PROGRAM INFORMATION

Requirements for All Programs

Candidates for all associate degrees, diplomas and certificates must:

- Complete at least 30 credits at South Puget Sound Community College to be granted an Associate's degree or the last 15 credits at South Puget Sound Community College to be granted a certificate, unless the Pathway Map specifies otherwise.
- A minimum cumulative, college-level grade point average of 2.0.

The following college-wide abilities are embedded into each program:

- Analytical Reasoning
- Effective Communication
- Information Literacy
- Multicultural Awareness
- Social Responsibility

English/Math Requirement

Placement testing results may indicate that students need to complete basic skills and/or pre-college English and math in preparation for course work in their program. Often, precollege courses are prerequisites for college-level courses necessary for graduation. Students will complete college-level English and math prior to earning their first 45 college-level credits.

College and Career Success Requirement

Students who have not completed 30 credits of college level course work prior to enrolling at SPSCC are required to take CCS 101 Pathways to Success within the first two quarters of enrollment.

Diversity Course Requirement

Diversity-designated courses at South Puget Sound Community College provide opportunities for students to develop awareness of their own social and cultural identities, seek understanding of others, and cultivate skills to communicate across cultures and differences. All programs require the completion of a diversity course.

Requirements for All Transfer Degrees

Transfer programs like the Associate in Arts or Associate in Science degrees are designed primarily for students who plan to fulfill the general education requirements for a baccalaureate degree at a four-year college or university. Each student should meet with an advisor to plan a program that meets the requirements and policies of the transfer college or university. To qualify for the degree, the student must satisfy the general requirements of the college and complete 90 quarter credits in courses numbered 100 or above with a cumulative grade point average of 2.0 or better. All grades must be a 'D' or higher. Credit is generally allowed toward this degree for Advanced Placement and CLEP exams up to a maximum of 45 credits. Students planning to pursue the program will find that the first two years of course work are generally the same for all four-year colleges and universities, but in some cases freshman and sophomore course requirements for a specific major may vary. Seventy-five of the 90 required credits in courses numbered 100 or above must be selected from the General Education Requirements for the Associate in Arts/Associate in Science-Direct Transfer Agreements and must include the following:

- A minimum number of credits in communications, humanities, natural sciences and social sciences;
- A minimum number of credits and demonstrated proficiency related to quantitative skills;
- A minimum number of elective credits from the General Education Requirements for the Associate in Arts/Associate in Science-Direct Transfer Agreements. For detailed information on degree requirements for the Associate in Arts and the Associate in Science, see the Degree Requirements beginning on page 9.

Requirements for other Associate Degrees

Associate in Applied Science Degree Requirements

The Associate in Applied Science (AAS) degree represents the attainment of skills generally required for immediate application in an occupational field. The degree concentrates on the technical aspects of the student's chosen career area. To qualify for the degree, a student must successfully complete the requirements of an approved AAS program and earn at least 90 credits in courses numbered 100 or above. The minimum 90 credits must include at least five credits in each of these areas: communication, computation and human relations for a minimum of 15 distribution credits. Credits for the degree should be selected with the assistance of an advisor in accordance with a prescribed program of study listed in the Degree Requirements section of this catalog. A minimum cumulative grade point average of 2.0 in core and distribution courses is required for graduation.

Associate in General Studies Degree Requirements

The Associate in General Studies degree allows you to design a two-year program by providing flexibility to take courses that fit your lifestyle and interests. To qualify for the degree, you must design a program under the supervision of an advisor with a minimum of 90 credits numbered 100 or above. Fifty of those credits may be electives, chosen from any program of study. The remaining 40 credits must include 10 credits from each of these areas: communication, humanities, natural science and social science. The Associate in General Studies degree is not designed to transfer to four-year colleges and universities, although some of the credits earned as part of the degree may transfer on a course-by-course basis.

Certificate Requirements

South Puget Sound Community College offers three levels of certificates.

