information 3
HIT 160 Computer Theory in Health Information. 3
HUC 108 Human Anatomy 5
HUC 125 Medical Terminology 5
          Total 21

Second Quarter

HED 109 Human Physiology and Disease. 5
HIT 101 Health Record Systems 5
HIT 161 Health Management Information Systems 3
HIT 212 Acute Care Coding. 5
          Total 18

Third Quarter

HIT 129 Pathophysiology. 5
HIT 162 Electronic Health Record Systems 3
HIT 214 Ambulatory Care Coding 5
HIT 216 Reimbursement Strategies for HIM Professionals 5
HUC 105 Legal Concepts in Health 3
          Total 21

Fourth Quarter

BUS 103 Basic Business Math and Electronic Calculators 5
CMST 227 Intercultural Communication 5
HIT 203 Clinical Practice 3
          Total 13

73 credits are required for the Certificate.

PARALEGAL

AAS Degree, Certificate: SCC

This regionally respected ABA approved program consists of basic and specialty courses designed to prepare students for employment in the legal services field. An AAS degree is awarded after completion of 94 – 99 credits of required coursework (depending on the math require-ment). If full class loads are taken each quarter, the program requires 6 – 8 quarters to complete. Most specialty classes are taught early morning or evening. The supervised legal work experience required for graduation or the internship must be approved by the program coordinator. Ask a counselor or faculty adviser about transfer articulation agreements with four-year institutions.

Note: A Paralegal graduate does not receive a license to practice law; thus performing legal work directly for the public or giving legal advice directly to the public constitutes the unauthorized practice of law.

Students working toward the AA degree for transfer to a four-year institution should consult individually with an adviser or counselor for planning the AA degree program. For information on AA degree requirements, refer to the Degree and Certificate Requirements section of this catalog. More information on specific transfer programs can be found in the academic programs section of this catalog.

AAS DEGREE
Prerequisites

BT 109 Business Communications[1]
         Basic Courses[2] 31
         General Education Courses[2] 27
         Other Courses[2]. 0-5
         Specialty Courses-AAS [3] 28
         Supervised Legal Work Experience[4] 8
         Total 94-99

94-99 credits are required for the AAS Degree.

CERTIFICATE

         Basic Courses 26
         General Education Courses. 10
         Other Courses[5]. 0-5
         Specialty Courses-Certificate[6] 24
         Supervised Legal Work Experience[4] 8
         Total 68-73

68-73 credits are required for the Certificate.

BASIC COURSES

BUS 204 Introduction to Law. 5
LA 100 Legal Careers Orientation. 1
LA 101 Introduction to Paralegalism 2
LA 105 Washington Court Rules-State and Federal 3
LA 110 Legal Research and Writing 5
LA 118 Instrument Drafting. 3
LA 120 Law Office Computing 5
LA 125 Advanced Law Office Computing 5
LA 130 Legal Ethics 1
LA 135 Professional Effectiveness 1

GENERAL EDUCATION COURSES

ENGL& 101 English Composition I. 5
MATH& 141 Precalculus I 5

OTHER COURSES

BUS 104 Business Mathematics 5

SPECIALTY COURSES-AAS

ACCT 151 College Accounting I 5
ACCT& 201 Prin of Accounting I 5
LA 201 Introduction to Probate 3
LA 207 Community Property and Domestic Relations I 3
LA 211 Debtor-Creditor and Bankruptcy 3
LA 215 Commercial Transaction 3
LA 217 Business Organizations 3
LA 218 Employment Law. 3
LA 219 Criminal Law and Procedure 3

LA	220	Torts	3
LA	221	Property and Real Estate Transactions I	3
LA	223	Idaho Civil and Criminal Court Rules	3
LA	225	Trial Preparation and Procedures I	3
LA	227	Trial Preparation and Procedures II	3
LA	230	Insurance Law	3
LA	240	Special Issues Seminar	1-10
LA	285	Legal Office Internship	1-3
MSEC	101	Medical Terminology and Anatomy	5
MSEC	102	Medical Terminology and Anatomy	5

SPECIALTY COURSES-CERTIFICATE

ACCT	151	College Accounting I	5
ACCT&	201	Prin of Accounting I	5
BUS	204	Introduction to Law	5
LA	201	Introduction to Probate	3
LA	207	Community Property and Domestic Relations I	3
LA	211	Debtor-Creditor and Bankruptcy	3
LA	212	Administrative Law	3
LA	215	Commercial Transaction	3
LA	217	Business Organizations	3
LA	218	Employment Law	3
LA	219	Criminal Law and Procedure	3
LA	220	Torts	3
LA	221	Property and Real Estate Transactions I	3
LA	223	Idaho Civil and Criminal Court Rules	3
LA	225	Trial Preparation and Procedures I	3
LA	227	Trial Preparation and Procedures II	3
LA	230	Insurance Law	3
LA	240	Special Issues Seminar	1-10
LA	285	Legal Office Internship	1-3
MSEC	101	Medical Terminology and Anatomy	5
MSEC	102	Medical Terminology and Anatomy	5

SUPERVISED LEGAL WORK EXPERIENCE

LA	245	Supervised Legal Work Experience	8

[1] *Prior to acceptance into the course of study leading to the AAS degree in paralegal studies, students must either achieve a 60 percentile/42 scaled score or better on the written section of the college's assessment test or receive a 2.0 grade or better in BT 109.*

[2] *See department program coordinator for additional list of courses.*

[3] *Specialty courses must total 28 credits for the AAS degree.*

[4] *Students must complete 8 credits.*

[5] *If the student chooses BUS 104 as a math requirement, student must complete an additional 5 credits from the list of communication, social science, or humanities electives.*

[6] *Prerequisites for all Legal Specialty Courses: LA 100.*

[7] *Prerequisites are ENGL& 101 and LA 101.*

[8] *Prerequisites are LSEC 239 or 249 and a college-level computer course recommended to be selected from the BT, CIS, or LSEC departments' offerings.*

[9] *ACCT& 201 may be substituted with ACCT 151.*

[10] *Because each course is different, LA 240 may be repeated as frequently as desired and all credits received may be applied toward the specialty credit requirements for this degree.*

[11] *Maximum of 3 credits of internship may be applied toward this degree.*

[12] *Specialty courses must total 24 credits for the certificate.*

PHARMACY PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

Pharmacists have a vast number of career opportunities including community and hospital pharmacies, manufacturing industry, medical representatives, sales people and researchers. Pharmacists must be scientifically motivated and be able to work with orderliness and precision. Pharmacists are university graduates who have successfully completed the state pharmacy board examination and have a license to practice.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AS-T #1 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

PHARMACY TECHNICIAN

AAS Degree, Certificate: SCC

The Pharmacy Technician program trains students in all phases of the pharmacy field: drug products, calculations, dosages, dispensing techniques, inventory management, and Washington pharmacy law. Graduates will be prepared to work in both community and hospital pharmacy settings.

Each required course for graduation must be completed with a 2.0 grade or better before proceeding to the next quarter and must be maintained in all classes. The student may enroll in liberal arts either preceding or following the professional curriculum. For an associate in applied science degree, the student must complete 30 credit hours of required courses and 7 hours of department approved electives numbered 100 or above in addition to the one-year professional curriculum.

Admission Prerequiesite Requirements:

- High school diploma or GED certificate
- Washington State Patrol (WSP) background check
- Drug Screening
- Typing test with a score of 35 – 40 wpm or completion of BT 101 within the last 5 years
- Interview with pharmacy technician instructor
- Three letters of recommendation
- Appropriate scores on one of the following: ASSET or COMPASS
- Students may repeat a pharmacy technician class once, but it must be repeated within two years
- Each required course for graduation must be completed with a 2.0 grade or better before proceeding to the next quarter
- If the student does not pass a winter quarter class and has to repeat the class the next year, they must also pass the technique skills for the lab portion of PHARM 123 and 124.

