From The President

Cascadia Community College is in the midst of one of the most exciting times in the school’s brief history. Whether you are looking to earn credits towards a transfer degree, complete a certificate program, gain business training, get a GED, or pursue a new interest, the time is now to join our learning environment.

Construction of the Center for Global Learning and the Arts is underway. The new facility will house classrooms, faculty offices, art studios and a performing arts theater. The building is designed to achieve the LEED Gold Standard for sustainability and is scheduled for completion in December 2009. This is Cascadia’s first campus expansion project and will allow the college to increase its enrollment and offer new and exciting programs.

In addition to a wide variety of programs, we offer the flexibility to make your education fit in with the rest of your life. For students interested in commuting to campus, our classes are centered around group work that will prepare you for a four-year degree and the workplace. If making it to campus does not fit in your schedule, we offer online classes through our Distance Learning program. You can even take your education international with Study Abroad opportunities.

One thing that has not changed is the dedication and encouragement of our faculty. Our small class sizes allow you to receive the support and attention you need to be successful. I hope you will find Cascadia's many offerings to be just what you need to advance your education and career.

Sincerely,

Dr. William Christopher, President
Cascadia Community College
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Accreditation

Cascadia Community College is accredited by the Northwest Commission on Colleges and Universities (NWCCU), 8060 165th Avenue NE, Suite 100, Redmond, WA 98052.

Equal Opportunity

Anti-discrimination

Cascadia is committed to creating a supportive environment for a diverse student, faculty and staff population. Individual differences are celebrated in a pluralistic community of learners.

Cascadia does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy and state and federal law.

The following office has been designated to handle inquiries regarding the non-discrimination policies:

Human Resources
Cascadia Community College
18345 Campus Way NE, CC2-280
Bothell, WA 98011
(425) 352-8880

Continuous Enrollment Policy

Students who have maintained continuous enrollment have the option of completing the program requirements in effect in the catalog at the time they first enrolled at Cascadia Community College or those in effect during the last quarter of attendance in which the program requirements were completed. Continuous enrollment is defined as registered in a credit course for at least one quarter in a calendar year culminating in the assignment of a decimal grade on the transcript. Returning students who have been absent from Cascadia in excess of three consecutive quarters (not counting summer) are subject to any new program requirements instituted in the catalog under which they re-enroll.

Catalog Contents Disclaimer

Cascadia Community College has made reasonable efforts to provide in this catalog information that is accurate. However, the college reserves the right to make changes in procedures, policies, calendars, requirements, programs, courses and fees. When feasible, changes will be announced prior to their effective date, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

Limitation Of Liability

The college’s total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

2008-2009

ACADEMIC CALENDAR

Fall Quarter 2008
Sep 1 Labor Day/Cascadia Closed
Sep 8 Pre-Fall classes begin
Sep 18 Pre-Fall classes end
Sep 22 First day of Fall Quarter
Nov 10 Non-Instructional Day/No classes
Nov 11 Veterans’ Day/Cascadia Closed
Nov 27-28 Thanksgiving Recess/Cascadia Closed
Nov 29 No Classes/Cascadia Closed
Dec 5 Last Day of Fall Quarter

Winter Quarter 2009
Dec 25 Christmas/Cascadia Closed
Jan 1 New Year’s Day/Cascadia Closed
Jan 5 First Day of Winter Quarter
Jan 9 Non-Instructional Day/No classes
Jan 19 Martin Luther King Jr Holiday/Cascadia Closed
Feb 16 President’s Day/Cascadia Closed
Mar 20 Last Day of Winter Quarter

Spring Quarter 2009
Mar 30 First Day of Spring Quarter
May 25 Memorial Day/Cascadia Closed
Jun 11 Last Day of Spring Quarter
TBA Commencement
A UNIQUE LEARNING COMMUNITY

Cascadia is a public community college offering two-year degrees for transfer to universities, certificate programs, basic education and ESL for adults, and a broad range of non-credit courses and professional training. The college also conducts business-specific customized contract education and skill-training, and is part of the Alliance for Corporate Education, one of the largest training consortia in the nation.

Cascadia was chosen by the National League for Innovation in the Community College to be one of 12 Vanguard Learning Colleges. This prestigious award was bestowed upon colleges that proved to be focused on students and continuously striving for innovation and excellence.

Cascadia ranked sixth nationally among digital-savvy, cutting-edge community colleges, selected by the Center for Digital Education and the American Association of Community Colleges, in the second annual Digital Community Colleges Survey.

Group Work
Cascadia students have flourished in an environment dedicated to learner-centered education. Cascadia believes that all students must develop the ability to work effectively in small groups. Teamwork furthers each of the core learning outcomes and is a strong preparation for tomorrow’s workplace. Employers consistently say that the ability to communicate, problem-solve, make decisions and interact with diverse viewpoints in a group setting is critical to success in the workplace. Students will find classes throughout Cascadia’s curriculum that require them to work in groups on a variety of projects.

Distance Learning
Cascadia Community College offers online classes locally, through WashingtonOnline (WAOL), a cooperative effort among Washington’s 34 community and technical colleges, and through special agreements with other Washington state community and technical colleges. Distance learning can be an attractive alternative to commuting to campus. To succeed in distance learning classes, students need access to the internet as well as the self discipline to thrive in a less structured environment.

Learning Communities
Learning Communities represent an integrated educational approach. Courses within these coordinated studies programs may apply to the AIS and AS degrees, and may transfer to other colleges and universities.

Study Abroad
Cascadia Community College, by membership with the Washington State Community College Consortium for Study Abroad (WCCCSA), offers quarterly study abroad options. Students earn credit when studying abroad in places such as England, Italy, Costa Rica, Spain, Australia, New Zealand and more. Classes are taught by faculty from Washington colleges and from the host country, and fulfill state requirements. Students’ lives change by interacting with other cultures, gaining a global perspective, and enhancing their learning and development. Some study abroad programs allow students to become more fluent and comfortable in another language. Additional short-term study abroad options are also under development through Cascadia Community College, including a summer program to Costa Rica. Call the International Programs office at (425) 352-8415 or e-mail international@cascadia.edu for more information.

Electronic Portfolio
At Cascadia, students develop personalized, electronic, Web-based portfolios to demonstrate their learning. The electronic portfolio provides a place to record and store a wide range of important materials and information, including career and educational goals, academic accomplishments, special projects, personal reflections and affirmations from others. The electronic portfolio holds tangible products that demonstrate students’ skills and showcase their accomplishments. Students create an initial portfolio as part of the College Strategies or Careers in Information Technology classes and continue to add to its content throughout their college experience. The electronic portfolio is an effective way for students to demonstrate knowledge, skills and abilities to prospective employers or universities.
Vision Cascadia Community College will be a community of lifelong learners pioneering innovative pathways to successful learning in a global context.

Mission Cascadia is a community college whose caring culture supports creative, comprehensive, culturally rich, technologically advanced and learner-centered education that is environmentally sensitive, globally aware, and seamlessly linked with the community, area enterprise and other educational institutions.

Institutional Core Values As a learning organization, Cascadia continually strives to reach the highest levels of quality in its academic, student and administrative programs and services through continual analysis, assessment and improvement. Our quality indicators are our institutional core values.

Community The college is a community of learners that seeks to build a caring culture of justice and equity, and to provide an environment that fosters our College-wide Learning Outcomes: active learning; critical, creative and reflective thinking; clear communication; and interaction in diverse and complex environments.

Diversity Celebration of diversity and cultural differences is a hallmark of a true learning community. Pluralism, diversity and equity are therefore at the core of Cascadia’s mission. Individual difference is affirmed and celebrated in our community of learning.

Access Cascadia serves learners with a broad range of knowledge, skills and experiences through open access to programs and services. We nurture new and expansive patterns of thinking, encourage respect for self and others, and provide a safe, healthy and barrier-free learning environment.

Success Cascadia values highly the academic and personal success of all students. The Cascadia learning model approaches the learner holistically, and integrates personalized support services into the academic experience to best assist learners in achieving success. Student achievement is a hallmark of our mission.

Learning All members of the community are learners, and we strive to make learning relevant and connected. Learning is transformative, personal and tailored to the needs and goals of our learners. Learning is integrated and interconnected; therefore our programs are interdisciplinary and offer technological fluency, global understanding and links with the community, area enterprise and other educational institutions. Educational excellence characterizes our mission.

Innovation As a learning organization, Cascadia values creative pathways to fulfill the college vision and mission, consistently encouraging collaborative learning and growth. We continually expand our capacity to create high standards of performance through the acquisition of new knowledge and our commitment to constant responsiveness to the needs of our community of learners.

Environmental Stewardship Cascadia is honored to protect and preserve the community wetlands and to develop their intellectual, academic and social value for the region and the nation. We value the conservation of natural resources and embrace environmentally sustainable practices.
KODIAK CORNER (STUDENT SUCCESS SERVICES)

The Kodiak Corner is located on the first floor of the Cascadia building. Students may receive many services at the Kodiak Corner Main Counter, including but not limited to:

- Apply for admission, register for classes, pay tuition [also available online]
- Pay for and take the COMPASS placement test
- Purchase parking permits and bus passes; appeal parking tickets
- Add, drop and withdraw from classes
- Receive general financial aid information [also available online]
- Make an appointment to meet with an academic advisor, counselor, or financial aid staff
- Check in for appointments
- Inquire about disability support services
- Acquire a Cascadia student ID card

The New Student Welcome Center, Student Advising and Support Services, Enrollment Services, Career and Transfer Center, Disability Support Services, Counseling and Student Financial Services are housed in the Kodiak Corner. Students should check in at the Kodiak Corner Main Counter to access these services. Additional information and online services are available at www.cascadia.edu.

APPLYING FOR ADMISSION

How to Apply Admission

Adult members of the community 18 years or older, or those with a high school diploma or GED, are eligible to enroll in courses at Cascadia Community College. There are several exceptions to the enrollment eligibility at Cascadia. Please refer to the Special Admissions section in this catalog for a description of the allowable exceptions.

Degree-Seeking (Matriculated) Students

Students may begin their education at Cascadia Community College any quarter. Since registration dates are determined by the date of completion of the application process, students are encouraged to apply for admission as early as possible. All students seeking a degree or certificate must apply for admission.

Matriculation involves the following steps:

- Complete an admissions application via the Web, mail or in person. Application forms are available at high schools, on the college’s website www.cascadia.edu, or by calling (425) 352-8860.
- Send official transcripts from all colleges previously attended, and complete a Transcript Evaluation Request form available at the Kodiak Corner Main Counter or on the website.
- Take Cascadia’s placement assessment to determine skill level in reading, writing and mathematics. Students who have successfully completed college-level English are exempt from placement testing, as are students who have successfully completed college-level mathematics within the last 12 months. Transcripts documenting college-level English and/or mathematics are required for registration.
- Attend one of Cascadia’s New Student Orientation sessions.
- Register for classes.
- Pay tuition and fees.

Non-Degree-Seeking (Non-matriculated) Students

Students not seeking a degree or certificate from Cascadia are considered non-degree-seeking students and may register for up to twenty four credits per quarter. Non-matriculated students may register during the Open Registration period on a first-come, first-served basis. Students must demonstrate that they have met course prerequisites for any given mathematics or English course they wish to enroll in.

Non-degree-seeking students can demonstrate that they have met the mathematics or English course prerequisites by providing college transcripts, or by taking the placement test either at Cascadia or at another college within the past year. Non-degree-seeking students who wish to seek an exception to a prerequisite requirement must present a written appeal to the Dean for Student Learning.

The Dean for Student Learning will designate a faculty member to consider the appeal and render a decision.

Non-degree-seeking students have access to and are encouraged to seek the assistance of Cascadia’s Academic Advisors and faculty advisors.

Placement Assessment

Evidence of placement level is required before registration. Kodiak Corner provides testing services for appropriate placement into courses and/or programs. Scores are used for placement purposes only. Students take a computerized test (COMPASS) to measure skill levels in reading, writing and math. There is a non-refundable fee for this assessment and photo ID is required. Students who have successfully completed college-level English are exempt from placement testing, as are students who have successfully completed college-level mathematics within the last 12 months. By English as a Second Language (ESL) testing is used to determine the placement level of non-English speakers. Testing is offered at scheduled times throughout each quarter. Contact ESL office for ESL assessment testing at (425) 352-8158. Photo ID is required for all assessment testing.

Transcript Evaluation

Credits earned at colleges or universities that are recognized by a regional accreditation association or Ministry of Education are accepted by Cascadia Community College. Cascadia will accept no more than five (5.0) credits of “D” level work. A student who has earned a four-year degree is not required to submit official transcripts unless credits from previous colleges are to be used toward a degree at Cascadia. However, unofficial transcripts may be required to provide evidence of placement level before registration in English composition, psychology, BIT, chemistry, reading, mathematics, accounting or economics courses.

High School Transcripts

Students who have attended high school within five years of the date they will start attending Cascadia are encouraged to submit final high school transcripts to Cascadia’s Kodiak Corner Main Counter. These are used for educational planning purposes only, and do not substitute for placement assessment.
Transcripts for Veterans
All students receiving educational benefits from the Department of Veterans Affairs are required to submit transcripts before the end of their 2nd quarter of attendance. This includes transcripts from prior colleges and military training including those before, during and after active duty.

Reciprocity Agreement
Washington community and technical colleges (CTCs) offer reciprocity to students transferring within the CTC system who are pursuing the Direct Transfer Agreement (DTA) Associate in Integrated Studies Degree or the Associate in Science-Transfer Degree. Students who completed an individual course that met distribution degree requirements or fulfilled entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Areas (Humanities, Social Sciences, Natural Sciences).

Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, please contact the Graduation and Transfer Credit Evaluator in Kodiak Corner at (425) 352-8125. The Reciprocity Agreement Instructions and Request Form are located at the Kodiak Corner Main Counter.

Special Admissions

Running Start
Eligible high school juniors and seniors enrolled in a public school or district home school network may enroll in Cascadia's college-level courses tuition free.

To apply for the Running Start Program, follow these steps:
1. Complete Cascadia Application for Admission.
2. Present photo ID and take COMPASS test (a testing fee applies). Students must demonstrate academic preparedness for college-level work. To qualify for the Running Start Program, students must place into English 101 (reading and writing).
3. If eligible on the basis of the COMPASS test, submit COMPASS test scores and completed Running Start packet to Kodiak Corner by the deadline (see Running Start website, www.cascadia.edu/runningstart/, or pick up a Running Start packet in Kodiak Corner).
4. After turning in all required documentation, students must sign up for a New Running Start Orientation.
5. Prior to orientation, students are to review the quarterly Schedule of Classes at www.cascadia.edu/schedules and discuss class choices with their high school counselor. Students must have their Quarterly Release Form with all required signatures and photo ID at time of orientation.

Cascadia recommends that students discuss the Running Start Program with their parents/guardians and high school counselors. For more information, email runningstart@cascadia.edu, visit the Running Start page on Cascadia's website or call (425) 352-8146.

Returning Running Start Students
Returning Running Start students are required to meet with a Running Start staff member each quarter. The Quarterly Release Form, with all required signatures, must be submitted in order to be allowed to register for classes. Failure to turn in the Quarterly Release Form could result in not getting registered for classes. Check Cascadia’s website to learn more about the upcoming quarter’s registration dates.

Underage Students
Underage students who are 16 or 17 years old who are not Running Start students are eligible to enroll under exceptional circumstances. To qualify for exceptional circumstances admission, students must:
1. Complete Cascadia’s Application for Admission.
2. Pick up the Underage Admission Packet in Kodiak Corner.
3. Present photo ID and take the COMPASS test. Students must demonstrate academic preparedness for college-level work. To qualify for Underage Admission, students must place into English 101 (reading and writing).
4. Submit all required documents in order to receive application review. (See the Underage Admission Packet for the list of documents required for application review).
5. At the time students submit their Underage Admission Packet to Kodiak Corner, they must schedule a meeting with the Associate Dean for Admissions and Retention to review completed application materials and register for classes.

6. Admitted students are encouraged to make an appointment to plan a schedule and register for classes with an Academic Advisor each quarter. Please note: For the Continuing Education policy on underage students, refer to Administrative Procedure 2:3.10.01.
7. Complete all steps noted in the Underage Admission Packet by the designated quarterly deadline.

Assistance in Completing High School
GED test preparation courses are available to students. General Education Development (GED) courses are intended to prepare students without a high school diploma to pass the high school equivalency examination. Call (425) 352-8158. Cascadia’s Adult High School Completion Program enables adults to complete credit-bearing course work for a high school diploma. Reduced registration fees are available only to those students who are 19 years of age or older, taking courses applicable towards their high school completion and earning their diploma from Cascadia. Students must earn a 2.0 grade or higher in courses at Cascadia that are applicable to their completion of credits. Academic Advisors can assist in selecting the appropriate classes. Students must pick up a High School Completion Packet located in Kodiak Corner. All steps and requirements noted in the High School Completion Packet must be completed and submitted by the designated quarterly deadline. Please contact Kodiak Corner for details at (425) 352-8860.

International Students
Cascadia welcomes international students! International students can enroll in Cascadia Community College by meeting the admission requirements. The admission requirements for international students include the following steps:

- Complete and sign the International Student Application for Admissions (incomplete applications will delay admission).
- Provide Cascadia Community College with secondary or high school transcripts (in English, if available).
- Furnish financial documentation.
- Submit the $50.00 non-refundable application fee.
The recommended application dates for 2008-2009 are:

- Fall Quarter: August 15
- Winter Quarter: November 14
- Spring Quarter: March 13
- Summer Quarter: May 15

For more information, contact the International Student Advisor at (425) 352-8415, international@cascadia.edu, or visit our website at www.cascadia.edu/international.

International Transfer Process
The student is responsible to inform the school he or she is currently attending of their intention to transfer. The International Student Advisor from that school must complete a transfer form for the student. Once Cascadia receives the transfer form, and as long as the student has maintained status and has been accepted for admission to Cascadia, the transfer process may proceed.

CAREER & COURSE PLANNING

Advising
Advising provides students with the necessary information to make sound academic decisions and educational plans. Advisors assist students with information about admissions and graduation requirements, course placement and selection, and transcript evaluation. Through advising, students make the connection between academic interests, degree requirements and career opportunities. Academic Advisors are available to assist with long-term educational planning and the transfer process. Inquire at Kodiak Corner or call (425) 352-8860 for a schedule of workshops and/or to make an individual appointment with an Academic Advisor. Email advising is available at advising@cascadia.edu.

Many resources and student services are listed on the college website at www.cascadia.edu, including programs of study, degree requirements, planning guides and transfer links to universities across the country.

New Student Orientation
Cascadia Community College offers New Student Orientation sessions for new students. Each student receives an orientation packet, views a multimedia presentation, and participates in small group advising prior to registration.

Students are provided with an introduction to Cascadia’s programs, services and degrees. Advisors help students understand and interpret placement test scores in order to select courses that promote academic success. Students are also given assistance in selecting courses, building schedules, registering for classes, and understanding web registration and other online services.

New Student Orientation sessions are held prior to each quarter. Sign up is on a first-come first-served basis at Kodiak Corner. Photo ID is required for all enrollment transactions.

Career Services
Career planning and placement services are available to students in the process of selecting and planning their careers. Job opportunities are posted in the Career & Transfer Center inside the Kodiak Corner. Other services available include:

- Mock Interviews
- Resume and Cover Letter Review
- Career and Interest Assessments
- Major Studies Exploration
- Career-related Workshops

For more information, visit www.cascadia.edu or call (425) 352-8220.

Internships
Cascadia Community College believes that the opportunity to gain experience in an occupation of interest to the student is invaluable. Cascadia’s students enrolled in the college’s professional/technical programs are often required to complete an internship as part of their curriculum. Internships combine work experience with earning college credit. All students are eligible for internship experiences. Internships extend a student’s skill acquisition into workplace settings and can be paid or unpaid. Internships allow students to explore where they fit in the business world. Employers can preview emerging talent and expand their company talent base with the newest skills.

A Learning and Training Agreement brings together the student’s goals, the employer’s interest and the measurable outcomes that the supervising faculty member will evaluate for each internship. For professional/technical internships call (425) 352-8358. For academic disciplines call (425) 352-8220.

