PROGRAM LEARNING OUTCOMES
SEATTLE CENTRAL COMMUNITY COLLEGE

Business, Information Technologies and Creative Arts

Apparel Design and Services (AAS-T)
Applications Support (AAS-T)
Business Information Technology (AAS)
Business Information Technology (Certificate)
Commercial Photography (AAS)
Database Administration and Development (Certificate)
Film and Video Communications (AAS)
Graphic Design and Illustration (AAS) (Certificate)
Network Design and Administration (AAS-T) (Certificate)
Programming (AAS-T) (Certificate)
Publishing Arts (AAS) (Certificate)
Web Design (AAS-T) (Certificate)
Web Development (AAS-T) (Certificate)

Health and Human Services

Chemical Dependency Specialist (Certificate)
Dental Hygiene (AAS-T)
Interpreter Training Program (AAS-T)
Nursing Program (AAS-T)
Opticianry Program (AAS)
Respiratory Care (AAS)
Social and Human Services (AAS)
Surgical Technology (AAS)

Science and Math

Biotechnology (AAS-T)

Seattle Culinary Academy

Culinary Arts (AAS) (Certificate)
Specialty Desserts & Breads (AAS) (Certificate)

Seattle Maritime Academy

Marine Deck Technology (Certificate)
Marine Engineering Technology (Certificate)

Seattle Vocational Institute
Administrative Office Professional and Office Technician (Certificate)
Cosmetology (Certificate)
Dental Assistant (Certificate)
Health Unit Coordinator (Certificate)
Medical Assistant (Certificate)
Multiple Trades (Certificate)
Network Technician (Certificate)
Phlebotomy (Certificate)

Wood Construction
Marine Carpentry (AAS)
Marine Carpentry (Certificate)
Cabinetmaking (AAS)
Cabinetmaking (Certificate)
Carpentry (AAS)
Carpentry (Certificate)
Apparel Design and Services (AAS-T)

1. Design: Understand the principles of design and proportion as they apply to garments, and presentation materials.

2. Communication: Communicate and present verbal, visual and written ideas and information clearly and accurately. Work effectively individually, and collaborate with colleagues and as a member of a team. Be able to think critically and problem solve.

3. Computer Literacy: Understand various computer applications as they apply to the apparel business including graphics for technical drawings, specification packages, story boards and presentation materials.

4. Construction: Understand and execute the construction of a variety of garments and apply different techniques and methods using industrial equipment.

5. Pattern Development: Be able to develop patterns to industry standards for a variety of garments and accessories. Understand the principles of various pattern approaches including drafting, flat pattern, draping and pattern grading.

6. Development of Garment Specifications: Create accurate specification packages and show clear understanding of specification sheets, markers, sequences of construction and technical drawings.

7. Textile Development and Design: Understand and identify fabric types and weave structures. Have practical knowledge of how textiles are designed and developed for apparel manufacturing.

8. Line Development: Design and produce a collection of clothing for presentation at a portfolio show for industry and the general public.

9. Portfolio/Resume/Presentation: Develop a portfolio, resume and story boards to professional standards.
**Applications Support** (AAS-T)

1. Demonstrate an understanding of how information technology fits into the operations and management of business and into society.

2. Demonstrate an understanding of the issues affecting computer system upgrade/purchase decisions.

3. Recognize current computer technology trends and utilize knowledge in making decisions and in carrying out tasks/projects.

4. Create and use relational databases, including developing queries, customizing forms and reports, and using macros, creating charts and working with graphics.

5. Install and configure hardware and software in a Windows environment and employ various techniques to troubleshoot problems with software and hardware installation/configuration.

6. Install, configure and use Internet browser software.

7. Design, create and modify spreadsheets to create associated charts and graphs, and to create and use macros.

8. Apply spreadsheet principles to business problems.

9. Operate in a Windows environment, including organizing files and programs and using Windows functions accessories.

10. Create compound documents such as newsletters with drawings and objects from multiple software applications, such as embedded spreadsheets.

11. Demonstrate the broad based knowledge and skills embedded for all Associate in Applied Science candidates from Seattle Central Community college.
**Business Information Technology** (AAS)

Students will demonstrate effective communication, computation, critical thinking, technological, human relations, and problem-solving skills necessary to be successful in the workplace and to assume training and managerial responsibilities.

Students will demonstrate basic computer literacy in information processing, spreadsheets, databases, records management, desktop publishing, web design and maintenance, and records management.

Students will:

1. Produce mailable business documentation presentations.
2. Demonstrate awareness and respect of multi-cultural and intellectual diversity.
3. Demonstrate personal/business ethics and productive employer/employee interactions.
4. Demonstrate creativity and adaptability in business environments.
5. Demonstrate self-esteem and confidence in group, as well as individual, activities.
6. Demonstrate effective interpersonal skills, leadership, initiative, self-motivation, and independence in project completion.
7. Demonstrate resourceful networking skills.
8. Apply ergonomic and safety factors in the workplace.
Business Information Technology (Certificate)

Students will integrate effective communication, computer literacy in information processing/spreadsheets/database management, business computations and documentation to acquire and promote in successful employment.