AAS DEGREE

Electives[1]	7
Required Courses for AAS Degree	30
Total	**37**

First Quarter

HED	108	Human Anatomy	5
HED	125	Medical Terminology	5
PHARM	101	Introduction to Pharmacy Technician	3
PHARM	115	Mathematics for Pharmacy Technicians	5
PHARM	119	Pharmacology	3
		Total	**21**

Second Quarter

CMST	127	Leadership Development	3
ENG	189	Writing for Vocational Students	2
PHARM	122	Advanced Pharmacology	5
PHARM	123	Hospital Pharmacy Dispensing and Management	5
PHARM	124	Community Pharmacy Dispensing and Management	3
PHARM	131	Pharmacy Law and Ethics	3
		Total	**21**

Third Quarter

PHARM	130	Entering the Work Environment	2
PHARM	132	Community Pharmacy	6
PHARM	133	Hospital Pharmacy	6
		Total	**14**

93 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

HED	108	Human Anatomy	5
HED	125	Medical Terminology	5
PHARM	101	Introduction to Pharmacy Technician	3
PHARM	115	Mathematics for Pharmacy Technicians	5
PHARM	119	Pharmacology	3
		Total	**21**

Second Quarter

CMST	127	Leadership Development	3
ENG	189	Writing for Vocational Students	2
PHARM	122	Advanced Pharmacology	5
PHARM	123	Hospital Pharmacy Dispensing and Management	5
PHARM	124	Community Pharmacy Dispensing and Management	3
PHARM	131	Pharmacy Law and Ethics	3
		Total	**21**

Third Quarter

PHARM	130	Entering the Work Environment	2
PHARM	132	Community Pharmacy	6
PHARM	133	Hospital Pharmacy	6
		Total	**14**

56 credits are required for the Certificate.

OPTIONAL ELECTIVES TO CONSIDER

BUS&	101	Intro to Business	5
BUS	280	Human Relations in Business	5
ENGL&	102	Composition II	5
MATH&	107	Math in Society	5
MMGT	101	Principles of Management	5
SOC	211	Marriage and the Family	5

REQUIRED COURSES FOR AAS DEGREE

CIS	110	Introduction to Computer Applications	5
CMST&	210	Interpersonal Communication	5
CMST	227	Intercultural Communication	5
ENGL&	101	English Composition I	5
PSYC&	100	General Psychology	5
SOC	101	Introduction to Sociology	5

[1] *Departmentally approved elective numbered 100 or above.*

PHILOSOPHY PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Philosophy is the study of fundamental intellectual problems concerning reality, knowledge, reason, and value, and classical and contemporary attempts at their solution. It is hoped that the reading of classical treatments will make the student sensitive to the problems in their historic dimensions and that knowledge of related contemporary literature will encourage students to participate in the development of their own critical faculties.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

| | Suggested Courses to Consider[1] | 90 |
| | **Total** | **90** |

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

PHOTOGRAPHY

AAS Degree: SFCC

Founded in 1965, the Photography program at Spokane Falls Community College is an intensive two-year study of visual communications. Students explore career opportunities in commercial illustration,

corporate communications, photojournalism and portraiture, and have opportunities to interact with industry through field trips, guest speakers and cooperative work experiences.

First-year students learn the fundamentals of lighting and composition while surveying career fields. Second-year students complete projects with real world scenarios and focus on prevailing trends in technology.

In addition to teaching technical skills and artistic design, the program stresses positive work habits and helps students develop personal career goals.

With guidance from an advisory committee made up of employers and working professionals, the Photography program is constantly updated to reflect current industry standards.

AAS DEGREE

First Quarter

BUS	103	Basic Business Math and Electronic Calculators	5
PHOTO	101	Introduction to Photography	5
PHOTO	102	Photographic Appreciation	2
PHOTO	126	Digital Photography I	5
		Total	**17**

Second Quarter

BT	107	Business Communications[1]	3
PHOTO	111	Studio Photography I	4
PHOTO	112	Photographic Design	4
PHOTO	115	Photography Lab II	3
		Photography Approved Electives	3
		Total	**17**

Third Quarter

ART	105	Color and Design	5
BT	108	Business Communications[1]	3
PHOTO	121	Location Photography I	4
PHOTO	125	Photography Lab III	3
		Photography Approved Electives	3
		Total	**18**

Fourth Quarter

PHOTO	200	Photography Media	4
PHOTO	205	Photography Lab IV	3
		Communication Electives	5
		Photography Approved Electives	3-6
		Total	**15-18**

Fifth Quarter

GENST	109	Applied Critical Thinking	3
PHOTO	215	Photography Lab V	3
PHOTO	227	Business of Photography	3
		Photography Approved Electives	6-8
		Total	**15-17**

Sixth Quarter

PHOTO	225	Photography Lab VI	3
PHOTO	266	Cooperative Education Seminar	1
PHOTO	267	Cooperative Education Work Experience	2-5
		Photography Approved Electives	8-10
		Total	**14-19**

96-106 credits are required for the AAS Degree.

COMMUNICATION ELECTIVES

| BUS | 280 | Human Relations in Business | 5 |
| HS | 136 | Improving Interpersonal Communication | 5 |

PHOTOGRAPHY APPROVED ELECTIVES

ART	127	Visual Arts Special Workshops	1-15
ART	189	Printmaking	4
ART	191	Screen Printing	4
ART	192	Printmaking, Intaglio	4
ART	193	Lithography (Printmaking)	4
GRDSN	155	FreeHand I	2
GRDSN	156	Illustrator I	2
GRDSN	157	QuarkXPress I	2
GRDSN	158	PhotoShop I	2
GRDSN	160	Director	2

GRDSN 162   MacIntosh OS X. 2
GRDSN 163   InDesign I. 2
GRDSN 164   Illustrator II. 2
GRDSN 165   QuarkXpress II 2
GRDSN 166   PhotoShop II 2
GRDSN 167   Fireworks 2
GRDSN 168   InDesign II 2
GRDSN 171   Flash 2
GRDSN 172   Dreamweaver 2
GRDSN 173   Flash II 2
GRDSN 174   Dreamweaver II 2
GRDSN 200   Graphic Design Workshop 1-5
PHOTO 120   Photographic Arts 3
PHOTO 131   Introduction to Photojournalism 3
PHOTO 132   Advanced Black and White Photography 3
PHOTO 133   Color Lab 3
PHOTO 231   Studio Photography II 4
PHOTO 232   Portraiture. 4
PHOTO 233   Location Photography II 4
PHOTO 234   Digital Photography II. 5
PHOTO 235   Nature and Landscape Photography 5
PHOTO 236   Photography Workshop. 1-4
PHOTO 237   Introduction to Documentary DV Production. 3
PHOTO 267   Cooperative Education Work Experience. 1-5

[1] BT 107 and 108 may be substituted with ENGL& 101 or ENGL 105.

[2] In addition to listed electives, student may select independent study with approval of program instructor.

PHYSICAL THERAPIST ASSISTANT

AAS Degree: SFCC

SFCC offers a two-year program to prepare physical therapist assistants for immediate employment in physical therapy facilities. The program includes study in anatomy and physiology, social science, technical physical therapy courses and practical clinical experience in area health care facilities affiliated with the college. The program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The technical courses for the Physical Therapist Assistant program are not designed to transfer to four-year schools.