REGISTERING FOR CLASSES

Registration Information
Students must be officially registered in order to attend classes. Students who are new to Cascadia must register in person. Returning students may register via the Web or in person. The quarterly schedule of classes contains registration instruction and course information.

Appointment dates for registration are assigned to new students after they complete the following preregistration steps. These include completing an application for admission, submitting high school and/or college transcripts, and placement testing when necessary. Orientation sessions for new students will include an orientation to Cascadia, and advising for placement and class scheduling purposes. This is an important opportunity to meet Cascadia Academic Advisors, faculty and other college staff members.

Continuing students will receive registration information each quarter. For fall, winter and spring quarters, students with the greatest number of accumulated credits earned at Cascadia register first. This permits students to advance in the registration order each quarter they are in attendance. Summer quarter registration is on a first-come, first-served basis.

Class Status
Students must be officially registered in order to attend classes. All students must officially register or add classes at Kodiak Corner by the Last Day to Add Classes each quarter.

Course Prerequisites
Students must meet course prerequisites. Students risk being administratively withdrawn from courses for which they do not meet prerequisites.

Class Audits
The student who audits a course must meet course prerequisites, register and pay for the course, and participate in class work at the instructor’s discretion. No credit is earned, and the audit grade of “N” is not used in GPA calculation. Students may initiate, without instructor’s permission, a change to or from audit status up to the end of the second week of the quarter (adjusted for summer quarter, please see the Summer Schedule of Classes for dates). A change may be made, with the instructor’s permission, in weeks three through six of the quarter. After the sixth week, no change in status may be made.
Wait Lists
The waitlist feature offers students a fair and consistent method of being enrolled in a full class if an opening occurs. Students may place their name on 3 waitlists but may not be in different sections of the same class, have time conflicts or unauthorized over 24 credit status. Each waitlist will hold 24 students. The last day to add your name to a waitlist will be the Monday prior to the start of the quarter. Students who choose to place their name on a waitlist will be automatically enrolled in the waitlisted class when a space becomes available. As space becomes available in a full class, the top name on the waitlist will move into the class. Once a student places their name on a waitlist, the student must check their schedule online daily at Cascadia’s website or with the Kodiak Corner Main Counter at (425) 352-8860 to find out if they have been registered for the class and to be informed of tuition and fees.

Students are responsible for:

- Checking their schedule daily to see if automated enrollment occurred from the waitlist.
- Paying tuition and fees by the tuition deadline. If automated enrollment from the waitlist occurs after the tuition deadline, tuition and fees are due within three days of automatic enrollment. Non-payment will result in the automated enrolled class being dropped from your schedule.
- Clearing scheduling conflicts such as time conflicts, enrollment into the same class-different section or unauthorized over 24-credit status. If scheduling conflicts are not cleared by 8am of the next business day, Enrollment Services will automatically drop the last enrolled class that caused the scheduling conflict.
- Clearing any unusual action holds including parking fines, library dues, any outstanding balances on student accounts, unreturned calculator holds or unpaid fees prior to the automated enrollment. If a space becomes available and the student’s account is not cleared from the unusual action hold, the student will be removed from the waitlist and the spot will be offered to the next person on the waitlist.

If students decide to no longer be on the waitlist, they are responsible for removing their name from the waitlist through Cascadia’s website at Student Online Services or with Kodiak Corner Main Counter. Students may incur charges and/or receive a failing grade if they do not remove themselves from the waitlist and become registered for classes.

Schedule Changes
When students change their class schedules, they should be aware that additional tuition fees or qualified tuition refunds may apply.

Changes to a student’s quarterly class schedule may impact his/her financial aid status. Therefore, students on financial aid should contact the Student Financial Services Office.

To Add a Class
- Students may wish to use online registration to add classes to their schedule prior to the beginning of the quarter.
- Students may register in person in the Kodiak Corner Main Counter and may add classes to their schedule through the tenth day of the quarter (date is adjusted for summer quarter).
- After the quarter has started, instructor permission is required to add a class.
- For self-paced lab classes, students may register through the 40th calendar day of the quarter (date is adjusted for summer quarter).

To Drop a Class
- Students may drop classes using online or in-person registration through the tenth day of the quarter (date is adjusted for summer quarter).
- Instructor permission is not required.
- No grade will appear on the student’s transcript for courses dropped during this period.

To Officially Withdraw from a Class
Students may withdraw from a class through online registration. Beginning the 11th calendar day of the quarter through the sixth week of the quarter (date is adjusted for summer quarter), students can withdraw from classes via the web or by completing an add/drop form and going to the Kodiak Corner Main Counter for processing. Students who fail to follow the procedure for officially withdrawing will receive a grade in accordance with the instructor’s grading policy.

Administrative Withdrawal from a Class
Students who fail to attend class by the end of the second class meeting or fail to contact their instructor regarding their attendance in class by the end of the second class meeting may be administratively withdrawn from the class by their instructor. Students who do not meet course prerequisites will be administratively withdrawn from the class at the instructor’s discretion.

REFUNDS
Withdrawal from Classes
The following refund policies pertain to state-funded credit courses only, not to continuing education. When a student reduces his/her class load to fewer than 10 credits or completely withdraws from classes, Cascadia Community College will refund tuition according to the following schedule:

- Withdrawal from classes due to cancellation by the college: 100%
- On or before the 6th day of instruction for the quarter, excluding weekends and holidays; 5pm in-person, 9:30pm online: 100% (summer quarter: 100% refund dates are prorated).
- Withdrawal from classes beginning with the 7th day of instruction through the 20th calendar day of the quarter: 50% (summer quarter: 50% refund dates are prorated.)

No refunds are given to students who are dismissed for disciplinary reasons, who do not follow the official withdrawal procedures or who withdraw after the 20th calendar day of the quarter (summer quarter dates are prorated).

Refunds are processed automatically when students drop or withdraw from classes. The amount of the refund will be reduced by the amount of open balances on the student’s account. Refunds are made as follows:

- If payment was made by cash, check or financial aid, a refund check will be mailed. Please allow 4-6 weeks for delivery.
- If payment was made by credit or debit card, a refund will be posted to the account within 10 business days.
TUITION & FEES

Residency

A Washington state resident must have lived continuously in Washington state for the last 12 months. A student cannot qualify as a legal resident of Washington for tuition calculation purposes if she/he possesses a valid out-of-state driver’s license, vehicle registration or other documents that give evidence of being a legal resident of another state.

For state-supported class tuition purposes, a Washington state resident is one who is a U.S. citizen or one who has permanent resident immigration status, or conditional entrant status,

AND

1. Has established a domicile (residence) in Washington state primarily for purposes other than educational for the period of one year immediately prior to the first day of the quarter and was financially independent from parents or legally appointed guardians for the calendar year during which college enrollment begins,

OR

2. Is a financially dependent student, one or both of whose parents or legal guardians have maintained a domicile in Washington state for at least one year immediately prior to the last day of the quarter.

Typically, state residents document their legal residence in Washington state by showing that for the entire 12 months immediately preceding the beginning of the quarter, they have done all of the following:

1. Held a Washington driver’s license or identification card,
2. Had their vehicle registered in Washington state, and
3. Have been registered to vote in Washington.

There are some exceptions to these general rules (e.g., for active military personnel, for some employees of public institutions of higher education, etc.).

 Certain students who are not permanent residents or citizens of the United States may be eligible for resident tuition rates. To be eligible they must have:

 Resided in Washington state for the three years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school,

 Completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma,

 AND

 Continuously resided in the state since earning the high school diploma or its equivalent.

 Students who meet the above criteria and have filed an application for admission must submit a signed affidavit to the Kodiak Corner Main Counter. To request an affidavit, visit the Kodiak Corner Main Counter or call (425) 352-8860.

Fees

The amount assessed for each of the fees identified below is published in the quarterly schedule of classes.

Adult Basic Education, ESL and GED Preparation

There is a $25 per quarter fee charged to students enrolled in federally funded or grant funded classes. Students who demonstrate need may have the fee waived.

Assessment

A fee will be charged for placement assessment in English and/or mathematics, and for additional assessments such as career interest inventories, learning style profiles, etc.

Assessment of Prior Learning/Course Challenge

A non-refundable fee is charged for challenged courses. Successful completion of the assessment preparation course is a prerequisite to assessment of prior learning/course challenge.

Certification Examinations

A fee is charged for examinations for certification which are administered.

Class Fee

Individual classes may also have lab or other fees that will be charged in addition to the basic credit hour rate. These fees are listed in the quarterly schedules.

Clinical, Phlebotomy

Students enrolled in phlebotomy clinicals are charged the materials fee to help defray the cost of consumable supplies and special materials.

Tuition Chart for 2008-09

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>227.40</td>
<td>742.50</td>
</tr>
<tr>
<td>4</td>
<td>303.20</td>
<td>990.00</td>
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<tr>
<td>5</td>
<td>379.00</td>
<td>1237.50</td>
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<tr>
<td>6</td>
<td>454.80</td>
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<tr>
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<td>530.60</td>
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<td>15</td>
<td>1143.80</td>
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<tr>
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<td>19</td>
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<td>24</td>
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<tr>
<td>25</td>
<td>1922.80</td>
<td>6225.00</td>
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<tr>
<td>26</td>
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<tr>
<td>34</td>
<td>2623.00</td>
<td>8475.00</td>
</tr>
<tr>
<td>35</td>
<td>2699.80</td>
<td>8725.00</td>
</tr>
</tbody>
</table>

Rates include operating, building and student activities fees. For purposes of being considered full-time, for funding from federal and state financial aid programs, Veterans’ Administration, Social Service, and most other outside agencies, a student must carry at least 12 credits. The college reserves the right to change any fees without notice to comply with state or college regulations or policies.

Computer Account

The fee defrays the cost of providing individual email accounts, file storage and network access.

Diploma/Certificate

The fee will be charged for diplomas and certificates to help defray costs.

Distance Learning, ITV

Students who enroll in classes conducted entirely or predominantly by Interactive Television are charged a fee to help defray the costs of course licensing fees, technology and technical support.
Distance Learning, Online
Students who enroll in classes conducted entirely or predominantly online are charged the fee to help defray the costs of course licensing fees, technology and technical support.

Distance Learning, Telecourse
Students who enroll in classes conducted entirely or predominantly as telecourses are charged the fee to help defray the costs of course licensing fees, technology and technical support.

Graduation
A graduation fee is charged for processing services and materials.

Interest Inventories
A fee will be charged for assessments that help identify career interests (i.e. the Strong-Campbell Interest Inventory) and/or learning and interaction styles (i.e. the Meyers-Briggs Type Indicator).

International Admission
International students will be charged an admission application processing fee.

Lab, Art
Students enrolled in art lab classes are charged the materials fee to help defray the cost of consumable supplies and special materials.

Lab, Computer and Technology
The computer and technology lab fee will be charged for classes that place a high demand on computer and/or technology resources.

Lab, Human Anatomy
Students enrolled in human anatomy lab classes are charged the materials fee to help defray the cost of consumable supplies and special materials.

Lab, Human Physiology
Students enrolled in human physiology lab classes are charged the materials fee to help defray the cost of consumable supplies and special materials.

Lab, Intensive Computer and Technology
The intensive computer and technology lab fee will be charged for classes that utilize advanced technology or require extraordinary technical support.

Lab, Microbiology
Students enrolled in microbiology lab classes are charged the materials fee to help defray the cost of consumable supplies and special materials.

Lab, Phlebotomy
Students enrolled in phlebotomy lab classes are charged the materials fee to help defray the cost of consumable supplies and special materials.

Lab, Science
Students enrolled in science lab classes are charged the materials fee to help defray the costs of consumable supplies, breakage, hazardous waste management and special materials.

Non-Sufficient Fund Checks
Students will be charged this fine when they submit a check for payment and there are insufficient funds in their account to cover the check.

Parking
Over 1,800 parking spaces are available on campus. Pay stations are located in all parking areas for “per visit” payment. Students and staff may purchase quarterly permits from the Cashier’s Office for parking available on campus. Employees who are eligible for payroll deduction should contact Human Resources.

Printing, Above Standard Allocation
The printing fee provides students with a standard print allocation of 600 B & W and 30 color pages per quarter. There is a fee for printing above this allocation.

Proctoring Services, Non-Student
This fee will be charged to cover administrative and proctoring services for non-Cascadia classes.

Proctoring Services, WAOL
This fee will be assessed to cover the cost of proctoring examinations taken by WAOL students.

Supply Fee
Students enrolled in courses with more intensive supply needs are charged the supply fee to help defray the cost of consumable supplies and special materials.

Student Identification Card Replacement
This fee will help defray the costs of replacing Student Identification Cards.

Technology Fee
The student body voted to assess this fee to provide email accounts, discounted Microsoft software and network storage for students, as well as regularly updated hardware and software.

Transcript
A fee will be charged for official student transcripts.

TUITION & FEE WAIVERS

General Waivers
Adult Basic Skills, ESL
Need-based waivers are available to cover the $25 per quarter tuition fee.

Veterans’ Waivers
1. Eligible Veterans/National Guard as defined by statute; children/spouse of eligible Veterans or National Guard Members that became totally disabled or are determined to be a POW/MIA; children/spouse of eligible Veterans or National Guard Members who lost their life while on active federal or naval service.
2. Other not qualified as “eligible” (military or naval veteran who is a Washington domiciliary and did not serve or support those serving on foreign soil or in international waters). Please contact the Main Counter in Kodiak Corner for more information.

Children of Deceased or Disabled Law Enforcement Officers or Fire Fighters
Cascadia waives tuition and S & A fees for children whose parent has died or become totally disabled in the line of duty while employed by a public law enforcement agency, or a full-time or volunteer fire department. Documentation is required from the Department of Retirement Systems. Students must begin their course of study within 10 years of high school graduation. Eligible students pay $10 per credit.
FINANCING YOUR EDUCATION

Student Financial Services
The Student Financial Services Office at Cascadia Community College assists students in the process of applying for financial aid and finding ways to meet educational expenses. Financial aid is designed to assist students and/or their parents in paying basic educational costs for eligible certificate and degree programs. All of the financial aid programs at Cascadia Community College are administered in accordance with established state and federal regulations and policies. At the core of these policies is the belief that financing a student’s education is the primary responsibility of the student and his/her family. However, there are multiple resources students can access to pay for college. Cascadia offers grants, loans, scholarships and work study to eligible students.

The basic formula for determining financial need for grant funds and work study is:

COA - EFC = Financial Need

Cost of Attendance (COA) Minus (-) Expected Family Contribution (EFC) Equals (=) Financial Need

Even students who do not demonstrate financial need for grants and work study may still qualify for a student loan.

Estimated Costs of College for Calculating Financial Aid
The following estimated average costs are used for full-time, in-state residents attending three quarters in the 2008-09 school year. To be considered full-time for financial aid, veterans’ benefits, and most other outside agencies, students must take at least 12 credits per quarter.

<table>
<thead>
<tr>
<th>2008-09 Costs</th>
<th>Full-Time</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Living with Parents</td>
<td>Not Living with Parents</td>
</tr>
<tr>
<td>Tuition and Fees*</td>
<td>$2,775</td>
<td>$2,775</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>924</td>
<td>924</td>
</tr>
<tr>
<td>Room and Board</td>
<td>2,598</td>
<td>8,052</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,254</td>
<td>1,098</td>
</tr>
<tr>
<td>Misc</td>
<td>1,590</td>
<td>1,941</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$9,141</strong></td>
<td><strong>$14,790</strong></td>
</tr>
</tbody>
</table>

* There may be additional fees associated with individual classes.

How to Apply for Financial Aid
Students may submit the Free Application for Federal Student Aid (FAFSA) either by mail or over the Web. The FAFSA collects financial data and other information that is used to calculate the EFC that ultimately determines a student’s eligibility for financial aid. The key to obtaining financial aid is to apply early. Applicants may begin the process at any time. Financial aid will not be awarded until you have been admitted to the college and have completed all steps to apply.

Steps to Apply for Financial Aid
1. Submit a FAFSA.
Obtain a paper copy of the Free Application for Federal Student Aid (FAFSA) from Cascadia’s Student Financial Services Office or from a high school guidance office or submit an electronic FAFSA via the web (www.fafsa.ed.gov). Students and parents may sign their application electronically using a PIN number. Applicants may file the FAFSA throughout the academic year. Students must reapply for financial aid each year.

2. Complete a Cascadia Community College Financial Aid Data Sheet available on our website or from the Kodiak Corner. When you have completed the form, submit it to the Student Financial Services Office in Kodiak Corner.
Also, stay in touch with the Student Financial Services Office to be certain that all information needed to complete your file has been turned in. You may reach the Student Financial Services Office at (425) 352-8861 or by email at finaid@cascadia.edu.
Eligibility Requirements
All financial aid recipients must meet the following requirements:
- Be a U.S. citizen, permanent resident or eligible non-citizen,
- Have a high school diploma, GED or pass an ability to benefit test, or COMPASS,
- Provide a valid Social Security Number,
- Be accepted into an eligible degree or certificate program at Cascadia Community College,
- Not be in default on a student loan or owe a repayment on a grant,
- Be seeking a degree from Cascadia,
- Not be disqualified based on a conviction for a drug-related offense,
- Be registered with the Selective Service (if required),
- Be making satisfactory academic progress. Please contact Student Financial Services for more information.
- Provide financial information (including parents’ information, where required).

Satisfactory Academic Progress
Satisfactory academic progress must be maintained to be eligible for financial aid. Students must meet the academic standards of the college and the requirements of the financial aid policy for progress. In general, students must successfully complete the courses he/she has attempted as well as earn a minimum cumulative GPA. Academic progress is monitored for each term. If a student’s financial aid eligibility is terminated, measures can be taken by the student for reinstatement as outlined in the Satisfactory Academic Progress Policy. A complete copy of the policy is available in the Student Financial Services Office, on the website, and is mailed with each initial award letter.

Maximum Time Frame
Federal regulations limit the amount of funding students may receive based on the number of credits earned or attempted. All attempted courses are counted, including: incompletes, withdrawals, repeated courses, and transfer credits. Students will not be considered for aid beyond 125% of the credits required for the degree or certificate program. However, students who have reached the 125% limit, but require additional time to complete their degrees, may petition to receive funding beyond the credit limitation. Please note: The Washington State Need Grant cannot be awarded to students who have attempted beyond 125% of the credits required in their program, regardless of submitting a petition.

Types of Aid
Cascadia Community College offers financial assistance to eligible students in the form of grants, work study, scholarships and loans. Generally, a student must be taking 6 or more credits to qualify for financial aid. At 6 credits, a student qualifies for half-time financial aid and at 12 credits qualifies for full-time financial aid.

Financial aid awards may consist of one or more of the following programs:

- Grants
  Grants are “gift aid” and do not require repayment unless a student fails to maintain satisfactory progress and remain enrolled in classes. Cascadia Community College awards the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), Washington State Need Grant and Cascadia Grant to eligible students. Grants other than Pell are awarded on a funds available basis. For this reason, timely applications are important.
- Work Study Programs
  Work study awards are offered to students with “need” eligibility, enrolled half-time or more, who indicate an interest in work study. Work study programs provide part-time employment to eligible students on and off campus. The maximum amount a student can earn is determined by financial need and funds available. Students can work up to 19 hours per week. Every effort is made to place students in jobs that relate to their training. Cascadia Community College participates in both the federal and state work study programs. Work study funds are limited and payroll is filled on a first-come, first-serve basis.
- Loans
  The Federal Family Educational Loan Program offers student loans that allow students to postpone paying for a portion of their school expenses until after they graduate or leave school. Repayment begins six months after completion of the degree or withdrawal from the college.
  - Subsidized Stafford Loans are need-based. The federal government pays interest on this type of loan while the student is in school.
  - Unsubsidized Stafford Loans do not require a student to show financial need; however, all financial aid funding must not exceed the cost of education.
  - PLUS loans enable parents with good credit histories to borrow funds for the education expenses of each child who is a dependent undergraduate student enrolled at least half-time.

Loan recipients must maintain six or more credits to maintain eligibility for Stafford Loans.

