

# Career/Technical and Pre-Major/Transfer Outlines

## ACCOUNTING ASSISTANT/ ACCOUNTING CLERK

### AAS, Certificate: SCC

As a paraprofessional in the accounting field, the accounting assistant analyzes and interprets the essential information about the operations of a business and contributes vitally to important policies and decisions.

An accounting assistant should have above-average aptitude for working with numbers and the ability to concentrate and communicate. Accounting affords a continuing challenge to creative, alert minds.

Students will receive an Accounting Clerk Certificate after completing the first three quarters of the AAS degree. All students graduating from this program must have a minimum grade of 2.0 in each of the accounting, economics and general business required courses. Students must also have a 2.0 cumulative minimum grade point average in all required courses in this program.

This degree is non-transferable to a four-year university. Students working toward the associate of arts 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 the CCS catalog. More information on specific transfer programs can be found in the Academic Programs section of the CCS catalog.

### AAS

#### First Quarter

ACCT	151	College Accounting I <sup>1</sup>	5
BUS&	101	Intro to Business	5
CATT	120	Microsoft Word I	2.5
CATT	138	Microsoft Excel I	2.5
<b>Total</b>			<b>15</b>

#### Second Quarter

ACCT	152	College Accounting II <sup>1</sup>	5
BUS	104	Business Mathematics	5
CATT	139	Microsoft Excel II	2.5
CATT	190	Introduction to PowerPoint	2.5
<b>Total</b>			<b>15</b>

#### Third Quarter

ACCT	141	QuickBooks	5
ACCT	161	Payroll Procedures	4
ACCT	162	Business Tax Accounting	1
BT	109	Business Communications	5
<b>Total</b>			<b>15</b>

#### Fourth Quarter

ACCT	142	Advanced QuickBooks	5
ACCT	212	Accounting Applications and Analysis <sup>2</sup>	5
CMST&	101	Introduction to Communication	5
<b>Total</b>			<b>15</b>

#### Fifth Quarter

ACCT	204	Accounting Integration	5
BUS	280	Human Relations in Business	5
		Business Electives <sup>3</sup>	5
<b>Total</b>			<b>15</b>

#### Sixth Quarter

ACCT	218	Accounting Analysis Simulation	1
ACCT	288	Cooperative Education Work Experience (No Seminar) <sup>2</sup>	2
BUS&	201	Business Law	5
ECON	100	Fundamentals of Economics	5
		Business Electives <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**90 credits are required for the AAS.**

### CERTIFICATE

#### First Quarter

ACCT	151	College Accounting I <sup>1</sup>	5
BUS&	101	Intro to Business	5
CATT	120	Microsoft Word I	2.5
CATT	138	Microsoft Excel I	2.5
<b>Total</b>			<b>15</b>

#### Second Quarter

ACCT	152	College Accounting II <sup>1</sup>	5
BUS	104	Business Mathematics	5
CATT	139	Microsoft Excel II	2.5
CATT	190	Introduction to PowerPoint	2.5
<b>Total</b>			<b>15</b>

#### Third Quarter

ACCT	141	QuickBooks	5
ACCT	161	Payroll Procedures	4
ACCT	162	Business Tax Accounting	1
BT	109	Business Communications	5
<b>Total</b>			<b>15</b>

**45 credits are required for the Certificate.**

<sup>1</sup> These courses may be substituted with ACCT& 201 and 202.

<sup>2</sup> This course may be substituted with ACCT& 203.

<sup>3</sup> See academic adviser.

## ACCOUNTING PRE-MAJOR

### AA-DTA, Associate in Business DTA/MRP: SCC, SFCC

The accountant analyzes and interprets the essential information about the operations of a business and contributes to important policies and decisions. Accountants are also asked to interpret tax laws and analyze how these laws may influence a business' future decisions.

An accountant should have above-average aptitude for working with numbers and the ability to concentrate and communicate. Accounting affords a continuing challenge to creative alert minds.

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

### AA-DTA

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

**90 credits are required for the AA-DTA.**

### ASSOCIATE IN BUSINESS DTA/MRP

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

**90 credits are required for the Associate in Business DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to the student's choice of transfer institution.

## ADMINISTRATIVE ASSISTANT

### AAS: SCC

The Administrative Assistant program combines a well-balanced academic program with expert office technology instruction giving students the diversified training and background needed to hold positions of responsibility and importance in many areas of the business world. This program helps raise the office skills of students to a professional level, gives students a technical background through completion of

technical skill courses and an academic background, provides students a mature understanding of professional responsibilities and provides for minimum additional on-the-job training.

**AAS**

**First Quarter**

BT	102	Document Processing	5
BT	105	Basic Grammar for Business II	5
BT	151	Business Student Preparation	5
<b>Total</b>			<b>15</b>

**Second Quarter**

BT	109	Business Communications	5
BT	165	Word Processing	5
BUS	103	Basic Business Math and Electronic Calculators <sup>1</sup>	5
CATT	102	Introduction to Outlook	2.5
<b>Total</b>			<b>17.5</b>

**Third Quarter**

BT	160	Job Preparation Techniques	3
BT	231	Office Procedures	5
BT	235	Machine Transcription	5
MMGT	223	Customer Service	3
<b>Total</b>			<b>16</b>

**Fourth Quarter**

ACCT	151	College Accounting I <sup>2</sup>	5
BT	201	Information Processing	5
BT	272	Business Correspondence	5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

BT	202	Advanced Information Processing	5
BT	250	Information Technology	5
BT	260	Administrative Office Management	5
		Approved Electives <sup>3</sup>	5
<b>Total</b>			<b>20</b>

**Sixth Quarter**

BT	263	Integrated Office Applications	5
BT	285	Administrative Professional Internship	2
CATT	128	Desktop Publishing	5
CATT	241	Microsoft Project	2.5
MMGT	242	Project Management	2.5
<b>Total</b>			<b>17</b>

**100.5 credits are required for the AAS.**

**APPROVED ELECTIVES**

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

<sup>1</sup> BUS 103 may be substituted with BT 128.

<sup>2</sup> ACCT 151 may be substituted with ACCT& 201.

<sup>3</sup> Select course from the list of approved electives.

## ADMINISTRATIVE OFFICE MANAGEMENT

**AAS: SCC**

The Administrative Office Management program prepares students to manage functions in the office environment. This program is recommended to experienced office staff as well as entry-level office workers who are looking to increase their potential for promotion. Graduates will have expert office skills and in-depth software knowledge. The program provides training in office information systems, work process and organizational performance improvement, human relations, business communications, business decision making, project management, and human resource management.

**AAS**

**First Quarter**

BT	102	Document Processing	5
BT	109	Business Communications	5

BUS	103	Basic Business Math and Electronic Calculators <sup>1</sup>	5
CATT	102	Introduction to Outlook	2.5
<b>Total</b>			<b>17.5</b>

**Second Quarter**

BT	165	Word Processing	5
BT	231	Office Procedures	5
CMST&	210	Interpersonal Communication	5
<b>Total</b>			<b>15</b>

**Third Quarter**

ACCT&	201	Prin of Accounting I <sup>2</sup>	5
BT	201	Information Processing	5
BUS	280	Human Relations in Business	5
<b>Total</b>			<b>15</b>

**Fourth Quarter**

BT	202	Advanced Information Processing	5
BT	272	Business Correspondence	5
BUS	204	Introduction to Law <sup>3</sup>	5
MATH	201	Introduction to Finite Mathematics <sup>4</sup>	5
<b>Total</b>			<b>20</b>

**Fifth Quarter**

BT	160	Job Preparation Techniques	3
BT	250	Information Technology	5
BT	260	Administrative Office Management	5
CATT	241	Microsoft Project	2.5
MMGT	242	Project Management	2.5
<b>Total</b>			<b>18</b>

**Sixth Quarter**

BT	263	Integrated Office Applications	5
BT	285	Administrative Professional Internship	2
CATT	128	Desktop Publishing	5
MMGT	231	Human Resource Management	5
<b>Total</b>			<b>17</b>

**102.5 credits are required for the AAS.**

<sup>1</sup> BUS 103 may be substituted with BT 128.

<sup>2</sup> ACCT& 201 may be substituted with ACCT 151.

<sup>3</sup> BUS 204 may be substituted with BUS& 201.

<sup>4</sup> MATH 201 may be substituted with BUS 217 or MATH 221, both courses require prerequisite MATH 099 or appropriate placement score.

## ADMINISTRATIVE SECRETARY

**AAS: SFCC**

At the core of almost every business are administrative support personnel. Students will gain proficiency in computer and Windows applications, learn the latest electronic communication tools, acquire speed and accuracy on the keyboard, and learn office procedures essential in today's business environment.

Students completing this degree will be competent in the following areas: taking notes at meetings and preparing minutes, oral and written communications, document formatting, basic accounting procedures, machine transcription, records management, office procedures, desktop publishing and spreadsheeting. 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 a work experience internship as well as model office simulations. Students may begin in entry-level positions as front office professionals and work their way up to higher paying administrative secretaries, administrative assistants, or office managers.

**AAS**

**First Quarter**

BT	101	Keyboarding <sup>1</sup>	5
BT	107	Business Communications <sup>2</sup>	3
BUS	102	Math Skills for Business <sup>3</sup>	3
GENST	106	College Success	3
IS	160	Internet Fundamentals	1
<b>Total</b>			<b>15</b>

**Second Quarter**

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	102	Document Processing	5
BT	108	Business Communications <sup>2</sup>	3
CAPPS	114	Access	2
		Approved Electives <sup>4</sup>	2
<b>Total</b>			<b>15</b>

**Third Quarter**

BT	103	Formatting	5
BT	155	Records Information Management	3
BT	231	Office Procedures	5
BT	272	Business Correspondence	5
<b>Total</b>			<b>18</b>

**Fourth Quarter**

BT	232	Office Procedures II	5
BT	235	Machine Transcription	5
BT	258	Desktop Publishing	5
CAPPS	112	Excel	2
CAPPS	120	Outlook	2
<b>Total</b>			<b>19</b>

**Fifth Quarter**

BT	255	Business Productivity Tools	3
BT	260	Administrative Office Management	5
BUS	280	Human Relations in Business <sup>5</sup>	5
		Approved Electives <sup>4</sup>	3
<b>Total</b>			<b>16</b>

**Sixth Quarter**

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	234	Administrative Professional Practicum	5
BT	285	Administrative Professional Internship	2
<b>Total</b>			<b>15</b>

**98 credits are required for the AAS.**

<sup>1</sup> Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended.

<sup>2</sup> BT 107 and 108 may be substituted with ENGL& 101. If ENGL& 101 is substituted, total credits required for AAS degree are 97.

<sup>3</sup> BUS 102 may be substituted with BUS 103.

<sup>4</sup> See department for listing of approved electives.

<sup>5</sup> BUS 280 may be substituted with HS 136.

## ADMINISTRATIVE/COMPUTER SPECIALIST

**AAS: SFCC**

This curriculum is designed to prepare students for careers as management information specialists, salesperson for vendors or retailers of microcomputer hardware and software, or technical support specialists. The beginning classes provide students with basic computer processing concepts and skills, along with necessary related accounting, management and communication skills. The advanced classes develop skills in microcomputer applications for business systems, operating systems and local area networks. Topics include programming, system software concepts, using applications packages, data base concepts, telecommunications and support of end users.

**AAS****First Quarter**

BT	101	Keyboarding <sup>1</sup>	5
BT	107	Business Communications <sup>2</sup>	3
BUS	102	Math Skills for Business <sup>3</sup>	3
CAPPS	104	Beginning Windows Operating System	1
IS	120	Business Computer Use	3
<b>Total</b>			<b>15</b>

**Second Quarter**

BT	108	Business Communications <sup>2</sup>	3
CAPPS	110	Word	3
CAPPS	120	Outlook	2

IS	142	Hardware Fundamentals	3
IS	143	Operating System Fundamentals	2
IS	144	Programming Fundamentals	3
IS	160	Internet Fundamentals	1
<b>Total</b>			<b>17</b>

**Third Quarter**

ACCT&	201	Prin of Accounting I <sup>4</sup>	5
BUS	280	Human Relations in Business <sup>5</sup>	5
CAPPS	112	Excel	3
CAPPS	114	Access	3
<b>Total</b>			<b>16</b>

**Fourth Quarter**

BT	258	Desktop Publishing	5
BT	272	Business Correspondence	5
IS	162	Data Communications and Networks	3
IS	210	Internet Programming I	3
<b>Total</b>			<b>16</b>

**Fifth Quarter**

BT	255	Business Productivity Tools	3
BT	260	Administrative Office Management	5
IS	164	Network Management	5
		Elective <sup>6</sup>	2
<b>Total</b>			<b>15</b>

**Sixth Quarter**

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	285	Administrative Professional Internship	2
		Elective <sup>6</sup>	4
<b>Total</b>			<b>14</b>

**93 credits are required for the AAS.**

<sup>1</sup> Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended.

<sup>2</sup> BT 107 and 108 may be substituted with ENGL& 101. If ENGL& 101 is substituted, total credits required for AAS degree are 92.

<sup>3</sup> BUS 102 may be substituted with BUS 103.

<sup>4</sup> Students may take ACCT 103 (3 credits) AND two credits of approved accounting credits. Permission of instructor.

<sup>5</sup> BUS 280 may be substituted with HS 136.

<sup>6</sup> See department for listing of approved electives.

## AGRICULTURE BUSINESS

**AAS, Certificate: SCC**

The Agriculture Business program is designed to train students for entry-level employment in the agricultural chemical and fertilizer industry as well as grain and farming operations. Program graduates are qualified for advancement into sales, service, field representative and branch management positions.

**AAS****First Quarter**

AGHRT	104	Principles of Pest Management	5
AGHRT	171	Agricultural Leadership Training <sup>1</sup>	1
ENGL&	101	English Composition I	5
ENVS	210	Environmental Soil Science <sup>1</sup>	5
<b>Total</b>			<b>16</b>

**Second Quarter**

AGHRT	101	Basic Crop Science <sup>1</sup>	5
AGHRT	172	Agricultural Leadership Training <sup>1</sup>	1
AGHRT	219	Soil Management and Fertility <sup>1</sup>	5
ENVS	110	Plant Biology <sup>2</sup>	5
<b>Total</b>			<b>16</b>

**Third Quarter**

AGHRT	225	Weed Biology and Control <sup>1</sup>	5
AGHRT	230	Plant Problem Diagnosis <sup>1</sup>	5
AGHRT	232	Pest Management Project <sup>1</sup>	2
BUS	104	Business Mathematics	5
<b>Total</b>			<b>17</b>

**Fourth Quarter**

Basic Business Core .....	20
<b>Total .....</b>	<b>20</b>

**Fifth Quarter**

Basic Business Core .....	20
<b>Total .....</b>	<b>20</b>

**Sixth Quarter**

Basic Business Core .....	10
<b>Total .....</b>	<b>10</b>

**99 credits are required for the AAS.**

**CERTIFICATE**

**First Quarter**

AGHRT 104 Principles of Pest Management .....	5
AGHRT 171 Agricultural Leadership Training <sup>1</sup> .....	1
ENGL& 101 English Composition I.....	5
ENVS 210 Environmental Soil Science <sup>1</sup> .....	5
<b>Total .....</b>	<b>16</b>

**Second Quarter**

AGHRT 101 Basic Crop Science <sup>1</sup> .....	5
AGHRT 172 Agricultural Leadership Training <sup>1</sup> .....	1
AGHRT 219 Soil Management and Fertility <sup>1</sup> .....	5
ENVS 110 Plant Biology <sup>2</sup> .....	5
<b>Total .....</b>	<b>16</b>

**Third Quarter**

AGHRT 225 Weed Biology and Control <sup>1</sup> .....	5
AGHRT 230 Plant Problem Diagnosis <sup>1</sup> .....	5
AGHRT 232 Pest Management Project <sup>1</sup> .....	2
BUS 104 Business Mathematics.....	5
<b>Total .....</b>	<b>17</b>

**49 credits are required for the Certificate.**

**SMALL EQUIPMENT REPAIR SPECIALIST**

SCC's one-quarter Small Equipment Repair Specialist is designed to provide entering students or currently employed individuals with the skills needed to succeed in an entry-level position maintaining and repairing a variety of small electric or gas-driven equipment used in landscape maintenance and agrichemical industries.

**First Quarter**

AGGEN 152 Arc Welding .....	4
AGGEN 153 Oxy-acetylene Welding .....	4
AGGEN 154 Small Engine Operation and Maintenance <sup>1</sup> .....	4
AGGEN 156 Equipment Operation and Maintenance.....	5
<b>Total .....</b>	<b>17</b>

**17 credits are required for the Certificate.**

**SPRAYTECHNICIAN**

SCC's one-quarter Spray Technician Certificate program is designed to provide entering students or currently employed individuals with the skills needed to succeed in an entry-level position applying pesticides and fertilizers in landscape maintenance and agrichemical industries.

**First Quarter**

AGGEN 156 Equipment Operation and Maintenance.....	5
AGHRT 102 Pesticides and Fertilizer Application Equipment <sup>1</sup> .....	4
AGHRT 104 Principles of Pest Management .....	5
<b>Total .....</b>	<b>14</b>

**14 credits are required for the Certificate.**

**BASIC BUSINESS CORE**

ACCT 151 College Accounting I.....	5
AGHRT 102 Pesticides and Fertilizer Application Equipment.....	4
BUS& 101 Intro to Business.....	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& 102 Composition II .....	5
MMGT 100 Supervised Volunteer Experience .....	1
MMGT 101 Principles of Management .....	5
WATER 109 Introduction to Water Resources.....	5

<sup>1</sup> Students are advised to check with the instructional dean to determine which quarter this course will be offered.

<sup>2</sup> Students are advised to check with the instructional dean to determine which quarter this course will be offered. This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>3</sup> This course may be substituted with ACCT& 201.

<sup>4</sup> Keyboard skills are required.

<sup>5</sup> CMST& 101 may be substituted with CMST 287.

<sup>6</sup> ECON 100 may be substituted with a higher level ECON course.

<sup>7</sup> ENGL& 102 may be substituted with ENGL& 235 or BT 272 (BT 109 is a prerequisite).

**AGRICULTURE PRE-MAJOR**

**AA-DTA: SCC**

Agriculture is one of the biggest businesses in the United States as well as Washington State. Although training in agriculture provides a good background for successful modern farming, it also prepares young men and women for several hundred different kinds of occupations having to do with agribusiness, technical and professional work in teaching, research and extension with state, federal, and private agencies.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup> .....	90
<b>Total.....</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**ANTHROPOLOGY PRE-MAJOR**

**AA-DTA: SCC, SFCC**

Anthropology is the science of humans. It studies humans in relation to their distribution, origin, classification, culture, physical character, environment, and social relations. It strives to understand all humans and give us a better awareness of ourselves.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup> .....	90
<b>Total.....</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**ARCHITECTURAL TECHNOLOGY**

**AAS, Certificate: SCC**

The first year consists of line construction, lettering, architectural symbols, orthographic projections, freehand sketching, isometric and perspective pictorial drawing, light construction principles (materials and methods), use of drafting expressions international residential codes and the extensive use of CAD software. Additional emphasis is placed on architectural construction documents, which include building and wall sections, window and door schedules, stair design, site plans, footings and foundations, floor plans, exterior elevations and framing plans. Graphic representation using computer software is used in the production of documents of the common phrases of architectural design including programming, schematic design, design development and construction documents. Utilization of the above is finalized in the development of residential working drawings of varying degrees of complexity.

Students will receive a Residential Architectural Technology Certificate after completing the first three quarters of the AAS degree.

The second year consists of architectural working drawings using CAD for commercial applications developed from a preliminary design; drafting techniques, standards and practices of the profession, including office procedure knowledge, use of building materials; structural framing systems as used in the building industry; and related engineering technical courses including mechanical and electrical systems for buildings.

## AAS

### First Quarter

APLED 121	Applied Written Communication <sup>1</sup> . . . . .	4
ARCHT 112	Introduction to Architectural Drafting . . . . .	7
ARCHT 120	Residential Architecture Theory . . . . .	3
ARCHT 126	Introduction to Computer Assisted Drafting . . . . .	5
	<b>Total . . . . .</b>	<b>19</b>

### Second Quarter

APLED 123	Leadership Skills for Business and Industry <sup>1</sup> . . . . .	3
ARCHT 114	Architectural Math . . . . .	3
ARCHT 122	Basic Residential Drafting . . . . .	7
ARCHT 130	Residential Building Materials . . . . .	4
	<b>Total . . . . .</b>	<b>17</b>

### Third Quarter

APLED 125	Employment Preparation <sup>1</sup> . . . . .	3
ARCHT 124	Advanced Architectural Math . . . . .	2
ARCHT 125	Residential Building Codes . . . . .	2
ARCHT 132	Advanced Residential Drafting/CAD . . . . .	7
ARCHT 139	Delineation . . . . .	4
	<b>Total . . . . .</b>	<b>18</b>

### Fourth Quarter

ARCHT 138	CAD Applications . . . . .	5
ARCHT 240	Commercial Building Codes . . . . .	3
ARCHT 242	Introduction to Commercial Drafting/CAD . . . . .	8
ARCHT 246	Commercial Architecture Theory . . . . .	3
	<b>Total . . . . .</b>	<b>19</b>

### Fifth Quarter

ARCHT 134	Electrical and Mechanical Systems . . . . .	3
ARCHT 250	Introduction to Commercial Building Materials . . . . .	4
ARCHT 251	Advanced Commercial Building Codes . . . . .	3
ARCHT 252	Basic Commercial Drafting/CAD . . . . .	8
	<b>Total . . . . .</b>	<b>18</b>

### Sixth Quarter

ARCHT 196	Special Problems <sup>2</sup> . . . . .	4
ARCHT 262	Advanced Commercial Drafting/CAD <sup>2</sup> . . . . .	10
ARCHT 263	Advanced Commercial Building Materials <sup>2</sup> . . . . .	4
	<b>Total . . . . .</b>	<b>18</b>

**109 credits are required for the AAS.**

## CERTIFICATE

### First Quarter

APLED 121	Applied Written Communication <sup>1</sup> . . . . .	4
ARCHT 112	Introduction to Architectural Drafting . . . . .	7
ARCHT 120	Residential Architecture Theory . . . . .	3
ARCHT 126	Introduction to Computer Assisted Drafting . . . . .	5
	<b>Total . . . . .</b>	<b>19</b>

### Second Quarter

APLED 123	Leadership Skills for Business and Industry <sup>1</sup> . . . . .	3
ARCHT 114	Architectural Math . . . . .	3
ARCHT 122	Basic Residential Drafting . . . . .	7
ARCHT 130	Residential Building Materials . . . . .	4
	<b>Total . . . . .</b>	<b>17</b>

### Third Quarter

APLED 125	Employment Preparation <sup>1</sup> . . . . .	3
ARCHT 124	Advanced Architectural Math . . . . .	2
ARCHT 125	Residential Building Codes <sup>1</sup> . . . . .	2
ARCHT 132	Advanced Residential Drafting/CAD . . . . .	7
ARCHT 139	Delineation . . . . .	4
	<b>Total . . . . .</b>	<b>18</b>

**54 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> ARCHT 266 and ARCHT 267 or ARCHT 288 (no seminar) may be substituted for one or more of these courses with permission of the instructor.

## ARMY RESERVE OFFICER'S TRAINING CORPS (ROTC)

### AA-DTA: SCC, SFCC

The Reserve Officer's Training Program (ROTC) is an Officer commissioning program for the United States Army. Students who finish the program and graduate from a four-year institution receive a commission and become a 2nd Lieutenant in the U.S. Army, National Guard or Reserve. Students who complete ROTC courses receive college credits in addition to the credits received in their academic discipline.

ROTC is a four-year program consisting of the Basic Course and the Advanced Course. The Basic Course is taken during the freshman and sophomore years and the Advanced Course during the junior and senior years. Completion of the Basic Course (or earning basic course credit) is a prerequisite to enroll in the Advanced Course. Basic course credit is given automatically to Veterans. Students can also earn Basic Course credit by attending the Leader's Training Course (LTC) at Fort Knox, KY. There is no service obligation incurred when taking the Basic Course (100- and 200-level courses). The Basic Course is open to any student who wants to learn about leadership, teamwork, time management, fitness, and the U.S. Army. Upon successful completion of the Basic Course, students are eligible to contract with ROTC. It allows students to discover whether they want to continue into the Advanced Course and commission into the Army.

Army ROTC courses are conducted through Community Colleges of Spokane (CCS) via a cross-enrollment agreement with Eastern Washington University (EWU). Students can earn the credits for the Basic Course while enrolled at SFCC and SCC in preparation for the Advanced Course. These classes are held at SFCC only. SCC students must travel to SFCC for classes.

### AA-DTA

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

### WHO MAY ENROLL?

Any male or female student enrolled at SFCC or SCC.

### SCHOLARSHIPS

Students can apply for 2-, 3-, and 4-year active duty scholarships which will pay full tuition costs and mandatory fees, and a quarterly book stipend of \$400. A monthly stipend is also included (\$350 to \$500 a month). If a student doesn't want to serve on active duty after receiving their commission, they can apply for a Guaranteed Reserve Forces Duty (GRFD) Scholarship prior to contracting and serve in the National Guard or Reserves. The GRFD Scholarship pays the ROTC stipend as stated above plus the GI Bill, the GI Bill kicker, Federal Tuition Assistance (\$4,500 yearly), reserve pay at the E-5 rate, a book stipend of \$1,200 per year and room and board costs up to \$10,000 a year.

### NATIONAL GUARD AND RESERVE SOLDIERS

Students in the National Guard or Reserve Forces can apply for the Simultaneous Membership Program (SMP) at the beginning of their sophomore year. To qualify, students must have at least 45 quarter credit hours and contract with an Army ROTC program. Students will receive Federal Tuition Assistance of \$4,500 a year, the GI Bill, and monthly drill pay. Students might also be eligible for the GI Bill kicker.

### TWO-YEAR PROGRAM

College students who have not completed the Basic Course can do so by attending the 5-week Leader's Training Course (LTC) at Fort Knox, KY. Upon successful completion of LTC, students also become eligible for a 2-year scholarship. This scholarship provides for full tuition, book stipends, and a monthly ROTC stipend during the academic year.

### COST

All books, supplies and equipment needed for the ROTC program are provided by the Army at no cost to the students.

**MILITARY OBLIGATION**

Students who enroll in the Basic Course incur no military obligation. All college credits earned from the ROTC course count like any other college elective. Students enrolled in the Advanced Course at any 4-year university do incur a military obligation with a variety of options available. There are opportunities for full-time professional military careers and part-time Reserve or National Guard assignments. The Reserve or National Guard commitment is two days a month and 14 days of Annual Training (AT) a year with possible deployments in support of the State and or Federal Government.

**ADDITIONAL INFORMATION**

For additional information, contact the Department of Military Science at Spokane Falls Community College at 509-533-3455 or Eastern Washington University at 509-359-6110 or 509-359-2386.

Web sites: <http://www.ewu.edu/x67971.xml>, or at <http://www.goarmy.com/rotc/>

## ART (ASSOCIATE OF FINE ARTS DEGREE)

**AFA: SFCC**

The Associate of Fine Arts (AFA) program offers a solid foundation of art courses and some general undergraduate requirements for the student intending to pursue a liberal arts degree or a Fine Arts degree (BFA) at a four-year institution or for the student who will transfer to a professional art school. The AFA prepares students to transfer to a four-year institution with a minimum of 90 credits, which include many general university requirements. Art schools and university art departments may require that portfolios be submitted for admission into art programs. The AFA provides the student an opportunity to prepare a portfolio of original work. In addition, the AFA provides the student an opportunity to develop his/her skills and explore various avenues of creative image making.

Faculty coaching of studio and academic work is essential for this degree. At least 30 credits in art must be earned at Spokane Falls Community College, including the final quarter of the program. A cumulative grade point of 2.0 or better must be maintained. Students should meet with their art adviser to review the catalog and/or transfer manual of the school to which they plan to transfer before selecting courses.

Contact the SFCC Art Department for articulated AFA agreements with Eastern Washington University, Washington State University, The Evergreen State College, and Cornish College of the Arts.

**AFA****First Quarter**

ART&	100	Art Appreciation <sup>1</sup> . . . . .	5
ART	101	Fundamentals of Drawing . . . . .	4
ART	105	Color and Design . . . . .	5
ART	122	Health and Safety in Art . . . . .	1
		Additional Studio Class Recommended <sup>2</sup> . . . . .	0-5
<b>Total . . . . .</b>			<b>15-20</b>

**Second Quarter**

ART	102	Drawing Composition <sup>3</sup> . . . . .	4
ART	106	3-D Design . . . . .	4
ART	112	Non-Western Art <sup>4</sup> . . . . .	5
ENGL&	101	English Composition I . . . . .	5
<b>Total . . . . .</b>			<b>18</b>

**Third Quarter**

ART	110	Modern Art <sup>5</sup> . . . . .	5
ART	161	Portfolio I <sup>6</sup> . . . . .	1
ART	180	Watercolor <sup>7</sup> . . . . .	4
ART	202	Figure Drawing . . . . .	3
		Lab Science Elective . . . . .	5
<b>Total . . . . .</b>			<b>18</b>

**Fourth Quarter**

ART	130	Sculpture <sup>8</sup> . . . . .	4
CMST&	101	Introduction to Communication <sup>9</sup> . . . . .	5
MATH&	107	Math in Society . . . . .	5
		Additional Studio Class Recommended <sup>2</sup> . . . . .	0-5
<b>Total . . . . .</b>			<b>14-19</b>

**Fifth Quarter**

ART	205	Ceramics <sup>10</sup> . . . . .	4
		Additional Studio Class Recommended <sup>2</sup> . . . . .	0-5
		Non-Art Humanities Elective . . . . .	5
		Social Sciences Elective . . . . .	5
<b>Total . . . . .</b>			<b>14-19</b>

**Sixth Quarter**

ART	186	Oil Painting <sup>11</sup> . . . . .	4
ART	261	Exhibit <sup>6</sup> . . . . .	1
		Additional Studio Class Recommended <sup>2</sup> . . . . .	0-5
		Art Elective <sup>12</sup> . . . . .	3-4
		Social Sciences Elective . . . . .	5
<b>Total . . . . .</b>			<b>13-19</b>

**92-113 credits are required for the AFA.**

- <sup>1</sup> ART& 100 may be substituted with ART 108 or 112.
- <sup>2</sup> The faculty recommend that you take one (1) additional studio class during this quarter to build a stronger portfolio.
- <sup>3</sup> ART 102 may be substituted with ART 103.
- <sup>4</sup> ART 112 may be substituted with ART& 100 or ART 109.
- <sup>5</sup> ART 110 should be taken in the first year of the two-year program and is offered spring quarter only. Student cannot complete ART 161 without completing ART 110.
- <sup>6</sup> ART 161 and 261 are required classes. ART 161 is taught fall and spring quarters only and must be taken PRIOR to ART 261, which is taught spring quarter only.
- <sup>7</sup> ART 180 may be substituted with ART 186 or 188.
- <sup>8</sup> ART 130 may be substituted with ART 147, 189, 202 or 205.
- <sup>9</sup> CMST& 101 may be substituted with ENGL& 201
- <sup>10</sup> ART 205 may be substituted with ART 130 or 194.
- <sup>11</sup> ART 186 may be substituted with ART 180, 188, 190, 191, 192 or 193.
- <sup>12</sup> Any art course will serve as an art elective. Some classes can be repeatable courses. See college catalog for listing of courses and repeatable courses.

## ART (CERTIFICATE IN FINE ARTS)

**CFA-2D, CFA-3D: SFCC**

The Certificate in Fine Arts (CFA) affirms completion of work and is suitable for art professionals, but is not a transfer certificate. However, the courses are above 100 and are listed in many catalogs for four-year colleges and universities. Most courses will transfer. The program can be completed in two years. To develop a better assimilation of concepts and skills, a longer time span may be suggested for some students.

Each CFA student is assigned an art adviser who helps plan his or her program. Students must submit a portfolio and participate in an exhibition during their final quarter. A candidate for a Certificate in Fine Arts must complete a minimum of 96 quarter hours with a grade point average of 2.0 or better. The art adviser and art faculty will work with and evaluate the work of the student before final approval and recommendation to award the Certificate in Fine Arts.

The faculty recommends that you take one additional studio class during the first quarter to build a stronger portfolio. Not all art classes are offered every quarter. Please contact the art department for course offerings.

**CFA-2D****First Quarter**

ART&	100	Art Appreciation <sup>1</sup> . . . . .	5
ART	101	Fundamentals of Drawing . . . . .	4
ART	105	Color and Design . . . . .	5
ART	122	Health and Safety in Art . . . . .	1
		Additional Studio Class Recommended <sup>2</sup> . . . . .	0-5
<b>Total . . . . .</b>			<b>15-20</b>

**Second Quarter**

ART	102	Drawing Composition <sup>3</sup> . . . . .	4
ART	106	3-D Design . . . . .	4
		Communication Elective . . . . .	5
		Repeatable Painting Course . . . . .	4
<b>Total . . . . .</b>			<b>17</b>

**Third Quarter**

ART	110	Modern Art <sup>4</sup> . . . . .	5
ART	161	Portfolio I <sup>5</sup> . . . . .	1

ART	202	Figure Drawing	3
		Art Elective <sup>6</sup>	4
		Repeatable Required Course - List 1	4
		<b>Total</b>	<b>17</b>

**Fourth Quarter**

ART	147	Advanced Design	3
ART	201	Experimental Drawing <sup>7</sup>	3
		Printmaking Elective	4
		Repeatable Painting Course	4
		Repeatable Required Course - List 1	4
		<b>Total</b>	<b>18</b>

**Fifth Quarter**

ART	191	Screen Printing	4
		Art Elective <sup>6</sup>	5
		Computation Elective <sup>8</sup>	3-5
		Repeatable Painting Course	4
		<b>Total</b>	<b>16-18</b>

**Sixth Quarter**

ART	202	Figure Drawing	3
ART	261	Exhibit <sup>5</sup>	1
		Art Elective <sup>6</sup>	6
		Human Relations Elective	3-5
		<b>Total</b>	<b>13-15</b>

**96-105 credits are required for the CFA-2D.**

**CFA-3D****First Quarter**

ART&	100	Art Appreciation <sup>1</sup>	5
ART	101	Fundamentals of Drawing	4
ART	105	Color and Design	5
ART	122	Health and Safety in Art	1
		Additional Studio Class Recommended <sup>2</sup>	0-5
		<b>Total</b>	<b>15-20</b>

**Second Quarter**

ART	102	Drawing Composition <sup>3</sup>	4
ART	106	3-D Design	4
		Communication Elective	5
		Repeatable Painting Course	4
		<b>Total</b>	<b>17</b>

**Third Quarter**

ART	110	Modern Art <sup>4</sup>	5
ART	161	Portfolio I <sup>5</sup>	1
ART	202	Figure Drawing	3
		Art Elective <sup>6</sup>	4
		Repeatable Required Course - List 1 <sup>6</sup>	4
		<b>Total</b>	<b>17</b>

**Fourth Quarter**

ART	130	Sculpture	4
ART	147	Advanced Design	3
ART	202	Figure Drawing	3
		Repeatable Ceramics Course	4
		Repeatable Required Course - List 2	3
		<b>Total</b>	<b>17</b>

**Fifth Quarter**

ART	130	Sculpture	4
		Art Elective <sup>6</sup>	2
		Computation Elective <sup>8</sup>	3-5
		Repeatable Ceramics Course	4
		Repeatable Required Course - List 3	3
		<b>Total</b>	<b>16-18</b>

**Sixth Quarter**

ART	261	Exhibit <sup>5</sup>	1
		Art Elective <sup>6</sup>	10
		Human Relations Elective	3-5
		<b>Total</b>	<b>14-16</b>

**96-105 credits are required for the CFA-3D.**

**COMPUTATION ELECTIVE**

BUS	103	Basic Business Math and Electronic Calculators	5
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BUS	104	Business Mathematics	5
BUS	111	Math Skills	1
BUS	112	Advanced Calculator Skills	1
BUS	113	Essential Business Applications	1
BUS	114	Basic Retail Application	1

**HUMAN RELATIONS ELECTIVE**

BUS	105	Principles of Leadership	3
HS	136	Improving Interpersonal Communication	5

**PRINTMAKING ELECTIVE**

ART	189	Printmaking	4
ART	190	Printmaking Relief	4
ART	192	Printmaking, Intaglio	4
ART	193	Lithography (Printmaking)	4

**REPEATABLE CERAMICS COURSE**

ART	205	Ceramics	4
ART	206	Advanced Ceramics	4

**REPEATABLE PAINTING COURSE**

ART	180	Watercolor	4
ART	186	Oil Painting	4
ART	188	Acrylic Painting	4

**REPEATABLE REQUIRED COURSE - LIST 1**

ART	130	Sculpture	4
ART	205	Ceramics	4

**REPEATABLE REQUIRED COURSE - LIST 2**

ART	127	Visual Arts Special Workshops	1-15
ART	194	Jewelry	3

**REPEATABLE REQUIRED COURSE - LIST 3**

ART	127	Visual Arts Special Workshops	1-15
ART	147	Advanced Design	3
ART	194	Jewelry	3

<sup>1</sup> ART& 100 may be substituted with ART 108 or 112.

<sup>2</sup> The faculty recommend that you take one (1) additional studio class during this quarter to build a stronger portfolio.

<sup>3</sup> ART 102 may be substituted with ART 103.

<sup>4</sup> ART 110 should be taken in the first year of the two-year program and is offered spring quarter only. Student cannot complete ART 161 without completing ART 110.

<sup>5</sup> ART 161 and 261 are required classes. ART 161 is taught fall and spring quarters only and must be taken prior to ART 261, which is taught spring quarter only.

<sup>6</sup> Any art course will serve as an art elective. Some classes may be repeatable courses. See college catalog for listing of courses and repeatable courses.

<sup>7</sup> ART 201 may be substituted with ART 202.

<sup>8</sup> May be substituted with any MATH course 100 level or above.

## ART PRE-MAJOR

### AA-DTA: SFCC

A primary purpose of the Art Department is to offer a solid foundation of academic and studio art courses for transfer to a four-year institution. The AA degree is one of two options in art for transfer. The AA degree might be chosen by the student pursuing a liberal arts degree with an art minor or major. He/she may complete all basic art requirements at Spokane Falls Community College.

The core of art courses will provide a foundation for a liberal arts degree at a four-year institution. Some four-year institutions and most art schools, however, require many more studio courses and a portfolio of original art for admission into a fine arts program. If the SFCC student, after having checked the requirements of the transfer institution, needs to build a portfolio and strengthen his/her skills, that student might best select the AFA program.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup>	90
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**Total** ..... **90**

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**AUDIO TECHNOLOGY****AAS, Certificate: SFCC**

The objective of this program is to prepare students for entry-level jobs and for self employment in the entertainment industry in the areas of digital/audio production, recording/live sound engineering and as broadcast and audio equipment technicians.

The certificate and first year of the AAS degree provides a basic understanding of the music technology/audio engineering field. Students learn principles and procedures of studio recording, CD production and live sound reinforcement. They also receive an introduction to state of the art software programs specific to the digital recording industry including ProTools. The first year also includes basic music theory, piano keyboard skills and the business aspects of the music industry.

The second year of the AAS degree provides advanced study and implementation of the above as well as intensive study of the ProTools operating system. Students will further develop their skills in studio recording, CD production, live sound reinforcement, song writing, and Musical Instrument Digital Interface (MIDI)/digital technologies for music arranging and film scoring.

**AAS****First Quarter**

AUDIO 116	Music Basics for Audio Professionals <sup>1</sup>	5
AUDIO 117	Introduction to Music Technology	5
AUDIO 155	Introduction to Recording	5
	Functional Piano or Private Lessons Elective <sup>2</sup>	1-2
<b>Total</b>		<b>16-17</b>

**Second Quarter**

AUDIO 113	Live Sound and Location Recording I	3
AUDIO 120	Digital Audio I	4
BT 107	Business Communications	3
BUS 102	Math Skills for Business	3
MUSC 114	Contemporary Harmony	3
	Functional Piano or Private Lessons Elective <sup>2</sup>	1-2
<b>Total</b>		<b>17-18</b>

**Third Quarter**

AUDIO 121	Digital Audio II	4
AUDIO 151	Audio Project I	1
AUDIO 156	Audio Engineering I	4
AUDIO 159	Business of Music	5
<b>Total</b>		<b>14</b>

**Fourth Quarter**

AUDIO 217	System Setup and Maintenance	3
AUDIO 218	Digital Audio III	5
AUDIO 255	Audio Engineering II	4
MUSC 214	Contemporary Harmony II/Songwriting	5
<b>Total</b>		<b>17</b>

**Fifth Quarter**

AUDIO 205	MIDI Arranging	5
AUDIO 213	Live Sound II	4
AUDIO 219	Digital Audio IV	5
	Related Instruction Elective	3-5
<b>Total</b>		<b>17-19</b>

**Sixth Quarter**

AUDIO 206	Scoring for Film and Multi-Media	5
AUDIO 220	Digital Audio V	5
AUDIO 251	Audio Projects II	1
AUDIO 260	Audio Portfolio	1
AUDIO 266	Cooperative Education Seminar	1
AUDIO 267	Cooperative Education Work Experience	1-3
	Related Instruction Elective	3-5
<b>Total</b>		<b>17-21</b>

**98-106 credits are required for the AAS.****CERTIFICATE****First Quarter**

AUDIO 116	Music Basics for Audio Professionals <sup>1</sup>	5
AUDIO 117	Introduction to Music Technology	5
AUDIO 155	Introduction to Recording	5
	Functional Piano or Private Lessons Elective <sup>2</sup>	1-2
<b>Total</b>		<b>16-17</b>

**Second Quarter**

AUDIO 113	Live Sound and Location Recording I	3
AUDIO 120	Digital Audio I	4
BT 107	Business Communications	3
BUS 102	Math Skills for Business	3
MUSC 114	Contemporary Harmony	3
	Functional Piano or Private Lessons Elective <sup>2</sup>	1-2
<b>Total</b>		<b>17-18</b>

**Third Quarter**

AUDIO 121	Digital Audio II	4
AUDIO 151	Audio Project I	1
AUDIO 156	Audio Engineering I	4
AUDIO 159	Business of Music	5
<b>Total</b>		<b>14</b>

**47-49 credits are required for the Certificate.****FUNCTIONAL PIANO OR PRIVATE LESSONS ELECTIVE**

MUSC 166	Functional Piano I	2
MUSC 167	Functional Piano II	2
MUSC 180	Private Lessons	1

**RELATED INSTRUCTION ELECTIVE**

BT 108	Business Communications	3
BT 272	Business Correspondence	5
BUS 103	Basic Business Math and Electronic Calculators	5
BUS 104	Business Mathematics	5
BUS 105	Principles of Leadership	3
BUS 280	Human Relations in Business	5
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
HS 136	Improving Interpersonal Communication	5

<sup>1</sup> AUDIO 116 may be substituted with MUSC& 141.

<sup>2</sup> MUSC 180 may be taken up to three times. If taking private lessons: first quarter select either piano or keyboarding; second quarter select keyboarding.

<sup>3</sup> AUDIO 206 may be substituted with AUDIO 256.

<sup>4</sup> BUS 104 may be substituted with any math course 099 or above.

**AUTOMOTIVE COLLISION AND REFINISHING TECHNICIAN****AAS: SCC**

The Automotive Collision and Refinishing Technician program teaches skills including metalwork, glasswork, refinishing, and welding. Instruction is primarily by demonstration and individual help in a shop situation where field conditions are simulated. This includes wire feed; plastic repair; a study of basic hand tools and their uses; basic metal straightening techniques; use of modern shop equipment; and basic refinishing methods. The advanced portion of the course involves practical applications in metal straightening; body and panel alignment; frame and chassis repair; and body repair including both major damage and miscellaneous repair. Modern refinishing and paint techniques are included.

A comprehensive study of automobile refinishing, material damage estimating, insurance procedures, and shop procedures is emphasized.

Students must complete each ABF and related course with a 2.0 grade or better before advancing to subsequent quarters.

**AAS****First Quarter**

ABF 113	Introduction to Job Safety, Tools, and Equipment	4
ABF 114	Introduction to Unibody and Frame Alignment and Repair	4
ABF 115	Basic Metal Straightening and Panel Alignment	4
ABF 116	Introduction to Estimating and Parts Identification	4

ABF	117	Automotive Collision MIG Welding	1
CIS	105	Computer Fundamentals for Vocations I	2
<b>Total</b>			<b>19</b>

**Second Quarter**

ABF	243	Advanced Unibody and Frame Alignment and Repair	6
ABF	244	Advanced Metal Straightening and Panel Alignment Methods	5
ABF	245	Estimating Applications	5
APLED	112	Applied Mathematics <sup>1</sup>	3
<b>Total</b>			<b>19</b>

**Third Quarter**

ABF	133	Introduction to Industrial Safety and Hygiene	3
ABF	134	Introduction to Interior and Exterior Surface Preparation	4
ABF	135	Basic Polishing and Detailing	3
ABF	136	Introduction to Topcoat Systems and Application Procedures	3
ABF	137	Basic Color Matching and Paint Mixing Fundamentals	3
APLED	125	Employment Preparation <sup>1</sup>	3
<b>Total</b>			<b>19</b>

**Fourth Quarter**

ABF	263	Advanced Interior and Exterior Surface Preparation	4
ABF	264	Advanced Paint Application, Color Matching, and Paint Mixing	4
ABF	265	Materials and Cost Estimation	3
ABF	268	Advanced Finishing, Compounding, and Detailing	5
MMGT	205	Small Business Planning <sup>1</sup>	5
<b>Total</b>			<b>21</b>

**Fifth Quarter**

ABF	123	Introduction to Major Panel Replacement	5
ABF	124	Introduction to Mechanical Components	3
ABF	125	Introduction to Major Unibody and Frame Repair	5
ABF	126	Fundamentals of Shop Procedures	3
APLED	121	Applied Written Communication <sup>1</sup>	4
ISFTY	111	Industrial First Aid	2
<b>Total</b>			<b>22</b>

**Sixth Quarter**

ABF	253	Intermediate Major Panel Replacement Applications <sup>2</sup>	6
ABF	254	Intermediate Mechanical Components Applications <sup>2</sup>	4
ABF	255	Intermediate Major Unibody and Frame Methods <sup>2</sup>	6
APLED	123	Leadership Skills for Business and Industry <sup>2</sup>	3
<b>Total</b>			<b>19</b>

**119 credits are required for the AAS.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> ABF 266 and 267 or ABF 288 may be substituted for ABF courses in the sixth quarter with permission of the instructor.

## AUTOMOTIVE HIGH PERFORMANCE STREET ROD

### Certificate: SCC

The successful completion of the two quarter Automotive High Performance Street Rod program will enable graduates to enter the rapidly expanding automotive performance and customizing industry. Students will learn the skills necessary to restore and modify high performance automobiles. Students will receive specialized training in subjects ranging from body repair and fabrication to building and dyno tuning high performance engines. They also will have the knowledge and ability to safely and successfully operate sophisticated machinery. Students learn about materials used in today's high-tech and street rod engines. They are offered specialized training with intense theory and hands-on performance based objectives.

The Automotive High Performance Street Rod certificate program is offered to the person who has an automotive background and wishes to specialize as an Automotive High Performance Street Rod specialist. To enroll in the certificate program, the student should be currently enrolled in or have completed either the automotive technology program or auto body collision program or have automotive experience. Instructor

permission is required before enrolling.

A 2.0 grade or better must be maintained in all automotive coursework before advancing to the subsequent quarter. Students not meeting this minimum requirement must repeat the course(s) before progressing.

**CERTIFICATE****First Quarter**

ABF	220	Welding	3
ABF	221	Sheet Metal Repair and Fabrication	4
ABF	222	Chassis and Suspension	3
ABF	223	Body Assembly	2
<b>Total</b>			<b>12</b>

**Second Quarter**

AUTO	270	High Performance Engines	16
<b>Total</b>			<b>16</b>

**28 credits are required for the Certificate.**

## AUTOMOTIVE TECHNOLOGY

### AAS, Certificate: SCC

The Automotive Technology program prepares students for employment in many areas of the automotive field including dealerships, independent garages, fleet shops, service stations and specialty shops which cover areas such as tune-ups and brakes. Students may enter the program in any of the first five quarters. The one-year certificate requires completion of any three quarters of the automotive technology program and the three related classes identified in footnote 2. This flexible schedule also enables students to receive short-term certificates while pursuing their degree. Students must complete each AUTO course with a 2.0 grade or better before advancing to subsequent quarters.

Graduation Requirements:

- Industrial First Aid is a condition of graduation and must be obtained by the sixth quarter. This can be accomplished by taking ISFTY 111 or by providing current proof of certification from an outside agency. ISFTY completion must be submitted with petition to graduate.

**AAS****First Quarter**

AGGEN	158	Oxy-acetylene Welding	1
AUTO	115	Theory of Electronics and Accessories <sup>1</sup>	4
AUTO	116	Diagnosis of Electronics and Accessories <sup>1</sup>	5
AUTO	215	Advanced Theory of Electronics and Accessories <sup>1</sup>	3
AUTO	216	Advanced Diagnosis of Electronics and Accessories <sup>1</sup>	4
<b>Total</b>			<b>17</b>

**Second Quarter**

APLED	112	Applied Mathematics <sup>2</sup>	4
AUTO	211	Theory of Engines <sup>1</sup>	8
AUTO	212	Theory and Application of Engine Repair	8
<b>Total</b>			<b>20</b>

**Third Quarter**

AGGEN	161	Advanced Maintenance Welding	1
AUTO	117	Theory of Engine Performance <sup>1</sup>	5
AUTO	118	Diagnosis of Engine Performance <sup>1</sup>	6
AUTO	119	Theory of Air Conditioning	2
AUTO	120	Air Conditioning Applications	3
CIS	105	Computer Fundamentals for Vocations I <sup>5</sup>	2
<b>Total</b>			<b>19</b>

**Fourth Quarter**

APLED	125	Employment Preparation <sup>2</sup>	3
AUTO	122	Engine Performance, Service, and Repair	5
AUTO	221	Advanced Principles of Engine Performance, Air Conditioning, and Electrical <sup>3</sup>	3
AUTO	228	Diagnosis of Hybrids	6
AUTO	230	Safety Procedures for Hybrids	2
<b>Total</b>			<b>19</b>

**Fifth Quarter**

AUTO	113	Theory of Transmissions/Transaxles <sup>3</sup>	3
AUTO	114	Diagnosis of Transmissions/Transaxles <sup>3</sup>	4
AUTO	129	Principles of Automatic Transmissions <sup>3</sup>	4
AUTO	130	Service and Repair of Automatic Transmissions <sup>3</sup>	5

MMGT 205 Small Business Planning<sup>2</sup> . . . . . 5

**Total** . . . . . **21**

#### Sixth Quarter

APLED 121 Applied Written Communication<sup>2</sup> . . . . . 4

AUTO 111 Theory of Brakes . . . . . 3

AUTO 112 Theory and Application of Brake Repair . . . . . 4

AUTO 131 Principles of Suspension Systems . . . . . 4

AUTO 132 Service and Repair of Suspension Systems . . . . . 5

**Total** . . . . . **20**

#### Seventh Quarter

Optional Summer Course —

High Performance Engines<sup>4</sup> . . . . . 0-16

**Total** . . . . . **0-16**

**116-132 credits are required for the AAS.**

### CERTIFICATE

#### AUTOMOTIVE TECHNOLOGY CERTIFICATE

The one-year certificate requires completion of any three quarters of the automotive technology program and the three related classes identified in footnote 2. This flexible schedule also enables students to receive short-term certificates while pursuing their degree. 56-58 credits are required for the certificate. Graduation Requirements: Industrial First Aid is a condition of graduation and must be obtained by the sixth quarter. This can be accomplished by taking ISFTY 111 or by providing proof of certification from an outside agency. ISFTY completion must be submitted with petition to graduate.

APLED 112 Applied Mathematics<sup>2</sup> . . . . . 4

APLED 121 Applied Written Communication<sup>2</sup> . . . . . 4

APLED 125 Employment Preparation<sup>2</sup> . . . . . 3

Any Three Quarters of AAS Degree<sup>6</sup> . . . . . 45-47

**Total** . . . . . **56-58**

**56-58 credits are required for the Certificate.**

#### AUTOMOTIVE TRANSMISSIONS/TRANSAXLES

This short-term certificate program introduces students to the theory and operation of both manual and automatic transmissions/transaxles, differential, drive line, and constant velocity joints. Students learn the principles of steering and suspension systems including MacPherson struts and four-wheel alignment, late model transmissions, transaxles and sub assemblies. Practical applications include the diagnosis and repair of all types of transmissions/transaxles components.

##### First Quarter

AUTO 113 Theory of Transmissions/Transaxles . . . . . 3

AUTO 114 Diagnosis of Transmissions/Transaxles . . . . . 4

AUTO 129 Principles of Automatic Transmissions . . . . . 4

AUTO 130 Service and Repair of Automatic Transmissions . . . . . 5

**Total** . . . . . **16**

**16 credits are required for the Certificate.**

#### BRAKES AND SUSPENSION

This short-term certificate provides students with both theory and practical lab applications in automotive brake, suspension and hydraulic systems. Students gain experience in the diagnosis and repair of the following systems and components: master cylinder and hydraulic systems, drum and disc brakes, parking brakes, machining of brake drums and rotors, power brake units, and anti-lock brake systems.

##### First Quarter

AUTO 111 Theory of Brakes . . . . . 3

AUTO 112 Theory and Application of Brake Repair . . . . . 4

AUTO 131 Principles of Suspension Systems . . . . . 4

AUTO 132 Service and Repair of Suspension Systems . . . . . 5

**Total** . . . . . **16**

**16 credits are required for the Certificate.**

#### ELECTRONICS/ELECTRICAL

This short-term certificate program introduces students to basic electrical concepts including Ohm's Law, magnetism, analog and digital meters, and test equipment. Students gain practical shop experience in the testing of such equipment as test lamps, voltmeters and ammeters. Hookup and testing of electronics and electrical components and circuits also are included.