Students will:

1. Produce mailable business documentation presentations.
2. Demonstrate awareness and respect of multi-cultural and intellectual diversity.
3. Demonstrate effective interpersonal skills, leadership, initiative, self-motivation, and independence in project completion.
4. Demonstrate resourceful networking skills.
5. Apply ergonomic and safety factors in the workplace.
Commercial Photography (AAS)

By the end of the program, successful students will be able to:

1. Communicate visually, verbally and in written form with a variety of client and/or companies in formats including:
   - Web design skills and presence.
   - Technical materials and terminology.
   - Professional business forms and procedures.
   - Marketing research, strategies and promotion.
   - Estimation and negotiation.

2. Demonstrate the ability to:
   - Survey history, careers, styles and trends in professional photography.
   - Operate all camera formats and techniques.
   - Execute a wide range of technical and creative lighting solutions.
   - Execute a wide range of darkroom techniques and processes.
   - Demonstrate a thorough knowledge of computers, software and digital imaging skills.
   - Develop and expand a personal creative voice with pre visualization conceptualization skills.
   - Develop pre-production shoot and planning methods.
   - Execute shoot production in both the studio and on location.
   - Demonstrate post production technical and creative solutions.
   - Develop a marketing plan, materials, and support process.
   - Develop a small business plan and organizational structure.
   - Produce the products required for graduation in the sixth quarter.
Database Administration and Development (Certificate)

1. Design and model relational databases.
2. Document Database structures and rules.
3. Maintain and retrieve data.
4. Perform basic administrative functions.
5. Perform security Administration to protect data integrity.
6. Develop databases with a variety of current industry software applications, such as Microsoft Access and SQL Server, on a variety of operating system platforms like Windows XP and Server 2003.
7. Provide and support client interfaces for a database with a variety of programming languages in the .NET and open source languages.
8. Identify and utilize sources of information to research technical specifications and solve technical problems.
9. Interact effectively with internal and external clients.
**Film and Video Communications (AAS)**

At the end of two years students have acquired comprehensive training in the craft, process and language of moving images, and are ready for entry-level employment in the industry.

Specific skills learned:

1. **Craft:** Demonstrate competency in scriptwriting, camera operation, lighting, sound recording, editing, production design, 2D and 3D graphics, directing.
2. **Process:** Demonstrate competency in producing, production management, post-production supervision, research, team building, media law, and union/guild regulations.
3. **Language:** Demonstrate knowledge of aesthetics, film history, broadcast history, sociology of the media.
4. **Portfolio Preparation:** Develop a sample reel as well as personal website to professional standards.
5. **Communication:** Communicate and present verbal, visual and written ideas and information clearly and accurately. Work effectively individually and collaborate with colleagues and as a member of a team. Be able to think critically and problem solve.
6. **Computer Literacy:** Understand various computer applications as they apply to the film and video business including motion graphics, encoding files for distribution and production of master tapes and DVDs.
Graphic Design and Illustration (AAS) (Certificate)

1. The ability to conceive of creative and appropriate graphic solutions to business communication problems.
2. The skill to understand and apply high technical standards in design and typography, in print and on the web.
3. The skill to perform effectively using industry-standard production software.
4. The ability to communicate verbally with the graphic designers, advertising professional, web designers, printers and clients.
Network Design and Administration (AAS-T) (Certificate)

Certificate

1. Understand Network fundamentals and terminology.
2. Understand principles of LAN design such as topology and configuration depending on types of users accessing the network.
3. Understand different type of network interfaces and their uses by identifying and using basic Network components, choosing appropriate network type and media.
4. Install and administrate network operating systems, configure network hardware.
5. Create administer user accounts and permissions.
6. Monitor, manage and troubleshoot network to track users and network resources such as printers and other peripheral hardware and software.
7. Understand network industry standards such as: the OSI model, Routing Protocols, Address Resolution and Reverse Address Resolution Protocols, IP Addresses and Subnetting, MAC Addressing.
8. Define and explain the 5 conversion steps of data encapsulation.
11. Prepare strategic operational plans.

Cisco Alternative (Certificate)

Explain and demonstrate an understanding of:

1. Networking and Internetworking.
2. Industry standards such as the OSI model, IP and Network Addressing, Address Resolution Protocol and Reverse Address Resolution Protocol, Routing Protocols, Subnetting.
3. Network Media.
4. LAN design including Network Architecture, topology, and cabling.