All borrowers at Cascadia are required to complete online loan entrance counseling when applying for the Federal Stafford loan. Borrowers must also complete loan exit counseling upon leaving Cascadia Community College or graduating.

Childcare Scholarships
Cascadia has a limited number of child care assistance scholarships. Student-parents with children enrolled in a licensed child care facility should complete a FAFSA (see “How to Apply for Financial Aid”) and request a Child Care Assistance application from Student Financial Services, (425) 352-8860.

Student Scholarships
Student Financial Services maintains current listings and application procedures for an array of scholarships available to Cascadia students, including those available through the CCC Foundation.

Thanks to donations from businesses, individuals, families, professional organizations and friends of the college, the CCC Foundation offers many 2- and 3-quarter scholarships for Cascadia students. Applications for scholarships available through
the CCC Foundation are accepted twice a year. Criteria for applying vary among scholarships, as does the amount to be awarded. For details, including application requirements and deadlines, students should go to www.cascadia.edu/Foundation or call (425) 352-8840. Additionally, the CCC Foundation offers the Complete Your Dream Scholarship for students who need 10 or fewer credits to complete a degree or certificate and also are in need of financial assistance. Eligible students should contact the CCC Foundation at (425) 352-8840 or foundation@cascadia.edu for more information about the Complete Your Dream Scholarship.

To find out how to receive financial assistance through scholarships in general, students should contact Student Financial Services at (425) 352-8860 or go to www.cascadia.edu/StudentFinancialServices/scholarships.asp.

**Workforce Resource Center**

The Workforce Resource Center provides a variety of support services including financial aid for students pursuing professional/technical and other job training programs. The Workforce Resource Center provides tuition, books, and other support through the programs described below. To make sure you qualify, please contact a Workforce Resource Center staff member at the phone numbers listed below.

**Worker Retraining**

The Worker Retraining program can provide tuition support and possibly books for students who are out of work or in danger of losing their jobs without more training.

Program staff can assist with the development of an individual training plan, the completion of Commissioner Approved Training (CAT) and Training Benefits (TB) applications, and applications for other funding sources. Program staff can also assist with WorkForce Investment Act/Dislocated Worker Program and Trade Act/NAFTA applications and processes. Students need to enroll in professional/technical classes.

To be eligible, students need to:

- Be receiving or be eligible to receive unemployment benefits
- Have exhausted their unemployment benefits within the last two years
- Be formerly self-employed and are currently unemployed due to general economic conditions
- OR
- Be a displaced homemaker
- OR
- Be a vulnerable worker who meets two of the following three requirements:
  1. Your job is not in demand (www.wilma.org/wdclist);
  2. You do not have 45 college credits;
  3. You must upgrade your skills to remain employed in your current job.

Prospective students should attend the Worker Retraining Orientation offered every Wednesday at 1pm. For location information of orientation or more information call (425) 352-8132 or stop by the Library Annex first floor receptionist.

**WorkFirst**

Cascadia WorkFirst program offers support to two groups of parents:

1. Parents who are currently receiving Temporary Assistance for Needy Families (TANF) through DSHS. These parents must be directly referred by their case manager into approved programs.
   - OR
2. Low income, working parents who want additional job training to improve their families' income level can receive WorkFirst Financial Aid.

Both TANF and WorkFirst Financial Aid students may enroll in any professional/technical or job training program offered by Cascadia. They may also enroll in basic skills, GED preparation or English as a Second Language (ESL). Program and attendance requirements vary, for more information call (425) 352-8138.

**Professional/Technical Programs**

Financial support from the Workforce Resource Center can be used to support students in the following technical degrees and certificates:

**Degrees:**

- Associate in Applied Science-T (AAS-T)
  - Administrative Office Management
  - Environmental Technologies & Sustainable Practices
  - Network Technology
  - Web Application Programming Technology

**Certificates:**

- Accounting Assistant
- Computer Applications Specialist
- Database Development
- Fiscal Technician
- Flash Design
- Network Specialist
- Office Skills Integrated with ABE
- PC Network Technician
- Phlebotomy
- Technical Support Specialist
- Web Specialist

**Working Connections Child Care (WCCC)**

The Working Connections Child Care program helps families pay for care for children under age 13, while parents in the family are enrolled in job training (36 months total) and working at least 20 hours a week. This program is not part of the TANF 5-year time limit and is not welfare. If eligible, students will have a monthly co-pay and will need to make sure that the childcare provider accepts the DSHS Working Connections Child Care program coupons. Working Connections Child Care pays providers in licensed family childcare homes and childcare centers that accept WCCC subsidies. In some cases, a WCCC subsidy still may be available for unlicensed childcare providers.

The first step to enroll in this program is to contact the local DSHS office to get a Working Connections Child Care Application OR call the Help For Working Families Hotline at (877) 980-9131. Information about this program is also available on the Internet at: www1.dshs.wa.gov/esa/wccc/.

The WorkForce Resource Center staff will provide students with a referral to this program. This verifies that he/she is enrolled in a job training program at Cascadia Community College which then allows the program to pay for childcare. Prospective students should call (425) 352-8138 for more information on how to sign up for this program.
Veterans’ Programs
Students who plan to use their veterans’ benefits should contact the Student Financial Services Office. Veterans will need to apply to begin using or to reinstate benefits. If applicable, a veteran will be asked to submit official academic transcripts from previous attended colleges and/or military training. Veterans will be asked to submit an educational plan from an academic advisor and additional information may be required. All veterans must conform to the Veterans Administration attendance and academic progress standards to remain eligible for benefits. Veterans’ benefits may be used to complete a college degree, a high school diploma, or a certificate or degree career program. Coursework must follow federal guidelines for an approved program. The college will review a veteran’s military training transcripts and other school credits to determine if the credits may be transferred toward Cascadia Community College course work. Please note: Students will not be allowed to repeat classes in which they previously received a passing grade, regardless of whether or not veterans’ benefits were used.

Selected academic programs of study at Cascadia Community College are approved by the Higher Education Coordinating Board’s State Approving Agency (HECB/SAA) for enrollment of persons entitled to receive educational benefits under Title 38 and Title 10, U.S. Code.

Financial Aid Refund Policy
A fair and equitable refund policy is applied to all financial aid students at Cascadia Community College. Students who withdraw, drop classes or complete zero credits for the period of enrollment for which they have been charged tuition and received financial aid may have to repay a portion of the grants and/or loans they received, as well as any tuition and fees associated with Cascadia returns to financial aid programs as a result of withdrawal. This policy does not apply to work study earnings received. Students who remain enrolled through at least 60% of the payment period are considered to have earned 100% of the aid received and will not owe a repayment of financial aid. If a student completes at least one course they will be subject to the 2008-2009 Satisfactory Academic Progress Policy, rather than the Repayment/Return of Funds Policy. Please note that the Financial Aid Repayment/Return of Funds Policy and Cascadia’s tuition refund policy are separate.

Funds are to be returned in the following order:
1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. PLUS (Parent loan)
4. Pell Grant
5. Academic Competitiveness Grant (ACG)
6. Federal Supplemental Educational Opportunity Grant (SEOG)

Students receiving the Washington State Need Grant (WSNG) are subject to the student Washington State Need Grant Repayment Policy, as defined by the Washington State Higher Education Coordinating Board. Students who receive only a Cascadia Community College Grant without any other federal or state funding will have the repayment and return of funds calculated according to the calculation described above. Please contact Student Financial Services for a copy of the entire Repayment/Return of Funds Policy or for more details regarding financial aid refunds. You may also view the policy via the Cascadia website.

Rights
All financial aid recipients have the right to inspect their financial aid files for the accuracy of the information contained therein, and to submit corrections. Confidential information covered under the Privacy Act may not be reviewed by anyone else without prior written approval of the individual concerned.

Responsibilities
The student is responsible for reading and signing the “conditions of award” on the Cascadia Data Sheet, for notifying the Student Financial Services Office of any changes in their academic program. Coursework must follow federal guidelines for an approved program. The student is responsible for reading and signing the “conditions of award” on the Cascadia Data Sheet, for notifying the Student Financial Services Office of any changes in their academic program. The student is responsible for reading and signing the “conditions of award” on the Cascadia Data Sheet, for notifying the Student Financial Services Office of any changes in their academic program. The student is responsible for reading and signing the “conditions of award” on the Cascadia Data Sheet, for notifying the Student Financial Services Office of any changes in their academic program.

Tax Credit Information
Please note: The following is general information and individuals will be affected differently based on their circumstances. Individuals should contact their tax advisor or IRS for assistance in claiming the tax credit. Students must provide their social security number to Enrollment Services in order to receive a 1098T form.

The HOPE tax credit provides up to $1,500 per student on qualified tuition and related expenses for the first two years of post-secondary education. The Lifetime Learning Tax Credit applies to all courses taken to acquire or improve job skills, whether as part-time, full-time, undergraduate, graduate or continuing education student. There is no limit on the number of years that the credit is available to a student. This credit lets taxpayers claim a maximum credit of $2,000 per taxpayer (20 percent of up to $10,000 paid in higher education expenses). It is available to parents of dependent students or to students who are not claimed as dependents on their parents’ federal tax return. Taxpayers cannot take both the Hope and the Lifetime Learning Credit in the same year for the same student.

At the end of the tax year students will receive a 1098T form from the college that will list out-of-pocket expenses for tuition. The 1098T is for notification only; it cannot be sent in with taxes. To claim the tax credit, students must obtain a copy of the IRS form 8863.

Students must be enrolled at least half-time in a degree or certificate program for the HOPE Scholarship. The Lifetime Learning Tax Credit does not require half-time enrollment.

Qualified Tuition and Related Expenses
The terms “qualified tuition” and “related expenses” mean the tuition and fees that an individual is required to pay to be enrolled at an eligible institution for courses leading to a degree or certificate. Charges and fees related to courses involving sports, games or hobbies are not eligible for the credit unless the course is part of the degree or certificate program. Charges and fees associated with room, board, student activities, athletics, insurance, books, equipment, transportation and personal living expenses are not qualified. It is up to the student to determine which of their tuition-related expenses are or are not eligible.

Four Things to Remember
1. Students must provide their social security number to the Kodiak Corner Main Counter when they apply in order to have a 1098T form mailed to them.
2. Obtain a copy of the IRS Education Credits Tax Form 8863.
3. Recalculate the qualified out-of-pocket tuition expenses.
4. Consult a tax advisor as to whether or not the credit may be claimed.
LEARNING RESOURCES

Campus Library
Library Collections
The Campus Library provides an array of print and electronic resources designed to support Cascadia students as they pursue their educational goals. Books, journals and multimedia materials are selected by librarians and faculty with Cascadia’s curriculum in mind. Students also have access to the collections of the University of Washington Libraries to further support their studies. The Campus Library can be reached at (425) 352-5340.

Services
The Campus Library features an Information Commons, which houses over 50 computers, called scholars’ workstations. These computers provide access to the world wide web, including web-based library materials and e-mail, as well as to word processing, spreadsheet, presentation and other software. Students can do research, write papers and check email all in the same place. Students can access these resources in the Campus Library’s Information Commons, at Cascadia, or from home.

Librarians and technology assistants are available in the Information Commons to assist students with research or to provide computer support. Librarians also teach workshops and work with faculty to help students develop their abilities to access and evaluate information.

Facilities
The Campus Library has a number of group study rooms that can be reserved for group meetings. Laptop users can take advantage of both wired and wireless internet access throughout most of the library. The beautiful Reading Room, on the third floor of the library, is a place for quiet study and reflection.

More information about the Campus Library can be located at www.bothell.washington.edu/library.

Campus Media Center
The Campus Media Center (CMC), a unit within the Campus Library, serves the academic goals of Cascadia Community College and UW Bothell by supporting the use and integration of media and technology for credit generating classes. The CMC manages the local media collection (e.g., videotapes, DVDs, laserdiscs, CDs and audiocassettes). The collection is fully searchable from the CMC’s online catalog. In addition to local materials, media may be borrowed from other UW collections.

Each classroom on campus is equipped with an ePodium—an electronic podium housing the primary classroom technology. The CMC also provides over-the-counter equipment circulation to students, faculty and staff for approved, course-related purposes.

The CMC’s Multimedia Studio was established to support students and faculty in the production of course-related multimedia materials. Housed inside the CMC, the Multimedia Studio supports the general campus population and not specific courses or applications. Projects may include, but are not limited to, in-class presentation materials, multimedia-related course assignments and lecture support materials. All projects are to be academic in nature and must directly relate to a teaching and learning experience on campus.

Student Breakout Areas
Throughout Cascadia’s building students have access to breakout areas that include computers, printers, small groups of tables and comfortable chairs for individual and group study. This is an ideal place to meet classmates after class to finish projects, or for students to finish up a computer project before heading home.

Computer Resources
Cascadia Community College has computer classrooms and computer laboratories, including an open computer lab (Open Learning Center). Additionally, every classroom is equipped with an ePodium, which includes a projection system and computer network access.

Equipment not permanently housed in a classroom or meeting space can be provided by Information Services upon request by calling the Help Desk at (425) 352-8228.

Interactive Television
Cascadia has classrooms with Interactive Television capabilities. These are available for distance learning and teleconferences.

LEARNING ASSISTANCE

The Writing Center
The Writing Center provides tutorial support for students with writing assignments for all classes. Students can make an appointment with a tutor for one-on-one instruction or drop in for assistance. The Writing Center also provides opportunities for students to learn or review study techniques, test-taking strategies and improve on reading/writing skills in a lab environment. Students learn through a variety of media, including computer programs, audio/video lessons and traditional text materials. The Writing Center is located in CC2-080 and can be reached at (425) 352-8243, or email mwcenter@cascadia.edu.

The Math Center
The Math Center provides trained staff to assist students with their math courses, from arithmetic through calculus. Individual assistance and the opportunity for students to work in small groups are available. The Math Center is equipped with computers, software programs, and video and printed materials that provide a supportive environment for students studying mathematics. The Math Center is located in CC2-080 and can be reached at (425) 352-8243, or email mwcenter@cascadia.edu.

The Open Learning Center
The Open Learning Center is a computer lab where students receive assistance with technology to support class assignments. The computer lab is available for students to receive assistance from trained assistants on the software programs used in Cascadia’s courses. In addition to help on a wide range of computer applications, including Web technology and programming applications, staff at the Center can assist students with applying appropriate software applications to class projects. The Open Learning Center is located in CC2-060. OLC hours are posted on the Cascadia website at www.cascadia.edu or by calling (425) 352-8229.
**CAMPUS SERVICES**

**Bookstore**  
Bookstore services are provided by the University Bookstore. Students have the opportunity to purchase textbooks and course materials both online at [www.ubookstore.com](http://www.ubookstore.com) and at the bookstore on campus. The bookstore is in LB2, across from the Campus Library. Cascadia students may participate in the bookstore's rebate program and receive discounts on many computer items. Textbook buy-back days are scheduled at the end of each quarter. The bookstore also carries Cascadia clothing and merchandise. The bookstore can be reached at (425) 352-3344.

**Disability Support Services**  
Cascadia Community College provides accommodations and services to qualified students with documented disabilities through Disability Support Services (DSS). Cascadia is committed to ensuring that qualified students with documented disabilities are provided equal opportunity to participate in all educational programs, campus services and activities available at the college. The goal is to fully comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and Washington State Law (Core Services Act). For more information or to request accommodations, please contact Disability Support Services (Kodiak Corner), (425) 452-8860 or (425) 352-8399 (TTY).

**Food Services**  
A full range of salads, hot and cold sandwiches, wraps, pizzas, soups, beverages and snacks are available at the Subway Restaurant, located next to the library on campus. Take out and catering are available, as well as indoor seating. (425) 352-3604

Coffee, pastries and snacks are available at the full-service espresso stand on the lower level of the Cascadia building. Vending machines are also available on every floor.

**Housing**  
Cascadia Community College serves students who live within commuting distance of the campus. The college does not maintain dormitories or other housing, and does not assume responsibility for independent housing facilities used by students.

**Lost & Found**  
Items lost or found in the Cascadia building are turned in to Campus Security LB2-005 below the Bookstore.

**Parking & Transportation**  
All students, faculty and staff must park on campus and not on surrounding neighborhood streets (violators are subject to tickets or towing by the Bothell Police). Over 1,800 parking spaces are available on campus, in the north and south garages, in the surface parking lots and on Campus Way. Carpool parking and motorcycle spaces are available in the north and south garages, and disabled parking is clearly marked in all locations. Daily parking permits must be purchased upon entry at the nearby pay stations. Economical quarterly passes may be purchased from the cashier. Bicycle racks (both covered and uncovered) are available on the north side of the Cascadia Building, at both the street and the promenade levels. Bike lockers may be rented on a quarterly basis from the UWB Cashier Office. Students and staff are encouraged to support the college transportation management plan by walking, biking, carpooling and using public transportation whenever possible. Metro Transit, Sound Transit and Community Transit service the campus. U-passes and bus schedules are available.

**Recycling**  
Environmental stewardship is a Cascadia value. Voluntary recycling is strongly encouraged. Recycling bins are provided in all campus buildings.

**Security**  
Full-time security personnel will provide support to the campus community and help provide a safe environment for learning. To reach campus security in an emergency call (425) 352-5222. For non-emergency call (425) 352-5359.

**Student ID Cards**  
Student ID cards are required on campus and provide access to the campus library. Student ID cards are issued in the Kodiak Corner and in the Open Learning Center.

**EMERGENCY COLLEGE CLOSURES**  
(425) 352-8000

Cascadia Community College will cancel classes and close offices if severe weather or other emergency conditions make the campus unsafe.

Emergency closure information is provided to local radio and TV stations. If Cascadia is not mentioned in the radio/TV announcements, students and staff can assume that the college is open and classes are being held as usual. There will be online notification of Cascadia’s closure at [www.schoolreport.org](http://www.schoolreport.org), and a message on the main phone line at (425) 352-8000.

If Cascadia Community College is closed, all continuing education classes are cancelled, regardless of location.

In the event of a building evacuation, please follow announcements as issued.

**STUDENT LIFE**

Students who want to make the most of their college experience can get involved in the college's Student Life Programs, the college governance system or other activities and programs. Opportunities to learn at Cascadia extend far beyond the classroom. Research has shown that students who are involved in activities outside the classroom are more likely to succeed academically and complete a degree.

Students are invited to participate in social, educational, cultural, leadership and recreational activities. Some of the leadership opportunities available include student government, student clubs and campus events.

For more information, students are encouraged to stop by the Student Life Office in the Library Annex, 2nd floor.
Student Government
studentprograms@cascadia.edu
(425) 352-8307

Cascadia Student Government, or “CSG,” is the group of students who represent the entire student body (Associated Students of Cascadia Community College or “ASCCC”) in matters of college governance, legislation, clubs and activities. Student Government meetings are held twice a month and are open to all interested students. The CSG is always looking for interested and concerned students willing to give time and energy for the benefit of the students at Cascadia. There are elections held annually for President, Vice President, Secretary and Treasurer. Other executive positions are appointed.

Sports Program
studentprograms@cascadia.edu
(425) 352-8307

The sports program at Cascadia offers students the opportunity to participate in activities throughout the year. This program is student-driven and is based on interest and participation. Sports offered during the 07-08 academic year included dodgeball, soccer, softball and basketball.

Cascadia Activities Board
studentprograms@cascadia.edu
(425) 352-8307

The Cascadia Activities Board (CAB) is a paid leadership opportunity available for students interested in coordinating a variety of campus events and activities. The CAB members coordinate social, educational, recreational and multicultural events for students and the community. Students can apply in the spring for the following academic year. Past events include Movie Nights, Comedy Night, speaker series, BBQ’s, dances, Cram Nights during finals weeks and more!

Peer Resource Officers (PRO)
admissions@cascadia.edu
(425) 352-8140

A group of Cascadia students serve as Peer Resource Officers who mentor and support new incoming Cascadia students. The PROs will “check in” with the new students throughout the quarter and offer more ways for the new students to get involved with campus life. They will help the new students be successful and overcome any barriers that may interfere with their academics. The PROs will attend the New Student Orientation sessions to provide information about the PRO Program and their contact information. For additional information about the PRO Program, contact the New Student Welcome Center at (425) 352-8140.