#### First Quarter

AUTO 115 Theory of Electronics and Accessories . . . . . 4

AUTO 116 Diagnosis of Electronics and Accessories . . . . . 5

AUTO 215 Advanced Theory of Electronics and Accessories . . . . . 3

AUTO 216 Advanced Diagnosis of Electronics and Accessories . . . . . 4

**Total** . . . . . **16**

**16 credits are required for the Certificate.**

#### ENGINE PERFORMANCE/AIR CONDITIONING

This two-quarter certificate program emphasizes both engine performance and air conditioning systems and components. Content areas include ignition systems, fuel and exhaust/emissions systems, theory of carburetion and ignition systems. Students are introduced to heating and air conditioning systems and gain practical shop experience in their diagnosis and repair procedures. An electronics/electrical certificate must be earned before taking these courses.

##### First Quarter

AUTO 117 Theory of Engine Performance . . . . . 5

AUTO 118 Diagnosis of Engine Performance . . . . . 6

AUTO 119 Theory of Air Conditioning . . . . . 2

AUTO 120 Air Conditioning Applications . . . . . 3

**Total** . . . . . **16**

##### Second Quarter

AUTO 121 Principles of Engine Performance, Air Conditioning, and Electrical . . . . . 4

AUTO 122 Engine Performance, Service, and Repair . . . . . 5

AUTO 221 Advanced Principles of Engine Performance, Air Conditioning, and Electrical . . . . . 3

AUTO 222 Advanced Engine Performance, Service, and Repair . . . . . 4

**Total** . . . . . **16**

**32 credits are required for the Certificate.**

#### ENGINE REPAIR

This short-term engine repair certificate program provides students with theory and operation fundamentals of engine diagnosis. Students gain practical shop experience in engine repair, inspection of cylinder heads, valve trains, engine blocks, and lubrication and cooling systems.

##### First Quarter

AUTO 211 Theory of Engines . . . . . 8

AUTO 212 Theory and Application of Engine Repair . . . . . 8

**Total** . . . . . **16**

**16 credits are required for the Certificate.**

#### OPTIONAL SUMMER COURSE — HIGH PERFORMANCE ENGINES

AUTO 270 High Performance Engines . . . . . 16

<sup>1</sup> These courses must be taken before AUTO 228 and 230.

<sup>2</sup> This related education requirement may be met with any course or combination of courses approved by the instructional dean. Required related courses for one-year certificate are APLED 112,121,125 and ISFTY 111 (which may be taken through an outside agency).

<sup>3</sup> AUTO 266 and 267 or 288 (no seminar) may be substituted. A maximum of 18 credits of cooperative education is allowed.

<sup>4</sup> AUTO 270 for automotive technology students desiring to receive additional training may be taken summer quarter either after the 3rd or 6th quarter. Instructor permission required. Completion of this course will entitle the student to a certificate of completion issued by the dean of instruction for technical education.

<sup>5</sup> This related education requirement may be met with any course or combination of courses approved by the instructional dean. CIS 105 may be substituted with MET 103 or CIS 110.

<sup>6</sup> The one-year certificate requires completion of any three quarters of the automotive technology program and the three related classes identified in the certificate option.

## AUTOMOTIVE: TOYOTA T-TEN

### AAS: SCC

The Automotive Technology program prepares students for employment in many areas of the automotive field including dealerships, independent garages, fleet shops, service stations and specialty shops which cover areas such as tune-ups and brakes. Students may enter the program in

any of the first five quarters. The one-year certificate requires completion of any three quarters of the automotive technology program and three related classes identified in footnote 2 of the Automotive Technology program. This flexible schedule also enables students to receive short-term certificates while pursuing their degree.

Students interested in receiving special training in Toyota T-TEN (Technical Education Network) may substitute specialized courses specifically catering to Toyota T-TEN option. Entrance into the program requires an interview with and permission of the instructor. Continuation within the course program requires permission of the instructor. Students must complete each AUTO course with a 2.0 grade or better before advancing to subsequent quarters.

## AAS

### First Quarter

AGGEN 161	Advanced Maintenance Welding	4
AUTO 102	Introduction to Toyota	1
AUTO 103	Introduction to Toyota Lab	1
AUTO 104	Toyota Internship	2
AUTO 105	Toyota Electrical Systems I	3
AUTO 107	Toyota Electrical Circuitry Theories	5
CIS 105	Computer Fundamentals for Vocations I <sup>1</sup>	2
<b>Total</b>		<b>18</b>

### Second Quarter

APLED 123	Leadership Skills for Business and Industry <sup>2</sup>	3
AUTO 106	Toyota Internship	1
AUTO 123	Toyota Engine Performance I	2
AUTO 124	Toyota Engine Performance I Lab	4
AUTO 125	Toyota Engine Repair	2
AUTO 126	Toyota Engine Repair Lab	4
<b>Total</b>		<b>16</b>

### Third Quarter

AUTO 127	Toyota Electrical Systems II	1
AUTO 128	Toyota Electrical Systems II Lab	1
AUTO 205	Toyota Internship	5
AUTO 207	Toyota Engine Performance II	2
AUTO 208	Toyota Engine Performance II Lab	3
ISFTY 111	Industrial First Aid <sup>2</sup>	2
<b>Total</b>		<b>14</b>

### Fourth Quarter

APLED 121	Applied Written Communication <sup>2</sup>	4
AUTO 201	Toyota Brakes	3
AUTO 202	Toyota Brakes Lab	3
AUTO 203	Toyota Steering and Suspension	3
AUTO 204	Toyota Steering and Suspension Lab	3
<b>Total</b>		<b>16</b>

### Fifth Quarter

AUTO 209	Toyota Internship	12
AUTO 219	Toyota Hybrid Technology	2
<b>Total</b>		<b>14</b>

### Sixth Quarter

APLED 112	Applied Mathematics <sup>2</sup>	5
AUTO 217	Principles of Automatic Transmissions	4
AUTO 218	Service and Repair of Automatic Transmissions	5
AUTO 223	Theory of Transmissions	3
AUTO 224	Diagnosis of Transmissions	4
<b>Total</b>		<b>21</b>

### Seventh Quarter

AGGEN 158	Oxy-acetylene Welding	1
AUTO 225	Toyota Heating and Air Conditioning	2
AUTO 226	Toyota Heating and Air Conditioning Lab	3
AUTO 236	Toyota Internship	7
<b>Total</b>		<b>13</b>

**112 credits are required for the AAS.**

<sup>1</sup> This related education requirement may be met with any course or combination of courses approved by the instructional dean. CIS 105 may be substituted with CIS 110.

<sup>2</sup> This related education requirement may be met with any course or combination of courses approved by the instructional dean.

# AVIATION MAINTENANCE TECHNOLOGY

## AAS, Certificate: SCC

Approved courses in both airframe and powerplant mechanics are offered to meet the Federal Aviation Administration requirements. General aircraft courses offered the first two quarters are prerequisites to both the airframe and powerplant phase of the program. Students receive a well-rounded education in general aircraft mechanics the first two quarters of the program. Third- and fourth-quarter course offerings include both lecture and lab courses in airframe repair, and fifth- and sixth-quarter offerings include lecture and lab courses in powerplant repair. Courses to satisfy the requirements for an AAS degree will be by arrangement.

Graduates of the program are eligible to take the FAA examination for both the Airframe and Powerplant licenses. A minimum of 1,900 attendance hours is required to take these exams.

## AAS

### First Quarter

ARCFT 115	Introduction to General Aircraft Maintenance	5
ARCFT 116	Introduction to General Aircraft Maintenance Shop	4
ARCFT 117	General Aircraft Maintenance	5
ARCFT 118	General Aircraft Maintenance Shop	4
MATH 100	Vocational Technical Mathematics <sup>1</sup>	3-4
<b>Total</b>		<b>21-22</b>

### Second Quarter

ARCFT 119	Advanced General Aircraft Maintenance	5
ARCFT 120	Advanced General Aircraft Maintenance Shop	4
ARCFT 135	Basic Airframe Maintenance	5
ARCFT 136	Basic Airframe Maintenance Shop	5
	Related Education Requirement <sup>2</sup>	3-4
<b>Total</b>		<b>22-23</b>

### Third Quarter

ARCFT 137	Airframe Structures	5
ARCFT 138	Airframe Structures Shop	5
ARCFT 139	Airframe Systems	5
ARCFT 140	Airframe Systems Shop	5
	Related Education Requirement <sup>2</sup>	3-4
<b>Total</b>		<b>23-24</b>

### Fourth Quarter

ARCFT 235	Advanced Airframe Systems	5
ARCFT 236	Advanced Airframe Systems Shop	5
ARCFT 237	Integrated Airframe Powerplant Maintenance	5
ARCFT 238	Integrated Airframe Powerplant Maintenance Shop	5
	Related Education Requirement <sup>2</sup>	3
<b>Total</b>		<b>23</b>

### Fifth Quarter

ARCFT 245	Aircraft Engines I	5
ARCFT 246	Aircraft Engines Shop I	5
ARCFT 247	Aircraft Engines II	5
ARCFT 248	Aircraft Engines Shop II	5
<b>Total</b>		<b>20</b>

### Sixth Quarter

ARCFT 255	Powerplant Systems and Components I	5
ARCFT 256	Powerplant Systems and Components I Shop	5
ARCFT 257	Powerplant Systems and Components II	5
ARCFT 258	Powerplant Systems and Components II Shop	5
<b>Total</b>		<b>20</b>

### Seventh Quarter

Additional Credits to Satisfy FAA Requirements<sup>3</sup> . . . 0-20

**Total** . . . . . **0-20**

**129-152 credits are required for the AAS.**

## CERTIFICATE

### AIRFRAME MAINTENANCE CERTIFICATE

This two-quarter certificate provides students with both theory and practical lab application on advanced aircraft construction, rigging and repair, aircraft operation systems, aircraft warning systems, and advanced aircraft electrical systems. This certificate in conjunction with the General

Aircraft Maintenance Certificate would allow a student to be eligible to apply for a Federal Aviation Administration Maintenance Airframe License. Completion of the General Aircraft Maintenance Certificate is required before Airframe and/or Powerplant Certificate programs are taken. FAA requires 750 hours of attendance.

**First Quarter**

ARCFT 137	Airframe Structures	5
ARCFT 138	Airframe Structures Shop	5
ARCFT 139	Airframe Systems	5
ARCFT 140	Airframe Systems Shop	5
<b>Total</b>		<b>20</b>

**Second Quarter**

ARCFT 235	Advanced Airframe Systems	5
ARCFT 236	Advanced Airframe Systems Shop	5
ARCFT 237	Integrated Airframe Powerplant Maintenance	5
ARCFT 238	Integrated Airframe Powerplant Maintenance Shop	5
<b>Total</b>		<b>20</b>

**40 credits are required for the Certificate.**

**GENERAL AIRCRAFT MAINTENANCE CERTIFICATE**

This two-quarter certificate provides students with both theory and practical lab applications in aviation physics and aerodynamics, aircraft weight and balance, aircraft ground handling, basic aircraft electrical circuits, aircraft inspection techniques, aircraft materials and construction, and Federal Aviation Administration regulations and maintenance entries. Completion of this certificate is required before Airframe and/or Powerplant Certificate programs are taken. FAA requires 400 hours of attendance.

MATH 100	Vocational Technical Mathematics <sup>4</sup>	3
<b>Total</b>		<b>3</b>

**First Quarter**

ARCFT 115	Introduction to General Aircraft Maintenance	5
ARCFT 116	Introduction to General Aircraft Maintenance Shop	4
ARCFT 117	General Aircraft Maintenance	5
ARCFT 118	General Aircraft Maintenance Shop	4
<b>Total</b>		<b>18</b>

**Second Quarter**

ARCFT 119	Advanced General Aircraft Maintenance	5
ARCFT 120	Advanced General Aircraft Maintenance Shop	4
ARCFT 135	Basic Airframe Maintenance	5
ARCFT 136	Basic Airframe Maintenance Shop	5
<b>Total</b>		<b>19</b>

**40 credits are required for the Certificate.**

**POWERPLANT MAINTENANCE CERTIFICATE**

This two-quarter certificate provides students with both theory and practical lab application in powerplant theory and construction both for reciprocating and turbine engines, and theory and repair of powerplant accessories. This certificate in conjunction with the General Aircraft Maintenance Certificate allows students to be eligible to apply for a Federal Aviation Administration Maintenance Powerplant License. Completion of the General Aircraft Maintenance Certificate is required before Airframe and/or Powerplant Certificate programs are taken. FAA requires 750 hours of attendance.

**First Quarter**

ARCFT 245	Aircraft Engines I	5
ARCFT 246	Aircraft Engines Shop I	5
ARCFT 247	Aircraft Engines II	5
ARCFT 248	Aircraft Engines Shop II	5
<b>Total</b>		<b>20</b>

**Second Quarter**

ARCFT 255	Powerplant Systems and Components I	5
ARCFT 256	Powerplant Systems and Components I Shop	5
ARCFT 257	Powerplant Systems and Components II	5
ARCFT 258	Powerplant Systems and Components II Shop	5
<b>Total</b>		<b>20</b>

**40 credits are required for the Certificate.**

**ADDITIONAL CREDITS TO SATISFY FAA REQUIREMENTS**

ARCFT 275	Theory and Review - Airframe or Powerplant	1-10
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ARCFT 276	Airframe or Powerplant Shop	1-10
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<sup>1</sup> This course may be substituted with any course from the department pre-approved substitution list or any related course or combination of courses approved by the instructional dean.

<sup>2</sup> This course may be chosen from a pre-approved departmental elective list or any related course or combination of courses approved by the instructional dean. A subtotal of 12 credits (a minimum of 3 in each category) in the related education areas of computation, written communication, and human relations/leadership is required for the AAS degree.

<sup>3</sup> Available for students who have not accumulated 1900 hours or satisfied other FAA requirements.

<sup>4</sup> Required by FAA.

**AVIATION/AIRWAY SCIENCE –  
ARTICULATED PROGRAM**

**Articulation: SFCC**

Spokane Falls Community College (SFCC) has an articulation agreement with the University of North Dakota. This challenging two-year program articulates with the Commercial Aviation degree offered through the University of North Dakota's John D. Odegard School of Aerospace Sciences. Students also have the option to complete courses which can help them transfer into the following four-year bachelor degree programs:

- Air Traffic Control, BS
- Airport Management, BBA
- Aviation Management, BBA
- Aviation Systems Management, BS
- Aviation Technology Management, BS
- Flight Education, BS
- Unmanned Aircraft Systems Operations, BS

At the end of two years, students will have earned the following certificates and ratings:

- Private Pilot Certificate
- Commercial Pilot Certificate with: Instrument Rating and Multi-Engine Rating

**For more information, contact the flight center or aviation counselor at SFCC.**

**BAKING: PROFESSIONAL PASTRIES  
AND SPECIALTY CAKES**

**Certificate: SCC**

This program prepares students for employment in independent, specialty bakeries and professional cake decorating environments. The certificate provides practical and theoretical training in personal hygiene in the baking industry, baking machinery usage, and production training in the baking of artisan breads and pastries. Students learn decorating, including proper piping procedures, tube usage, flower creation and decoration, color mixing and design principles.

A 2.0 grade or higher must be maintained in all APLED, BAK and HM courses for the certificate.

**CERTIFICATE**

**First Quarter**

BAK 101	Introduction to Baking and Pastries	1
BAK 110	Artisan Breads	5
BAK 111	Pastries	7
HM 112	Hospitality Mathematics <sup>1</sup>	3
<b>Total</b>		<b>16</b>

**Second Quarter**

BAK 120	Special Occasion Cakes	2
BAK 121	Tortes and Gateau	2.5
BAK 130	Sculptured Cakes	2.5
BAK 131	Rolled Fondant	2.5
BAK 248	Wedding Cakes	2.5
HM 115	Food Sanitation	3
<b>Total</b>		<b>15</b>

**Third Quarter**

APLED	121	Applied Written Communication <sup>1</sup> . . . . .	4
APLED	123	Leadership Skills for Business and Industry <sup>1</sup> . . . . .	3
BAK	266	Cooperative Education Seminar . . . . .	1
BAK	267	Cooperative Education Work Experience . . . . .	6
<b>Total</b> . . . . .			<b>14</b>

**45 credits are required for the Certificate.**

<sup>1</sup> This course may be substituted with any course or combination of courses approved by the instructional dean.

**BIOLOGICAL SCIENCE PRE-MAJOR****AA-DTA, Associate in Biology DTA/MRP: SCC, SFCC**

The Life Science Department offers courses in the fields of environmental biology, general biology, anatomy and physiology, nutrition, microbiology, botany and zoology. These courses allow students to investigate the scientific world either as a major area of study, part of the liberal arts curriculum or just to satisfy a curiosity.

Students in Biology can specialize in a wide array of areas such as Science Education, Zoology, Botany, Wildlife, Forestry, Fisheries, Ecology, Environment Science, Microbiology, and Biotechnology. Positions can be found in a variety of areas such as public and private educational institutions, private companies, and local, state, and federal government agencies. Entry level positions are very competitive, so student should consider graduate degrees.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the AA-DTA.**

**ASSOCIATE IN BIOLOGY DTA/MRP**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the Associate in Biology DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**BIOMEDICAL EQUIPMENT TECHNICIAN****AAS: SCC**

This program is designed to prepare students for employment in the specialized field of biomedical electronics in a hospital or in the medical electronics industry.

The curriculum has been planned to give comprehensive training in circuit analysis, laboratory techniques and the use of modern test equipment. A balanced study of peripheral subjects that make the biomedical equipment technician unique also is included. These subjects include fundamentals of physics, chemistry, physiology, medical terminology, hospital ethics and hospital safety. The curriculum provides special lectures and laboratories in repair, and preventive maintenance of medical electronic equipment.

Graduates are prepared for employment as entry-level biomedical equipment technicians. To qualify for graduation, the student must have successfully completed five quarters of basic electronics including the additional required courses (i.e., chemistry and physics) and the six and seventh quarter biomedical sequence. Entrance to each quarter of basics is contingent upon satisfactory completion of the previous quarter. Students may enroll fall and winter quarters only. The clinical practicum is available during summer quarter only.

The goal of the program is to provide the health care field with bio-

medical equipment technicians who have a thorough understanding of electronic fundamentals; a practical ability to design, construct and troubleshoot electronic circuits; and knowledge about the theory of operation, physiological principles, and the safe and practical applications of biomedical equipment.

**AAS****First Quarter**

ELECT	110	Computer Fundamentals for Electronics . . . . .	2
ELECT	111	DC Circuits . . . . .	7
ELECT	112	DC Circuit Lab . . . . .	5
ELECT	113	DC/AC Circuit Math . . . . .	5
<b>Total</b> . . . . .			<b>19</b>

**Second Quarter**

APLED	121	Applied Written Communication <sup>2</sup> . . . . .	4
ELECT	121	AC Circuits . . . . .	9
ELECT	122	AC Circuit Lab . . . . .	5
ELECT	123	Advanced DC/AC Circuit Math . . . . .	5
<b>Total</b> . . . . .			<b>23</b>

**Third Quarter**

ELECT	136	Solid State Devices/Circuits . . . . .	5
ELECT	137	Solid State Devices/Circuits Lab . . . . .	4
ELECT	138	Linear Devices/Circuits . . . . .	5
ELECT	139	Linear Devices/Circuits Lab . . . . .	4
PHYS	100	Introductory Physics <sup>2</sup> . . . . .	5
<b>Total</b> . . . . .			<b>23</b>

**Fourth Quarter**

CHEM&	121	Intro to Chemistry: w/Lab <sup>2</sup> . . . . .	5
ELECT	211	Digital Concepts . . . . .	5
ELECT	212	Digital Concepts Lab . . . . .	4
ELECT	213	Basic Computer Systems . . . . .	5
ELECT	214	Basic Computer Systems Lab . . . . .	4
<b>Total</b> . . . . .			<b>23</b>

**Fifth Quarter**

APLED	125	Employment Preparation <sup>3</sup> . . . . .	3
ELECT	221	Communication Fundamentals . . . . .	5
ELECT	222	Communication Fundamentals Lab . . . . .	4
ELECT	223	Advanced Computer Systems . . . . .	5
ELECT	224	Advanced Computer Systems Lab . . . . .	4
<b>Total</b> . . . . .			<b>21</b>

**Sixth Quarter**

BIOEQ	199	Medical Terminology for Biomedical Equipment Technology <sup>1</sup> . . . . .	2
BIOEQ	242	Physiology for Biomedical Equipment Technology . . . . .	3
BIOEQ	251	Biomedical Instrumentation Patient Monitoring and Clinical . . . . .	10
BIOEQ	252	Biomedical Instrumentation Laboratory . . . . .	6
<b>Total</b> . . . . .			<b>21</b>

**Seventh Quarter**

BIOEQ	271	Biomedical Equipment Technology Clinical Rotation . . . . .	10
BIOEQ	272	Biomedical Seminar . . . . .	4
<b>Total</b> . . . . .			<b>14</b>

**144 credits are required for the AAS.**

<sup>1</sup> This course is offered spring quarter only.

<sup>2</sup> It is recommended that students starting fall quarter should take APLED 121, CHEM& 121 and PHYS 100 during summer quarter to lighten their credit load for the third and fourth quarters. APLED 121 may be substituted by any course or combination of courses approved by the instructional dean.

<sup>3</sup> These courses may be substituted by any course or combination of courses approved by the instructional dean.

**BIOTECHNOLOGY****AAS: SCC**

Biotechnology is a fascinating and rapidly changing field. Many of the techniques used in the industry today were known only to a few scientists in the world less than a decade ago. Scientists working in research and industry use biotechnology techniques to uncover the molecular basis for human diseases and for the production of new drugs and treatments, the enhancement of agricultural products, and

the remediation of environmental problems. The SCC Biotechnology program prepares students for work in commercial or public research laboratories that rely on this cutting-edge technology. The curriculum provides a basic foundation in science disciplines including chemistry, biology, microbiology, genetics and immunology, as well as coursework in communications, mathematics and computer science. Students will build a working knowledge of molecular biology, recombinant DNA and tissue cultures through a broad-based program of lectures, hands-on laboratory experiences and work-based learning opportunities.

Job opportunities in biotechnology are increasing rapidly as new technologies are increasing, especially in the areas of medicine and agriculture. The completion of the human genome sequence promises to revolutionize the relationship between biotechnology and medicine, and similar results are expected in agriculture from the sequencing of genomes of major crop species. The biotechnology industry has more than tripled in size between 1992 and 2000. The Spokane region is home to an emerging biotechnology cluster with more than 50 biotech and biomedical firms (Spokane Area Economic Development Council) and is adjacent to a national biotechnology center in the Puget Sound region.

**IMPORTANT:** Courses with the BIOTC prefix are NOT generally transferable to four-year institutions. Articulation agreements are currently being negotiated with universities in this area.

**AAS**

**First Quarter**

BIOL	120	Scientific Investigation	5
BIOL&	160	General Biology w/Lab	5
ENGL&	101	English Composition I	5
<b>Total</b>			<b>15</b>

**Second Quarter**

BIOTC	120	Cell Culture Techniques	5
BIOTC	122	Good Manufacturing Practices	1
CMST	227	Intercultural Communication	5
		Required Elective <sup>1</sup>	5
<b>Total</b>			<b>16</b>

**Third Quarter**

BIOL	244	Genetics	5
BIOTC	129	Introduction to Protein Chemistry	2
BIOTC	201	Scientific Communication	3
MATH&	141	Precalculus I	5
<b>Total</b>			<b>15</b>

**Fourth Quarter**

		Required Elective <sup>2</sup>	1-5
<b>Total</b>			<b>1-5</b>

**Fifth Quarter**

BIOTC	251	Recombinant DNA	5
CHEM&	161	General Chem: w/Lab I	5
PHYS	101	General Physics	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

BIOL&	260	Microbiology	5
BIOTC	220	Instrumental Analysis	1
BIOTC	261	Fermentation	5
CHEM&	162	General Chem w/ Lab II	5
<b>Total</b>			<b>16</b>

**Seventh Quarter**

BIOL	237	Introduction to Immunology	5
CHEM&	163	General Chem w/ Lab III	5
		Required Elective <sup>3</sup>	2-8
<b>Total</b>			<b>12-18</b>

**90-100 credits are required for the AAS.**

**REQUIRED ELECTIVE**

BIOTC	240	Biotechnology Internship	1-5
BIOTC	289	Biotechnology Project Internship	1-3
BOT	111	Botany: Plant Structure and Function	5
ZOOL	122	Vertebrate Zoology	5

<sup>1</sup> Students may choose between BOT 111 or ZOOL 122 but are encouraged to take both. Recommended enrollment is in the second and seventh quarters.

<sup>2</sup> BIOTC 240 with permission of instructor is required fourth quarter elective.

<sup>3</sup> BIOTC 289 with permission of instructor is required for 1-3 credits. If additional credits are needed to meet the 90 credit minimum, select course from required electives.

**BUSINESS ADMINISTRATION  
PRE-MAJOR**

**AA-DTA, Associate in Business DTA/MRP: SCC, SFCC**

More people earn their living in business than in any other field of endeavor. Regardless of their basic training--whether it be in design, social services, health fields, the arts or a vocational area--most persons seeking employment turn to private business. The profit or loss within a company can depend on good business "know-how." Even those who do not earn their living through business enterprise directly (such as lawyer, small business owner and government employee) usually find it necessary to know something about business operations. Hence, the importance of business administration can hardly be overemphasized.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**ASSOCIATE IN BUSINESS DTA/MRP**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the Associate in Business DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**BUSINESS AND SOFTWARE  
APPLICATIONS**

**Certificate: SFCC**

The Business and Software Applications Certificate-a three-quarter program of study-helps students develop math and communication skills required in a business environment. In addition, students learn computer applications and human relations skills. This certificate is intended to provide students with the essential skills and knowledge required for entry-level positions in business.

**CERTIFICATE**

**First Quarter**

BT	101	Keyboarding <sup>1</sup>	5
BT	107	Business Communications	3
BUS	102	Math Skills for Business	3
		Computer Elective	1-3
<b>Total</b>			<b>12-14</b>

**Second Quarter**

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	108	Business Communications	3
BUS&	101	Intro to Business	5
CAPPS	112	Excel	3
CAPPS	116	PowerPoint	2
<b>Total</b>			<b>16</b>

**Third Quarter**

BT	272	Business Correspondence	5
BUS	108	eBusiness	2
CAPPS	114	Access	2
		Human Relations Elective	3-5
<b>Total</b>			<b>12-14</b>

**40-44 credits are required for the Certificate.****COMPUTER ELECTIVE**

IS	120	Business Computer Use	3
IS	160	Internet Fundamentals	1

**HUMAN RELATIONS ELECTIVE**

BUS	280	Human Relations in Business	5
MMGT	223	Customer Service	3

<sup>1</sup> BT 101 may be substituted with BT 100 and CAPPs 110 for a total of five credits.

**BUSINESS OCCUPATIONS****Certificate: SCC**

The Business Occupations Certificate is designed to provide a balanced survey of business knowledge and skills that are core to the General Business Associate in Applied Science degree program and most other business AAS degree programs. All students graduating from this program must have a minimum grade of 2.0 on each of the accounting, economics and general business required courses. Students must also have a 2.0 cumulative minimum grade point average on all required courses in the program.

**CERTIFICATE**

ACCT	151	College Accounting I <sup>1</sup>	5
BUS&	101	Intro to Business	5
BUS	280	Human Relations in Business <sup>2</sup>	5
		Business Electives <sup>3</sup>	16-17
		Computer Electives <sup>4</sup>	3-10
		Math Electives	3-5
		Speech Communication Electives	3-5
		Written Communication Electives	5-6
<b>Total</b>			<b>45-58</b>

**45-58 credits are required for the Certificate.****COMPUTER ELECTIVES**

BT	101	Keyboarding	5
CIS	110	Introduction to Computer Applications	5
CS	101	Computer Literacy	5
IS	120	Business Computer Use	3

**MATH ELECTIVES**

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

**SPEECH COMMUNICATION ELECTIVES**

CMST&	101	Introduction to Communication	5
CMST&	210	Interpersonal Communication	5
CMST	287	Business and Professional Communication	3

**WRITTEN COMMUNICATION ELECTIVES**

BT	107	Business Communications	3
BT	108	Business Communications	3
BT	109	Business Communications	5
BT	272	Business Correspondence	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5

<sup>1</sup> ACCT 151 may be substituted with ACCT& 201.

<sup>2</sup> BUS 280 may be substituted with MMGT 101.

<sup>3</sup> See department for list of approved business electives.

<sup>4</sup> BT 101 or proven proficiency required. Students with keyboarding experience may waive this requirement by passing a department proficiency test.

<sup>5</sup> BUS 102 may be substituted with BUS 103.

**BUSINESS OCCUPATIONS****Certificate: SFCC**

The Business Occupations Certificate is designed to provide a balanced survey of business knowledge and skills that are core to the General Business Associate in Applied Science degree program and most other business AAS degree programs.

**CERTIFICATE**

ACCT&	201	Prin of Accounting I <sup>1</sup>	5
BUS&	101	Intro to Business	5
BUS	280	Human Relations in Business <sup>2</sup>	5
		Business Electives <sup>3</sup>	16-17
		Computer Electives <sup>4</sup>	3-10
		Math Electives	3-5
		Speech Communication Electives <sup>5</sup>	5
		Written Communication Electives	5-6
<b>Total</b>			<b>47-58</b>

**47-58 credits are required for the Certificate.****COMPUTER ELECTIVES**

BT	101	Keyboarding	5
CIS	110	Introduction to Computer Applications	5
CS	101	Computer Literacy	5
IS	120	Business Computer Use	3

**MATH ELECTIVES**

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

**SPEECH COMMUNICATION ELECTIVES**

CMST&	101	Introduction to Communication	5
CMST&	210	Interpersonal Communication	5

**WRITTEN COMMUNICATION ELECTIVES**

BT	107	Business Communications	3
BT	108	Business Communications	3
BT	109	Business Communications	5
BT	272	Business Correspondence	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5

<sup>1</sup> ACCT& 201 may be substituted with ACCT 151.

<sup>2</sup> BUS 280 may be substituted with MMGT 101.

<sup>3</sup> See department for list of approved business electives.

<sup>4</sup> BT 101 or proven proficiency required. Students with keyboarding experience may waive this requirement by obtaining a waiver from the business technology department chair.

<sup>5</sup> Additional courses in written communication may be substituted for the speech communication list.

**BUSINESS, GENERAL****AAS: SCC**

The objective of this program is to permit the student maximum flexibility in designing a two-year program of study in business. The student may specialize in a particular area of business such as distribution, sales, or accounting; or select courses that provide a general exposure to several areas of business.

The General Business curriculum serves the student who is uncertain about transferring to a four-year institution or who wants a curriculum that maximizes transferability and at the same time permits emphasis on business courses to a greater extent than is possible when taking the general two-year transfer program.

Such a curriculum does not permit a student to complete all the courses normally required by a four-year institution in the freshman-sophomore years; however, it is possible for the student to undertake a curriculum where many of these requirements are met and where all other completed courses taken could be accepted for elective credit by the four-year institution. All students graduating from this program must have a minimum grade of 2.0 on each of the Management, Accounting, Economic, and General Business required courses. Students must also have a 2.0 cumulative minimum grade point average on all required courses in the program.

**AAS****OPTION 1**

ACCT	151	College Accounting I <sup>1</sup>	5
BUS&	101	Intro to Business	5
BUS	104	Business Mathematics <sup>2</sup>	5
BUS	280	Human Relations in Business	5
CIS	110	Introduction to Computer Applications <sup>3</sup>	5

CMST& 101	Introduction to Communication	5
ECON 100	Fundamentals of Economics <sup>4</sup>	5
ENGL& 101	English Composition I	5
IBE 201	Integrated Business and Entrepreneurship Principles I	10
IBE 202	Integrated Business and Entrepreneurship Principles II	10
IBE 203	Integrated Business and Entrepreneurship Principles III	10
MMGT 100	Supervised Volunteer Experience	1
MMGT 101	Principles of Management	5
MMGT 211	Marketing	5
	Business Electives <sup>5</sup>	6
	Written Communication Elective	5
<b>Total</b>		<b>92</b>

**92 credits are required for the AAS.**

**OPTION 2**

ACCT 151	College Accounting I <sup>1</sup>	5
BUS& 101	Intro to Business	5
BUS 104	Business Mathematics <sup>2</sup>	5
BUS 280	Human Relations in Business	5
CIS 110	Introduction to Computer Applications <sup>3</sup>	5
CMST& 101	Introduction to Communication	5
ECON 100	Fundamentals of Economics <sup>4</sup>	5
ENGL& 101	English Composition I	5
MMGT 100	Supervised Volunteer Experience	1
MMGT 101	Principles of Management	5
MMGT 211	Marketing	5
	Business Electives <sup>5</sup>	36
	Written Communication Elective	5
<b>Total</b>		<b>92</b>

**92 credits are required for the AAS.**

**WRITTEN COMMUNICATION ELECTIVE**

BT 272	Business Correspondence	5
ENGL& 102	Composition II	5
ENGL& 235	Technical Writing	5

<sup>1</sup> ACCT 151 may be substituted with ACCT& 201.  
<sup>2</sup> BUS 103 or proficiency test is required.  
<sup>3</sup> Keyboarding skills are required.  
<sup>4</sup> ECON 100 may be substituted with a higher level ECON course.  
<sup>5</sup> See department for list of approved business electives. BUS 120 is strongly recommended.  
<sup>6</sup> BT 109 is prerequisite to BT 272.

## BUSINESS, GENERAL

### AAS: SFCC

The objective of this program is to permit the student maximum flexibility in designing a two-year program of study in business. The student may specialize in a particular area of business such as distribution, sales, or accounting; or select courses that provide a general exposure to several areas of business. The General Business curriculum serves the student who is uncertain about transferring to a four-year institution or who wants a curriculum that maximizes transferability and at the same time permits emphasis on business courses to a greater extent than is possible when taking the general two-year transfer program. Such a curriculum does not permit a student to complete all the courses normally required by a four-year institution in the freshman-sophomore years; however, it is possible for the student to undertake a curriculum where many of these requirements are met and where all other completed courses taken could be accepted for elective credit by the four-year institution.

**AAS**

**First Quarter**

BT 100	Beginning Keyboarding <sup>1</sup>	1
BT 107	Business Communications <sup>2</sup>	3
BUS& 101	Intro to Business	5
	Business Elective <sup>3</sup>	3
	General Elective <sup>4</sup>	5
<b>Total</b>		<b>17</b>

**Second Quarter**

BT 108	Business Communications <sup>2</sup>	3
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BUS 103	Basic Business Math and Electronic Calculators	5
BUS 108	eBusiness	2
	General Elective <sup>4</sup>	5
<b>Total</b>		<b>15</b>

**Third Quarter**

BT 272	Business Correspondence	5
CMST& 101	Introduction to Communication	5
	Business Elective <sup>3</sup>	2
	Computer Software Elective	1
	General Elective <sup>4</sup>	2
<b>Total</b>		<b>15</b>

**Fourth Quarter**

ACCT& 201	Prin of Accounting I	5
ECON& 202	Macro Economics	5
	Business Elective <sup>3</sup>	5
<b>Total</b>		<b>15</b>

**Fifth Quarter**

ACCT 121	Payroll Procedures	3
ACCT 122	Business Tax Accounting	1
BUS& 201	Business Law	5
	Business Elective <sup>3</sup>	5
<b>Total</b>		<b>14</b>

**Sixth Quarter**

BUS 280	Human Relations in Business	5
	Business Elective <sup>3</sup>	6
	General Elective <sup>4</sup>	3
<b>Total</b>		<b>14</b>

**90 credits are required for the AAS.**

**COMPUTER SOFTWARE ELECTIVE**

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

<sup>1</sup> BT 100 may be substituted with BT 101.  
<sup>2</sup> ENGL& 101 may be substituted for BT 107 and 108 depending on the student's educational objectives.  
<sup>3</sup> All general business students must take a minimum of 19 credits of business electives.  
<sup>4</sup> General electives must come from any discipline OTHER than business.

## CAD COMPUTER AIDED DESIGN AND DRAFTING

### AAS, Certificate: SCC

The CAD Computer Aided Design and Drafting AAS degree program prepares students with the skills necessary for drafting and design using both CAD drafting and solid modeling techniques. The course of study prepares students to work in a wide range of engineering disciplines, including engineering teams for large and small manufacturing firms, consultant engineering firms, testing, and research companies to gain employment as computer aided drafters and engineering designers.

Students not only learn to draft using CAD and solid modeling techniques, but also get "hands-on" practical experience in rapid prototyping, engineering design projects, and by learning fabrication processes used in industry. Coursework includes a balance of basic skills in math and communications, as well as practical application of relevant computer assisted drafting skills in several engineering disciplines, including: mechanical, civil and structural engineering; architectural drafting; electrical and fluid power schematics; and fabrication/piping drafting.

**AAS**

**First Quarter**

APLED 112	Applied Mathematics <sup>1</sup>	5
APLED 121	Applied Written Communication <sup>2</sup>	4
CAD 105	Basic Blueprint Reading	3
CAD 114	Engineering Graphics 1	4
MET 101	Introduction to Engineering <sup>3</sup>	2
<b>Total</b>		<b>18</b>

**Second Quarter**

APLED	123	Leadership Skills for Business and Industry <sup>2</sup>	3
CAD	124	Engineering Graphics 2	5
CAD	129	Computer Aided Drafting	5
MET	123	Applied Technical Mathematics <sup>4</sup>	5
<b>Total</b>			<b>18</b>

**Third Quarter**

CAD	131	Dimensioning and Tolerancing	3
CAD	132	Engineering Graphics 3	5
CAD	135	Schematics	3
MET	127	Manufacturing Processes	3
MET	133	Introductory Applied Physics	3
<b>Total</b>			<b>17</b>

**Fourth Quarter**

CAD	241	CAD Solid Modeling	5
CAD	248	Mechanical CAD Applications	4
CAD	269	Civil CAD Applications	4
MET	242	Mechanical Design Fundamentals	4
<b>Total</b>			<b>17</b>

**Fifth Quarter**

APLED	125	Employment Preparation <sup>2</sup>	3
CAD	252	Advanced CAD	5
CAD	259	Architectural CAD Applications <sup>5</sup>	4
MET	255	Technical Applications I <sup>6</sup>	4
<b>Total</b>			<b>16</b>

**Sixth Quarter**

CAD	260	Fabrication and Piping CAD Applications <sup>7</sup>	4
CAD	261	Project Design	4
CAD	268	Structural CAD Applications	4
MET	264	Technical Applications II <sup>6</sup>	4
<b>Total</b>			<b>16</b>

**102 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

APLED	112	Applied Mathematics <sup>1</sup>	5
APLED	121	Applied Written Communication <sup>2</sup>	4
CAD	105	Basic Blueprint Reading	3
CAD	114	Engineering Graphics 1	4
MET	101	Introduction to Engineering <sup>3</sup>	2
<b>Total</b>			<b>18</b>

**Second Quarter**

APLED	123	Leadership Skills for Business and Industry <sup>2</sup>	3
CAD	124	Engineering Graphics 2	5
CAD	129	Computer Aided Drafting	5
MET	123	Applied Technical Mathematics <sup>4</sup>	5
<b>Total</b>			<b>18</b>

**Third Quarter**

CAD	131	Dimensioning and Tolerancing	3
CAD	132	Engineering Graphics 3	5
CAD	135	Schematics	3
CAD	259	Architectural CAD Applications <sup>8</sup>	4
<b>Total</b>			<b>15</b>

**Fourth Quarter**

APLED	125	Employment Preparation <sup>2</sup>	3
CAD	241	CAD Solid Modeling	5
CAD	248	Mechanical CAD Applications <sup>8</sup>	4
		Approved Electives <sup>6</sup>	4
<b>Total</b>			<b>16</b>

**67 credits are required for the Certificate.**

**APPROVED ELECTIVES**

ARCHT	122	Basic Residential Drafting	5-7
CET	122	Surveying Theory	5
ELMT	243	Introduction to Programmable Controllers	4
MET	127	Manufacturing Processes	3
MET	247	Shop Practices	3
MET	250	Strength of Materials/Materials Science	5
MET	253	Materials Science	2

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the department dean. This course may be substituted as approved by the CAD instructor or department dean with: CET 111 or MET 115.

<sup>2</sup> This related education requirement may be met by any course or combination of courses approved by the department dean.

<sup>3</sup> MET 101 may be substituted with CIS 105, 106 or 110.

<sup>4</sup> This course may be substituted as approved by the CAD instructor or department dean with: CET 121 or MATH 100.

<sup>5</sup> This course may be substituted with co-op credits MET 266 and 267 or MET 288. This course may be substituted as approved by the CAD instructor or department dean with CAD 258, 260, 268 or 269 (formerly MET 258, 260, 268 or 269).

<sup>6</sup> This course may be substituted with an approved elective or with co-op credits MET 266 and 267 or MET 288.

<sup>7</sup> This course may be substituted with co-op credits MET 266 and 267 or MET 288.

<sup>8</sup> This course may be substituted as approved by the CAD instructor or department dean with: CAD 258, 260, 268 or 269 (formerly MET 258, 260, 268 or 269).

**CARPENTRY AND CABINETRY****AAS, Certificate: SCC**

Carpentry is a rewarding career ideally suited to the person who has an interest in and aptitude for working with tools and materials. The trade requires the development of manual skills: skills that involve both thinking and doing. Carpentry also requires a thorough knowledge of materials and methods used in construction work.

The carpenter belongs to the largest group of building trade workers. Job opportunities encompass everything from new residential or commercial construction to remodeling and alteration, maintenance, and building repair work.

First Aid/CPR is a condition of graduation and must be obtained by the third quarter.

**AAS****First Quarter**

CARP	113	Carpentry Math	5
CARP	114	Transit Layout and Design	4
CARP	115	Basic Construction Systems	7
MET	103	Introduction to Computers for Technology	3
<b>Total</b>			<b>19</b>

**Second Quarter**

APLED	121	Applied Written Communication <sup>1</sup>	4
CARP	123	Cabinetry Math	3
CARP	124	Cabinet Layout and Design	5
CARP	125	Cabinet Construction	5
CARP	126	Cabinet Finishing	3
<b>Total</b>			<b>20</b>

**Third Quarter**

CARP	133	Introduction to Estimating	3
CARP	134	Introduction to Trim and Exterior Finish	3
CARP	135	Practical Construction Applications	8
CARP	136	Residential Blueprint Reading	2
<b>Total</b>			<b>16</b>

**Fourth Quarter**

APLED	123	Leadership Skills for Business and Industry <sup>1</sup>	3
CARP	243	Plan Reading and Material Estimation	7
CARP	244	Practical Framing Applications	9
<b>Total</b>			<b>19</b>

**Fifth Quarter**

ARCHT	125	Residential Building Codes	2
CARP	251	Introduction to Construction Trades	2
CARP	253	Exterior Estimating	7
CARP	254	Exterior Application Methods	9
<b>Total</b>			<b>20</b>

**Sixth Quarter**

CARP	263	Interior Estimating	7
CARP	264	Interior Application Methods	9
<b>Total</b>			<b>16</b>

**110 credits are required for the AAS.**

**CERTIFICATE**

**CARPENTRY AND CABINETRY**

**First Quarter**

APLED	121	Applied Written Communication <sup>1</sup> . . . . .	4
CARP	113	Carpentry Math . . . . .	5
CARP	114	Transit Layout and Design . . . . .	4
CARP	115	Basic Construction Systems . . . . .	7
<b>Total . . . . .</b>			<b>20</b>

**Second Quarter**

APLED	123	Leadership Skills for Business and Industry <sup>2</sup> . . . . .	3
CARP	123	Cabinetry Math . . . . .	3
CARP	124	Cabinet Layout and Design . . . . .	5
CARP	125	Cabinet Construction . . . . .	5
CARP	126	Cabinet Finishing . . . . .	3
<b>Total . . . . .</b>			<b>19</b>

**Third Quarter**

CARP	133	Introduction to Estimating . . . . .	3
CARP	134	Introduction to Trim and Exterior Finish . . . . .	3
CARP	135	Practical Construction Applications . . . . .	8
CARP	136	Residential Blueprint Reading . . . . .	2
<b>Total . . . . .</b>			<b>16</b>

**55 credits are required for the Certificate.**

**ADVANCED CABINETRY**

This Cabinetry program is designed for students who wish to obtain advanced skills in cabinetry. The coursework provides both basic and advanced projects that require additional skills and techniques not offered in the basic program. Permission of the instructor is required for admission to the program.

**First Quarter**

CARP	123	Cabinetry Math . . . . .	3
CARP	124	Cabinet Layout and Design . . . . .	5
CARP	125	Cabinet Construction . . . . .	5
CARP	126	Cabinet Finishing . . . . .	3
<b>Total . . . . .</b>			<b>16</b>

**Second Quarter**

CARP	223	Advanced Cabinetry Math . . . . .	3
CARP	224	Advanced Cabinet Layout and Design . . . . .	5
CARP	225	Advanced Cabinet Construction . . . . .	5
CARP	226	Advanced Cabinet Finishing . . . . .	3
<b>Total . . . . .</b>			<b>16</b>

**32 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> Required only for those students completing the certificate program.

**CERTIFIED PROFESSIONAL SECRETARY**

**Credit by Nontraditional Means: SCC, SFCC**

Administrative assistants today are rewarded for their efforts to develop a broad knowledge of their own field and the business world by being awarded the title Certified Professional Secretary (CPS). This title is earned by those who meet the qualifications established by the Institute for Certification, an organization sponsored by International Association of Administrative Professionals.

Students who complete a two-year post secondary Administrative Assistant program in an accredited college such as SCC or SFCC may take the examination before they fulfill work experience requirements which are outlined as follows:

- Students who complete a two-year program in an accredited school and pass the CPS examination must complete three years of verified office experience.
- Students who complete a bachelor's or advanced degree program and pass the CPS examination must complete two years of verified administrative assistant experience.

Successful completion of the work experience requirements and the examination will permit candidates to receive the CPS certification.

Students who have successfully completed 15 to 30 quarter hours of credit at a college within Community Colleges of Spokane may be granted further credit of up to 60 quarter hours upon completing the requirements of the CPS examination.

Upon completion of the 15-credit-hour residency requirement, 30 credits may be granted. Upon completion of the 30-credit-hour residency requirement, 60 credits may apply toward the requirements for an associate in applied science or associate of arts degree at either SCC or SFCC. The designation as a Certified Professional Secretary may permit specific credit to be given, up to 60 credits for the following courses.

**CREDIT BY NONTRADITIONAL MEANS**

**UP TO 60 CREDITS MAY BE AWARDED**

ACCT&	201	Prin of Accounting I . . . . .	5
ACCT&	202	Prin of Accounting II . . . . .	5
BT	101	Keyboarding . . . . .	5
BT	102	Document Processing . . . . .	5
BT	103	Formatting . . . . .	5
BT	107	Business Communications . . . . .	3
BT	108	Business Communications . . . . .	3
BT	109	Business Communications . . . . .	5
BT	165	Word Processing . . . . .	5
BT	201	Information Processing . . . . .	5
BT	231	Office Procedures . . . . .	5
BT	233	Directed Office Practice . . . . .	6
BT	240	Administrative Office Procedures . . . . .	8
BT	255	Business Productivity Tools . . . . .	3
BT	260	Administrative Office Management . . . . .	5
BT	272	Business Correspondence . . . . .	5
BUS&	101	Intro to Business . . . . .	5
BUS	103	Basic Business Math and Electronic Calculators . . . . .	5
BUS	104	Business Mathematics . . . . .	5
BUS&	201	Business Law . . . . .	5
BUS	280	Human Relations in Business . . . . .	5
CAPPS	110	Word . . . . .	5
CIS	101	Technical Introduction to Computer Information Systems . . . . .	5
CIS	110	Introduction to Computer Applications . . . . .	5
CIS	255	BASIC Language for Business . . . . .	5
ECON&	201	Micro Economics . . . . .	5
ECON&	202	Macro Economics . . . . .	5
MMGT	231	Human Resource Management . . . . .	5

<sup>1</sup> The designation as a certified professional secretary may permit specific credit to be given, up to 60 credits for the following courses. The request for granting of these credits by nontraditional means should be directed to the vice president of student services at SCC.

<sup>2</sup> Credit may be awarded for BT 107 and 108 (6 credits), or BT 109 (5 credits).

<sup>3</sup> Credit may be awarded for CIS 101 or CIS 110. CIS courses offered at SCC only.

<sup>4</sup> CIS courses offered at SCC only.

**CHEMICAL DEPENDENCY PROFESSIONAL STUDIES**

**AAS, Certificate: SFCC**

SFCC's Chemical Dependency Professional Studies program provides two options for obtaining the educational requirements to become a Chemical Dependency Professional (CDP). Washington State requires an associate's degree in human services or related field; or successful completion of 90 quarter college credits. At least 45 quarter credits must be in courses relating to the chemical dependency profession and shall include specific competencies defined by the State. SFCC offers the approved educational programs:

1. AAS Degree: A two-year educational training program for people who do not have at least 45 prior college credits.
2. Certificate Program: A one-year program for students who already have a minimum of 45 college-level credits, and need specific chemical dependency courses.

**AAS****First Quarter**

HS	102	Introduction to Human Services	5
HS	136	Improving Interpersonal Communication	5
HSSUB	131	Survey of Chemical Dependency	3
IS	120	Business Computer Use	3
<b>Total</b>			<b>16</b>

**Second Quarter**

ENGL&	101	English Composition I	5
HSSUB	172	Chemical Dependency in the Family	3
HSSUB	179	HIV/AIDS and Chemical Dependency	2
HSSUB	277	Group Process in Chemical Dependency Treatment	5
<b>Total</b>			<b>15</b>

**Third Quarter**

HSSUB	141	Law and Chemical Dependency Professionals	2
HSSUB	142	Ethics in Chemical Dependency	2
HSSUB	176	Chemical Dependency Counseling Techniques	5
PSYC&	100	General Psychology	5
<b>Total</b>			<b>14</b>

**Fourth Quarter**

BUS	102	Math Skills for Business	3
HS	281	Practicum I <sup>1</sup>	5
HSSUB	182	Cultural Diversity in Addiction Counseling	2
HSSUB	279	Case Management of Chemically Dependent Client	3
<b>Total</b>			<b>13</b>

**Fifth Quarter**

HS	221	Treatment Theories in Human Services	5
HS	282	Practicum II <sup>1</sup>	5
HSSUB	290	Current Issues in Chemical Dependency	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

HS	283	Practicum III <sup>1</sup>	5
HSSUB	275	Physiological Actions of Alcohol and Drugs	5
HSSUB	280	Advanced Case Management	3
PSYC&	200	Lifespan Psychology	5
<b>Total</b>			<b>18</b>

**91 credits are required for the AAS.**

**CERTIFICATE****Prerequisites**

BUS	102	Math Skills for Business
ENGL&	101	English Composition I
HSSUB	131	Survey of Chemical Dependency

The one year certificate program offers a certificate from our college, which is not a substitute for state certification. The one year curriculum assumes that students have completed other college work. The state of Washington has a minimum requirement of 90 credit hours of education of which this certificate is only a part. You will need to demonstrate to the Department of Health that, in addition to the certificate courses listed here, you have a MINIMUM total of 90 approved credit hours, half of which are the certificate courses.

HS	221	Treatment Theories in Human Services <sup>2</sup>	5
HS	281	Practicum I <sup>1</sup>	5
HS	282	Practicum II <sup>1</sup>	5
HSSUB	141	Law and Chemical Dependency Professionals	2
HSSUB	142	Ethics in Chemical Dependency	2
HSSUB	172	Chemical Dependency in the Family	3
HSSUB	176	Chemical Dependency Counseling Techniques	5
HSSUB	179	HIV/AIDS and Chemical Dependency	2
HSSUB	182	Cultural Diversity in Addiction Counseling	2
HSSUB	275	Physiological Actions of Alcohol and Drugs	5
HSSUB	277	Group Process in Chemical Dependency Treatment	5
HSSUB	279	Case Management of Chemically Dependent Client	3
HSSUB	280	Advanced Case Management	3
HSSUB	290	Current Issues in Chemical Dependency	5
PSYC&	100	General Psychology	5
PSYC&	200	Lifespan Psychology	5
<b>Total</b>			<b>62</b>

**62 credits are required for the Certificate.**

<sup>1</sup> Practicum hours must be performed at an approved chemical dependency field site.

<sup>2</sup> HS 221 may be substituted with HSSOC 221.

**CHEMISTRY PRE-MAJOR****AA-DTA, AS-T #1: SCC, SFCC**

Chemistry is the "central science" of a wide range of studies, exploring the structures and transformations of matter down to the molecular level. Since chemistry is foundational to all technology advances, Chemistry majors find employment in a variety of professions. Majoring in Chemistry also provides excellent background for graduate studies in pharmacy, environmental sciences, chemical engineering, biotechnology, nutrition, medicine, and dentistry, among others.

Recent employment surveys show that about two-thirds of chemists work in various industrial fields. These include, but are not limited to, development of pharmaceutical drugs, computer technology, petroleum processing, environmental toxicology, and forensic sciences. About one-fourth of the chemists teach and/or do research in academic institutions. Chemists also work in less technical fields, serving as managers, attorneys, journalists, etc., either in government agencies or the private sector.

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

**AA-DTA**

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

**90 credits are required for the AA-DTA.**

**AS-T #1**

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

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

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**CHIROPRACTIC ASSISTANT****Certificate: SCC**

The Chiropractic Assistant Certificate program prepares students for positions in the chiropractic office field as receptionists and chiropractic billing clerks with the ability to communicate with and answer questions from chiropractic patients about their care and the chiropractic philosophy.

Admission Requirements:

- Keyboarding skills: 40 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

A minimum passing grade of 2.0 in each course is required for the certificate.

**CERTIFICATE****First Quarter**

BT	105	Basic Grammar for Business II	5
MSEC	101	Medical Terminology and Anatomy	5
MSEC	108	Medical Office Computing	5
<b>Total</b>			<b>15</b>

**Second Quarter**

ACCT	151	College Accounting I	5
BT	231	Office Procedures	5
MSEC	102	Medical Terminology and Anatomy	5

MSEC	123	Medical Office Coding	5
<b>Total</b>			<b>20</b>

**Third Quarter**

BUS	103	Basic Business Math and Electronic Calculators <sup>1</sup>	5
MSEC	121	Medical Office Reception	5
MSEC	124	Medical Office Insurance Billing	5
MSEC	125	Medical Office Bookkeeping	5
<b>Total</b>			<b>20</b>

**Fourth Quarter**

BT	160	Job Preparation Techniques	3
MSEC	120	Human Relations/Communications for Medical Office Personnel	5
MSEC	284	Medical Internship Seminar	1
MSEC	289	Chiropractic Internship	3
<b>Total</b>			<b>12</b>

**67 credits are required for the Certificate.**

<sup>1</sup> BUS 103 may be substituted with BT 128.