Physical therapist assistants work under the supervision of a physical therapist in the delivery of physical therapy services. Their duties include assisting the physical therapist in implementing treatment programs according to the plan of care, training patients in exercises and activities of daily living, conducting treatments, using special equipment, administering modalities and other treatment procedures, and reporting to the physical therapist on the patient's responses.

Physical therapy practitioners work with the entire spectrum of the patient population and are employed in a wide variety of settings, including hospitals and medical centers, rehabilitation centers, pediatric facilities or school systems, private physical therapy clinics, home health care agencies, convalescent centers and extended care facilities.

Admission Requirements:

■ Completion of the physical therapist assistant program application booklet which is available at the SFCC counseling center. Applications are accepted during the winter quarter preceding fall quarter entry into the program.

■ Appropriate placement scores in COMPASS/ASSET for English and math.

■ GPA of 2.0 in all prerequisites and all subjects required for the degree.

■ Documentation of either paid or volunteer experience in a medical setting (prefer physical therapy).

■ Current immunizations, and passing of physical examination, drug screening and Washington State Patrol criminal background check.

The PTA program incorporates a selective process for admission. This admission process uses a point system based on relevant coursework completed at the time of application and verification of paid or volunteer experience in a medical setting. Please be aware that the completion of all prerequisites does not ensure admission to the program.

AAS DEGREE

Prerequisites

BIOL&   160   General Biology w/Lab
BIOL&   241   Human A & P 1[1]
ENGL&   101   English Composition I[2] 5
MATH   092   Elementary Algebra II[2]. 5
PSYC&   100   General Psychology [2]. 5
          Total 15

First Quarter

PTA   101   Introduction to Physical Therapy 3
PTA   102   Physical Therapy Terminology. 1
PTA   106   Regional Human Anatomy and Physiology 5
PTA   110   PTA Procedures I: Basic PT Procedures 7
       Total 16

Second Quarter

PTA   103   Applied Anatomy. 6
PTA   104   Survey of Pathophysiology 5
PTA   105   Introduction to Neuroscience 4
       Total 15

Third Quarter

PTA   111   PTA Procedures II: PT Modalities. 7
PTA   112   PTA Procedures III: Functional Restoration. 7
PTA   151   Clinical Experience I 2
       Total 16

Fourth Quarter

PTA   202   Introduction to Orthopedics 3
PTA   210   PTA Procedures IV: Therapeutic Exercise. 7
PTA   212   PTA Procedures VI: Pediatric Rehabilitation 3
PTA   251   Clinical Experience II. 2
       Total 15

Fifth Quarter

PTA   201   Issues in Physical Therapy and Health Care 2
PTA   211   PTA Procedures V: Rehabilitation Applications. 7
PTA   252   Clinical Experience III 4
       Total 13

Sixth Quarter

PTA   253   PTA Clinical Affiliation 12
       Total 12

102 credits are required for the AAS Degree.

[1] Must have been taken within the last five years and completed with a 2.0 grade or better. Coursework older than five years will be evaluated on a case-by-case basis.

[2] Admission preference is given to students who complete these courses prior to entry into the program. May be substituted with approval of program chair. Credits from these select prerequisites are included in the total credits for degree.

PHYSICS PRE-MAJOR

AA-DTA Degree, AS-T #2 Degree: SCC, SFCC

Physics is the science dealing with the properties, changes and interactions of matter and energy. It is the study of basic natural laws.

Physicists work in research at many industrial centers; they are employed by government agencies at all levels. Educational institutions provide career opportunities for physics graduates. Students pursuing a major in physics will also study mathematics and chemistry.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

          Suggested Courses to Consider[1] 90
          Total 90

90 credits are required for the AA-DTA Degree.

AS-T #2 DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AS-T #2 Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

POLITICAL SCIENCE PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Political Science is the social science concerned chiefly with the description and analysis of political systems, human behaviors, ideologies, governmental institutions, processes and decision-making procedures.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

PSYCHOLOGY PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Psychology, properly so called, is the study of behavior and mental processes of all organisms, not just humans. Students may pursue psychology as a profession or as an interest.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1] 90
Total 90

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

RADIOLOGY TECHNOLOGY

AAS Degree: SCC

Radiologic technologists are an integral part of a team of healthcare workers providing patient care. Their primary duties include producing radiographic examinations that aid the physicians in diagnosing diseases and/or injuries. The radiologic technologist performs examinations at the request of a physician.

The technologist's primary role is obtaining top quality radiographic images while providing patient care. Radiologic departments can be found in hospitals, freestanding clinics and physician offices. While in the program the students become proficient at performing examinations in general radiography, fluoroscopy, surgery, trauma and intensive care units.

The program meets the criteria set forth by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in collaboration with academic guidelines set by the American Society of Radiologic Technologists (ASRT).

Upon completion and graduation of the program the students are able to take the national registry examination given by the American Registry of Radiologic Technologists (ARRT).

Each required course for graduation must be completed with a grade of 2.0 or better before proceeding to the next quarter. All clinicals must be completed with a grade of 2.5 or better.

Washington State Patrol background checks and drug screening are completed at the beginning of the program and if there is a finding, clinical sites may not accept the student. This could prevent program completion, inability to take the national exam, and future employment due to a failed background check and/or drug screening.

Admission Requirements:

■ Radiology courses are limited to students of the Radiology Technology program.

■ A minimum score of 41 on the ASSET test is required in each session.

■ Students applying to the course must have completed 80 hours as a volunteer or employee in a patient care setting, and 10 of these hours need to be completed in a radiology department.

■ Interviews will be conducted as part of the selection process for the Radiology program.

■ Students must provide three confidential letters of recommendation.

■ Physical examination, immunizations, and drug screening are required (after being accepted into the Radiology Technology program). Forms are available in the SCC registration office.

■ All math and science prerequisites must have been completed within the last five years with a grade of 2.5 or better. All documentation must be submitted by June 25th of the year of application.

AAS DEGREE
Prerequisites

BIOL&	241	*Human A & P 1*[1]
BIOL&	242	*Human A & P 2*[1]
CIS	110	*Introduction to Computer Applications*
MATH	099	*Intermediate Algebra*[2]
PHYS	100	*Introductory Physics*

First Quarter

RAD	111	Radiographic Positioning I	5
RAD	112	Medical Terminology for Radiology I	1
RAD	113	Patient Care and Ethics I	2
RAD	114	Radiographic Image Evaluation I	2
RAD	115	Fuch's Radiographic Principles I	3
RAD	116	Clinical Education I	7
		Total	**20**

Second Quarter

RAD	121	Radiographic Positioning II	3
RAD	122	Medical Terminology for Radiology II	1
RAD	123	Patient Care and Ethics II	2
RAD	124	Radiographic Image Evaluation II	2
RAD	125	Fuch's Radiographic Principles II	3
RAD	126	Clinical Education II	8
RAD	127	Mobile/Surgical Procedures	1
		Total	**20**

Third Quarter

RAD	131	Radiographic Positioning III	2
RAD	132	Radiation Physics	2
RAD	134	Radiographic Image Evaluation III	2
RAD	136	Clinical Education III	9
		Total	**15**

Fourth Quarter

RAD	141	Radiographic Positioning IV	2
RAD	144	Radiographic Image Evaluation IV	1
RAD	145	Fuch's Radiographic Principles III	2
RAD	146	Clinical Education IV	8
		Total	**13**

Fifth Quarter

RAD	211	Radiographic Positioning V	1
RAD	212	Quality Management	1
RAD	213	Various Modalities	2
RAD	214	Radiographic Image Evaluation IV	2
RAD	215	Radiation Biology and Protection	2

RAD   216   Clinical Education V 9
            Total 17

Sixth Quarter

ENGL& 101   English Composition I[2] 5
RAD   223   Radiation Pathology 2
RAD   224   Radiographic Image Evaluation V 2
RAD   225   Skull and GI Review 1
RAD   226   Clinical Education VI 9
            Total 19

Seventh Quarter

RAD   235   Pharmacology/Venipuncture 1
RAD   236   Clinical Education VII 9
RAD   237   Review and Registration Preparation 3
            Total 13

117 credits are required for the AAS Degree.