AAS-T degree outcomes include those of the Network Design certificate as well as the following general course outcomes:

1. Demonstrate the ability to communicate effectively in various formats including written documentation, email, spoken word and address communication to an audience of differing knowledge and listening levels by utilizing appropriate terminology, schematics, electronic presentation and technical documentation; as taught in ENG 101 Composition and ENG 106 Technical Writing.
2. Demonstrate computational and problem solving skills as applied to the computing industry; as exemplified in CIS 102 Computer Information Concepts, and MAT 119 Math Behind IT.
3. Demonstrate knowledge of human relations and team work as applied to the work environment of information technology industry in America and around the world; as taught in HUM 105 Intercultural communications and BUS 140 Customer relations, and NET 298 Special Projects.
Programming (AAS-T) (Certificate)

1. Use programming languages currently appropriate to the current information technology industry, i.e., Visual BASIC, UNIX, Java, Perl, C, C++.
2. Interpret and evaluate requirements for program projects.
3. Develop detailed design specifications and test strategies.
4. Identify and articulate physical requirements for systems implementation.
5. Demonstrate theoretical and working knowledge of the principles of programming through completion of tasks and projects.
6. Use multiple operating systems and computer applications.
7. Demonstrate an understanding of good user interface design principles through appropriate use of such principles and through exercising judgment in the use of such principles when carrying out tasks or projects.

AAS-T degree outcomes include those of the Programming certificate as well as the following general course outcomes:

1. Demonstrate the ability to communicate effectively in various formats including written documentation, email, spoken word and address communication to an audience of differing knowledge and listening levels by utilizing appropriate terminology, schematics, electronic presentation and technical documentation; as taught in ENG 101 Composition and ENG 106 Technical Writing.
2. Demonstrate computational and problem solving skills as applied to the computing industry; as exemplified in CIS 102 Computer Information Concepts, and MAT 119 Math Behind IT.
3. Demonstrate knowledge of human relations and team work as applied to the work environment of information technology industry in America and around the world; as taught in HUM 105 Intercultural communications and BUS 140 Customer relations, and NET 298 Special Projects.
**Publishing Arts (AAS) (Certificate)**

Upon the completion of the AAS program, students:

1. Use industry specific hardware/software and perform computer operations.
2. Produce industry standard printed and finished products using press and bindery equipment.
3. Read, comprehend and communicate written, verbal and visual information.
4. Demonstrate a working knowledge of the vocabulary and terminology of the graphic arts industry.
5. Solve practical problems in publishing workflow.
6. Work effectively both individually and as a member of a diverse production team.
7. Apply publishing principles and techniques to produce efficiently.
8. Demonstrate the relationship of design, preparation and production on the final product, and calculate the associated costs.
9. Demonstrate skills and attitudes that foster lifelong learning and professionalism.
10. Apply the knowledge of both history and trends in the publishing industry to establish career goals.

Upon completion of the Certificate program, students:

1. Apply basic hardware/software skills.
2. Describe and use basic press and bindery equipment.
3. Read, comprehend and communicate written, verbal and visual information.
4. Demonstrate a basic working knowledge of the vocabulary and terminology of the graphic arts industry.
5. Apply basic problem solving to a publishing workflow.
6. Work effectively both individually and as a member of a diverse production team.
7. Demonstrate skills and attitudes that foster lifelong learning and professionalism.
8. Apply the knowledge of both history and trends in the publishing industry to establish career goals.
Web Design (AAS-T) (Certificate)

1. Develop project management skills related to web design, such as:
   - Gather data to identify customer requirements.
   - Develop and present design specifications and concept alternatives.
   - Create and refine preliminary design mockup.
   - Plan and coordinate customer acceptance testing.
   - Plan rollout.

2. Develop the ability to communicate effectively to a wide variety of audiences, verbally, in writing and electronically by:
   - Documenting application/site changes.
   - Recommending web site improvements.
   - Creating or adapting web site content.
   - Updating web page content, integrating customer feedback.
   - Developing and implementing usability testing.

3. Demonstrate technical skills required of Web Designers through use of W3C standards, HTML, XHTML, Style Sheets, 2D and 3D computer graphics and animation, Client Scripting, Typography, and development environments such as Dreamweaver, Databases.

AAS-T degree outcomes include those of the Web Design certificate as well as the following general course outcomes:

1. Demonstrate the ability to communicate effectively in various formats including written documentation, email, spoken word and address communication to an audience of differing knowledge and listening levels by utilizing appropriate terminology, schematics, electronic presentation and technical documentation; as taught in ENG 101 Composition and ENG 106 Technical Writing.

2. Demonstrate computational and problem solving skills as applied to the computing industry; as exemplified in MAT 107 Math Applications or MAT 116 Math, A Practical Art.

3. Demonstrate knowledge of human relations and team work as applied to the work environment of information technology industry in America and around the world; as taught in BUS 140 Customer relations, ITC 197 Internship.
Web Development (AAS-T) (Certificate)

1. Develop project management skills related to web development, such as:
   - Gather data to identify customer requirements.
   - Define scope work.
   - Select programming languages and tools.
   - Evaluate web technologies and standards.
   - Define security measures.
   - Review technical considerations and constraints of projects.