1. The Certificate of Completion represents successful completion of core requirements totaling 45 credits or more in a specific occupational program. It is composed of industry-based skill courses and general education requirements (courses 100-level and above: communication, computation and human relations). The Certificate of Completion generally recognizes a student's attainment of the skills necessary for entry-level employment in a given occupational field.
2. The Certificate of Proficiency represents successful completion of core requirements totaling 20-44 credits in a specific occupational program. The Certificate of Proficiency is composed of industry based skill courses and a demonstrated eligibility for English 090 and Math 092/ABE 065.
3. The Certificate of Achievement represents successful completion of core requirements totaling fewer than 20 credits. It is composed of industry-based skill courses. No general education courses and no minimal level of math or English are required, unless indicated by specific program requirements. Students completing a certificate program are not required to meet diversity course requirements

unless indicated by specific certificate requirements. Occupational areas for which certificates of completion, proficiency or achievement are awarded are designated in the Programs of Study section of this catalog.

Application for Graduation

Candidates for degrees, certificates and diplomas must apply for graduation online. Applications can be found online at spscc.edu/graduation (http://spscc.edu/graduation). Students are encouraged to apply for graduation two quarters prior to completion of their degree, certificate or diploma to allow enough time for graduation review, transcript posting, and diploma ordering. Candidates may complete their degree under the requirements set forth in any catalog issued during their continuous enrollment at South Puget Sound Community College. Any student not in attendance for two or more quarters is required to complete the program requirements in the catalog in effect at the time of their re-entry to the college. The Graduation/Commencement Ceremony is held each June. Students may participate in the ceremony if they have applied for graduation within the current academic year.

I-BEST: Integrated Basic and Education Skills Training

I-BEST is a nationally recognized teaching model that allows students to increase literacy and work skills so that they can earn credentials, get living wage jobs, and put their talents to work for employers. I-BEST pairs two instructors in the classroom, one to teach professional and technical content and the other to teach reading, writing, math, or English language. Both instructors work together to support student success. See spscc.edu/programs/transition-studies/ibest (https://spscc.edu/programs/transition-studies/ibest) for more information.

High School+

The South Puget Sound Community College High School+ (HS+) program is an alternative way to complete high school. Successful High School + students meet state and college requirements for graduation and will be issued an official state of Washington high school diploma from the college. See https://spscc.edu/programs/transition-studies/hs-completion for more information. The HS+ Diploma is available for adults 19 years old and older who have not completed high school. Students 18 years old can enroll in HS+ with approval from their local high school. Students who are 18 years old and whose cohort/class has graduated can enroll in HS+.

GED® Classes and Testing (High School Equivalency Certificate)

The High School Equivalency (GED®) Certificate is available for adults 19 years old and older who have not completed high school. Students 16 years old and older can take the GED® tests with approval from their local high school. The college offers classes to help students prepare for the High School Equivalency test. For information on taking High School Equivalency (GED®) classes, call the Transition Studies Office at 360-596-5317 or online at https://spscc.edu/programs/transition-studies/hs-completion. To obtain the High School Equivalency Certificate, students are required to earn satisfactory scores on the following tests: Reasoning through Language Arts, Mathematics, Science, and Social Studies. South Puget Sound Community College is an official High School Equivalency Certificate (GED®) Testing Center. Additional information regarding scheduling the High School Equivalency test is available online at https://spscc.edu/services-support/assessment-center or at 360-596-5770. The Official Transcript of Test Results can be accessed online shortly after you have passed all four GED exams. This transcript provides proof of your successful completion of the High School Equivalency (GED®) exam. Duplicate copies of the certificate are also available online through the GED Testing Service website.

English for Speakers of Other Languages (ESOL)

English for Speakers of Other Languages (ESOL) program at SPSCC has 6 levels of classes to help adult speakers of other languages who want to improve their English language skills. Classes cover reading, writing, speaking, listening, and digital literacy. Non-eligibility: People who are in this country on an F-1, M-1, or J-1 visa are not allowed to participate in publicly (state and federal) funded adult education.

Adult Basic Education (ABE)

Adult Basic Education (ABE) classes are available for adults who want to improve their math skills before beginning work on their high school diploma, GED®, or college classes.