## CHIROPRACTIC PRE-MAJOR

### AA-DTA, Associate in Biology DTA/MRP: SCC, SFCC

Chiropractic is a system of treatment based on the principle that a person's health is determined largely by the nervous system, and that interference with this system impairs normal functions and lowers resistance to disease. Chiropractors treat their patients primarily by manual manipulation of parts of the body, especially the spinal column.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**ASSOCIATE IN BIOLOGY DTA/MRP**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the Associate in Biology DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## CIVIL ENGINEERING TECHNOLOGY

### AAS: SCC

The Civil Engineering Technology program is designed to provide a comprehensive, well balanced study in applied and related science concerning the engineering and construction industry. This course prepares students in the basic fundamentals of construction techniques, materials testing, surveying, estimating and quantity take-off, plan reading, drafting (manual and computer aided), office and business procedures, planning of construction work, and computer-aided design.

**AAS****First Quarter**

CET	111	Technical Math	8
CET	112	Plan Reading	4
CET	113	Drafting	4
CIS	105	Computer Fundamentals for Vocations I <sup>1</sup>	3
<b>Total</b>			<b>19</b>

**Second Quarter**

CET	121	Applied Technical Math	7
CET	122	Surveying Theory	5
CET	123	Introduction to Civil Computer Aided Design	6
GEOL	116	Environmental Geology	5
<b>Total</b>			<b>23</b>

**Third Quarter**

CET	133	Field Surveying	8
CET	136	Statics	6
CET	161	Land Surveying	5
<b>Total</b>			<b>19</b>

**Fourth Quarter**

CET	242	Advanced Surveying	6
CET	243	Advanced Civil Computer Aided Design	6
CET	253	Strength of Materials	5
ENGL&	101	English Composition I <sup>1</sup>	5
<b>Total</b>			<b>22</b>

**Fifth Quarter**

APLED	125	Employment Preparation <sup>1</sup>	3
CET	252	Hydraulics I	6
CET	254	Structures	5
CET	257	Construction Materials I	6
<b>Total</b>			<b>20</b>

**Sixth Quarter**

CET	230	Construction Process I	3
CET	232	Construction Process II <sup>2</sup>	2
CET	256	Hydraulics II	3
CET	258	Construction Materials II <sup>2</sup>	3
CET	261	Concrete	3
CET	264	Design Project <sup>2</sup>	3
<b>Total</b>			<b>17</b>

**120 credits are required for the AAS.**

<sup>1</sup> May be substituted with any course or combination of courses approved by the instructional dean.

<sup>2</sup> May be substituted with CET 266 and CET 267 or CET 265, CET 288 or CET 291 with permission of the instructor.

## COMMUNICATION STUDIES PRE-MAJOR

### AA-DTA: SCC, SFCC

Speaking and listening are the most used means of communication. Career opportunities for students trained in communication studies 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 communication studies also provides an excellent background for human services, legal, political, and business careers.

The communication studies courses meet the needs of students desiring to improve interpersonal, group, and public speaking skills to fulfill graduation requirements, or to complete the first two years of a transfer program to a four-year institution with a major or minor in communication studies, drama or radio-television.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## COMPUTER AND NETWORK SUPPORT

### Certificate: SFCC

This certificate concentrates on the practical operation, maintenance and use of computers, computer networks and their peripherals. This intensive hands-on program prepares the certificate holder to maintain the hardware and software of small to medium computer and network systems. Computers are networked in LANs and on the Internet in homes, industries and offices. This program teaches students to maintain

and keep these systems running. Students also learn to assist and train computer users in the use of modern software and hardware.

This certificate is intended to prepare students for entry-level positions in computer/network support departments or as the computer/network specialist in a small to medium size office. Students are expected to have other skills needed to integrate this certificate with the skills necessary for the nature of employment they have or seek.

### CERTIFICATE

#### Prerequisites

IS	103	Information Technology Fundamentals
IS	144	Programming Fundamentals
IS	160	Internet Fundamentals

#### First Quarter

IS	132	Computer Ethics & Law	5
IS	162	Data Communications and Networks	3
IS	260	Database Theory	5
<b>Total</b>			<b>13</b>

#### Second Quarter

IS	140	Computer and Network Support	5
IS	244	Network Security I	5
IS	262	Network Management	5
<b>Total</b>			<b>15</b>

#### Third Quarter

BUS	280	Human Relations in Business <sup>1</sup>	5
CS	121	UNIX/Linux	3
IS	210	Internet Programming I	3
IS	228	Internet Servers	5
<b>Total</b>			<b>16</b>

**44 credits are required for the Certificate.**

<sup>1</sup> BUS 280 may be substituted with HS 136.

## COMPUTER FORENSICS/NETWORK SECURITY

### Certificate: SFCC

The Computer Forensics/Network Security program is designed to provide students with capabilities in several areas of computing:

- Digital evidence recovery
- Forensic laboratory analysis
- Legal and technical issues regarding seizure and acquiring computer evidence, and chain of custody
- Computer network protocols and security, intrusion detection, and network forensics

This certificate is intended to provide students with the essential skills, knowledge and experience necessary to deal with computer forensics and computer/network security.

NOTE: This certificate is not for beginners; please contact the department for more information.

### CERTIFICATE

#### First Quarter

IS	132	Computer Ethics & Law	5
IS	162	Data Communications and Networks	3
IS	210	Internet Programming I	3
IS	260	Database Theory	5
<b>Total</b>			<b>16</b>

#### Second Quarter

IS	234	Computer Forensics I	5
IS	244	Network Security I	5
IS	262	Network Management	5
<b>Total</b>			<b>15</b>

#### Third Quarter

CS	121	UNIX/Linux	3
IS	236	Computer Forensics II	5
IS	245	Network Security II	5
<b>Total</b>			<b>13</b>

**44 credits are required for the Certificate.**

## COMPUTER SCIENCE PRE-MAJOR

### AS-T #2: SFCC

The Associate in Computer Science (AS-T #2) degree is an articulated transfer agreement for computer science majors between community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Computer Science AS-T #2 degree. **It is highly recommended that students meet with a counselor or academic adviser** at Spokane Falls Community College on a regular basis to be sure that the requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission. To earn this degree, students must complete a minimum of 90 credits in academic courses numbered 100 or above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication—5 credits, humanities/social sciences—15 credits, mathematics—25 credits, science—20 credits, and 25 credits in computer science courses. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College with at least 15 credits earned in residence at the college awarding the degree or certificate. At SFCC, all prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

### AS-T #2

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

#### First Quarter

CHEM&	161	General Chem: w/Lab I	5
CS&	141	Computer Science I Java <sup>1</sup>	5
MATH&	151	Calculus I	5
<b>Total</b>			<b>15</b>

#### Second Quarter

CS	142	Introduction to Computer Science III <sup>1</sup>	5
MATH&	152	Calculus II	5
		Humanities/Social Sciences Elective	5
<b>Total</b>			<b>15</b>

#### Third Quarter

ENGL&	101	English Composition I	5
MATH&	153	Calculus III <sup>2</sup>	5
		Humanities/Social Sciences Elective	5
<b>Total</b>			<b>15</b>

#### Fourth Quarter

CS	211	C for Programmers <sup>1</sup>	5
MATH	220	Elementary Linear Algebra <sup>1</sup>	5
PHYS	201	Engineering Physics I <sup>1</sup>	5
<b>Total</b>			<b>15</b>

#### Fifth Quarter

CS	253	Object-Oriented Programming with C++ <sup>1</sup>	5
PHYS	202	Engineering Physics II <sup>1</sup>	5
		Humanities/Social Sciences Elective	5
<b>Total</b>			<b>15</b>

#### Sixth Quarter

CS	280	Data Structures <sup>1</sup>	5
MATH	245	Discrete Mathematics <sup>2</sup>	5
PHYS	203	Engineering Physics III <sup>1</sup>	5
<b>Total</b>			<b>15</b>

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

<sup>1</sup> This course offered at SFCC only.

<sup>2</sup> Math 221 may be taken instead of Math& 153 or MATH 245. Consult a counselor or adviser for recommended course.

## COMPUTING-SOFTWARE APPLICATIONS

### Certificate: SFCC

The Computing–Software Applications Certificate program is designed to meet the growing need for computer skills in daily business operations. Students and members of the business community need computer training for current and future employment. Students will develop speed and accuracy on the keyboard, develop skills in troubleshooting routine computer problems, and develop a solid foundation with current application software. A capstone course will integrate software knowledge into a simulated business project.

The primary goal of the certificate program is to teach students to use the computer for daily business operations. Special attention is given to “hands-on” experience using popular software applications.

This certificate will increase value in the workplace.

#### CERTIFICATE

##### First Quarter

BT	101	Keyboarding	5
CAPPS	104	Beginning Windows Operating System	1
CAPPS	110	Word	3
IS	120	Business Computer Use	3
IS	160	Internet Fundamentals	1
<b>Total</b>			<b>13</b>

##### Second Quarter

CAPPS	112	Excel	3
CAPPS	114	Access	3
CAPPS	116	PowerPoint	3
CAPPS	120	Outlook	2
IS	142	Hardware Fundamentals	3
IS	143	Operating System Fundamentals	2
<b>Total</b>			<b>16</b>

##### Third Quarter

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	270	Office Computer Support <sup>1</sup>	3
IS	210	Internet Programming I	1
<b>Total</b>			<b>12</b>

**41 credits are required for the Certificate.**

<sup>1</sup> BT 270 may be substituted with IS 144.

## CORRECTIONS

### AAS: SCC

The Corrections and Security curriculum is made up of courses designed to prepare students for a career in the corrections arena with an emphasis on developing skills and knowledge that pertain to working in correctional facilities.

The Corrections program is an outgrowth of recognition of the increasing need for trained personnel in the field. This area of criminal justice is experiencing a great deal of change and expansion. New trends in inmate management and new standards for offender care have contributed to an increased need for employment of more people who possess skills and knowledge applicable to a variety of job requirements.

Students in this field are encouraged to seek academic counseling. Only a portion of this two-year curriculum is transferable to four-year institutions. Students interested in a four-year degree should inquire at the college to which they plan to attend or transfer for specific information.

This is a recommended course of study. Students may take required courses any time they are offered. (Not all classes are offered every quarter.)

Program Requirements: admittance to the Criminal Justice core classes requires the student’s age to be 18 or with instructor’s permission. All students are required to carry student accident insurance throughout

their enrollment in the Criminal Justice program. Any student with an arrest record must have the department chair approval to take any Criminal Justice classes and/or to enter the Criminal Justice program.

#### AAS

CJ	102	Administration of Justice	5
CJ&	105	Intro to Corrections	5
CJ	106	Introduction to Juvenile Control	3
CJ	107	Dynamics of Deviant Behavior	5
CJ	132	Criminal Justice Physical Training <sup>1</sup>	1
CJ	150	Criminal Justice Report Writing	5
CJ	205	Introduction to Criminal Law	5
CJ	209	Human Relations	3
CJ	212	Professional Development	1
CJ	215	Corrections–Security–Practice and Procedure	5
CJ	216	Communication Techniques with the Incarcerated Offender	5
CJ	225	Advanced Techniques in Correctional Programming	5
CJ	227	Minority Studies	5
CJ	228	Ethics – Standards of Conduct	3
CJ	230	Institutional Programming	3
CJ	237	Criminal Justice Self-defense <sup>2</sup>	3
CMST&	101	Introduction to Communication <sup>3</sup>	5
CMST&	210	Interpersonal Communication <sup>3</sup>	5
ENGL&	101	English Composition I <sup>3</sup>	5
ENGL&	235	Technical Writing <sup>3</sup>	5
ISFTY	111	Industrial First Aid	2
		Math Electives <sup>4</sup>	5
		Recommended Electives List A	15
		Recommended Electives List B <sup>2</sup>	3
		Recommended PE Electives	2
<b>Total</b>			<b>109</b>

**109 credits are required for the AAS.**

#### RECOMMENDED ELECTIVES LIST A

ASL&	121	Am Sign Language I	5
BIOL&	160	General Biology w/Lab	5
BUS&	201	Business Law	5
BUS	217	Business Statistics	5
CHEM	101	General Chemistry	5
CIS	110	Introduction to Computer Applications	5
HLTH	101	Health and Wellness	3
HLTH	104	Stress Management	3
HUM&	101	Intro to Humanities	5
HUM	102	Introduction to Women’s Studies	5
PHIL&	101	Intro to Philosophy	5
PHIL	210	Ethics	5
PSYC&	100	General Psychology	5
PSYC	210	Conception through Adolescent Developmental Psychology	5
PSYC	250	Psychology of Adjustment	5
RUSS&	121	Russian I	5
SOC&	101	Intro to Sociology	5
SOC	221	Race and Ethnic Relations	5
SOC	261	Crime and Justice	5
SPAN&	121	Spanish I	5

#### RECOMMENDED ELECTIVES LIST B

CJ	265	Service Learning Volunteer Project	3
CJ	266	Cooperative Education Seminar	1
CJ	267	Cooperative Education Work Experience	1-2
CJ	288	Cooperative Education Work Experience (No Seminar)	1-3

#### RECOMMENDED PE ELECTIVES

CJ	133	Criminal Justice Physical Training	1
CJ	241	Criminal Justice Physical Training	1
CJ	242	Criminal Justice Physical Training	1
CJ	243	Criminal Justice Physical Training	1
PE	186	Fast Fitness, Beginning	1

<sup>1</sup> Student’s must have medical insurance and a doctor’s release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243.

- <sup>2</sup> Students must pass one quarter of CJPT to enroll in this course.
- <sup>3</sup> This course may be substituted with any course or combination of courses approved by the instructional dean.
- <sup>4</sup> This math course may be substituted with APLED 112, BUS 103 or any math course numbered 100 or above.
- <sup>5</sup> CJ 266 and CJ 267 or CJ 288 or any criminal justice course must be taken concurrently. Students must pass one quarter of CJPT to enroll in this course.

## CORRECTIONS (AAS-T)

### AAS-T: SCC

The Corrections and Security curriculum is made up of courses designed to prepare students for a career in the corrections arena with an emphasis on developing skills and knowledge that pertain to working in correctional facilities.

The Corrections program is an outgrowth of recognition of the increasing need for trained personnel in the field. This area of criminal justice is experiencing a great deal of change and expansion. New trends in inmate management and new standards for offender care have contributed to an increased need for employment of more people who possess skills and knowledge applicable to a variety of job requirements.

This AAS-T degree is transferable to some four-year institutions. Students interested in transfer should contact the SCC Criminal Justice program instructors or the department chair for a list of four-year institutions that have agreed to accept this degree.

A prior criminal, traffic or drug history may exclude individuals from employment. For further information, contact a program instructor.

This is a recommended course of study. Students may take required courses any time they are offered. (Not all classes are offered every quarter.)

Program requirements: admittance to the Criminal Justice core classes requires the student's age to be 18 or with instructor's permission. All students are required to carry student accident insurance throughout their enrollment in the Criminal Justice program. Any student with an arrest record must have department chair approval to take any Criminal Justice classes and/or to enter the Criminal Justice program.

### AAS-T

CJ	102	Administration of Justice . . . . .	5
CJ&	105	Intro to Corrections . . . . .	5
CJ	106	Introduction to Juvenile Control . . . . .	3
CJ	107	Dynamics of Deviant Behavior . . . . .	5
CJ	132	Criminal Justice Physical Training <sup>1</sup> . . . . .	1
CJ	150	Criminal Justice Report Writing . . . . .	5
CJ	205	Introduction to Criminal Law . . . . .	5
CJ	209	Human Relations . . . . .	3
CJ	212	Professional Development . . . . .	1
CJ	215	Corrections-Security-Practice and Procedure . . . . .	5
CJ	216	Communication Techniques with the Incarcerated Offender . . . . .	5
CJ	225	Advanced Techniques in Correctional Programming . . . . .	5
CJ	227	Minority Studies . . . . .	5
CJ	228	Ethics - Standards of Conduct . . . . .	3
CJ	230	Institutional Programming . . . . .	3
CJ	237	Criminal Justice Self-defense <sup>2</sup> . . . . .	3
CMST&	101	Introduction to Communication <sup>3</sup> . . . . .	5
CMST&	210	Interpersonal Communication <sup>3</sup> . . . . .	5
ENGL&	101	English Composition I <sup>3</sup> . . . . .	5
ENGL&	235	Technical Writing <sup>3</sup> . . . . .	5
ISFTY	111	Industrial First Aid . . . . .	2
MATH&	107	Math in Society <sup>3</sup> . . . . .	5
		Recommended Electives List A . . . . .	15
		Recommended Electives List B . . . . .	3
		Recommended PE Electives . . . . .	2
		<b>Total . . . . .</b>	<b>109</b>

**109 credits are required for the AAS-T.**

### RECOMMENDED ELECTIVES LIST A

ASL&	121	Am Sign Language I . . . . .	5
BIOL&	160	General Biology w/Lab . . . . .	5
BUS&	201	Business Law . . . . .	5

BUS	217	Business Statistics . . . . .	5
CHEM&	110	Chemical Concepts w/Lab . . . . .	5
CIS	110	Introduction to Computer Applications . . . . .	5
HLTH	101	Health and Wellness . . . . .	3
HLTH	104	Stress Management . . . . .	3
HUM&	101	Intro to Humanities . . . . .	5
HUM	102	Introduction to Women's Studies . . . . .	5
PHIL&	101	Intro to Philosophy . . . . .	5
PHIL	210	Ethics . . . . .	5
PSYC&	100	General Psychology . . . . .	5
PSYC	210	Conception through Adolescent Developmental Psychology . . . . .	5
PSYC	250	Psychology of Adjustment . . . . .	5
RUSS&	121	Russian I . . . . .	5
SOC&	101	Intro to Sociology . . . . .	5
SOC	221	Race and Ethnic Relations . . . . .	5
SOC	261	Crime and Justice . . . . .	5
SPAN&	121	Spanish I . . . . .	5

### RECOMMENDED ELECTIVES LIST B

CJ	265	Service Learning Volunteer Project . . . . .	3
CJ	266	Cooperative Education Seminar . . . . .	1
CJ	267	Cooperative Education Work Experience . . . . .	1-2
CJ	288	Cooperative Education Work Experience (No Seminar)1-3	

### RECOMMENDED PE ELECTIVES

CJ	133	Criminal Justice Physical Training . . . . .	1
CJ	241	Criminal Justice Physical Training . . . . .	1
CJ	242	Criminal Justice Physical Training . . . . .	1
CJ	243	Criminal Justice Physical Training . . . . .	1
PE	186	Fast Fitness, Beginning . . . . .	1

<sup>1</sup> Students must have medical insurance and a doctor's release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243. CJ 133, 241, 242 or 243 are recommended and have the same requirement as CJ 132. PE 186 (for audit) is required to be taken concurrently.

<sup>2</sup> Students must pass one quarter of CJPT to enroll in this course.

<sup>3</sup> This course may be substituted with any course or combination of courses approved by the instructional dean.

<sup>4</sup> CJ 266 and CJ 267 or CJ 288 must be taken concurrently or may be substituted with any criminal justice course.

## COSMETOLOGY

### AAS: SCC

Cosmetology is a diverse field that offers a variety of employment opportunities. SCC's Cosmetology program provides the education and training needed to successfully compete in today's job market. Upon successful completion of the 1,600 hour program, students are prepared to take the Washington State Board Exam. After passing this exam, they will receive a license for Cosmetology.

This program includes haircutting and styling, permanent waving, chemical relaxing, tinting and bleaching, and temporary superfluous hair removal; manicuring and pedicuring of natural nails; and basic skin care. In addition, safety and sanitation measures are stressed throughout the program. Students also must complete a first aid class. Students will be given review testing and simulated performance evaluations in preparation for the state licensing examination.

Students must complete the program and pass the exit exams in order to be prepared to take the Washington State examination for Cosmetology.

Additional requirements for the AAS degree consist of general education requirements in the areas of written communication, human relations/leadership and computation. Students should check with the counseling department for assistance in planning their schedules.

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 cosmetology.

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

Physical Requirements:

- Normal or corrected vision
- Physical dexterity, i.e., small grasp manipulation
- Must be able to work with arms at shoulder level for extended periods of time
- Must be able to stand for extended periods of time

### AAS

#### First Quarter

APLED	112	Applied Mathematics <sup>1</sup> . . . . .	5
APLED	121	Applied Written Communication <sup>1</sup> . . . . .	4
CIS	110	Introduction to Computer Applications <sup>2</sup> . . . . .	5
COS	101	Introduction to Cosmetology . . . . .	2
<b>Total</b> . . . . .			<b>16</b>

#### Second Quarter

COS	111	Cosmetology, Esthetics and Manicuring Concepts I . . . . .	5
COS	112	Cosmetology, Esthetics and Manicuring Applications I . . . . .	12
<b>Total</b> . . . . .			<b>17</b>

#### Third Quarter

COS	121	Cosmetology, Esthetics and Manicuring Concepts II . . . . .	5
COS	122	Cosmetology, Esthetics and Manicuring Applications II . . . . .	11
<b>Total</b> . . . . .			<b>16</b>

#### Fourth Quarter

COS	131	Intermediate Cosmetology I . . . . .	5
COS	132	Intermediate Cosmetology Applications I . . . . .	11
<b>Total</b> . . . . .			<b>16</b>

#### Fifth Quarter

COS	241	Intermediate Cosmetology II . . . . .	5
COS	242	Intermediate Cosmetology Applications II . . . . .	10
ISFTY	111	Industrial First Aid . . . . .	2
<b>Total</b> . . . . .			<b>17</b>

#### Sixth Quarter

APLED	125	Employment Preparation <sup>3</sup> . . . . .	3
COS	251	Advanced Cosmetology I . . . . .	5
COS	252	Advanced Cosmetology Applications I <sup>4</sup> . . . . .	10
<b>Total</b> . . . . .			<b>18</b>

#### Seventh Quarter

COS	261	Advanced Cosmetology II . . . . .	5
COS	262	Advanced Cosmetology Applications II <sup>4</sup> . . . . .	10
MMGT	205	Small Business Planning <sup>5</sup> . . . . .	5
<b>Total</b> . . . . .			<b>20</b>

#### Eighth Quarter

Approved Cosmetology Electives <sup>6</sup> . . . . .		0-13
Approved Credits for Additional Coursework <sup>7</sup> . . . . .		0-5
<b>Total</b> . . . . .		<b>0-18</b>

**120-138 credits are required for the AAS.**

#### APPROVED COSMETOLOGY ELECTIVES

COS	288	Cooperative Education Work Experience (No Seminar) . . . . .	1-3
HUM	141	Introduction to Film . . . . .	5
HUM	207	Basic Movie Making Techniques . . . . .	5

#### APPROVED CREDITS FOR ADDITIONAL COURSEWORK

COS	275	Cosmetology Application . . . . .	1-5
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<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean or department chair.

<sup>2</sup> CIS 110 is offered online and/or can be taken as CIS 105 for five credits.

<sup>3</sup> APLED 125 is offered online. This related education requirement may be met by any course or combination of courses approved by the instructional dean or department chair. APLED 125 may be substituted with HUM 207 if seeking additional eighth quarter dean issued certificate.

<sup>4</sup> COS 252 or COS 262 may be substituted with COS 288. Washington State licensure requirements allow up to 10% of student academic instruction to be met by an on-site instructional experience at a beauty salon.

<sup>5</sup> MMGT 205 may be substituted with HUM 141 if seeking additional eighth quarter dean issued certificate.

<sup>6</sup> Approved Electives: COS 288 and HUM 141, HUM 207 may be taken by currently enrolled AAS degree Cosmetology students desiring to receive additional training during the summer quarter (8th quarter) instructor permission required. Completion of these courses will entitle the student to a certificate of completion issued by the dean of instruction for technical education only and not a state issued certificate.

<sup>7</sup> COS 275 is available for students who have not accumulated enough hours to satisfy the Cosmetology AAS degree requirements.

<sup>8</sup> Co-Op enrollment is available with permission of the instructor.

## COSMETOLOGY CADET INSTRUCTOR PROGRAM

### Certificate: SCC

This program prepares licensed cosmetologists for the cosmetology instructors' examination issued by the Washington State Board of Cosmetology. Under the supervision of a licensed cosmetology instructor, cadet instructor students receive training in instructional methods and clinical practice assisting basic students in all phases of cosmetology.

All students must submit a resume, proof of current licensure and meet with the department chair for an interview, prior to acceptance into the program.

Physical Requirements:

- Normal or corrected vision
- Physical dexterity, i.e., small grasp manipulation
- Must be able to work with arms at shoulder level for extended periods of time
- Must be able to stand for extended periods of time

#### CERTIFICATE

APLED	123	Leadership Skills for Business and Industry <sup>1</sup> . . . . .	4
CIS	110	Introduction to Computer Applications . . . . .	5
CMST&	210	Interpersonal Communication <sup>3</sup> . . . . .	5
COS	232	Management and Laboratory Supervision . . . . .	16
COS	284	Special Projects <sup>2</sup> . . . . .	1
<b>Total</b> . . . . .			<b>31</b>

**31 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> Students should consult with the instructor before enrolling in COS 284.

<sup>3</sup> This course may be substituted with any speech or cultural diversity course.

## CREDIT AND FINANCIAL MANAGEMENT

### AAS, Certificate: SFCC

The objectives of this program are to educate students for entry-level employment in the finance/credit field; and to provide continuing education opportunities for people currently working in the field, support courses for other business programs, and general financial and credit education to meet community needs.

The program is based on information from banks, mortgage companies, finance companies, credit unions and retail credit institutions in the Spokane area.

Keyboarding proficiency of 35 wpm is required for the certificate.

#### AAS

##### First Quarter

ACCT&	201	Prin of Accounting I . . . . .	5
BUS	100	Money Management . . . . .	3
BUS	108	eBusiness . . . . .	2
CRMGT	190	Business Credit Principles . . . . .	3
MMGT	181	Leadership Training-DEC <sup>1</sup> . . . . .	1
<b>Total</b> . . . . .			<b>14</b>

##### Second Quarter

BT	107	Business Communications <sup>2</sup> . . . . .	3
BUS	103	Basic Business Math and Electronic Calculators <sup>3</sup> . . . . .	5
CAPPS	112	Excel . . . . .	1

CRMGT 140	Financial Statement Analysis	3
CRMGT 150	Introduction to Investments	2
MMGT 182	Leadership Training-DEC <sup>1</sup>	1
<b>Total</b>		<b>15</b>

**Third Quarter**

BT 108	Business Communications <sup>2</sup>	3
BUS& 201	Business Law	5
CRMGT 110	Introduction to Finance	3
CRMGT 220	Credit Law/Collection Techniques	3
MMGT 223	Customer Service	3
<b>Total</b>		<b>17</b>

**Fourth Quarter**

BUS& 101	Intro to Business	5
MMGT 101	Principles of Management	5
MMGT 183	Leadership Training-DEC <sup>1</sup>	1
MMGT 267	Cooperative Education Work Experience	2
	Computer Elective/Information Systems	2
<b>Total</b>		<b>15</b>

**Fifth Quarter**

BT 272	Business Correspondence <sup>4</sup>	5
BUS 280	Human Relations in Business <sup>5</sup>	5
CMST& 101	Introduction to Communication	5
<b>Total</b>		<b>15</b>

**Sixth Quarter**

ECON 100	Fundamentals of Economics <sup>6</sup>	5
MMGT 211	Marketing	5
	Business Elective	3
	Computer Elective/Information Systems	1
<b>Total</b>		<b>14</b>

**90 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

ACCT& 201	Prin of Accounting I	5
BUS 100	Money Management	3
BUS 108	eBusiness	2
CRMGT 190	Business Credit Principles	3
MMGT 181	Leadership Training-DEC <sup>1</sup>	1
	Computer Elective/Information Systems	1
<b>Total</b>		<b>15</b>

**Second Quarter**

BT 107	Business Communications <sup>2</sup>	3
BUS 103	Basic Business Math and Electronic Calculators	5
CRMGT 140	Financial Statement Analysis	3
CRMGT 150	Introduction to Investments	2
MMGT 223	Customer Service	3
<b>Total</b>		<b>16</b>

**Third Quarter**

BT 108	Business Communications <sup>2</sup>	3
BUS& 201	Business Law	5
CAPPS 112	Excel	1
CRMGT 110	Introduction to Finance	3
CRMGT 220	Credit Law/Collection Techniques	3
<b>Total</b>		<b>15</b>

**46 credits are required for the Certificate.**

<sup>1</sup> MMGT 181, 182, 183 may be substituted with BUS 105.

<sup>2</sup> BT 107 and 108 may be substituted with ENGL& 101.

<sup>3</sup> BUS 103 may be substituted with BUS 217.

<sup>4</sup> BT 272 may be substituted with ENGL& 235.

<sup>5</sup> BUS 280 may be substituted with HS 136.

<sup>6</sup> ECON 100 may be substituted with ECON& 202.

**CRIMINAL JUSTICE****AAS: SCC**

The Criminal Justice curriculum is made up of courses and a carefully selected group of general education requirements designed to prepare each student for a career in the field of criminal justice. These courses prepare students with theory and practical skills in the areas of patrol

procedures, criminal procedures, marksmanship, physical training, investigations, interview, communications and human relations.

Students are carefully counseled in order to ensure they are able to enter a law enforcement agency of their choice. This counseling process includes physical, mental and emotional areas, as well as background requirements. Students are required to take various examinations common to the field of criminal justice. These examinations include quarterly physical training assessments. Passing these physical training assessments is a prerequisite to CJ 237.

Students in this field are encouraged to seek academic counseling. Only a portion of this two-year AAS degree is transferable to four-year institutions. Students interested in four-year degrees should inquire at the college to which they plan to transfer for specific information.

Credits from the police academy training can apply toward meeting the course requirements of this program.

A prior criminal, traffic or drug history may exclude individuals from employment. For further information, contact a program instructor.

This is a recommended course of study. Students may take required courses any time they are offered. (Not all classes are offered every quarter.)

Program Requirements: admittance to the Criminal Justice core classes requires the student's age to be 18 or with instructor's permission. All students are required to carry student accident insurance throughout their enrollment in the Criminal Justice program. Any student with an arrest record must have the department chair approval to take any Criminal Justice classes and/or to enter the Criminal Justice program.

**AAS**

AQUAT 101	Beginning Swimming	1
CJ& 101	Intro to Criminal Justice	5
CJ 102	Administration of Justice	5
CJ 103	Police Organization and Administration	3
CJ 104	Crime Scene Diagramming	5
CJ 108	Introduction to Traffic Investigation <sup>1</sup>	3
CJ 132	Criminal Justice Physical Training <sup>2</sup>	1
CJ 133	Criminal Justice Physical Training <sup>2</sup>	1
CJ 150	Criminal Justice Report Writing	5
CJ 200	Officer's Survival <sup>3</sup>	5
CJ 201	Laws of Arrest, Search and Seizure <sup>4</sup>	5
CJ 203	Police Interviewing Techniques	3
CJ 205	Introduction to Criminal Law <sup>4</sup>	5
CJ 209	Human Relations	3
CJ 210	Police Psychology	3
CJ 211	Crime Scene Investigations <sup>5</sup>	6
CJ 212	Professional Development	1
CJ 228	Ethics - Standards of Conduct	3
CJ 235	Firearms Safety <sup>6</sup>	2
CJ 236	Firearms Qualifications <sup>6</sup>	2
CJ 237	Criminal Justice Self-defense <sup>7</sup>	3
CJ 241	Criminal Justice Physical Training <sup>2</sup>	1
CJ 242	Criminal Justice Physical Training <sup>2</sup>	1
CJ 243	Criminal Justice Physical Training <sup>2</sup>	1
CMST& 101	Introduction to Communication <sup>8</sup>	5
CMST& 210	Interpersonal Communication <sup>8</sup>	5
ENGL& 101	English Composition I <sup>8</sup>	5
ENGL& 235	Technical Writing <sup>8</sup>	5
	Math <sup>9</sup>	5
	Recommended Electives List A	15
	Recommended Electives List B	3
<b>Total</b>		<b>116</b>

**116 credits are required for the AAS.**

**RECOMMENDED ELECTIVES LIST A**

ASL& 121	Am Sign Language I	5
BIOL& 160	General Biology w/Lab	5
BT 101	Keyboarding	5
BT 160	Job Preparation Techniques	3
BUS 102	Math Skills for Business	3
BUS 103	Basic Business Math and Electronic Calculators	5
BUS 280	Human Relations in Business	5
CHEM 101	General Chemistry	5

CIS	110	Introduction to Computer Applications	5
HUM&	101	Intro to Humanities	5
HUM	102	Introduction to Women's Studies	5
PHIL&	101	Intro to Philosophy	5
PHIL	210	Ethics	5
PSYC&	100	General Psychology	5
RUSS&	121	Russian I	5
SOC&	101	Intro to Sociology	5
SOC	221	Race and Ethnic Relations	5
SOC	261	Crime and Justice	5
SPAN&	121	Spanish I	5

**RECOMMENDED ELECTIVES LIST B**

CJ	265	Service Learning Volunteer Project	3
CJ	266	Cooperative Education Seminar	1
CJ	267	Cooperative Education Work Experience	1-2
CJ	288	Cooperative Education Work Experience (No Seminar)	1-3

- <sup>1</sup> CJ 101, 102 and 104 are prerequisites.
- <sup>2</sup> Requires medical insurance and a doctor's release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243.
- <sup>3</sup> CJ 150, 201, 205 and 237 are prerequisites.
- <sup>4</sup> CJ 101 and 102 are prerequisites.
- <sup>5</sup> CJ 104, 150, 201, 203 and 205 are prerequisites.
- <sup>6</sup> CJ 235 and 236 must be taken concurrently.
- <sup>7</sup> Passing one quarter of CJPT is required before taking this course.
- <sup>8</sup> May be substituted with any course or combination of courses approved by the instructional dean.
- <sup>9</sup> This math course may be substituted with APLED 112, BUS 103 or any math course numbered 100 or above.
- <sup>10</sup> CJ 266 and CJ 267 or CJ 288 or any criminal justice course must be taken concurrently.

## CRIMINAL JUSTICE (AAS-T)

### AAS-T: SCC

The Criminal Justice curriculum is made up of courses and a carefully selected group of general education requirements designed to prepare each student for a career in the field of criminal justice. These courses prepare students with theory and practical skills in the areas of patrol procedures, criminal procedures, marksmanship, physical training, investigations, interviewing, communication skills, and human relations.

Students are carefully counseled in order to ensure they are able to enter a law enforcement agency of their choice. This counseling process includes physical, mental and emotional areas, as well as background requirements. Students are required to take various examinations common to the field of criminal justice. These examinations include quarterly physical training assessments. Passing these physical training assessments is a prerequisite to CJ 237.

This AAS-T degree is transferable to some four-year institutions. Students interested in transfer should contact the SCC Criminal Justice program instructors or the department chair for a list of four-year institutions that have agreed to accept this degree.

Credits from the police academy training can apply toward meeting the course requirements of this program.

A prior criminal, traffic or drug history may exclude individuals from employment. For further information, contact a program instructor.

Program Requirements: admittance to the Criminal Justice core classes requires the student's age to be 18 or with instructor's permission. All students are required to carry student accident insurance throughout their enrollment in the Criminal Justice program. Any student with an arrest record must have the department chair approval to take any Criminal Justice classes and/or to enter the Criminal Justice program.

**AAS-T**

AQUAT	101	Beginning Swimming	1
CJ&	101	Intro to Criminal Justice	5
CJ	102	Administration of Justice	5
CJ	103	Police Organization and Administration	3
CJ	104	Crime Scene Diagramming	5
CJ	108	Introduction to Traffic Investigation <sup>1</sup>	3

CJ	132	Criminal Justice Physical Training <sup>2</sup>	1
CJ	133	Criminal Justice Physical Training <sup>2</sup>	1
CJ	150	Criminal Justice Report Writing	5
CJ	200	Officer's Survival <sup>3</sup>	5
CJ	201	Laws of Arrest, Search and Seizure <sup>4</sup>	5
CJ	203	Police Interviewing Techniques	3
CJ	205	Introduction to Criminal Law <sup>4</sup>	5
CJ	209	Human Relations	3
CJ	210	Police Psychology	3
CJ	211	Crime Scene Investigations <sup>5</sup>	6
CJ	212	Professional Development	1
CJ	228	Ethics - Standards of Conduct	3
CJ	235	Firearms Safety <sup>6</sup>	2
CJ	236	Firearms Qualifications <sup>6</sup>	2
CJ	237	Criminal Justice Self-defense <sup>7</sup>	3
CJ	241	Criminal Justice Physical Training <sup>2</sup>	1
CJ	242	Criminal Justice Physical Training <sup>2</sup>	1
CJ	243	Criminal Justice Physical Training <sup>2</sup>	1
CMST&	101	Introduction to Communication <sup>8</sup>	5
CMST&	210	Interpersonal Communication <sup>8</sup>	5
ENGL&	101	English Composition I <sup>8</sup>	5
ENGL&	235	Technical Writing <sup>8</sup>	5
MATH&	107	Math in Society <sup>8</sup>	5
		Recommended Electives List A	15
		Recommended Electives List B	3
		<b>Total</b>	<b>116</b>

**116 credits are required for the AAS-T.**

**RECOMMENDED ELECTIVES LIST A**

ASL&	121	Am Sign Language I	5
BIOL&	160	General Biology w/Lab	5
BT	101	Keyboarding	5
BT	160	Job Preparation Techniques	3
BUS	102	Math Skills for Business	3
BUS	103	Basic Business Math and Electronic Calculators	5
BUS	280	Human Relations in Business	5
CHEM	101	General Chemistry	5
CIS	110	Introduction to Computer Applications	5
HUM&	101	Intro to Humanities	5
HUM	102	Introduction to Women's Studies	5
PHIL&	101	Intro to Philosophy	5
PHIL	210	Ethics	5
PSYC&	100	General Psychology	5
RUSS&	121	Russian I	5
SOC&	101	Intro to Sociology	5
SOC	221	Race and Ethnic Relations	5
SOC	261	Crime and Justice	5
SPAN&	121	Spanish I	5

**RECOMMENDED ELECTIVES LIST B**

CJ	265	Service Learning Volunteer Project	3
CJ	266	Cooperative Education Seminar	1
CJ	267	Cooperative Education Work Experience	1-2
CJ	288	Cooperative Education Work Experience (No Seminar)	1-3

- <sup>1</sup> CJ 101, 102 and 104 are prerequisites.
- <sup>2</sup> Requires medical insurance and a doctor's release if needed; requires fitness assessment. If assessed below minimum fitness level, CJ 208 is a recommended prerequisite. PE 186 (for audit) is required to be taken concurrently with CJ 132, 133, 208, 241, 242 and 243.
- <sup>3</sup> CJ 150, 201, 205 and 237 are prerequisites.
- <sup>4</sup> CJ& 101 and 102 are prerequisites.
- <sup>5</sup> CJ 104, 150, 201, 203 and 205 are prerequisites.
- <sup>6</sup> CJ 235 and 236 must be taken concurrently.
- <sup>7</sup> Passing one quarter of CJPT is required before taking this course.
- <sup>8</sup> May be substituted with any course or combination of courses approved by the instructional dean.
- <sup>9</sup> CJ 266 and CJ 267 or CJ 288 or any criminal justice course must be taken concurrently.

## CULINARY ARTS

### AAS: SCC

Basic and advanced procedures in food preparation are included in the two-year Culinary Arts program. A detailed study is made of the various cooking methods for meats, fish, poultry, vegetables, soups and sauces. Menu terminology and cooking terms are defined and illustrated. Students are given the opportunity to study management factors affecting food cost control, specifications and standards for foods, sanitation, kitchen planning, kitchen equipment, and personnel policies.

This program is accredited by the American Culinary Federation (ACF).

A 2.0 grade or better must be maintained in all Commercial Baking (BAK), Culinary Arts (CUL) or Hotel/Restaurant Management (HM) courses for an AAS degree.

### AAS

#### First Quarter

APLED	121	Applied Written Communication <sup>1</sup>	4
CUL	110	Introduction to Culinary Arts	5
CUL	115	Food Sanitation <sup>2</sup>	3
HM	112	Hospitality Mathematics	3
ISFTY	111	Industrial First Aid	2
<b>Total</b>			<b>17</b>

#### Second Quarter

CUL	124	Cooking Applications I <sup>1</sup>	7-10
CUL	126	Food Science	5
HM	116	Nutrition for Chefs and Restaurant Managers	3
<b>Total</b>			<b>15-18</b>

#### Third Quarter

CUL	123	Espresso	2
CUL	127	Banquet Service	2
CUL	131	A la Carte Service	9
HM	130	Human Relations <sup>1</sup>	5
<b>Total</b>			<b>18</b>

#### Fourth Quarter

CUL	253	Advanced Cooking Theory	5
CUL	254	A la Carte Cooking I	10
CUL	266	Cooperative Education Seminar <sup>3</sup>	1
CUL	267	Cooperative Education Work Experience <sup>3</sup>	4
<b>Total</b>			<b>20</b>

#### Fifth Quarter

BAK	140	Yeast Doughs	1
CUL	243	Theory of Restaurant Baking	5
CUL	244	Restaurant Baking Applications	10
CUL	265	Hospitality Cost Controls	5
<b>Total</b>			<b>21</b>

#### Sixth Quarter

CUL	255	Menu Planning	3
CUL	260	Presidential	1
CUL	263	Theory of Modern Cuisine	5
CUL	264	A la Carte Cooking II	9
<b>Total</b>			<b>18</b>

### 109-112 credits are required for the AAS.

<sup>1</sup> This course may be substituted with any course or combination of courses approved by the instructional dean.

<sup>2</sup> This course is required for certification by the Educational Foundation of the National Restaurant Association.

<sup>3</sup> CUL 266 and 267 must be taken concurrently. May be substituted with CUL 288 for five credits.

## CUSTOMER SERVICE REPRESENTATIVE

### AAS: SCC

The Customer Service Representative program prepares students to work as commercial or residential service representatives in the telephone industry and also for similar positions in major department stores, collection agencies, credit bureaus, airlines, travel agencies, medical insurance agencies, public utilities and telephone answering

services. This program is designed to give the students the necessary knowledge and skills to deal directly with customers in matters of credit application, bill collection, making arrangements for equipment installation and servicing, and acting as the company representative in special problems that may arise.

### AAS

#### First Quarter

BT	102	Document Processing	5
BT	105	Basic Grammar for Business II	5
BT	151	Business Student Preparation	5
CATT	102	Introduction to Outlook	2.5
<b>Total</b>			<b>17.5</b>

#### Second Quarter

BT	109	Business Communications	5
BT	165	Word Processing	5
BT	231	Office Procedures	5
BUS&	101	Intro to Business	5
<b>Total</b>			<b>20</b>

#### Third Quarter

ACCT	151	College Accounting I <sup>1</sup>	5
BT	201	Information Processing	5
BUS	103	Basic Business Math and Electronic Calculators <sup>2</sup>	5
<b>Total</b>			<b>15</b>

#### Fourth Quarter

BT	202	Advanced Information Processing	5
BT	272	Business Correspondence	5
ECON	100	Fundamentals of Economics <sup>3</sup>	5
<b>Total</b>			<b>15</b>

#### Fifth Quarter

BT	250	Information Technology	5
BUS&	201	Business Law	5
CMST&	210	Interpersonal Communication	5
<b>Total</b>			<b>15</b>

#### Sixth Quarter

BT	160	Job Preparation Techniques	3
BT	260	Administrative Office Management	5
BT	285	Administrative Professional Internship	2
BUS	280	Human Relations in Business	5
<b>Total</b>			<b>15</b>

### 97.5 credits are required for the AAS.

<sup>1</sup> ACCT 151 may be substituted with ACCT& 201.

<sup>2</sup> BUS 103 may be substituted with BT 128.

<sup>3</sup> ECON 100 may be substituted with ECON& 202.

## DENTAL ASSISTING

### AAS, Certificate: SCC

A one-year program designed to prepare the student for employment as a chairside assistant to the dentist.

Chairside area: record medical and dental history; prepare treatment room; prepare patient for treatment; chart patient information; assist the dentist in general and specialty treatment of patient; sterilize and disinfect dental instruments; expose, process and mount radiographs; teach brushing and flossing; prepare various dental materials; perform expanded functions that are legal in the state of Washington; and order and maintain dental supplies.

Reception area: appoint patients for treatments, maintain a patient recall system, file and maintain patient and office records, complete patient insurance forms and make financial arrangements with patients.

This program is accredited by the American Dental Association. Students who successfully complete the program are eligible to take the Dental Assisting National Board exam.

- High school diploma or GED certificate required
- Appropriate scores in ASSET or COMPASS required
- Computer skills recommended
- Active e-mail account recommended
- Each required course for graduation must be completed with a 2.0 grade or better before proceeding to the next quarter. All electives

must be numbered 100 or above.

- Students may repeat a dental assisting course once, but it must be repeated within two years.

#### AAS

BIOL&	160	General Biology w/Lab	5
CHEM&	110	Chemical Concepts w/Lab <sup>1</sup>	5
CMST&	101	Introduction to Communication	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
		Communication or Humanities Electives	10
		Math/Science Elective	5
		Social Science Elective	5
		<b>Total</b>	<b>45</b>

#### First Quarter

DENT	111	Introduction to Dental Assisting	5
DENT	112	Chairside Related Theory	4
DENT	114	Introduction to Dental Radiology	3
DENT	116	Dental Restorative Techniques	3
DENT	118	Dental Anatomy	4
ENGL&	101	English Composition I	5
		<b>Total</b>	<b>24</b>

#### Second Quarter

CMST&	210	Interpersonal Communication	5
DENT	121	Intermediate Chairside Assisting	6
DENT	122	Chairside Related Theory	4
DENT	124	Advanced Dental Radiology	2
DENT	126	Dental Restorative Techniques	4
DENT	129	Chairside Clinical Experience	2
		<b>Total</b>	<b>23</b>

#### Third Quarter

DENT	131	Advanced Chairside Assisting	6
DENT	136	Dental Restorative Techniques	2
DENT	138	Office Management	3
DENT	139	Chairside Clinical Experience	8
		<b>Total</b>	<b>19</b>

**111 credits are required for the AAS.**

#### CERTIFICATE

##### First Quarter

DENT	111	Introduction to Dental Assisting	5
DENT	112	Chairside Related Theory	4
DENT	114	Introduction to Dental Radiology	3
DENT	116	Dental Restorative Techniques	3
DENT	118	Dental Anatomy	4
ENGL&	101	English Composition I	5
		<b>Total</b>	<b>24</b>

##### Second Quarter

CMST&	210	Interpersonal Communication	5
DENT	121	Intermediate Chairside Assisting	6
DENT	122	Chairside Related Theory	4
DENT	124	Advanced Dental Radiology	2
DENT	126	Dental Restorative Techniques	4
DENT	129	Chairside Clinical Experience	2
		<b>Total</b>	<b>23</b>

##### Third Quarter

DENT	131	Advanced Chairside Assisting	6
DENT	136	Dental Restorative Techniques	2
DENT	138	Office Management	3
DENT	139	Chairside Clinical Experience	8
		<b>Total</b>	<b>19</b>

**66 credits are required for the Certificate.**

<sup>1</sup> CHEM& 110 may be substituted with CHEM& 121.

## DENTAL HYGIENE PRE-MAJOR

### AA-DTA: SCC, SFCC

The skills of a dental hygienist emphasize preventive dentistry. Dental hygienists may be employed in private dental offices, hospitals, group health clinics, public health agencies, school and industry.

Upon completing the pre-Dental Hygiene requirements, the student may then transfer to an approved four-year bachelor's degree program in Dental Hygiene for professional course work. Such a program should be approved by the American Dental Association and the American Dental Hygienist Association. In order to practice, a graduate hygienist must pass a national written board examination given by the American Dental Association and a state licensing examination administered by individual state boards of dental examiners.

Consult with the college counseling department for a listing of approved Dental Hygiene bachelor's degree programs. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

#### AA-DTA

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## DENTISTRY PRE-MAJOR

### AA-DTA, Associate in Biology DTA/MRP: SCC, SFCC

Students planning a career in Dentistry should consult the catalog of the school of dentistry to which they plan to transfer. Competition for admission is intense and a high overall college grade point average must be maintained.

It is recommended that students acquire a broad background in areas such as fine arts, speech, languages, literature, business administration and the behavioral sciences.

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

#### AA-DTA

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

**90 credits are required for the AA-DTA.**

#### ASSOCIATE IN BIOLOGY DTA/MRP

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

**90 credits are required for the Associate in Biology DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## DIAGNOSTIC MEDICAL SONOGRAPHY

### AAS: SCC

Diagnostic Medical Sonography is an allied Health Profession where non-physician professionals perform a diagnostic procedure using high frequency sound waves (ultrasound) to produce dynamic visual images of organs, tissues, or blood flow inside the body. Sonography is used to examine many parts of the body: abdomen, breasts, OB/GYN, thyroid, scrotum, and blood vessels. It is also used to guide needles for tissue biopsy or drain an abnormal fluid collection from a body cavity. Sonography is a radiation-free imaging modality and procedures are performed at the request of a physician.

A diagnostic medical sonographer is a highly-skilled professional who uses specialized equipment to create images of structures inside the human body that are used by physicians to make a medical diagnosis. Prior to starting a procedure, the sonographer must obtain an appropriate history, assess physical findings and review pertinent laboratory data. This information is used to tailor the procedure to ensure comprehensive and diagnostic images are acquired.

A 2.5 grade must be achieved in each prerequisite course before applying for admission to the Diagnostic Medical Sonography Program. It is strongly recommended that prospective Diagnostic Medical Sonography Program students complete 40 hours of volunteer service in a medical facility to gain exposure to the demands of an allied health career.

After entering the Diagnostic Medical Sonography program, students are required to obtain a minimum of a 2.0 grade in each class before proceeding to the next quarter. Students may repeat a professional class once, but it must be completed within two years.

Admission Recommendations:

- Active email account
- Computer skills
- CHEM 120 Organic and Biochemistry of Health Sciences
- CHEM& 121 Introduction to Chemistry

Admission Requirements:

- Appropriate ASSET or COMPASS scores
- After program acceptance, physical examination, immunizations, drug screening, and Washington State Patrol (WSP) background
- High School diploma or GED certificate
- interview with Diagnostic Medical Sonography Program Director
- Students may repeat a professional course once, but it must be repeated within two years.

## AAS

### Prerequisites

BIOL& 160	General Biology w/Lab
BIOL& 241	Human A & P 1
BIOL& 242	Human A & P 2
ENGL& 101	English Composition I
MATH 099	Intermediate Algebra
PHYS 100	Introductory Physics

### First Quarter

HED 125	Medical Terminology	5
SONO 111	Diagnostic Ultrasound I	2
SONO 112	Vascular Fundamentals	4
SONO 121	Human Cross-Section Anatomy	4
SONO 125	Ultrasound Physics and Instrumentation I	5
<b>Total</b>		<b>20</b>

### Second Quarter

HED 109	Human Physiology and Disease	5
SONO 131	Diagnostic Ultrasound II	5
SONO 135	Ultrasound Physics and Instrumentation II	5
VASC 122	Vascular Procedures I	4
<b>Total</b>		<b>19</b>

### Third Quarter

HIT 129	Pathophysiology	5
NCT 133	Noninvasive Cardiovascular Fundamentals	5
SONO 141	Diagnostic Ultrasound III	5
<b>Total</b>		<b>15</b>

### Fourth Quarter

CMST 127	Leadership Development	3
SONO 142	Sonography Clinical Preparation	4
SONO 143	Sonography Clinical I	6
<b>Total</b>		<b>13</b>

### Fifth Quarter

SONO 251	Advanced Sonography	6
SONO 253	Sonography Clinical II	7
<b>Total</b>		<b>13</b>

### Sixth Quarter

SONO 263	Sonography Clinical III	13
<b>Total</b>		<b>13</b>

### Seventh Quarter

SONO 273	Sonography Clinical IV	13
<b>Total</b>		<b>13</b>

**106 credits are required for the AAS.**

## DIESEL/HEAVY DUTY EQUIPMENT

### AAS: SCC

Diesel/Heavy Duty mechanics repair and maintain trucks, buses, logging, mining, agricultural and construction equipment. In addition, they maintain and repair diesel and gasoline engines, compressors and pumps.

Students may enter the program any quarter.

## AAS

### First Quarter

APLED 121	Applied Written Communication <sup>1</sup>	4
HEQ 111	Basic Electrical Theory	7
HEQ 112	Basic Electrical Applications	9
<b>Total</b>		<b>20</b>

### Second Quarter

APLED 112	Applied Mathematics <sup>1</sup>	4
HEQ 121	Basic Principles of Engine Theory	7
HEQ 122	Basic Engine Applications	9
<b>Total</b>		<b>20</b>

### Third Quarter

APLED 123	Leadership Skills for Business and Industry <sup>1</sup>	4
CIS 105	Computer Fundamentals for Vocations I <sup>1</sup>	1
HEQ 131	Principles of Power Train Theory	7
HEQ 132	Power Train Applications	9
<b>Total</b>		<b>21</b>

### Fourth Quarter

HEQ 241	Heavy Equipment Hydraulic Theory	7
HEQ 242	Heavy Duty Equipment Hydraulic Application	9
Approved HEQ Elective <sup>2</sup>		4
<b>Total</b>		<b>20</b>

### Fifth Quarter

AGGEN 152	Arc Welding	4
AGGEN 153	Oxy-acetylene Welding	4
HEQ 251	Practical Shop Procedures	7
HEQ 252	Practical Shop	8
<b>Total</b>		<b>23</b>

### Sixth Quarter

HEQ 261	Practical Shop Procedures	8
HEQ 262	Practical Shop	5
Approved HEQ Elective <sup>2</sup>		4
<b>Total</b>		<b>17</b>

**121 credits are required for the AAS.**

### APPROVED HEQ ELECTIVE

APLED 125	Employment Preparation	3
HEQ 101	Trucking Theory	2-4
HEQ 102	Trucking Applications	4-6
HEQ 294	Special Problems	3
ISFTY 111	Industrial First Aid	2

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> APLED 125-3 credits, HEQ 294-3 credits and ISFTY 111-2 credits offered within the 4th and 6th quarters (all are required courses for those students NOT seeking a Commercial Drivers License). These courses may be substituted with HEQ 101-4 credits and HEQ 102-4 credits for those students who are seeking a Class B Commercial Drivers License (CDL).