[1] *This course has a prerequisite of BIOL& 160.*

[2] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*

RESPIRATORY CARE

AAS Degree: SCC

Respiratory Care is a dynamic, high tech, high touch field involving direct patient care. This field is a life supporting, life enhancing allied health care profession practiced under qualified medical direction. Services provided to patients with disorders of the cardiopulmonary system include diagnostic testing, therapeutics, monitoring and rehabilitation. Patient, family and public education are essential to the mission of the profession. Respiratory care services are provided in all health care facilities (acute, subacute/long term, skilled nursing) and in the home.

This program operates under the essentials established by the Committee on Allied Health Education Programs (CAHEP) in collaboration with the Committee on Accreditation for Respiratory Therapy Care (COARC).

Upon completion of the program, the graduate qualifies for an associate in applied science degree and is eligible to apply to take the national entry-level (CRT certification) and advanced practitioner (RRT registry) examinations offered by the National Board for Respiratory Care (NBRC). Additionally, graduates are qualified to sit for the NBRC specialty exams for pulmonary diagnostics and neonatal pediatric specialty.

Admission Requirements:

■ High school diploma or GED certificate
■ Interview with respiratory care instructor
■ Four-hour observation in the clinical setting to be arranged by respiratory care faculty
■ Appropriate scores in one of the following: ASSET or COMPASS
■ Computer skills recommended
■ Active e-mail account recommended
■ American Heart Association: HCP CPR card (within six months) recommended

AAS DEGREE

Prerequisites

BIOL&   160   *General Biology w/Lab[1]*
CHEM&   121   *Intro to Chemistry [1]*
MATH   099   *Intermediate Algebra[1]*

First Quarter

BIOL& 241   Human A & P 1 5
NCT   113   Electrophysiology I 4
RT   110   Physical Science for Respiratory Care 3
RT   111   Respiratory Care Fundamentals I 3
RT   112   Pharmacology and Medical Terminology I 1
            Total 16

Second Quarter

BIOL& 242   Human A & P 2 5
CMST& 210   Interpersonal Communication 5
NCT   123   Electrophysiology II 4
RT   120   Respiratory Care Fundamentals II 4

            Total 18

Third Quarter

BIOL& 260   Microbiology[2] 5
RT   130   Fundamentals of Spirometry and Blood Gas Analysis . 3
RT   131   Cardiopulmonary Anatomy and Physiology 1
RT   132   Respiratory Care Fundamentals III 4
RT   133   Pharmacology and Medical Terminology II 3
RT   134   Respiratory Care Clinical I 1
            Total 17

Fourth Quarter

RT   140   Respiratory Care Fundamentals IV 2
RT   141   Medical/Surgical Respiratory Care 1
RT   142   Computer Applications for Respiratory Care 1
RT   143   Respiratory Care Clinical II 5
            Total 9

Fifth Quarter

RT   210   Critical Care I 6
RT   211   Advanced Cardiac Life Support 2
RT   212   Respiratory Care Clinical III 5
RT   213   Pulmonary Volumes, Diffusion and Instrumentation . . 3
RT   214   Pulmonary Diagnostics Clinical I 1
RT   215   Cardiopulmonary Pathophysiology 1
            Total 18

Sixth Quarter

RT   220   Critical Care II 5
RT   221   Perinatal Respiratory Care 3
RT   222   Respiratory Care Clinical IV 4
RT   223   Advanced Pulmonary Diagnostics 4
RT   224   Advanced Pulmonary Diagnostics Clinical II 1
            Total 17

Seventh Quarter

RT   230   Current Trends in Respiratory Care 2
RT   231   Patient Management and Problem Solving 3
RT   232   Sub-Acute/Rehabilitation Respiratory Care 2
RT   233   Fundamentals of Management in Health Care 2
RT   234   Respiratory Care Clinical V 5
            Total 14

109 credits are required for the AAS Degree.

[1] *All math and science courses must have been taken within the last five years and must have been completed with a 2.0 grade or better.*

[2] *BIOL& 260 can be taken spring or summer quarter.*

RETAIL MANAGEMENT

AAS Degree, Certificate: SFCC

Retail Management is a two-year specialized management program designed to prepare both men and women for responsible managerial careers in retail merchandising. Closely allied with the Fashion Merchandising program, emphasis is placed on inventory control procedures and techniques, in-store promotion, budgeting, buying techniques and retail salesmanship.

The Retail Management Certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. Students who complete the ten course Retail Management Certificate program will develop a clear sense of the scope of a career in the field of retail management. The program serves both entry-level job candidates and incumbent employees. The curriculum includes foundational courses in both written and oral communication, business math, human relations, and microcomputer applications. Students also complete specific business and management courses in accounting, management, marketing, retailing, and human resource management. After successful completion of the required coursework, students will receive a Retail Management Certificate. This certificate is endorsed by the Western Association of Food Chains (WAFC).

AAS DEGREE

First Quarter

BT   107   Business Communications[1] 3

BUS&	101	Intro to Business.	5
BUS	103	Basic Business Math and Electronic Calculators	5
FMDSE	111	Fashion Merchandising Seminar[2]	1
FMDSE	267	Cooperative Education Work Experience	1
MMGT	181	Leadership Training-DEC	1
		Total	**16**

Second Quarter

CMST&	101	Introduction to Communication.	5
FMDSE	112	Fashion Merchandising Seminar	1
FMDSE	150	Principles of Retail Merchandising.	5
FMDSE	180	Retail Sales Techniques	3
FMDSE	267	Cooperative Education Work Experience[2]	1
MMGT	182	Leadership Training-DEC	1
		Total	**16**

Third Quarter

BT	108	Business Communications[1].	3
BT	272	Business Correspondence	5
FMDSE	113	Fashion Merchandising Seminar[2].	1
FMDSE	267	Cooperative Education Work Experience[2]	1
IS	120	Business Computer Use	3
MMGT	183	Leadership Training-DEC	1
		Electives Group A, B, or C	2
		Total	**16**

Fourth Quarter

FMDSE	224	Principles of Retail Promotion[3].	5
MMGT	211	Marketing	5
		Electives Group A, B, or C	5
		Group C - Computer Software Electives	1
		Total	**16**

Fifth Quarter

ACCT&	201	Prin of Accounting I	5
BUS	280	Human Relations in Business[4]	5
ECON&	202	Macro Economics.	5
		Total	**15**

Sixth Quarter

FMDSE	210	Merchandising Management	5
		Electives Group A, B, or C	12
		Total	**17**

96 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

BT	107	Business Communications[1].	3
BUS	103	Basic Business Math and Electronic Calculators [5]	5
FMDSE	150	Principles of Retail Merchandising.	5
IS	120	Business Computer Use	3
		Total	**16**

Second Quarter

ACCT&	201	Prin of Accounting I	5
BT	108	Business Communications[1].	3
CMST&	101	Introduction to Communication.	5
MMGT	231	Human Resource Management	5
		Total	**18**

Third Quarter

BUS	280	Human Relations in Business.	5
MMGT	101	Principles of Management	5
MMGT	211	Marketing.	5
		Total	**15**

49 credits are required for the Certificate.