Running Start

Running Start is a statewide program that allows high school juniors and seniors to attend community college tuition-free, earn college credits, and transfer to most 4-year colleges and universities in Washington. Each year, more than 1,500 Thurston County families choose Running Start at SPSCC for their high schoolers because they save significantly on college tuition. A student can earn an AA at the same time as a high school diploma, then transfer to a 4-year school as a college junior, saving a family $8,000+. Fee Waivers and Book Borrow are available to qualifying students. Students are highly successful in the Running Start program. They can also be involved in student clubs, on-campus jobs, and study abroad programs. Students also enjoy other benefits, including independence and a diverse college experience. To be eligible for Running Start, students must be recognized by their high school or district with junior or senior class standing and place into or have Completed English 101. This can be done in several ways, like taking the English Guided Self Placement. After applying to SPSCC, students should meet with their high school counselor to discuss graduation requirements for their high school, then choose how many classes to complete at high school and at SPSCC, up to 15 credits per quarter at SPSCC for full tuition coverage. More information about applying and the program can be found at https://spscc.edu/running-start.

College in the High School

College in the high school provides college-level academic courses taught at the high school by college-qualified high school teachers. Freshman, sophomores, juniors and seniors can earn college credit when they successfully qualify for and pass the college-level course. Students pay a fee for each course they enroll in. There are no other tuition or fee costs and materials are provided by the high school. If a course has a prerequisite, the student must meet the prerequisite in order to enroll in the course for college credit. Credit from College in the High School is generally transferable to four year schools or students can continue on as a Running Start student during junior and senior year or as a full time student at SPSCC after high school graduation. In many cases it might only take a few more quarters after high school graduation to complete an AA saving the student time and money on tuition. More information about applying and the program can be found at https://spscc.edu/programs/cihs.

Programs

Program	Degree Type	Location	Pathway	Transferable
Accounting - AAS Degree (https://catalog.spscc.edu/bus-fin-office/ado/accounting-aas/)	Associate in Applied Science (AAS)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate
Accounting Clerk (https://catalog.spscc.edu/bus-fin-office/cert/accounting-clerk/)	Certificate of Completion (CC)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate
Architecture, Engineering, and Construction Technology - AAS (https://catalog.spscc.edu/info-tech/ado/aec-aas/)	Associate in Applied Science (AAS)	Lacey	Information Technology	Non-Transferable Degree/ Certificate
Architecture, Engineering, and Construction Technology - AAS-Transfer (https://catalog.spscc.edu/info-tech/ado/aec-aast/)	Associate in Applied Science-Transfer (AAS-T)	Lacey	Information Technology	Transferable Degree/ Certificate
Associate in Arts - DTA (Arts, Media, Performance) (https://catalog.spscc.edu/arts-com/ado/art-media-performance-dta/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Olympia	Arts & Communications	Transferable Degree/ Certificate
Associate in Arts - DTA (Communications and Writing) (https://catalog.spscc.edu/arts-com/ado/communications-writing-dta/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Olympia	Arts & Communications	Transferable Degree/ Certificate
Associate in Arts - DTA (Cultural Studies - International Issues and Global Relations) (https://catalog.spscc.edu/cultural/ado/international-issues-dta/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Olympia	Cultural Studies	Transferable Degree/ Certificate
Associate in Arts - DTA (Cultural Studies - Languages Linguistics) (https://catalog.spscc.edu/cultural/ado/languages-linguistics-dta/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Olympia	Cultural Studies	Transferable Degree/ Certificate
Associate in Arts - DTA (Cultural Studies-JEDI) (https://catalog.spscc.edu/cultural/ado/jedi-dta/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Olympia	Cultural Studies	Transferable Degree/ Certificate
Associate in Arts - DTA (Government, Public Admin, Law) (https://catalog.spscc.edu/govt-public-admin-law/ado/dta/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Olympia	Government, Public & Nonprofit Administration	Transferable Degree/ Certificate
Associate in Biology - DTA/MRP (https://catalog.spscc.edu/science-engr-math/ado/biology-dta/)	BIO-DTA/MRP (BIO-DTA/MRP)	Olympia	Science, Engineering & Math	Transferable Degree/ Certificate