## DIGITAL MEDIA PRODUCTION

### AAS-T: SFCC

The Digital Media Production AAS-T degree in an interdisciplinary study of photography, journalism and documentary video production that prepares students to pursue careers in a variety of communication fields such as news reporting, photojournalism, video journalism, marketing, and public relations.

The Digital Media Production AAS-T degree will allow students to draw upon the strengths of various existing departments to help develop the skills necessary to succeed in various, rapidly evolving field centered around media production.

By bringing together resources from journalism, photography, graphic design, web design, and audio technology, the AAS-T degree in Digital Media Production will help students develop skills in photography and video production, journalistic storytelling, audio capture, web design, and the clear and concise presentation of content through an understanding of the elements and principles of good design.

### AAS-T

#### First Quarter

ART 105	Color and Design	5
ENGL& 101	English Composition I	5
GRDSN 163	InDesign I	2
PHOTO 126	Digital Photography I	5
<b>Total</b>		<b>17</b>

#### Second Quarter

AUDIO 101	Audio Fundamentals for Multimedia	4
JOURN 110	Mass Media	5
JOURN 220	Introduction to News Writing	5
PHOTO 131	Introduction to Photojournalism	3
<b>Total</b>		<b>17</b>

#### Third Quarter

GRDSN 176	Introduction to Page Design	2
JOURN 224	Advanced News Reporting	5
PHOTO 112	Photographic Design	4
PHOTO 200	Photography Media	4
<b>Total</b>		<b>15</b>

#### Fourth Quarter

GRDSN 172	Dreamweaver	2
HUM 236	The Documentary Film	5
JOURN 101	College Newspaper Production I	3
MATH& 107	Math in Society	5
<b>Total</b>		<b>15</b>

#### Fifth Quarter

ACCT 141	QuickBooks	2
GRDSN 171	Flash	2
JOURN 102	College Newspaper Production II	3
JOURN 225	Multimedia Journalism	5
PHOTO 227	Business of Photography	3
<b>Total</b>		<b>15</b>

#### Sixth Quarter

JOURN 103	College Newspaper Production III	3
PHOTO 237	Introduction to Documentary DV Production	5
PHOTO 266	Cooperative Education Seminar	1
PHOTO 267	Cooperative Education Work Experience	2
PSYC& 100	General Psychology	5
<b>Total</b>		<b>16</b>

**95 credits are required for the AAS-T.**

## DRAMA PRE-MAJOR

### AA-DTA: SFCC

The aim of the Drama program is the development of appreciation and understanding within the participants and the audience of live theater. The department also attempts through its courses to establish aesthetic values that may be applied to motion pictures and television as well as live theater and to build a respect for the tradition of the theater as a major artistic instrument of society.

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

### AA-DTA

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

### SUGGESTED COURSES TO CONSIDER

ART& 100	Art Appreciation	5
CMST& 101	Introduction to Communication	5

CMST 110	Voice and Articulation	3
CMST 114	Oral Interpretation of Literature	5
CMST& 220	Public Speaking	5
DRMA& 101	Intro to Theatre	5
DRMA 106	Rehearsal and Performance	1-5
DRMA 107	Rehearsal and Performance	1-5
DRMA 108	Rehearsal and Performance	1-5
DRMA 120	Performance and Audition Techniques	3
DRMA 121	Contemporary Acting	3
DRMA 220	Classical Acting	5
DRMA 221	Acting for Film and Television	5
DRMA 230	Stagecrafting Theatrical Design	1-5
DRMA 233	Makeup	2
ENGL& 111	Intro to Literature	5
ENGL& 114	Intro to Drama	5
ENGL& 220	Intro to Shakespeare	5
ENGL& 236	Creative Writing I	5
ENGL& 237	Creative Writing II	5
HUM 141	Introduction to Film	5
MUSC& 105	Music Appreciation	5

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution. Refer to AA degree worksheet for list of approved courses and credit requirements in each distribution area.

## EARLY CHILDHOOD EDUCATION

### AAS, Certificate: SFCC

The Early Childhood Education program provides experiences in educational theory in the areas of social, emotional, cognitive, physical/motor and creative development for children from birth through age 8. Courses also are available for caregivers of school-age children, ages 5 through 14 years. Now that ongoing research reveals the significance of early development, professional preparation has become essential to anyone pursuing a career in the education and care of young children. Courses are based on the Washington State Skill Standards and are offered day, evening and online.

SFCC Early Childhood Education program options:

- Certificates of Specialization (20-30 credits) – eight certificates that focus on a specific area of study.
- Early Childhood Education Certificate (57-60 credits) – contains the ECED core content courses. Valid first aid card required for certificate.
- Associate in Applied Science (AAS) degree (90-93 credits) – contains the same course work as the ECED certificate above, plus supporting courses and electives which may be modified for articulation into a BA degree.
- Associate of Applied Science Transfer degree (AAS-T) (91-92 credits) – contains ECED core content with the option to transfer to accepting four-year schools.
- Associate of Arts (AA) degree (90 credits) - includes 15 credits of electives in ECED that transfers to four-year schools.
- Articulation with area high schools articulates college credits for completion of specified high school ECED courses.
- State Training and Registry System (STARS) Accepts college credits to meet STARS requirements.

### AAS

#### First Quarter

ECED 101	Issues and Trends in Early Childhood Education	5
ECED 102	Observation and Documentation	1-2
ECED 103	College Success	3
ECED 124	Methods of Learning	5
<b>Total</b>		<b>14-15</b>

#### Second Quarter

ECED 135	Infant/Toddler Care and Education	5
ECED 190	Child Development	5
ENGL& 101	English Composition I	5
<b>Total</b>		<b>15</b>

#### Third Quarter

ECED 226	Curriculum Development	5
ECED 230	Learning Environments	5

EDUC&	204	Exceptional Child	5
HLTH	174	First Aid	3
<b>Total</b>			<b>18</b>

**Fourth Quarter**

ECED	132	Fostering Social Competence	5
ECED	290	School-age Development	5
		Math Elective	3-5
<b>Total</b>			<b>13-15</b>

**Fifth Quarter**

ECED	254	Dynamics of Family Relationships	5
ECED	281	Capstone Practicum	5
		ECED Elective <sup>1</sup>	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

ECED	282	Practicum I	5
HS	136	Improving Interpersonal Communication	5
		Approved Elective <sup>1</sup>	5
<b>Total</b>			<b>15</b>

**90-93 credits are required for the AAS.**

**CERTIFICATE****EARLY CHILDHOOD EDUCATION CERTIFICATE**

\*Valid first aid card required for this one year certificate.

ECED	101	Issues and Trends in Early Childhood Education	5
ECED	102	Observation and Documentation	1-2
ECED	103	College Success	3
ECED	124	Methods of Learning	5
ECED	132	Fostering Social Competence	5
ECED	135	Infant/Toddler Care and Education	5
ECED	190	Child Development	5
ECED	226	Curriculum Development	5
ECED	230	Learning Environments	5
ECED	281	Capstone Practicum	5
ENGL&	101	English Composition I	5
HS	136	Improving Interpersonal Communication	5
		Math Elective	3-5
<b>Total</b>			<b>57-60</b>

**57-60 credits are required for the Certificate.**

**CHILD CARE ADMINISTRATION SPECIALIST**

ECED	101	Issues and Trends in Early Childhood Education	5
ECED	190	Child Development	5
ECED	260	Child Care Administration	5
ECED	290	School-age Development	5
SBM	101	How to Start a Small Business	5
<b>Total</b>			<b>25</b>

**25 credits are required for the Certificate.**

**CURRICULUM DEVELOPMENT SPECIALIST**

ECED	102	Observation and Documentation	1-2
ECED	124	Methods of Learning	5
ECED	190	Child Development	5
ECED	226	Curriculum Development	5
ECED	230	Learning Environments	5
<b>Total</b>			<b>21-22</b>

**21-22 credits are required for the Certificate.**

**EARLY CHILDHOOD SPECIALIST I**

ECED	102	Observation and Documentation	1-2
ECED	124	Methods of Learning	5
ECED	132	Fostering Social Competence	5
ECED	190	Child Development	5
ECED	230	Learning Environments	5
<b>Total</b>			<b>21-22</b>

**21-22 credits are required for the Certificate.**

**EARLY CHILDHOOD SPECIALIST II**

\*Must have Early Childhood Specialist I

ECED	101	Issues and Trends in Early Childhood Education <sup>2</sup>	5
ECED	254	Dynamics of Family Relationships	5

ECED	281	Capstone Practicum	5
ECED	282	Practicum I	5
<b>Total</b>			<b>20</b>

**20 credits are required for the Certificate.**

**FAMILY CHILD CARE SPECIALIST**

ECED	101	Issues and Trends in Early Childhood Education <sup>3</sup>	5
ECED	102	Observation and Documentation	1-2
ECED	132	Fostering Social Competence	5
ECED	190	Child Development	5
ECED	254	Dynamics of Family Relationships	5
<b>Total</b>			<b>21-22</b>

**21-22 credits are required for the Certificate.**

**FAMILY SERVICES ADVOCATE**

ECED	190	Child Development	5
ECED	254	Dynamics of Family Relationships	5
HS	136	Improving Interpersonal Communication	5
HS	281	Practicum I	5
<b>Total</b>			<b>20</b>

**20 credits are required for the Certificate.**

**INFANT TODDLER SPECIALIST**

ECED	102	Observation and Documentation	1-2
ECED	132	Fostering Social Competence	5
ECED	135	Infant/Toddler Care and Education	5
ECED	190	Child Development	5
ECED	254	Dynamics of Family Relationships	5
<b>Total</b>			<b>21-22</b>

**21-22 credits are required for the Certificate.**

**SCHOOL-AGE CARE SPECIALIST**

ECED	102	Observation and Documentation	1-2
ECED	260	Child Care Administration	5
ECED	270	School-age Creative Activities	5
ECED	280	School-age Guidance	5
ECED	290	School-age Development	5
<b>Total</b>			<b>21-22</b>

**21-22 credits are required for the Certificate.**

**ECED ELECTIVE**

ECED	100	Basic Child Care Training	2
ECED	101	Issues and Trends in Early Childhood Education	5
ECED	118	Early Childhood Education Seminar	0.5-11
ECED	124	Methods of Learning	5
ECED	125	Science Methods in ECED	3
ECED	132	Fostering Social Competence	5
ECED	190	Child Development	5
ECED	226	Curriculum Development	5
ECED	230	Learning Environments	5
ECED	254	Dynamics of Family Relationships	5
ECED	260	Child Care Administration	5
ECED	270	School-age Creative Activities	5
ECED	280	School-age Guidance	5
ECED	283	Practicum II	5
ECED	290	School-age Development	5

**APPROVED ELECTIVE**

ASL&	121	Am Sign Language I	5
CMST	121	Job Communication Skills	2-5
EDUC&	205	Intro to Ed w/ Field Exp	5
EDUC	270	Introduction to Developmental Disabilities	5
EDUC	275	Learning Disabilities	5
EDUC	280	Behavior/Classroom Management	5
ENGL&	111	Intro to Literature	5
GENST	106	College Success	2-3
HS	105	Child Abuse	5
HSEAR	106	Introduction to Deaf Culture	5
IS	120	Business Computer Use	3
PSYC&	100	General Psychology	5
PSYC	210	Conception through Adolescent Developmental Psychology	5
PSYC	250	Psychology of Adjustment	5

SBM	101	How to Start a Small Business	5
SOC&	101	Intro to Sociology	5
SOC	211	Marriage and the Family	5

**MATH ELECTIVE**

BUS	102	Math Skills for Business	3
MATH	090	Pre-Algebra	5

- <sup>1</sup> Elective may be selected with the approval of an early childhood education instructor.
- <sup>2</sup> ECED 101 may be substituted with ECED 226.
- <sup>3</sup> ECED 101 may be substituted with ECED 124.
- <sup>4</sup> MATH 090 may be substituted with any higher level math course.

## EARLY CHILDHOOD EDUCATION (AAS-T)

### AAS-T: SFCC

The AAS-T is an associate degree providing comprehensive core early childhood content (51-52 credits) based on the National Association for the Education of Young Children (NAEYC) and the Washington State Skill standards. The balance of the degree is made up of significant general education coursework (40 credits) necessary for transfer.

Graduation requirements for AAS-T in Early Childhood Education Development: 91-92 credits from the associate of arts degree and the associate in applied science degree:

- Communication Skills: 10 credits of English composition, or 5 credits of English composition and 5 credits of speech
- Quantitative Skills: 5 credits from quantitative reasoning courses – mathematics
- Humanities: 5 credits from group A and 5 credits from group B or C
- Social Sciences: 5 credits from group A and 5 credits from group B
- Mathematics/Science: 5 credits from a laboratory course in group B sciences
- Writing and Diversity: At least one 5-credit writing-intensive course (“W” designated course) must be included within the distribution. At least 5 credits must be chosen from the approved list of diversity courses (“D” designated course).

**AAS-T**

**First Quarter**

ECED	101	Issues and Trends in Early Childhood Education	5
ECED	102	Observation and Documentation	1-2
ECED	190	Child Development	5
		Communication	5
<b>Total</b>			<b>16-17</b>

**Second Quarter**

ECED	124	Methods of Learning	5
ECED	135	Infant/Toddler Care and Education	5
		Communication	5
<b>Total</b>			<b>15</b>

**Third Quarter**

CMST	227	Intercultural Communication <sup>1</sup>	5
ECED	132	Fostering Social Competence	5
ECED	290	School-age Development <sup>2</sup>	5
<b>Total</b>			<b>15</b>

**Fourth Quarter**

ECED	226	Curriculum Development	5
ECED	230	Learning Environments	5
		Quantitative/Symbolic Reasoning Course - Math <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

ECED	254	Dynamics of Family Relationships	5
		Humanities <sup>3</sup>	5
		Social Sciences: Group A <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

ECED	281	Capstone Practicum	5
		Mathematics/Sciences: Group B (lab course) <sup>3</sup>	5
		Social Sciences: Group B <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**91-92 credits are required for the AAS-T.**

**COMMUNICATION**

CMST&	101	Introduction to Communication	5
ENGL&	101	English Composition I	5
ENGL&	102	Composition II	5

- <sup>1</sup> CMST 227 completes 5 of the 10 credit humanities requirement.
- <sup>2</sup> ECED 290 may be substituted with EDUC& 204.
- <sup>3</sup> See AA degree requirements for acceptable course listings.

## EARTH SCIENCE PRE-MAJOR

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

Earth Science involves the investigation of planet Earth and its many systems. It includes the study of solid Earth and the interrelations with Earth’s atmosphere, hydrosphere, and biosphere. Earth scientists utilize foundational knowledge from chemistry, biology, and physics to identify and solve a wide array of problems associated with Earth’s systems. Earth scientists research and study a variety of topics including traditional geology, geophysics and geodesy, soils, hydrology, oceanography, glaciology, meteorology, climatology and atmospheric chemistry. Finally, Earth scientists investigate the relationships of life and the biosphere to the various Earth systems.

Careers in the Earth Sciences are numerous and diverse. Earth Science majors can find employment opportunities in the public sector working for government agencies at the local, state, and federal levels. Earth scientists are also employed within the fields of engineering (private and public sectors) associated hazards mitigation and management, as well as the exploration, development, and management of resources (water, energy, minerals, timber, fisheries, and agriculture). Earth scientists successfully pursue careers in a variety of outdoor recreational fields as park rangers, interpretive guides, and naturalists. Finally, teaching at various levels is also a career option for students with undergraduate or graduate Earth Science degrees.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**AS-T #1**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

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

- <sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student’s choice of transfer institution.

## ECONOMICS PRE-MAJOR

### AA-DTA, Associate in Business DTA/MRP: SCC, SFCC

Economics is the study of how people efficiently satisfy their unlimited wants within the realistic context of scarce resources. This program introduces students to economic principles, which govern consumption, production, distribution and exchange in a capitalist market economy – the US, within the dynamics of modern day global forces.

Economics involves analytical training and quantitative reasoning which enables students to successfully evaluate complex real world situations, making this one of the most versatile bachelor’s degrees to obtain, providing students with a solid framework to transfer to business programs, or pursue degrees in law, public policy or other social sciences.

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

**AA-DTA**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the AA-DTA.**

**ASSOCIATE IN BUSINESS DTA/MRP**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the Associate in Business DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## EDUCATION PARAPROFESSIONAL, SPECIAL EDUCATION

### AAS, Certificate: SFCC

The Education Paraprofessional program provides theory and practice in the skills for working as effective members of instructional teams. An education paraprofessional works under the supervision of a licensed/certificated staff member to assist and support educational services. Courses within all options address the Washington State Core Competencies for Paraeducators and the Washington State Skill Standards. The core curriculum focuses on current issues and historical foundations of regular and special education, instructional strategies, behavior management, human development and interpersonal skills in the context of a diverse society. Supervised practicum opportunities for hands-on experiences in schools are provided throughout this course of study. The focus on Special Education includes the core curriculum courses described above yet delve deeper into providing services for children identified with disabilities such as learning disabilities, emotional and behavioral disorders, and developmental disabilities.

AAS Education Paraprofessional, **General Education:** The goal for this option is to support learners experiencing delays and/or those who are learning English as well as typical students within a general education setting.

AAS Education Paraprofessional, **Early Childhood:** Courses include the core curriculum described above and is intended to meet the needs of persons who wish to become paraeducators in grades K-3.

AAS Education Paraprofessional, **School Library Media Technician:** Courses include the core curriculum described above and is intended to meet the needs of persons who wish to become education paraprofessionals or school library technician paraprofessionals in a K-12 library. Library science (LMLIB) classes are taught online and students are required to take an onsite work experience class, LMLIB 267.

**AAS****EDUCATION PARAPROFESSIONAL, SPECIAL EDUCATION****First Quarter**

EDUC& 204	Exceptional Child . . . . .	5
ENGL& 101	English Composition I . . . . .	5
	Math Elective . . . . .	3-5
<b>Total</b> . . . . .		<b>13-15</b>

**Second Quarter**

EDUC& 205	Intro to Ed w/ Field Exp. . . . .	5
HS 136	Improving Interpersonal Communication . . . . .	5
PSYC& 100	General Psychology . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Third Quarter**

ECED 190	Child Development <sup>1</sup> . . . . .	5
EDUC 280	Behavior/Classroom Management . . . . .	5
HSGER 115	Multi-Cultural Perspectives in Human Services . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Fourth Quarter**

CMST 121	Job Communication Skills <sup>2</sup> . . . . .	2
EDUC 252	Social/Emotional Development . . . . .	5
HLTH 174	First Aid . . . . .	3
	Approved Electives <sup>3</sup> . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Fifth Quarter**

EDUC 270	Introduction to Developmental Disabilities . . . . .	5
EDUC 281	Education/Special Education Practicum I . . . . .	5
	Approved Electives <sup>3</sup> . . . . .	4
	Technology Elective <sup>4</sup> . . . . .	3
<b>Total</b> . . . . .		<b>17</b>

**Sixth Quarter**

ASL& 121	Am Sign Language I . . . . .	5
EDUC 275	Learning Disabilities . . . . .	5
EDUC 282	Education/Special Education Practicum II . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**90-92 credits are required for the AAS.**

**EARLY CHILDHOOD EDUCATION OPTION****First Quarter**

EDUC& 204	Exceptional Child . . . . .	5
ENGL& 101	English Composition I . . . . .	5
	Math Elective . . . . .	3-5
<b>Total</b> . . . . .		<b>13-15</b>

**Second Quarter**

EDUC& 205	Intro to Ed w/ Field Exp. . . . .	5
HS 136	Improving Interpersonal Communication . . . . .	5
PSYC& 100	General Psychology . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Third Quarter**

ECED 190	Child Development <sup>1</sup> . . . . .	5
EDUC 280	Behavior/Classroom Management . . . . .	5
HSGER 115	Multi-Cultural Perspectives in Human Services . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Fourth Quarter**

CMST 121	Job Communication Skills <sup>2</sup> . . . . .	2
EDUC 252	Social/Emotional Development . . . . .	5
HLTH 174	First Aid . . . . .	3
	Approved Electives <sup>3</sup> . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Fifth Quarter**

ECED 132	Fostering Social Competence . . . . .	5
ECED 230	Learning Environments . . . . .	5
EDUC 281	Education/Special Education Practicum I . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Sixth Quarter**

ECED 124	Methods of Learning . . . . .	5
ECED 254	Dynamics of Family Relationships . . . . .	5
EDUC 282	Education/Special Education Practicum II . . . . .	5
	Technology Elective <sup>4</sup> . . . . .	2
<b>Total</b> . . . . .		<b>17</b>

**90-92 credits are required for the AAS.**

**GENERAL EDUCATION OPTION****First Quarter**

EDUC& 204	Exceptional Child . . . . .	5
ENGL& 101	English Composition I . . . . .	5
	Math Elective . . . . .	3-5
<b>Total</b> . . . . .		<b>13-15</b>

**Second Quarter**

EDUC& 205	Intro to Ed w/ Field Exp. . . . .	5
HS 136	Improving Interpersonal Communication . . . . .	5
PSYC& 100	General Psychology . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Third Quarter**

ECED 190	Child Development <sup>1</sup> . . . . .	5
EDUC 280	Behavior/Classroom Management . . . . .	5
HSGER 115	Multi-Cultural Perspectives in Human Services . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**Fourth Quarter**

CMST	121	Job Communication Skills <sup>2</sup>	2
EDUC	252	Social/Emotional Development	5
HLTH	174	First Aid	3
		Approved Electives <sup>3</sup>	5
		<b>Total</b>	<b>15</b>

**Fifth Quarter**

CMST&	101	Introduction to Communication	5
EDUC	281	Education/Special Education Practicum I	5
		Approved Electives <sup>3</sup>	4
		Technology Elective <sup>4</sup>	3
		<b>Total</b>	<b>17</b>

**Sixth Quarter**

ECED	254	Dynamics of Family Relationships	5
EDUC	282	Education/Special Education Practicum II	5
		English or Math Elective <sup>3</sup>	5
		<b>Total</b>	<b>15</b>

**90-92 credits are required for the AAS.**

**SCHOOL LIBRARY MEDIA TECHNICIAN OPTION**

**First Quarter**

EDUC&	204	Exceptional Child	5
ENGL&	101	English Composition I	5
		Math Elective	3-5
		<b>Total</b>	<b>13-15</b>

**Second Quarter**

EDUC&	205	Intro to Ed w/ Field Exp	5
HS	136	Improving Interpersonal Communication	5
PSYC&	100	General Psychology	5
		<b>Total</b>	<b>15</b>

**Third Quarter**

ECED	190	Child Development <sup>1</sup>	5
EDUC	280	Behavior/Classroom Management	5
HSGER	115	Multi-Cultural Perspectives in Human Services	5
		<b>Total</b>	<b>15</b>

**Fourth Quarter**

CMST	121	Job Communication Skills <sup>2</sup>	2
EDUC	252	Social/Emotional Development	5
HLTH	174	First Aid	3
LMLIB	115	Introduction to Library Organizational Systems <sup>5</sup>	5
		<b>Total</b>	<b>15</b>

**Fifth Quarter**

EDUC	281	Education/Special Education Practicum I	5
LMLIB	125	School Libraries and Media Centers <sup>5</sup>	5
LMLIB	126	School Library Technology and Services for Curriculum Support <sup>5</sup>	3
LMLIB	220	Technical Services II: Cataloging <sup>5</sup>	5
		<b>Total</b>	<b>18</b>

**Sixth Quarter**

EDUC	282	Education/Special Education Practicum II	5
LMLIB	135	Children's Literature and Library Services <sup>5</sup>	5
LMLIB	267	Cooperative Education Work Experience <sup>5</sup>	4
		<b>Total</b>	<b>14</b>

**90-92 credits are required for the AAS.**

**CERTIFICATE**

**First Quarter**

EDUC&	204	Exceptional Child	5
EDUC	252	Social/Emotional Development	5
EDUC	275	Learning Disabilities	5
		<b>Total</b>	<b>15</b>

**Second Quarter**

EDUC	270	Introduction to Developmental Disabilities	5
ENGL&	101	English Composition I	5
HS	136	Improving Interpersonal Communication	5
		<b>Total</b>	<b>15</b>

**Third Quarter**

BUS	102	Math Skills for Business	3
EDUC	280	Behavior/Classroom Management	5

HLTH	174	First Aid	3
		Certificate Electives	4
		<b>Total</b>	<b>15</b>

**45 credits are required for the Certificate.**

**APPROVED ELECTIVES**

CAPPS	110	Word	1
CAPPS	112	Excel	1
CAPPS	114	Access	1

**CERTIFICATE ELECTIVES**

ASL&	121	Am Sign Language I	5
CAPPS	102	Introduction to Office	1
CAPPS	104	Beginning Windows Operating System	1
CAPPS	116	PowerPoint	1
ECED	101	Issues and Trends in Early Childhood Education	5
ECED	290	School-age Development	5
EDUC	206	Tutor Training	1
EDUC	207	Advanced Tutor Training	1
EDUC	208	Tutorial Practicum	1-2
EDUC	281	Education/Special Education Practicum I	5
EDUC	282	Education/Special Education Practicum II	5
HS	102	Introduction to Human Services	5
HS	105	Child Abuse	5
HS	277	Human Sexual Development	3
HSEAR	151	Education of the Hearing Impaired	5
HSSUB	172	Chemical Dependency in the Family	3

**MATH ELECTIVE**

BUS	102	Math Skills for Business	3
MATH	090	Pre-Algebra	5

<sup>1</sup> ECED 190 may be substituted with PSYC 210.

<sup>2</sup> Students taking the school library media technician option may substitute LMLIB 266 for CMST 121.

<sup>3</sup> This elective requirement may be met by any course or combination of courses approved by the program instructor.

<sup>4</sup> Technology course needs to be from IS, CAPPS, GRDSN or other Internet related course.

<sup>5</sup> Library science (LMLIB) courses are offered once a year. Students may take LMLIB courses at any point in the cycle.

<sup>6</sup> MATH 090 or higher level course.

**EDUCATION PRE-MAJOR:  
Associate in Biology Education**

**AS-T #1 – Biology Education: SCC, SFCC**

The Associate in Biology Education (AS-T #1) degree is an articulated transfer agreement for future secondary biology teachers between community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Biology Education AS-T #1 degree. **It is highly recommended that students meet with a counselor or academic adviser** at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning on a regular basis to be sure that the requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission. To earn this degree, students must complete a minimum of 90-92 credits in academic courses numbered 100 and above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication—15 credits, humanities/social sciences—10 credits, mathematics—15 credits, science—45 credits, and 5-7 credits in additional required course(s) and an additional 5 recommended credits in education. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community or Spokane Falls Community College. At SFCC, all prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

### AS-T #1 – BIOLOGY EDUCATION

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90-92
<b>Total</b> . . . . .	<b>90-92</b>

**90-92 credits are required for the AS-T #1 – Biology Education.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## EDUCATION PRE-MAJOR: Associate in Chemistry Education

### AS-T #1 – Chemistry Education: SCC, SFCC

The Associate in Chemistry Education (AS-T #1) degree is an articulated transfer agreement for future secondary chemistry teachers between community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Chemistry Education AS-T #1 degree.

**It is highly recommended that students meet with a counselor or academic adviser** at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning on a regular basis to ensure that the requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission. To earn this degree, students must complete a minimum of 90-92 credits in academic courses numbered 100 and above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication—15 credits, humanities/social sciences—10 credits, mathematics—10 credits, science—50 credits, and 5-7 credits in additional required course(s) and an additional 5 recommended credits in education. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College. At SFCC, all prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

### AS-T #1 – CHEMISTRY EDUCATION

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

#### First Quarter

CHEM& 161	General Chem: w/Lab I . . . . .	5
ENGL& 101	English Composition I . . . . .	5
MATH& 151	Calculus I . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

#### Second Quarter

CHEM& 162	General Chem w/ Lab II . . . . .	5
ENGL& 102	Composition II . . . . .	5
MATH& 152	Calculus II . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

#### Third Quarter

CHEM& 163	General Chem w/ Lab III . . . . .	5
MATH& 153	Calculus III <sup>1</sup> . . . . .	5
	Education Course Requirement <sup>2</sup> . . . . .	5-7
<b>Total</b> . . . . .		<b>15-17</b>

### Fourth Quarter

CHEM& 241	Organic Chem I . . . . .	3
CHEM& 251	Organic Chem Lab I . . . . .	2
PHYS 101	General Physics <sup>3</sup> . . . . .	5
PSYC& 100	General Psychology . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

### Fifth Quarter

CHEM& 242	Organic Chem II . . . . .	3
CHEM& 252	Organic Chem Lab II . . . . .	2
PHYS 102	General Physics <sup>3</sup> . . . . .	5
	Humanities Elective . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

### Sixth Quarter

CHEM& 243	Organic Chem III . . . . .	3
CHEM& 253	Organic Chem Lab III . . . . .	2
CMST& 101	Introduction to Communication . . . . .	5
PHYS 103	General Physics <sup>3</sup> . . . . .	5
<b>Total</b> . . . . .		<b>15</b>

**90-92 credits are required for the AS-T #1 – Chemistry Education.**

### EDUCATION COURSE REQUIREMENT

EDUC& 202	Intro to Education . . . . .	5
EDUC 267	Cooperative Education Work Experience . . . . .	2

### HUMANITIES ELECTIVE

ART 112	Non-Western Art . . . . .	5
CMST 227	Intercultural Communication . . . . .	5
ENGL 247	American Multicultural Literature . . . . .	5
ENGL 271	World Literature to 1650 . . . . .	5
ENGL 272	World Literature since 1650 . . . . .	5
ENGL 278	Women Writers . . . . .	5
HUM 107	Introduction to Cultural Studies . . . . .	5
HUM 224	Contemporary Global Cinema . . . . .	5
HUM 225	Independent Film . . . . .	5
HUM 241	The Impact of the Nazi Past . . . . .	5
MUSC 109	World Music . . . . .	5
MUSC 124	History of Jazz . . . . .	5

<sup>1</sup> MATH& 153 may be substituted with MATH 221.

<sup>2</sup> Student may select EDUC& 202 and EDUC 267 (7cr) at SCC, or EDUC& 202 (5cr) at SFCC. These courses are required for degree. Additionally, EDUC& 204 is recommended.

<sup>3</sup> PHYS 101, 102, 103 (SCC, SFCC) may be substituted with PHYS 201, 202, 203 (SFCC only).

## EDUCATION PRE-MAJOR: Associate in Elementary Education

### Associate in Elementary Education DTA/MRP: SCC, SFCC

The Associate in Elementary Education DTA/MRP degree is an articulated transfer degree agreement for elementary education majors between the community college and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Elementary Education DTA/MRP degree. **It is highly recommended that students meet with a counselor or an academic adviser** at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning on a regular basis to be sure that requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission. To earn this degree, students must complete a minimum of 90 credits in courses numbered 100 or above. Courses must be chosen from the following distribution areas: communication—15 credits, quantitative reasoning—10 credits, humanities—15 credits, social sciences—25 credits, science—15 credits, health-related and physical education/recreational and leisure activities—5 credits, additional education courses—5-17 credits. **At**

**least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College. At SFCC, all prior college-level credits and grade points are transferred for calculating total credits and GPA.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**ASSOCIATE IN ELEMENTARY EDUCATION DTA/MRP**

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

**First Quarter**

ENGL& 101	English Composition I	5
	Health-Related/PE/Recreational/Leisure Course <sup>1</sup>	1
	Humanities Group A, B or C <sup>2</sup>	5
	Social Science Group A or B <sup>1</sup>	5
<b>Total</b>		<b>16</b>

**Second Quarter**

ENGL& 102	Composition II	5
	Education Course Requirement <sup>3</sup>	5-7
	Health-Related/PE/Recreational/Leisure Course <sup>1</sup>	1
	Science Group A or B <sup>1</sup>	5
<b>Total</b>		<b>16-18</b>

**Third Quarter**

CMST& 101	Introduction to Communication	5
	Health-Related/PE/Recreational/Leisure Course <sup>1</sup>	3
	Humanities Group A, B or C <sup>1</sup>	5
	US History	5
<b>Total</b>		<b>18</b>

**Fourth Quarter**

	Math Series for Elementary Ed <sup>4</sup>	5
	Science Group A or B <sup>1</sup>	5
	Social Science Group A <sup>1</sup>	5
<b>Total</b>		<b>15</b>

**Fifth Quarter**

	Math Series for Elementary Ed <sup>4</sup>	5
	Science Group A or B <sup>1</sup>	5
	Western Civilization or non-Western History	5
<b>Total</b>		<b>15</b>

**Sixth Quarter**

	Humanities Group A, B or C <sup>1</sup>	5
	Math Series for Elementary Ed <sup>4</sup>	0-5
	Social Science Group A or B <sup>1</sup>	5
<b>Total</b>		<b>10-15</b>

**90-97 credits are required for the Associate in Elementary Education DTA/MRP.**

**EDUCATION COURSE REQUIREMENT**

EDUC& 202	Intro to Education	5
EDUC& 204	Exceptional Child	5
EDUC 267	Cooperative Education Work Experience	2

**MATH SERIES FOR ELEMENTARY ED**

MATH 208	Mathematics for Elementary Education — A	5
MATH 209	Mathematics for Elementary Education — B	5
MATH 210	Mathematics for Elementary Education — C	5
MATH 211	Mathematics for Elementary Education I	5
MATH 212	Mathematics for Elementary Education II	5

**US HISTORY**

HIST& 136	US History 1	5
HIST& 137	US History 2	5

**WESTERN CIVILIZATION OR NON-WESTERN HISTORY**

HIST& 117	Western Civilization II	5
HIST& 118	Western Civilization III	5
HIST 141	History of China	5
HIST 142	History of Japan	5
HIST& 219	Native American History	5
HIST 230	Latin American History	5

HIST 240	History of Modern Middle East	5
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<sup>1</sup> Refer to the Associate in Elementary Education degree worksheet for list of approved courses and credit requirements within each distribution area.

<sup>2</sup> Refer to the Associate in Elementary Education degree worksheet for list of approved courses and credit requirements within each distribution area. CMST 227 offered in Learning Community with ENGL& 101 at SFCC fills the Humanities Group A and ^D requirement.

<sup>3</sup> Student may select EDUC& 202 and EDUC 267 (7cr) at SCC, or EDUC& 202 (5cr) at SFCC. These courses are required for degree. EDUC& 204 recommended, but not required.

<sup>4</sup> Complete one series: MATH 208, 209 and 210 (15cr); or MATH 211 and 212 (10cr).

**EDUCATION PRE-MAJOR:  
Associate in General Science Education**

**AS-T #1 – General Science Education: SCC, SFCC**

The Associate in General Science Education (AS-T #1) degree is an articulated transfer agreement for future secondary general science teachers between community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in General Science Education AS-T #1 degree. **It is highly recommended that students meet with a counselor or academic adviser** at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning on a regular basis to be sure that the requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission. To earn this degree, students must complete a minimum of 90-92 credits in academic courses numbered 100 and above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication—15 credits, humanities/social sciences—10 credits, mathematics—15 credits, science—40-45 credits, 5-7 credits in additional required course(s), and an additional 5 recommended credits in education. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College. At SFCC, all prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**AS-T #1 – GENERAL SCIENCE EDUCATION**

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

**First Quarter**

CMST& 101	Introduction to Communication	5
ENGL& 101	English Composition I	5
	Science Group A, B, C or D <sup>1</sup>	5
<b>Total</b>		<b>15</b>

**Second Quarter**

ENGL& 102	Composition II	5
MATH& 151	Calculus I	5
	Science Group A, B, C or D <sup>1</sup>	5
<b>Total</b>		<b>15</b>

**Third Quarter**

MATH& 152	Calculus II	5
	Education Course Requirement <sup>2</sup>	5-7
	Science Group A, B, C or D <sup>1</sup>	5
<b>Total</b>		<b>15-17</b>

**Fourth Quarter**

PSYC& 100	General Psychology	5
	Science Group A, B, C or D <sup>1</sup>	10
<b>Total</b>		<b>15</b>

**Fifth Quarter**

Humanities Elective . . . . .	5
Science Group A, B, C or D <sup>1</sup> . . . . .	10
<b>Total . . . . .</b>	<b>15</b>

**Sixth Quarter**

MATH 221 Introduction to Probability and Statistics . . . . .	5
Science Group A, B, C or D <sup>1</sup> . . . . .	10
<b>Total . . . . .</b>	<b>15</b>

**90-92 credits are required for the AS-T #1 - General Science Education.****EDUCATION COURSE REQUIREMENT**

EDUC& 202 Intro to Education . . . . .	5
EDUC 267 Cooperative Education Work Experience . . . . .	2

**HUMANITIES ELECTIVE**

ART 112 Non-Western Art . . . . .	5
CMST 227 Intercultural Communication . . . . .	5
ENGL 247 American Multicultural Literature . . . . .	5
ENGL 271 World Literature to 1650 . . . . .	5
ENGL 272 World Literature since 1650 . . . . .	5
ENGL 278 Women Writers . . . . .	5
HUM 107 Introduction to Cultural Studies . . . . .	5
HUM 224 Contemporary Global Cinema . . . . .	5
HUM 225 Independent Film . . . . .	5
HUM 241 The Impact of the Nazi Past . . . . .	5
MUSC 109 World Music . . . . .	5
MUSC 124 History of Jazz . . . . .	5

**SCIENCE GROUP A: CHEMISTRY (15CR)**

CHEM& 161 General Chem: w/Lab I . . . . .	5
CHEM& 162 General Chem w/ Lab II . . . . .	5
CHEM& 163 General Chem w/ Lab III . . . . .	5

**SCIENCE GROUP B: BIOLOGY (15CR)**

BIOL& 221 Majors Ecology/Evolution: w/Lab . . . . .	5
BIOL& 222 Majors Cell/Molecular: w/Lab . . . . .	5
BIOL& 223 Majors Organismal Phys: w/Lab . . . . .	5

**SCIENCE GROUP C: PHYSICS SEQUENCE (15CR)**

PHYS 101 General Physics . . . . .	5
PHYS 102 General Physics . . . . .	5
PHYS 103 General Physics . . . . .	5
PHYS 201 Engineering Physics I . . . . .	5
PHYS 202 Engineering Physics II . . . . .	5
PHYS 203 Engineering Physics III . . . . .	5

**SCIENCE GROUP D: GEOLOGY (10CR)**

GEOL& 101 Intro Physical Geology . . . . .	5
GEOL 201 The Earth Through Time . . . . .	5

<sup>1</sup> Complete 3 of the 4 groups listed. If science requirement is met using Group C, select either the 100 or 200 sequence. If science requirement is met using Group D, a 5cr approved elective is required. Students must check with transfer institution for specific requirements. It is recommended that sequential science classes be completed at one institution.

<sup>2</sup> Student may select EDUC& 202 and EDUC 267 (7cr) at SCC, or EDUC& 202 (5cr) at SFCC. These courses are required for degree. Additionally, EDUC& 204 is recommended.

<sup>3</sup> BIOL& 222 is prerequisite for BIOL& 221 and 223.

<sup>4</sup> This course offered at SFCC only.

## EDUCATION PRE-MAJOR: Associate in Mathematics Education

**Associate in Mathematics Education DTA: SCC, SFCC**

The Associate in Mathematics Education (DTA) degree is an articulated transfer degree agreement for future secondary mathematics teachers between the community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Mathematics Education DTA degree. **It is highly recommended that students meet with a**

**counselor or academic adviser** at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning on a regular basis to be sure that requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission. To earn this degree, students must complete a minimum of 90-92 credits in courses numbered 100 or above and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication—15 credits, quantitative reasoning—25 credits, humanities—15 credits, social sciences—15 credits, science—10 credits, health-related and physical education/recreational and leisure activities—5 credits, additional required courses—5-7 credits. **At least 5 credits must be W-designated (writing-intensive). At least 5 credits must be D-designated (global/diversity).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College. At SFCC, all prior college-level and grade points are transferred for calculating total credits and GPA.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**ASSOCIATE IN MATHEMATICS EDUCATION DTA**

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

**First Quarter**

ENGL& 101 English Composition I . . . . .	5
MATH& 151 Calculus I . . . . .	5
PSYC& 100 General Psychology . . . . .	5
<b>Total . . . . .</b>	<b>15</b>

**Second Quarter**

ENGL& 102 Composition II . . . . .	5
MATH& 152 Calculus II . . . . .	5
Humanities Group A, B or C <sup>1</sup> . . . . .	5
<b>Total . . . . .</b>	<b>15</b>

**Third Quarter**

CMST& 101 Introduction to Communication . . . . .	5
MATH& 153 Calculus III . . . . .	5
Education Course Requirement <sup>2</sup> . . . . .	5-7
<b>Total . . . . .</b>	<b>15-17</b>

**Fourth Quarter**

MATH 220 Elementary Linear Algebra <sup>3</sup> . . . . .	5
Science Elective <sup>1</sup> . . . . .	5
Social Sciences Group A or B <sup>1</sup> . . . . .	5
<b>Total . . . . .</b>	<b>15</b>

**Fifth Quarter**

MATH& 254 Calculus IV <sup>3</sup> . . . . .	5
Humanities Group A, B or C <sup>1</sup> . . . . .	5
Social Sciences Group B <sup>1</sup> . . . . .	5
<b>Total . . . . .</b>	<b>15</b>

**Sixth Quarter**

Health-Related/PE/Recreational/Leisure Course <sup>1</sup> . . . . .	5
Humanities Group A, B or C <sup>1</sup> . . . . .	5
Science Elective (laboratory course) <sup>1</sup> . . . . .	5
<b>Total . . . . .</b>	<b>15</b>

**90-92 credits are required for the Associate in Mathematics Education DTA.**

**EDUCATION COURSE REQUIREMENT**

EDUC& 202 Intro to Education . . . . .	5
EDUC 267 Cooperative Education Work Experience . . . . .	2

<sup>1</sup> Refer to Associate in Mathematics Education degree worksheet for list of approved courses and credit requirements in each distribution area.

<sup>2</sup> Student may select EDUC& 202 and EDUC 267 (7cr) at SCC, or EDUC& 202 (5cr) at SFCC. These courses are required for degree. Additionally, EDUC& 204 is recommended.

<sup>3</sup> This course is offered at SFCC only.

# EDUCATION PRE-MAJOR: Associate in Physics Education

## AS-T #2 – Physics Education: SCC, SFCC

The Associate in Physics Education (AS-T #2) degree is an articulated transfer agreement for future secondary physics teachers between community colleges and most four-year institutions within the state of Washington. This degree shall only be granted to students who have earned a cumulative grade point average of 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of education is not guaranteed to students holding an Associate in Physics Education AS-T #2 degree.

It is highly recommended that students meet with a counselor or academic adviser at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning on a regular basis to be sure that the requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission. To earn this degree, students must complete a minimum of 90-92 credits in academic courses numbered 100 and meet specific distribution requirements. Courses must be chosen from the following specified distribution areas: communication—15 credits, humanities/social sciences—10 credits, mathematics—30 credits, science—30 credits, and 5-7 credits in additional required course(s) and an additional 5 recommended credits in education. **At least 5 credits must be W-designated (writing-intensive).** At least 30 credits must be earned from Spokane Community College or Spokane Falls Community College. At SFCC, all prior college-level credits and grade points are transferred for calculating total credits and GPA. This degree does not fulfill all general education requirements of four-year institutions.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

### AS-T #2 – PHYSICS EDUCATION

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

#### First Quarter

CHEM& 161	General Chem: w/Lab I	5
MATH& 151	Calculus I	5
PSYC& 100	General Psychology	5
<b>Total</b>		<b>15</b>

#### Second Quarter

CHEM& 162	General Chem w/ Lab II	5
ENGL& 101	English Composition I	5
MATH& 152	Calculus II	5
<b>Total</b>		<b>15</b>

#### Third Quarter

MATH& 153	Calculus III	5
	Computer Programming Course Requirement <sup>1</sup>	5
	Education Course Requirement <sup>2</sup>	5-7
<b>Total</b>		<b>15-17</b>

#### Fourth Quarter

ENGL& 102	Composition II	5
MATH 220	Elementary Linear Algebra <sup>1</sup>	5
PHYS 201	Engineering Physics I <sup>1</sup>	5
<b>Total</b>		<b>15</b>

#### Fifth Quarter

CMST& 101	Introduction to Communication	5
MATH& 254	Calculus IV <sup>1</sup>	5
PHYS 202	Engineering Physics II <sup>1</sup>	5
<b>Total</b>		<b>15</b>

#### Sixth Quarter

MATH 274	Elementary Differential Equations <sup>1</sup>	5
PHYS 203	Engineering Physics III <sup>1</sup>	5
	Humanities Elective	5
<b>Total</b>		<b>15</b>

90-92 credits are required for the AS-T #2 – Physics Education.

### COMPUTER PROGRAMMING COURSE REQUIREMENT

CS&	141	Computer Science I Java	5
CS	255	C for Engineers	5

### EDUCATION COURSE REQUIREMENT

EDUC&	202	Intro to Education	5
EDUC	267	Cooperative Education Work Experience	2

### HUMANITIES ELECTIVE

ART	112	Non-Western Art	5
CMST	227	Intercultural Communication	5
ENGL	247	American Multicultural Literature	5
ENGL	271	World Literature to 1650	5
ENGL	272	World Literature since 1650	5
ENGL	278	Women Writers	5
HUM	107	Introduction to Cultural Studies	5
HUM	224	Contemporary Global Cinema	5
HUM	225	Independent Film	5
HUM	241	The Impact of the Nazi Past	5
MUSC	109	World Music	5
MUSC	124	History of Jazz	5

<sup>1</sup> This course offered at SFCC only.

<sup>2</sup> Student may select EDUC& 202 and EDUC 267 (7cr) at SCC, or EDUC& 202 (5cr) at SFCC. These courses are required for degree. Additionally, EDUC& 204 is recommended.

## ELECTRICAL MAINTENANCE AND AUTOMATION

### AAS: SCC

Electrical maintenance and automation technicians are responsible for the maintenance, testing, repair, and/or replacement of the electrical systems and controls found in modern industrial plants and large commercial buildings.

As the electrical systems become more sophisticated, so must the skills of the electrical maintenance and automation technician. By mixing the theoretical with practical hands-on lab experiences using modern up-to-date industrial equipment and techniques, the student will be prepared for a challenging career in electrical maintenance.

Students are offered several options within the Electrical Maintenance and Automation program. They may choose to complete an AAS degree with specialized training in one of the following areas: Electrical Maintenance and Automation or Power Systems Maintenance. Electrical Trainee or Electrical Sales option certificates also are offered.

Students must maintain a 2.0 GPA in each course of the major discipline before advancing to the subsequent quarter. Students not meeting this minimum are required to repeat the deficient course before progressing.

Electrical maintenance and automation courses may be taken whenever they are offered and in any sequence as long as the student has fulfilled any prerequisites or has instructor permission. This plan allows a great deal of flexibility for retraining people in industry.

Potential students should possess a mechanical aptitude, good reading comprehension skills and the ability to pass a color blindness test.

### AAS

#### ELECTRICAL MAINTENANCE AND AUTOMATION

##### First Quarter

APLED	121	Applied Written Communication <sup>1</sup>	4
ELMT	111	Electrical Math	5
ELMT	112	Electrical Theory	5
ELMT	113	Safety and Tools	4
ELMT	114	Materials and Fasteners	4
MET	103	Introduction to Computers for Technology	3
<b>Total</b>			<b>25</b>

##### Second Quarter

ELMT	122	DC Circuits	5
ELMT	123	AC Theory	5
ELMT	124	Motor Maintenance	4
ELMT	262	Raceways	4
<b>Total</b>			<b>18</b>

**Third Quarter**

APLED	123	Leadership Skills for Business and Industry	3
ELMT	131	Solid State	5
ELMT	132	DC Generators and Motors	4
ELMT	135	DC Motor Controls	4
ELMT	252	Transformers and Industrial Lighting	5
<b>Total</b>			<b>21</b>

**Fourth Quarter**

APLED	125	Employment Preparation <sup>1</sup>	3
ELMT	133	AC Motors and Alternators	4
ELMT	134	Introduction to AC Controls	5
ELMT	241	AC Motor Controls	5
ELMT	251	National Electric Code	4
<b>Total</b>			<b>21</b>

**Fifth Quarter**

ELMT	242	Advanced AC Controls	5
ELMT	243	Introduction to Programmable Controllers	4
ELMT	253	National Electric Code - Article 430	4
ELMT	254	Programmable Controller Applications	5
ISFTY	111	Industrial First Aid	2
<b>Total</b>			<b>20</b>

**Sixth Quarter**

ELMT	244	Solid State Motor Controls <sup>2</sup>	4
ELMT	263	Wiring Techniques <sup>2</sup>	4
ELMT	265	Advanced Programmable Controllers <sup>2</sup>	5
ELMT	268	Programmable Controller Integration <sup>2</sup>	5
<b>Total</b>			<b>18</b>

**123 credits are required for the AAS.**

**POWER SYSTEMS MAINTENANCE**

Only students who have received prior approval from the Bonneville Power Administration are eligible for this degree option.

**First Quarter**

APLED	121	Applied Written Communication <sup>1</sup>	4
ELMT	111	Electrical Math	5
ELMT	112	Electrical Theory	5
ELMT	113	Safety and Tools	4
ELMT	114	Materials and Fasteners	4
MET	103	Introduction to Computers for Technology	3
<b>Total</b>			<b>25</b>

**Second Quarter**

ELMT	122	DC Circuits	5
ELMT	123	AC Theory	5
ELMT	124	Motor Maintenance	4
ELMT	262	Raceways	4
<b>Total</b>			<b>18</b>

**Third Quarter**

APLED	123	Leadership Skills for Business and Industry	3
ELMT	131	Solid State	5
ELMT	132	DC Generators and Motors	4
ELMT	135	DC Motor Controls	4
ELMT	252	Transformers and Industrial Lighting	5
<b>Total</b>			<b>21</b>

**Fourth Quarter**

APLED	125	Employment Preparation <sup>1</sup>	3
ELMT	133	AC Motors and Alternators	4
ELMT	134	Introduction to AC Controls	5
ELMT	241	AC Motor Controls	5
ELMT	251	National Electric Code	4
<b>Total</b>			<b>21</b>

**Fifth Quarter**

FLPT	271	Pneumatic Theory	5
FLPT	272	Pneumatic Math and Symbols	4
FLPT	273	Hydraulic Theory	5
FLPT	274	Applied Hydraulics	4
ISFTY	111	Industrial First Aid	2
<b>Total</b>			<b>20</b>

**Sixth Quarter**

Cooperative Education Electives <sup>3</sup>		18
<b>Total</b>		<b>18</b>

**123 credits are required for the AAS.**

**COOPERATIVE EDUCATION ELECTIVES**

ELMT	266	Cooperative Education Seminar	2
ELMT	267	Cooperative Education Work Experience	16
ELMT	288	Cooperative Education Work Experience (No Seminar)	18

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> This course may be substituted with cooperative education (2 credits ELMT 266 and 16 credits ELMT 267) with department permission only. The cooperative education supervisor must approve the worksite chosen. These courses must be taken in the final quarter.

<sup>3</sup> The cooperative education supervisor must approve the worksite chosen. ELMT 266 and 267 must be taken concurrently.

**ELECTRICAL TRAINEE****Certificate: SCC**

The Electrical Trainee Certificate program has been designed to meet a large variety of student and electrical industry needs. The student will be required to take six of the Electrical Maintenance Technician (ELMT) core classes along with vocational-related courses. In addition to the core classes, the student may select the electrical sales option with the cooperative education work experience component or choose four additional courses from the ELMT list.

This selection will be made with the aid of professional/technical counselors, faculty or industry advisers to best meet the needs of the individual student. Students who complete the certificate requirements will be ready to seek employment as sales associates in the electrical industry or as electrical trainees and can continue to develop their electrical skills through on-the-job work experience. Students may enter the program whenever the courses are offered. It should be noted that some courses do have prerequisites. ELMT courses may be taken in any sequence providing the student has fulfilled any prerequisites or has instructor permission.

**CERTIFICATE****CERTIFICATE****First Quarter**

APLED	121	Applied Written Communication <sup>1</sup>	4
ELMT	111	Electrical Math	5
ELMT	112	Electrical Theory	5
ELMT	114	Materials and Fasteners	4
ELMT Course Elective(s) <sup>2</sup>		4	
<b>Total</b>			<b>22</b>

**Second Quarter**

ELMT	122	DC Circuits	5
ELMT	123	AC Theory	5
ELMT	262	Raceways	4
ELMT Course Elective(s) <sup>2</sup>		4	
<b>Total</b>			<b>18</b>

**Third Quarter**

APLED	125	Employment Preparation <sup>1</sup>	3
ELMT Course Elective(s) <sup>3</sup>		16-20	
<b>Total</b>			<b>19-23</b>

**59-63 credits are required for the Certificate.**

**ELECTRICAL SALES OPTION****First Quarter**

APLED	121	Applied Written Communication <sup>1</sup>	4
ELMT	111	Electrical Math	5
ELMT	112	Electrical Theory	5
ELMT	114	Materials and Fasteners	4
ELMT Course Elective(s) <sup>2</sup>		4	
<b>Total</b>			<b>22</b>

**Second Quarter**

APLED 123	Leadership Skills for Business and Industry	3
ELMT 122	DC Circuits	5
ELMT 123	AC Theory	5
ELMT 262	Raceways	4
	ELMT Course Elective(s) <sup>2</sup>	4
	<b>Total</b>	<b>21</b>

**Third Quarter**

APLED 125	Employment Preparation <sup>1</sup>	3
	Cooperative Education Electives	18
	<b>Total</b>	<b>21</b>

**64 credits are required for the Certificate.**

**COOPERATIVE EDUCATION ELECTIVES**

ELMT 266	Cooperative Education Seminar	2
ELMT 267	Cooperative Education Work Experience	16
ELMT 288	Cooperative Education Work Experience (No Seminar)	18

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> Choose one additional ELMT course.