2. Develop the ability to communicate effectively to a wide variety of audiences, verbally, in writing, and electronically by:
   - Documenting application/website changes.
   - Preparing and presenting functional and technical specifications.
   - Evaluating and recommending web hardware, software and third party solutions.
   - Providing quality customer service.

3. Demonstrate technical skills required of Web Developers through use of W3C standards, HTML, XHTML, and Style Sheets, develop databases and supporting code in .NET languages and Java, Client and Server-Side Scripting languages such as JavaScript, PERL and PHP, performing unit and integration testing.

AAS-T degree outcomes include those of the Web Development certificate as well as the following general course outcomes:

1. Demonstrate the ability to communicate effectively in various formats including written documentation, email, spoken word and address communication to an audience of differing knowledge and listening levels by utilizing appropriate terminology, schematics, electronic presentation and technical documentation; as taught in ENG 101 Composition and ENG 106 Technical Writing.

2. Demonstrate computational and problem solving skills as applied to the computing industry; as exemplified in MAT 107 Math Applications or MAT 116 Math, A Practical Art.

3. Demonstrate knowledge of human relations and team work as applied to the work environment of information technology industry in America and around the world; as taught in HUM 105 Intercultural communications and BUS 140 Customer relations.
Chemical Dependency Specialist (Certificate)

Students achieving a Chemical Dependency Specialist certificate will:

1. Demonstrate an understanding of the pharmacological properties and physiological effects of major categories of substances of abuse.

2. Demonstrate the ability to plan, initiate, manage, and terminate change groups, skills groups, and education groups.

3. Demonstrate the ability to conduct assessment and counseling skills appropriate to entry level Chemical Dependency Professional practice.

4. Demonstrate an understanding of, and agreement to comply with, National Association of Alcohol and Drug Abuse Counselors professional ethical standards.

5. Demonstrate applied professional skills that meet standards of clinical supervision in a licensed chemical dependency treatment facility.
Dental Hygiene (AAS-T)

1. To qualify students to sit for national and regional examinations to obtain recognition by the State of Washington for licensure as a Registered Dental Hygienist (RDH).

2. To ensure that students utilize the highest standard of the dental hygiene process of care in the treatment and management of patients.

3. To increase student sensitivity and skills to act as a provider in the delivery of culturally competent care.

4. To be competent in providing dental hygiene care for the child, adolescent, adult, geriatric and medically compromised patient in providing the dental hygiene process of care which includes:
   - The systematic collection and analysis of the following data to identify patient needs and oral health problems.
   - The establishment of realistic goals and treatment strategies to facilitate optimal oral health.
   - Provision of treatment as identified in the assessment and planning phase.
   - Measurement of the extent to which goals identified in the treatment plan were achieved.

5. To be competent in providing dental hygiene care for all types of classifications of periodontal disease including patients who exhibit moderate to severe periodontal disease.

6. To be competent in interpersonal and communication skills to effectively interact with diverse population groups.

7. To be competent in assessing, planning, implementing and evaluating community-based oral health programs including, health promotion and disease prevention activities.

8. To be competent in providing appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice.

9. To be competent in the evaluation of current scientific literature.

10. To be competent in problem solving strategies related to comprehensive patient care and management of patients.

11. Compliance with OSHA, WISHA, HIPPA Regulations.

12. Competent restorative clinical skills.


14. Competence in providing nutritional counseling to patients.

15. Safely administers local and nitrous oxide anesthesia.

16. Able to take clear comprehensive radiographs.

17. Maintains professional appearance and conduct.

18. Effectively manages time and resources.

19. Effective teamwork/communication skills.
20. Effectively takes responsibility for self and takes initiative.
21. Provides case management for patients over time.
22. Integrates theoretical knowledge with clinical services.
23. Successful pass rates of national, regional and state exams in written and skills exams.
Interpreter Training Program (AAS-T)

1. Provide a cultural and communication foundation for students planning to continue their undergraduate studies towards a Bachelor’s degree in fields such as education, counseling, social work, linguistics, etc. and who plan to work with individuals who are Deaf or have a hearing loss.

2. Provide students with in-depth knowledge about Deafness in order to communicate more effectively with Deaf relatives, friends, and consumers.

3. Demonstrate college-level knowledge and skills in critical thinking, quantitative analysis, and written composition.

4. Demonstrate college-level mastery of information literacy and technology literacy.

5. Demonstrate effective skills for in-person and media-based interactions with individuals and within groups.

6. Able to work well with diverse groups and individuals whether hearing or deaf.

7. Able to respect and value diversity within cultures and within the deaf community.

8. Is aware of the conditions constituting conflict of interest and respond appropriately.

9. Able to interpret/transliterate spoken English to ASL and ASL to spoken English (for minimum of 30 minutes).

10. Realistically assess one’s skills and appropriately apply when required.

11. Adapt language as appropriate for various situations, settings and disciplines.

12. Able to interpret and differentiate the meanings of words in various contexts.

13. Utilize a variety of research methods and strategies to gather information.

14. Contribute to the well-being of the Deaf community through volunteering or other methods.

15. Meet the workforce demands of the Deaf and Deaf-Blind communities in Seattle and surrounding areas.
Nursing Program (AAS-T)

1. Act as a provider of care:
   - Demonstrate cognitive competence using critical thinking in solving clinical problems and making clinical decisions.
   - Consider alternatives.
   - Utilize knowledge gained from nursing, biology, social and behavioral sciences in the delivery of care.