GROUP A - BUSINESS ELECTIVES

ACCT&	202	Prin of Accounting II	5
BT	101	Keyboarding.	5
BUS	100	Money Management	3
BUS&	201	Business Law	5
BUS	217	Business Statistics	5
BUS	280	Human Relations in Business.	5
ECON&	201	Micro Economics	5

MMGT	101	Principles of Management	5
MMGT	231	Human Resource Management	5
MMGT	270	Conference Preparation Techniques.	1-5
SBM	101	How to Start a Small Business	5

GROUP B - ELECTIVES

ART	105	Color and Design.	5
FMDSE	161	Merchandise Trends.	3
INTDS	170	Elements of Interior Design	5
INTDS	179	History of Interiors I	3
INTDS	180	History of Interiors II	3

GROUP C - COMPUTER SOFTWARE ELECTIVES

CAPPS	102	Introduction to Office	1
CAPPS	110	Word	1
CAPPS	112	Excel	1
CAPPS	114	Access	1

[1] *May substitute ENGL& 101.*

[2] *Three credits of work experience are required. Must be taken concurrently with seminar.*

[3] *FMDSE 224 may be substituted with MMGT 218.*

[4] *BUS 280 may be substituted with MMGT 231.*

[5] *May substitute MATH 091 or above.*

[6] *Select from listed electives or other business courses as approved by the management adviser.*

[7] *Select from listed electives or other art courses as approved by the management adviser.*

SMALL BUSINESS MANAGEMENT

AAS Degree: SFCC

The objectives of this program are to educate students in the techniques and principles of owning, operating and managing a small business, and to make current small business owners more effective and efficient in their operations. This program provides support courses for other vocational programs by concentrating on specific small business knowledge and skills.

Keyboarding proficiency of 35 wpm is expected.

AAS DEGREE
First Quarter

ACCT&	201	Prin of Accounting I	5
BT	107	Business Communications[1].	3
BUS&	101	Intro to Business.	5
MMGT	111	Mid-Management Seminar	1
		Computer Elective (Information Systems)	1
		Total	**15**

Second Quarter

BT	108	Business Communications[1].	3
BUS	105	Principles of Leadership[2].	3
BUS	280	Human Relations in Business	5
CRMGT	140	Financial Statement Analysis	3
MMGT	112	Mid-Management Seminar	1
		Total	**15**

Third Quarter

ACCT	141	QuickBooks	2
BUS	103	Basic Business Math and Electronic Calculators	5
BUS	108	eBusiness	2
MMGT	211	Marketing.	5
		Computer Elective (Information Systems)	1
		Total	**15**

Fourth Quarter

BT	272	Business Correspondence	5
BUS&	201	Business Law	5
FMDSE	224	Principles of Retail Promotion	5
		Total	**15**

Fifth Quarter

ACCT	121	Payroll Procedures	3
ECON	100	Fundamentals of Economics[3]	5
SBM	101	How to Start a Small Business	5
SBM	105	Targeting Your Market	2

Total 15

Sixth Quarter

ACCT	122	Business Tax Accounting	1
CMST&	101	Introduction to Communication.	5
CRMGT	110	Introduction to Finance	3
MMGT	101	Principles of Management	5
		Computer Elective (Information Systems)	1
		Total	**15**

90 credits are required for the AAS Degree.

[1] *May substitute ENGL& 101 for BT 107 and 108.*
[2] *May substitute MMGT 181, 182, 183 for BUS 105.*
[3] *May substitute ECON& 202 for ECON 100.*

SOCIAL SERVICES

AAS Degree: SFCC

The Social Service program is designed for those who plan to seek employment in social services upon completion of the two-year program, or who wish to transfer to a four-year institution and complete a bachelor's degree.

The Social Service program leads to: an associate in applied science (AAS) degree that is for those who wish to transfer to a four-year college or seek employment in social services upon completion of the two-year program.

Those who have completed the AAS program will have acquired the necessary skills to work in various public and private social services programs. This degree also can serve as a transfer degree to four-year colleges. See program adviser for more information.

AAS DEGREE
First Quarter

HS	102	Introduction to Human Services.	5
HS	136	Improving Interpersonal Communication.	5
HSSUB	131	Survey of Chemical Dependency	3
		Transfer Track Electives[1]	5
		Total	**18**

Second Quarter

HS	105	Child Abuse	5
HSGER	101	Introduction to Social Gerontology	5
HSGER	250	Death, Loss and Grief	5
		Total	**15**

Third Quarter

ENGL&	101	English Composition I.	5
HS	115	Social Policy[2]	5
HSGER	115	Multi-Cultural Perspectives in Human Services[3]	5
		Total	**15**

Fourth Quarter

BUS	103	Basic Business Math and Electronic Calculators [4]	5
HS	281	Practicum I	5
		Transfer Track Electives[1]	5
		Total	**15**

Fifth Quarter

HS	282	Practicum II[5]	5
HSGER	210	Aging and Mental Health[6]	5
		Transfer Track Electives[1]	5
		Total	**15**

Sixth Quarter

HS	283	Practicum III[6]	5
		Transfer Track Electives[1]	10
		Total	**15**

93 credits are required for the AAS Degree.

[1] *Select transfer track electives from AA degree requirements or human services courses approved by the program adviser.*
[2] *HS 115 may be substituted with HS 221 or HSSOC 115.*
[3] *HSGER 115 may be substituted with HSGER 201.*
[4] *BUS 103 may be substituted with any math course approved by the program adviser.*

[5] *HS 282 may be substituted with electives approved by the program adviser.*
[6] *May be substituted with human services electives.*

SOCIOLOGY PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Sociology is defined as the study of the history, development, organization and problems of people living together as social groups. The sociologist strives to gain understanding of people through the scientific study of human relationships.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

| | | Suggested Courses to Consider[1] . . . . | 90 |
| | | **Total** . . . . | **90** |

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

SOFTWARE DEVELOPMENT

AAS Degree, Certificate: SCC

The Software Development program trains students in current web and application development technologies as well as acclimating to change and life-long learning. Software development is constantly changing, so people must be able to adapt quickly and find answers through reading, problem solving, researching techniques and applying existing technology. Graduates from this program have the skills to continue learning, adapt to change and find answers that may not exist upon graduation. Inherent in software development are problem-solving techniques, responsibility, ethics, and, by its nature, global awareness and constant communication with people in our community and around the world.

Students must maintain a grade of 2.0 in each class.

AAS DEGREE
Prerequisites

| *CIS* | *110* | *Introduction to Computer Applications[1]* |

First Quarter

CIS	111	XHTML Basics	5
CIS	112	Graphic Design for the Web	5
CIS	146	Introduction to Programming.	5
ENGL&	101	English Composition I[2]	5
		Total	**20**

Second Quarter

CIS	126	DBMS/SQL.	5
CIS	130	Website Design.	5
CIS	282	Programming Principles I	5
		Total	**15**

Third Quarter

CIS	114	JavaScript	5
CIS	283	Programming Principles II	5
MATH&	107	Math in Society[2].	5
		Total	**15**

Fourth Quarter

CATT	241	Project Management Applications	2.5
CIS	256	.Net Application Development.	5
CIS	284	Ruby on Rails	5
MMGT	242	Project Management	2.5
		Total	**15**

Fifth Quarter

CIS	147	Emerging Technologies 1.	5
CIS	258	ASP.NET	5
CIS	272	Agile Software Development	5
		Total	**15**

Sixth Quarter

BT	160	Job Preparation Techniques[2]	3
CIS	276	Software Development Capstone	5
CMST&	210	Interpersonal Communicatn[2]	5
		Total	**13**

93 credits are required for the AAS Degree.