<sup>3</sup> Choose four additional ELMT courses.

<sup>4</sup> ELMT 266 and 267 must be taken concurrently.

## ELECTRONICS ENGINEERING TECHNICIAN

### AAS, Certificate: SCC

The electronics industry of today's highly technological world needs technicians prepared for the dynamic field of microcomputer-based electronic equipment maintenance. The program provides a seven-quarter, comprehensive curriculum to prepare the student to meet this need.

State-of-the-art concepts are taught, as well as practical laboratory techniques, which provide the circuit analysis skills necessary for electronic technicians. Also included are studies in communication skills, computational skills and human relations skills.

Flexibility is provided to the student who chooses to receive a certificate of completion in electronics. This certificate is offered after successful completion of four specific quarters of electronics study and related courses.

The associate in applied science degree option is most advantageous in securing employment in the electronics industry. To qualify for this degree, the student must successfully complete specific electronic courses, as well as student-selected advanced electronic options for a total of seven quarters of study. The degree candidate also must successfully complete specific related courses.

The Society of Broadcast Engineers offers an add-on certificate to the Computer and Data Communications Technician AAS degree. To earn a certificate, students must take ELECT 266 and ELECT 267 during summer quarter prior to or immediately following the seventh quarter. Consult with the department chair for more details.

Prerequisites: Appropriate ASSET or COMPASS scores in math, reading and writing (or alternative courses) must be met before admission into the program is granted. Written permission of the department chair or the technical division dean may supersede requirements.

**AAS****AVIONICS****First Quarter**

ELECT 110	Computer Fundamentals for Electronics	2
ELECT 111	DC Circuits	7
ELECT 112	DC Circuit Lab	5
ELECT 113	DC/AC Circuit Math	5
	<b>Total</b>	<b>19</b>

**Second Quarter**

APLED 121	Applied Written Communication <sup>1</sup>	4
ELECT 121	AC Circuits	9
ELECT 122	AC Circuit Lab	5
ELECT 123	Advanced DC/AC Circuit Math	5
	<b>Total</b>	<b>23</b>

**Third Quarter**

ELECT 134	Printed Circuit Board/Surface Mount Technology Design and Repair	1
ELECT 136	Solid State Devices/Circuits	5
ELECT 137	Solid State Devices/Circuits Lab	4
ELECT 138	Linear Devices/Circuits	5
ELECT 139	Linear Devices/Circuits Lab	4
	<b>Total</b>	<b>19</b>

**Fourth Quarter**

APLED 125	Employment Preparation <sup>1</sup>	3
ELECT 211	Digital Concepts	5
ELECT 212	Digital Concepts Lab	4
ELECT 213	Basic Computer Systems	5
ELECT 214	Basic Computer Systems Lab	4
	<b>Total</b>	<b>21</b>

**Fifth Quarter**

ELECT 221	Communication Fundamentals	5
ELECT 222	Communication Fundamentals Lab	4
ELECT 223	Advanced Computer Systems	5
ELECT 224	Advanced Computer Systems Lab	4
	<b>Total</b>	<b>18</b>

**Sixth Quarter**

ELECT 231	Advanced Communications	5
ELECT 232	Advanced Communications Lab	4
ELECT 278	RF Communications	5
ELECT 279	RF Communications Lab	4
	<b>Total</b>	<b>18</b>

**Seventh Quarter**

ELECT 245	Principles of Avionics	5
ELECT 246	Principles of Avionics Lab	4
ELECT 247	Avionics Systems	5
ELECT 248	Avionics Systems Lab	4
	<b>Total</b>	<b>18</b>

**136 credits are required for the AAS.**

**COMPUTER AND DATA COMMUNICATIONS TECHNICIAN****First Quarter**

ELECT 110	Computer Fundamentals for Electronics	2
ELECT 111	DC Circuits	7
ELECT 112	DC Circuit Lab	5
ELECT 113	DC/AC Circuit Math	5
	<b>Total</b>	<b>19</b>

**Second Quarter**

APLED 121	Applied Written Communication <sup>1</sup>	4
ELECT 121	AC Circuits	9
ELECT 122	AC Circuit Lab	5
ELECT 123	Advanced DC/AC Circuit Math	5
	<b>Total</b>	<b>23</b>

**Third Quarter**

ELECT 134	Printed Circuit Board/Surface Mount Technology Design and Repair	1
ELECT 136	Solid State Devices/Circuits	5
ELECT 137	Solid State Devices/Circuits Lab	4
ELECT 138	Linear Devices/Circuits	5
ELECT 139	Linear Devices/Circuits Lab	4
	<b>Total</b>	<b>19</b>

**Fourth Quarter**

APLED 125	Employment Preparation <sup>1</sup>	3
ELECT 211	Digital Concepts	5
ELECT 212	Digital Concepts Lab	4
ELECT 213	Basic Computer Systems	5
ELECT 214	Basic Computer Systems Lab	4
	<b>Total</b>	<b>21</b>

**Fifth Quarter**

ELECT 221	Communication Fundamentals	5
ELECT 222	Communication Fundamentals Lab	4
ELECT 223	Advanced Computer Systems	5
ELECT 224	Advanced Computer Systems Lab	4
	<b>Total</b>	<b>18</b>

**Sixth Quarter**

ELECT 231	Advanced Communications	5
ELECT 232	Advanced Communications Lab	4
ELECT 278	RF Communications	5
ELECT 279	RF Communications Lab	4
<b>Total</b>		<b>18</b>

**Seventh Quarter**

ELECT 255	Digital Data Communications	5
ELECT 256	Digital Data Communications Lab	4
ELECT 257	Wireless Communications	5
ELECT 258	Wireless Communications Lab	4
<b>Total</b>		<b>18</b>

**136 credits are required for the AAS.**

**ELECTRONICS MAINTENANCE TECHNICIAN****First Quarter**

ELECT 110	Computer Fundamentals for Electronics	2
ELECT 111	DC Circuits	7
ELECT 112	DC Circuit Lab	5
ELECT 113	DC/AC Circuit Math	5
<b>Total</b>		<b>19</b>

**Second Quarter**

APLED 121	Applied Written Communication <sup>1</sup>	4
ELECT 121	AC Circuits	9
ELECT 122	AC Circuit Lab	5
ELECT 123	Advanced DC/AC Circuit Math	5
<b>Total</b>		<b>23</b>

**Third Quarter**

ELECT 134	Printed Circuit Board/Surface Mount Technology Design and Repair	1
ELECT 136	Solid State Devices/Circuits	5
ELECT 137	Solid State Devices/Circuits Lab	4
ELECT 138	Linear Devices/Circuits	5
ELECT 139	Linear Devices/Circuits Lab	4
<b>Total</b>		<b>19</b>

**Fourth Quarter**

APLED 125	Employment Preparation <sup>1</sup>	3
ELECT 211	Digital Concepts	5
ELECT 212	Digital Concepts Lab	4
ELECT 213	Basic Computer Systems	5
ELECT 214	Basic Computer Systems Lab	4
<b>Total</b>		<b>21</b>

**Fifth Quarter**

ELECT 221	Communication Fundamentals	5
ELECT 222	Communication Fundamentals Lab	4
ELECT 223	Advanced Computer Systems	5
ELECT 224	Advanced Computer Systems Lab	4
<b>Total</b>		<b>18</b>

**Sixth Quarter**

Electronics Maintenance Technician Electives <sup>2</sup>	18
<b>Total</b>	<b>18</b>

**Seventh Quarter**

Electronics Maintenance Technician Electives <sup>2</sup>	18
<b>Total</b>	<b>18</b>

**136 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

ELECT 110	Computer Fundamentals for Electronics	2
ELECT 111	DC Circuits	7
ELECT 112	DC Circuit Lab	5
ELECT 113	DC/AC Circuit Math	5
<b>Total</b>		<b>19</b>

**Second Quarter**

APLED 121	Applied Written Communication <sup>1</sup>	4
ELECT 121	AC Circuits	9
ELECT 122	AC Circuit Lab	5
ELECT 123	Advanced DC/AC Circuit Math	5
<b>Total</b>		<b>23</b>

**Third Quarter**

ELECT 134	Printed Circuit Board/Surface Mount Technology Design and Repair	1
ELECT 136	Solid State Devices/Circuits	5
ELECT 137	Solid State Devices/Circuits Lab	4
ELECT 138	Linear Devices/Circuits	5
ELECT 139	Linear Devices/Circuits Lab	4
<b>Total</b>		<b>19</b>

**Fourth Quarter**

APLED 125	Employment Preparation <sup>1</sup>	3
ELECT 211	Digital Concepts	5
ELECT 212	Digital Concepts Lab	4
ELECT 213	Basic Computer Systems	5
ELECT 214	Basic Computer Systems Lab	4
<b>Total</b>		<b>21</b>

**82 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the department chair or the technical education division dean.

<sup>2</sup> Sixth quarter select 18 credits from electronics, electrical maintenance and automation, or hydraulic and pneumatic automation. Seventh quarter select 18 credits from electrical maintenance and automation, or hydraulic and pneumatic automation. May be substituted with any related course or combination of courses approved by the department chair or the technical education division dean.

## EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC)

### AAS, Certificate: SCC

This program is for personnel who provide advanced emergency care under a supervising physician through direct radio communication and written standing orders. Applicants must be individuals with at least one year of prior experience as an EMT-Basic or EMT-Intermediate and have completed two quarters of college level anatomy and physiology (HED 108, 109) with a 2.0 grade or better within the last five years prior to acceptance into the program. It is strongly recommended that students complete BIOL& 241 and 242 prior to entering the Emergency Medical Technician (Paramedic) program. Additional admission requirements are listed on the attached student requirement sheet. Students may complete the four-quarter certificate requirements in Emergency Medical Technician-Paramedic, or complete the required certificate courses and the additional arts and sciences course requirements to receive an AAS degree. A 2.0 grade or better must be maintained in all classes.

For an AAS degree, students must complete 20 credits of required courses and seven credits of department approved electives numbered 100 or above in addition to the one-year certificate curriculum. Students may enroll in arts and sciences courses either preceding or following the four-quarter certificate curriculum. A 2.0 grade or better must be maintained in all classes.

**AAS**

BIOL& 160	General Biology w/Lab <sup>1</sup>	5
BIOL& 241	Human A & P 1 <sup>1</sup>	5
BIOL& 242	Human A & P 2 <sup>1</sup>	5
ENGL& 101	English Composition I <sup>1</sup>	5
	Optional Electives to consider <sup>2</sup>	7
<b>Total</b>		<b>27</b>

**First Quarter**

APLED 112	Applied Mathematics	3
LIFE 131	Advanced Life Support I	14
<b>Total</b>		<b>17</b>

**Second Quarter**

APLED 123	Leadership Skills for Business and Industry	3
LIFE 132	Advanced Life Support II	15
<b>Total</b>		<b>18</b>

**Third Quarter**

LIFE 133	Advanced Life Support III	18
<b>Total</b>		<b>18</b>

**Fourth Quarter**

LIFE	134	Advanced Life Support IV	21
<b>Total</b>			<b>21</b>

**101 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

APLED	112	Applied Mathematics	3
LIFE	131	Advanced Life Support I	14
<b>Total</b>			<b>17</b>

**Second Quarter**

APLED	123	Leadership Skills for Business and Industry	3
LIFE	132	Advanced Life Support II	15
<b>Total</b>			<b>18</b>

**Third Quarter**

LIFE	133	Advanced Life Support III	18
<b>Total</b>			<b>18</b>

**Fourth Quarter**

LIFE	134	Advanced Life Support IV	21
<b>Total</b>			<b>21</b>

**74 credits are required for the Certificate.**

<sup>1</sup> These courses must be completed within a five year period preceding or following the 4-quarter certificate curriculum with a 2.0 grade or better.

<sup>2</sup> Optional electives to consider: ENGL& 102, computer, speech, math/science, chemistry for a total of 7 credits. These courses must be completed within a five year period preceding or following the 4-quarter certificate curriculum with a 2.0 grade or better.

## ENGINEERING PRE-MAJOR

### AS-T #2 – Bioengineering and Chemical pre-Engineering,

### AS-T #2 – Computer and Electrical pre-Engineering, AS-T #2 – Mechanical/Civil/Aeronautical/Industrial pre-Engineering: SFCC

Engineering is the profession in which knowledge of the mathematical and natural sciences, gained by study, experience and practice, is applied to economically use the materials and forces of nature for the benefit of society.

The two-year program at SFCC is intended to prepare the student for transfer to a four-year engineering college at the junior level. The following curriculum outline is designed to meet most lower-division requirements of various engineering disciplines and should be used as a guide to obtain an Associate of Science Transfer Track 2 (AS-T #2) degree in Engineering. This degree requires 5 writing intensive credits ("W") and a design component. The "W" requirement can be met in several courses and the design component can be met with various ENGR courses.

**INDIVIDUAL CONSULTATION WITH AN ENGINEERING ADVISER IS STRONGLY ENCOURAGED.**

### AS-T #2 – BIOENGINEERING AND CHEMICAL PRE-ENGINEERING

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

**First Quarter**

CHEM&	161	General Chem: w/Lab I	5
MATH&	151	Calculus I	5
Program Electives: Bioengineering/Chemical <sup>1</sup>			5-8
<b>Total</b>			<b>15-18</b>

**Second Quarter**

CHEM&	162	General Chem w/ Lab II	5
CS	255	C for Engineers	5
MATH&	152	Calculus II	5
<b>Total</b>			<b>15</b>

**Third Quarter**

BIOL&	160	General Biology w/Lab	5
CHEM&	163	General Chem w/ Lab III	5

MATH&	153	Calculus III	5
<b>Total</b>			<b>15</b>

**Fourth Quarter**

ENGL&	101	English Composition I	5
Required Humanities Course <sup>2</sup>			5
Required Social Science Course <sup>2</sup>			5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

CHEM&	241	Organic Chem I	3
CHEM&	251	Organic Chem Lab I	2
PHYS	201	Engineering Physics I	5
Program Electives: Bioengineering/Chemical <sup>1</sup>			5-10
<b>Total</b>			<b>15-20</b>

**Sixth Quarter**

CHEM&	242	Organic Chem II	3
CHEM&	252	Organic Chem Lab II	2
ECON&	202	Macro Economics	5
PHYS	202	Engineering Physics II	5
Program Electives: Bioengineering/Chemical <sup>1</sup>			0-5
<b>Total</b>			<b>15-20</b>

**Seventh Quarter**

MATH	274	Elementary Differential Equations	5
PHYS	203	Engineering Physics III	5
Program Electives: Bioengineering/Chemical <sup>1</sup>			5-10
<b>Total</b>			<b>15-20</b>

**105-123 credits are required for the AS-T #2 – Bioengineering and Chemical pre-Engineering.**

### AS-T #2 – COMPUTER AND ELECTRICAL PRE-ENGINEERING

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

**First Quarter**

CHEM&	161	General Chem: w/Lab I	5
MATH&	151	Calculus I	5
Program Electives: Computer/Electrical <sup>1</sup>			5-8
<b>Total</b>			<b>15-18</b>

**Second Quarter**

CS&	141	Computer Science I Java <sup>3</sup>	5
ENGR	190	Electronic Logic	5
MATH&	152	Calculus II	5
<b>Total</b>			<b>15</b>

**Third Quarter**

CS	142	Introduction to Computer Science II <sup>3</sup>	5
ENGL&	101	English Composition I	5
MATH&	153	Calculus III	5
Program Electives: Computer/Electrical <sup>1</sup>			0-5
<b>Total</b>			<b>15-20</b>

**Fourth Quarter**

Required Humanities Course <sup>2</sup>			5
Required Social Science Course <sup>2</sup>			5
<b>Total</b>			<b>10</b>

**Fifth Quarter**

ECON&	201	Micro Economics	5
MATH	220	Elementary Linear Algebra	5
PHYS	201	Engineering Physics I	5
Program Electives: Computer/Electrical <sup>1</sup>			0-5
<b>Total</b>			<b>15-20</b>

**Sixth Quarter**

PHYS	202	Engineering Physics II	5
Program Electives: Computer/Electrical <sup>1</sup>			10
<b>Total</b>			<b>15</b>

**Seventh Quarter**

ENGR	210	Electric Circuit Theory	5
MATH	274	Elementary Differential Equations	5
PHYS	203	Engineering Physics III	5
<b>Total</b>			<b>15</b>

**100-113 credits are required for the AS-T #2 – Computer and Electrical pre-Engineering.**

**AS-T #2 – MECHANICAL/CIVIL/AERONAUTICAL/INDUSTRIAL PRE-ENGINEERING**

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

**First Quarter**

CHEM& 161	General Chem: w/Lab I	5
MATH& 151	Calculus I	5
	Program Electives: Mechanical/Civil/Aero/Indust <sup>1</sup>	5-8
<b>Total</b>		<b>15-18</b>

**Second Quarter**

CHEM& 162	General Chem w/ Lab II	5
CS 255	C for Engineers	5
MATH& 152	Calculus II	5
<b>Total</b>		<b>15</b>

**Third Quarter**

ENGR 103	Engineering Graphics/CAD	5
MATH& 153	Calculus III	5
	Required Social Science Course <sup>2</sup>	5
<b>Total</b>		<b>15</b>

**Fourth Quarter**

ECON& 202	Macro Economics	5
ENGL& 101	English Composition I	5
	Required Humanities Course <sup>2</sup>	5
<b>Total</b>		<b>15</b>

**Fifth Quarter**

ENGR 201	Statics	5
MATH 220	Elementary Linear Algebra	5
PHYS 201	Engineering Physics I	5
<b>Total</b>		<b>15</b>

**Sixth Quarter**

ENGR 202	Dynamics	5
PHYS 202	Engineering Physics II	5
	Program Electives: Mechanical/Civil/Aero/Indust <sup>1</sup>	5
<b>Total</b>		<b>15</b>

**Seventh Quarter**

ENGR 203	Mechanics of Materials	5
MATH 274	Elementary Differential Equations	5
PHYS 203	Engineering Physics III	5
	Program Electives: Mechanical/Civil/Aero/Indust <sup>1</sup>	0-5
<b>Total</b>		<b>15-20</b>

**105-113 credits are required for the AS-T #2 – Mechanical/Civil/Aeronautical/Industrial pre-Engineering.**

**PROGRAM ELECTIVES: BIOENGINEERING/CHEMICAL**

CHEM& 243	Organic Chem III	3
CHEM& 253	Organic Chem Lab III	2
ENGL& 235	Technical Writing	5
ENGR 110	Engineering Problems and Orientation	3
ENGR 111	Engineering Projects	2
ENGR 201	Statics	5
ENGR 202	Dynamics	5
ENGR 203	Mechanics of Materials	5
ENGR 210	Electric Circuit Theory	5
MATH 220	Elementary Linear Algebra	5
MATH& 254	Calculus IV	5

**PROGRAM ELECTIVES: COMPUTER/ELECTRICAL**

CS 211	C for Programmers	5
CS 253	Object-Oriented Programming with C++	5
ENGL& 235	Technical Writing	5
ENGR 110	Engineering Problems and Orientation	3
ENGR 201	Statics	5
ENGR 202	Dynamics	5
MATH 221	Introduction to Probability and Statistics	5
MATH& 254	Calculus IV	5

**PROGRAM ELECTIVES: MECHANICAL/CIVIL/AERO/INDUST**

CHEM& 163	General Chem w/ Lab III	5
ENGL& 235	Technical Writing	5
ENGR 110	Engineering Problems and Orientation	3
ENGR 111	Engineering Projects	2

ENGR 210	Electric Circuit Theory	5
MATH 221	Introduction to Probability and Statistics	5
MATH 225	Foundations of Mathematics	5
MATH& 254	Calculus IV	5

<sup>1</sup> Consultation with the engineering adviser is strongly recommended for courses specific to student's choice of transfer institution and discipline exit code.

<sup>2</sup> See AS-T #2 worksheet for a list of approved transfer courses in this distribution area.

<sup>3</sup> GU and WSU prefer a 'C' language programming course rather than Java.

**ENGLISH PRE-MAJOR****AA-DTA: SCC, SFCC**

A major in English provides an excellent background for a wide variety of careers. The student should realize that a major or minor in English is considered desirable for such courses of study as pre-law, psychology, journalism, TV-radio, advertising, human relations, history, public relations, or teaching.

Students are provided with opportunities to improve their communication and critical skills. Writing courses provide practical experience in expository, creative and technical writing. The objective of all literature and humanities classes is to create an awareness and appreciation of the role of literature by examining and analyzing the historical, structural and artistic development of the works.

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

**AA-DTA**

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

Suggested Courses to Consider<sup>1</sup> . . . . . 90

**Total** . . . . . **90**

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**ESTHETICIAN****Certificate: SCC**

Students enrolling in the Esthetician Certificate program will receive training in all phases of skin care. Emphasis will be on the use of facial machines; temporary hair removal; various types of facial treatments; face, neck, and hand 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 Esthetics.

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 examination of esthetics.

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

Physical Requirements:

- Normal or corrected vision
- Physical dexterity, i.e., small object manipulation
- Must be able to work with arms at shoulder level for extended periods of time
- Must be able to sit or stand for extended periods of time

**CERTIFICATE****First Quarter**

COS 123	Esthetics Concepts I	4
COS 124	Esthetics Applications I	10
COS 127	Advanced Esthetics Concepts	1
ISFTY 111	Industrial First Aid	2
<b>Total</b>		<b>17</b>

**Second Quarter**

COS 125	Esthetics Concepts II	4
COS 126	Esthetics Applications II <sup>1</sup>	10

COS 227	Advanced Esthetics Applications	2
<b>Total</b>		<b>16</b>

**33 credits are required for the Certificate.**

<sup>1</sup> COS 126 may be substituted with COS 288, with permission of instructor. Washington State Licensure requirements allow up to 10% of the student academic instruction to be met at an off campus-site.

## EXPANDED FUNCTION DENTAL AUXILIARY

### Certificate: SCC

A two-quarter program designed to prepare the student for employment as an Expanded Function Dental Auxiliary to the dentist.

This program is designed for the dental assistant or dental hygienist who has graduated from a school that is accredited by the American Dental Association, Commission on Dental Accreditation (CODA) or has successfully completed the Dental Assisting National Board examination or a Licensed Dental Hygienist. The program will cover content that will prepare the student to pass both a written and a clinical examination to become a Washington State, Expanded Function Dental Auxiliary (EFDA). Students upon passing the examinations can seek licensure to become EFDAs.

The course will include the evaluation of the student's ability to perform identified skills under the dentist's general supervision to include: patient oral health instruction, coronal polishing, fluoride treatments, sealants, expose, process and mount dental radiographs, knowledge of dental morphology, pharmacology, emergencies, risk management as related to dental charting, health history alerts, and temporization.

Students will cover content which focuses on the didactic, laboratory and clinical components of the amalgam and composite curriculum to include: armamentarium including various matrices, classification of restorations, components of the prepared tooth; materials, composition of amalgam, advantages and disadvantages, indications and contraindication; placement and finishing of composites, placement condensing and carving of amalgams; evaluation of restoration; and occlusal adjustment.

The course will cover content on the didactic and laboratory components of taking preliminary and final impressions and bite registrations to include computer assisted design and computer assisted manufacture applications.

Admission Recommended/Required:

- Dental Assisting National Board Current Certification Card and/or Certificate or Degree from a Dental Assisting or Dental Hygiene program that is accredited by the American Dental Association, Commission on Dental Accreditation (CODA).
- Computer skills recommended
- Active email account required
- Each required course for graduation must be completed with a 2.0 grade or better before proceeding to the next quarter.
- Students may repeat an advanced dental assisting course once, but it must be repeated within two years.

### CERTIFICATE

#### First Quarter

DENT 141	EFDA Review Class	5
DENT 142	EFDA Review Lab	2
DENT 144	EFDA Amalgam Restorations	2
DENT 145	EFDA Amalgam Lab	4
DENT 148	EFDA Amalgam Clinical	3
<b>Total</b>		<b>16</b>

#### Second Quarter

DENT 151	EFDA Composite Restorations	3
DENT 152	EFDA Composite Lab	4
DENT 154	EFDA Composite Clinical	3
DENT 155	EFDA Impressions/Provisional	3
DENT 158	EFDA Impressions/Provisional-Lab	2
DENT 160	EFDA Exam Preparation	3
<b>Total</b>		<b>18</b>

**34 credits are required for the Certificate.**

## FASHION MERCHANDISING

### AAS: SFCC

Fashion Merchandising is a two-year program designed to prepare both men and women for a career in the retail merchandising field. Professional courses stress the fashion concept as it applies to apparel and nonapparel merchandise, as well as a thorough understanding of buying, promotion and inventory systems.

### AAS

#### First Quarter

FMDSE 111	Fashion Merchandising Seminar <sup>1</sup>	1
FMDSE 150	Principles of Retail Merchandising	5
FMDSE 155	Fashion Trends	3
FMDSE 224	Principles of Retail Promotion <sup>2</sup>	5
MMGT 181	Leadership Training-DEC <sup>3</sup>	1
<b>Total</b>		<b>15</b>

#### Second Quarter

FMDSE 112	Fashion Merchandising Seminar <sup>1</sup>	1
FMDSE 152	Professional Development in Business <sup>3</sup>	2
FMDSE 160	Merchandise Presentation	5
FMDSE 180	Retail Sales Techniques	3
MMGT 182	Leadership Training-DEC <sup>3</sup>	1
Required or Elective Courses		3
<b>Total</b>		<b>15</b>

#### Third Quarter

FMDSE 113	Fashion Merchandising Seminar <sup>1</sup>	1
FMDSE 201	Fashion Fabrics	3
FMDSE 210	Merchandising Management	5
MMGT 183	Leadership Training-DEC	1
Required or Elective Courses		5
<b>Total</b>		<b>15</b>

#### Fourth Quarter

Required or Elective Courses		18
<b>Total</b>		<b>18</b>

#### Fifth Quarter

Required or Elective Courses		15
<b>Total</b>		<b>15</b>

#### Sixth Quarter

Required or Elective Courses		17
<b>Total</b>		<b>17</b>

**95 credits are required for the AAS.**

### ELECTIVES - GROUP A BUSINESS

ACCT& 201	Prin of Accounting I	5
ACCT& 202	Prin of Accounting II	5
BT 101	Keyboarding	5
BUS 100	Money Management	3
BUS 103	Basic Business Math and Electronic Calculators	5
BUS& 201	Business Law	5
BUS 217	Business Statistics	5
BUS 280	Human Relations in Business	5
CAPPS 102	Introduction to Office	1
CAPPS 110	Word	1
CAPPS 112	Excel	1
CAPPS 114	Access	1
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
IS 120	Business Computer Use	3
MMGT 101	Principles of Management	5
MMGT 231	Human Resource Management	5
MMGT 270	Conference Preparation Techniques	1-5

### ELECTIVES - GROUP B

ART 105	Color and Design	5
FMDSE 161	Merchandise Trends	3

### REQUIRED COURSES

BT 107	Business Communications	3
BT 272	Business Correspondence	5
BUS& 101	Intro to Business	5

CMST& 101	Introduction to Communication	5
FMDSE 267	Cooperative Education Work Experience	3
MMGT 211	Marketing	5

<sup>1</sup> Required of all first-year students.

<sup>2</sup> FMDSE 224 may be substituted with MMGT 218.

<sup>3</sup> May be substituted with elective from Group A or Group B.

<sup>4</sup> Choose a minimum of 15 credits from Group A. May be substituted with merchandising seminars or other business courses approved by the fashion merchandising coordinator. These courses are to be taken throughout the two-year program.

<sup>5</sup> Choose a minimum of 8 credits from Group B. May be substituted with any interior design or art course approved by the fashion merchandising coordinator. These courses are to be taken throughout the two-year program.

<sup>6</sup> BT 107 and 108 may be substituted with ENGL& 101.

<sup>7</sup> FMDSE 267 must be taken concurrently with FMDSE 111, 112 or 113.

## FIRE OFFICER

### AAS: SCC

The Fire Officer program is designed to enhance the technical and general education of the volunteer and career firefighter. The program builds on the basic fire service information which allows the firefighter to gain the knowledge and understanding of information required for work at the officer level within the fire service. Students are given a good educational foundation which is coupled with a broad spectrum of technical information that will help them perform the duties of a fire officer within their jurisdiction. The degree is targeted to current firefighters or fire officers.

### AAS

Electives <sup>1</sup>	6-7
First Year	50
Second Year	26
Work Based Learning Courses	15
<b>Total</b>	<b>97-98</b>

**97-98 credits are required for the AAS.**

### ELECTIVES

FOD 205	Fire Investigation	3
FOD 206	Fire Inspection and Codes	4

### FIRST YEAR

CHEM& 110	Chemical Concepts w/Lab	5
CIS 110	Introduction to Computer Applications	5
CMST& 101	Introduction to Communication	5
CMST 227	Intercultural Communication	5
ENGL& 101	English Composition I	5
ENGL& 102	Composition II	5
MATH 201	Introduction to Finite Mathematics	5
PHYS 100	Introductory Physics	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

### SECOND YEAR

FOD 101	Fire Officer IA	3
FOD 103	Fire Officer IB	3
FOD 110	Fire Service Leadership	3
FOD 131	Fire Service Instructor I	3
FOD 133	Fire Service Instructor II	3
FOD 140	Fire Service Incident Safety Officer	2
FOD 201	Fire Officer IIA	3
FOD 203	Fire Officer IIB	3
FOD 210	Incident Management-Multi-Company Operations	3

### WORK BASED LEARNING COURSES

FOD 102	Fire Officer IA Work Based Learning	3
FOD 104	Fire Officer IB Work Based Learning	3
FOD 132	Fire Service Instructor II Work Based Learning	3
FOD 202	Fire Officer IIA Work Based Learning	3
FOD 204	Fire Officer IIB Work Based Learning	3

<sup>1</sup> May be substituted with any course or combination of courses approved by the department chair.

## FIRE SCIENCE TECHNOLOGY

### AAS: SCC

The Fire Science Technology program is designed to prepare students for entry-level careers as firefighters for municipal, industrial, state and federal fire departments. The primary mission of the Fire Science Technology program is identification and mitigation of emergencies in order to preserve life and property.

A 2.0 grade or better must be maintained in all courses required for a degree.

Graduation Requirements:

- Emergency Medical Technician-Basic. EMT is a condition of graduation and must be obtained by the sixth quarter. This can be accomplished by taking LIFE 128 and LIFE 129 or by providing proof of certification from an outside agency. **EMT certification must be submitted with petition to graduate.**

### AAS

#### First Quarter

BUS 103	Basic Business Math and Electronic Calculators <sup>1</sup>	5
ENGL& 101	English Composition I	5
FS 100	Orientation to Fire Science <sup>2</sup>	2
	Computer Elective	5
	PE Elective <sup>3</sup>	1
<b>Total</b>		<b>18</b>

#### Second Quarter

CMST& 101	Introduction to Communication	5
FS 152	Building Construction <sup>4</sup>	3
	PE Elective <sup>3</sup>	1
	Science Elective	5
<b>Total</b>		<b>14</b>

#### Third Quarter

ENGL& 102	Composition II	5
FS 177	Wildland Fire Operations	3
	PE Elective <sup>3</sup>	1
	Science Elective	5
	Speech Elective	5
<b>Total</b>		<b>19</b>

#### Fourth Quarter

FS 170	Hazardous Materials I	3
FS 211	Introduction to Fire Science	4
FS 212	Fire Science Applications I	6
FS 233	Professional Development	2
	PE Elective <sup>3</sup>	1
<b>Total</b>		<b>16</b>

#### Fifth Quarter

FS 105	Principles of Hydraulics	4
FS 221	Intermediate Fire Science	4
FS 222	Fire Science Applications II	6
	PE Elective <sup>3</sup>	1
<b>Total</b>		<b>15</b>

#### Sixth Quarter

FS 160	Fire Tactics	3
FS 231	Advanced Fire Science	4
FS 232	Fire Science Applications III	6
	Cooperative Education Electives	3
	PE Elective <sup>3</sup>	1
<b>Total</b>		<b>17</b>

**99 credits are required for the AAS.**

### COMPUTER ELECTIVE

CATT 120	Microsoft Word I	1-2.5
CATT 121	Microsoft Word II	1-2.5
CATT 122	Microsoft Access I	1-3
CATT 123	Microsoft Access II	1-2.5
CATT 138	Microsoft Excel I	1-2.5
CATT 139	Microsoft Excel II	2.5
CATT 190	Introduction to PowerPoint	1-2.5
CATT 191	Advanced PowerPoint	2.5
CIS 110	Introduction to Computer Applications	5

**COOPERATIVE EDUCATION ELECTIVES**

FS	266	Cooperative Education Seminar	1
FS	267	Cooperative Education Work Experience	2
FS	288	Cooperative Education Work Experience (No Seminar)	3

**PE ELECTIVE**

AQUAT	136	Aquatic Fitness	1
CJ	132	Criminal Justice Physical Training	1
CJ	133	Criminal Justice Physical Training	1
CJ	241	Criminal Justice Physical Training	1
CJ	242	Criminal Justice Physical Training	1
CJ	243	Criminal Justice Physical Training	1
PE	106	Yoga Fitness	1
PE	117	Kickboxing	1
PE	139	Weight Training	1
PE	185	Beginning Aerobic Fitness	1
PE	186	Fast Fitness, Beginning	1
PE	187	Cross Training	2
PE	206	Yoga Fitness	1
PE	217	Kickboxing	1
PE	239	Weight Training	1
PE	285	Advanced Aerobic Fitness	1
PE	286	Fast Fitness, Advanced	1
PE	287	Cross Training	2

**SCIENCE ELECTIVE**

BIOL&	160	General Biology w/Lab	5
BIOL&	241	Human A & P 1	5
BIOL&	242	Human A & P 2	5
CHEM&	110	Chemical Concepts w/Lab	5
CHEM	115	Environmental Chemistry w/Lab	5
GEOG	260	The Violent Earth	5
HED	108	Human Anatomy	5
HED	109	Human Physiology and Disease	5
PHYS	100	Introductory Physics	5

**SPEECH ELECTIVE**

CMST&	210	Interpersonal Communication	5
CMST	227	Intercultural Communication	5

- <sup>1</sup> BUS 103 may be substituted with MATH 100 or MATH 107 or any 100 level math course approved by the department.
- <sup>2</sup> First year pre-entry fire science students only. This course is offered fall quarter only. Students who are currently affiliated with a fire department will enroll in FS 266 and 267 in lieu of FS 100.
- <sup>3</sup> The same physical education course may be repeated up to six times.
- <sup>4</sup> This course is offered winter quarter only.
- <sup>5</sup> FS 266 and 267 must be taken concurrently.
- <sup>6</sup> This course is offered spring quarter only.

**FIRE SCIENCE TECHNOLOGY (AAS-T)**

**AAS-T: SCC**

The Fire Science Technology program is designed to prepare students for entry-level careers as firefighters for municipal, industrial, state and federal fire departments. The primary mission of the Fire Science Technology program is identification and mitigation of emergencies in order to preserve life and property.

This AAS-T degree is transferable to some four-year institutions. Students interested in transfer should contact the SCC transfer office or the Fire Science program instructor for a list of four-year institutions that have agreed to accept this degree.

A 2.0 grade or better must be maintained in all courses required for a degree. EMT is a requirement by the end of the fifth quarter. This can be accomplished by taking LIFE 128 and LIFE 129 or by providing proof of certification from an outside agency.

**AAS-T**

**First Quarter**

CMST&	101	Introduction to Communication <sup>1</sup>	5
ENGL&	101	English Composition I <sup>1</sup>	5
FS	100	Orientation to Fire Science <sup>2</sup>	2
MATH&	107	Math in Society <sup>3</sup>	5
		PE Elective	1
<b>Total</b>			<b>18</b>

**Second Quarter**

CHEM&	110	Chemical Concepts w/Lab	5
ENGL&	102	Composition II <sup>1</sup>	5
FS	152	Building Construction <sup>4</sup>	3
		Humanities Elective (Group B or C) <sup>5</sup>	5
		PE Elective	1
<b>Total</b>			<b>19</b>

**Third Quarter**

CMST	227	Intercultural Communication <sup>1</sup>	5
FS	177	Wildland Fire Operations <sup>4</sup>	3
HLTH	101	Health and Wellness <sup>6</sup>	3
PHYS	100	Introductory Physics <sup>1</sup>	5
		PE Elective	1
<b>Total</b>			<b>17</b>

**Fourth Quarter**

FS	105	Principles of Hydraulics	4
FS	211	Introduction to Fire Science	4
FS	212	Fire Science Applications I	6
FS	233	Professional Development	2
<b>Total</b>			<b>16</b>

**Fifth Quarter**

FS	170	Hazardous Materials I <sup>7</sup>	3
FS	220	Fire Protection Systems <sup>7</sup>	2
FS	221	Intermediate Fire Science <sup>7</sup>	4
FS	222	Fire Science Applications II <sup>7</sup>	6
		Humanities Elective "W" (Group A, B or C) <sup>5</sup>	5
<b>Total</b>			<b>20</b>

**Sixth Quarter**

FS	160	Fire Tactics	3
FS	231	Advanced Fire Science	4
FS	232	Fire Science Applications III	6
		Cooperative Education Elective	3
		PE Elective	3
<b>Total</b>			<b>19</b>

**109 credits are required for the AAS-T.**

**COOPERATIVE EDUCATION ELECTIVE**

FS	266	Cooperative Education Seminar	1
FS	267	Cooperative Education Work Experience	2
FS	288	Cooperative Education Work Experience (No Seminar)	3

**PE ELECTIVE**

AQUAT	136	Aquatic Fitness	1
CJ	132	Criminal Justice Physical Training	1
CJ	133	Criminal Justice Physical Training	1
CJ	241	Criminal Justice Physical Training	1
CJ	242	Criminal Justice Physical Training	1
CJ	243	Criminal Justice Physical Training	1
PE	106	Yoga Fitness	1
PE	117	Kickboxing	1
PE	139	Weight Training	1
PE	185	Beginning Aerobic Fitness	1
PE	186	Fast Fitness, Beginning	1
PE	187	Cross Training	2
PE	206	Yoga Fitness	1
PE	217	Kickboxing	1
PE	239	Weight Training	1
PE	285	Advanced Aerobic Fitness	1
PE	286	Fast Fitness, Advanced	1
PE	287	Cross Training	2

- <sup>1</sup> This course may be substituted with any related course or combination of courses approved by the instructional dean.
- <sup>2</sup> First year pre-entry fire science students only. This course is offered in fall quarter only.
- <sup>3</sup> This math course requirement may be met by any transferable college level math course.
- <sup>4</sup> This course is offered winter quarter only.
- <sup>5</sup> Refer to AA degree requirements.
- <sup>6</sup> HLTH 101 may be substituted with HLTH 104.
- <sup>7</sup> EMT is a requirement by the end of the fifth quarter.
- <sup>8</sup> FS 266 and 267 must be taken concurrently.
- <sup>9</sup> This course is offered winter quarter only.

## FLORIST

### AAS, 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, plant propagation and retail sales of cut flowers and potted plants. At the completion of the second year, the student may receive the associate in applied science degree.

The Floral Certificate provides a study of floral arrangement techniques and retail sales methods of cut flowers and potted plants. Students must enter in the fall quarter in order to finish the 3-quarter sequence of floral design classes. Employment potential includes floral designer, greenhouse manager, retail sales manager, etc.

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 off. It is recommended that students work closely with the program adviser or department chair when planning classes.

#### AAS

##### First Quarter

AGHRT 103	Introduction to Greenhouse and Nursery Production . . . . .	3
AGHRT 116	Green Industry Business Management . . . . .	5
AGHRT 171	Agricultural Leadership Training . . . . .	1
AGHRT 211	Floral Design Techniques. . . . .	5
APLED 112	Applied Mathematics <sup>1</sup> . . . . .	3
<b>Total</b>	<b>.....</b>	<b>17</b>

##### Second Quarter

AGHRT 105	Horticultural Retail Sales. . . . .	3
AGHRT 111	House Plants . . . . .	5
AGHRT 126	Computer Essentials for Environmental Sciences. . . . .	2
AGHRT 212	Floral Design Applications . . . . .	5
<b>Total</b>	<b>.....</b>	<b>15</b>

##### Third Quarter

AGGEN 151	Shop Skills . . . . .	4
AGHRT 173	Agricultural Leadership Training . . . . .	1
AGHRT 213	Retail Floristry . . . . .	5
APLED 121	Applied Written Communication <sup>1</sup> . . . . .	4
<b>Total</b>	<b>.....</b>	<b>14</b>

##### Fourth Quarter

AGHRT 104	Principles of Pest Management . . . . .	5
AGHRT 106	Greenhouse and Nursery Management I . . . . .	5
AGHRT 195	Practicum <sup>2</sup> . . . . .	3
ENVS 210	Environmental Soil Science. . . . .	5
<b>Total</b>	<b>.....</b>	<b>18</b>

##### Fifth Quarter

AGHRT 107	Greenhouse and Nursery Management II. . . . .	5
AGHRT 240	Practicum - Floral Design Projects 1 . . . . .	3
BUS 280	Human Relations in Business. . . . .	5
ENVS 110	Plant Biology . . . . .	5
<b>Total</b>	<b>.....</b>	<b>18</b>

##### Sixth Quarter

AGHRT 108	Greenhouse and Nursery Management III. . . . .	4
AGHRT 230	Plant Problem Diagnosis. . . . .	5
AGHRT 232	Pest Management Project . . . . .	2
AGHRT 241	Practicum - Floral Design Projects 2 . . . . .	3
MMGT 205	Small Business Planning. . . . .	5
<b>Total</b>	<b>.....</b>	<b>19</b>

**101 credits are required for the AAS.**

#### CERTIFICATE

##### First Quarter

AGHRT 103	Introduction to Greenhouse and Nursery Production . . . . .	3
AGHRT 116	Green Industry Business Management . . . . .	5
AGHRT 171	Agricultural Leadership Training . . . . .	1
AGHRT 211	Floral Design Techniques. . . . .	5
APLED 112	Applied Mathematics <sup>1</sup> . . . . .	3
<b>Total</b>	<b>.....</b>	<b>17</b>

#### Second Quarter

AGHRT 105	Horticultural Retail Sales. . . . .	3
AGHRT 111	House Plants . . . . .	5
AGHRT 126	Computer Essentials for Environmental Sciences. . . . .	2
AGHRT 212	Floral Design Applications . . . . .	5
<b>Total</b>	<b>.....</b>	<b>15</b>

#### Third Quarter

AGGEN 151	Shop Skills . . . . .	4
AGHRT 173	Agricultural Leadership Training . . . . .	1
AGHRT 213	Retail Floristry . . . . .	5
APLED 121	Applied Written Communication <sup>1</sup> . . . . .	4
<b>Total</b>	<b>.....</b>	<b>14</b>

**46 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> Practicum may be taken anytime during the second year.

## FOREIGN LANGUAGE PRE-MAJOR

### AA-DTA: SCC, SFCC

Knowledge of foreign languages makes possible direct contact with the literature and culture of other lands, contributing to international understanding. It is essential both from the standpoint of the traditionally recognized humanistic value and its central position in today's internationally oriented business and diplomatic world. Language offerings include: American Sign Language, Chinese, French, German, Japanese (SFCC only), Russian (SFCC only), Salish and Spanish.

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

#### AA-DTA

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

Suggested Courses to Consider<sup>1</sup>. . . . . 90

**Total** . . . . . **90**

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## FRONT OFFICE PROFESSIONAL

### Certificate: SCC

The Front Office Professional program is a three-quarter program preparing students for entry-level positions. Students completing this program are prepared to greet callers, make and receive telephone calls in a professional way, format correspondence and reports, and perform a variety of duties depending on the office situations.

#### CERTIFICATE

##### First Quarter

BT 101	Keyboarding . . . . .	5
BT 105	Basic Grammar for Business II . . . . .	5
BT 151	Business Student Preparation . . . . .	5
<b>Total</b>	<b>.....</b>	<b>15</b>

##### Second Quarter

BT 102	Document Processing <sup>1</sup> . . . . .	5
BT 109	Business Communications . . . . .	5
BUS 103	Basic Business Math and Electronic Calculators <sup>2</sup> . . . . .	5
CATT 102	Introduction to Outlook . . . . .	2.5
<b>Total</b>	<b>.....</b>	<b>17.5</b>

##### Third Quarter

BT 160	Job Preparation Techniques. . . . .	3
BT 165	Word Processing. . . . .	5
BT 231	Office Procedures. . . . .	5
MMGT 223	Customer Service. . . . .	3
<b>Total</b>	<b>.....</b>	<b>16</b>

**48.5 credits are required for the Certificate.**

<sup>1</sup> Keyboarding proficiency of 30 wpm for three minutes with no more than six errors is a prerequisite for BT 102.

<sup>2</sup> BUS 103 may be substituted with BT 128.

## GEOGRAPHY PRE-MAJOR

### AA-DTA: SCC, SFCC

Geography is an all-encompassing discipline that seeks to understand the world—both its physical and its cultural features—through an understanding of place, location, and spatial relationships. It studies where things are and how they got there. Physical geographers may study weather and climate, water resources, the creation and evolution of landforms, or the distribution of plants, animals and soils. Cultural geographers focus on different aspects of how humans inhabit the earth. They may study the origin and spatial patterns of language groups, religions, ethnicities, agricultural practices or urban land use. Other geographers specialize in creating maps, which includes both traditional maps and computerized mapping known as Geographic Information Systems (GIS). The key skill of all geographers is the ability to geographically analyze the world around us: knowing not just where things are located, but “how” and “why.”

#### AA-DTA

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student’s choice of transfer institution.

## GEOLOGY PRE-MAJOR

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

Geology is the study of the Earth, its landforms, and formative processes. Geology involves both field-based and laboratory-based research and is one of the most interdisciplinary of the sciences because it involves virtually all the scientific disciplines to understand and solve problems related to the Earth. Geologists study a wide variety of Earth features and processes from the identification of minerals and rocks to the processes of their formation. Geoscientists are also involved with mapping the Earth utilizing a wide range of field and laboratory-based methods including remote sensing via satellites. Geologists are involved in the study of hazards associated with volcanism, earthquakes, flooding, and slope stability. Geologists work closely with engineers in the development of large construction projects as well as the environmental cleanup and remediation associated with various types of waste disposal. Geologists research Earth’s ancient past including the evolution of the continents and oceans, life, the atmosphere and climate change. Finally, they study, explore, and manage a wide array of water, energy, and mineral resources that are critical to modern societies.

Career and employment opportunities for geologists are quite varied. A four-year or graduate-level degree in geology can lead to careers in science education at the K-12 and collegiate levels as well as research in a variety of subdisciplines such as volcanology, marine geology, paleontology, seismology, tectonics, mineralogy, hydrology, soils, engineering geology, and geologic hazards. Earth science careers within industry include natural resource exploration and development (minerals and energy), and numerous options in the field of environmental assessment and remediation. Public agency positions for geoscientists range from local to city and county, to the state and federal levels. Students with geology degrees can go on to work in the fields of Parks and Outdoor Recreation as park rangers, guides, and interpretive professionals. Consult a counselor or academic adviser for recommended courses specific to the student’s choice of transfer institution.

#### AA-DTA

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the AA-DTA.**

#### AS-T #1

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

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

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student’s choice of transfer institution.

## GERONTOLOGY PARAPROFESSIONAL

### AAS, Certificate: SFCC

Spokane Falls Community College offers a program designed to provide specific training to individuals who wish to establish a career in meeting the needs of a rapidly expanding older population. The Gerontology program examines mental, emotional, physical and social changes, which confront older adults. Gerontology is distinct from geriatrics, a medical specialty that explores health and disease in elders. Some of the current career fields may include program management, administration, recreation services, residential care, business and education fields and human service programs related to life after sixty.

An AAS degree and a certificate option are available. The associate in applied science degree prepares students for employment. The one-year certificate program is an option for those who have another degree and wish to increase their gerontology skills. Education in gerontology may be used as a support base for many helping professions. This area of study is also a resource for launching second and third careers.

#### AAS

##### First Quarter

HS 102	Introduction to Human Services . . . . .	5
HS 136	Improving Interpersonal Communication . . . . .	5
HSSUB 131	Survey of Chemical Dependency . . . . .	3
	Approved Elective or any HS, HSGER, HSSOC, HSSUB . . . . .	5
	<b>Total</b> . . . . .	<b>18</b>

##### Second Quarter

HS 105	Child Abuse . . . . .	5
HSGER 101	Introduction to Social Gerontology . . . . .	5
HSGER 250	Death, Loss and Grief . . . . .	5
	<b>Total</b> . . . . .	<b>15</b>

##### Third Quarter

ENGL& 101	English Composition I . . . . .	5
	Multi-Cultural Perspectives or Aging Elective . . . . .	5
	Social Policy or Treatment Theories Elective . . . . .	5
	<b>Total</b> . . . . .	<b>15</b>

##### Fourth Quarter

HSGER 110	Leisure, Learning, and Living . . . . .	5
HSGER 281	Practicum I . . . . .	5
	Math Elective <sup>1</sup> . . . . .	3-5
	<b>Total</b> . . . . .	<b>13-15</b>

##### Fifth Quarter

HSGER 210	Aging and Mental Health . . . . .	5
HSGER 282	Practicum II . . . . .	5
	Approved Elective or any HS, HSGER, HSSOC, HSSUB . . . . .	5
	<b>Total</b> . . . . .	<b>15</b>

##### Sixth Quarter

HSGER 283	Practicum III . . . . .	5
	Approved Elective or any HS, HSGER, HSSOC, HSSUB . . . . .	10
	<b>Total</b> . . . . .	<b>15</b>

**91-93 credits are required for the AAS.**

#### CERTIFICATE

Students working toward a certificate of completion in gerontology must choose and complete a specified 30 credit sequence of courses and 10 credits of practicum in the gerontology program, consulting individually with a gerontology instructor before planning the total program.

BUS 102	Math Skills for Business . . . . .	3
ENGL& 101	English Composition I . . . . .	5
HS 136	Improving Interpersonal Communication . . . . .	5

HSGER 101	Introduction to Social Gerontology	5
HSGER 110	Leisure, Learning, and Living	5
HSGER 115	Multi-Cultural Perspectives in Human Services	5
HSGER 201	Aging and Personality	5
HSGER 250	Death, Loss and Grief	5
HSGER 281	Practicum I	5
HSGER 282	Practicum II	5
<b>Total</b>		<b>48</b>

**48 credits are required for the Certificate.**

**APPROVED ELECTIVE OR ANY HS, HSGER, HSSOC, HSSUB**

BUS 100	Money Management	3
BUS 115	Budgeting Skills	1
BUS 180	Travel and Tourism	3
BUS 185	Travelography: Destinations for Business and Tourism	3
BUS 191	Job Success	1-3
CAPPS 102	Introduction to Office	1
CMST 121	Job Communication Skills	2-5
ECED 100	Basic Child Care Training	2
EDUC 270	Introduction to Developmental Disabilities	5
FMT 112	Exercise and Aging	3
FMT 209	Exercise and the Cardiovascular System	5
GENST 154	Introduction to Service Learning	2-5
HLTH 101	Health and Wellness	3
HLTH 174	First Aid	3
PSYC& 100	General Psychology	5
PSYC 210	Conception through Adolescent Developmental Psychology	5

**MATH ELECTIVE**

BUS 102	Math Skills for Business	3
CMST 121	Job Communication Skills	2-5

**MULTI-CULTURAL PERSPECTIVES OR AGING ELECTIVE**

HSGER 115	Multi-Cultural Perspectives in Human Services	5
HSGER 201	Aging and Personality	5

**SOCIAL POLICY OR TREATMENT THEORIES ELECTIVE**

HS 115	Social Policy	5
HSSOC 115	Social Policy	5
HSSOC 221	Treatment Theories in Human Services	5

<sup>1</sup> Select BUS 102 and CMST 121 or other MATH course as approved by department chair.

## GRAPHIC DESIGN

### AAS, Certificate: SFCC

The two-year Graphic Design program is an intensive course of study that prepares students for entry-level jobs in design studios, advertising agencies, corporate in-house design departments and other businesses which use computers to create design, advertising and promotional pieces. Standards match job requirements that range from technical production abilities to high-level creative conceptualizing. The program consists of a project-oriented curriculum that incorporates industry design problems and projects to demonstrate student learning. Courses in design process and design technology interact to deliver the skills necessary to successfully complete specific design projects. Students assemble project portfolios that are reviewed by the design faculty.

With strong guidance from a local advisory committee of professional designers, the program is constantly updated with the goal of placing students in entry-level design jobs. Throughout the program there is ample opportunity for students to interact with professionals via field trips, guest lecturers, adjunct faculty and the Internet. At the end of the second year there is portfolio organization, internships, resume preparation and job-placement assistance. Although the Graphic Design program is oriented to the print medium, students are introduced to web design and multi-media design.

### AAS

#### First Quarter

GRDSN 101	Design Process I	3
GRDSN 102	Design Technology I	3
GRDSN 103	Design Projects I	1

GRDSN 105	Drawing for Graphic Designers	2
GRDSN 109	History of Design	4
GRDSN 156	Illustrator I	2
GRDSN 172	Dreamweaver	2
<b>Total</b>		<b>17</b>

#### Second Quarter

ART 105	Color and Design	5
GRDSN 111	Design Process II	3
GRDSN 112	Design Technology II	3
GRDSN 113	Design Projects II	1
GRDSN 115	Drawing for Communication	2
GRDSN 158	PhotoShop I	2
GRDSN 163	InDesign I	2
<b>Total</b>		<b>18</b>

#### Third Quarter

BUS 102	Math Skills for Business	3
ENGL 105	Pro/Tech: Basic Writing	5
GRDSN 121	Design Process III	3
GRDSN 122	Design Technology III	3
GRDSN 123	Design Projects III	1
GRDSN 125	Computer Drawing	2
<b>Total</b>		<b>17</b>

#### Fourth Quarter

GENST 109	Applied Critical Thinking	3
GRDSN 126	Web Production	2
GRDSN 201	Design Process IV	3
GRDSN 202	Design Technology IV	3
GRDSN 203	Design Projects IV	1
GRDSN 204	Design Lab IV	2
	SFCC Graphic Design Suggested Electives	3
<b>Total</b>		<b>17</b>

#### Fifth Quarter

GRDSN 142	Print Production	2
GRDSN 211	Design Process V	3
GRDSN 212	Design Technology V	3
GRDSN 213	Design Projects V	1
GRDSN 214	Design Lab V	2
GRDSN 235	Multimedia Technology I	3
HS 136	Improving Interpersonal Communication	5
<b>Total</b>		<b>19</b>

#### Sixth Quarter

GRDSN 221	Design Process VI	3
GRDSN 223	Design Projects VI	2
GRDSN 224	Design Lab VI	2
GRDSN 266	Cooperative Education Seminar	1
GRDSN 267	Cooperative Education Work Experience	3-5
	SFCC Graphic Design Suggested Electives <sup>1</sup>	3-5
<b>Total</b>		<b>14-18</b>

**102-106 credits are required for the AAS.**

### CERTIFICATE

#### 3-D ANIMATION CERTIFICATE

This certificate is designed as an introduction to 3-D animation technologies and projects. The courses provide students with fundamental skills as they relate to 3-D animation. Students are assigned industry related projects and exercises.