2. Utilize the nursing process:
   - Apply the nursing process to support a client’s adaptation to health, quality of life or death.
   - Assess the client as a unique biopsychosocial being, total individual or family.
   - Analyze data to identify problems.
   - Develop and implement a plan of patient care including teaching & learning to achieve outcomes.
   - Use critical thinking to evaluate and revise outcomes.
   - Provide safe, effective care.
   - Demonstrate psychomotor competence through the skillful use of complex equipment and procedures to provide care.
   - Demonstrate interpersonal competence through therapeutic communication skills and caring interventions to provide nursing care.

3. Act as a manager of care:
   - Demonstrate responsibility and accountability by leading and delegating to other nursing personnel, commensurate with their educational preparation.
   - Utilize technology and both human and material resources in a cost-effective manner.
   - Demonstrate people management skills by communicating and collaborating effectively with the health care team.

4. Act as a member of the Nursing Discipline:
   - Understand and function within the role of a registered nurse in various health care settings.
   - Value and demonstrate the ethical, legal and professional standards of nursing practice.
   - Value self-awareness.
   - Value professional nursing as a career and value own practice.
   - Demonstrate professional behaviors in the role of the nurse in various settings.
Opticianry Program (AAS)

Upon completion of the program students will be able to participate in the Opticianry process. Students shall achieve the following objectives throughout the program by:

1. Learning the principles of ophthalmic optics.
2. Developing a knowledge and understanding of ophthalmic products.
3. Learning to utilize ophthalmic products.
4. Recognizing the legal implications associated with the ophthalmic practice.
5. Learning and practicing how to manufacture eye-wear meeting A.N.S.I. specifications.
6. Learning the principles of contact lenses.
7. Applying ocular anatomy and physiology to ophthalmic dispensing.
8. Learning and carrying out the specific responsibilities of the ophthalmic dispenser in the medical/retail setting.
9. Practicing dispenser-client human relations skills as applicable to the business environment.
10. Preparing for and ultimately successfully completing state and national licensing and certifying examinations.
11. Applying knowledge and skills learned in the actual job setting through Cooperative Education.
12. Demonstrating and adapting the knowledge and skills acquired to the variety of business style available in Ophthalmic Dispensing.
13. Adapting knowledge and skills acquired to the ever-changing technological environment throughout the graduate’s career.
14. Functioning actively as a contributing member of the ophthalmic health-care team.
Respiratory Care (AAS)

The graduate of the SCCC Respiratory Care program is able to:

1. Implement the respiratory care procedures in a systematic manner to provide a high standard of care to individuals and groups.
2. Provide a safe environment in all aspects of respiratory care delivery.
3. Perform quality respiratory care demonstrating affective, psychomotor, cognitive, and communication skills, demonstrating the ability to make sound, accurate decisions based on scientific and cardiopulmonary theories.
4. Integrate knowledge from the biological, physical and life sciences into respiratory care of individuals and groups.
5. Incorporate an understanding of health, illness, and cultural diversity into all aspects of respiratory care.
6. Teach individuals or groups to achieve and maintain an optimum level of wellness.
7. Communicate effectively with clients, including families and significant others.
8. Collaborate effectively with clients, including families and significant others.
9. Identify their own limitations of knowledge, skills and respiratory care functions, and take appropriate actions.
10. Incorporate knowledge of legal and ethical issues into respiratory care practice.
11. Participate in activities that support the profession of respiratory care.
**Social and Human Services (AAS)**

Students achieving an AAS degree in Social and Human Services will:

1. Demonstrate the ability to identify and access human services resources, including on-line data bases, directories, and referral centers.

2. Demonstrate the ability to plan, initiate, manage and terminate change groups, skills groups, and education groups.

3. Demonstrate the ability to conduct interviewing and counseling skills appropriate to entry level human services practice.

4. Demonstrate an understanding of, and agreement to comply with, professional ethical standards common to the human services field.

5. Demonstrate applied professional skills that meet standards of field supervision in a recognized human services organization.
Surgical Technology (AAS)

The successful Surgical Technology graduate:

1. Applies basic anatomy, physiology, and microbiology to the operative patient.
2. Applies the principles of aseptic technique and the technologist's responsibility in carrying out strict aseptic technique in a clinical setting.
3. Prepares supplies and equipment to be used in the OR and uses them appropriately.
4. Applies the different types of sterilization and knows when to use each appropriately.
5. Functions actively as a contributing member of a health care team by completing the specific responsibilities of the surgical technologist in OR routine procedures.
7. Develops a professional working relationship with the OR team.
8. Understands and applies legal implications concerning the patient and personnel in the OR.
9. Adapts his or her knowledge and skills to the care of the intraoperative patient.
10. Is prepared to write the examination offered by the Association of Surgical Technologists.
Biotechnology (AAS-T)

1. Familiarity with a standard research and development based molecular biology/biochemistry laboratory with respect to standard procedures and safety issues.