Student Clubs and Organizations
studentprograms@cascadia.edu
(425) 352-8307

Getting involved in clubs and student activities can be a very rewarding experience. Students are encouraged to join campus organizations to build lasting friendships, provide unique educational opportunities, and establish support systems of peers, faculty and staff advisors. Students are also encouraged to create new clubs and organizations. If you have any questions about clubs or activities, please contact Student Life at (425) 352-8307.

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Access Futures
All That Jazz
Christian Reasoning for Understanding (CRU)
Cinema Club
Cascadia Student Math League
Creative Arts Club
Environmental Club
ESL Club
Gaming Club
Health Science Club
International Club
National Society of Leadership & Success
Outdoor Adventure Club
Phi Theta Kappa
Students of Service
Veterans’ Club
Women in Technology

Emerging Leaders
studentprograms@cascadia.edu
(425) 352-8307

The Emerging Leaders program provides an opportunity for Cascadia students to learn what it takes to become an effective leader through in-depth and hands-on workshops. These workshops include issues such as the qualities of an effective leader, event planning, communications, leadership in a multicultural society, working with teams, and the leadership positions available to students at Cascadia. Students conduct presentations at the end of the year on what they learned through the program and how they plan to utilize their new leadership skills and experiences. Students who successfully complete the program and its requirements are recognized at an academic/leadership awards reception during the spring quarter.
**DEGREE PROGRAMS**

**Academic Transfer**

**Associate in Business DTA/MPR**
The Associate in Business (AB) is a specialized focused degree in business that also meets all of the criteria for the Direct Transfer Agreement (DTA). The AB degree is designed to satisfy most (if not all) of the General Education Requirements of most public colleges and universities in Washington state. This program is an entry pathway to a four-year business degree preparation. The Associate in Business degree will help students design their DTA program so that it fulfills their lower division requirements and makes possible junior level transfer into business majors of most academic programs at public four-year institutions.

**Associate in Elementary Education DTA/MPR**
This degree is designed for students who intend to earn a two-year degree and transfer to a four-year college or university with a major in Elementary Education. Fulfiling the degree requirements provides a broad foundation for success in upper division coursework. However, university admission requirements vary. Students should discuss their plans with an advisor in order to understand the specific lower-division course requirements of particular universities.

**Associate in Integrated Studies-Global Studies Degree DTA**
The Associate in Integrated Studies (AIS) is a 90 credit degree that is equivalent to the first two years of a four-year baccalaureate degree. It is considered a Direct Transfer Agreement (DTA) because the AIS degree is designed to satisfy most (if not all) of the General Education Requirements of most public colleges and universities in Washington state. By virtue of this agreement, students will generally transfer with junior standing and fulfill most general education requirements.

**Associate in Pre-Nursing Degree DTA/MPR**
This degree program is applicable to students planning to prepare for upper division Bachelor of Science, Nursing (Entry-to-practice/basic BSN program or other related allied health field) by completing a broad selection of academic courses.

**Associate in Science-Transfer Degree**
The Associate in Science Transfer (AST) degree is a 90-96 credit academic degree for students planning to transfer to a four-year college or university with a major in the natural sciences, pre-med, engineering or computer science. The AST degree provides students with a solid foundation for future studies through the completion of a range of courses in the sciences and liberal arts. Courses are similar to what would typically be taken at a four-year college or university.

Students selecting this degree will choose between two “tracks.” Track 1 is for students planning to major in Biological Sciences, Environmental/Earth Sciences, Chemistry or Geology. Track 2 is for students with majors in Computer Science, Atmospheric Science or Physics. Track 2 also offers three specific engineering major-ready pathways, Bio/Chem Engineering, Computer & Electrical Engineering, and other. This degree program is applicable to students planning to prepare for various engineering majors at universities in Washington.

It is not necessary to complete a degree at Cascadia to be eligible to transfer to a baccalaureate-granting college or university.

**Professional/Technical Degrees**

**Associate in Applied Science-T**
Professional/technical programs are designed to prepare graduates for immediate employment. College staff has worked closely with business representatives in the selection of programs and design of curriculum to make sure that program graduates will possess skills that are in high demand in the workplace.

Students may work toward an Associate in Applied Sciences-T degree that will typically require two years of study. This degree supports both industry preparation and limited transfer to selected four-year colleges. Alternatively, students may choose to work toward a certificate that may be completed in one or more quarters. Degree programs include:

- Administrative Office Management
- Environmental Technologies & Sustainable Practices
- Network Technology
- Web Application Programming Technology

**CERTIFICATE PROGRAMS**

**Professional/Technical Certificates**
Short-term Professional/Technical Certification programs are available for:

- Accounting Assistant
- Computer Applications Specialist
- Database Development
- Fiscal Technician
- Flash Design
- Network Specialist
- Office Skills Integrated with ABE
- PC Network Technician
- Phlebotomy
- Technical Support Specialist
- Web Specialist

For more information, call (425) 352-8383.

**ADDITIONAL PROGRAMS**

**Training for Local Businesses**
Cascadia programs can be designed specifically to meet the needs of individual companies and their employees. Training is available at the college or at employer worksites with flexible, employer-driven schedules.

**Community and Contract Education**
Cascadia offers credit and non-credit training opportunities designed for professionals and personal growth. A wide range of non-credit classes are available for students looking to learn a new skill or polish an existing one, pursue a particular interest, or try something “just for fun.” A typical quarterly schedule includes non-credit offerings in art, computing, crafts, dance & music, financial planning and investing, fitness, food & wine, health & wellness, home & garden, personal growth and writing.
Distance Learning
Cascadia’s distance learning program includes classes that are fully online, hybrid and web-enhanced. Faculty have developed academic and professional-technical courses that will enable students to enhance their program of study by taking courses in a distance learning mode.

During the 2008-09 academic year, Cascadia continues to be a part of WashingtonOnline (WAOL), which offers distance learning throughout Washington state.

See the quarterly schedule of classes for distance learning classes offered directly by Cascadia, WashingtonOnline and Cascadia’s program partner colleges.

GRADUATION REQUIREMENTS
To receive a degree or certificate from Cascadia Community College, a student must:
1. Be enrolled in a Cascadia degree or certificate program.
2. Satisfy all specific program requirements as stated in the college catalog that was printed for the academic year that the student began.
3. Achieve at least a minimum of 2.0 cumulative GPA for all Cascadia Community College course work and all courses accepted in transfer from other colleges which are used to satisfy degree requirements. The grade from these transfer credits will not be averaged with the Cascadia Community College GPA and therefore transfer credits must also average 2.0.
4. Earn from Cascadia at least 25 of the credits being applied toward the degree or certificate.
5. For degrees, earn at least 60 credits with decimal grades other than ‘P’ (Pass) grades.
6. Fulfill all financial obligations to the college.
7. An Application for Graduation is available at www.cascadia.edu/InstructionalPrograms/graduationrequirements.asp or at Kodiak Corner. Submit it and the processing fee to the Cashier’s Office. See the quarterly schedule of classes for deadline dates to submit the Application for Graduation.

If transferring to a four-year institution, students should seek information directly from that institution's admissions office and from advisors in a chosen major at that school.

Students with no more than a two-quarter break (excluding summer) have the option of completing the program requirements in effect in the catalog at the time they first enrolled at Cascadia Community College or those in effect during their last quarter of attendance. See “Continuous Enrollment Policy” on page 2.

Graduation Application Deadlines
Students who are eligible for a degree or certificate may submit a graduation application during their last quarter or the quarter preceding their last quarter. Degrees and certificates are awarded on a quarterly basis. Deadlines are:
- Fall quarter graduation — third week of summer quarter.
- Winter quarter graduation — third week of fall quarter.
- Spring quarter graduation — third week of winter quarter.
- Summer quarter graduation — second week of spring quarter.

Students who have graduated during the previous fall and winter quarters may participate in the annual spring commencement ceremony, held in mid June.

Graduation Honors
Cascadia Community College places a high value on scholarship. To encourage and reward high academic achievement, students who distinguish themselves in the classroom throughout their program of study are recognized by being awarded Graduation Honors as described below during Commencement and on their diploma. All graduates earning Graduation Honors will be given an honor cord to wear in the Commencement ceremony. For students graduating in spring or summer, the honors listed in the Commencement Program, as well as honor cord distribution, will be based upon a student’s cumulative grade point average as of the end of winter quarter, since spring and/or summer grades are not available for this determination. Only Cascadia Community College hours are used to calculate cumulative grade point average for the purpose of awarding graduation honors.

President's Honors
Graduating students who complete at least 12 college-level credits each quarter during their program of study and maintain a cumulative grade point average of 3.9 to 4.0 shall be recognized with President’s Honors.

Faculty Honors
Graduating students who maintain a cumulative grade point average in their college-level credits of at least 3.6 shall be recognized with Faculty Honors.

TRANSFER DEGREE OPTIONS
Transfer Services
Cascadia’s academic advisors are available to assist students wishing to transfer to a four-year institution. Advisors help students plan for Cascadia’s graduation requirements, university admission requirements and the requirements of various majors.

Admissions representatives from a variety of colleges and universities visit Cascadia every quarter to provide materials, answer questions and make individual appointments. For a schedule of visits or to arrange to meet with a Cascadia advisor, call (425) 352-8860.

Start Your Bachelor's Degree at Cascadia
Through the Direct Transfer Agreement (DTA) students may be able to complete 90 credits at Cascadia and satisfy most of the general education requirements for a baccalaureate degree program in Washington State. Students intending to receive an Associate's degree from Cascadia and transfer to a four-year public or private university to complete a Bachelor’s degree should consult with an advisor at the receiving institution to ensure courses and credits completed at Cascadia will be accepted. Cascadia advisors can assist in this process as well.

UNIVERSITY OF WASHINGTON BOTHELL
Cascadia has a Dual Enrollment agreement with University of Washington Bothell. Dual Enrollment is a focused, efficient and cost-effective path for eligible students to earn both an Associate’s degree from Cascadia Community College and a Bachelor’s degree from University of Washington in one of three programs: Interdisciplinary Arts & Sciences, Business Administration, or Computing & Software Systems. UWB is a student-focused undergraduate and graduate university that shares a campus with Cascadia. UWB provides a rich and rewarding education in a 21st century learning environment. Classes are offered day and evening, for full or part-time students. Students interested in learning more about Dual Enrollment should call the Kodiak Corner at (425) 352-8860 to make an appointment with the Cascadia Dual Enrollment Advisor or visit www.uwb.edu/students/prospective/de.
PROGRAM LEARNING OUTCOMES

General education (GE) at Cascadia is the cornerstone of learning and a set of skills that enable learners to access, process, construct and express knowledge across cultures. Completing the GE Core at Cascadia will require a willingness to take risks, an interest in growing and adopting new, more refined points of view, and an awareness of a global context for ideas and facts. The classes listed below link a set of learning experiences in which students take responsibility for encountering and mastering new knowledge and practices and growing into active, lifelong learners who are prepared for whatever challenges come next.

The General Education Core

Every degree at Cascadia is grounded in a set of core courses that emphasize communicating, global thinking, and quantitative and symbolic reasoning. In the General Education Core, learners have a chance to become aware of the ways that culture—their own and that of others across the globe and history—informs, enriches, and at times limits learning and growth. Students practice argument, problem solving, analysis and synthesis while they encounter and try out points of view from across the globe and to reflect on their own points of view. All Cascadia students who have completed the Core have completed more than 20 credits of guided practice in achieving the following outcomes.

Learn: Students will demonstrate a willingness to take risks and to deepen knowledge about self, others, and the world. They will learn to construct meaning from expanding and conflicting information, rigorously using technology and discourses as learning tools, meeting deadlines, and seeking help when necessary. They will demonstrate interdisciplinary knowledge of global communities framed by intersections between class, race, gender, religion, national origin, sexual orientation and other identities.

Think: Learners will practice using a variety of conceptual and theoretical lenses and reflect on how these lenses provide alternative views of the experience and points of view of self, individual and group. They will demonstrate the ability to examine their attitudes, values, behavior, and assumptions as well as structures of power and inequality. They will translate content between contexts with an awareness of the impact of points of view and technology on individuals and society.

Communicate: Learners will gather information, and draft and publish texts that demonstrate creativity and an awareness of criteria for clear, original communication. They will communicate interpretations of data and claims and articulate rationales for making decisions about responsible action.

Interact: Learners will share ideas, experiences, and self-assessment processes, and listen to those of others. They will assess ways in which relations among individuals and groups are defined in terms of relations of power which make possible both conflict and collaboration. Learners will recognize and tolerate conflict and respect individual ways of arriving at answers while critically analyzing models and ways of thinking.

Cultural Competence

The Cascadia Mission and College outcomes point to the importance of being aware of the ways that culture—one’s own and those of others across the globe and history—inform, enrich, and at times limit learning and growth. To that end, the College has established this outcome.

Learn: Students will demonstrate interdisciplinary knowledge of the local, national and/or global experience of communities framed by intersections between class, race, gender, religion, national origin, sexual orientation and other identities.

Think: Learners will practice using a variety of conceptual and theoretical lenses and reflect on how these lenses provide alternative views of the experience and points of view of self, individual and group. As part of this practice, learners will think critically about structures of power and inequality.

Communicate: Learners will use concepts and theories to communicate interpretations of course content and articulate rationales for making decisions about responsible action in various walks of life.

Interact: Learners will recognize and articulate complex differences between and among their own cultures and others. As part of this practice, they will confront ways in which relations among individuals and groups are defined in terms of relations of power which make possible both conflict and collaboration.

Please note: Courses that fulfill this 5-credit requirement are identified as CKR. The courses that satisfy this requirement also count towards the following distribution areas (Humanities, Natural Sciences and Social Sciences).
PROGRAM LEARNING OUTCOMES

Humanities
Languages, literature, the arts and philosophy are essential cultural expressions of being human. Underlying these subjects are ideas such as aesthetics, ethics, symbolism and creativity that vary across times and cultures. Through the humanities, learners participate in others’ subjective experience of reality and convey their own.

Learn: Learners will gain knowledge of the core content of at least two humanities disciplines and of methods of analysis, synthesis, and evaluation.

Think: Learners will analyze and evaluate humanities content, drawing conclusions about the form and impact of human artifacts.

Communicate: Learners will discover and use a creative process to communicate understandings of human experience through visual, musical, dramatic, oral, or written products.

Interact: Learners will investigate the context and language of the human experience to examine and explore their everyday worlds and to expand their experience and understanding of other cultures and times.

Natural Sciences
Science literacy provides a foundation for informed citizenship in our increasingly technological society. Learners practice, communicate and apply science in order to understand the natural and physical world and the consequences of human activity within it.

Learn: Learners will comprehend and describe science as a process of generating knowledge that relies on testable hypotheses, verifiable data and evolving theories that explain natural phenomena.

Think: Learners will conduct scientific investigations, i.e., design and modify experiments, make accurate observations, and apply quantitative and qualitative strategies to interpret numerical and graphical data.

Communicate: Learners will read technical information with understanding and express technical information in written, verbal and graphical forms for a variety of audiences, both within and outside science.

Interact: Learners will know and apply fundamental concepts in the biological, chemical and physical sciences to make informed decisions and engage meaningfully in ethical issues that involve science and technology.

Social Sciences
The social sciences expand learners’ understanding of the nature and behavior of individuals as well as their interaction and organization in multiple cultural contexts.

Learn: Learners will demonstrate an understanding of the interrelationships between the individual and socio-historical forces, and the ways that social structures impact diversity, inequality and social change. As part of this study, students will show an understanding of theoretical frameworks.

Think: Learners will identify and evaluate qualitative and quantitative evidence to draw conclusions about human behavior consistent with social science theory.

Communicate: Learners will read information with understanding and express information in written, verbal and graphical forms for audiences within and outside science.

Interact: Learners will recognize and explain the ways that different frameworks affect the conclusions they draw from data.
ASSOCIATE IN BUSINESS DTA/MRP

This degree is designed for students who desire to transfer to four-year colleges and universities in the area of business. Students who complete an Associate in Business – DTA degree will have satisfied the lower division general education (or core) requirements and lower division business requirements at the baccalaureate institutions, subject to the provisos listed in the Intercollege Relations Commission Handbook. University admission requirements vary—consult with an advisor for specific information. Admission to Washington public baccalaureate Schools of Business is not guaranteed to students holding an Associate in Business – DTA Degree. It is strongly recommended that students contact the baccalaureate-granting Business School early in their Associate in Business – DTA program to be advised about additional requirements (e.g., GPA) and procedures for admission. Please note: Admission for many Business schools is competitive, and higher grade-point averages and course grades are often required. Please check with your destination school and college. In addition, the minimum grade for business courses is a 2.0. These courses are denoted by an asterisk (*). UW Bothell requires a minimum of 2.0 in all prerequisite courses. Consult with an academic advisor to develop an educational plan.

DEGREE REQUIREMENTS

Associate in Business Degree DTA/MRP requires at least 90 credit hours in college level courses (numbered 100 or above), a minimum cumulative 2.0 grade point average, a minimum of 25 credits in residence at Cascadia, and completion of all of the requirements for this degree. Students must complete and submit an application for graduation to Enrollment Services for review and approval before the degree is granted. Students must include the graduation fee payment with the application form.

FOUNDATIONS FOR COLLEGE SUCCESS  
3-5 CREDITS

Students must complete either COLL 101 or COLL 100 within the first 30 credits at Cascadia. This course introduces students to Cascadia’s learning model and sets them up for academic success in college by introducing them to the culture of higher education and to particular ways of knowing and reasoning within the academic disciplines.

GENERAL EDUCATION CORE COURSES 25 CREDITS

A. COMMUNICATING AND THINKING CRITICALLY: 15 credits
   • ENGL& 101 College Composition: 5 credits and ENGL& 102 Composition II: 5 credits
   • CMST 150 Multicultural Communication: 5 credits or SOC 150 Social Inequality: 5 credits

B. GLOBAL THINKING: 5 credits. One of the Humanities or Social Sciences courses designated CKR on the distribution lists. This course may also apply to the Humanities or Social Sciences distribution requirements.

C. QUANTITATIVE OR SYMBOLIC REASONING: MATH& 146 Introduction to Statistics: 5 credits

HUMANITIES DISTRIBUTION REQUIREMENT 15 CREDITS

Students must complete a minimum of 15 credits from the Humanities Distribution List. Courses must be chosen from at least two different disciplines. No more than 5 credits may be included from those courses designated HP as performance/skills, applied theory or lecture/studio courses. Only one class of world language at the 100 level may be included.

A. CMST& 220 Public Speaking: 5 credits
B. Cultural Knowledge Requirement (see above): 5 credits
C. Humanities Distribution List: 5 credits

SOCIAL SCIENCES DISTRIBUTION REQUIREMENT 15 CREDITS

Completion of a minimum of 15 credits from the distribution list chosen from at least 2 different disciplines.

A. Economic sequence *ECON& 201/202: 10 credits
B. Political Science (check with an advisor for specific university & business school requirements): 5 credits

NATURAL SCIENCES DISTRIBUTION REQUIREMENT 15 CREDITS

Completion of a minimum of 15 credits from the distribution list chosen from at least 2 different disciplines, and include at least 5 credits of a lab course (LAB). At least 10 credits required in physical, earth and/or biological sciences.

A. Math: MATH& 148: 5 credits (Prerequisite(s): MATH 147 and ENGL 100)
B. Lab Science: 5 credits
C. Additional course from Natural Science Distribution List: 5 credits

REQUIRED ELECTIVE CREDITS 20-25 CREDITS

A. Accounting sequence ACCT& 201, ACCT& 202, ACCT& 203: 15 credits
B. Business Law or Introduction to Law**: 5 credits
C. Foreign Language, Computer Competency, Intro to Business, or Elective**

** Check with an advisor for specific university & business school requirements.

TOTAL CREDITS FOR ASSOCIATE IN BUSINESS COMPLETION: 90 MINIMUM CREDITS

Cascadia Community College
ASSOCIATE IN ELEMENTARY EDUCATION

This degree is designed for students who intend to earn a two-year degree and transfer to a four-year college or university with a major in Elementary Education. Fulfilling the degree requirements provides a broad foundation for success in upper division coursework. However, university admission requirements vary. Students should discuss their plans with an advisor in order to understand the specific lower-division course requirements of particular universities.