ART 106	3-D Design	4
GRDSN 238	3-D Modeling and Animation I	3
GRDSN 239	3-D Modeling and Animation II	3
GRDSN 240	3-D Modeling and Animation III	3
PHOTO 126	Digital Photography I	5
<b>Total</b>		<b>18</b>

**18 credits are required for the Certificate.**

#### GRAPHIC DESIGN SURVEY CERTIFICATE

This certificate is designed as an introduction to graphic design technologies and projects. The courses provide students with fundamental skills as they relate to graphic design and advertising. Students are assigned industry related projects and exercises.

GRDSN 101	Design Process I	3
GRDSN 102	Design Technology I	3
GRDSN 105	Drawing for Graphic Designers	2
GRDSN 109	History of Design	4
	SFCC Graphic Design Suggested Electives	2
<b>Total</b>		<b>14</b>

**14 credits are required for the Certificate.**

**MULTIMEDIA CERTIFICATE**

This certificate is designed as an introduction to multimedia technologies and projects. The courses provide students with fundamental skills as they relate to multimedia and animation. Students are assigned industry related projects and exercises.

GRDSN 160	Director	2
GRDSN 171	Flash	2
GRDSN 235	Multimedia Technology I	3
GRDSN 236	Multimedia Technology II	3
GRDSN 238	3-D Modeling and Animation I	3
GRDSN 239	3-D Modeling and Animation II	3
<b>Total</b>		<b>16</b>

**16 credits are required for the Certificate.**

**WEB DESIGN CERTIFICATE**

This certificate is designed as an introduction to web design technologies and projects. The courses provide students with fundamental skills as they relate to web design. Students are assigned industry related projects and exercises.

GRDSN 126	Web Production	2
GRDSN 158	PhotoShop I	2
GRDSN 167	Fireworks	2
GRDSN 172	Dreamweaver	2
GRDSN 235	Multimedia Technology I	3
GRDSN 236	Multimedia Technology II	3
IS 126	Internet Publishing	2
<b>Total</b>		<b>16</b>

**16 credits are required for the Certificate.**

**SFCC GRAPHIC DESIGN SUGGESTED ELECTIVES**

ART& 100	Art Appreciation	5
ART 101	Fundamentals of Drawing	4
ART 102	Drawing Composition	4
ART 103	Drawing Techniques	4
ART 104	Perspective Drawing	4
ART 105	Color and Design	5
ART 106	3-D Design	4
ART 110	Modern Art	5
ART 112	Non-Western Art	5
ART 130	Sculpture	4
ART 151	Calligraphy	3
ART 188	Acrylic Painting	4
ART 189	Printmaking	4
ART 190	Printmaking Relief	4
ART 191	Screen Printing	4
ART 192	Printmaking, Intaglio	4
ART 193	Lithography (Printmaking)	4
ART 202	Figure Drawing	3
BT 160	Job Preparation Techniques	3
BT 272	Business Correspondence	5
BUS& 101	Intro to Business	5
BUS 108	eBusiness	2
CMST& 101	Introduction to Communication	5
CMST 121	Job Communication Skills	2-5
ENGL& 101	English Composition I	5
ENGL& 102	Composition II	5
ENGL& 235	Technical Writing	5
ENGL& 236	Creative Writing I	5
GRDSN 126	Web Production	2
GRDSN 131	Publication Design	1
GRDSN 235	Multimedia Technology I	3
GRDSN 236	Multimedia Technology II	3
GRDSN 237	Multimedia Technology III	3

GRDSN 238	3-D Modeling and Animation I	3
GRDSN 239	3-D Modeling and Animation II	3
GRDSN 240	3-D Modeling and Animation III	3
HS 238	Group Effectiveness Training	5
HUM 141	Introduction to Film	5
MMGT 211	Marketing	5
PHOTO 101	Introduction to Photography	5
PHOTO 112	Photographic Design	4
PHOTO 126	Digital Photography I	5
PHOTO 132	Advanced Black and White Photography	3
SBM 101	How to Start a Small Business	5
SBM 105	Targeting Your Market	2

<sup>1</sup> Any applicable graphic designed self-paced software course(s) and art studio course(s) as approved by the department chair.

**GREENHOUSE-NURSERY**

**AAS, 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, plant propagation, and nursery and greenhouse management methods. Employment potential includes greenhouse manager, nursery manager, retail sales manager and plant propagator.

At the completion of the second year, the student may receive the associate in applied science degree.

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 off. It is recommended that students work closely with the program adviser or department chair when planning classes.

**AAS**

**First Quarter**

AGHRT 103	Introduction to Greenhouse and Nursery Production <sup>1</sup>	3
AGHRT 110	Fall Landscape Plant Materials <sup>1</sup>	5
AGHRT 126	Computer Essentials for Environmental Sciences <sup>1</sup>	2
AGHRT 171	Agricultural Leadership Training <sup>1</sup>	1
AGHRT 211	Floral Design Techniques <sup>1</sup>	5
APLED 112	Applied Mathematics <sup>2</sup>	3
<b>Total</b>		<b>19</b>

**Second Quarter**

AGHRT 111	House Plants <sup>3</sup>	5
AGHRT 116	Green Industry Business Management <sup>3</sup>	5
APLED 121	Applied Written Communication <sup>2</sup>	4
ENVS 110	Plant Biology <sup>3</sup>	5
<b>Total</b>		<b>19</b>

**Third Quarter**

AGHRT 104	Principles of Pest Management <sup>4</sup>	5
AGHRT 105	Horticultural Retail Sales <sup>4</sup>	3
AGHRT 112	Spring Landscape Plant Materials <sup>4</sup>	5
AGHRT 173	Agricultural Leadership Training <sup>4</sup>	1
ENVS 210	Environmental Soil Science <sup>4</sup>	5
<b>Total</b>		<b>19</b>

**Fourth Quarter**

AGGEN 151	Shop Skills <sup>1</sup>	4
AGHRT 102	Pesticides and Fertilizer Application Equipment <sup>1</sup>	4
AGHRT 106	Greenhouse and Nursery Management I <sup>1</sup>	5
AGHRT 204	Landscape Design 1 <sup>1</sup>	4
<b>Total</b>		<b>17</b>

**Fifth Quarter**

AGHRT 107	Greenhouse and Nursery Management II <sup>3</sup>	5
AGHRT 202	Principles of Irrigation <sup>3</sup>	5
AGHRT 219	Soil Management and Fertility <sup>3</sup>	5
BUS 280	Human Relations in Business <sup>3</sup>	5
<b>Total</b>		<b>20</b>

**Sixth Quarter**

AGHRT 108	Greenhouse and Nursery Management III <sup>4</sup>	4
AGHRT 195	Practicum <sup>5</sup>	3

AGHRT 230	Plant Problem Diagnosis <sup>4</sup> . . . . .	5
AGHRT 232	Pest Management Project <sup>4</sup> . . . . .	2
MMGT 205	Small Business Planning <sup>4</sup> . . . . .	5
<b>Total</b> . . . . .		<b>19</b>

**113 credits are required for the AAS.**

### CERTIFICATE

#### First Quarter

AGHRT 103	Introduction to Greenhouse and Nursery Production <sup>1</sup> . . . . .	3
AGHRT 110	Fall Landscape Plant Materials <sup>1</sup> . . . . .	5
AGHRT 126	Computer Essentials for Environmental Sciences <sup>1</sup> . . . . .	2
AGHRT 171	Agricultural Leadership Training <sup>1</sup> . . . . .	1
AGHRT 211	Floral Design Techniques <sup>1</sup> . . . . .	5
APLED 112	Applied Mathematics <sup>2</sup> . . . . .	3
<b>Total</b> . . . . .		<b>19</b>

#### Second Quarter

AGHRT 111	House Plants <sup>3</sup> . . . . .	5
AGHRT 116	Green Industry Business Management <sup>3</sup> . . . . .	5
APLED 121	Applied Written Communication <sup>2</sup> . . . . .	4
ENVS 110	Plant Biology <sup>3</sup> . . . . .	5
<b>Total</b> . . . . .		<b>19</b>

#### Third Quarter

AGHRT 104	Principles of Pest Management <sup>4</sup> . . . . .	5
AGHRT 105	Horticultural Retail Sales <sup>4</sup> . . . . .	3
AGHRT 112	Spring Landscape Plant Materials <sup>4</sup> . . . . .	5
AGHRT 173	Agricultural Leadership Training <sup>4</sup> . . . . .	1
ENVS 210	Environmental Soil Science <sup>4</sup> . . . . .	5
<b>Total</b> . . . . .		<b>19</b>

**57 credits are required for the Certificate.**

<sup>1</sup> These courses may be offered fall quarter only.

<sup>2</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>3</sup> These courses may be offered winter quarter only.

<sup>4</sup> These courses may be offered spring quarter only.

<sup>5</sup> Practicum may be taken at any time during the second year.

## HEALTH INFORMATION TECHNOLOGY

### AAS: SCC

This AAS degree program is accredited by the American Health Information Management Association (AHIMA) and the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) and prepares students for employment in maintaining and processing health information in hospitals, nursing facilities, ambulatory care clinics and health insurance agencies. Training in a realistic work environment include managing computer databases, coding and abstracting clinical data, quality control management of information, health-related legal principles and policies, and knowledge of the Health Insurance Portability and Accountability Act (HIPAA) regulations. Upon completion of the program, students are eligible to take the Registered Health Information Technician (RHIT) certification exam offered by (AHIMA).

Each required course for graduation in the first year of the curriculum must be completed with a 2.0 grade or better before proceeding to the second year of the curriculum. A 2.0 grade or better must be maintained in all courses required for a degree. All HIT courses must be completed within five years.

Prerequisite/Admission Requirements:

- High School diploma or GED certificate
- Physical examination
- Keyboarding skills (Microsoft or basic computing)
- Appropriate scores in one of the following: ASSET or COMPASS

Students desiring a course of study leading to an associate of arts degree should consult the college catalog for the specific degree requirements. The AA degree is recommended for students who may consider continuing their education in health information management or administration.

### AAS

#### First Quarter

HED 108	Human Anatomy . . . . .	5
HIT 104	Introduction to Health Information . . . . .	3
HIT 125	Medical Terminology . . . . .	5
HIT 160	Computer Theory in Health Information . . . . .	3
<b>Total</b> . . . . .		<b>16</b>

#### Second Quarter

BUS 103	Basic Business Math and Electronic Calculators . . . . .	5
HED 109	Human Physiology and Disease . . . . .	5
HIT 101	Health Record Systems . . . . .	5
HIT 161	Health Management Information Systems . . . . .	3
<b>Total</b> . . . . .		<b>18</b>

#### Third Quarter

ENGL& 235	Technical Writing . . . . .	5
HIT 129	Pathophysiology . . . . .	5
HIT 135	Comparative Record Systems . . . . .	4
HIT 162	Electronic Health Record: Meditech . . . . .	3
<b>Total</b> . . . . .		<b>17</b>

#### Fourth Quarter

HIT 105	Legal Concepts in Health . . . . .	3
HIT 145	Pharmacology . . . . .	3
HIT 203	Clinical Practice . . . . .	1
HIT 209	Health Data Analysis and Display . . . . .	5
HIT 212	Acute Care Coding . . . . .	5
<b>Total</b> . . . . .		<b>17</b>

#### Fifth Quarter

HIT 208	Health Information Management . . . . .	5
HIT 211	Quality Improvement . . . . .	4
HIT 214	Ambulatory Care Coding . . . . .	5
HIT 250	Management and Supervision in Health Organizations . . . . .	3
<b>Total</b> . . . . .		<b>17</b>

#### Sixth Quarter

HIT 213	Clinical Practice . . . . .	6
HIT 216	Reimbursement Strategies for HIM Professionals . . . . .	5
HIT 218	Advanced Medical Coding . . . . .	5
HIT 240	HIT Clinical Seminar . . . . .	2
<b>Total</b> . . . . .		<b>18</b>

**103 credits are required for the AAS.**

## HEALTH UNIT COORDINATOR

### AAS, Certificate: SCC

This program offers a one-year certificate with an optional AAS degree and prepares students for a profession working a hospital or long-term care facility. Students learn to coordinate between physicians, patients and hospital staff, utilize and maintain computer record systems, and manage communications within a healthcare unit. Upon completion of the program, students are eligible to take the national Certified Health Unit Coordinator (CHUC) certification exam offered by the National Association of Health Unit Coordinators (NAHUC).

Admission Requirements:

- High school diploma or GED certificate
- Appropriate scores in ASSET or COMPASS
- Keyboarding skills (Microsoft or basic computing)
- Ability to perform under stress
- Physical exam

Any exceptions to the admission requirements must be approved by the program director and the dean of instruction for health and environmental sciences.

Each required course in the first and second quarter must be completed with a 2.0 grade or better before proceeding to the third quarter. All professional coursework must be completed within a five-year period. Students must maintain a 2.0 grade or better in all courses before a certificate is awarded.

The student may complete requirements in Health Unit Coordinator 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. Students enrolling in liberal arts the first year must make formal application to the Health Unit Coordinator program during the first year.

For an associate in applied science degree, the student must complete 20 credit hours of required courses and 25 credit hours of department approved electives numbered 100 or above in addition to the one-year professional curriculum.

**AAS**

BUS&	101	Intro to Business. . . . .	5
ENGL&	101	English Composition I. . . . .	5
PSYC&	100	General Psychology. . . . .	5
		Optional Electives To Consider <sup>1</sup> . . . . .	25
		Sociology Elective . . . . .	5
		<b>Total. . . . .</b>	<b>45</b>

**First Quarter**

BUS	103	Basic Business Math and Electronic Calculators . . . . .	5
CMST	127	Leadership Development . . . . .	3
HIT	160	Computer Theory in Health Information. . . . .	3
HUC	104	Introduction to Health Information . . . . .	3
HUC	108	Human Anatomy. . . . .	5
		<b>Total. . . . .</b>	<b>19</b>

**Second Quarter**

HED	132	Ethics and Professionalism in Health. . . . .	2
HIT	161	Health Management Information Systems. . . . .	3
HUC	101	Health Record Systems . . . . .	5
HUC	120	Introduction to Health Unit Coordinator Procedures. . . . .	2
HUC	125	Medical Terminology . . . . .	5
		<b>Total. . . . .</b>	<b>17</b>

**Third Quarter**

HED	126	Introduction to Study of Disease . . . . .	3
HIT	162	Electronic Health Record: Meditech. . . . .	3
HUC	105	Legal Concepts in Health . . . . .	3
HUC	127	Health Unit Coordinator Procedures. . . . .	5
HUC	145	Pharmacology. . . . .	3
HUC	152	Unit Coordinator Practicum . . . . .	3
		<b>Total. . . . .</b>	<b>20</b>

**101 credits are required for the AAS.**

**CERTIFICATE**

**First Quarter**

BUS	103	Basic Business Math and Electronic Calculators . . . . .	5
CMST	127	Leadership Development . . . . .	3
HIT	160	Computer Theory in Health Information. . . . .	3
HUC	104	Introduction to Health Information . . . . .	3
HUC	108	Human Anatomy. . . . .	5
		<b>Total. . . . .</b>	<b>19</b>

**Second Quarter**

HED	132	Ethics and Professionalism in Health. . . . .	2
HIT	161	Health Management Information Systems. . . . .	3
HUC	101	Health Record Systems . . . . .	5
HUC	120	Introduction to Health Unit Coordinator Procedures. . . . .	2
HUC	125	Medical Terminology . . . . .	5
		<b>Total. . . . .</b>	<b>17</b>

**Third Quarter**

HED	126	Introduction to Study of Disease . . . . .	3
HIT	162	Electronic Health Record: Meditech. . . . .	3
HUC	105	Legal Concepts in Health . . . . .	3
HUC	127	Health Unit Coordinator Procedures. . . . .	5
HUC	145	Pharmacology. . . . .	3
HUC	152	Unit Coordinator Practicum . . . . .	3
		<b>Total. . . . .</b>	<b>20</b>

**56 credits are required for the Certificate.**

**OPTIONAL ELECTIVES TO CONSIDER**

BUS	280	Human Relations in Business . . . . .	5
CMST&	101	Introduction to Communication. . . . .	5
CMST	227	Intercultural Communication . . . . .	5
HUC	266	Cooperative Education Seminar . . . . .	1-2

HUC	267	Cooperative Education Work Experience. . . . .	1-18
MMGT	101	Principles of Management . . . . .	5

**SOCIOLOGY ELECTIVE**

SOC&	101	Intro to Sociology. . . . .	5
SOC	211	Marriage and the Family . . . . .	5

<sup>1</sup> Or any departmentally approved elective numbered 100 or above.

**HEALTH, PHYSICAL EDUCATION AND RECREATION PRE-MAJOR**

**AA-DTA: 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**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total. . . . .</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**HEALTH/FITNESS TECHNICIAN**

**AAS: 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. Students should meet with their adviser to review the catalog and/or transfer manual of the school to which they plan to transfer before selecting courses.

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**

**First Quarter**

BUS	102	Math Skills for Business . . . . .	3
FMT	204	Health Appraisal and Exercise Prescription. . . . .	5
HLTH	174	First Aid. . . . .	3
		HFT Suggested Electives <sup>1</sup> . . . . .	5
		<b>Total. . . . .</b>	<b>16</b>

**Second Quarter**

BIOL&	160	General Biology w/Lab	5
CMST&	101	Introduction to Communication	5
FMT	106	Anatomical and Physiological Kinesiology	5
<b>Total</b>			<b>15</b>

**Third Quarter**

BIOL&	241	Human A & P 1	5
FMT	111	Physiology of Exercise	5
FMT	115	Leadership Dynamics	3
		HFT Suggested Electives	3
<b>Total</b>			<b>16</b>

**Fourth Quarter**

BIOL&	242	Human A & P 2	5
FMT	209	Exercise and the Cardiovascular System	3
FMT	219	Injury Prevention and Rehabilitation	5
PE	187	Cross Training	2
<b>Total</b>			<b>15</b>

**Fifth Quarter**

ENGL&	101	English Composition I	5
FMT	119	Principles of Strength Training	5
HLTH	104	Stress Management	3
PE	270	Nutrition for Fitness	3
<b>Total</b>			<b>16</b>

**Sixth Quarter**

FMT	112	Exercise and Aging	3
FMT	225	Personal Training	5
PE	266	Cooperative Education Seminar	1
PE	267	Cooperative Education Work Experience	3
<b>Total</b>			<b>12</b>

**90 credits are required for the AAS.**

**HFT SUGGESTED ELECTIVES**

ANTH&	100	Survey of Anthropology	5
BUS&	101	Intro to Business	5
HIST&	116	Western Civilization I	5
HLTH	101	Health and Wellness	3
MATH&	107	Math in Society	5
PE	186	Fast Fitness, Beginning	1
PE	187	Cross Training	2
PE	239	Weight Training	1
PE	286	Fast Fitness, Advanced	1
PE	287	Cross Training	2
PSYC&	100	General Psychology	5
SBM	101	How to Start a Small Business	5
SOC&	101	Intro to Sociology	5

<sup>1</sup> HFT students have the flexibility of taking most courses offered at SFCC for their electives. However, students are asked to get approval from the HFT advisor prior to scheduling any electives.

**HEARING INSTRUMENT SPECIALIST****AAS, 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.

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."

**Non-Local Students:** 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 communica-

tion between the mentor, student and faculty is important in order for a student to succeed in this challenging program.

Admission Requirements:

- Out of state students please refer to the tuition of "non-resident with waiver" section of web catalog.
- Ability to attend six on campus three-day sessions.
- Student must have secured a mentoring site if unable to make daily commute to college.
- Completion of HIS enrollment packet found at [www.spokanefalls.edu/his](http://www.spokanefalls.edu/his)

**AAS****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
<b>Total</b>			<b>17</b>

**Second Quarter**

HIS	123	Basic Audiometrics	5
HIS	125	Auditory Disorders	4
HIS	127	Hearing Healthcare Management I	4
		Math Elective	5
<b>Total</b>			<b>18</b>

**Third Quarter**

HIS	134	Advanced Audiometrics	5
HIS	136	Hearing Instrument Technologies	4
HIS	138	Ear Couplers and Assistive Technologies	5
		Communication Elective	5
<b>Total</b>			<b>19</b>

**Fourth Quarter**

HIS	201	Hearing Healthcare Management II	4
HIS	206	Hearing Instrument Specialist Laboratory I	4
HIS	250	Perspectives on Disabilities	4
<b>Total</b>			<b>12</b>

**Fifth Quarter**

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

**Sixth Quarter**

HIS	205	Introduction to Speech-Language Pathology and Audiology	5
HIS	222	Clinical Methods II	6
HIS	266	Cooperative Education Seminar	1
HIS	267	Cooperative Education Work Experience	5
<b>Total</b>			<b>17</b>

**97 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

HIS	101	Basic Hearing Instrument Sciences	4
HIS	104	Hearing Physiology and Anatomy	4
HIS	106	Healthcare and Business Ethics	4
<b>Total</b>			<b>12</b>

**Second Quarter**

HIS	123	Basic Audiometrics	5
HIS	125	Auditory Disorders	4
HIS	127	Hearing Healthcare Management I	4
HIS	213	Marketing/Sales	4
<b>Total</b>			<b>17</b>

**Third Quarter**

HIS	134	Advanced Audiometrics	5
HIS	138	Ear Couplers and Assistive Technologies	5
HIS	266	Cooperative Education Seminar	1
HIS	267	Cooperative Education Work Experience	3
<b>Total</b>			<b>14</b>

**43 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: 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**

**First Quarter**

AIRC	113	Math for HVAC Technicians . . . . .	5
AIRC	114	Principles of Electricity . . . . .	8
AIRC	117	Theory of Heat Transfer . . . . .	4
<b>Total . . . . .</b>			<b>17</b>

**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
<b>Total . . . . .</b>			<b>22</b>

**Third Quarter**

AIRC	137	Heating Systems Servicing and Troubleshooting . . . . .	7
AIRC	201	Refrigeration Fundamentals . . . . .	8
ISFTY	111	Industrial First Aid . . . . .	2
<b>Total . . . . .</b>			<b>17</b>

**Fourth Quarter**

AIRC	202	Thermodynamics of Refrigeration <sup>1</sup> . . . . .	8
AIRC	263	System Servicing and Troubleshooting of Air Conditioners <sup>1</sup> . . . . .	7
<b>Total . . . . .</b>			<b>15</b>

**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
<b>Total . . . . .</b>			<b>20</b>

**Sixth Quarter**

AIRC	255	Installation Practices . . . . .	7
AIRC	264	System Servicing and Troubleshooting of Heat Pumps . . . . .	7
<b>Total . . . . .</b>			<b>14</b>

**Seventh Quarter**

AIRC	262	Control Theory and Automation . . . . .	7
AIRC	265	Direct Digital Control Systems . . . . .	8
<b>Total . . . . .</b>			<b>15</b>

**120 credits are required for the AAS.**

<sup>1</sup> The fourth quarter is held summer quarter.

**HISTORY PRE-MAJOR**

**AA-DTA: 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**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total . . . . .</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**HORTICULTURE PRE-MAJOR**

**AA-DTA: 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**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total . . . . .</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**HOTEL AND RESTAURANT  
MANAGEMENT**

**AAS: 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 and all culinary courses are required for a degree.

**AAS**

**HOTEL AND RESTAURANT MANAGEMENT**

**First Quarter**

APLED	121	Applied Written Communication <sup>1</sup> . . . . .	4
CIS	110	Introduction to Computer Applications . . . . .	5
HM	110	Introduction to Hospitality . . . . .	5
HM	115	Food Sanitation <sup>2</sup> . . . . .	3
<b>Total . . . . .</b>			<b>17</b>

**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
<b>Total</b>			<b>19</b>

**Third Quarter**

APLED	125	Employment Preparation <sup>1</sup>	3
HM	130	Human Relations	5
ISFTY	111	Industrial First Aid	2
		Cooperative Education Elective <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>17</b>

**Fifth Quarter**

CMST	227	Intercultural Communication	5
HM	232	Hotel/Restaurant Management Principles	5
MMGT	231	Human Resource Management	5
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>18</b>

**Seventh Quarter**

CUL	123	Espresso	2
CUL	127	Banquet Service	2
CUL	131	A la Carte Service	9
		Cooperative Education Elective <sup>3</sup>	5
<b>Total</b>			<b>18</b>

**119 credits are required for the AAS.**

**RESTAURANT MANAGEMENT OPTION****First Quarter**

APLED	121	Applied Written Communication <sup>1</sup>	4
CIS	110	Introduction to Computer Applications	5
HM	110	Introduction to Hospitality	5
HM	115	Food Sanitation <sup>2</sup>	3
<b>Total</b>			<b>17</b>

**Second Quarter**

HM	112	Hospitality Mathematics	3
HM	126	Food Science	5
HM	141	Maintenance and Engineering	5
MMGT	223	Customer Service	3
<b>Total</b>			<b>16</b>

**Third Quarter**

APLED	125	Employment Preparation <sup>1</sup>	3
HM	130	Human Relations	5
ISFTY	111	Industrial First Aid	2
		Cooperative Education Elective <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>18</b>

**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
<b>Total</b>			<b>18</b>

**Seventh Quarter**

CUL	123	Espresso	2
CUL	127	Banquet Service	2
CUL	131	A la Carte Service	9
		Cooperative Education Elective <sup>3</sup>	5
<b>Total</b>			<b>18</b>

**117 credits are required for the AAS.**

**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

<sup>1</sup> This course may be substituted with any course or combination of courses approved by the instructional dean.

<sup>2</sup> This course is required for certification by the Educational Foundation of the National Restaurant Association.

<sup>3</sup> 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, 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****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
<b>Total</b>			<b>21</b>

**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
<b>Total</b>			<b>20</b>

# INFORMATION PROCESSING

## AAS: 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

#### First Quarter

BT	101	Keyboarding <sup>1</sup>	5
BT	107	Business Communications <sup>2</sup>	3
GENST	106	College Success	3
IS	120	Business Computer Use	3
IS	160	Internet Fundamentals	1
<b>Total</b>			<b>15</b>

#### Second Quarter

ACCT	103	Fundamental Bookkeeping Procedures	3
BT	102	Document Processing	5
BT	108	Business Communications <sup>2</sup>	3
BUS	102	Math Skills for Business <sup>3</sup>	3
		Approved Elective	1
<b>Total</b>			<b>15</b>

#### Third Quarter

BT	103	Formatting	5
BT	155	Records Information Management	3
BT	231	Office Procedures	5
CAPPS	112	Excel	2
<b>Total</b>			<b>15</b>

#### Fourth Quarter

BT	258	Desktop Publishing	5
BT	272	Business Correspondence	5
IS	210	Internet Programming I	3
		Approved Elective	2
<b>Total</b>			<b>15</b>

#### 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
<b>Total</b>			<b>17</b>

#### 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
<b>Total</b>			<b>18</b>

**95 credits are required for the AAS.**

<sup>1</sup> Students may take BT 102 if they possess keyboarding skills at 35 wpm and knowledge of business document formatting. Permission of instructor recommended.

<sup>2</sup> ENGL& 101 may be substituted.

<sup>3</sup> BUS 103 may be substituted.

### Third Quarter

APLED	121	Applied Written Communication <sup>1</sup>	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
<b>Total</b>			<b>21</b>

### Fourth Quarter

APLED	123	Leadership Skills for Business and Industry <sup>1</sup>	3
FLPT	230	Advanced Pneumatics Theory	3
FLPT	231	Advanced Pneumatics Lab	2
FLPT	232	Mechanical Drive Systems Theory	3
FLPT	233	Mechanical Drive Systems Lab	3
FLPT	234	Velocity and Load Calculations	1
FLPT	243	Advanced Machine Controls	4
<b>Total</b>			<b>19</b>

### Fifth Quarter

APLED	125	Employment Preparation <sup>1</sup>	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
<b>Total</b>			<b>22</b>

### Sixth Quarter

FLPT	264	Fluid Power Computer Applications <sup>2</sup>	4
FLPT	265	Hydraulic Circuit Design <sup>2</sup>	3
FLPT	268	Fluid Power Application and Sales <sup>2</sup>	5
FLPT	269	Hydraulic Manifold Design <sup>2</sup>	3
ISFTY	111	Industrial First Aid <sup>2</sup>	2
<b>Total</b>			<b>17</b>

**120 credits are required for the AAS.**

### 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
<b>Total</b>			<b>21</b>

#### 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
<b>Total</b>			<b>20</b>

#### Third Quarter

APLED	121	Applied Written Communication <sup>1</sup>	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
<b>Total</b>			<b>21</b>

#### Fourth Quarter

		Applied Education Elective	3
<b>Total</b>			<b>3</b>

**65 credits are required for the Certificate.**

### APPLIED EDUCATION ELECTIVE

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

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>2</sup> 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 TECHNOLOGY

### AAS: 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.

#### AAS

##### First Quarter

BT	100	Beginning Keyboarding	1
ENGL&	101	English Composition I	5
IS	101	Planning For Information Technology Students	1
IS	103	Information Technology Fundamentals	5
IS	105	Applications for IT I	3
<b>Total</b>			<b>15</b>

##### Second Quarter

IS	107	Applications for IT II	3
IS	132	Computer Ethics & Law	5
IS	140	Computer and Network Support	5
IS	162	Data Communications and Networks	3
<b>Total</b>			<b>16</b>

##### Third Quarter

CS	121	UNIX/Linux	3
ENGL&	235	Technical Writing	5
IS	144	Programming Fundamentals	3
IS	210	Internet Programming I	5
<b>Total</b>			<b>16</b>

##### Fourth Quarter

CS	223	Programming for IT	5
IS	260	Database Theory	5
IS	262	Network Management	5
<b>Total</b>			<b>15</b>

##### Fifth Quarter

IS	234	Computer Forensics I	5
IS	244	Network Security I	5
MATH	098	Algebra III	5
<b>Total</b>			<b>15</b>

##### Sixth Quarter

IS	228	Internet Servers	5
IS	245	Network Security II	5
IS	266	Cooperative Education Seminar	1
IS	267	Cooperative Education Work Experience	2
PHYS	100	Introductory Physics	5
<b>Total</b>			<b>18</b>

**95 credits are required for the AAS.**

## 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
<b>Total</b>			<b>10</b>

##### Second Quarter

IBE	202	Integrated Business and Entrepreneurship Principles II	10
<b>Total</b>			<b>10</b>

##### Third Quarter

IBE	203	Integrated Business and Entrepreneurship Principles III	10
<b>Total</b>			<b>10</b>

**30 credits are required for the Certificate.**

## INTERIOR DESIGN

### AAS, AAS with 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

##### 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
<b>Total</b>			<b>18</b>

##### Second Quarter

ENGL&	101	English Composition I	5
FMDSE	180	Retail Sales Techniques	3
INTDS	106	Sketching Techniques	4
INTDS	184	Architectural Graphics II	4
<b>Total</b>			<b>16</b>

**Third Quarter**

INTDS 107	Rendering Techniques	4
INTDS 187	Architectural Graphics III	4
INTDS 280	Textiles for Interiors	5
	Speech Communication Electives	5
	<b>Total</b>	<b>18</b>

**Fourth Quarter**

INTDS 171	Interior Design Studio I	6
INTDS 175	Materials of Interior Design	5
INTDS 179	History of Interiors I	3
	Math Elective	3-5
	<b>Total</b>	<b>17-19</b>

**Fifth Quarter**

INTDS 172	Interior Design Studio II	6
INTDS 180	History of Interiors II	3
INTDS 185	Building Systems for Interior Design	3
INTDS 186	Lighting Design	3
	<b>Total</b>	<b>15</b>

**Sixth Quarter**

INTDS 176	Special Environments	6
INTDS 181	History of Interiors III	3
INTDS 285	Computer Aided Design I	4
	Suggested Electives <sup>1</sup>	5
	<b>Total</b>	<b>18</b>

102-104 credits are required for the AAS.

**AAS WITH 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**

GRDSN 158	PhotoShop I	2
GRDSN 163	InDesign I	2
INTDS 281	Commercial Design Studio I	6
INTDS 285	Computer Aided Design I	4
SOC& 101	Intro to Sociology	5
	<b>Total</b>	<b>19</b>

**Second Quarter**

INTDS 275	Professional Practices	3
INTDS 282	Commercial Design Studio II	6
INTDS 286	Computer Aided Design II	4
INTDS 287	Digital Interior Design Technology	4
	<b>Total</b>	<b>17</b>

**Third Quarter**

ENV& 101	Intro to Env Science	5
INTDS 266	Cooperative Education Seminar	2
INTDS 267	Cooperative Education Work Experience	5
INTDS 268	Design Portfolio	3
	<b>Total</b>	<b>15</b>

51 credits are required for the AAS with Professional Diploma.

**FIFTH QUARTER ELECTIVES**

IS 120	Business Computer Use	3
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**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

<sup>1</sup> See department for list of suggested electives.

**INTERIOR DESIGN - Transfer Track**

**AAS with 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 WITH 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
	<b>Total</b>	<b>18</b>

**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
	<b>Total</b>	<b>16</b>

**Third Quarter**

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

**Fourth Quarter**

ASTR& 101	Intro to Astronomy <sup>1</sup>	5
	History Elective	5
	Physical Science Elective <sup>2</sup>	5
	<b>Total</b>	<b>15</b>

**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
	<b>Total</b>	<b>20</b>

**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 <sup>3</sup>	5
	<b>Total</b>	<b>17</b>

**Seventh Quarter**

INTDS 176	Special Environments	6
INTDS 181	History of Interiors III	3
INTDS 185	Building Systems for Interior Design	3
	History Elective	5
	<b>Total</b>	<b>17</b>

**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
	<b>Total</b>	<b>18</b>

**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
		<b>Total</b>	<b>19</b>

**Tenth Quarter**

INTDS	266	Cooperative Education Seminar	2
INTDS	267	Cooperative Education Work Experience	5
INTDS	268	Design Portfolio	3
		Biological Science Elective <sup>2</sup>	5
		<b>Total</b>	<b>15</b>

**173 credits are required for the AAS with 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: w/Lab	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

<sup>1</sup> *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.*

<sup>2</sup> *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.*

<sup>3</sup> *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.
- To prepare currently employed business people, who have specific job skills, for advancement to positions of greater responsibility with an international emphasis.

**CERTIFICATE****First Quarter**

BT	107	Business Communications	3
BUS	102	Math Skills for Business	3
BUS	120	International Business	5
BUS	180	Travel and Tourism	3
MMGT	181	Leadership Training-DEC	1
		<b>Total</b>	<b>15</b>

**Second Quarter**

BUS	140	International Marketing	3
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BUS	185	Travelography: Destinations for Business and Tourism	3
ECON	100	Fundamentals of Economics	5
GENST	291	Educational Tour	2
MMGT	182	Leadership Training-DEC	1
		Special Project <sup>1</sup>	1
		<b>Total</b>	<b>15</b>

**30 credits are required for the Certificate.**

<sup>1</sup> *Special project may be in the form of a written report, seminar attendance, cooperative education work experience, directed study or internship.*

**INTERNATIONAL STUDIES PRE-MAJOR****AA-DTA: SFCC**

The International Studies pre-major provides students with an opportunity for an international focus for their program of study. This pre-major may be completed in two years in conjunction with the associate of arts (AA) degree. An effort has been made to see that students earning this pre-major and graduating with an AA degree will be able to transfer to Eastern Washington University and Gonzaga University and be accepted into their International Affairs programs at junior standing.

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

**AA-DTA**

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

ANTH&	206	Cultural Anthropology	5
ECON&	202	Macro Economics	5
GEOG	101	Introduction to Geography	5
POLS	125	Introduction to Global Issues	5
POLS&	203	International Relations	5
		Foreign Language <sup>1</sup>	15
		Humanities <sup>2</sup>	15
		Remaining AA Degree Requirements <sup>3</sup>	35
		<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**FOREIGN LANGUAGE**

CHIN&	121	Chinese I	5
CHIN&	122	Chinese II	5
CHIN&	123	Chinese III	5
FRCH&	121	French I	5
FRCH&	122	French II	5
FRCH&	123	French III	5
FRCH&	221	French IV	5
FRCH&	222	French V	5
FRCH&	223	French VI	5
GERM&	121	German I	5
GERM&	122	German II	5
GERM&	123	German III	5
GERM&	221	German IV	5
GERM&	222	German V	5
GERM&	223	German VI	5
JAPN&	121	Japanese I	5
JAPN&	122	Japanese II	5
JAPN&	123	Japanese III	5
JAPN&	221	Japanese IV	5
JAPN&	222	Japanese V	5
JAPN&	223	Japanese VI	5
RUSS&	121	Russian I	5
RUSS&	122	Russian II	5
RUSS&	123	Russian III	5
SPAN&	121	Spanish I	5
SPAN&	122	Spanish II	5
SPAN&	123	Spanish III	5
SPAN&	221	Spanish IV	5
SPAN&	222	Spanish V	5
SPAN&	223	Spanish VI	5

**HUMANITIES**

ART&	100	Art Appreciation	5
ART	108	Ancient/Medieval Art	5
CMST	227	Intercultural Communication	5
ENGL	271	World Literature to 1650	5
PHIL&	101	Intro to Philosophy	5

<sup>1</sup> Select three classes in one foreign language: Chinese, French, German, Japanese, Russian, or Spanish. This is a minimum requirement; students should complete at least two years of a foreign language and achieve fluency in speaking and writing before finishing a four-year degree.

<sup>2</sup> Select 15 credit hours of classes from three disciplines in this humanities list.

<sup>3</sup> Completion of the requirements as listed will satisfy the humanities, social science and elective categories of the AA degree. Remaining AA degree requirements in communication, intermediate algebra and quantitative/symbolic reasoning, math/science, and health related/PE/recreational/leisure activities courses must also be completed. A total of 90 quarter credits in courses numbered 100 or above are required.

**INTERPRETER TRAINING PROGRAM**

**AAS-T, Certificate: SFCC**

The AAS-T is an associate degree providing comprehensive core interpreter training program content based on the CEIC accreditation standards. The critical content coursework in the AAS-T addresses all of the Educational Interpreter Education competencies required by the Washington State Board of Education for certified education endorsement in Deaf Education P-12 from OSPI. The balance of the degree is made up of significant general education coursework credits necessary for transfer.

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

Those who are skilled interpreters, in addition to having a trade or profession, provide a valuable service to society, making it possible to provide equal access for deaf and hard-of-hearing people to all area of employment, social services and education.

**AAS-T**

**First Quarter**

ASL&	121	Am Sign Language I	5
GENST	114	Thriving In College	2
HLTH	104	Stress Management	3
ITP	104	Introduction to Audiologic Rehabilitation/Habilitation	4
<b>Total</b>			<b>14</b>

**Second Quarter**

ASL&	122	Am Sign Language II	5
HS	136	Improving Interpersonal Communication	5
		Education or Social Sciences Elective	5-10
<b>Total</b>			<b>15-20</b>

**Third Quarter**

ASL&	123	Am Sign Language III	5
ECED	190	Child Development	5
EDUC&	204	Exceptional Child	5
<b>Total</b>			<b>15</b>

**Fourth Quarter**

ASL&	221	American Sign Language IV	5
ITP	231	Theories of Discourse Analysis	2
ITP	241	Deaf Social and Cultural Issues	5
		Lab Science Elective <sup>1</sup>	5
<b>Total</b>			<b>17</b>

**Fifth Quarter**

ASL&	222	American Sign Language V	5
ITP	232	ASL Linguistic Principles	3
ITP	242	Ethics of Interpreting I	2
MATH&	107	Math in Society	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

ASL&	223	American Sign Language VI	5
ENGL&	101	English Composition I	5

ITP	233	Manually Coded English Systems	5
ITP	243	Educational Interpreting	2
<b>Total</b>			<b>17</b>

**Seventh Quarter**

EDUC	206	Tutor Training	1
ITP	244	Ethics of Interpreting II	3
ITP	251	Interpreting I	5
ITP	261	Transliteration I	5
ITP	281	Applied Interpreting I	1
<b>Total</b>			<b>15</b>

**Eighth Quarter**

CMST	121	Job Communication Skills	5
ITP	252	Interpreting II	5
ITP	262	Transliteration II	5
ITP	282	Applied Interpreting II	2
<b>Total</b>			<b>17</b>

**Ninth Quarter**

ITP	245	Advanced Ethics	2
ITP	253	Interpreting III	5
ITP	263	Transliteration III	5
ITP	283	Applied Interpreting III	3
<b>Total</b>			<b>15</b>

**140-145 credits are required for the AAS-T.**

**CERTIFICATE**

**ITP CERTIFICATE OF COMPLETION**

Students applying for a certificate of completion must currently hold an AA, AAS, BA or BS and complete a specified 94 credit sequence of courses in the human services interpreter training program.

**First Quarter**

ASL&	121	Am Sign Language I	5
ITP	104	Introduction to Audiologic Rehabilitation/Habilitation	4
<b>Total</b>			<b>9</b>

**Second Quarter**

ASL&	122	Am Sign Language II	5
<b>Total</b>			<b>5</b>

**Third Quarter**

ASL&	123	Am Sign Language III	5
<b>Total</b>			<b>5</b>

**Fourth Quarter**

ASL&	221	American Sign Language IV	5
ITP	231	Theories of Discourse Analysis	2
ITP	241	Deaf Social and Cultural Issues	5
<b>Total</b>			<b>12</b>

**Fifth Quarter**

ASL&	222	American Sign Language V	5
ITP	232	ASL Linguistic Principles	3
ITP	242	Ethics of Interpreting I	2
<b>Total</b>			<b>10</b>

**Sixth Quarter**

ASL&	223	American Sign Language VI	5
ITP	233	Manually Coded English Systems	5
ITP	243	Educational Interpreting	2
<b>Total</b>			<b>12</b>

**Seventh Quarter**

ITP	244	Ethics of Interpreting II	3
ITP	251	Interpreting I	5
ITP	261	Transliteration I	5
ITP	281	Applied Interpreting I	1
<b>Total</b>			<b>14</b>

**Eighth Quarter**

ITP	252	Interpreting II	5
ITP	262	Transliteration II	5
ITP	282	Applied Interpreting II	2
<b>Total</b>			<b>12</b>

**Ninth Quarter**

ITP	245	Advanced Ethics	2
ITP	253	Interpreting III	5

ITP	263	Transliteration III	5
ITP	283	Applied Interpreting III	3
<b>Total</b>			<b>15</b>

**94 credits are required for the Certificate.**

#### EDUCATION OR SOCIAL SCIENCES ELECTIVE

ECED	254	Dynamics of Family Relationships	5
ECED	290	School-age Development	5
EDUC&	202	Intro to Education	5
EDUC	252	Social/Emotional Development	5
EDUC	280	Behavior/Classroom Management	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5

<sup>1</sup> Electives must be related to student's declared field of interest and approved by the interpreter training program/deafness adviser.

## INVASIVE CARDIOVASCULAR TECHNOLOGY

### AAS: 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. The Cardiovascular Technology Programs (Invasive and Noninvasive) are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee for Cardiovascular Technology ([www.jrc-cvt.org](http://www.jrc-cvt.org)). William W. Goding, Med., RRT Executive Director, JRC-CVT 6 Pine Knoll Dr. Beverly, MA 01915-1425 (978) 456-5594 (978) 927-1214 (FAX) [www.jrc-cvt.org](http://www.jrc-cvt.org)

- 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

##### Prerequisites

BIOL&	160	General Biology w/Lab
BIOL&	241	Human A & P 1
BIOL&	242	Human A & P 2
CMST	127	Leadership Development

ENGL& 101 English Composition I

MATH 099 Intermediate Algebra

PHYS 100 Introductory Physics

#### First Quarter

HED	109	Human Physiology and Disease	5
ICT	114	Introduction to Cardiac Care	3
ICT	115	Technical Skills - CPR for Health Care Providers	1
ICT	116	Acute Coronary Syndrome	1
ICT	117	Cardiovascular Pharm 1	1
NCT	113	Electrophysiology I	4

**Total** ..... 15

#### Second Quarter

ICT	124	CV Diagnostic Exams	4
ICT	125	Hemodynamics	2
ICT	126	Technical Skills/Reading Hemodynamics	1
ICT	127	Cardiovascular Pharm 2	1
ICT	128	Technical Skills/Pharmacology	1
ICT	129	CPR Instructor	1
NCT	123	History and Physical	3
PHYS	120	Fundamentals of Medical Physics	5

**Total** ..... 18

#### Third Quarter

ICT	134	Cath Lab Procedures	3
ICT	135	Technical Skills Cath Lab Procedures	1
ICT	138	Cardiovascular Physiology	4
ICT	139	Radiation Safety	2
ICT	140	Surgical Asepsis	1
ICT	141	Technical Skills/Surgical Asepsis	1

**Total** ..... 12

#### Fourth Quarter

ICT	144	Patient Care and Assessment	4
ICT	145	Technical Skills/Cath Lab Boot Camp/Patient Care	4
ICT	146	Cath Lab Clinical I	6

**Total** ..... 14

#### Fifth Quarter

ICT	214	Cardiac Interventions/PCI	3
ICT	215	Non Cardiac Vascular (Special) Procedures 1	2
ICT	216	Electrophysiology 1 Introduction To Devices	2
ICT	217	Technical Skills/PCI/EP/Special Equipment	2
ICT	218	Cath Lab Clinical II	5
NCT	253	Echocardiography I	1
RT	211	Advanced Cardiac Life Support	2

**Total** ..... 17

#### Sixth Quarter

ICT	224	Advanced Practices/Management	5
ICT	225	Pediatric Cath	1
ICT	226	Statistics and Research	1
ICT	227	Electrophysiology 2 Interventions	2
ICT	228	Technical Skills/Peds/Statistical Analysis/EP	2
ICT	229	Cath Lab Clinical III	5

**Total** ..... 16

#### Seventh Quarter

ICT	234	Board Registry (RCIS) Prep Blackboard	4
ICT	235	Cath Lab Clinical IV	12

**Total** ..... 16

**108 credits are required for the AAS.**

## JOURNALISM PRE-MAJOR

### AA-DTA: SFCC

The journalism curriculum helps students develop valuable critical thinking and writing skills while they learn up to date interviewing and computer assisted research techniques. Students also learn about the role different media play in shaping our lives and perceptions about society.

Some students decide to apply what they learned toward a career in journalism; others decide to use their coursework to lay the foundation for a career in public relations, business, advertising, marketing, graphic design or technical writing. SFCC's award winning student news publications, **Communicator** and **Communicator Online**, allow students

to gain hands on experience in writing, editing, photography, layout, marketing, advertising, web design and business management.

**AA-DTA**

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

**First Quarter**

ENGL& 101	English Composition I	5
JOURN 101	College Newspaper Production I	3
JOURN 110	Mass Media	5
	Health Elective	3
<b>Total</b>		<b>16</b>

**Second Quarter**

ECON& 201	Micro Economics	5
JOURN 102	College Newspaper Production II	3
JOURN 220	Introduction to News Writing	5
PHOTO 101	Introduction to Photography	5
<b>Total</b>		<b>18</b>

**Third Quarter**

HUM 107	Introduction to Cultural Studies <sup>1</sup>	5
JOURN 103	College Newspaper Production III	3
JOURN 224	Advanced News Reporting	5
PHIL 210	Ethics	5
<b>Total</b>		<b>18</b>

**Fourth Quarter**

ENGL& 111	Intro to Literature <sup>2</sup>	5
JOURN 201	College Newspaper Production IV	3
JOURN 225	Multimedia Journalism	5
PHIL& 106	Intro to Logic	5
<b>Total</b>		<b>18</b>

**Fifth Quarter**

BIOL 100	Environmental Biology	5
HIST 141	History of China	5
JOURN 202	College Newspaper Production V	3
MATH 221	Introduction to Probability and Statistics	5
<b>Total</b>		<b>18</b>

**Sixth Quarter**

JOURN 100	Introduction to Broadcasting	5
JOURN 203	College Newspaper Production VI	3
NUTRI 251	Nutrition	5
PSYC& 100	General Psychology	5
<b>Total</b>		<b>18</b>

106 credits are required for the AA-DTA.

**HEALTH ELECTIVE**

HLTH 101	Health and Wellness	3
HLTH 104	Stress Management	3
HLTH 174	First Aid	3

<sup>1</sup> HUM 107 can be substituted with GRDSN 100.  
<sup>2</sup> ENGL& 111 can be substituted with HUM& 101.

**LANDSCAPE-TURF**

**AAS, 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**

**First Quarter**

AGGEN 156	Equipment Operation and Maintenance	5
AGHRT 110	Fall Landscape Plant Materials	5
AGHRT 126	Computer Essentials for Environmental Sciences	2
AGHRT 171	Agricultural Leadership Training	1
APLED 112	Applied Mathematics <sup>1</sup>	3
APLED 121	Applied Written Communication <sup>1</sup>	4
<b>Total</b>		<b>20</b>

**Second Quarter**

AGGEN 151	Shop Skills	4
AGHRT 102	Pesticides and Fertilizer Application Equipment	4
AGHRT 104	Principles of Pest Management	5
AGHRT 116	Green Industry Business Management	5
AGHRT 172	Agricultural Leadership Training	1
<b>Total</b>		<b>19</b>

**Third Quarter**

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

**Fourth Quarter**

AGHRT 266	Cooperative Education Seminar	1
AGHRT 267	Cooperative Education Work Experience	3
<b>Total</b>		<b>4</b>

**Fifth Quarter**

AGHRT 115	Pruning	3
AGHRT 204	Landscape Design 1	4
AGHRT 230	Plant Problem Diagnosis	5
AGHRT 232	Pest Management Project	2
AGHRT 234	Bidding and Estimating	3
<b>Total</b>		<b>17</b>

**Sixth Quarter**

AGHRT 202	Principles of Irrigation	5
AGHRT 205	Landscape Design 2	4
AGHRT 228	Arboriculture	5
BUS 280	Human Relations in Business	5
<b>Total</b>		<b>19</b>

**Seventh Quarter**

AGHRT 201	Landscape Installation	5
AGHRT 225	Weed Biology and Control	5
ENVS 210	Environmental Soil Science	5
MMGT 205	Small Business Planning	5
<b>Total</b>		<b>20</b>

119 credits are required for the AAS.

**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 110	Fall Landscape Plant Materials	5
AGHRT 126	Computer Essentials for Environmental Sciences	2
AGHRT 171	Agricultural Leadership Training	1
APLED 112	Applied Mathematics <sup>1</sup>	3
APLED 121	Applied Written Communication <sup>1</sup>	4
<b>Total</b>		<b>20</b>

**Second Quarter**

AGGEN 151	Shop Skills	4
AGHRT 102	Pesticides and Fertilizer Application Equipment	4
AGHRT 104	Principles of Pest Management	5
AGHRT 116	Green Industry Business Management	5
AGHRT 172	Agricultural Leadership Training	1
<b>Total</b>		<b>19</b>

**Third Quarter**

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

**59 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

**LAW PRE-MAJOR****AA-DTA: SCC, SFCC**

Law has been an important element of every civilization in the history of humans. 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 human beings.

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**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**LEGAL ADMINISTRATION****AAS: 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****First Quarter**

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

**Second Quarter**

ACCT&	201	Prin of Accounting I	5
CMST	287	Business and Professional Communication	3
LA	218	Employment Law	3
MMGT	211	Marketing	5
<b>Total</b>			<b>16</b>

**Third Quarter**

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

**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 <sup>1</sup>	3
<b>Total</b>			<b>14</b>

**Fifth Quarter**

BUS	217	Business Statistics	5
LA	240	Special Issues Seminar	5
LA	245	Supervised Legal Work Experience	4
Approved Business Electives			3-5
<b>Total</b>			<b>17-19</b>

**Sixth Quarter**

CATT	138	Microsoft Excel I	2.5
CATT	139	Microsoft Excel II	2.5
LA	230	Insurance Law	3
LA	245	Supervised Legal Work Experience	5
<b>Total</b>			<b>13</b>

**90-92 credits are required for the AAS.**

**APPROVED BUSINESS ELECTIVES**

ACCT	141	QuickBooks	5
BUS	120	International Business	5
CATT	241	Microsoft Project	2.5
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	242	Project Management	2.5

<sup>1</sup> A total of 3 credits of MMGT 100 (Supervised Volunteer Experience) may be used to substitute a portion of LA 245.

<sup>2</sup> ACCT 141 has a prerequisite of ACCT 151 or permission of instructor.

<sup>3</sup> CATT 241 has a prerequisite of CIS 110 or equivalent experience is recommended.

**LEGAL ADMINISTRATIVE ASSISTANT****AAS, Certificate: SCC**

The Legal Administrative Assistant program combines a well-balanced academic program with expert legal office instruction, giving the student the diversified training and background needed to hold a position of responsibility and importance in many areas of the legal world. This program helps raise the legal office skills of the student to a professional level, gives the student a technical background through completion of technical skill courses and an academic background, provides the student a mature understanding of professional responsibilities, and provides for minimum additional on-the-job training.

To enter the certificate program, students must pass a keyboarding test with 40 wpm. A 2.0 grade or better in each class is required for an A.A.S. degree or Certificate.