2. Competence in current skills as dictated by the Technical Advisory Committee.

3. The ability to follow a typical industry Standard Operating Procedure with accuracy and precision.

4. The ability to read and comprehend, on a fundamental level, primary literature and analyze basic experimental results.
Culinary Arts (AAS) (Certificate)

1. Demonstrate a basic knowledge of food ingredients and seasonings.
2. Prepare basic meals in a quantity food setting.
3. Prepare meals in an ala minute bistro setting.
4. Prepare menus in a fine dining setting demonstrating current tends in restaurant meals.
5. Demonstrate mastery of knife skills.
6. Demonstrate knowledge of Culinary terms.
7. Demonstrate knowledge of Basic Baking Ingredients.
9. Create a show platter including a charcuterie item.
10. Demonstrate the ability to organize written information and instructions in multiple ways.
11. Write an ingredient report and make an oral presentation.
12. Write recipes for use in a professional kitchen.
13. Demonstrate the ability to communicate effectively in a professional kitchen.
14. Manage staff and guests in a dining room setting.
15. Accurately convert weight and volume measurements.
16. Generate a menu price based on the cost per portion using industry standard food cost percentages.
17. Explain the difference between desired and actual food cost percentages and the reasons for any difference.
18. State the importance of proper ordering, receiving, and inventory management as related to the job of a purchasing manager.
19. Convert weight and volume measurements from English to Metric and from Metric to English.
20. Demonstrate knowledge of sanitation and safety issues.
21. Demonstrate knowledge of the principles of nutrition and their application in the Culinary field.
Specialty Desserts & Breads (AAS) (Certificate)

1. Use calculations to analyze, interpret, and formulate data.
2. Demonstrate professionalism in working with public and co-workers.
3. Identify, select, and apply appropriate information to analyze and resolve problems.
4. Understand environmentally sound practices.
5. Understand scientific knowledge and its relationship to baking.
6. Understand principles of baking preparation, equipment, methods, and products.
7. Follow appropriate sanitation and safety laws and procedures.
**Marine Deck Technology** (Certificate)

Students successfully completing the program will:

1. Demonstrate the necessary skills (navigation, vessel operation and safety, Rules of the Road) to obtain a license as Master of Inland Steam or Motor Vessels of Not More Than 100 Gross Tons.

2. Satisfy both the written and practical examination requirements for both the Able Seaman and the Lifeboatman endorsements. Students will receive the Lifeboatman endorsement at graduation.

3. Qualify for an STCW (Standards Training Certification Watchstanding) "ratings forming part of a navigational watch" endorsement.

4. Qualify for a license as Apprentice Mate (Steersman) of Near Coastal Uninspected Towing Vessels.
Marine Engineering Technology (Certificate)

Graduates successfully completing the Marine Engineering Technology Certificate will:

1. Satisfy the training requirements of 46 CFR 12.15-7 for QMED (Qualified Member Engineering Department) endorsements provided they present documentary evidence of at least 90 days engine room service while enrolled in the program (30 days on SMA’s training vessels plus 60 days during the student at-sea internship).

2. Satisfy the training requirements of Section A-III/4 and Table A-III/4 of the Seafarers’ Training, Certification and Watchkeeping (STCW) Code, Specification of Minimum Standard of Competence for Ratings Forming Part of an Engineering Watch, provided they also present evidence of having been assessed in the related practical demonstrations, at least 60 days of engine room service (during the student at-sea internship), and having completed basic safety training.

3. Demonstrate their ability to obtain the unlicensed ratings of oiler, junior engineer, refrigerating engineer, electrician, and pump man without further testing.

4. Be eligible without further testing for fireman/water tender if their 60-day at-sea student internship is on steam vessels.

5. Be eligible to examine for Designated Duty Engineer Limited – 1000 Horsepower, provided they can present 4 months of sea service as QMED.
Administrative Office Professional and Office Technician (Certificate)

1. Use application software such as Outlook, Windows, Microsoft Office 2003 utilizing Word, Excel, Access and PowerPoint to perform business-related tasks.

2. Use Internet search engines such as Google, MSN, and Yahoo to support information resource development in a general office setting.

3. Possess the necessary knowledge and skills to effectively communicate in written, including electronic, and oral methods using commonly accepted business practices.

4. Perform work in a "team" environment with emphasis on completion and quality of work.

5. Possess the necessary math skills including addition, subtraction, multiplication, division, percentages and fractions for entry-level job functions in the general office setting.


7. Demonstrate typing and 10-key speed and accuracy skills necessary to secure entry-level employment in a general office setting—currently, 40 net words per minute in typing and 100 net keystrokes per minute.