CERTIFICATE

COMPUTER SCIENCE CERTIFICATE

CIS	146	Introduction to Programming	5
CIS	282	Beginning Java	5
CIS	283	Advanced Java	5
		Total	**15**

15 credits are required for the Certificate.

NET DEVELOPER CERTIFICATE

CIS	126	DBMS/SQL	5
CIS	256	.Net Application Development	5
CIS	258	ASP.NET	5
		Total	**15**

15 credits are required for the Certificate.

WEB DESIGN CERTIFICATE

CIS	111	XHTML Basics	5
CIS	112	Graphic Design for the Web	5
CIS	130	Website Design	5
		Total	**15**

15 credits are required for the Certificate.

WEB DEVELOPER CERTIFICATE

CIS	114	JavaScript	5
CIS	258	ASP.NET	5
CIS	272	Agile Software Development	5
CIS	284	Ruby on Rails	5
		Total	**20**

20 credits are required for the Certificate.

[1] *Or permission of instructor.*

[2] *This related education course may be substituted with any course or courses approved by the instructional dean.*

SPEECH PRE-MAJOR

AA-DTA Degree: SCC, SFCC

Speaking and listening are the most used means of communication. Career opportunities for students trained in speech are found in the areas of public relations, personnel, human resource management, drama, education, intercultural communication, diversity training, and speech correction. A broad training in speech communication also provides an excellent background for human services, legal, political, and business careers.

The speech courses meet the needs of students desiring to improve speaking and listening skills, to fulfill graduation requirements, or to complete the first two years of a transfer program to a four-year school with a major or minor in speech, drama or radio-television.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE

See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AA-DTA Degree.

[1] *Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.*

SURGICAL TECHNOLOGY

AAS Degree: SCC

The Surgical Technology program prepares students to function in cooperation with the surgeon and nurses in the operating room performing duties that are vital for the safety and care of surgical patients. Students must have knowledge and skills in surgical aseptic techniques for preparation and use of materials during a surgical procedure. Students also must be able to relate to patients and other people in the field. Using reasonable judgment when working in emergency surgical situations is required.

At the completion of the program, students will be able to accept responsibility expected of the surgical technologist as a beginning staff employee in the operating room. Upon completion of the program, students will be eligible to write the National Certifying Examination for Surgical Technologists for qualification as a certified surgical technologist (CST).

The Surgical Technology program is accredited through Commission on Accreditation of Allied Health Education Programs (CAAHEP). 1361 Park Street, Clearwater, FL 33756; Phone: (727) 210 – 2350; Website: www.caahep.org.

Admission Requirements:

■ High school diploma or GED certificate

■ Appropriate scores in one of the following: ASSET or COMPASS

■ Computer skills recommended

■ Active e-mail account recommended

Each required course for graduation must be completed with a grade of 2.0 or better before proceeding to the next quarter.

A student may repeat a surgical technology class only once, and it must be repeated within two years.

The Surgical Technology program must be completed within a three-year period.

Students can enter into the third or fourth quarter if they qualify for advanced standing and space is available. Students requesting placement into the program in the second year must pass a comprehensive test for each class or take SURG 202, 203 and 206 even if they had previously passed the courses.

AAS DEGREE

Prerequisites

BIOL&	*160*	*General Biology w/Lab*
CIS	*110*	*Introduction to Computer Applications*
MATH	*092*	*Elementary Algebra II[1]*

First Quarter

BIOL&	241	Human A & P 1	5
CMST&	210	Interpersonal Communication	5
SURG	100	Introduction to Surgical Technology	2
SURG	105	Blood-borne Pathogens and HIV/AIDS	1
SURG	125	Medical Terminology	5
		Total	**18**

Second Quarter

BIOL&	242	Human A & P 2	5
ENGL&	101	English Composition I	5
SURG	107	Surgical Environment	3
SURG	120	Disease Transmission and Control	3
		Total	**16**

Third Quarter

HED	109	Human Physiology and Disease	5
MATH	100	Vocational Technical Mathematics	3
SURG	101	Surgical Procedures	5
SURG	104	Central Service Clinical	1
SURG	111	Technical Skills I	4
		Total	**18**

Fourth Quarter

SURG	202	Surgical Procedures	6
SURG	212	Technical Skills II	4
SURG	254	Operating Room Practicum	2
		Total	**12**

Fifth Quarter

SURG	203	Surgical Procedures	4
SURG	206	Perioperative Care of the Patient	4
SURG	255	Operating Room Practicum	5
		Total	**13**

Sixth Quarter

SURG	250	Surgical Seminar	3
SURG	256	Operating Room Practicum	10
		Total	**13**

90 credits are required for the AAS Degree.

[1] *MATH 092 may be substituted with MATH 096.*

TELECOMMUNICATIONS OFFICER

Certificate: SCC

The Telecommunications Officer Certificate program consists of training suitable for students in Criminal Justice, Fire Science, and other departments involved in emergency calls for services. The program prepares students to receive, relay, and dispatch emergency calls; provide assistance to the public via telephone or in person; and operate a variety of communications equipment. The maintenance of accurate and precise recordkeeping is also stressed throughout the program.

In order to enter the program, students must prove keyboarding proficiency at 35 wpm and pass a multi-task evaluation test which will include testing the applicant's ability to manage stressful situations that may occur on-the-job. For further information, contact a program instructor or a counselor.

CERTIFICATE
First Quarter

CIS	110	Introduction to Computer Applications	5
CJ	209	Human Relations	3
CMST&	210	Interpersonal Communication	5
ENGL&	101	English Composition I	5
		Total	**18**

Second Quarter

CATT	122	Microsoft Access I	2.5
CATT	123	Microsoft Access II	2.5
CJ	150	Criminal Justice Report Writing	5
CJ	212	Professional Development	1
CJ	266	Cooperative Education Seminar	1
CJ	267	Cooperative Education Work Experience[1]	6
		Total	**18**

36 credits are required for the Certificate.

[1] *CJ 267 may be substituted with CJ 288.*

TRANSPORTATION AND LOGISTICS MANAGEMENT

AAS Degree, Certificate: SFCC

AAS Degree: The primary goal of this degree is to provide students with the knowledge and skills of general business management subjects plus specific knowledge of information critical to success in the field of logistics and transportation. Students will acquire skills and knowledge that will make them likely candidates for entry level job openings in the fields of business management, logistics, transportation, warehousing, purchasing supply-chain management, and operations.

Certificate (18 credits): The primary goal of this certificate is to provide a program which gives students knowledge critical to success in the field of logistics and transportation. This certificate is designed for incumbent workers in the transportation or related industry.

Keyboarding proficiency of 35 wpm is expected.

AAS DEGREE
First Quarter

ACCT&	201	Prin of Accounting I	5
BT	107	Business Communications[1]	3
BUS&	101	Intro to Business	5
MMGT	111	Mid-Management Seminar	1
		Computer Elective	1
		Total	**15**

Second Quarter

BT	108	Business Communications[1]	3
BUS	105	Principles of Leadership[2]	3
BUS	280	Human Relations in Business	5
CRMGT	110	Introduction to Finance	3
MMGT	112	Mid-Management Seminar	1
		Total	**15**

Third Quarter

BUS	103	Basic Business Math and Electronic Calculators	5
BUS	108	eBusiness	2
MMGT	211	Marketing	5
		Computer Elective	2
		Total	**14**

Fourth Quarter

BT	272	Business Correspondence	5
CMST&	101	Introduction to Communication	5
MMGT	223	Customer Service	3
MMGT	251	Transportation Systems	3
		Total	**16**

Fifth Quarter

ECON&	202	Macro Economics[3]	5
MMGT	101	Principles of Management	5
MMGT	252	Principles of Purchasing	3
MMGT	253	Inventory Management	3
		Total	**16**

Sixth Quarter

BUS&	201	Business Law	5
CRMGT	140	Financial Statement Analysis	3
MMGT	254	Logistics and Supply Chain Management	3
MMGT	255	Warehouse and Distribution Management	3
		Total	**14**

90 credits are required for the AAS Degree.