**AAS****First Quarter**

BT	102	Document Processing <sup>1</sup>	5
BT	105	Basic Grammar for Business II	5
BT	151	Business Student Preparation	5
<b>Total</b>			<b>15</b>

**Second Quarter**

BT	109	Business Communications	5
BT	165	Word Processing	5
CATT	102	Introduction to Outlook	2.5
Business Elective			3-5
<b>Total</b>			<b>15.5-17.5</b>

**Third Quarter**

BT	160	Job Preparation Techniques	3
BT	231	Office Procedures	5
BT	235	Machine Transcription	5
Electives - Legal Administrative Assistant <sup>2</sup>			5
<b>Total</b>			<b>18</b>

**Fourth Quarter**

BT	272	Business Correspondence	5
LSEC	236	Legal Terminology	5
LSEC	239	Legal Formatting <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

LSEC	216	Legal Office Procedures <sup>4</sup>	5
LSEC	237	Legal Terminology	5
LSEC	244	Legal Machine Transcription <sup>5</sup>	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

BT	250	Information Technology	5
LA	105	Washington and Idaho Court Rules	3
LSEC	233	Legal Office Practice	5
LSEC	285	Legal Office Internship	3
<b>Total</b>			<b>16</b>

**94.5-96.5 credits are required for the AAS.**

**CERTIFICATE**

**First Quarter**

BT	109	Business Communications <sup>6</sup>	5
LSEC	236	Legal Terminology	5
LSEC	239	Legal Formatting <sup>7</sup>	5
		Business Elective	3-5
<b>Total</b>			<b>18-20</b>

**Second Quarter**

BT	231	Office Procedures <sup>8</sup>	5
LSEC	237	Legal Terminology	5
LSEC	244	Legal Machine Transcription <sup>5</sup>	5
<b>Total</b>			<b>15</b>

**Third Quarter**

LA	105	Washington and Idaho Court Rules	3
LSEC	216	Legal Office Procedures <sup>4</sup>	5
LSEC	233	Legal Office Practice	5
LSEC	285	Legal Office Internship	3
<b>Total</b>			<b>16</b>

**49-51 credits are required for the Certificate.**

**BUSINESS ELECTIVE**

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

**ELECTIVES - LEGAL ADMINISTRATIVE ASSISTANT**

ACCT	151	College Accounting I	5
ACCT&	201	Prin of Accounting I	5
BT	201	Information Processing	5
BUS	204	Introduction to Law	5
BUS	280	Human Relations in Business	5
CATT	120	Microsoft Word I	2.5
CATT	121	Microsoft Word II	2.5
CATT	122	Microsoft Access I	2.5
CATT	123	Microsoft Access II	2.5
CATT	138	Microsoft Excel I	2.5
CATT	139	Microsoft Excel II	2.5
CATT	190	Introduction to PowerPoint	2.5
CATT	191	Advanced PowerPoint	2.5
CATT	222	Advanced Microsoft Access I	2.5
CATT	223	Advanced Microsoft Access II	2.5
CATT	238	Advanced Microsoft Excel I	2.5
CATT	239	Advanced Microsoft Excel II	2.5
CMST&	210	Interpersonal Communication	5
MSEC	101	Medical Terminology and Anatomy	5

<sup>1</sup> Students are placed in formatting courses according to their ability. Students who are given advanced standing in keyboarding classes will need to take business electives to meet the credits required for graduation.

<sup>2</sup> Electives must be taken from the following list of courses: ACCT& 201 or ACCT 151, BT 201, BUS 204, 280, MSEC 101, CMST& 210. Other unnamed 5-credit courses may be substituted with approval of the program coordinator.

<sup>3</sup> Prerequisites for legal assistant students taking these classes as part of the legal assistant program are keyboarding skills of 40 wpm, BT 102, 109 and 165 with a grade of 2.0 or better, or with permission of the program coordinator.

<sup>4</sup> LSEC 239 and enrollment in the legal administrative assistant program or permission of the instructor.

<sup>5</sup> BT 235 and LSEC 239 with a grade of 2.0 or better or permission of the instructor.

<sup>6</sup> Must be taken during the first quarter concurrent with LSEC 239 and 249.

<sup>7</sup> Prerequisites for legal assistant students taking these classes as part of the legal assistant program are keyboarding skills of 40 wpm, BT 102, 109 and 165 with a grade of 2.0 or better or with permission of the program coordinator.

<sup>8</sup> This course may be substituted with any related course, a combination of courses or prior office experience approved by the program coordinator.

**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. A minimum grade of 2.0 in each class is required for a Certificate.

**CERTIFICATE**

**First Quarter**

BT	102	Document Processing	5
BT	109	Business Communications	5
BT	151	Business Student Preparation	5
LSEC	236	Legal Terminology	5
<b>Total</b>			<b>20</b>

**Second Quarter**

BT	231	Office Procedures	5
CATT	102	Introduction to Outlook	2.5
LSEC	237	Legal Terminology	5
LSEC	239	Legal Formatting <sup>1</sup>	5
<b>Total</b>			<b>17.5</b>

**Third Quarter**

BT	201	Information Processing	5
BT	272	Business Correspondence	5
LSEC	216	Legal Office Procedures	5
		Business Elective	3-5
<b>Total</b>			<b>18-20</b>

**Fourth Quarter**

BT	165	Word Processing	5
BT	202	Advanced Information Processing	5
BT	250	Information Technology	5
LSEC	285	Legal Office Internship	3
<b>Total</b>			<b>18</b>

**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

<sup>1</sup> 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. A grade of 2.0 or higher in each class (including prerequisites) are required for this certificate.

#### CERTIFICATE

Basic Courses	20
General Education Courses	5
Other Courses	0-5
Social Science or Humanities Course <sup>1</sup>	5
Specialty Courses	24
Supervised Legal Work Experience	8
<b>Total</b>	<b>62-67</b>

**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 and Idaho Court Rules	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
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#### OTHER COURSES

BUS 104	Business Mathematics	5
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#### 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	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
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<sup>1</sup> See program coordinator for an additional list of courses.

<sup>2</sup> Prerequisite is ENG& 101.

<sup>3</sup> Prerequisites are LSEC 239 or 249 and a college-level computer course recommended to be selected from the BT, CIS or LSEC departments' offerings.

<sup>4</sup> 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.)

<sup>5</sup> Prerequisites for all Legal Specialty Courses: LA 100, 102, 110.

<sup>6</sup> 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.

<sup>7</sup> Maximum of 3 credits of internship may be applied toward this degree.

<sup>8</sup> 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 Administrative Assistant program. A minimum grade of 2.0 in each class, is required for a certificate.

#### CERTIFICATE

##### First Quarter

BT 102	Document Processing	5
BT 109	Business Communications	5
BT 151	Business Student Preparation	5
LSEC 236	Legal Terminology	5
<b>Total</b>		<b>20</b>

##### Second Quarter

BT 165	Word Processing	5
CATT 102	Introduction to Outlook	2.5
LSEC 237	Legal Terminology	5
LSEC 239	Legal Formatting <sup>1</sup>	5
<b>Total</b>		<b>17.5</b>

##### Third Quarter

BT 231	Office Procedures <sup>2</sup>	5
LSEC 216	Legal Office Procedures	5
LSEC 285	Legal Office Internship	3
	Business Elective	3-5
<b>Total</b>		<b>16-18</b>

**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

<sup>1</sup> 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.

<sup>2</sup> This course may be substituted with any related course, a combination of courses, or prior office experience approved by the program coordinator.

## LIBRARY AND INFORMATION SERVICES

### AAS, Certificate: SFCC

The Library and Information Services 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 follows the American Library Association guidelines for library support staff.

Students can enter the program in any quarter; however the recommended course sequence begins fall quarter and library science courses should be taken in sequential 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. The LMLIB 267 COOP internship class is a critical component of the degree program as it provides hand on training to reinforce classroom instruction. This class may be taken more than once during fall, winter or spring quarter. Very few of the library science classes require students to purchase textbooks.

The three quarter online 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 may gain employment as library support staff or paraprofessionals in libraries.

The AAS Educational Paraprofessional School Library Media Technician Emphasis Degree: Students in 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

### First Quarter

LMLIB 100	Introduction to Library Organizations and Careers	3
LMLIB 115	Introduction to Library Organizational Systems	5
	Approved Electives <sup>4</sup>	5
	Computer Skills Electives <sup>1</sup>	4
<b>Total</b>		<b>17</b>

### Second Quarter

LMLIB 116	Introduction to Circulation Systems and Services	5
LMLIB 125	School Libraries and Media Centers	5
	Communication Skills Electives <sup>2</sup>	5
<b>Total</b>		<b>15</b>

### Third Quarter

LMLIB 117	Access Services, Customer Service and Collection Maintenance	5
LMLIB 135	Children's Literature and Library Services	5
	Communication Skills Electives <sup>2</sup>	5
	Computer Skills Electives <sup>1</sup>	2
<b>Total</b>		<b>17</b>

### Fourth Quarter

LMLIB 210	Technical Services I: Acquisitions and Materials Processing	5
	Approved Electives <sup>4</sup>	3
	Computation Skills Electives <sup>3</sup>	3-5
	Computer Skills Electives <sup>1</sup>	4
<b>Total</b>		<b>15-17</b>

### Fifth Quarter

LMLIB 220	Technical Services II: Cataloging	5
	Approved Electives <sup>4</sup>	5
	Leadership Skills/Human Relations Electives	3-5
<b>Total</b>		<b>13-15</b>

### Sixth Quarter

LMLIB 222	Reference Services and Outreach	5
LMLIB 266	Cooperative Education Seminar	2
LMLIB 267	Cooperative Education Work Experience <sup>5</sup>	6
<b>Total</b>		<b>13</b>

**90-94 credits are required for the AAS.**

## CERTIFICATE

### ALL LMLIB CLASSES OFFERED ONLINE

#### SCHOOL LIBRARY MEDIA TECHNICIAN

##### First Quarter

EDUC& 204	Exceptional Child <sup>6</sup>	5
LMLIB 100	Introduction to Library Organizations and Careers	3
LMLIB 115	Introduction to Library Organizational Systems	5
<b>Total</b>		<b>13</b>

##### 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 <sup>10</sup>	5
<b>Total</b>		<b>13</b>

##### Third Quarter

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

**41 credits are required for the Certificate.**

#### COMMUNICATION SKILLS ELECTIVES

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

#### COMPUTATION SKILLS ELECTIVES

ACCT 141	QuickBooks	3-5
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 ELECTIVES

BT 100	Beginning Keyboarding	1
BT 101	Keyboarding	5
CAPPS 102	Introduction to Office	1
CAPPS 104	Beginning Windows Operating System	1
CAPPS 110	Word	1-8
CAPPS 112	Excel	1-8
CAPPS 114	Access	1-8
CAPPS 116	PowerPoint	1-5
CAPPS 120	Outlook	2
GENST 108	Learning for the 21st Century	5
GENST 115	Internet Issues	2
IS 120	Business Computer Use	3
IS 142	Hardware Fundamentals	3
IS 143	Operating System Fundamentals	2
IS 160	Internet Fundamentals	1
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
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

<sup>1</sup> Select courses from Computer Skills Electives for a total of 10 credits.

<sup>2</sup> Select two or three courses for a total of 10-11 credits in Communication Skills.

<sup>3</sup> Select one course for a total of 3-5 credits in Computation Skills. Any online MATH course may be substituted.

<sup>4</sup> Students may select elective courses from an Approved Electives list in order to reach the required program credits. Approved electives include courses in ASL, BT, CAPPS, ECED, EDUC, ENGL& 111, HLTH 174, IS, LMLIB, MGMT 223, SPAN. See department for complete list.

<sup>5</sup> 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).

<sup>6</sup> EDUC& 204 may be substituted with EDUC& 202.

<sup>7</sup> EDUC 252 or any library science (LMLIB) course, CAPPS course or courses approved by instructor, may be taken for a total of 5 credits.

<sup>8</sup> Students may select ENGL& 101 or BT 107 and 108 for 5-6 credits from Communication Skills.

<sup>9</sup> Students may select either BT 100 or BT 101.

<sup>10</sup> LMLIB 220 may be substituted with LMLIB 116.

## MACHINIST/CNC TECHNOLOGY

### AAS, 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/CNC Certificate:** This four-quarter evening Machinist/CNC 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 and CNC machining skills.

**AAS****First Quarter**

APLED	112	Applied Mathematics <sup>1</sup> . . . . .	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
<b>Total</b> . . . . .			<b>20</b>

**Second Quarter**

CIS	105	Computer Fundamentals for Vocations I <sup>2</sup> . . . . .	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
<b>Total</b> . . . . .			<b>21</b>

**Third Quarter**

APLED	121	Applied Written Communication <sup>1</sup> . . . . .	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
<b>Total</b> . . . . .			<b>22</b>

**Fourth Quarter**

AGGEN	157	Arc Welding . . . . .	1
APLED	123	Leadership Skills for Business and Industry <sup>1</sup> . . . . .	3
MACH	244	Blueprint IV . . . . .	2
MACH	247	CNC Theory . . . . .	5
MACH	248	CNC Lab . . . . .	7
MACH	262	CNC Programming . . . . .	3
<b>Total</b> . . . . .			<b>21</b>

**Fifth Quarter**

APLED	125	Employment Preparation <sup>1</sup> . . . . .	3
MACH	249	Quality Control . . . . .	4
MACH	250	CNC Production Theory . . . . .	5
MACH	251	CNC Production Lab . . . . .	7
MACH	254	Blueprint V . . . . .	2
<b>Total</b> . . . . .			<b>21</b>

**Sixth Quarter**

MACH	201	Manufacturing Economics . . . . .	1
MACH	202	Manufacturing Resource Management . . . . .	1
MACH	243	Machine Tool Operations V <sup>3</sup> . . . . .	8
MACH	246	Machine Tool Operations VI <sup>3</sup> . . . . .	5
<b>Total</b> . . . . .			<b>15</b>

**120 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

APLED	112	Applied Mathematics <sup>1</sup> . . . . .	3
MACH	113	Beginning Blueprint . . . . .	2
MACH	114	Introduction to Machine Shop I . . . . .	5
MACH	247	CNC Theory . . . . .	5
<b>Total</b> . . . . .			<b>15</b>

**Second Quarter**

MACH	116	Introduction to Machine Shop II . . . . .	5
MACH	124	Blueprint II . . . . .	2
MACH	250	CNC Production Theory . . . . .	5
MET	103	Introduction to Computers for Technology . . . . .	2
<b>Total</b> . . . . .			<b>14</b>

**Third Quarter**

MACH	123	Machine Tool Operations I . . . . .	6
MACH	135	Blueprint III . . . . .	2
MACH	257	Computer Aided Machining . . . . .	5
<b>Total</b> . . . . .			<b>13</b>

**Fourth Quarter**

APLED	125	Employment Preparation <sup>1</sup> . . . . .	3
MACH	258	Advanced Computer Aided Machining . . . . .	5
MACH	261	CNC Production Applications . . . . .	6
<b>Total</b> . . . . .			<b>14</b>

**56 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the department dean.

<sup>2</sup> CIS 105 may be substituted with CIS 110.

<sup>3</sup> This course may be substituted with MACH 266 and 267 or 288 (no seminar).

**MANAGEMENT****AAS, 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**

Basic Business Core . . . . .	51
Management Option Requirements . . . . .	27
Recommended Business Electives <sup>1</sup> . . . . .	14
<b>Total</b> . . . . .	<b>92</b>

**92 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

BUS&	101	Intro to Business . . . . .	5
BUS	103	Basic Business Math and Electronic Calculators . . . . .	5
MMGT	223	Customer Service . . . . .	3
Electives Group A,B, or C . . . . .			3-5
<b>Total</b> . . . . .			<b>16-18</b>

**Second Quarter**

ACCT	151	College Accounting I <sup>5</sup> . . . . .	5
CIS	110	Introduction to Computer Applications <sup>2</sup> . . . . .	5
CMST&	101	Introduction to Communication . . . . .	5
MMGT	288	Cooperative Education Work Experience (No Seminar) 1 . . . . .	1
<b>Total</b> . . . . .			<b>16</b>

**Third Quarter**

BT	272	Business Correspondence <sup>3</sup> . . . . .	5
MMGT	101	Principles of Management . . . . .	5
MMGT	288	Cooperative Education Work Experience (No Seminar) 1 . . . . .	1
Electives Group A,B, or C . . . . .			5
Recommended Business Electives <sup>4</sup> . . . . .			3-5
<b>Total</b> . . . . .			<b>19-21</b>

**51-55 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 Microsoft Project .....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 Microsoft Project .....2.5  
 MMGT 231 Human Resource Management ..... 5  
 MMGT 242 Project Management .....2.5  
 MMGT 288 Cooperative Education Work Experience (No Seminar) 12

**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 223 Customer Service ..... 3  
 MMGT 245 Introduction to Consulting ..... 2

<sup>1</sup> Other business courses may be selected with the approval of the department adviser.  
<sup>2</sup> Keyboarding skills are required.  
<sup>3</sup> BT 272 may be substituted with ENGL& 101. BT 109 is a prerequisite.  
<sup>4</sup> Select BT 101 or a recommended business electives course.  
<sup>5</sup> ACCT& 201 may be taken in place of ACCT 151.  
<sup>6</sup> BUS 103 or proficiency test is required.  
<sup>7</sup> ENGL& 102 may be substituted with BT 272 or ENGL& 235.  
<sup>8</sup> MMGT 181 may be substituted with MMGT 182, 183, 191, 192 or 193.

**MANAGEMENT**

**AAS, 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**

**First Quarter**

BT 107 Business Communications<sup>1</sup> ..... 3  
 BUS& 101 Intro to Business ..... 5  
 BUS 103 Basic Business Math and Electronic Calculators<sup>2</sup> ..... 5  
 Computer Elective (Information Systems) ..... 1  
**Total. .... 14**

**Second Quarter**

ACCT& 201 Prin of Accounting I ..... 5  
 BT 108 Business Communications<sup>1</sup> ..... 3  
 BUS 105 Principles of Leadership ..... 3  
 BUS 108 eBusiness ..... 2  
 MMGT 267 Cooperative Education Work Experience<sup>4</sup> ..... 2  
**Total. .... 15**

**Third Quarter**

BT 272 Business Correspondence ..... 5  
 BUS 280 Human Relations in Business ..... 5  
 MMGT 101 Principles of Management ..... 5  
 Computer Elective (Information Systems) ..... 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.**

**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  
 CMST& 101 Introduction to Communication ..... 5  
 MMGT 112 Mid-Management Seminar ..... 1  
 Elective Group A, B or C ..... 4  
**Total. .... 17**

**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**

**50 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	1-8
CAPPS	112	Excel	1-8
CAPPS	114	Access	1-8
CAPPS	116	PowerPoint	1

<sup>1</sup> May substitute ENGL& 101 for BT 107 and 108.

<sup>2</sup> May substitute BUS 217.

<sup>3</sup> May substitute BUS 105 for MMGT 181, 182, 183.

<sup>4</sup> 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 <sup>1</sup>	10
COS	119	Advanced Manicuring Concepts	1
ISFTY	111	Industrial First Aid	2
<b>Total</b>			<b>17</b>

**Second Quarter**

COS	115	Manicuring Concepts II	4
COS	116	Manicuring Applications II <sup>1</sup>	10
COS	129	Advanced Manicuring Applications	2
<b>Total</b>			<b>16</b>

**33 credits are required for the Certificate.**

<sup>1</sup> COS 114 and 116 may be substituted with COS 288 with the permission of the instructor. Washington State licensure requirements allow up to 10% of the student academic instruction to be met at an off campus site.

**MARKETING**

**AAS: 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**

Basic Business Core	51
Marketing Option Requirements	34
Recommended Business Electives <sup>1</sup>	6
<b>Total</b>	<b>91</b>

**91 credits are required for the AAS.**

**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	223	Customer Service	3
MMGT	288	Cooperative Education Work Experience (No Seminar)	8

**RECOMMENDED BUSINESS ELECTIVES**

BUS	100	Money Management	3
BUS&	201	Business Law	5
BUS	204	Introduction to Law	5
CATT	241	Microsoft Project	2.5
MMGT	181	Leadership Training-DEC	1
MMGT	242	Project Management	2.5

<sup>1</sup> Other business courses may be selected with the approval of the department adviser.

<sup>2</sup> ACCT& 201 may be taken in place of ACCT 151.

<sup>3</sup> BUS 103 or proficiency test is required.

<sup>4</sup> Keyboarding skills required.

<sup>5</sup> ENGL& 102 may be substituted with BT 272 (BT 109 is a prerequisite) or ENGL& 235.

<sup>6</sup> MMGT 181 may be substituted with MMGT 182,183,191,192 or 193.

**MARKETING**

**AAS: 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**

**First Quarter**

ACCT&	201	Prin of Accounting I	5
BT	107	Business Communications <sup>1</sup>	3
BUS&	101	Intro to Business	5
BUS	108	eBusiness	2
		Computer Elective (Information Systems)	1
<b>Total</b>			<b>16</b>

**Second Quarter**

BT	108	Business Communications <sup>1</sup>	3
BUS	103	Basic Business Math and Electronic Calculators <sup>2</sup>	5

BUS&	201	Business Law	5
CRMGT	140	Financial Statement Analysis	3
MMGT	111	Mid-Management Seminar <sup>3</sup>	2
<b>Total</b>			<b>18</b>

**Third Quarter**

BT	272	Business Correspondence	5
BUS	280	Human Relations in Business <sup>4</sup>	5
CRMGT	110	Introduction to Finance	3
MMGT	211	Marketing	5
<b>Total</b>			<b>18</b>

**Fourth Quarter**

CMST&	101	Introduction to Communication	5
FMDSE	150	Principles of Retail Merchandising	5
FMDSE	224	Principles of Retail Promotion	5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

BUS	140	International Marketing	3
ECON	100	Fundamentals of Economics <sup>5</sup>	5
MMGT	181	Leadership Training-DEC <sup>6</sup>	3
MMGT	220	Professional Sales	3
<b>Total</b>			<b>14</b>

**Sixth Quarter**

MMGT	101	Principles of Management	5
MMGT	223	Customer Service	3
		Computer Elective (Information Systems)	2
<b>Total</b>			<b>10</b>

**91 credits are required for the AAS.**

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

**MASSAGE THERAPY**

**AAS, Certificate: SCC**

Massage therapists provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles and connective tissues.

Massage safety, client counseling, practice management, applicable regulations and professional standards and ethics are presented.

Students must earn a grade of 2.0 or higher in each class in order to proceed to the next quarter.

Program Prerequisites:

- Washington State Patrol Background Check
- Ability to lift 50 pounds
- Computer literacy or CIS 110
- Appropriate scores in one of the following tests: ASSET or COMPASS

Admission Prerequisites: Any transfer courses must be accredited education institutions, must have been taken within the last five years, with a grade of 2.0 or better.

**AAS**

BIOL&	160	General Biology w/Lab	5
CHEM&	121	Intro to Chemistry: w/Lab	5
CMST&	101	Introduction to Communication	5
PSYC&	100	General Psychology	5
SOC&	101	Intro to Sociology	5
		Communications or Humanities Elective <sup>1</sup>	10
		Math/Science Elective <sup>1</sup>	5
		Social Science Elective <sup>1</sup>	5
<b>Total</b>			<b>45</b>

**First Quarter**

BUS	102	Math Skills for Business	3
HED	108	Human Anatomy	5
MASS	110	Introduction to Massage Therapy	6
<b>Total</b>			<b>14</b>

**Second Quarter**

CMST&	210	Interpersonal Communication	5
HED	125	Medical Terminology	5
ISFTY	111	Industrial First Aid	2
MASS	120	Massage Technique I	4
MASS	122	Body Mechanics I	1
MASS	124	Kinesiology I	2
MASS	126	Hydrotherapy I	1
SURG	105	Blood-borne Pathogens and HIV/AIDS	1
<b>Total</b>			<b>21</b>

**Third Quarter**

ENGL&	101	English Composition I	5
HED	109	Human Physiology and Disease	5
HED	132	Ethics and Professionalism in Health	2
MASS	130	Massage Technique II	3
MASS	132	Body Mechanics II	1
MASS	134	Kinesiology II	2
MASS	136	Hydrotherapy II	1
MASS	138	Student Clinic I	1
<b>Total</b>			<b>20</b>

**Fourth Quarter**

MASS	140	Massage Technique III	3
MASS	142	Anatomy/Physiology/Pathology	5
MASS	144	Business Practices for the Massage Therapist	5
MASS	146	Seminar	1
MASS	148	Student Clinic II	2
<b>Total</b>			<b>16</b>

**116 credits are required for the AAS.**

**CERTIFICATE**

**First Quarter**

BUS	102	Math Skills for Business	3
HED	108	Human Anatomy	5
MASS	110	Introduction to Massage Therapy	6
<b>Total</b>			<b>14</b>

**Second Quarter**

CMST&	210	Interpersonal Communication	5
HED	125	Medical Terminology	5
ISFTY	111	Industrial First Aid	2
MASS	120	Massage Technique I	4
MASS	122	Body Mechanics I	1
MASS	124	Kinesiology I	2
MASS	126	Hydrotherapy I	1
SURG	105	Blood-borne Pathogens and HIV/AIDS	1
<b>Total</b>			<b>21</b>

**Third Quarter**

ENGL&	101	English Composition I	5
HED	109	Human Physiology and Disease	5
HED	132	Ethics and Professionalism in Health	2
MASS	130	Massage Technique II	3
MASS	132	Body Mechanics II	1
MASS	134	Kinesiology II	2
MASS	136	Hydrotherapy II	1
MASS	138	Student Clinic I	1
<b>Total</b>			<b>20</b>

**Fourth Quarter**

MASS	140	Massage Technique III	3
MASS	142	Anatomy/Physiology/Pathology	5
MASS	144	Business Practices for the Massage Therapist	5
MASS	146	Seminar	1
MASS	148	Student Clinic II	2
<b>Total</b>			<b>16</b>

**71 credits are required for the Certificate.**

<sup>1</sup> All electives must be numbered 100 or above.

## MATHEMATICS PRE-MAJOR

### AA-DTA: SCC, SFCC

Mathematics is a science basic to all other sciences and is an integral part of our everyday existence. Students pursuing a career in mathematics have many opportunities for interesting jobs depending on their abilities and interests.

Check with transfer institution for specific computer language course requirement. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

#### AA-DTA

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## MECHANICAL ENGINEERING TECHNOLOGY

### AAS: SCC

The Mechanical Engineering Technology program prepares students for mechanical drafting and design using both CAD drafting and Solid Modeling techniques. The course of study prepares students to work in engineering teams for large and small manufacturing firms, consultant engineering firms, testing and research companies.

Students learn the design and manufacturing processes required for a product to be developed from initial concept to final production. Students not only learn to draft using CAD and Solid Modeling techniques, but also get "hands-on" practical experience in Rapid Prototyping, live design projects, and by learning fabrication processes used in industry. Coursework includes design and assembly techniques as well as shop practice techniques and shop safety. The course of study includes such basic disciplines of engineering technology as math, physics, statics, and materials science.

#### AAS

##### First Quarter

APLED	112	Applied Mathematics <sup>1</sup> . . . . .	5
APLED	121	Applied Written Communication <sup>2</sup> . . . . .	4
CAD	105	Basic Blueprint Reading . . . . .	3
CAD	114	Engineering Graphics I <sup>2</sup> . . . . .	4
MET	101	Introduction to Engineering . . . . .	2
<b>Total</b> . . . . .			<b>18</b>

##### Second Quarter

APLED	123	Leadership Skills for Business and Industry <sup>2</sup> . . . . .	3
CAD	124	Engineering Graphics 2 . . . . .	5
CAD	129	Computer Aided Drafting . . . . .	5
MET	123	Applied Technical Mathematics <sup>3</sup> . . . . .	5
<b>Total</b> . . . . .			<b>18</b>

##### Third Quarter

CAD	131	Dimensioning and Tolerancing . . . . .	3
CAD	132	Engineering Graphics 3 . . . . .	5
CAD	135	Schematics . . . . .	3
MET	127	Manufacturing Processes . . . . .	3
MET	133	Introductory Applied Physics <sup>4</sup> . . . . .	3
<b>Total</b> . . . . .			<b>17</b>

##### Fourth Quarter

CAD	241	CAD Solid Modeling . . . . .	5
CAD	248	Mechanical CAD Applications . . . . .	4
MET	242	Mechanical Design Fundamentals . . . . .	4
MET	245	Applied Physics <sup>5</sup> . . . . .	5
MET	247	Shop Practices . . . . .	3
<b>Total</b> . . . . .			<b>21</b>

#### Fifth Quarter

APLED	125	Employment Preparation <sup>2</sup> . . . . .	3
CAD	252	Advanced CAD . . . . .	5
FLPT	136	Applied Hydraulics/Pneumatics . . . . .	3
MET	255	Technical Applications I <sup>4</sup> . . . . .	4
		Approved Statics Elective <sup>6</sup> . . . . .	5-6
<b>Total</b> . . . . .			<b>20-21</b>

#### Sixth Quarter

CAD	261	Project Design . . . . .	4
ELMT	112	Electrical Theory . . . . .	5
MET	250	Strength of Materials/Materials Science <sup>7</sup> . . . . .	5
MET	264	Technical Applications II <sup>4</sup> . . . . .	4
<b>Total</b> . . . . .			<b>18</b>

**112-113 credits are required for the AAS.**

#### APPROVED STATICS ELECTIVE

CET	136	Statics . . . . .	6
MET	254	Statics . . . . .	5

<sup>1</sup> 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.

<sup>2</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

<sup>3</sup> This course may be substituted with MATH 100 if offered with permission of the division dean.

<sup>4</sup> This course may be substituted with MET 266 and 267 or MET 288.

<sup>5</sup> MET 245 may be substituted with PHYS 100.

<sup>6</sup> MET 254 may be substituted with CET 136.

<sup>7</sup> MET 250 may be substituted with CET 253.

## MEDICAL ASSISTANT

### AAS, 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. The Spokane Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, Florida 33756, 1(727)210-2350

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

##### First Quarter

ENGL&	101	English Composition I . . . . .	5
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HED	108	Human Anatomy	5
MA	101	Administrative Medical Assistant I	5
MA	102	Clinical Medical Assistant I	3
<b>Total</b>			<b>18</b>

**Second Quarter**

HED	125	Medical Terminology	5
MA	111	Administrative Medical Assistant II	3
MA	112	Clinical Medical Assistant II	5
PHARM	115	Mathematics for Pharmacy Technicians	5
<b>Total</b>			<b>18</b>

**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
<b>Total</b>			<b>18-20</b>

**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
<b>Total</b>			<b>15</b>

**Fifth Quarter**

MMGT	101	Principles of Management <sup>1</sup>	5
PSYC&	100	General Psychology <sup>1</sup>	5
SOC&	101	Intro to Sociology <sup>2</sup>	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

BUS	280	Human Relations in Business <sup>1</sup>	5
CMST	227	Intercultural Communication <sup>1</sup>	5
ENGL&	102	Composition II <sup>1</sup>	5
<b>Total</b>			<b>15</b>

**Seventh Quarter**

ACCT&	201	Prin of Accounting I <sup>1</sup>	5
CMST&	210	Interpersonal Communication <sup>1</sup>	5
PSYC	210	Conception through Adolescent Developmental Psychology <sup>1</sup>	5
<b>Total</b>			<b>15</b>

**114-116 credits are required for the AAS.**

**CERTIFICATE**

**First Quarter**

ENGL&	101	English Composition I	5
HED	108	Human Anatomy	5
MA	101	Administrative Medical Assistant I	5
MA	102	Clinical Medical Assistant I	3
<b>Total</b>			<b>18</b>

**Second Quarter**

HED	125	Medical Terminology	5
MA	111	Administrative Medical Assistant II	3
MA	112	Clinical Medical Assistant II	5
PHARM	115	Mathematics for Pharmacy Technicians	5
<b>Total</b>			<b>18</b>

**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
<b>Total</b>			<b>18</b>

**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
<b>Total</b>			<b>15</b>

**69 credits are required for the Certificate.**

<sup>1</sup> Departmentally approved electives numbered 100 or above may be substituted for courses required for the AAS degree.

<sup>2</sup> SOC& 101 may be substituted with SOC& 201.

**MEDICAL LABORATORY TECHNICIAN –  
IN COLLABORATION WITH WENATCHEE  
VALLEY COLLEGE**

**Articulation: SCC**

Courses for this program are offered by SCC in collaboration with Wenatchee Valley College. On completion of the program, students will earn an Associate of Technical Science (ATS) degree from Wenatchee Valley College.

Admission Requirements:

- High school graduation or equivalent (GED)
- GPA (most recently earned): High school GPA of 2.5 or a cumulative college GPA of 2.5 with at least 15 quarter credits
- Completion of BIOL& 160 with a grade of C or better (as a prerequisite to the first quarter in Anatomy and Physiology (BIOL& 241), and Microbiology (BIOL& 260)
- The first three quarters of the program are all prerequisites for possible admission to the remaining five quarters of the program. All applicants must either 1) have completed all of the courses listed in the first three quarters of the first year, or 2) be enrolled in the last few courses during the Spring Quarter in which an interview is desired.
- Submit two forms: 1) general WVC admission form (available online at WVC Home Page), and 2) Supplemental Application to the MLT program (print out from "MLT Admissions: link on the MLT web page, fill in & send via US Mail to WVC, available at [www.wvc.edu/go/mlt](http://www.wvc.edu/go/mlt) - see Note below)
- Community Colleges of Spokane are NOT involved in the admission process for the MLT program - only WVC, MLT and SHMC Laboratory Officials are involved in these decisions.
- An interview in Spring Quarter of the first year will be required of all applicants who have met all prerequisite requirements.
- Applicants accepted into the clinical portion of the program must satisfactorily complete an up-to-date immunization (including the HBV 3-shot series), and tuberculosis test form. Students should also have a test for color blindness.

**Note:** Applications and information about the MLT Program are available only at the WVC Web site [www.wvc.edu](http://www.wvc.edu) go to Programs, then to Professional Technical Programs [Workforce Education], then to Medical Laboratory Technology), or go to the MLT pages directly with [www.wvc.edu/go/mlt](http://www.wvc.edu/go/mlt). The courses in the first year (non-MLT prefixes) taken in Spokane are available on a 'space available' basis, not being specifically reserved for MLT students.

A 2.0 must be maintained quarterly in every subject before proceeding to the next quarter.

**ARTICULATION**

**Prerequisites**

BIOL& 160 General Biology w/Lab

**First Quarter**

BIOL&	241	Human A & P 1	5
CHEM&	121	Intro to Chemistry: w/Lab	5
HED	125	Medical Terminology	5
SURG	105	Blood-borne Pathogens and HIV/AIDS	1
		MLT 100 Introduction to Medical Lab Technology <sup>1</sup>	1
<b>Total</b>			<b>17</b>

**Second Quarter**

BIOL&	242	Human A & P 2	5
CHEM&	122	Intro to Organic Chem: w/Lab	5
ENGL&	101	English Composition I	5
		MLT 101 Introductory Seminar <sup>1</sup>	1
<b>Total</b>			<b>16</b>

**Third Quarter**

BIOL&	260	Microbiology	5
CMST&	101	Introduction to Communication	5
PSYC&	100	General Psychology	5
		MLT 102 Intermediate Seminar <sup>1</sup>	1
<b>Total</b>			<b>16</b>

**Fourth Quarter**

MLT 150 Basic Laboratory Theory <sup>1</sup> . . . . .	4
MLT 151 Basic Laboratory Practice <sup>1</sup> . . . . .	3
SCC Computer Elective (optional) . . . . .	0-3
<b>Total</b> . . . . .	<b>7-10</b>

**Fifth Quarter**

MLT 210 Clinical Experience I <sup>1</sup> . . . . .	12
MLT 213 Hematology <sup>1</sup> . . . . .	7
MLT 214 Hematology Lab <sup>1</sup> . . . . .	3
<b>Total</b> . . . . .	<b>22</b>

**Sixth Quarter**

MLT 220 Clinical Experience II <sup>1</sup> . . . . .	12
MLT 223 Clinical Microbiology <sup>1</sup> . . . . .	7
MLT 224 Clinical Microbiology Lab <sup>1</sup> . . . . .	3
<b>Total</b> . . . . .	<b>22</b>

**Seventh Quarter**

MLT 230 Clinical Experience III <sup>1</sup> . . . . .	12
MLT 233 Clinical Chemistry and Urinalysis <sup>1</sup> . . . . .	7
MLT 234 Clinical Chemistry and Urinalysis Lab <sup>1</sup> . . . . .	3
<b>Total</b> . . . . .	<b>22</b>

**Eighth Quarter**

MLT 240 Clinical Experience IV <sup>1</sup> . . . . .	12
<b>Total</b> . . . . .	<b>12</b>

**134-137 credits are required for the Articulation.**

**SCC COMPUTER ELECTIVE (OPTIONAL)**

IS 120 Business Computer Use . . . . .	3
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<sup>1</sup> All classes prefixed MLT are taken by registering each quarter with Wenatchee Valley College. MLT classes 100, 101, 102, 214, 224 and 234 are Directed Study courses. MLT 213, 223 and 233 classes are taught via a real time, LRC SCC ITV link.

## 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 105 Basic Grammar for Business II . . . . .	5
MSEC 101 Medical Terminology and Anatomy . . . . .	5
MSEC 108 Medical Office Computing . . . . .	5
<b>Total</b> . . . . .	<b>15</b>

**Second Quarter**

ACCT 151 College Accounting I . . . . .	5
BT 231 Office Procedures <sup>1</sup> . . . . .	5
MSEC 102 Medical Terminology and Anatomy <sup>2</sup> . . . . .	5
<b>Total</b> . . . . .	<b>15</b>

**Third Quarter**

BUS 103 Basic Business Math and Electronic Calculators <sup>3</sup> . . . . .	5
MSEC 121 Medical Office Reception <sup>4</sup> . . . . .	5
MSEC 123 Medical Office Coding <sup>5</sup> . . . . .	5
<b>Total</b> . . . . .	<b>15</b>

**Fourth Quarter**

MSEC 124 Medical Office Insurance Billing <sup>6</sup> . . . . .	5
MSEC 125 Medical Office Bookkeeping <sup>7</sup> . . . . .	5
MSEC 223 Medical Office Coding II <sup>8</sup> . . . . .	5
<b>Total</b> . . . . .	<b>15</b>

**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 <sup>9</sup> . . . . .	2
MSEC 286 Medical Insurance Billing Internship <sup>9</sup> . . . . .	2
<b>Total</b> . . . . .	<b>13</b>

**73 credits are required for the Certificate.**

<sup>1</sup> BT 105, keyboarding proficiency.

<sup>2</sup> MSEC 101.

<sup>3</sup> BUS 103 may be substituted with BT 128.

<sup>4</sup> BT 231 or concurrent enrollment with BT 231.

<sup>5</sup> MSEC 101,102, or concurrent enrollment with 102.

<sup>6</sup> Concurrent enrollment with MSEC 125.

<sup>7</sup> ACCT 151, BUS 103, and concurrent enrollment with MSEC 124.

<sup>8</sup> MSEC 123.

<sup>9</sup> 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 105 Basic Grammar for Business II . . . . .	5
MSEC 101 Medical Terminology and Anatomy . . . . .	5
MSEC 108 Medical Office Computing . . . . .	5
<b>Total</b> . . . . .	<b>15</b>

**Second Quarter**

BT 231 Office Procedures <sup>1</sup> . . . . .	5
MSEC 102 Medical Terminology and Anatomy <sup>2</sup> . . . . .	5
MSEC 121 Medical Office Reception <sup>3</sup> . . . . .	5
<b>Total</b> . . . . .	<b>15</b>

**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 <sup>4</sup> . . . . .	3
<b>Total</b> . . . . .	<b>12</b>

**42 credits are required for the Certificate.**

<sup>1</sup> BT 105, keyboarding proficiency

<sup>2</sup> MSEC 101

<sup>3</sup> BT 231 or concurrent with BT 231

<sup>4</sup> All of the courses listed above must be completed before enrolling in an internship. Cooperative education may be substituted.

## MEDICAL OFFICE SPECIALIST

**AAS: 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**

**First Quarter**

BT	105	Basic Grammar for Business II	5
MSEC	101	Medical Terminology and Anatomy	5
MSEC	108	Medical Office Computing	5
<b>Total</b>			<b>15</b>

**Second Quarter**

ACCT	151	College Accounting I	5
BT	102	Document Processing	5
MSEC	102	Medical Terminology and Anatomy <sup>1</sup>	5
<b>Total</b>			<b>15</b>

**Third Quarter**

BT	231	Office Procedures <sup>2</sup>	5
BUS	103	Basic Business Math and Electronic Calculators <sup>3</sup>	5
MSEC	120	Human Relations/Communications for Medical Office Personnel	5
MSEC	123	Medical Office Coding <sup>4</sup>	5
<b>Total</b>			<b>20</b>

**Fourth Quarter**

MSEC	121	Medical Office Reception <sup>5</sup>	5
MSEC	223	Medical Office Coding II <sup>6</sup>	5
MSEC	240	Medical Office Transcription <sup>7</sup>	5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

BT	160	Job Preparation Techniques	3
MSEC	124	Medical Office Insurance Billing <sup>8</sup>	5
MSEC	125	Medical Office Bookkeeping <sup>9</sup>	5
MSEC	241	Medical Office Transcription <sup>10</sup>	5
<b>Total</b>			<b>18</b>

**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 <sup>11</sup>	2
MSEC	287	Medical Specialist Internship <sup>11</sup>	2
<b>Total</b>			<b>15</b>

**98 credits are required for the AAS.**

<sup>1</sup> MSEC 101  
<sup>2</sup> BT 105, keyboarding proficiency  
<sup>3</sup> BUS 103 may be substituted with BT 128.  
<sup>4</sup> MSEC 101,102 or concurrent enrollment with 102.  
<sup>5</sup> BT 231 or concurrent with BT 231.  
<sup>6</sup> MSEC 123  
<sup>7</sup> Typing test 40 wpm  
<sup>8</sup> Concurrent enrollment with MSEC 125  
<sup>9</sup> ACCT 151, BUS 103 and concurrent enrollment with MSEC 124  
<sup>10</sup> MSEC 240  
<sup>11</sup> 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	105	Basic Grammar for Business II <sup>1</sup>	5
ENGL	153	Vocabulary Development	5
MSEC	101	Medical Terminology and Anatomy	5
MSEC	131	Fundamentals of Medical Word Processing	5
<b>Total</b>			<b>20</b>

**Second Quarter**

MSEC	102	Medical Terminology and Anatomy	5
MSEC	132	Medical Transcription I	10
		Speech Elective	3-5
<b>Total</b>			<b>18-20</b>

**Third Quarter**

BUS	103	Basic Business Math and Electronic Calculators <sup>2</sup>	5
MSEC	103	Disease Processes	5
MSEC	133	Medical Transcription II	10
<b>Total</b>			<b>20</b>

**Fourth Quarter**

BT	160	Job Preparation Techniques	3
MSEC	150	Medical Transcription Practicum	8
MSEC	284	Medical Internship Seminar	1
<b>Total</b>			<b>12</b>

**70-72 credits are required for the Certificate.**

**SPEECH ELECTIVE**

CMST&	210	Interpersonal Communication	5
CMST	287	Business and Professional Communication	3

<sup>1</sup> BT 105 may be substituted with BT 109.  
<sup>2</sup> BUS 103 may be substituted with BT 128.

**MEDICINE PRE-MAJOR**

**AA-DTA, Associate in Biology DTA/MRP: 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**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**ASSOCIATE IN BIOLOGY DTA/MRP**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the Associate in Biology DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**MULTI-OCCUPATIONAL TRADES**

**AAS: 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**

450 Theory Clock Hours	0
6000 Technical Clock Hours	0
Elective <sup>1</sup>	10
Related Education <sup>2</sup>	13-15
<b>Total</b>	<b>23-25</b>

**23-25 credits are required for the AAS.**

**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

<sup>1</sup> These are recommended electives. Substitutions must be approved by the JATC.

<sup>2</sup> 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: 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**

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

**First Quarter**

MUSC& 141	Music Theory I <sup>1</sup>	5
MUSC 176	Beginner Piano Class I <sup>1</sup>	2
MUSC 180	Private Lessons	1
	Elective <sup>2</sup>	2
	Ensemble <sup>3</sup>	0-1
	GUR - General Undergraduate Requirement <sup>2</sup>	5
<b>Total</b>		<b>15-16</b>

**Second Quarter**

MUSC& 142	Music Theory II <sup>1</sup>	5
MUSC 177	Beginner Piano Class II <sup>1</sup>	2
MUSC 180	Private Lessons	1
	Ensemble <sup>3</sup>	0-1
	GUR - General Undergraduate Requirement <sup>2</sup>	10
<b>Total</b>		<b>18-19</b>

**Third Quarter**

MUSC& 143	Music Theory III <sup>1</sup>	5
MUSC 178	Beginner Piano Class III <sup>1</sup>	2
MUSC 180	Private Lessons	1
	Ensemble <sup>3</sup>	0-1
	GUR - General Undergraduate Requirement <sup>2</sup>	10
<b>Total</b>		<b>18-19</b>

**Fourth Quarter**

MUSC& 241	Music Theory IV <sup>1</sup>	5
MUSC 276	Advanced Piano Class I <sup>1</sup>	2
MUSC 280	Private Lessons	1
	Ensemble <sup>3</sup>	0-1
	GUR - General Undergraduate Requirement <sup>2</sup>	10
<b>Total</b>		<b>18-19</b>

**Fifth Quarter**

MUSC& 242	Music Theory V <sup>1</sup>	5
MUSC 277	Advanced Piano Class II <sup>1</sup>	2
MUSC 280	Private Lessons	1
	Ensemble <sup>3</sup>	0-1
	GUR - General Undergraduate Requirement <sup>2</sup>	10
<b>Total</b>		<b>18-19</b>

**Sixth Quarter**

MUSC& 243	Music Theory VI <sup>1</sup>	5
MUSC 278	Advanced Piano Class III <sup>1</sup>	2
MUSC 280	Private Lessons	1
	Ensemble <sup>3</sup>	0-1
	GUR - General Undergraduate Requirement <sup>2</sup>	10
<b>Total</b>		<b>18-19</b>

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

**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

<sup>1</sup> Courses are offered sequentially. Students should start the program of study sequence fall quarter.

<sup>2</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

<sup>3</sup> Minimum one course per quarter for all majors except piano. Ensemble not required for piano majors.

**NATURAL RESOURCE MANAGEMENT****AAS: 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****NATURAL RESOURCE MANAGEMENT****First Quarter**

ENVS 110	Plant Biology	5
NATRS 112	Natural Resources Mathematical Applications <sup>1</sup>	5
NATRS 120	Basic Computer Applications in Natural Resources <sup>2</sup>	2
NATRS 202	Dendrology	5
NATRS 225	Natural Resources Occupational Experience	1
<b>Total</b>		<b>18</b>

**Second Quarter**

ENVS 207	Wildlife Biology	5
NATRS 122	Natural Resources Trigonometric Applications	5
NATRS 215	Forest Measurements	5
NATRS 225	Natural Resources Occupational Experience	1
WATER 120	Hydrologic Technical and Field Reports <sup>3</sup>	5
<b>Total</b>		<b>21</b>

**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
<b>Total</b>		<b>19</b>

**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
<b>Total</b>		<b>19</b>

**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
<b>Total</b>		<b>15</b>

**Sixth Quarter**

ENVS 208	Outdoor Recreation and Interpretation	3
NATRS 221	Applications in Geographic Information Systems	5
	Elective <sup>4</sup>	5
<b>Total</b>		<b>13</b>

**105 credits are required for the AAS.**

**PARKS AND RECREATION OPTION****First Quarter**

ENVS 110	Plant Biology	5
NATRS 112	Natural Resources Mathematical Applications <sup>1</sup>	5
NATRS 120	Basic Computer Applications in Natural Resources <sup>2</sup>	2
NATRS 202	Dendrology	5
NATRS 225	Natural Resources Occupational Experience	1
<b>Total</b>		<b>18</b>

**Second Quarter**

ENVS 207	Wildlife Biology	5
NATRS 122	Natural Resources Trigonometric Applications	5
NATRS 215	Forest Measurements	5
NATRS 225	Natural Resources Occupational Experience	1
WATER 120	Hydrologic Technical and Field Reports <sup>3</sup>	5
<b>Total</b>		<b>21</b>

**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
<b>Total</b>		<b>19</b>

**Fourth Quarter**

AGGEN 156	Equipment Operation and Maintenance	5
ENVS 104	Environmental Conservation	5
NATRS 209	Silviculture	5
NATRS 225	Natural Resources Occupational Experience	1
<b>Total</b>		<b>16</b>

**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
	Elective <sup>4</sup>	6
<b>Total</b>		<b>19</b>

**Sixth Quarter**

AGGEN 151	Shop Skills	4
ENVS 208	Outdoor Recreation and Interpretation	3
NATRS 221	Applications in Geographic Information Systems	5
<b>Total</b>		<b>12</b>

**105 credits are required for the AAS.**

**SOILS OPTION****First Quarter**

ENVS 110	Plant Biology	5
NATRS 112	Natural Resources Mathematical Applications <sup>1</sup>	5
NATRS 120	Basic Computer Applications in Natural Resources <sup>2</sup>	2
NATRS 202	Dendrology	5
NATRS 225	Natural Resources Occupational Experience	1
<b>Total</b>		<b>18</b>

**Second Quarter**

ENVS 207	Wildlife Biology	5
NATRS 122	Natural Resources Trigonometric Applications	5
NATRS 215	Forest Measurements	5
NATRS 225	Natural Resources Occupational Experience	1
WATER 120	Hydrologic Technical and Field Reports <sup>3</sup>	5
<b>Total</b>		<b>21</b>

**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
<b>Total</b>		<b>19</b>

**Fourth Quarter**

NATRS 209	Silviculture	5
NATRS 225	Natural Resources Occupational Experience	1
WATER 109	Introduction to Water Resources	5
	Elective <sup>4</sup>	5
<b>Total</b>		<b>16</b>

**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
<b>Total</b>		<b>18</b>

**Sixth Quarter**

ENVS 208	Outdoor Recreation and Interpretation	3
NATRS 221	Applications in Geographic Information Systems	5
	Elective <sup>4</sup>	5
<b>Total</b>		<b>13</b>

**105 credits are required for the AAS.**

**WILDLIFE/FISHERIES OPTION****First Quarter**

ENVS 110	Plant Biology	5
NATRS 112	Natural Resources Mathematical Applications <sup>1</sup>	5
NATRS 120	Basic Computer Applications in Natural Resources <sup>2</sup>	2
NATRS 202	Dendrology	5
NATRS 225	Natural Resources Occupational Experience	1
<b>Total</b>		<b>18</b>

**Second Quarter**

ENVS 207	Wildlife Biology	5
NATRS 122	Natural Resources Trigonometric Applications	5
NATRS 215	Forest Measurements	5
NATRS 225	Natural Resources Occupational Experience	1
WATER 120	Hydrologic Technical and Field Reports <sup>3</sup>	5
<b>Total</b>		<b>21</b>

**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
<b>Total</b>		<b>16</b>

**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
<b>Total</b>		<b>15</b>

**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
<b>Total</b>		<b>18</b>

**Sixth Quarter**

ENVS 208	Outdoor Recreation and Interpretation	3
ENVS 227	Advanced Wildlife Biology	4
NATRS 221	Applications in Geographic Information Systems Elective <sup>4</sup>	5
<b>Total</b>		<b>17</b>

**105 credits are required for the AAS.**

<sup>1</sup> Must pass with a 1.7 or higher grade before advancing into NATRS 122.

<sup>2</sup> NATRS 120 may be substituted with CIS 105.

<sup>3</sup> Approved written communication course at the level of 100 or higher.

<sup>4</sup> Electives must be approved by the Natural Resources department.

## NETWORK DESIGN AND ADMINISTRATION

### AAS, 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****First Quarter**

CIS 205	Advanced Operating Systems	5
CIS 240	Introduction to Networks	5
ENGL& 101	English Composition I	5
<b>Total</b>		<b>15</b>

**Second Quarter**

CIS 244	Windows 2003 Server	5
CIS 250	Cisco Networking	5
CIS 271	Server and Introduction to Wireless Technologies Math Elective <sup>1</sup>	5
<b>Total</b>		<b>20</b>

**Third Quarter**

CIS 206	Introduction to UNIX	5
CIS 236	Windows 2003 Network Infrastructure	5
CIS 251	Cisco Network Routing Communication Elective <sup>2</sup>	5
<b>Total</b>		<b>20</b>

**Fourth Quarter**

CIS 213	Advanced UNIX	5
CIS 234	Network Scripting	3
CIS 252	Cisco LAN Design	5
MMGT 242	Project Management	2.5
<b>Total</b>		<b>15.5</b>

**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
<b>Total</b>		<b>18</b>

**Sixth Quarter**

CIS 270	Principles of Network Security	5
CIS 275	Networking Capstone	5
CIS 286	Voice Over IP	5
<b>Total</b>		<b>15</b>

**103.5 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

CIS 205	Advanced Operating Systems	5
CIS 240	Introduction to Networks	5
ENGL& 101	English Composition I	5
<b>Total</b>		<b>15</b>

**Second Quarter**

CIS 244	Windows 2003 Server	5
CIS 250	Cisco Networking	5
CIS 271	Server and Introduction to Wireless Technologies Math Elective <sup>1</sup>	5
<b>Total</b>		<b>20</b>

**Third Quarter**

CIS 206	Introduction to UNIX	5
CIS 236	Windows 2003 Network Infrastructure	5
CIS 251	Cisco Network Routing Communication Elective <sup>2</sup>	5
<b>Total</b>		<b>20</b>

**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
ENGL 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

<sup>1</sup> Select from the math elective group.

<sup>2</sup> Select from the communication elective group.

## NONINVASIVE CARDIOVASCULAR TECHNOLOGY/ECHOCARDIOGRAPHY

### AAS: SCC

Noninvasive Cardiovascular Technology/Echocardiography 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/echocar-

diography 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/echocardiography 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. The Cardiovascular Technology Programs (Invasive and Noninvasive) are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Joint Review Committee for Cardiovascular Technology ([www.jrcvct.org](http://www.jrcvct.org)). William W. Goding, Med., RRT Executive Director, JRC-CVT 6 Pine Knoll Dr. Beverly, MA 01915-1425 (978) 456-5594 (978) 927-1214 (FAX) [www.jrcvct.org](http://www.jrcvct.org)

Admission Recommendations/Requirements:

- Active e-mail account recommended
  - Computer skills recommended
  - CHEM 120; CHEM& 121; HED 125; PHYS 100; PHYS 120 are recommended
  - Appropriate scores in ASSET or COMPASS required
  - Physical examination, immunizations, and drug screening and Washington State Patrol (WSP) background check are required after being accepted into the program.
  - 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.
  - High school diploma or GED certificate required.
  - Interview with cardiovascular technology instructor required
- Program Prerequisites:
- All math and science prerequisites must have been completed within the last five years with a grade of 2.0 or better.