Associate in Business - DTA/MRP (https://catalog.spscc.edu/bus-fin-office/ado/business-dta/)	BUS-DTA/MRP (BUS-DTA/MRP)	Olympia	Business, Finance & Office Administration	Transferable Degree/Certificate
Associate in Computer Science - DTA/MRP (https://catalog.spscc.edu/info-tech/ado/comp-science-dta/)	CS-DTA/MRP (CS-DTA/MRP)	Olympia	Information Technology	Transferable Degree/Certificate
Associate in Computer Science: Cybersecurity (https://catalog.spscc.edu/info-tech/ado/comp-science-cna/)	Associate in Applied Science-Transfer (AAS-T)	Olympia	Information Technology	Transferable Degree/Certificate
Associate in Computer Science: Software Development (https://catalog.spscc.edu/info-tech/ado/comp-science-software/)	Associate in Applied Science-Transfer (AAS-T)	Olympia	Information Technology	Transferable Degree/Certificate
Associate in Music - DTA/MRP (https://catalog.spscc.edu/arts-com/ado/music-dta/)	MUS-DTA/MRP (MUS-DTA/MRP)	Olympia	Arts & Communications	Transferable Degree/Certificate
Associate in Nursing - DTA/MRP (https://catalog.spscc.edu/healthcare/ado/nursing-dta/)	NURS-DTA/MRP (NURS-DTA/MRP)	Angela Bowen Center	Healthcare	Transferable Degree/Certificate
Associate in Pre-Nursing - DTA/MRP (https://catalog.spscc.edu/healthcare/ado/prenursing-dta/)	PREN-DTA/MRP (PREN-DTA/MRP)	Angela Bowen Center	Healthcare	Transferable Degree/Certificate
Associate in Science Track 1 (General Science) AS-T (https://catalog.spscc.edu/science-engr-math/ado/general-science-ast/)	Associate in Science-Transfer (AS-T)	Olympia	Science, Engineering & Math	Transferable Degree/Certificate
Associate in Science Track 1 (Physical Science) AS-T (https://catalog.spscc.edu/science-engr-math/ado/physical-science-ast/)	Associate in Applied Science-Transfer (AAS-T)	Olympia	Science, Engineering & Math	Transferable Degree/Certificate
Associate in Science Track 2 (Engineering and Physics) AS-T (https://catalog.spscc.edu/science-engr-math/ado/engr-physics-ast/)	Associate in Science-Transfer (AS-T)	Olympia	Science, Engineering & Math	Transferable Degree/Certificate
Automotive Technology - AAS Degree (https://catalog.spscc.edu/auto-weld-mach/ado/auto-aas/)	Associate in Applied Science (AAS)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/Certificate
Bachelor of Science in Computer Science (https://catalog.spscc.edu/info-tech/bdo/computer-science/)	Bachelor of Science (BS)	Olympia	Information Technology	Non-Transferable Degree/Certificate

Basic Automotive Technology Certificate (https://catalog.spscc.edu/auto-weld-mach/cert/basic-auto/)	Certificate of Proficiency (CP)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Basic Machining Technologies Certificate (https://catalog.spscc.edu/auto-weld-mach/cert/basic-machining/)	Certificate of Proficiency (CP)	Lacey	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Basic Welding Certificate (https://catalog.spscc.edu/auto-weld-mach/cert/basic-welding/)	Certificate of Achievement (CA)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Business Administration - AAS Degree (https://catalog.spscc.edu/bus-fin-office/ado/business-admin-aas/)	Associate in Applied Science (AAS)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate
Business Operations Coordinator Certificate (https://catalog.spscc.edu/bus-fin-office/cert/bus-operations/)	Certificate of Completion (CC)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate
CPA Requirement Certificate (https://catalog.spscc.edu/bus-fin-office/cert/cpa/)	Certificate of Completion (CC)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate
Cybersecurity and Network Administration - AAS Degree (https://catalog.spscc.edu/info-tech/ado/cybersecurity-aas/)	Associate in Applied Science (AAS)	Olympia	Information Technology	Non-Transferable Degree/ Certificate
Dental Assisting - AAS Degree (https://catalog.spscc.edu/healthcare/ado/dental-aas/)	Associate in Applied Science (AAS)	Olympia	Healthcare	Non-Transferable Degree/ Certificate
Early Childhood Education - AAS (https://catalog.spscc.edu/social-services-educ/ado/ece-aas/)	Associate in Applied Science (AAS)	Olympia	Social Services & Education	Non-Transferable Degree/ Certificate
Early Childhood Education - AAS-Transfer (https://catalog.spscc.edu/social-services-educ/ado/ece-aast/)	Associate in Applied Science-Transfer (AAS-T)	Olympia	Social Services & Education	Transferable Degree/ Certificate
Entrepreneurship - Certificate of Achievement (https://catalog.spscc.edu/bus-fin-office/cert/entrepreneurship/)	Certificate of Achievement (CA)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate
Expanded Function Dental Auxiliary (EFDA) - Certificate of Achievement (https://catalog.spscc.edu/healthcare/cert/efda/)	Certificate of Achievement (CA)	Olympia	Healthcare	Non-Transferable Degree/ Certificate