8. Demonstrate knowledge of job readiness with a professional portfolio, resume, cover letters, interviewing skills, and complete competency in all Administrative Office Professional and Office Technician skills by successfully completing an externship.
Cosmetology (Certificate)

1. Perform all aspects of cosmetology using the Pivot Point method for all types of hair and skin including haircutting, hair styling, hair coloring, permanent waving, chemical relaxing, manicuring and skincare.

2. Perform salon business such as front desk skills, inventory and loss prevention, resume building and interviewing skills, self-marketing and the basic knowledge of starting one's own salon business.

3. Demonstrate customer service skills, self-growth and personal development.

4. Engage in lifelong involvement in the community through the profession of cosmetology.

5. Possess the necessary skills to pass the Washington State Cosmetology written and practical exam to be Certified to work in the cosmetology field.
Dental Assistant (Certificate)

1. Function as a clinical dental assistant with expanded duties in all of the following -
dental specialties, dental laboratory procedures, digital radiology, sterilization
   techniques, nutritional counseling and preventive procedures.

2. Effectively communicate in oral and written form with patients, peers and members
   of the dental health team.

3. Possess proficiency in dental front office skills, including patient in-take, scheduling,
   insurance and financial procedures and general office computer skills – email,
   spreadsheets, word processing, and Dental Office specialty software applications
   such as billing and scheduling.

4. Engage in lifelong involvement in the community in the promotion of dental health
   through the profession of Dental Assisting.

5. Possess the necessary skills to pass the Dental Assistant National Board Exam.

6. Demonstrate knowledge of job readiness with resume building, interviewing skills,
   and complete competency in all basic dental assisting skills by successfully
   completing an externship.
Health Unit Coordinator (Certificate)

By the end of the program students will be able to:

1. Understand basic human anatomical structure.
2. Interpret, understand and utilize basic medical terminology.
3. Demonstrate with 90% accuracy transcription of medication, treatment, activity, and laboratory, diagnostic and miscellaneous orders.
4. Possess the necessary knowledge and skills for
   - admitting, discharging, transferring, preoperative and post-operative patients
   - handling medical emergencies such as respiratory or cardiac arrests at hospitals and outpatient facilities
   - checking patients into a doctor's office, including verification of patient insurance
5. Coding diagnoses and medical procedures with numeric or alpha-numeric codes
6. Distinguish the differences between commercial and HMO insurance plans through direct research with insurance companies and analysis of the insurance cards and claim forms.
7. Demonstrate proper communication, including proper phone etiquette, and effective interpersonal skills among clerical and medical staff and with patients in a medical clinical setting.
8. Demonstrate knowledge of job readiness with resume building, interviewing skills, and complete competency in all Health Unit Coordinating skills by successfully completing an externship.
Medical Assistant (Certificate)

1. Demonstrate knowledge and competency of medical front office administrative skills, including electronic record keeping, clerical aspects, insurance, communication, risk management, ethical issues, and inventory management.

2. Demonstrate knowledge of medical terminology, anatomy, physiology, pathophysiology, necessary verbal and written communication with physicians, peers, other healthcare workers, and patients as would be necessary in any type of ambulatory care setting.

3. Demonstrate knowledge of psychological basics underlying personal and patient needs self-growth and personal development.

4. Possess clinical skills, knowledge and competency performance, including fundamental medical asepsis principals, patient care, specimen collection, and diagnostic testing according to State and Federal mandates, quality control documentation and equipment maintenance as would be expected in any type of ambulatory care setting.

5. Demonstrate knowledge of job readiness with resume building, interviewing skills, and complete competency in all basic medical assisting skills by successfully completing an externship.

6. Demonstrate knowledge of State, Federal and AAMA regulations in regards to credentialing and certification.
Multiple Trades (Certificate)

1. Possess life skills such as punctuality, perseverance, positive attitude, and work ethic that will assure job success on a construction site.

2. Possess skills to become indentured in a state-approved construction trades apprenticeship program. These skills are specific to each apprenticeship program and may include practice with hand tools, power tools, doing math problems, interview skills, tool and material identification, and resume preparation, among others.

3. Possess the necessary skills to pass a valid Washington State Driver’s License prior to referral to an apprenticeship program.

4. Possess the necessary skills to pass the King County Carpenter’s Safety and Orientation Test prior to referral to an apprenticeship program.

5. Possess the necessary skills and hours requirements to achieve certifications in the following prior to referral to an apprenticeship program:
   - Forklift Operation.
   - Flagger (traffic control).
   - Industrial First Aid and CPR.
**Network Technician** (Certificate)

1. Build, configure, install, troubleshoot, maintain and repair the current generation of personal computers and Microsoft operating systems.

2. Install and maintain wire and wireless networks for small business and home networks.

3. Perform basic network administrative functions for the support of a modern server with understanding of Domain Name Server (DNS), Dynamic Host Configuration Protocol (DHCP), and Transmission Control Protocol/Internet Protocol (TCP/IP.)