DEGREE REQUIREMENTS

GENERAL EDUCATION CORE COURSES

A. COMMUNICATING AND THINKING CRITICALLY: 10 credits. Complete the sequence below.
   • ENGL& 101 English Composition I: 5 credits and ENGL& 102 Composition II: 5 credits

B. QUANTITATIVE OR SYMBOLIC REASONING: 15 credits. MATH 121, MATH 122, and MATH 123. All students must be proficient in intermediate algebra. Proficiency may be satisfied by completion with a C or 2.0 or better of high school mathematics through second year algebra, by placing above Intermediate Algebra MATH 95 through Cascadia’s assessment test, or by completion of an intermediate algebra course (to be numbered below 100) or a mathematics course for which intermediate algebra is a prerequisite.

HUMANITIES DISTRIBUTION REQUIREMENT

Students must complete a minimum of 20 credits from the Humanities Distribution List. Courses must be chosen from at least two different disciplines and meet the following requirements:

A. CMST& 220 Public Speaking is a requirement
B. HIST& 146, HIST& 147, HIST& 148 United States History I, II, III or HIST 150 Multicultural US History (choose one)
C. Choose two additional classes from Art, Drama, Music or Literature

SOCIAL SCIENCE DISTRIBUTION REQUIREMENT

Students must complete a minimum of 20 credits from the Social Science Distribution List. Courses must be chosen from at least two different disciplines and meet the following requirements:

A. PSYC& 220 Lifespan Psychology is a requirement
B. HIST& 126, HIST& 127, HIST& 128 World Civilizations I, II, III or HIST 210 Islamic Civilizations (choose one)
C. Choose two additional classes from economics, geography, political science, psychology, sociology. PSYC 210 Cognitive Psychology and SOC 241 Sociology of Families are recommended.

NATURAL SCIENCES DISTRIBUTION REQUIREMENT

Students must complete a minimum of 15 credits from the Natural Sciences Distribution List and meet the following requirements:

A. GEOG 120 Regional Environments and People is required.
B. At least ten credits must be selected from physical (P), biological (B) and/or earth (E) sciences.
C. Two lab course (LAB) must be included.

ADDITIONAL REQUIREMENTS

A. EDUC& 202 Introduction to Education (includes 15 hours of field experience)
B. SOC 150 Social Inequity, CMST 150 Multicultural Communication or HUMAN 150 Multicultural Studies (choose one)

TOTAL CREDITS FOR AIS COMPLETION: 93 MINIMUM CREDITS

Please note: Any courses added to the Cascadia Community College curriculum after the publishing of this planning guide must be approved by the Student Learning Council and the Intercollege Relations Commission to determine whether the course meets general education, distribution area, general elective or restricted elective requirements.
ASSOCIATE IN INTEGRATED STUDIES (AIS) DEGREE (DTA)

This degree is designed for those students who are interested in earning a two-year academic degree. This 90-credit degree is most often an appropriate goal for students who intend to transfer to four-year colleges and universities. The Associate in Integrated Studies (AIS) is a two-year degree that is equivalent to the first two years of a four-year baccalaureate degree. It is considered a Direct Transfer Agreement (DTA) because the AIS degree is designed to satisfy most (if not all) of the General Education Requirements of most public colleges and universities in Washington state. By virtue of this agreement, students will generally transfer with junior standing and fulfill all or most general education requirements. It is not necessary to complete a degree at Cascadia to be eligible to transfer to a baccalaureate-granting college or university, but most baccalaureate-granting colleges and universities or programs within those colleges and universities give admission preference to transfer students who have completed the two-year transfer degree. The Associate in Integrated Studies degree is also the degree of choice for students who intend to transfer, but who are undecided about which baccalaureate institution they will attend. Consult an Academic Advisor to develop an educational plan.

DEGREE REQUIREMENTS

Associate in Integrated Studies Degree (AIS) requires at least 90 credit hours in college level courses (numbered 100 or above), a minimum cumulative 2.0 grade point average, a minimum of 25 credits in residence at Cascadia, and completion of all of the requirements for this degree. Students must complete and submit an application for graduation to Enrollment Services for review and approval before the degree is granted. Students must include the graduation fee payment with the application form.

GENERAL EDUCATION CORE COURSES

A. COMMUNICATING AND THINKING CRITICALLY: 15 credits. Complete the sequence below.
   • ENGL 101 English Composition I: 5 credits and ENGL 102 Composition II: 5 credit
   • CMST 150 Multicultural Communication: 5 credits or SOC 150 Social Inequality: 5 credits

B. GLOBAL THINKING: 5 credits. One of the Humanities or Social Sciences courses designated CKR on the distribution lists. This course may also apply to the Humanities or Social Sciences distribution requirements.

C. QUANTITATIVE OR SYMBOLIC REASONING: One of the following courses: MATH& 107, MATH 121, MATH 122, MATH 123, MATH& 141, MATH& 142, MATH& 146, MATH 147, MATH& 148, MATH& 151, MATH& 152, BIT 142, ECON& 201, or PHIL& 106. All students must be proficient in intermediate algebra. Proficiency may be satisfied by completion with a C or 2.0 or better of high school mathematics through second year algebra, by placing above Intermediate Algebra MATH 95 through Cascadia’s assessment test, or by completion of an intermediate algebra course (to be numbered below 100) or a mathematics course for which intermediate algebra is a prerequisite.

HUMANITIES DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32)

Students must complete a minimum of 15 credits from the Humanities Distribution List. Courses must be chosen from at least two different disciplines. No more than 5 credits may be included from those courses designated HP as performance/skills, applied theory or lecture/studio courses. Only one class of world language at the 100 level may be included.

SOCIAL SCIENCE DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32)

Students must complete a minimum of 15 credits from the Social Science Distribution List. Courses must be chosen from at least two different disciplines.

NATURAL SCIENCES DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32)

Students must complete a minimum of 15 credits from the Natural Sciences Distribution List and meet the following requirements:
   A. Courses must be chosen from at least two disciplines.
   B. At least ten credits must be selected from physical (P), biological (B) and/or earth (E) sciences.
   C. At least one lab course (LAB) must be included.

ELECTIVE CREDITS (see distribution lists beginning on page 32)

Students must complete sufficient elective credits in college level courses (numbered 100 or above) to bring the total credits for the AIS degree to 90. These credits may be selected from any combination of the distribution course lists. No more than 12 credits may be included from Restricted Electives List.

TOTAL CREDITS FOR AIS COMPLETION: 90 MINIMUM CREDITS

Please note: Any courses added to the Cascadia Community College curriculum after the publishing of this planning guide must be approved by the Student Learning Council and the Intercollege Relations Commission to determine whether the course meets general education, distribution area, general elective or restricted elective requirements.
The Associate in Integrated Studies - Global Studies degree (AIS-GS) requires at least 90 credit hours in college level courses, a minimum cumulative 2.0 grade point average, a minimum of 25 credits in residence at Cascadia, and completion of all of the requirements for this degree. Students must complete and submit an application for graduation to Enrollment Services for review and approval before the degree is granted. Students must include the graduation fee payment with the application form.

Navigating through the turbulent waters of an increasing interdependent world is a challenge we all face. The Associate in Integrated Studies - Global Studies degree exists to better prepare students for the myriad of opportunities and challenges, academically, interpersonally, and professionally, posed by transformations within the world at large. More specifically students who successfully complete the Associate in Integrated Studies - Global Studies degree take a strong proactive step toward competency in a different language, are able to engage and negotiate multiple perspectives and analyze intercultural issues, and develop increased global awareness and a better appreciation of the common human destiny and dignity shared by all in the world.

**DEGREE REQUIREMENTS**

The Associate in Integrated Studies - Global Studies degree is a variant of the Associate in Integrated Studies degree (on page 24) and therefore, it is equivalent to a Direct Transfer Degree. The degree will be awarded to students who complete credits from the list of eligible courses found under the humanities, social sciences, natural sciences and electives headings below as part of their AIS - GS degree. Students must complete:

- World Language Requirement – 200 level competency plus one 5-credit world language course. Up to 5 credits from World Languages may be applied toward the humanities distribution total of 15 credits.
- Service Learning/Study Abroad/Internship Requirement 5 credits of the degree total of 90 credits must be in a course or courses that involve one or a combination of service learning, study abroad, or an internship. These may be embedded in any Cascadia course, be stand alone courses/experiences, or be granted as a result of a student-initiated petition.

**FOUNDATIONS FOR COLLEGE SUCCESS** *(See Foundations for College Success requirements on AIS degree on page 24)*

**3-5 CREDITS**

**GENERAL EDUCATION CORE COURSES** *(See General Education requirements on AIS degree on page 24)*

**25 CREDITS**

**CULTURAL KNOWLEDGE REQUIREMENT** *(see distribution lists beginning on page 32)*

**5 CREDITS**

Students must complete one of the humanities or social sciences courses designated CKR on the distribution lists. This course may also apply to the humanities or social sciences distribution requirements.

**HUMANITIES REQUIREMENT** *(see distribution lists beginning on page 32)*

**15 CREDITS**

Students must complete a minimum of 15 credits from the following list of GS-designated courses. Courses must be chosen from at least two different disciplines. No more than 5 credits may be included from those courses designated by an HP as performance/skills, applied theory or lecture/studio courses. Only one class of world language at the 100 level may be included.

- ART&100 Art Appreciation
- ART 140 Survey of Ancient Western Art
- ART 141 Survey of Western Art- Byzantine to Industrial Revolution
- ART 142 Survey of Modern Art
- CHIN&121 Chinese I
- CHIN&122 Chinese II
- CHIN&123 Chinese III
- CINEM 211 World Cinema
- CINEM 221 World Literature and Cinema
- CMST&220 Public Speaking
- ENGL 221 World Literature and Cinema
- ENGL&254 World Literature I
- ENGL&255 World Literature II
- FRCH&121 French I
- FRCH&122 French II
- FRCH&123 French III
- FRCH&221 French IV
- FRCH&222 French V
- FRCH&223 French VI
- GS 220 Regional History and Culture
- GS 230 Contemporary Japan
- HIST 262 US Foreign Relations 20th Century
- HIST&126 World Civilizations I
- HIST&T127 World Civilizations II
- HIST&T128 World Civilizations III
- HIST 210 Islamic Civilization
- JAPN&121 Japanese I
- JAPN&122 Japanese II
- JAPN&123 Japanese III
- JAPN&221 Japanese IV
- JAPN&222 Japanese V
- JAPN&223 Japanese VI
- PHIL 238 Intro to the Philosophy of Human Rights
- SPAN&121 Spanish I
- SPAN&122 Spanish II
- SPAN&123 Spanish III
- SPAN&221 Spanish IV
- SPAN&222 Spanish V
- SPAN&223 Spanish VI

*Please see next page.*
Associate in Integrated Studies – Global Studies Degree (Continued)

**NATURAL SCIENCES REQUIREMENT** *(see distribution lists beginning on page 32)*  
15 CREDITS

Students must complete a minimum of 15 credits, from the natural sciences distribution list of GS designated courses and meet the following requirements:

1. Courses must be chosen from at least two disciplines.
2. At least ten credits must be selected from physical (P), biological (B) and/or earth (E) sciences.
3. At least one lab course must be included.

- ANTH&205 Biological Anthropology
- GEOG 120 Regional Environments and People
- ENV&S 101 Survey of Environmental Science
- ENV&S 150 Themes and Methods in Environmental Sciences

**SOCIAL SCIENCE DISTRIBUTION REQUIREMENT**  
15 CREDITS

Students must complete a minimum of 15 credits from the following list. Courses must be chosen from at least two different disciplines.

- ANTH&206 Cultural Anthropology
- ECON&201 Micro Economics
- ECON 250 Intro to the Global Economic Environment
- GS 220 Regional History and Culture
- GS 230 Contemporary Japan
- HIST&126 World Civilization I
- HIST&127 World Civilization II
- HIST&128 World Civilization III
- HIST 210 Islamic Civilization
- HIST 262 US Foreign Relations 20th Century
- POLS&203 Introduction to International Relations
- POLS&204 Comparative World Politics
- POLS 205 Politics of the Middle East and N. Africa
- PSYC 251 Organizational Behavior

**ELECTIVE CREDITS**  
22 CREDITS+

Students must complete sufficient elective credits in college level courses to bring the total credits for the AIS – GS degree to 90. These credits may be selected from any combination of the distribution courses listed under humanities, social sciences, natural sciences, general electives listed in the catalog, or restricted electives also listed in the catalog. **Please note:** Individual Internship and Service Learning credits (course numbers 197/297 or 199/299) are considered restricted electives. The student is limited to no more than 12 restricted credits towards the completion of the associate degree.

**TOTAL CREDITS FOR AIS-GLOBAL STUDIES DEGREE:**  
90 MINIMUM CREDITS

**Please note:** Any courses added to the Cascadia Community College curriculum after the publishing of this planning guide must be approved by the Student Learning Council to determine whether the course meets general education, distribution area, general elective, or restricted elective requirements. Students may consult their academic advisor in the Kodiak Corner to determine how new courses can be applied towards the completion of their associate degree.
ASSOCIATE IN SCIENCE - TRANSFER

The Associate in Science-Transfer (AS-T) degree is designed for students who are interested in earning a two-year academic degree. This degree is primarily intended for students planning to transfer to a four-year college or university with a major in the natural sciences, pre-med, engineering or computer science. Like all Cascadia transfer degrees, the AS degree provides students with a solid foundation for future studies through the completion of a range of courses in the sciences and liberal arts. Courses are similar to what would typically be taken at a four-year college or university. Students selecting this degree complete a common general education core and then choose between two “tracks.” Track 1 is for students planning to major in biological sciences, environmental/resource sciences, chemistry, geology, and earth science. Track 2 is for students with majors in computer science, atmospheric science or physics. Track 2 also has a specific engineering portion for students planning on a major in engineering. It is not necessary to complete a degree at Cascadia to be eligible to transfer to a baccalaureate-granting college or university. AS-T Degree students should, however, consult an academic advisor for full details.

DEGREE REQUIREMENTS

Associate in Science Transfer Degree (AS-T Track 1 and 2) requires at least 90 credit hours in college level courses (numbered 100 or above), a minimum cumulative 2.0 grade point average, a minimum of 25 credits in residence at Cascadia, and completion of all of the requirements for this degree. Students must complete and submit an application for graduation to Enrollment Services for review and approval before the degree is granted. Students must include the graduation fee payment with the application form.

FOUNDATIONS FOR COLLEGE SUCCESS

Students must complete either COLL 101 or COLL 100 within the first 30 credits at Cascadia. This course introduces students to Cascadia’s learning model and sets them up for academic success in college by introducing them to the culture of higher education and to particular ways of knowing and reasoning within the academic disciplines.

GENERAL EDUCATION CORE COURSES

A. COMMUNICATING AND THINKING CRITICALLY: 15 credits
   • ENGL& 101 English Composition I: 5 credits and ENGL& 102 Composition II: 5 credits
   • CMST 150 Multicultural Communication: 5 credits or SOC 150 Social Inequality: 5 credits

B. GLOBAL THINKING: 5 credits. One of the Humanities or Social Sciences courses designated CKR on the distribution lists. This course may also apply to the Humanities or Social Sciences distribution requirements.

C. QUANTITATIVE OR SYMBOLIC REASONING: 5 credits  MATH& 151 and MATH& 152.

HUMANITIES DISTRIBUTION REQUIREMENT

Students must complete a minimum of 5 credits from the Humanities Distribution List. The AS degree also requires completion of an additional 5 credits in either Humanities or Social Sciences. No more than 5 credits may be included from those courses designated HP as performance/skills. Only one class of world language at the 100 level may be included.

SOCIAL SCIENCE DISTRIBUTION REQUIREMENT

Students must complete a minimum of 5 credits from the Social Science Distribution List. The AS degree also requires completion of an additional 5 credits in either Humanities or Social Sciences.

Please Note: See page 28-29 for list of degree requirements for AS-T Track 1 and 2.
AS-T TRACK 1 DEGREE REQUIREMENTS

Biological Sciences, Environmental/Earth Sciences, Chemistry & Geology

NATURAL SCIENCES DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32)
38-53 CREDITS

Students must complete the following courses in preparation for their specific pre-major program. Consult an advisor or faculty member for assistance in researching specific institutional major requirements. Lab courses are noted.

A. Chemistry sequence (CHEM& 161/162/163): 18 credits
B. Third quarter calculus (MATH& 163) or science-based statistics (MATH 235): 5 credits
C. Biology (BIOL& 211/212/213) or physics (calculus-based: PHYS& 221/222/223 or algebra-based: PHYS& 121/122/123) sequence: 15 credits
D. Dependent on specific institutional major requirements, additional courses in organic chemistry, earth/environmental sciences, biology, physics or math, preferably taken in a 2- or 3-quarter sequence: 10 - 17 credits.

ELECTIVE CREDITS (see distribution lists beginning on page 32)

Remaining elective credits should be planned with the help of an advisor based on the requirements of the specific major at the baccalaureate institution the student selects to attend. Elective credits may be selected from any of the distribution and elective courses. No more than 12 credits may be included from Restricted Electives List.

RESTRICTED ELECTIVES (see distribution lists beginning on page 32)

These courses may be taken to satisfy elective credits for Cascadia Community College but may not be accepted for transfer by some institutions. No more than 15 credits may be included from courses on the distribution lists.

Please note:
Professional/technical courses numbered 100 or above may be considered restricted electives, with a 15 credit maximum transferability. Consult an advisor for more information.

MATH& 141 will not satisfy any distribution requirement in the AS-T degrees

TOTAL CREDITS FOR AS-T TRACK 1 DEGREE COMPLETION: 90 MINIMUM CREDITS

AS-T TRACK 2 DEGREE REQUIREMENTS

Computer Science, Atmospheric Science & Physics

NATURAL SCIENCES DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32)
31 CREDITS

Students must complete the following courses in preparation for their specific pre-major program. Consult an advisor or faculty member for assistance in researching specific institutional major requirements. Lab courses are noted.

A. Physics (calculus-based PHYS& 221/222/223 or algebra-based PHYS& 121/122/123) sequence: 15 credits
B. Computer programming (BIT 142): 5 credits
C. Third quarter calculus or approved statistics course (MATH& 163 or MATH 235): 5 credits
D. Chemistry with lab (CHEM& 161) required for engineering majors: 6 credits; others select 5 credits of science based on advising: 5 credits

ELECTIVE CREDITS (see distribution lists beginning on page 32)

Remaining elective credits should be planned with the help of an advisor based on the requirements of the specific major at the baccalaureate institution the student selects to attend. Elective credits may be selected from any of the distribution and elective courses. No more than 12 credits may be included from Restricted Electives List.

RESTRICTED ELECTIVES (see distribution lists beginning on page 32)

These courses may be taken to satisfy elective credits for Cascadia Community College but may not be accepted for transfer by some institutions. No more than 15 credits may be included from courses on the distribution lists.

Please note:
Professional/technical courses numbered 100 or above may be considered restricted electives, with a 15 credit maximum transferability. Consult an advisor for more information.

MATH& 141 will not satisfy any distribution requirement in the AS-T degrees

TOTAL CREDITS FOR AS-T TRACK 2 DEGREE COMPLETION: 90 MINIMUM CREDITS
AS-T TRACK 2 ENGINEERING MRP

(AS-T Bio/Chem E/MRP, AS-T Comp E EE/MRP, AS-T Other Engineer/MRP)

This degree program is applicable to students planning to prepare for various engineering majors at universities in Washington. This degree represents agreement regarding expanded detail for the existing Associate in Science-Transfer, Track 2 between the baccalaureate institutions offering engineering bachelor’s degrees and the community and technical colleges system: UW Seattle, WSU, EWU, Gonzaga, Saint Martin’s U, Seattle Pacific U, Seattle U, Walla Walla College. AS-T Degree students should, however, maintain careful contact with an Advisor at the potential transfer institution in regard to choice in engineering classes. Students completing the AS-T, Track 2 degrees, including those who follow these expanded details will, if admitted to the university, be admitted as juniors with all or most prerequisites for the specific engineering major completed (depending on choices made among engineering electives) and with lower division general education courses partially completed in a manner similar to the partial completion by freshmen-entry engineering students. The same 2.0 GPA requirement that applies to AS-T in general applies to these expanded pathways. Engineering programs are competitive and may require a higher GPA overall or a higher GPA in specific courses. Baccalaureate institutions will apply up to 110 quarter credits required under this agreement to the credits required in the bachelor’s degree, subject to institutional policy on the transfer of lower division credits.