CERTIFICATE
First Quarter

MMGT	223	Customer Service	3
MMGT	251	Transportation Systems	3
MMGT	252	Principles of Purchasing	3
MMGT	253	Inventory Management	3
MMGT	254	Logistics and Supply Chain Management	3
MMGT	255	Warehouse and Distribution Management	3
		Total	**18**

18 credits are required for the Certificate.

[1] *BT 107 and 108 may be substituted with ENGL& 101 plus one credit elective.*

[2] *BUS 105 may be substituted with MMGT 181, 182, 183.*

[3] *ECON& 202 may be substituted with ECON 100.*

VASCULAR TECHNOLOGY

AAS Degree: SCC

Vascular Technology is an Allied Health profession in which practitioners perform diagnostic and monitoring procedures using sound waves. The vascular sonographer performs examinations at the request or direction of a physician. Through subjective sampling and/or recording, the vascular sonographer proceeds with the examination to create an easily definable foundation of data from which a correct anatomic and physiologic diagnosis may be established for each patient.

The various types of ultrasound imaging equipment require a highly skilled sonographer to obtain the imaging information or other data required. The vascular sonographer must obtain appropriate history, physical findings, and pertinent laboratory data to adapt the imaging techniques to obtain comprehensive and diagnostic information.

Students may change programs one time within related imaging programs with permission of the faculty. Students must earn a grade of 2.0 or higher in each class in order to proceed to the next quarter.

Program Prerequisites:

- All math and science prerequisites must have been completed within the last five years with a grade of 2.0 or better.
- Students may repeat a professional class once, but It must be repeated within two years.

AAS DEGREE
Prerequisites

BIOL&	160	General Biology w/Lab
BIOL&	241	Human A & P 1
BIOL&	242	Human A & P 2
CHEM&	121	Intro to Chemistry
MATH	099	Intermediate Algebra

First Quarter

CHEM	120	Organic and Biochemistry for the Health Sciences.	5
ICT	114	Cardiovascular I	4
NCT	113	Electrophysiology I	4
VASC	112	Vascular Fundamentals	4
		Total	**17**

Second Quarter

CMST	127	Leadership Development	3
ICT	124	Cardiovascular II	4
NCT	123	Electrophysiology II	4
PHYS	120	Fundamentals of Medical Physics	5
VASC	122	Vascular Procedures	4
		Total	**20**

Third Quarter

ICT	134	Invasive Cardiovascular Fundamentals	5
NCT	133	Noninvasive Cardiovascular Fundamentals	5
PHYS	121	Medical Physics II	4
VASC	132	Cardiovascular Physiology	5
		Total	**19**

Fourth Quarter

NCT	141	Computers for the CV Technologist	3
NCT	142	Noninvasive Cardiovascular Clinical	4
VASC	143	Noninvasive Cardiovascular Clinical Observation	6
		Total	**13**

Fifth Quarter

ENGL&	101	English Composition I	5
VASC	252	Advanced Vascular Techniques	9
		Total	**14**

Sixth Quarter

VASC	262	Vascular Clinical I	13
		Total	**13**

Seventh Quarter

VASC	272	Vascular Clinical II	13
		Total	**13**

109 credits are required for the AAS Degree.

VETERINARY MEDICINE PRE-MAJOR

AA-DTA Degree, AS-T #1 Degree: SCC, SFCC

Humans use animals for food, work, and pleasure. The work of the veterinarian in preventing, curing, alleviating and eradicating disease is therefore very important to humans. Veterinary medicine offers many different career opportunities.

Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

AA-DTA DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AA-DTA Degree.

AS-T #1 DEGREE
See transfer degree requirements in the Transfer Program Outlines section of this catalog.

Suggested Courses to Consider[1]	90
Total	**90**

90 credits are required for the AS-T #1 Degree.

[1] Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

VISION CARE: Vision Care Technology and Vision Care Specialist

AAS Degree, Certificate: SCC

A career in vision care offers a variety of job opportunities within the health care field. The one-year certificate program provides graduates with the skills necessary to assist practitioners of optometry, ophthalmology and opticianry to provide a full scope of vision care. The aging population needs have stimulated technical advancements in ophthalmic lens materials, new contact lens design and increased medical/surgical treatment procedures. This factor provides a special opportunity for those individuals who enjoy the challenge of keeping abreast of change.

Students may earn a Vision Care Specialist Certificate by taking the three-quarter professional vision care curriculum. Graduates are prepared to sit for the nationally recognized Assistants Registry Exam (AOA). Those students wishing to pursue a Vision Care Technology AAS degree may take the additional three quarters of liberal arts curriculum.

Admission Requirements:

- High school diploma or GED certificate
- Appropriate ASSET or COMPASS scores
- Computer skills recommended
- Active e-mail account recommended

Students may repeat a vision technology course once, but it must be repeated within two years.

AAS DEGREE
Prerequisites

BIOL&	160	General Biology w/Lab	
CHEM&	121	Intro to Chemistry	
MATH	099	Intermediate Algebra	
		Electives[1]	8
		Second Year Business Elective	5
		Second Year Humanities Elective	5
		Second Year Required Courses	17
		Second Year Science Elective	5
		Total	**40**

First Quarter

ENGL&	101	English Composition I[2]	5
VCT	110	Ophthalmic Optics	5
VCT	111	Ocular Anatomy and Physiology	5
VCT	112	Introduction to Pretesting	4
VCT	130	Mechanical Optics	3
		Total	**22**

Second Quarter

VCT	123	Ophthalmic Dispensing	5
VCT	124	Ocular Pharmacology	2
VCT	125	Advanced Pretesting	6
VCT	126	Contact Lenses	5
		Total	**18**

Third Quarter

VCT	137	Vision Care Specialties	2
VCT	138	Vision Care Practicum	6
VCT	139	Ophthalmic Business Management	4
		Total	**12**

92 credits are required for the AAS Degree.

CERTIFICATE

First Quarter

ENGL&	101	English Composition I[2]	5
VCT	110	Ophthalmic Optics	5
VCT	111	Ocular Anatomy and Physiology	5
VCT	112	Introduction to Pretesting	4
VCT	130	Mechanical Optics	3
		Total	**22**

Second Quarter

VCT	123	Ophthalmic Dispensing	5
VCT	124	Ocular Pharmacology	2
VCT	125	Advanced Pretesting	6
VCT	126	Contact Lenses	5
		Total	**18**

Third Quarter

VCT	137	Vision Care Specialties	2
VCT	138	Vision Care Practicum	6
VCT	139	Ophthalmic Business Management	4
		Total	**12**

52 credits are required for the Certificate.

SECOND YEAR BUSINESS ELECTIVE

ACCT	151	College Accounting I	5
ACCT&	201	Prin of Accounting I	5
MMGT	205	Small Business Planning	5

SECOND YEAR HUMANITIES ELECTIVE

CMST	227	Intercultural Communication	5
PHIL&	101	Intro to Philosophy	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5

SECOND YEAR REQUIRED COURSES

CIS	110	Introduction to Computer Applications	5
CMST&	210	Interpersonal Communication	5
ISFTY	111	Industrial First Aid	2
MATH	099	Intermediate Algebra	5

SECOND YEAR SCIENCE ELECTIVE

BIOL&	160	General Biology w/Lab	5
CHEM&	110	Chemical Concepts w/Lab	5
CHEM&	121	Intro to Chemistry	5
PHYS	101	General Physics	5
PHYS	120	Fundamentals of Medical Physics	5

[1] Students may choose 8 credits of electives numbered 100 or above.