4. Demonstrate entry-level skills in hardware maintenance of multi-media equipment, including home entertainment and corporate and academic presentation equipment.

5. Understand the basic economics of consumer and business markets for digital equipment, with ability to competitively select and purchase equipment and software.

6. Perform work in a "team" environment with an emphasis on completion and quality of work.

7. Possess the skills necessary to pass the industry standard CompTia (A+) certification exam.
Phlebotomy (Certificate)

Definitions

Phlebotomy: Puncture or incision into a vein to obtain a blood specimen.

Venipuncture: The most common technique used to obtain a blood specimen.

1. Possess the necessary clinical skills to perform venous blood collection and micro-collection as a phlebotomist and as a multi-skilled health care professional.

2. Demonstrate knowledge of the
   - Circulatory system and vein anatomy.
   - Medical abbreviations and laboratory terminology.
   - Standard biohazard safety precautions.
   - Proper use, sanitation and disposal as required, of all laboratory equipment and supplies used in blood collection and micro-collection.
   - Medical laboratory forms relating to collection and handling of blood specimens.

3. Demonstrate knowledge of the basic steps and perform standard and proper techniques of venipuncture.

4. Demonstrate proper and effective patient relations related to blood specimen collections, including patient safety, disclosure, confidentiality and general patient communications.

5. Possess the necessary skills and requirements to acquire the following Licenses and Certifications:
   - Phlebotomist Certificate – Dependent on successful completion of phlebotomy class.
   - HCA (Health Care Assistant License) – Obtained through an employer.
   - National Certification (ex: NPA, ASCP) – Dependent on required number of blood draws.

6. Possess the necessary skills in employment readiness to become employed as a phlebotomist in hospitals, medical laboratories, health organizations, health centers, medical group practices, home health agencies, blood banks, and insurance companies.
**Marine Carpentry (AAS)**

Upon earning an AAS degree in Marine Carpentry a student will:

1. Work safely in a professional boatshop.
2. Demonstrate an understanding of the work ethic required to be a successful Marine Carpenter.
3. Communicate and understand the inter-personal relationships among co-workers and with customers.
4. Demonstrate the ability to recognize a problem, develop strategies to overcome the problem and keep a project on track.
5. Demonstrate the ability to think like a trades person to balance craftsmanship and economics to produce an acceptable product.
6. Master the skills to become employed as a marine carpenter or in a related field.
7. Demonstrate an enhanced understanding of the relationship of carpentry, cabinetmaking and marine carpentry and/or the business aspects of marine carpentry.
Marine Carpentry (Certificate)
Upon earning a certificate in Marine Carpentry a student will:

1. Work safely in a professional boatshop.
2. Master the skills to become employed as a boatbuilder or in a related field.
3. Demonstrate an understanding of the work ethic required to be a successful boatbuilder.
4. Solve problems and arrive at affordable solutions.
**Cabinetmaking (AAS)**

Upon earning an AAS degree in Cabinetmaking a student will:

1. Work safely in a professional cabinet or furniture shop.
2. Demonstrate an understanding of the work ethic to be a successful cabinetmaker.
3. Communicate and understand the interpersonal relationships among co-workers and with customers.
4. Recognize a problem, develop strategies to overcome the problem and keep a project on track.
5. Demonstrate the ability to think like a trades person to balance craftsmanship and economics to produce an acceptable product.
6. Master the skills to become employed as a cabinetmaker or in a related field.
7. Demonstrate an enhanced understanding of the relationship of cabinetmaking, carpentry marine carpentry and/or the business aspects of cabinetmaking.
Cabinetmaking (Certificate)

Upon earning a certificate in Cabinetmaking a student will:

1. Work safely in a cabinet shop.
2. Master the skills to become employed as a cabinetmaker or in a related field.
3. Demonstrate an understanding of the work ethic to be a successful cabinetmaker.
4. Solve problems and arrive at alternative solutions to see a project to completion.
Carpentry (AAS)

Upon earning an AAS degree in Carpentry a student will:

1. Work safely on a construction site.
2. Demonstrate an understanding of the work ethic to be a successful carpenter.
3. Communicate and understand the interpersonal relationships among co-workers and with customers.
4. Demonstrate the ability to recognize a problem, develop strategies to overcome the problem and keep a project on track.
5. Demonstrate the ability to think like a trades person to balance craftsmanship and economics to produce an acceptable product.
6. Master the skills to become employed as a carpenter or in a related field.
7. Demonstrate an enhanced understanding of the relationship of carpentry, cabinetmaking and marine carpentry and/or the business aspects of carpentry.
Carpentry (Certificate)
Upon earning a certificate in Carpentry a student will:

1. Work safely on a construction site.
2. Master the skills to become employed as a residential carpenter or in a related field.
3. Demonstrate an understanding of the work ethic to be a successful carpenter.
4. Solve problems and keep a construction project on schedule.