DEGREE REQUIREMENTS

Associate in Science-Transfer, Track 2 Engineering Degree (AS-T Track 2 Engineering) requires at least 90 credit hours in college level courses (numbered 100 or above), a minimum cumulative 2.0 grade point average, a minimum of 25 credits in residence at Cascadia, and completion of all of the requirements for this degree. Students must complete and submit an application for graduation to Enrollment Services for review and approval before the degree is granted. Students must include the graduation fee payment with the application form.

FOUNDATIONS FOR COLLEGE SUCCESS 3 CREDITS

Students must complete COLL 101 within the first 30 credits at Cascadia. This course introduces students to Cascadia’s learning model and sets them up for academic success in college by introducing them to the culture of higher education and to particular ways of knowing and reasoning within the academic disciplines.

GENERAL EDUCATION CORE COURSES 40 CREDITS

A. COMMUNICATING AND THINKING CRITICALLY: 15 credits. Complete the sequence below.
   - ENGL& 101 English Composition I: 5 credits and ENGL& 235 Technical Writing
   - CMST 150 Multicultural Communication: 5 credits or SOC 150 Social Inequality: 5 credits

B. GLOBAL THINKING: 5 credits. One of the Humanities or Social Sciences courses designated CKR on the distribution lists. This course may also apply to the Humanities or Social Sciences distribution requirements.

C. QUANTITATIVE OR SYMBOLIC REASONING: MATH& 151 Calculus I, MATH& 152 Calculus II, MATH& 163 Calculus 3 and BIT 142 Intermediate Programming.

HUMANITIES DISTRIBUTION REQUIREMENT 5-10 CREDITS

Students must complete a minimum of 5 credits from the Humanities Distribution List. The AS degree also requires completion of an additional 5 credits in either Humanities or Social Sciences. No more than 5 credits may be included from those courses designated HP as performance/skills. Only one class of world language at the 100 level may be included.

SOCIAL SCIENCES DISTRIBUTION REQUIREMENT 5 CREDITS

5 credits from the Social Sciences distribution list. A course in economics is recommended.

NATURAL SCIENCES DISTRIBUTION REQUIREMENT 26 CREDITS

Students must complete the following courses in preparation for their specific pre-major program. Lab courses are noted.
   A. PHYS& 221 Engineering Physics I: 5 credits, PHYS& 222, Engineering Physics II: 5 credits, and PHYS& 223 Engineering Physics III: 5 credits
   B. MATH 238 Differential Equations: 5 credits
   C. CHEM& 161 General Chemistry with Lab: 6 credits

Please see next page.
AS-T Track 2 Engineering MRP (continued)

Engineering is a broad discipline and one pathway will not fit the requirements for all of the sub-disciplines contained within engineering. Therefore, these pathways within the Associate in Science-Transfer, Track 2 Degree are designed for the following major areas:

<table>
<thead>
<tr>
<th>Bioengineering and Chemical Engineering (BIO and CHEM E) Pathway</th>
<th>Computer and Electrical Engineering (Comp E and EE) Pathway</th>
<th>Mechanical/Civil/Aeronautical/Industrial/Materials Science Engineering (Other Engineering) Pathway</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM&amp; 131: 5 credits</td>
<td>MATH 208: 5 credits</td>
<td>MATH 208: 5 credits</td>
</tr>
<tr>
<td>CHEM&amp; 162: 6 credits</td>
<td>CHEM&amp; 162: 6 credits</td>
<td>CHEM&amp; 162: 6 credits</td>
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<tr>
<td>CHEM&amp; 163: 6 credits</td>
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<tr>
<td>ENGINEERING REQUIRED</td>
<td>10 CREDITS</td>
<td>10 CREDITS</td>
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<tr>
<td>BIT 143: 5 credits</td>
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</tr>
<tr>
<td>MATH, SCIENCE &amp; ENGINEERING ELECTIVES (SELECT 3)</td>
<td>15 CREDITS</td>
<td>15 CREDITS</td>
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<tr>
<td>Select 3 electives as appropriate for intended major and intended bachelor's institution:</td>
<td></td>
<td>Select 2 electives as appropriate for intended major and intended bachelor's institution (10 credits):</td>
</tr>
<tr>
<td>MATH&amp; 234: 3 credits</td>
<td></td>
<td>MATH 264: 3 credits</td>
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<tr>
<td>MATH 208: 5 credits</td>
<td>ENGR&amp; 214: 5 credits</td>
<td>ENGR&amp; 214: 5 credits</td>
</tr>
<tr>
<td></td>
<td>BIT 265: 5 credits</td>
<td>ENGR&amp; 215: 5 credits</td>
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<tr>
<td>TOTAL CREDITS</td>
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<td>104</td>
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<tr>
<td></td>
<td></td>
<td>TOTAL CREDITS 110</td>
</tr>
</tbody>
</table>

Please note: Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the receiving institution, must be met prior to the completion of a baccalaureate degree. The pre-major prerequisites & electives should be planned with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student selects to attend. For engineering disciplines, these credits should include a design component consistent with ABET accreditation standard.

EDUCATIONAL AND CAREER PATHWAYS

Cascadia offers a variety of degrees and certificates for students.

What program is right for me?
- A student who wants to get a Bachelor of Arts Degree should start with an Associate in Integrated Studies (AIS) Degree.
- A student who wants to earn a Bachelor of Science Degree should obtain an Associate in Science Degree in either Track 1 or Track 2.
- A student interested in a college transfer AIS degree could simultaneously pursue a short technical certificate like Flash Design or PC Network Technician. While earning elective credit, they could gain employable skills in a high demand field and attain gainful employment while continuing toward their longer term goal.
- A student who wishes to improve English language skills, or pre-college English or math could enroll in an I-BEST program. These programs combine career-oriented technical courses with applied basic skills which help a student pursue a career.
- A student wishing to concentrate on skills leading directly to employment but with some transfer options should consider an AAS-T degree.
- A student wishing to prepare for work in the shortest time possible should consider a certificate.

Transfer Degrees:
- Associate in Business DTA/MRP
- Associate in Elementary Education DTA
- Associate in Integrated Studies DTA
- Associate in Integrated Studies-Global Studies DTA
- Associate in Pre-Nursing DTA/MRP
- Associate in Science-Transfer:
  - Track 1: Biological, Environmental & Earth Sciences, Chemistry, Geology
  - Track 2: Computer Science, Computer Atmospheric Science, Physics
- Associate in Applied Science-T:
  - Administrative Office Management
  - Environmental Technologies & Sustainable Practices
  - Network Technology
  - Web Application Programming Technology

Professional Technical Certificates:
- Accounting Assistant
- Computer Applications Specialist
- Database Development
- Fiscal Technician
- Flash Design
- Network Specialist
- Office Skills Integrated with ABE
- PC Network Technician
- Phlebotomy
- Technical Support Specialist
- Web Specialist

Consult an advisor about how to work toward one of these goals - (425) 352-8383
ASSOCIATE IN PRE-NURSING DTA/MRP

This degree program is applicable to students planning to prepare for upper division Bachelor of Science, Nursing (Entry-to-practice/basic BSN program or other related allied health field) by completing a broad selection of academic courses. This degree has been agreed upon by the following baccalaureate institutions offering an entry-to-practice/basic BSN program and the community and technical colleges system: University of Washington, Seattle; Washington State University; Northwest University; Seattle University; Seattle Pacific University; Pacific Lutheran University; Walla Walla College. The Washington State University Intercollegiate College of Nursing (WSU-ICN) is a consortium whose members include Eastern Washington University, Gonzaga, and Whitworth. Associate's degree transfers to WSU-ICN are admitted through WSU, not through the other consortium institutions. EWU participated in the development of this agreement. Students must contact the potential transfer institutions regarding their choices where the degree allows for student choice in classes and are encouraged to consult an academic advisor.

DEGREE REQUIREMENTS

Associate in Pre-Nursing Degree DTA/MRP requires at least 90 credit hours in college level courses (numbered 100 or above), a minimum cumulative 2.0 grade point average, a minimum of 25 credits in residence at Cascadia, and completion of all of the requirements for this degree. Students must complete and submit an application for graduation to Enrollment Services for review and approval before the degree is granted. Students must include the graduation fee payment with the application form.

FOUNDATIONS FOR COLLEGE SUCCESS (see distribution lists beginning on page 32) 3-5 CREDITS

Students must complete either COLL 101 or COLL 100 within the first 30 credits at Cascadia. This course introduces students to Cascadia's learning model and sets them up for academic success in college by introducing them to the culture of higher education and to particular ways of knowing and reasoning within the academic disciplines.

GENERAL EDUCATION CORE COURSES 25 CREDITS

A. COMMUNICATING AND THINKING CRITICALLY: 15 credits
   - ENGL & 101 English Composition I: 5 credits and ENGL & 102 Composition II: 5 credits
   - CMST 150 Multicultural Communication: 5 credits or SOC 150 Social Inequality: 5 credits or HUMAN 150 Multicultural Studies: 5 credits

B. GLOBAL THINKING: 5 credits. One of the Humanities or Social Sciences courses designated CKR on the distribution lists.

C. QUANTITATIVE OR SYMBOLIC REASONING: MATH & 146: 5 credits

HUMANITIES DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32) 10 CREDITS

No more than 10 credits per discipline area, 5 credits maximum in world languages or ASL. No more than 5 credits of performance/skills classes are allowed.

   - CMST & 220: 5 credits
   - 5 credit course from the Humanities (H) Distribution List
   - 5 credit course from Humanities (H) Distribution List designated as CKR

SOCIAL SCIENCES DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32) 15 CREDITS

   - PSYC & 100: 5 credits
   - PSYC & 200: 5 credits
   - 5 credits from a Sociology discipline

NATURAL SCIENCES DISTRIBUTION REQUIREMENT (see distribution lists beginning on page 32) 35 CREDITS

   - BIOL & 211: 5 credits
   - BIOL & 231: 5 credits
   - BIOL & 232: 5 credits
   - BIOL & 260: 5 credits
   - CHEM & 121: 5 credits
   - CHEM & 131: 5 credits
   - NUTR & 101: 5 credits

ELECTIVE CREDITS (see distribution lists beginning on page 32)

Remaining elective credits should be planned with the help of an advisor based on the requirements of the specific baccalaureate institution the student selects to attend. Electives may be selected from any combination of Distribution and Elective Course Lists. No more than 12 credits may be included from the Restricted Electives List.

TOTAL CREDITS FOR ASSOCIATE IN PRE-NURSING DEGREE COMPLETION: 90 MINIMUM CREDITS

*UW Seattle and Seattle University require 10 credits in quantitative/symbolic reasoning with the additional class in college algebra or pre-calculus (at UW Seattle, a class in Logic also serves for the additional class).

**Northwest University requires Cultural Anthropology and does not accept a course in the sociology discipline as a substitute. Students may be admitted to the BSN without Cultural Anthropology if they agree to complete the course at NU in the summer prior to the junior year.

***Northwest University requires 2 credits of Genetics as well. Students may be admitted to the BSN without Genetics if they agree to complete the course at NU in the summer prior to the junior year.

Please see next page.
### Notes on Application to a University or College

1. Admissions application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for admission to transfer.

2. For admission to nursing as a major it is critical to note that grade point average requirements vary and admission is competitive across programs.

3. Certain schools may have additional “university-specific” requirements that are not pre-requisites to admission to the Nursing major but will need to be completed prior to graduation or, as noted above for NU, prior to commencement of nursing courses. Contact with advisors from individual schools for institutional requirements is highly recommended since this DTA may not meet every institution-specific graduation requirement. NU, for example requires Old Testament and New Testament in the summer prior to beginning nursing classes.

4. Certain schools may have additional “university-specific” requirements for admission to the institution that are not pre-requisites specifically identified in the DTA requirements. UW Seattle, for example, requires 10 credits of a world language if the applicant has not completed two years of a single language in high school; PLU requires a year of a foreign language at the college level, if two years of high school foreign language has not been completed.

5. At the time of application when some of the course work may not yet be completed, UW Seattle requires a minimum GPA of 3.0 for 3 out of the 7 courses or 2.8 for 4 out of the 7.

### The Pre-Nursing Associate Degree DTA/MRP:
- Meets the requirements of the statewide Direct Transfer Agreement as it applies to both institutions party to this agreement and other institutions party to the statewide DTA agreement. If admitted to the baccalaureate institution, students will have junior standing. Student seeking admission to public institutions will be given priority in the admission decision for admission to the institution over similarly qualified transfer applicants without a Direct Transfer Associate degree. Admission to an institution does not guarantee admission to a specific program or major.
- Will be issued only to students who have earned a cumulative grade point average of at least 2.00, as calculated by the degree awarding institution. Specific grade requirements vary from course to course and among transfer institutions. Students must check with the transfer institution. Note that admission to the BSN upper division nursing programs is very competitive; therefore, no particular GPA can guarantee admission to any specific nursing program.

### Distribution Requirement Lists

#### Humanities Distribution List

<table>
<thead>
<tr>
<th>American Sign Language</th>
<th>Art</th>
<th>Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL &amp; 121 American Sign Language I</td>
<td>ART &amp; 100 Art Appreciation</td>
<td>CHIN &amp; 121 Chinese I</td>
</tr>
<tr>
<td>ASL &amp; 122 American Sign Language II</td>
<td>ART 110 2-Dimensional Design (HP)</td>
<td>CHIN &amp; 122 Chinese II</td>
</tr>
<tr>
<td>ASL &amp; 123 American Sign Language III</td>
<td>ART 121 Drawing (HP)</td>
<td>CHIN &amp; 123 Chinese III</td>
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#### English Distribution List

<table>
<thead>
<tr>
<th>English</th>
<th>Drama</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111 Introduction to Literature</td>
<td>DRMA &amp; 101 Introduction to the Theater (DL)</td>
</tr>
<tr>
<td>ENGL 114 Introduction to Drama</td>
<td>DRMA 151 Introduction to Acting (HP)</td>
</tr>
<tr>
<td>ENGL 221 World Literature and Cinema (CRK, DL)</td>
<td>DRMA 152 Acting—Scene Study (HP)</td>
</tr>
<tr>
<td>ENGL 227 Intermediate Composition</td>
<td>DRMA 153 Performance Production (HP)</td>
</tr>
<tr>
<td>ENGL 257 World Writing Poetry</td>
<td>DRMA 154 Writing for Digital, Film, and Television Arts</td>
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</table>

#### French Distribution List

<table>
<thead>
<tr>
<th>French</th>
<th>Global Studies</th>
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<tbody>
<tr>
<td>FRENCH 121 French I</td>
<td>GS 150 Globalization, Culture and Identity (GS)</td>
</tr>
<tr>
<td>FRENCH 122 French II</td>
<td>GS 220 Global Studies: Regional History &amp; Culture (CRK, GS)</td>
</tr>
<tr>
<td>FRENCH 123 French III</td>
<td>GS 230 Contemporary Japan (GS, CRK)</td>
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#### History Distribution List

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<thead>
<tr>
<th>History</th>
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<tr>
<td>HIST 126 World Civilization I (CRK) (GS)</td>
<td>HUMAN 120 Regional Life and Culture</td>
</tr>
<tr>
<td>HIST 127 World Civilization II (CRK) (GS)</td>
<td>HUMAN 125 Cultures of Environmental Consciousness in America (CRK)</td>
</tr>
<tr>
<td>HIST 128 World Civilization III (CRK) (GS)</td>
<td>HUMAN 150 Multicultural Studies (CRK)</td>
</tr>
<tr>
<td>HIST 146 United States History I (CRK)</td>
<td>Japanese</td>
</tr>
<tr>
<td>HIST 147 United States History II (CRK)</td>
<td>JAPAN &amp; 121 Japanese I (CRK)</td>
</tr>
<tr>
<td>HIST 148 United States History III (CRK)</td>
<td>JAPAN &amp; 122 Japanese II (CRK)</td>
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<tr>
<td>HIST 150 Multicultural United States History (CRK)</td>
<td>JAPAN &amp; 123 Japanese III (CRK)</td>
</tr>
<tr>
<td>HIST 210 Islamic Civilization (CRK) (GS)</td>
<td>JAPAN &amp; 221 Japanese IV (CRK)</td>
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<td>HIST 220 World History (CRK)</td>
<td>JAPAN &amp; 222 Japanese V (CRK)</td>
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<tr>
<td>HIST 221 World History (CRK)</td>
<td>JAPAN &amp; 223 Japanese VI (CRK)</td>
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<tr>
<td>HIST 242 World History (CRK)</td>
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#### Philosophy Distribution List

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<tr>
<td>PHIL 101 Introduction to Philosophy</td>
<td>SPAN &amp; 121 Spanish I (CRK)</td>
</tr>
<tr>
<td>PHIL 106 Introduction to Logic (Q)</td>
<td>SPAN &amp; 122 Spanish II (CRK)</td>
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<td>PHIL 115 Critical Thinking</td>
<td>SPAN &amp; 123 Spanish II (CRK)</td>
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<tr>
<td>PHIL 132 Ethics &amp; Social Problems</td>
<td>SPAN &amp; 124 Spanish III (CRK)</td>
</tr>
<tr>
<td>PHIL 238 Introduction to the Philosophy of Human Rights</td>
<td>SPAN &amp; 125 Spanish IV (CRK)</td>
</tr>
<tr>
<td>PHIL 240 Introduction to Philosophical Ethics</td>
<td>SPAN &amp; 126 Spanish V (CRK)</td>
</tr>
<tr>
<td>PHIL 243 Environmental Ethics &amp; Sustainability</td>
<td>SPAN &amp; 127 Spanish VI (CRK)</td>
</tr>
<tr>
<td>PHIL 244 Biomedical Ethics</td>
<td>SPAN &amp; 128 Spanish VII (CRK)</td>
</tr>
<tr>
<td>PHIL 260 Business Ethics (CRK)</td>
<td>SPAN &amp; 129 Spanish VIII (CRK)</td>
</tr>
<tr>
<td>PHIL 267 Philosophy of Religion</td>
<td>SPAN &amp; 130 Spanish IX (CRK)</td>
</tr>
</tbody>
</table>

### Natural Sciences Distribution List

#### Anthropology Distribution List

- ANTH 205 Biological Anthropology

#### Astronomy Distribution List

- ASTR 101 Introduction to Astronomy (LAB)
- ASTR 115 Stars, Galaxies & Cosmos

#### Biology Distribution List

- BIOL 120 Survey of the Kingdoms (LAB)
- BIOL 165 Life: Origins and Adaptations
- BIOL 170 Human Biology
- BIOL 211 General Cell Biology (LAB)
- BIOL 212 General Zoology (LAB)
- BIOL 213 General Botany (LAB)
- BIOL 231 Human Anatomy (LAB)
- BIOL 232 Human Physiology (LAB)
- BIOL 260 Microbiology (LAB)

#### Chemistry Distribution List

- CHEM 121 Intro to Chemistry (LAB)
- CHEM 139 General Chemistry I
- CHEM 161 General Chemistry I (LAB)
- CHEM 162 General Chemistry II (LAB)
- CHEM 163 General Chemistry III (LAB)
- CHEM 220 Intro to Organic/Biochemistry (LAB)
- CHEM 241 Organic Chemistry I
- CHEM 242 Organic Chemistry II
- CHEM 243 Organic Chemistry III
- CHEM 254 Organic Chemistry I (LAB)
- CHEM 255 Organic Chemistry II (LAB)
## Engineering
- ENGR& 214 Statics
- ENGR& 215 Dynamics
- ENGR& 225 Mechanics of Materials