## AAS

### Prerequisites

BIOL& 160	General Biology w/Lab <sup>1</sup>
BIOL& 241	Human A & P 1 <sup>1</sup>
BIOL& 242	Human A & P 2 <sup>1</sup>
CMST 127	Leadership Development
ENGL& 101	English Composition I
MATH 099	Intermediate Algebra <sup>1</sup>

### First Quarter

ECHO 100	Introduction to Echo and Vascular	2
ECHO 112	Vascular Fundamentals	4
ECHO 125	Ultrasound Physics and Instrumentation I	5
NCT 113	Electrophysiology	4
NCT 116	Acute Coronary Syndrome	1
NCT 117	Cardiovascular Pharm 1	1
<b>Total</b>		<b>17</b>

### Second Quarter

ECHO 122	Vascular Procedures I	4
ECHO 135	Ultrasound Physics and Instrumentation II	5
NCT 123	History and Physical	3
NCT 125	Hemodynamics	2
NCT 126	Technical Skills/Reading Hemodynamics	1
<b>Total</b>		<b>15</b>

### Third Quarter

ECHO 131	Core Concepts in Echo Vasc	2
ECHO 132	Vascular Procedures II	5
ECHO 133	Echo Fundamentals	5
ECHO 138	Cardiovascular Physiology	4
<b>Total</b>		<b>16</b>

### Fourth Quarter

ECHO 141	Data Collection and Presentation	3
ECHO 142	Echo Clinical Preparation	4
ECHO 143	Echo Clinical I	6
NCT 139	Surgical Asepsis	1
NCT 140	Technical Skills/Surgical Asepsis	1
<b>Total</b>		<b>15</b>

### Fifth Quarter

ECHO 251	Echocardiography Clinical II	6
ECHO 253	Echocardiography I	7
ECHO 254	Technical Skills Echocardiography I	3
<b>Total</b>		<b>16</b>

### Sixth Quarter

ECHO 261	Echocardiography Clinical III	6
ECHO 263	Echocardiography II	7
ECHO 264	Technical Skills Echo II	3
NCT 127	Cardiovascular Pharm 2	1
NCT 128	Technical Skills/Pharmacology	1
<b>Total</b>		<b>18</b>

### Seventh Quarter

ECHO 273	Echocardiography Clinical IV	14
<b>Total</b>		<b>14</b>

### 111 credits are required for the AAS.

<sup>1</sup> 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

### Associate in Pre-Nursing DTA/MRP: SCC, SFCC

The Associate in Pre-Nursing DTA/MRP degree is a statewide articulated transfer degree agreement for nursing majors between the community colleges and most four-year institutions. This degree shall only be granted to students who have earned a cumulative grade point average of at least 2.0. Students will enter the four-year institution at junior standing. Admission to Washington four-year institutions' schools of nursing is not guaranteed to students holding a DTA/MRP degree. **It is highly recommended that students meet with a counselor or academic adviser** at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning on a regular basis to be sure that requirements specified in this degree are met. Students should also seek academic advising at the four-year institution to which they plan to transfer early in their educational planning to learn about additional requirements and procedures for admission.

Use this program outline in conjunction with the degree worksheet which shows a full course listing for each distribution area. Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**NOTE: Students should always check with the receiving university for additional requirements. Most have competitive admissions and require one year of residency at their institution.**

### ASSOCIATE IN PRE-NURSING DTA/MRP

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

#### First Quarter

CHEM& 121	Intro to Chemistry: w/Lab	5
ENGL& 101	English Composition I	5
HLTH 174	First Aid <sup>1</sup>	3
<b>Total</b>		<b>13</b>

#### Second Quarter

CHEM& 122	Intro to Organic Chem: w/Lab	5
ENGL& 102	Composition II	5
Health-Related/PE/Recreational/Leisure - Group B <sup>1</sup>		2
Required Math: UW & Seattle University transfers		0-5
<b>Total</b>		<b>12-17</b>

#### Third Quarter

CHEM& 123	Intro to Biochemistry: w/Lab	5
Humanities Group A, B or C <sup>2</sup>		5
Quantitative/Symbolic Reasoning Requirement		5
<b>Total</b>		<b>15</b>

#### Fourth Quarter

BIOL& 160	General Biology w/Lab	5
CMST& 101	Introduction to Communication	5
SOC& 101	Intro to Sociology <sup>3</sup>	5
<b>Total</b>		<b>15</b>

**Fifth Quarter**

BIOL&	241	Human A & P 1	5
PSYC&	100	General Psychology	5
		Humanities Group A, B or C <sup>2</sup>	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

BIOL&	242	Human A & P 2	5
BIOL&	260	Microbiology	5
PSYC&	200	Lifespan Psychology	5
<b>Total</b>			<b>15</b>

**Seventh Quarter**

NUTRI	251	Nutrition	5
		Humanities Group A, B or C <sup>2</sup>	5
		Social Sciences - Group B Requirement <sup>4</sup>	5
<b>Total</b>			<b>15</b>

**100-105 credits are required for the Associate in Pre-Nursing DTA/MRP.****HEALTH-RELATED/PE/RECREATIONAL/LEISURE - GROUP A**

ART	122	Health and Safety in Art	1
HLTH	101	Health and Wellness	3
HLTH	104	Stress Management	3
HLTH	174	First Aid	3
PE	170	Introduction to Physical Education and Recreation	3

**QUANTITATIVE/SYMBOLIC REASONING REQUIREMENT**

BUS	217	Business Statistics	5
MATH	221	Introduction to Probability and Statistics	5

**REQUIRED MATH: UW & SEATTLE UNIVERSITY TRANSFERS**

MATH&	141	Precalculus I	5
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<sup>1</sup> Minimum of 5cr and two courses are required. Minimum of one course from Group A. Minimum of one course from Group B. HLTH 174 may be substituted with any course in Group A.

<sup>2</sup> A total of 15cr required in 3 subject areas. Courses must be selected from Groups A, B, or C with no more than two from any one group. No more than 5cr in foreign language or ASL. Refer to Associate in pre-Nursing DTA/MRP degree worksheet for full list of courses and credit requirements in each distribution area.

<sup>3</sup> SOC& 101 may be substituted with SOC& 201.

<sup>4</sup> Refer to Associate in pre-Nursing DTA/MRP degree worksheet for full list of courses and credit requirements in each distribution area.

**NURSING PROGRAM (RN, LPN)****AAS, 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 outcomes are integrated into the philosophy, conceptual framework 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 first quarter, the student is eligible to take the Washington state exam for the Nursing Assistant Certified (NAC). After completion of the second quarter, the student is eligible for employment as a nurse technician. 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. Admission Requirements:

- Physical examination/immunizations/drug screening (completed after acceptance into the nursing program-forms available in the Health Sciences Office, building 9, room 133)
- 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.
- A student may reenroll in a particular nursing class only once. A maximum of one nursing course may be repeated in the nursing

program. A student may appeal to the Academic Advanced Standing Committee to be readmitted to the Nursing Program if there is a special circumstance. If a student withdraws from the nursing program after the tenth day of the quarter and they are failing the course, this will be considered a failure and count as being enrolled in the class.

- Students must have received their HIV/AIDS and Blood Borne pathogen education and certification prior to being admitted into the SCC Nursing program. The certification must meet the Washington state requirement of 7 hours of content. This may be accomplished by taking SURG 105 or may be completed at an outside agency.

**AAS****Prerequisites**

BIOL&	160	General Biology w/Lab <sup>1</sup>	
BIOL&	241	Human A & P 1 <sup>2</sup>	
BIOL&	242	Human A & P 2 <sup>2</sup>	
BIOL&	260	Microbiology <sup>2</sup>	
CHEM&	121	Intro to Chemistry: w/Lab <sup>1</sup>	
ENGL&	101	English Composition I <sup>2</sup>	
MATH	096	Introductory Algebra <sup>1</sup>	
PSYC&	100	General Psychology <sup>2</sup>	
PSYC&	200	Lifespan Psychology <sup>2</sup>	
SURG	105	Blood-borne Pathogens and HIV/AIDS <sup>1</sup>	
Prerequisite Credits Included in AAS Degree <sup>2</sup>			30
<b>Total</b>			<b>30</b>

**First Quarter**

NURS	116	Nursing Foundations <sup>3</sup>	9
NURS	121	Cultural Diversity in Health Care	1
<b>Total</b>			<b>10</b>

**Second Quarter**

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

**Third Quarter**

NURS	131	Intravenous Therapy Concepts	1
NURS	135	Parental and Perinatal Nursing	5
NURS	136	Mental Health Nursing	5
<b>Total</b>			<b>11</b>

**Fourth Quarter**

NURS	141	Professional Relationships	1
NURS	145	Medical Surgical Nursing Concepts	12
<b>Total</b>			<b>13</b>

**Fifth Quarter**

NURS	215	Advanced Nursing Concepts I <sup>4</sup>	10
<b>Total</b>			<b>10</b>

**Sixth Quarter**

NURS	225	Advanced Nursing Concepts II	10
NURS	226	Health Care Management	2
<b>Total</b>			<b>12</b>

**Seventh Quarter**

NURS	235	Advanced Nursing Concepts III	11
<b>Total</b>			<b>11</b>

**107 credits are required for the AAS.****CERTIFICATE****Prerequisites**

BIOL&	160	General Biology w/Lab <sup>1</sup>	
BIOL&	241	Human A & P 1 <sup>2</sup>	
BIOL&	242	Human A & P 2 <sup>2</sup>	
BIOL&	260	Microbiology <sup>2</sup>	
CHEM&	121	Intro to Chemistry: w/Lab <sup>1</sup>	
ENGL&	101	English Composition I <sup>2</sup>	
MATH	096	Introductory Algebra <sup>1</sup>	
PSYC&	100	General Psychology <sup>2</sup>	
PSYC&	200	Lifespan Psychology <sup>2</sup>	
SURG	105	Blood-borne Pathogens and HIV/AIDS <sup>1</sup>	
Prerequisite Credits Included in Certificate <sup>2</sup>			30
<b>Total</b>			<b>30</b>

**First Quarter**

NURS 116	Nursing Foundations <sup>3</sup> . . . . .	9
NURS 121	Cultural Diversity in Health Care . . . . .	1
<b>Total . . . . .</b>		<b>10</b>

**Second Quarter**

NURS 125	Introduction to Medical/Surgical Nursing . . . . .	8
NURS 126	Pharmacology For Nurses . . . . .	2
<b>Total . . . . .</b>		<b>10</b>

**Third Quarter**

NURS 131	Intravenous Therapy Concepts . . . . .	1
NURS 135	Parental and Perinatal Nursing . . . . .	5
NURS 136	Mental Health Nursing . . . . .	5
<b>Total . . . . .</b>		<b>11</b>

**Fourth Quarter**

NURS 141	Professional Relationships . . . . .	1
NURS 145	Medical Surgical Nursing Concepts . . . . .	12
<b>Total . . . . .</b>		<b>13</b>

**74 credits are required for the Certificate.**

- <sup>1</sup> 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 at the end of the next available quarter. Blood-borne pathogens and HIV/Aids Certificate meets Washington State requirements, which may be accomplished by taking SURG 105 or may be completed at an outside agency.
- <sup>2</sup> 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 at the next available quarter.
- <sup>3</sup> Once enrolled in NURS 116, the student must complete the first year within three years.
- <sup>4</sup> Once enrolled in NURS 215, the student must complete the second year within three years.

**OCEANOGRAPHY PRE-MAJOR**

**AA-DTA, Associate in Biology DTA/MRP: 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**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total . . . . .</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**ASSOCIATE IN BIOLOGY DTA/MRP**

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total . . . . .</b>	<b>90</b>

**90 credits are required for the Associate in Biology DTA/MRP.**

- <sup>1</sup> 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, emails and memos; and perform a variety of duties depending on the office situations.

**CERTIFICATE**

**First Quarter**

BT 101	Keyboarding . . . . .	5
BT 105	Basic Grammar for Business II . . . . .	5
BT 151	Business Student Preparation . . . . .	5
<b>Total . . . . .</b>		<b>15</b>

**Second Quarter**

BT 102	Document Processing <sup>1</sup> . . . . .	5
BT 109	Business Communications . . . . .	5
BT 160	Job Preparation Techniques . . . . .	3
BUS 103	Basic Business Math and Electronic Calculators <sup>2</sup> . . . . .	5
CATT 102	Introduction to Outlook . . . . .	2.5
<b>Total . . . . .</b>		<b>20.5</b>

**35.5 credits are required for the Certificate.**

- <sup>1</sup> Keyboarding proficiency of 30 wpm for three minutes with no more than six errors is a prerequisite for BT 102.
- <sup>2</sup> BUS 103 may be substituted with BT 128.

**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 <sup>1</sup> . . . . .	5
BT 107	Business Communications <sup>2</sup> . . . . .	3
BUS 102	Math Skills for Business . . . . .	3
GENST 106	College Success . . . . .	3
IS 160	Internet Fundamentals . . . . .	1
<b>Total . . . . .</b>		<b>15</b>

**Second Quarter**

ACCT 103	Fundamental Bookkeeping Procedures . . . . .	3
BT 102	Document Processing . . . . .	5
BT 108	Business Communications <sup>2</sup> . . . . .	3
CAPPS 112	Excel . . . . .	1
CAPPS 114	Access . . . . .	1
	Elective . . . . .	1-2
<b>Total . . . . .</b>		<b>14-15</b>

**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
<b>Total . . . . .</b>		<b>18</b>

**47-48 credits are required for the Certificate.**

**ELECTIVE**

CAPPS 116	PowerPoint . . . . .	1-2
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CAPPS 120 Outlook . . . . . 2

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

<sup>2</sup> *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

##### First Quarter

BT	102	Document Processing <sup>1</sup>	5
BT	105	Basic Grammar for Business II	5
BT	231	Office Procedures	5
CATT	102	Introduction to Outlook	2.5
<b>Total</b>			<b>17.5</b>

**17.5 credits are required for the Certificate.**

<sup>1</sup> *Keyboarding proficiency of 30 wpm for three minutes with no more than six errors is a prerequisite for BT 102.*

## OFFICE INFORMATION SYSTEMS

### AAS: 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.

#### AAS

##### First Quarter

BT	102	Document Processing	5
BT	105	Basic Grammar for Business II	5
BT	151	Business Student Preparation	5
BUS	103	Basic Business Math and Electronic Calculators <sup>1</sup>	5
<b>Total</b>			<b>20</b>

##### Second Quarter

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

##### Third Quarter

ACCT&	201	Prin of Accounting I <sup>2</sup>	5
BT	160	Job Preparation Techniques	3
BT	231	Office Procedures	5
		Elective	5
<b>Total</b>			<b>18</b>

##### Fourth Quarter

BT	201	Information Processing	5
BT	250	Information Technology	5
BT	272	Business Correspondence	5
CIS	138	Home Networking	2.5
<b>Total</b>			<b>17.5</b>

##### Fifth Quarter

BT	202	Advanced Information Processing	5
BT	260	Administrative Office Management	5

CATT	222	Advanced Microsoft Access I	2.5
CATT	223	Advanced Microsoft Access II	2.5
CIS	139	Small Office Home Office Computer Basics	2.5
<b>Total</b>			<b>17.5</b>

##### Sixth Quarter

BT	263	Integrated Office Applications	5
BT	285	Administrative Professional Internship	2
CATT	128	Desktop Publishing	5
CATT	241	Microsoft Project	2.5
MMGT	242	Project Management	2.5
<b>Total</b>			<b>17</b>

**105.5 credits are required for the AAS.**

#### 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

<sup>1</sup> *BUS 103 may be substituted with BT 128.*

<sup>2</sup> *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.

#### CERTIFICATE

##### First Quarter

BT	102	Document Processing	5
BT	105	Basic Grammar for Business II	5
BT	151	Business Student Preparation	5
<b>Total</b>			<b>15</b>

##### Second Quarter

BT	109	Business Communications	5
BT	165	Word Processing	5
BUS	103	Basic Business Math and Electronic Calculators <sup>1</sup>	5
CATT	102	Introduction to Outlook	2.5
<b>Total</b>			<b>17.5</b>

##### Third Quarter

BT	160	Job Preparation Techniques	3
BT	201	Information Processing	5
BT	231	Office Procedures	5
MMGT	223	Customer Service	3
<b>Total</b>			<b>16</b>

##### Fourth Quarter

BT	202	Advanced Information Processing	5
BT	250	Information Technology	5
CATT	128	Desktop Publishing	5
<b>Total</b>			<b>15</b>

**63.5 credits are required for the Certificate.**

<sup>1</sup> *BUS 103 may be substituted with BT 128.*

## ORTHOTIC-PROSTHETIC TECHNICIAN

### AAS, 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

plastic, 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**

General Education Courses <sup>1</sup> . . . . .	18
<b>Total</b> . . . . .	<b>18</b>

**First Quarter**

OR-PR 111 Prosthetic Tools and Materials . . . . .	4
OR-PR 112 Related Human Anatomy . . . . .	3
OR-PR 114 Below Knee Prosthetics . . . . .	10
<b>Total</b> . . . . .	<b>17</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**Third Quarter**

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

**Fourth Quarter**

OR-PR 138 Clinical Prosthetics . . . . .	6
<b>Total</b> . . . . .	<b>6</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**Eighth Quarter**

OR-PR 178 Clinical Orthotics . . . . .	6
<b>Total</b> . . . . .	<b>6</b>

**132 credits are required for the AAS.**

**CERTIFICATE**

**ORTHOTICS**

General Education Courses <sup>1</sup> . . . . .	9
<b>Total</b> . . . . .	<b>9</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**Fourth Quarter**

OR-PR 178 Clinical Orthotics . . . . .	6
<b>Total</b> . . . . .	<b>6</b>

**66 credits are required for the Certificate.**

**PROSTHETICS**

General Education Courses <sup>1</sup> . . . . .	9
<b>Total</b> . . . . .	<b>9</b>

**First Quarter**

OR-PR 111 Prosthetic Tools and Materials . . . . .	4
OR-PR 112 Related Human Anatomy . . . . .	3
OR-PR 114 Below Knee Prosthetics . . . . .	10
<b>Total</b> . . . . .	<b>17</b>

**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
<b>Total</b> . . . . .	<b>17</b>

**Third Quarter**

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

**Fourth Quarter**

OR-PR 138 Clinical Prosthetics . . . . .	6
<b>Total</b> . . . . .	<b>6</b>

**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

<sup>1</sup> A total of 9 general education course credits are required for a certificate. A total 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 completion 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). A GPA of 2.0 or higher must be maintained in all classes.

**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
<b>Total</b> . . . . .	<b>21</b>

**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
<b>Total</b> . . . . .	<b>18</b>

**Third Quarter**

HIT	129	Pathophysiology	5
HIT	162	Electronic Health Record: Meditech	3
HIT	214	Ambulatory Care Coding	5
HIT	216	Reimbursement Strategies for HIM Professionals	5
HUC	105	Legal Concepts in Health	3
<b>Total</b>			<b>21</b>

**Fourth Quarter**

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

**73 credits are required for the Certificate.**

## PARALEGAL

### AAS, 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 requirement). 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. A grade of 2.0 or higher in each class (including prerequisites) are required for both the AAS degree and the Certificate degree.

Students should begin early to meet the prerequisites for LA 120 Law Office Computing, which are 2 approved college level computer classes. Notice to students: There is a difference between how the college structures its classes and credits (five credit quarter model) and the American Bar Association's minimum credit requirements for approved programs with respect to General Education courses (semester model credits converted to SCC's quarter system). Generally the result is a student will be required to complete 30 credits of General Education (GE) classes to fulfill the student's 27 GE credit minimum as required by the ABA.

**AAS****Prerequisites**

BT	109	Business Communications <sup>1</sup>	
		Basic Courses <sup>2</sup>	26
		General Education Courses <sup>2</sup>	27
		Other Courses <sup>2</sup>	0-5
		Specialty Courses-AAS <sup>3</sup>	29
		Supervised Legal Work Experience <sup>4</sup>	8
<b>Total</b>			<b>90-95</b>

**90-95 credits are required for the AAS.**

**CERTIFICATE**

Basic Courses	21
General Education Courses <sup>13</sup>	10
Other Courses <sup>5</sup>	0-5
Specialty Courses-Certificate <sup>6</sup>	24
Supervised Legal Work Experience <sup>4</sup>	8
<b>Total</b>	<b>63-68</b>

**63-68 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 and Idaho Court Rules	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**

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

**OTHER COURSES**

BUS	104	Business Mathematics	5
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**SPECIALTY COURSES-AAS**

ACCT	151	College Accounting I	5
ACCT&	201	Prin of Accounting I	5
LA	201	Introduction to Probate	3
LA	207	Domestic Relations and Estate Law	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	225	Trial Preparation and Procedures	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	Domestic Relations and Estate Law	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	225	Trial Preparation and Procedures	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
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<sup>1</sup> 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. BT 109 may be substituted with ENGL& 101 if completed with a grade of 2.0 or better.

<sup>2</sup> See department program coordinator for additional list of courses. English& 101 is a prerequisite for LA 110, but is not a requirement for the certificate program.

<sup>3</sup> Specialty courses must total 29 credits for the AAS degree.

<sup>4</sup> Students must complete 8 credits.

<sup>5</sup> 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.

<sup>6</sup> Prerequisites for all Legal Specialty Courses: LA 100.

<sup>7</sup> Prerequisites are ENGL& 101 and LA 101.

- <sup>8</sup> Prerequisites are LSEC 239 or 249 and a college-level computer course recommended to be selected from the BT, CIS, or LSEC departments' offerings.
- <sup>9</sup> ACCT& 201 may be substituted with ACCT 151.
- <sup>10</sup> 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.
- <sup>11</sup> Maximum of 3 credits of internship may be applied toward this degree.
- <sup>12</sup> Specialty courses must total 24 credits for the certificate.
- <sup>13</sup> 5 credits in Social Science and/or Humanities are required for the Certificate program only. Please see department program coordinator for additional list of courses.
- <sup>14</sup> BUS 204 is required for the AAS degree only.

## PHARMACY PRE-MAJOR

### AA-DTA, Associate in Biology DTA/MRP: 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

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the AA-DTA.**

#### ASSOCIATE IN BIOLOGY DTA/MRP

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the Associate in Biology DTA/MRP.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## PHARMACY TECHNICIAN

### AAS, 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 Prerequisite 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

Electives <sup>1</sup> . . . . .	7
Required Courses for AAS Degree . . . . .	30
<b>Total</b> . . . . .	<b>37</b>

#### 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
<b>Total</b> . . . . .	<b>21</b>

#### Second Quarter

CMST 127 Leadership Development . . . . .	3
ENGL 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
<b>Total</b> . . . . .	<b>21</b>

#### Third Quarter

PHARM 130 Entering the Work Environment . . . . .	2
PHARM 132 Community Pharmacy . . . . .	6
PHARM 133 Hospital Pharmacy . . . . .	6
<b>Total</b> . . . . .	<b>14</b>

**93 credits are required for the AAS.**

#### 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
<b>Total</b> . . . . .	<b>21</b>

##### Second Quarter

CMST 127 Leadership Development . . . . .	3
ENGL 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
<b>Total</b> . . . . .	<b>21</b>

##### Third Quarter

PHARM 130 Entering the Work Environment . . . . .	2
PHARM 132 Community Pharmacy . . . . .	6
PHARM 133 Hospital Pharmacy . . . . .	6
<b>Total</b> . . . . .	<b>14</b>

**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 Intro to Sociology . . . . .	5

<sup>1</sup> Departmentally approved elective numbered 100 or above.

## PHILOSOPHY PRE-MAJOR

### AA-DTA: 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

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

Suggested Courses to Consider <sup>1</sup> . . . . .	90
<b>Total</b> . . . . .	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

## PHOTOGRAPHY

### AAS: 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

##### 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
<b>Total</b> . . . . .		<b>17</b>

##### Second Quarter

BT 107	Business Communications <sup>1</sup> . . . . .	3
PHOTO 111	Studio Photography I . . . . .	4
PHOTO 112	Photographic Design . . . . .	4
PHOTO 115	Photography Lab II . . . . .	3
	Photography Approved Electives . . . . .	3
<b>Total</b> . . . . .		<b>17</b>

##### Third Quarter

ART 105	Color and Design . . . . .	5
BT 108	Business Communications <sup>1</sup> . . . . .	3
PHOTO 121	Location Photography I . . . . .	4
PHOTO 125	Photography Lab III . . . . .	3
	Photography Approved Electives . . . . .	3
<b>Total</b> . . . . .		<b>18</b>

##### Fourth Quarter

PHOTO 200	Photography Media . . . . .	4
PHOTO 205	Photography Lab IV . . . . .	3
	Communication Electives . . . . .	5
	Photography Approved Electives . . . . .	3-6
<b>Total</b> . . . . .		<b>15-18</b>

#### 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
<b>Total</b> . . . . .		<b>15-17</b>

#### 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
<b>Total</b> . . . . .		<b>14-19</b>

**96-106 credits are required for the AAS.**

#### 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

<sup>1</sup> BT 107 and 108 may be substituted with ENGL& 101 or ENGL 105.

<sup>2</sup> In addition to listed electives, student may select independent study with approval of program instructor.

## PHYSICAL THERAPIST ASSISTANT

### AAS: SFCC

SFCC offers a two-year program which 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 (APTA). The technical courses for the Physical Therapist Assistant (PTA) program are not designed to transfer to four-year schools.

Physical therapist assistants duties include: a) designing exercise programs and treatments that are within the plan of care proposed by the physical therapist b) training patients to use special equipment that will make life easier; c) applying equipment such as electrical stimulation and ultrasound which decrease pain and increase functions; and d)

keeping records and reporting to the physical therapist on the patient's progress.

Physical therapist assistants work with all ages and are employed in a wide variety of settings, including hospitals, rehabilitation centers, pediatric facilities or school systems, private physical therapy clinics, home health care agencies, 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 assessment tests for ENGL& 101 and Math.
- Preferably a minimum of 2.0 in BIOL& 241
- Documentation of either paid or volunteer experience in a medical setting (preferably 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 process uses a point system based on coursework and experience as outlined in the application. Please be aware that the completion of all prerequisites does not ensure admission to the program.

**AAS**

**Prerequisites**

BIOL& 241	Human A & P <sup>1</sup>	
ENGL& 101	English Composition I <sup>2</sup>	5
MATH 092	Elementary Algebra II <sup>2</sup>	5
PSYC& 100	General Psychology <sup>2</sup>	5
<b>Total</b>		<b>15</b>

**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
<b>Total</b>		<b>16</b>

**Second Quarter**

PTA 103	Applied Anatomy	6
PTA 104	Survey of Pathophysiology	5
PTA 105	Introduction to Neuroscience	4
<b>Total</b>		<b>15</b>

**Third Quarter**

PTA 111	PTA Procedures II: PT Modalities	7
PTA 112	PTA Procedures III: Functional Restoration	7
PTA 151	Clinical Experience I	2
<b>Total</b>		<b>16</b>

**Fourth Quarter**

PTA 202	Introduction to Orthopedics	3
PTA 210	PTA Procedures IV: Therapeutic Exercise	7
PTA 212	PTA Procedures VI	4
PTA 251	Clinical Experience II	1
PTA 254	Clinical Seminar II	1
<b>Total</b>		<b>16</b>

**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	3
PTA 255	Clinical Seminar III	1
<b>Total</b>		<b>13</b>

**Sixth Quarter**

PTA 253	PTA Clinical Affiliation	12
<b>Total</b>		<b>12</b>

**103 credits are required for the AAS.**

<sup>1</sup> 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. BIOL& 160, AP Biology or high school biology or permission of instructor is a prerequisite for BIOL& 241.

<sup>2</sup> 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 may be taken during summer between first and second year. Credits from these courses are included in the total credits for degree.

**PHYSICS PRE-MAJOR**

**AA-DTA, AS-T #2: 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**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**AS-T #2**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

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

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**POLITICAL SCIENCE PRE-MAJOR**

**AA-DTA: 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**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**PROFESSIONAL TRUCK DRIVER TRAINING**

**Certificate: SCC**

This program is in collaboration with a local driver training company and Spokane Community College to provide both classroom theory and on-the-road training as professional truck drivers. Students learn not only classroom theory, but also gain truck driving experience.

**CERTIFICATE**

**First Quarter**

HEQ 101	Trucking Theory <sup>1</sup>	2-4
HEQ 102	Trucking Applications <sup>1</sup>	4-6
HEQ 103	Trucking Practical Shop Procedures <sup>2</sup>	4
HEQ 104	Trucking Practical Shop <sup>2</sup>	1
<b>Total</b>		<b>11-15</b>

**Second Quarter**

HEQ 266	Cooperative Education Seminar	1
HEQ 267	Cooperative Education Work Experience	13
<b>Total</b>		<b>14</b>

**25-29 credits are required for the Certificate.**

- <sup>1</sup> Students seeking a Class B Commercial Drivers License (CDL) are required to take HEQ 101 for 2 credits and HEQ 102 for 4 credits. Students seeking a Class A Commercial Drivers License (CDL) are required to take HEQ 101 for 4 credits and HEQ 102 for 6 credits.
- <sup>2</sup> Students seeking a Class B Commercial Drivers License (CDL) are NOT required to take HEQ 103 and HEQ 104. Students seeking a Class A Commercial Drivers License (CDL) are required to take HEQ 103 and 104.

**PROJECT MANAGEMENT CERTIFICATE**

**Certificate: SCC**

This certificate program will prepare students to understand the concepts and methods associated with project initiation, planning, execution, monitoring and controlling, and closing phases of project management. Students will utilize computer applications to manage and control project tasks, communication, costs, scheduling and quality. In addition, this program includes leadership and teambuilding development so vital for successful project management in the workplace. Students can expect to increase job skills for entry-level employment as well as career advancement in the green economy. Entrance into the Project Management Certificate program requires the permission of the instructor.

**CERTIFICATE**

**First Quarter**

CATT	241	Microsoft Project	2.5
CATT	242	Advanced Microsoft Project	2.5
MMGT	232	Project Leadership	5
MMGT	243	Fundamentals of Project Management	5
<b>Total</b>			<b>15</b>

**15 credits are required for the Certificate.**

**PSYCHOLOGY PRE-MAJOR**

**AA-DTA: 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**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**RADIOLOGY TECHNOLOGY**

**AAS: 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). Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr. Suite 2850, Chicago IL 60606-3182, Phone: (312) 704-5300 Fax: (312) 704-5304

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**

**Prerequisites**

BIOL&	241	Human A & P <sup>1</sup>
BIOL&	242	Human A & P <sup>2</sup>
CIS	110	Introduction to Computer Applications
ENGL&	101	English Composition I <sup>2</sup>
HED	125	Medical Terminology
MATH	099	Intermediate Algebra <sup>2</sup>
PHYS	100	Introductory Physics

**First Quarter**

RAD	111	Radiographic Positioning I	5
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	8
<b>Total</b>			<b>20</b>

**Second Quarter**

RAD	121	Radiographic Positioning II	3
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	9
RAD	127	Mobile/Surgical Procedures	1
<b>Total</b>			<b>20</b>

**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
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>13</b>

**Fifth Quarter**

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
<b>Total</b>		<b>16</b>
<b>Sixth Quarter</b>		
RAD 211	Radiographic Positioning V	1
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
<b>Total</b>		<b>15</b>
<b>Seventh Quarter</b>		
RAD 235	Pharmacology/Venipuncture	1
RAD 236	Clinical Education VII	9
RAD 237	Review and Registration Preparation	3
RAD 238	Cat Scan	1
<b>Total</b>		<b>14</b>

**113 credits are required for the AAS.**

- <sup>1</sup> This course has a prerequisite of BIOL& 160.  
<sup>2</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.

## RESPIRATORY CARE

### AAS: 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 is accredited by The Commission on Accreditation for Respiratory Care (www.coarc.com). Commission on Accreditation for Respiratory Care, 1248 Harwood Road Bedford, Texas 76021-4244 (817) 283-2835.

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-Registered Respiratory Therapist) 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
- 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
- All math and science courses must have been taken within the last five years and must have been completed with a 2.5 grade or better
- A GPA of 2.5 is necessary to enter the Respiratory Care program and a GPA of 2.0 must be maintained throughout the entire program.

**AAS**

**Prerequisites**

BIOL& 160	General Biology w/Lab
BIOL& 241	Human A & P 1
BIOL& 242	Human A & P 2
BIOL& 260	Microbiology
CHEM& 121	Intro to Chemistry: w/Lab
MATH 099	Intermediate Algebra

**First Quarter**

ENGL& 101	English Composition I	5
NCT 113	Electrophysiology	4
RT 110	Physical Science for Respiratory Care	3

RT 111	Respiratory Care Fundamentals I	3
RT 112	Pharmacology and Medical Terminology I	1
<b>Total</b>		<b>16</b>

**Second Quarter**

CMST& 210	Interpersonal Communication	5
NCT 123	History and Physical	3
RT 120	Respiratory Care Fundamentals II	4
<b>Total</b>		<b>12</b>

**Third Quarter**

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
<b>Total</b>		<b>12</b>

**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
<b>Total</b>		<b>9</b>

**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
<b>Total</b>		<b>18</b>

**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
<b>Total</b>		<b>17</b>

**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
<b>Total</b>		<b>14</b>

**98 credits are required for the AAS.**

## RETAIL MANAGEMENT

### AAS, 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****First Quarter**

BT	107	Business Communications <sup>1</sup>	3
BUS&	101	Intro to Business	5
BUS	103	Basic Business Math and Electronic Calculators	5
FMDSE	111	Fashion Merchandising Seminar <sup>2</sup>	1
FMDSE	267	Cooperative Education Work Experience <sup>2</sup>	1
MMGT	181	Leadership Training-DEC	1

**Total** ..... 16

**Second Quarter**

CMST&	101	Introduction to Communication	5
FMDSE	112	Fashion Merchandising Seminar <sup>2</sup>	1
FMDSE	150	Principles of Retail Merchandising	5
FMDSE	180	Retail Sales Techniques	3
FMDSE	267	Cooperative Education Work Experience <sup>2</sup>	1
MMGT	182	Leadership Training-DEC	1

**Total** ..... 16

**Third Quarter**

BT	108	Business Communications <sup>1</sup>	3
BT	272	Business Correspondence	5
FMDSE	113	Fashion Merchandising Seminar <sup>2</sup>	1
FMDSE	267	Cooperative Education Work Experience <sup>2</sup>	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 <sup>3</sup>	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 <sup>4</sup>	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.**

**CERTIFICATE****First Quarter**

BT	107	Business Communications <sup>1</sup>	3
BUS	103	Basic Business Math and Electronic Calculators <sup>5</sup>	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 <sup>1</sup>	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	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	1-8
CAPPS	112	Excel	1-8
CAPPS	114	Access	1-8

<sup>1</sup> May substitute ENGL& 101. If ENGL& 101 is substituted then the total credits required for the certificate are 48.

<sup>2</sup> Three credits of work experience are required. Must be taken concurrently with seminar.

<sup>3</sup> FMDSE 224 may be substituted with MMGT 218.

<sup>4</sup> BUS 280 may be substituted with MMGT 231.

<sup>5</sup> May substitute MATH 091 or above.

<sup>6</sup> Select from listed electives or other business courses as approved by the management adviser.

<sup>7</sup> Select from listed electives or other art courses as approved by the management adviser.

**SMALL BUSINESS MANAGEMENT****AAS: 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****First Quarter**

ACCT	141	QuickBooks	1-5
ACCT&	201	Prin of Accounting I	5
BT	107	Business Communications <sup>1</sup>	3
BUS&	101	Intro to Business	5
MMGT	111	Mid-Management Seminar	1
		Computer Elective (Information Systems)	1

**Total** ..... 16-20

**Second Quarter**

BT	108	Business Communications <sup>1</sup>	3
BUS	105	Principles of Leadership <sup>2</sup>	3
BUS	280	Human Relations in Business	5
CRMGT	140	Financial Statement Analysis	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 (Information Systems)	1

**Total** ..... 13

**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 <sup>3</sup>	5

SBM	101	How to Start a Small Business	5
SBM	105	Targeting Your Market	2
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>15</b>

**89-93 credits are required for the AAS.**

<sup>1</sup> May substitute ENGL& 101 for BT 107 and 108.  
<sup>2</sup> May substitute MMGT 181, 182, 183 for BUS 105.  
<sup>3</sup> May substitute ECON& 202 for ECON 100.

**SOCIAL SERVICES**

**AAS: 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**

**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 <sup>1</sup>	5
<b>Total</b>			<b>18</b>

**Second Quarter**

HS	105	Child Abuse	5
HSGER	101	Introduction to Social Gerontology	5
HSGER	250	Death, Loss and Grief	5
<b>Total</b>			<b>15</b>

**Third Quarter**

ENGL&	101	English Composition I	5
HS	115	Social Policy <sup>2</sup>	5
HSGER	115	Multi-Cultural Perspectives in Human Services <sup>3</sup>	5
<b>Total</b>			<b>15</b>

**Fourth Quarter**

BUS	103	Basic Business Math and Electronic Calculators <sup>4</sup>	5
HS	281	Practicum I	5
		Transfer Track Electives <sup>1</sup>	5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

HS	282	Practicum II <sup>5</sup>	5
HSGER	210	Aging and Mental Health <sup>6</sup>	5
		Transfer Track Electives <sup>1</sup>	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

HS	283	Practicum III <sup>6</sup>	5
		Transfer Track Electives <sup>1</sup>	10
<b>Total</b>			<b>15</b>

**93 credits are required for the AAS.**

<sup>1</sup> Select transfer track electives from AA degree requirements or human services courses approved by the program adviser.  
<sup>2</sup> HS 115 may be substituted with HS 221 or HSSOC 115.  
<sup>3</sup> HSGER 115 may be substituted with HSGER 201.  
<sup>4</sup> BUS 103 may be substituted with any math course approved by the program adviser.

<sup>5</sup> HS 282 may be substituted with electives approved by the program adviser.  
<sup>6</sup> May be substituted with human services electives.

**SOCIOLOGY PRE-MAJOR**

**AA-DTA: 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**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

<sup>1</sup> Consult a counselor or academic adviser for recommended courses specific to student's choice of transfer institution.

**SOFTWARE DEVELOPMENT**

**AAS, Certificate: SCC**

The software development program trains students in current web and desktop application development using diverse industry technologies. Software development is an evolving field of study requiring continuing education and the ability to adapt to constant change. Graduates from this program acquire problem solving skills, are encouraged to work independently and as a team, and be ethical in all interactions.

Students must maintain a grade of 2.0 in each class.

**AAS**

**Prerequisites**

CIS 110 Introduction to Computer Applications<sup>1</sup>

**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 <sup>2</sup>	5
<b>Total</b>			<b>20</b>

**Second Quarter**

CIS	126	DBMS/SQL	5
CIS	130	Website Design	5
CIS	282	Programming Principles I	5
<b>Total</b>			<b>15</b>

**Third Quarter**

CIS	114	JavaScript	5
CIS	283	Programming Principles II	5
MATH&	107	Math in Society <sup>2</sup>	5
<b>Total</b>			<b>15</b>

**Fourth Quarter**

CATT	241	Microsoft Project	2.5
CIS	256	.Net Application Development	5
CIS	284	Ruby on Rails	5
MMGT	242	Project Management	2.5
<b>Total</b>			<b>15</b>

**Fifth Quarter**

CIS	147	Emerging Technologies 1	5
CIS	258	ASP.NET	5
CIS	272	Agile Software Development	5
<b>Total</b>			<b>15</b>

**Sixth Quarter**

BT	160	Job Preparation Techniques <sup>2</sup>	3
CIS	276	Software Development Capstone	5
CMST&	210	Interpersonal Communication <sup>2</sup>	5
<b>Total</b>			<b>13</b>

**93 credits are required for the AAS.**

**CERTIFICATE****.NET DEVELOPER CERTIFICATE**

CIS	126	DBMS/SQL	5
CIS	256	.Net Application Development	5
CIS	258	ASP.NET	5
<b>Total</b>			<b>15</b>

**15 credits are required for the Certificate.**

**COMPUTER SCIENCE CERTIFICATE**

CIS	146	Introduction to Programming	5
CIS	282	Programming Principles I	5
CIS	283	Programming Principles II	5
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>15</b>

**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
<b>Total</b>			<b>20</b>

**20 credits are required for the Certificate.**

<sup>1</sup> Or permission of instructor.

<sup>2</sup> This related education course may be substituted with any course or combination of courses approved by the instructional dean.

**SURGICAL TECHNOLOGY****AAS: 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 the responsibility expected of the surgical technologist as a beginning staff employee in the operating room. Prior to graduation, students will sit for the National Certifying Examination for Surgical Technologists for qualification as a certified surgical technologist (CST).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the National Board of Surgical Technology and Surgical Assisting ([www.nbstsa.org](http://www.nbstsa.org)). The National Board of Surgical Technology and Surgical Assisting (NBSTSA) 6 West Dry Creek Circle, Ste. 100 Littleton, CO 80120 Toll Free: 1-800-707-0057 FAX: 303-325-2536. Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, Florida 33756 (707) 210-2350 [www.caahep.org](http://www.caahep.org)

Admission Requirements:

- High school diploma or GED certificate
- Appropriate scores in one of the following: ASSET or COMPASS
- Computer skills required
- Active e-mail account required
- Prerequisites: BIOL 160, MATH 092, CIS 110

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.

The Surgical Technology program is a fall start program. Students are accepted from a wait list.

Students can enter into the third or fourth quarter only 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****Prerequisites**

BIOL&	160	General Biology w/Lab
CIS	110	Introduction to Computer Applications
MATH	092	Elementary Algebra II <sup>1</sup>

**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
<b>Total</b>			<b>18</b>

**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
<b>Total</b>			<b>16</b>

**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
<b>Total</b>			<b>18</b>

**Fourth Quarter**

SURG	202	Surgical Procedures	6
SURG	212	Technical Skills II	4
SURG	254	Operating Room Practicum	2
<b>Total</b>			<b>12</b>

**Fifth Quarter**

SURG	203	Surgical Procedures	4
SURG	206	Perioperative Care of the Patient	4
SURG	255	Operating Room Practicum	5
<b>Total</b>			<b>13</b>

**Sixth Quarter**

SURG	250	Surgical Seminar	3
SURG	256	Operating Room Practicum	10
<b>Total</b>			<b>13</b>

**90 credits are required for the AAS.**

<sup>1</sup> 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
<b>Total</b>			<b>18</b>

**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 <sup>1</sup>	1
CJ	267	Cooperative Education Work Experience <sup>1</sup>	6
<b>Total</b>			<b>18</b>

**36 credits are required for the Certificate.**

<sup>1</sup> CJ 266 and 267 may be substituted with CJ 288.

**TRANSPORTATION AND LOGISTICS MANAGEMENT**

**AAS, 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**

**First Quarter**

ACCT&	201	Prin of Accounting I	5
BT	107	Business Communications <sup>1</sup>	3
BUS&	101	Intro to Business	5
MMGT	111	Mid-Management Seminar	1
		Computer Elective	1
<b>Total</b>			<b>15</b>

**Second Quarter**

BT	108	Business Communications <sup>1</sup>	3
BUS	105	Principles of Leadership <sup>2</sup>	3
BUS	280	Human Relations in Business	5
CRMGT	110	Introduction to Finance	3
MMGT	112	Mid-Management Seminar	1
<b>Total</b>			<b>15</b>

**Third Quarter**

BUS	103	Basic Business Math and Electronic Calculators	5
BUS	108	eBusiness	2
MMGT	211	Marketing	5
		Computer Elective	2
<b>Total</b>			<b>14</b>

**Fourth Quarter**

BT	272	Business Correspondence	5
CMST&	101	Introduction to Communication	5
MMGT	223	Customer Service	3
MMGT	251	Transportation Systems	3
<b>Total</b>			<b>16</b>

**Fifth Quarter**

ECON&	202	Macro Economics <sup>3</sup>	5
MMGT	101	Principles of Management	5
MMGT	252	Principles of Purchasing	3
MMGT	253	Inventory Management	3
<b>Total</b>			<b>16</b>

**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
<b>Total</b>			<b>14</b>

**90 credits are required for the AAS.**

**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
<b>Total</b>			<b>18</b>

**18 credits are required for the Certificate.**

<sup>1</sup> BT 107 and 108 may be substituted with ENGL& 101 plus one credit elective.

<sup>2</sup> BUS 105 may be substituted with MMGT 181, 182, 183.

<sup>3</sup> ECON& 202 may be substituted with ECON 100.

**VASCULAR TECHNOLOGY**

**AAS: 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.

Admission Recommendations/Requirements:

- Active email account recommended
- Computer skills recommended
- CHEM 120; CHEM& 121; HED 125; PHYS 100; PHYS 120 recommended
- Appropriate scores in ASSET or COMPASS required
- Physical examination, immunizations, and drug screening and Washington State Patrol (WSP) background check are required after being accepted into the program.
- A 2.0 grade must be maintained quarterly in every course before proceeding to the next quarter.
- Students may repeat a professional course once, but it must be repeated within two years.
- High school diploma or GED certificate required
- Interview with vascular technology instructor required

Program Prerequisites:

- All math and science prerequisites must have been completed within the last five years with a grade of 2.0 or better.

**AAS**

**Prerequisites**

BIOL&	160	General Biology w/Lab
BIOL&	241	Human A & P 1
BIOL&	242	Human A & P 2
CMST	127	Leadership Development
ENGL&	101	English Composition I
MATH	099	Intermediate Algebra

**First Quarter**

NCT	113	Electrophysiology	4
NCT	116	Acute Coronary Syndrome	1
NCT	117	Cardiovascular Pharm 1	1
VASC	100	Introduction to Echo and Vascular	2
VASC	112	Vascular Fundamentals	4
VASC	125	Ultrasound Physics and Instrumentation I	5
<b>Total</b>			<b>17</b>

**Second Quarter**

NCT	123	History and Physical	3
VASC	122	Vascular Procedures I	4
VASC	123	Hemodynamics	2
VASC	126	Technical Skills/Reading Hemodynamics	1
VASC	135	Ultrasound Physics and Instrumentation II	5
<b>Total</b>			<b>15</b>

**Third Quarter**

VASC	131	Core Concepts in Vasc	2
VASC	132	Vascular Procedures II	5
VASC	133	ECHO Fundamentals	5
VASC	138	Cardiovascular Physiology	4
<b>Total</b>			<b>16</b>

**Fourth Quarter**

VASC	139	Surgical Asepsis	1
VASC	140	Technical Skills/Surgical Asepsis	1
VASC	141	Data Collection and Presentation	3
VASC	142	Survey of Diagnostic Medical Sonography	3
VASC	143	Vascular Screening Simulation	4
VASC	144	Vascular Screening Seminar	2
<b>Total</b>			<b>14</b>

**Fifth Quarter**

VASC	251	Vascular Technical Skills	4
VASC	252	Advanced Vascular Techniques	7
VASC	253	Vascular Clinical I	2
VASC	254	Vascular Clinical Preparation	2
<b>Total</b>			<b>15</b>

**Sixth Quarter**

VASC	262	Vascular Clinical II	14
<b>Total</b>			<b>14</b>

**Seventh Quarter**

VASC	272	Vascular Clinical III	14
<b>Total</b>			<b>14</b>

**105 credits are required for the AAS.**

## VETERINARY MEDICINE PRE-MAJOR

### AA-DTA, Associate in Biology DTA/MRP: 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**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the AA-DTA.**

**ASSOCIATE IN BIOLOGY DTA/MRP**

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

Suggested Courses to Consider <sup>1</sup>	90
<b>Total</b>	<b>90</b>

**90 credits are required for the Associate in Biology DTA/MRP.**

<sup>1</sup> 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, 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. Each required course for the degree and/or the certificate must be completed with a 2.0 grade or better before proceeding to the next quarter.

Admission Requirements:

- High school diploma or GED certificate
- Appropriate ASSET or COMPASS scores
- Computer skills recommended
- Active email account recommended
- Students may repeat a vision technology course once, but it must be repeated within two years.

**AAS**

Electives <sup>1</sup>	8
Second Year Business Elective <sup>3</sup>	5
Second Year Humanities Elective <sup>3</sup>	5
Second Year Required Courses <sup>3</sup>	17
Second Year Science Elective <sup>3</sup>	5
<b>Total</b>	<b>40</b>

**First Quarter**

ENGL&	101	English Composition I <sup>2</sup>	5
VCT	110	Ophthalmic Optics	5
VCT	111	Ocular Anatomy and Physiology	5
VCT	112	Introduction to Pretesting	4
VCT	130	Mechanical Optics	3
<b>Total</b>			<b>22</b>

**Second Quarter**

VCT	123	Ophthalmic Dispensing	5
VCT	124	Ocular Pharmacology	2
VCT	125	Advanced Pretesting	6
VCT	126	Contact Lenses	5
<b>Total</b>			<b>18</b>

**Third Quarter**

VCT	137	Vision Care Specialties	2
VCT	138	Vision Care Practicum	6
VCT	139	Ophthalmic Business Management	4
<b>Total</b>			<b>12</b>

**92 credits are required for the AAS.**

**CERTIFICATE****First Quarter**

ENGL&	101	English Composition I <sup>2</sup>	5
VCT	110	Ophthalmic Optics	5
VCT	111	Ocular Anatomy and Physiology	5
VCT	112	Introduction to Pretesting	4
VCT	130	Mechanical Optics	3
<b>Total</b>			<b>22</b>

**Second Quarter**

VCT	123	Ophthalmic Dispensing	5
VCT	124	Ocular Pharmacology	2
VCT	125	Advanced Pretesting	6
VCT	126	Contact Lenses	5
<b>Total</b>			<b>18</b>

**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  
 MGMT 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: w/Lab ..... 5  
 PHYS 101 General Physics ..... 5  
 PHYS 120 Fundamentals of Medical Physics ..... 5

<sup>1</sup> Students may choose 8 credits of electives numbered 100 or above.  
<sup>2</sup> ENGL& 101 may be substituted with ENGL 120.  
<sup>3</sup> These courses may be substituted by any course or combination of courses approved by the instructional dean.

**WATER RESOURCES TECHNOLOGY**

**AAS: 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**

**First Quarter**

AGGEN 151 Shop Skills ..... 4  
 NATRS 112 Natural Resources Mathematical Applications<sup>1</sup> ..... 5  
 WATER 109 Introduction to Water Resources ..... 5  
 WATER 120 Hydrologic Technical and Field Reports<sup>1</sup> ..... 5  
 WATER 128 Occupational Preparation and Experience<sup>1</sup> ..... 1  
**Total. .... 20**

**Second Quarter**

NATRS 122 Natural Resources Trigonometric Applications<sup>1</sup> ..... 5  
 NATRS 220 Introduction to Geographic Information Systems for Natural Resources<sup>2</sup> ..... 4  
 WATER 129 Occupational Preparation and Experience ..... 2  
 WATER 132 Hydrologic Field Projects<sup>3</sup> ..... 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<sup>3</sup> ..... 2  
 WATER 205 Surveying<sup>4</sup> ..... 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<sup>3</sup> ..... 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<sup>3</sup> ..... 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<sup>3</sup> ..... 2  
**Total. .... 22**

**119 credits are required for the AAS.**

<sup>1</sup> These related education requirements may be met by any course or combination of courses approved by the instructional dean.  
<sup>2</sup> Students must pass a competency test.  
<sup>3</sup> 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.  
<sup>4</sup> May be substituted with NATRS 205.

**WEB DESIGN**

**AAS: 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**

**First Quarter**

GRDSN 101 Design Process I ..... 3  
 GRDSN 102 Design Technology I ..... 3  
 GRDSN 103 Design Projects I ..... 1  
 GRDSN 105 Drawing for Graphic Designers ..... 2  
 GRDSN 109 History of Design ..... 4  
 GRDSN 156 Illustrator I ..... 2  
 GRDSN 172 Dreamweaver ..... 2  
**Total. .... 17**

**Second Quarter**

ART 105 Color and Design ..... 5  
 GRDSN 111 Design Process II ..... 3  
 GRDSN 112 Design Technology II ..... 3  
 GRDSN 113 Design Projects II ..... 1  
 GRDSN 115 Drawing for Communication ..... 2  
 GRDSN 158 PhotoShop I ..... 2  
 GRDSN 163 InDesign I ..... 2  
**Total. .... 18**

**Third Quarter**

BUS 102 Math Skills for Business ..... 3  
 ENGL 105 Pro/Tech: Basic Writing ..... 5  
 GRDSN 121 Design Process III ..... 3  
 GRDSN 122 Design Technology III ..... 3  
 GRDSN 123 Design Projects III ..... 1  
 GRDSN 125 Computer Drawing ..... 2  
**Total. .... 17**

**Fourth Quarter**

GENST 109	Applied Critical Thinking	3
GRDSN 126	Web Production	2
GRDSN 171	Flash	2
GRDSN 174	Dreamweaver II	2
GRDSN 238	3-D Modeling and Animation I	3
IS 210	Internet Programming I	5
<b>Total</b>		<b>17</b>

**Fifth Quarter**

GRDSN 215	Web Process V	3
GRDSN 216	Web Technology V	3
GRDSN 217	Web Projects V	1
GRDSN 218	Web Lab V	2
GRDSN 235	Multimedia Technology I	3
IS 212	Internet Programming II	5
<b>Total</b>		<b>17</b>

**Sixth Quarter**

GRDSN 225	Web Process VI	3
GRDSN 226	Web Projects VI	2
GRDSN 227	Web Lab VI	2
GRDSN 266	Cooperative Education Seminar	1
GRDSN 267	Cooperative Education Work Experience	3-5
HS 136	Improving Interpersonal Communication	5
<b>Total</b>		<b>16-18</b>

**102-104 credits are required for the AAS.**

**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 <sup>1</sup>	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
<b>Total</b>		<b>20</b>

**Second Quarter**

APLED 125	Employment Preparation <sup>1</sup>	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
<b>Total</b>		<b>18</b>

**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
<b>Total</b>		<b>18</b>

**56 credits are required for the Certificate.**

<sup>1</sup> This related education requirement may be met by any course or combination of courses approved by the instructional dean.