[2] ENGL& 101 may be substituted with ENGL 120.

[3] These courses may be substituted by any course or combination of courses approved by the instructional dean.

WATER RESOURCES TECHNOLOGY

AAS Degree: SCC

The Water Resources Technology program is designed to prepare students for positions in hydrology and water quality for local, state and federal agencies, and private industry.

AAS DEGREE

First Quarter

AGGEN	151	Agriculture Shop Skills	4
NATRS	112	Natural Resources Mathematical Applications[1]	5
WATER	109	Introduction to Water Resources	5
WATER	120	Hydrologic Technical and Field Reports[1]	5
WATER	128	Occupational Preparation and Experience[1]	1
		Total	**20**

Second Quarter

NATRS	122	Natural Resources Trigonometric Applications[1]	5
NATRS	220	Introduction to Geographic Information Systems for Natural Resources[2]	4
WATER	129	Occupational Preparation and Experience	2
WATER	132	Hydrologic Field Projects[3]	2
WATER	208	Water Data and Records Analysis	5
		Total	**18**

Third Quarter

NATRS	204	Maps and Aerial Photo Interpretation	5
WATER	133	Hydrologic Field Projects[3]	2
WATER	205	Surveying[4]	5
WATER	210	Hydrologic Measurement	5
		Total	**17**

Fourth Quarter

NATRS	217	Freshwater Fisheries Biology	5
WATER	110	Hydrogeology	5
WATER	212	Water Rights and Laws	5
WATER	214	Advanced Hydrologic Records	5
WATER	228	Occupational Preparation and Experience	1
WATER	231	Hydrologic Field Projects[3]	2
		Total	**23**

Fifth Quarter

NATRS	230	Global Positioning Systems	3
WATER	111	Groundwater Systems	5
WATER	209	Water Quality	5
WATER	218	Hazardous Materials	3
WATER	229	Occupational Preparation and Experience	2
WATER	232	Hydrologic Field Projects[3]	1
		Total	**19**

Sixth Quarter

ENVS	211	Weather and Climate	5
NATRS	221	Applications in Geographic Information Systems	5
WATER	213	Advanced Water Quality	5
WATER	216	Watershed Restoration	5
WATER	233	Hydrologic Field Projects[3]	2
		Total	**22**

119 credits are required for the AAS Degree.

[1] These related education requirements may be met by any course or combination of courses approved by the instructional dean.

[2] Students must pass a competency test.

[3] Water 131 may be taken in the first quarter. Students are required to complete a minimum of five of the six field projects: WATER 131,132,133,231,232,233.

[4] May be substituted with NATRS 205.

WEB DESIGN

AAS Degree: SFCC

The Web Design program is a two-year course based upon the Graphic Design program. Students study the fundamentals of design, drawing, typography, color and form, problem solving, critical thinking and 3D and 2D animation. The use of computers and their operating systems is emphasized. Competency is achieved on the predominant graphics programs.

Specific to the Internet, students design interfaces and structure information to create Web pages and sites. Graphics imagery and animations tailored to the Web will be constructed, paying close attention to file formats, color control and compression techniques. Web pages will be programmed using HTML (hypertext markup language). An introduction to several programming languages designed for the Internet aid in designing functions and interactivity in Web sites.

AAS DEGREE

First Quarter

GRDSN	101	Design Process I	2
GRDSN	102	Design Technology I	2
GRDSN	103	Design Projects I	1
GRDSN	104	Design Lab I	2
GRDSN	105	Drawing for Graphic Designers	2
GRDSN	109	History of Design	4
GRDSN	156	Illustrator I	2
GRDSN	163	InDesign I	2
		Total	**17**

Second Quarter

| ART | 105 | Color and Design | 5 |
| GRDSN | 111 | Design Process II | 2 |

GRDSN 112 Design Technology II 2
GRDSN 113 Design Projects II. 1
GRDSN 114 Design Lab II 2
GRDSN 115 Drawing for Communication 2
GRDSN 158 PhotoShop I 2
GRDSN 172 Dreamweaver 2
Total 18

Third Quarter
BUS 102 Math Skills for Business 3
ENGL 105 Pro/Tech: Basic Writing 5
GRDSN 121 Design Process III 2
GRDSN 122 Design Technology III 2
GRDSN 123 Design Projects III 1
GRDSN 124 Design Lab III. 2
GRDSN 125 Computer Drawing 2
Total 17

Fourth Quarter
GENST 109 Applied Critical Thinking 3
GRDSN 126 Web Production 2
GRDSN 167 Fireworks 2
GRDSN 171 Flash 2
GRDSN 238 3-D Modeling and Animation I 3
IS 210 Internet Programming I. 5
Total 17

Fifth Quarter
GRDSN 215 Web Process V. 2
GRDSN 216 Web Technology V 2
GRDSN 217 Web Projects V 1
GRDSN 218 Web Lab V. 4
GRDSN 235 Multimedia Technology I. 3
IS 212 Internet Programming II 5
Total 17

Sixth Quarter
GRDSN 225 Web Process VI 2
GRDSN 226 Web Projects VI. 1
GRDSN 227 Web Lab VI 4
GRDSN 266 Cooperative Education Seminar 1
GRDSN 267 Cooperative Education Work Experience. 3-5
HS 136 Improving Interpersonal Communication. 5
Total 16-18

102-104 credits are required for the AAS Degree.

WELDING AND FABRICATION

Certificate: SCC

Welding is one of the most common and dependable methods of joining materials together. Fabrication is the process of blueprint reading, layout, cutting and preparing materials for assembly.

The competency-based Welding and Fabrication program trains the student in the safe and correct procedures used in shielded metal-arc welding, oxy-acetylene welding, MIG and TIG welding, and air arc and plasma cutting. Course content also includes the safe use and care of hand and power equipment found in welding and fabrication shops. Some of the equipment includes overhead cranes, grinders, power saws, ironworker, cold saws and drill presses.

The student will be prepared for entry into many trade and industry opportunities, including construction, aerospace, automotive, heavy equipment, machinist, ship building and agriculture. This is only a small cross-section of job opportunities available to the student who successfully completes the program.

CERTIFICATE
First Quarter
APLED 121 Applied Written Communication[1] 4
WELD 113 Welding Math. 2
WELD 114 Introduction to Blueprint Reading 3
WELD 115 Introduction to Fabrication 2
WELD 116 Shielded Metal Arc Welding Theory 2

WELD 117 Shielded Metal Arc Welding Applications 7
Total 20

Second Quarter
APLED 125 Employment Preparation[1] 3
WELD 123 Intermediate Blueprint Reading 2
WELD 124 Advanced Shielded Metal Arc Welding Theory 2
WELD 125 Advanced Shielded Metal Arc Welding Applications . . 6
WELD 126 Intermediate Fabrication 5
Total 18

Third Quarter
ISFTY 111 Industrial First Aid 2
WELD 133 Advanced Blueprint Reading 2
WELD 134 Specialty Welding Theory 4
WELD 135 Specialty Welding Applications. 8
WELD 136 Advanced Fabrication 2
Total 18

56 credits are required for the Certificate.

[1] *This related education requirement may be met by any course or combination of courses approved by the instructional dean.*