## Environmental Science (E)
- ENVS 101 Survey of Environmental Science (LAB)
- ENVS 150 Themes and Methods in Environmental Sciences
- ENVS 210 Ecology of Puget Sounds (LAB)
- ENVS 220 Wetland Ecology and Conservation (LAB)

## Geography (E)
- GEOG 120 Regional Environments and People

## Geology (E)
- GEO& 101 Introduction to Physical Geology (LAB)
- GEO 230 Geology of the Northwest National Parks (LAB)

## Math
- MATH 121 Math for Elementary Education I (Q)
- MATH 122 Math for Elementary Education II (Q)
- MATH 123 Math for Elementary Education III (Q)
- MATH& 142 Precalculus II (Q)
- MATH& 148 Business Calculus (Q)
- MATH 208 Linear Algebra
- MATH 214 Discrete Math
- MATH 225 Applications of Statistics
- MATH 238 Differential Equations (NS, Q)
- MATH 239 Calculus 3
- MATH 264 Calculus 4

## Natural Science (E)
- NSCI 101 Evolution of Earth Systems

## Nutrition (B)
- NUTR 110 Nutrition

## Physics (P)
- PHYS 100 Physics for Non-Science Majors
- PHYS 121 General Physics I (LAB)
- PHYS 122 General Physics II (LAB)
- PHYS 123 General Physics III (LAB)
- PHYS 221 Engineering Physics I (LAB)
- PHYS 222 Engineering Physics II (LAB)
- PHYS 223 Engineering Physics III Waves, Sound and Light (LAB)

## Social Sciences Distribution List

### Anthropology
- ANTH 104 World Prehistory (CKR)
- ANTH 204 Archaeology
- ANTH 206 Cultural Anthropology (CKR)
- ANTH 207 Linguistic Anthropology (CKR)
- ANTH 234 Religion & Culture

### Business
- BUS 101 Introduction to Business
- BUS 201 Business Law

### Economics
- ECON 201 Microeconomics (Q)
- ECON 202 Macroeconomics
- ECON 250 Intro to Global Economic Environment (CKR)

### Global Studies
- GS 150 Globalization, Culture and Identity (GS)

### History
- HIST 126 World Civilization I (CRK) (GS)
- HIST 127 World Civilization II (CRK) (GS)
- HIST 138 World Civilization III (CRK) (GS)
- HIST 146 United States History I (CRK)
- HIST 147 United States History II (CRK)
- HIST 148 United States History III (CRK)
- HIST 150 Multicultural U.S. History (CRK)
- HIST 210 Islamic Civilization (CRK) (GS)
- HIST 266 U.S. Foreign Relations in the 20th Century
- HIST 264 Pacific Northwest History (CRK)

### Political Science
- POLS/SE 101 Introduction to Political Science
- POLS/SE 200 Introduction to Law
- POLS/SE 202 American Government
- POLS/SE 203 International Relations
- POLS/SE 204 Comparative Government
- POLS/SE 205 Politics of the Middle East and North Africa
- POLS/SE 206 Politics of the State and Local Government

### Psychology
- PSYC 100 General Psychology
- PSYC 171 Human Relations (CRK)
- PSYC 180 Human Sexuality
- PSYC 200 Lifespan Psychology
- PSYC 210 Cognitive Psychology
- PSYC 220 Abnormal Psychology
- PSYC 250 Cross-Cultural Psychology (CRK)
- PSYC 251 Organizational Behavior

### Sociology
- SOC 101 Introduction to Sociology
- SOC 151 American Ethnic Cultures (CRK)
- SOC 231 Sociology of Sex and Gender (CRK)
- SOC 241 Sociology of Families (CRK)

### Academic Electives
- ACCT/BE 201 Principles of Accounting I
- ACCT/BE 202 Principles of Accounting II
- ACCT/BE 203 Principles of Accounting III
- BIT 115 Introduction to Programming
- BIT 114 Intermediate Programming (Q)
- BIT 113 Programming Data Structures
- ED& UC 202 Introduction to Education

### Restricted Electives

These courses may be taken to satisfy elective credits for Cascadia Community College but may not be accepted for transfer by some institutions. No more than 15 credits may be included from courses listed below.

- AH101 Phlebotomy Techniques
- AH102 Phlebotomy Techniques Lab
- BIOL 215 General Cell Biology Problem Session
- BIOL 216 General Zoology Self-Paced Lab
- BIOL 217 General Botany Self-Paced Lab
- BIT 100 Computer Basics 1
- BIT 101 Computer Basics 2
- BIT 102 Network Concepts and Designs
- BIT 105 Careers in Information Technology
- BIT 107 Video Game Industry
- BIT 111 Office Applications in the Workplace
- BIT 112 Basics of Web Authoring
- BIT 113 User Interface Development
- BIT 116 Scripting
- BIT 122 Application Certification Prep.
- BIT 126 Network Client Systems
- BIT 127 Linux Client/Server Basics
- BIT 147 Integrated Office Applications 1
- BIT 148 Integrated Office Applications 2
- BIT 150 Introduction to Keyboarding
- BIT 151 Introduction to Computer Hardware
- BIT 152 Windows Basic
- BIT 153 Using the Internet
- BIT 154 Beginning Word Processing
- BIT 155 Advanced Word Processing
- BIT 156 Beginning Spreadsheet
- BIT 157 Advanced Spreadsheet
- BIT 158 Beginning Database
- BIT 159 Advanced Database
- BIT 160 Digital Imaging
- BIT 161 Vector Graphics
- BIT 162 UNIX Basics
- BIT 163 Beginning PowerPoint
- BIT 164 Microsoft Outlook
- BIT 167 Network Certification Preparation
- BIT 168 Interactive Authoring
- BIT 175 Multimedia for the WWW
- BIT 196/296 Individualized Project
- BIT 197/297 Work-Based Learning in BIT
- BIT 198/298 Special Topics in BIT
- BIT 199/299 Service Learning for BIT
- BIT 220 Elements of Project Management
- BIT 225 Server Operating Systems
- BIT 231 Cisco 2
- BIT 232 Cisco 3
- BIT 233 Cisco 4
- BIT 235 Newtork LAN/WAN Design
- BIT 240 Infrastructure Services
- BIT 243 Enterprise Administration and Security
- BIT 250 Information Systems Security
- BIT 260 Desktop Applications
- BIT 261 Distributed Applications
- BIT 262 Structures and Algorithms
- BIT 270 Software Engineering
- BIT 275 Database Design
- BIT 276 Database Integration
- BIT 280 Web Server Administration
- BIT 285 Application Programming
- BIT 286 Web Applications
- COL 100 Study Strategies
- COL 101 College Strategies
- COL 110 e-Portfolio
- COL 1120 Assessment of Prior Learning
- EDUC 102 Field Experience in Education
- EDUC 205 College Reading/Writing
- ENGL 100 Literature and People
- ETSP 101 Introduction to Environmental Technologies and Sustainable Practices
- ETSP 102 Power Generation and Conventional Energy Systems
- ETSP 120 Solar Energy Systems
- ETSP 130 Alternative Energy Generation Systems
- ETSP 150 OSHA/WSHA for Electrics Trades
- ETSP 160 Mechanics Lab
- ETSP 161 Blueprint Reading
- ETSP 180 AC/DC Lab
- ETSP 190 Documenting and Reporting Energy Use
- ETSP 201 Environmental Regulations and Compliance
- ETSP 203 Energy System Analysis and Auditing
- ETSP 205 Carbon Footprint and Sustainability Analysis
- ETSP 209 Energy Conservation and Building Retrofit
- ETSP 196/296 ETSP Individualized Project
- ETSP 197/297 ETSP Work-Based Learning
- ETSP 198/298 ETSP Special Topics
- ETSP 199/299 Service Learning in ETSP
- ETSP 290 Capstone Seminar
- HUMAN 196/296 Individualized Project
- HUMAN 197/297 Internship
- HUMAN 199/299 Service Learning
- HUMAN 198/298 Special Topics Course
- MATH 103 Introduction to Graphing Calculators
- MATH 196/296 Individual Project
- MATH 197/297 Internship
- MATH 198/298 Special Topics Course
- MATH 199/299 Service Learning
- NSCI 196/296 Individualized Project
- NSCI 197/297 Internship
- NSCI 198/298 Special Topics Course
- NSCI 199/299 Service Learning
- OFTEC 100 Business Math
- OFTEC 102 Document Processing
- OFTEC 105 Careers in Office Technology
- OFTEC 130 Office Procedures
- OFTEC 133 Applied Accounting I
- OFTEC 134 Applied Accounting II
- OFTEC 135 Practical Accounting
- OFTEC 140 Records Management
- OFTEC 151 10-Key Operations
- OFTEC 156 Spreadsheet for Accounting
- OFTEC 158 Database for Accounting
- OFTEC 160 Job Preparation Techniques
- OFTEC 180 eCommerce for the Office
- OFTEC 201 Information Processing
- OFTEC 202 Advanced Information Processing
- OFTEC 231 Human Resources Management
- OFTEC 235 Customer Service
- OFTEC 240 Administrative Office Procedures
- OFTEC 260 Administrative Office Management
- OFTEC 199/299 Service Learning in Office Technology
- SOSCI 196/296 Individualized Project
- SOSCI 197/297 Internship
- SOSCI 198/298 Special Topics Course
- SOSCI 199/299 Service Learning
- SPAN 100 Spanish Practice Lab
Articulation Between Certificates and Degree Programs

Cascadia offers certificate programs of varying length. They are designed to articulate to or expand onward from the AAS-T degree programs in a specialty area. For example, the three-quarter Office Skills Integrated with ESL certificate articulates with the Technical Support Specialist Program. At that point, the work allows a student to articulate either to the four-quarter Network Specialist Certificate that in turn articulates to the AAS-T degree in Network Technology, or to move into the Administrative Office Management AAS-T. This interwoven pattern of certificates and degrees and choices allows students logical entrance and exit points which combine education with career progression without starting over. Students can find the “right fit” for moving ahead with new skills and goals.
ASSOCIATE IN APPLIED SCIENCE-T (AAS-T)

AAS-T DEGREE IN ADMINISTRATIVE OFFICE MANAGEMENT

Administrative Office Management graduates have a strong grounding in the technology of today’s business setting. They provide support to executives and lead other office workers. They know the technical and personal skills to succeed in today’s office environment. Practical applications of communication, organization, resource planning and management, office culture and teamwork are skill sets that graduates will develop. Technical skills in computing applications including communications, data management and presentation will be developed in this hands-on and practical associate’s degree program.

PREREQUISITES

Please note: See advisor for placement.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>BIT 153</td>
<td>Using the Internet</td>
<td>1</td>
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<tr>
<td>BIT 154</td>
<td>Beginning Word Processing</td>
<td>1</td>
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<tr>
<td>BIT 156</td>
<td>Beginning Spreadsheet</td>
<td>1</td>
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<tr>
<td>BIT 163</td>
<td>Beginning PowerPoint</td>
<td>1</td>
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GENERAL EDUCATION REQUIREMENTS

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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
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<tr>
<td>BIT 155</td>
<td>Advanced Word Processing</td>
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<td>BIT 158</td>
<td>Beginning Database</td>
<td>1</td>
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<td>BIT 164</td>
<td>Microsoft Outlook</td>
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<tr>
<td>BIT 197/297</td>
<td>Internship</td>
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<tr>
<td>BIT 220</td>
<td>Elements of Project Management</td>
<td>5</td>
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<td>ENGL&amp; 101T</td>
<td>English Composition I for Technical Writers</td>
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<td>MATH 147</td>
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<td>CMST 150</td>
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<td>PSYC 251</td>
<td>Organizational Behavior</td>
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PROGRAM REQUIREMENTS

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<tbody>
<tr>
<td>ACCT&amp; 201</td>
<td>Principles of Accounting I</td>
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<tr>
<td>BIT 155</td>
<td>Advanced Word Processing</td>
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<td>BIT 197/297</td>
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<td>Principles of Accounting II</td>
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<tr>
<td>ECON&amp; 201</td>
<td>Microeconomics</td>
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<tr>
<td>CMST&amp; 230</td>
<td>Small Group Communication: Leadership Dynamics</td>
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Select one of the following courses:

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<td>POLS&amp; 200</td>
<td>Introduction to Law</td>
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<td>ACCT&amp; 202</td>
<td>Principles of Accounting II</td>
<td>5</td>
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<td>Microeconomics</td>
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<td>CMST&amp; 230</td>
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Select one of the following courses:

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<tbody>
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<tr>
<td>OFTEC 180</td>
<td>eCommerce for the Office</td>
<td>3</td>
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TOTAL CREDITS 90
AAS-T DEGREE IN ENVIRONMENTAL TECHNOLOGIES & SUSTAINABLE PRACTICES

The renewable energy industry is a rapidly emerging field that contributes to a more environmentally sensitive, globally conscientious way of life. Governments and businesses in this state and around the world are clamoring for professionals who can "pioneer innovative pathways" in this relatively uncharted territory. In this exciting time, our world is redesigning how we consume energy; students in this program will have the chance to be a part of that as professional practitioners as well as in roles as informed consumers and citizens. Program outcomes include the ability to measure, monitor, and recommend actions to reduce and innovate energy use and applications in commercial settings. All graduates will have a business and scientific basis for choosing actions. Business graduates will be able to address savings and spending using terms and tools applicable to those settings. Technical graduates will be able to perform in a hands-on environment. All graduates will have tested and further developed their skills through internships, service learning, and/or capstone projects.

PREREQUISITES
Please note: See advisor for placement.

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<tr>
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<td>Beginning Database</td>
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<td>Beginning PowerPoint</td>
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GENERAL EDUCATION REQUIREMENTS

Course # | Course Name                      | Credits |
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
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<tr>
<td>or</td>
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<tr>
<td>ENGL 101T</td>
<td>English Composition I for Technical Writers</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 251</td>
<td>Organizational Behavior</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business</td>
<td>5</td>
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Select one of the following courses:  

5

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETSP 101</td>
<td>Introduction to Environmental Technologies and Sustainable Practices</td>
<td>5</td>
</tr>
<tr>
<td>ETSP 103</td>
<td>Power Generation and Conventional Energy Systems</td>
<td>5</td>
</tr>
<tr>
<td>ETSP 161</td>
<td>Blueprint Reading</td>
<td>1</td>
</tr>
<tr>
<td>ETSP 190</td>
<td>Documenting and Reporting Energy Use</td>
<td>3</td>
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<tr>
<td>ETSP 201</td>
<td>Environmental Regulations and Compliance</td>
<td>5</td>
</tr>
<tr>
<td>ETSP 203</td>
<td>Energy System Analysis and Auditing</td>
<td>5</td>
</tr>
<tr>
<td>ETSP 204</td>
<td>Carbon Footprint and Sustainability Analysis</td>
<td>5</td>
</tr>
<tr>
<td>ETSP 205</td>
<td>Energy Conservation and Building Retrofit</td>
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</tr>
<tr>
<td>ETSP 290</td>
<td>Capstone Seminar</td>
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<tr>
<td>PHYS 111</td>
<td>The Physics of Energy</td>
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Select one of the following courses:  

5

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BIOL 120</td>
<td>Survey of the Kingdoms</td>
<td></td>
</tr>
<tr>
<td>CHEM&amp; 121</td>
<td>Introduction to Chemistry</td>
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<tr>
<td>ENVS 101</td>
<td>Survey of Environmental Science</td>
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<tr>
<td>ENVS 210</td>
<td>Ecology of Puget Sound</td>
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<tr>
<td>ENVS 220</td>
<td>Wetland Ecology and Conservation</td>
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<tr>
<td>GEOI&amp; 101</td>
<td>Introduction to Physical Geology</td>
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Select one or a combination of the following variable credit courses to complete a total of 5 credits:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ETSP 197</td>
<td>ETSP Work-Based Learning I</td>
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<tr>
<td>ETSP 297</td>
<td>ETSP Work-Based Learning II</td>
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<tr>
<td>ETSP 199</td>
<td>Service Learning in ETSP I</td>
<td></td>
</tr>
<tr>
<td>ETSP 299</td>
<td>Service Learning in ETSP II</td>
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</tr>
</tbody>
</table>

The renewable energy industry is a rapidly emerging field that contributes to a more environmentally sensitive, globally conscientious way of life. Governments and businesses in this state and around the world are clamoring for professionals who can “pioneer innovative pathways” in this relatively uncharted territory. In this exciting time, our world is redesigning how we consume energy; students in this program will have the chance to be a part of that as professional practitioners as well as in roles as informed consumers and citizens. Program outcomes include the ability to measure, monitor, and recommend actions to reduce and innovate energy use and applications in commercial settings. All graduates will have a business and scientific basis for choosing actions. Business graduates will be able to address savings and spending using terms and tools applicable to those settings. Technical graduates will be able to perform in a hands-on environment. All graduates will have tested and further developed their skills through internships, service learning, and/or capstone projects.
AAS-T DEGREE IN NETWORK TECHNOLOGY

Network technicians design, implement and maintain a network of hardware and software that provides a company with computing infrastructure. Network technicians set up and configure computers and servers, connect users to the system and provide connectivity to other networks within and without the company. They work as part of a team to maintain the system including providing good documentation, implementing security measures and planning for future technology needs. In addition, they troubleshoot problems using a systematic process of analyzing, implementing and evaluating problem resolution.

NETWORK TECHNOLOGY LEARNING OUTCOMES

**Analysis and design of a network of hardware and software**
- Gather data to identify customer requirements
- Identify, interpret and evaluate system and network requirements
- Define scope of work
- Review network architecture, topology, interdependencies and constraints
- Research technical alternatives and analyze technical options
- Participate in design review
- Prepare overall design and integration plan for new processes, protocols and equipment
- Recommend selection of architecture, topology, hardware and software

**Configuration and implementation**
- Plan and document system configuration
- Implement new system configuration
- Perform workstation configuration and software loading
- Support, track and document change implementation
- Assist in the development of deployment plan and methods
- Develop and implement security procedures

**Testing and troubleshooting**
- Define and document test specifications
- Develop test plan and procedures
- Schedule and perform testing
- Document, interpret and report test results

**Monitoring and management**
- Analyze system performance to baseline
- Monitor and report component, security and connectivity problems
- Perform functional verifications and system audits
- Make recommendations for system optimization and improvement
- Generate and present reports

**Administration and maintenance**
- Setup and maintain user accounts
- Develop maintenance and upgrade plans
- Schedule and coordinate network maintenance
- Apply maintenance, upgrades and process changes
- Coordinate, communicate and document changes
- Perform system backups and restore data
- Manage inventory
- Document maintenance activities

**PREREQUISITES**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIT 100</td>
<td>Computer Basics I</td>
<td>5</td>
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<tr>
<td>BIT 101</td>
<td>Computer Basics 2</td>
<td>7</td>
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<tr>
<td>BIT 154</td>
<td>Beginning Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>BIT 158</td>
<td>Beginning Database</td>
<td>1</td>
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**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td>ENGL&amp; 101T English Composition I for Technical Writers</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH</td>
<td>Any course designated “Quantitative Reasoning (Q)”</td>
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</tr>
<tr>
<td>PSYC 251</td>
<td>Organizational Behavior</td>
<td>5</td>
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**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>5</td>
</tr>
<tr>
<td>BIT 102</td>
<td>Network Design Concepts</td>
<td>5</td>
</tr>
<tr>
<td>BIT 105</td>
<td>Careers in Information Technology</td>
<td>2</td>
</tr>
<tr>
<td>BIT 112</td>
<td>Basics of Web Authoring</td>
<td>5</td>
</tr>
<tr>
<td>BIT 115</td>
<td>Introduction to Programming</td>
<td>5</td>
</tr>
<tr>
<td>BIT 116</td>
<td>Scripting</td>
<td>5</td>
</tr>
<tr>
<td>BIT 126</td>
<td>Network Client Systems</td>
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<tr>
<td>BIT 127</td>
<td>Linux</td>
<td>5</td>
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<tr>
<td>BIT 159</td>
<td>Advanced Database</td>
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<tr>
<td>BIT 162</td>
<td>Unix Basics</td>
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<tr>
<td>BIT 167</td>
<td>Certification Preparation</td>
<td>1</td>
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<tr>
<td>BIT 197</td>
<td>BIT Work-Based Learning</td>
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</tr>
<tr>
<td>BIT 220</td>
<td>Elements of Project Management</td>
<td>5</td>
</tr>
<tr>
<td>BIT 225</td>
<td>Server Operating Systems and Client Integration</td>
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<tr>
<td>BIT 235</td>
<td>Network LAN/WAN Design</td>
<td>5</td>
</tr>
<tr>
<td>BIT 240</td>
<td>Internet Protocol Services</td>
<td>5</td>
</tr>
<tr>
<td>BIT 243</td>
<td>Enterprise Administration and Security</td>
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<tr>
<td>BIT 250</td>
<td>Information Systems Security</td>
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</tr>
<tr>
<td>BIT 275</td>
<td>Database Design</td>
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<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIT 280</td>
<td>Web Server Administration</td>
<td>5</td>
</tr>
<tr>
<td>BIT 297</td>
<td>BIT Work-Based Learning</td>
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</tbody>
</table>

**TOTAL CREDITS**

99
ASSOCIATE IN APPLIED SCIENCE-T (AAS-T)

AAS-T DEGREE IN WEB APPLICATION PROGRAMMING TECHNOLOGY

Web application programmers design, create and test new applications, including applications distributed via a web server. Web application programmers begin their work by analyzing customer or project requirements. During development they act as skilled problem solvers and clear communicators. Web application programmers utilize refined logical thinking and solid design skills, paying close attention to detail, application usability, and security. They may use development software to write code and create applications for the desktop and/or web. They must be able to accurately estimate their time-on-task, manage their portion of a project, and clearly document their work. Many enterprise-level applications require database integration. Web application programmers would create multi-tier programming architectures that integrate static content and dynamic data to meet the needs of the user.