Flux Cored Arc Welding Certificate (https://catalog.spscc.edu/auto-weld-mach/cert/flux-welding/)	Certificate of Proficiency (CP)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Gas Metal Arc Welding Certificate (https://catalog.spscc.edu/auto-weld-mach/cert/gas-welding/)	Certificate of Proficiency (CP)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Gas Tungsten Arc Welding Certificate (https://catalog.spscc.edu/auto-weld-mach/cert/tungsten-welding/)	Certificate of Proficiency (CP)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Healthcare DTA (https://catalog.spscc.edu/healthcare/ado/healthcare/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Angela Bowen Center	Healthcare	Transferable Degree/ Certificate
Information Technology Computer Support - AAS Degree (https://catalog.spscc.edu/info-tech/ado/it-support-aas/)	Associate in Applied Science (AAS)	Olympia	Information Technology	Non-Transferable Degree/ Certificate
Machining Technologies - AAS Degree (https://catalog.spscc.edu/auto-weld-mach/ado/machining-aas/)	Associate in Applied Science (AAS)	Lacey	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Medical Assisting - AAS (https://catalog.spscc.edu/healthcare/ado/medical-assisting-aas/)	Associate in Applied Science (AAS)	Angela Bowen Center	Healthcare	Non-Transferable Degree/ Certificate
Medical Coding and Billing - Certificate of Proficiency (https://catalog.spscc.edu/healthcare/cert/medical-coding/)	Certificate of Proficiency (CP)	Olympia	Healthcare	Non-Transferable Degree/ Certificate
Nursing Assistant Certification (NAC) (https://catalog.spscc.edu/healthcare/cert/nac/)	Certificate of Completion (CC)	Angela Bowen Center	Healthcare	Non-Transferable Degree/ Certificate
Nursing Assistant Certification (NAC) (https://catalog.spscc.edu/co/certified-nursing-assistant-coc/)	Certificate of Completion (CC)	Angela Bowen Center	Healthcare	Non-Transferable Degree/ Certificate
Office Administration Specialist – AAS (https://catalog.spscc.edu/bus-fin-office/ado/office-admin-aas/)	Associate in Applied Science (AAS)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate
Office Coordinator (https://catalog.spscc.edu/bus-fin-office/cert/office-coordinator/)	Certificate of Proficiency (CP)	Olympia	Business, Finance & Office Administration	Non-Transferable Degree/ Certificate

Shielded Metal Arc Welding Certificate (https://catalog.spscc.edu/auto-weld-mach/cert/shielded-welding/)	Certificate of Proficiency (CP)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate
Social Services and Education (https://catalog.spscc.edu/social-services-educ/ado/dta/)	Associate in Arts/Direct Transfer Agreement (AA-DTA)	Olympia	Social Services & Education	Transferable Degree/ Certificate
State Early Childhood Education Certificate (https://catalog.spscc.edu/social-services-educ/cert/state-ece/)	Certificate of Completion (CC)	Olympia	Social Services & Education	Non-Transferable Degree/ Certificate
State Initial Early Childhood Education Certificate (https://catalog.spscc.edu/social-services-educ/cert/state-initial-ece/)	Certificate of Achievement (CA)	Olympia	Social Services & Education	Non-Transferable Degree/ Certificate
State Short Early Childhood Education (https://catalog.spscc.edu/social-services-educ/cert/state-short-ece/)	Certificate of Proficiency (CP)	Olympia	Social Services & Education	Non-Transferable Degree/ Certificate
Welding Technology - AAS Degree (https://catalog.spscc.edu/auto-weld-mach/ado/welding-aas/)	Associate in Applied Science (AAS)	Olympia	Automotive, Welding & Manufacturing	Non-Transferable Degree/ Certificate