WEB APPLICATION PROGRAMMING TECHNOLOGY

LEARNING OUTCOMES

Perform analysis
- Gather data to identify customer requirements
- Define scope of work
- Define system and software requirements
- Establish measurable performance requirements
- Develop test requirements
- Gather data on development standards
- Develop high-level systems and functional specifications
- Determine security requirements

Develop structure
- Choose an architecture
- Identify major subsystems and interfaces
- Assist with selecting design tools
- Develop models
- Validate design scheme and models

Design and develop program
- Develop design and interface specifications
- Identify system platform, components and dependencies
- Develop appropriate data model
- Prepare and conduct design review
- Identify maintenance requirements
- Create and test prototypes
- Review and provide input to user documentation
- Incorporate security requirements into design

Implement program
- Write code
- Perform unit testing
- Integrate subsystems
- Lead and/or participate in peer code review
- Resolve defects and rework code
- Revise and adapt existing code

Test software program
- Develop test plan and system
- Develop test procedures
- Perform tests
- Document test results and make recommendations

Validate program
- Perform user acceptance test
- Validate user documentation
- Validate security features

Release product
- Participate in development of release plan
- Train technical support staff
- Participate in development of user training plan
- Transition to new system
- Evaluate, correct and document defects
- Evaluate, implement and document enhancements

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 158</td>
<td>Beginning Database</td>
<td>1</td>
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<tr>
<td>BIT 159</td>
<td>Advanced Database</td>
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<tr>
<td>Select two credits from the following courses:</td>
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<tr>
<td>BIT 160</td>
<td>Digital Imaging</td>
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<tr>
<td>BIT 161</td>
<td>Vector Graphics</td>
<td></td>
</tr>
<tr>
<td>BIT 162</td>
<td>UNIX Basics</td>
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</tr>
<tr>
<td>Complete all of the following courses:</td>
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<tr>
<td>BIT 102</td>
<td>Network Design Concepts</td>
<td>5</td>
</tr>
<tr>
<td>BIT 105</td>
<td>Careers in Information Technology</td>
<td>2</td>
</tr>
<tr>
<td>BIT 112</td>
<td>Basics of Web Authoring</td>
<td>5</td>
</tr>
<tr>
<td>BIT 113</td>
<td>User Interface Development</td>
<td>5</td>
</tr>
<tr>
<td>BIT 115</td>
<td>Introduction to Programming</td>
<td>5</td>
</tr>
<tr>
<td>BIT 116</td>
<td>Scripting</td>
<td>5</td>
</tr>
<tr>
<td>BIT 142</td>
<td>Intermediate Programming</td>
<td>5</td>
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<td>BIT 220</td>
<td>Elements of Project Management</td>
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<td>BIT 275</td>
<td>Database Design</td>
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<td>BIT 276</td>
<td>Database Integration</td>
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<tr>
<td>BIT 285</td>
<td>Application Programming</td>
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<td>BIT 286</td>
<td>Web Applications</td>
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<td>Select eight credits from the following courses:</td>
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<tr>
<td>BIT 197/297</td>
<td>BIT Work-Based Learning 1 or 2</td>
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<tr>
<td>BIT 199/299</td>
<td>Service Learning in BIT</td>
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GENERAL EDUCATION REQUIREMENTS

Course # | Course Name                  | Credits |
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<tbody>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>or</td>
<td>ENGL&amp; 101T English Composition I for Technical Writers</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 251</td>
<td>Organizational Behavior</td>
<td>5</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
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<tr>
<td>MATH 107</td>
<td>Math in Society</td>
<td></td>
</tr>
<tr>
<td>MATH 141</td>
<td>Precalculus I</td>
<td></td>
</tr>
<tr>
<td>MATH 146</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH 147</td>
<td>Finite Math</td>
<td></td>
</tr>
<tr>
<td>PHIL&amp; 106</td>
<td>Introduction to Logic</td>
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</tr>
</tbody>
</table>

TOTAL CREDITS 98-99
Professional Technical Certificates
A Certificate of Proficiency is awarded for the following programs to students who complete the requirements:

- Network Specialist
- PC Network Technician
- Technical Support Specialist
- Database Development
- Flash Design
- Web Specialist
- Accounting Assistant
- Computer Applications Specialist
- Fiscal Technician
- Office Skills Integrated with ABE

NETWORK SPECIALIST CERTIFICATE

Network Specialist graduates will be able to analyze customers’ network requirements and constraints to design and implement appropriate systems. Program outcomes will include the ability to test, configure and maintain the system including providing good documentation; implement security measures and plan for future resource needs. In addition, they will be able to troubleshoot problems using a systematic process of analyzing, implementing and evaluating problem resolution.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td></td>
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<tr>
<td>ENGL&amp; 101T</td>
<td>English Composition I for Technical Writers</td>
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</tr>
<tr>
<td>Select one of the following courses:</td>
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<tr>
<td>MATH&amp; 107</td>
<td>Math in Society</td>
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</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
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</tr>
<tr>
<td>MATH&amp; 147</td>
<td>Finite Math</td>
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<tr>
<td>OFTEC 100</td>
<td>Business Mathematics</td>
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</tr>
<tr>
<td>PHIL&amp; 106</td>
<td>Introduction to Logic</td>
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Select one of the following courses: 3-5

<table>
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<tr>
<th>Course #</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>PSYC 171</td>
<td>Human Relations</td>
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</tr>
<tr>
<td>PSYC 251</td>
<td>Organizational Behavior</td>
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</tbody>
</table>

Students are encouraged to take the A+ and N+ certification exams at appropriate times during the program. This certificate articulates to an AAS degree in Network Technology.

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Select five credits from the following courses:</td>
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<tr>
<td>BIT 150-164</td>
<td>Selected Instructional Modules</td>
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<tr>
<td>Select one of the following courses:</td>
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</tr>
<tr>
<td>BIT 112</td>
<td>Basics of Web Authoring</td>
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</tr>
<tr>
<td>BIT 115</td>
<td>Introduction to Programming</td>
<td></td>
</tr>
<tr>
<td>Complete all of the following courses:</td>
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<tr>
<td>BIT 101</td>
<td>Computer Basics 2</td>
<td>7</td>
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<td>BIT 126</td>
<td>Network Client Systems</td>
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<td>BIT 220</td>
<td>Elements of Project Management</td>
<td>5</td>
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<td>BIT 225</td>
<td>Server Operating Systems and Client Integration</td>
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<td>BIT 235</td>
<td>Network LAN/WAN Design</td>
<td>5</td>
</tr>
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<td>BIT 240</td>
<td>Infrastructure Services</td>
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<td>BIT 243</td>
<td>Enterprise Administration and Security</td>
<td>5</td>
</tr>
<tr>
<td>BIT 250</td>
<td>Information Systems Security</td>
<td>5</td>
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<tr>
<td>BIT 280</td>
<td>Web Server Administration</td>
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</tr>
<tr>
<td>BIT 197/297</td>
<td>Work-Based Learning</td>
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</table>

TOTAL CREDITS 73-75

PC NETWORK TECHNICIAN CERTIFICATE

PC Technicians maintain, analyze, troubleshoot, and repair computer systems, hardware and computer peripherals. Students will gain experience documenting maintenance, performing upgrades and replacing hardware and software systems as well as making sure computers, printers, routers, hubs, and wireless systems are running in good condition. This certificate will provide students with excellent skills in diagnosing both hardware and software problems and familiarity with PC hardware and Microsoft Operating systems.

Prerequisites: BIT 101 or equivalent experience

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIT 102</td>
<td>Network Design Concepts</td>
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<td>BIT 126</td>
<td>Network Client Systems</td>
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</tr>
<tr>
<td>BIT 225</td>
<td>Server Operating Systems and Client Integration</td>
<td>6</td>
</tr>
<tr>
<td>BIT 197/297</td>
<td>BIT Work-Based Learning 1 or 2</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 17

TECHNICAL SUPPORT SPECIALIST CERTIFICATE

Technical Support graduates will have the skills to provide technical support on basic software and hardware issues to customers and employees. Specific outcomes will include the ability to utilize many different software applications; troubleshoot and solve technical problems; use resources to find solutions; and work patiently and efficiently with people who are under pressure and need assistance immediately. Technical Support students take the following classes:

PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 101</td>
<td>Computer Basics 2</td>
<td>7</td>
</tr>
<tr>
<td>BIT 102</td>
<td>Network Concepts and Design</td>
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<tr>
<td>BIT 105</td>
<td>Careers in Info Technology</td>
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<td>BIT 150-162</td>
<td>Selected Instructional Modules</td>
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<td>BIT 112</td>
<td>Basics of Web Authoring</td>
<td>5</td>
</tr>
<tr>
<td>BIT 126</td>
<td>Network Client Systems</td>
<td>5</td>
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</table>

TOTAL CREDITS 30
### Database Development Certificate

This short certificate provides an introduction to database design, development, and administration. Students will gain first-hand experience designing databases, creating stored procedures, and managing a database server such as SQL Server or mySQL.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 275</td>
<td>Database Design</td>
<td>5</td>
</tr>
<tr>
<td>BIT 276</td>
<td>Database Development</td>
<td>5</td>
</tr>
<tr>
<td>BIT 280</td>
<td>Web Server Administration</td>
<td>5</td>
</tr>
<tr>
<td>BIT 158</td>
<td>Beginning Database</td>
<td>1</td>
</tr>
<tr>
<td>BIT 159</td>
<td>Advanced Database</td>
<td>1</td>
</tr>
<tr>
<td>BIT 197/297</td>
<td>BIT Work-Based Learning I or II</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 19

### Flash Design Certificate

Flash designers create multimedia presentations ranging from banner ads to full-length, animated videos. Students will gain proficiency in HTML and Flash development using the latest tools and standards. The certificate provides students interested in media and the web the skills and experience necessary for digital storytelling on the job or in other courses.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 112</td>
<td>Basics of Web Authoring</td>
<td>5</td>
</tr>
<tr>
<td>BIT 168</td>
<td>Interactive Authoring</td>
<td>4</td>
</tr>
<tr>
<td>BIT 175</td>
<td>Multimedia for the WWW</td>
<td>5</td>
</tr>
<tr>
<td>BIT 197/297</td>
<td>BIT Work-Based Learning I or II</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 15

### Accounting Assistant Certificate

Graduates will use the skills acquired here to accomplish entry level accounting assistant tasks. This certificate program is designed to provide individuals with entry level record and bookkeeping skills applicable to diverse business settings. The certificate provides development of basic office work skills with an emphasis on math and practical software applications required for effective records management. Many courses are offered only once per year. Please work with an advisor to create an appropriate plan of study. This course is a logical progression from the IBEST certificate, Office Skills with ABE.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 151</td>
<td>10-Key Operations</td>
<td>1</td>
</tr>
<tr>
<td>Select one of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH &amp; 107</td>
<td>Math in Society</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 141</td>
<td>Precalculus I</td>
<td></td>
</tr>
<tr>
<td>MATH 147</td>
<td>Finite Math</td>
<td></td>
</tr>
<tr>
<td>OFTEC 100</td>
<td>Business Math</td>
<td></td>
</tr>
<tr>
<td>Complete all of the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFTEC 105</td>
<td>Careers in Office Technology</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 156</td>
<td>Spreadsheet I for Accounting</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 158</td>
<td>Database I for Accounting</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 133</td>
<td>Applied Accounting I</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 134</td>
<td>Applied Accounting II</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>Records Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 19

### General Education Requirements

Web Specialists will be able to design and maintain Internet, Intranet and Extranet sites in a variety of business and organizational environments. Specific outcomes will include the ability to analyze business and organizational needs and apply sound business, design and usability principles using web programming languages.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100</td>
<td>College Reading/Writing</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL &amp; 101</td>
<td>English Composition I for Technical Writers</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 19

### Program Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 105</td>
<td>Careers in Info Technology</td>
<td>2</td>
</tr>
<tr>
<td>BIT 112</td>
<td>Basics of Web Authoring</td>
<td>5</td>
</tr>
<tr>
<td>BIT 113</td>
<td>User Interface Development</td>
<td>5</td>
</tr>
<tr>
<td>BIT 115</td>
<td>Introduction to Programming</td>
<td>5</td>
</tr>
<tr>
<td>BIT 116</td>
<td>Scripting</td>
<td>5</td>
</tr>
<tr>
<td>BIT 175</td>
<td>Multimedia for the WWW</td>
<td>5</td>
</tr>
<tr>
<td>BIT 275</td>
<td>Database Design</td>
<td>5</td>
</tr>
<tr>
<td>BIT 285</td>
<td>Application Programming</td>
<td>5</td>
</tr>
<tr>
<td>BIT 197/297</td>
<td>BIT Work-Based Learning I or II</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 57-59

---

**Catalyst**: 008-09

**Cascadia Community College**
Computer Applications graduates will have thorough knowledge of a variety of different software including database, desktop publishing, spreadsheet and word processing applications. Additional outcomes will involve the ability to find technical information and resources, problem identification and trouble shooting.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one of the following courses:</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ENGL 100</td>
<td>College Reading/Writing</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101T</td>
<td>English Composition I for Technical Writers</td>
<td></td>
</tr>
</tbody>
</table>

| Select one of the following courses: | 5       |
| MATH& 107  | Math in Society                      |         |
| MATH 141   | Precalculus                          |         |
| MATH 146   | Introduction to Statistics           |         |
| MATH 147   | Finite Math                          |         |
| OFTEC 100  | Business Mathematics                 |         |
| PHIL & 106 | Introduction to Logic                |         |

**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all of the following courses:</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BIT 112</td>
<td>Basics of Web Authoring</td>
<td></td>
</tr>
<tr>
<td>BUS&amp; 101</td>
<td>Introduction to Business</td>
<td></td>
</tr>
</tbody>
</table>

| Select one of the following courses: | 2       |
| BIT 105  | Careers in Info Technology           |         |
| OFTEC 105| Careers in Office Technology         |         |

Select nine credits from the following courses: 9

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 150-164</td>
<td>Selected Instructional Modules</td>
<td></td>
</tr>
</tbody>
</table>

| Select one of the following courses: | 5       |
| BIT 111  | Office Applications in the Workplace |         |
| OFTEC 130| Office Procedures                    |         |

| Select one of the following courses: | 2       |
| BIT 122  | Application Certification Preparation |         |

**OFFICE SKILLS INTEGRATED WITH ABE CERTIFICATE**

Graduates of this three quarter certificate program will be prepared for entry-level employment in office settings. Basic skills and ESL learners will combine computer skill training with English literacy improvement. This new certificate program creates a first step in a career ladder for students interested in working in office settings. Placement by testing.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one of the following courses:</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>EFUND/MFUND 040</td>
<td>English Fundamentals/Math Fundamentals</td>
<td></td>
</tr>
<tr>
<td>ESLVN 050 &amp; 060</td>
<td>ESL Communication - Office Skills</td>
<td></td>
</tr>
</tbody>
</table>

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIT 147</td>
<td>Integrated Office Applications 1</td>
<td></td>
</tr>
<tr>
<td>BIT 148</td>
<td>Integrated Office Applications 2</td>
<td></td>
</tr>
<tr>
<td>BIT 150</td>
<td>Keyboarding</td>
<td></td>
</tr>
<tr>
<td>BIT 153</td>
<td>Using the Internet</td>
<td></td>
</tr>
<tr>
<td>BIT 154</td>
<td>Beginning Word Processing</td>
<td></td>
</tr>
<tr>
<td>BIT 164</td>
<td>Outlook</td>
<td></td>
</tr>
<tr>
<td>OFTEC 105</td>
<td>Careers in Office Technology</td>
<td></td>
</tr>
</tbody>
</table>

**FISCAL TECHNICIAN CERTIFICATE**

Fiscal technicians are valuable employees in just about every kind of business, large and small. This certificate builds upon the 19 credit Accounting Assistant Certificate and increases essential core strengths while continuing to develop advanced accounting application skills. Successfully complete all courses in Accounting Assistant Certificate for 19 credits.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one of the following courses:</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ENGL 100</td>
<td>College Reading/Writing</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL&amp; 101T</td>
<td>English Composition I for Technical Writers</td>
<td></td>
</tr>
</tbody>
</table>

Complete all of the following courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 235</td>
<td>Customer Service</td>
<td></td>
</tr>
<tr>
<td>BIT 157</td>
<td>Advanced Spreadsheet</td>
<td></td>
</tr>
<tr>
<td>BIT 159</td>
<td>Advanced Database</td>
<td></td>
</tr>
<tr>
<td>PSYC 251</td>
<td>Organizational Behavior</td>
<td></td>
</tr>
</tbody>
</table>

**PHLEBOTOMY CERTIFICATE**

This is a two quarter certificate program designed to provide individuals with the theoretical background and manual skills required for accurate blood collection using a range of intrusive procedures. Through classroom activities, lab projects, and practice in community settings, students will learn how to collect, handle, and analyze specimens using applicable standards and regulations. The program also promotes professional ethics, teamwork, and communication skills to help prepare individuals for entry-level phlebotomy positions.

The Phlebotomy program has a selective admissions process. Requirements include high school completion (or equivalent) and up-to-date immunizations. Contact Admissions for details and specific application deadlines.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUARTER ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AH 101</td>
<td>Phlebotomy Techniques</td>
<td>5</td>
</tr>
<tr>
<td>AH 102</td>
<td>Phlebotomy Techniques Lab</td>
<td>2</td>
</tr>
</tbody>
</table>

| QUARTER TWO|                                 |         |
| AH 105 | Phlebotomy Clinical Experience      | 2       |

**TOTAL CREDITS**

| Professional Technical Certificate Requirements | 36-38 |
| Fiscal Technician Certificate  | 19   |
| Phlebotomy Certificate         | 19   |

TOTAL CREDITS 36-38
TRANSFER OF CREDITS

Transfer of Credits to Other Colleges and Universities
Cascadia Community College endorses the policy on intercollegiate transfer among Washington colleges and universities approved by the Higher Education Coordinating Board in February 1986. Copies of this document are available through all public postsecondary institutions in the State of Washington and at the Kodiak Corner Main Counter at Cascadia. Transfer students encountering difficulties are encouraged to contact the Kodiak Corner Main Counter.

Students who plan to transfer from Cascadia Community College to a baccalaureate college or university are advised to study the following information:

• Transferring students will be expected to meet the admission requirements of the baccalaureate institution at the time they transfer. Transferability of courses taken at Cascadia Community College is determined by the institution to which the student transfers. Most Cascadia courses are designed for transfer. However, certain institutions may limit the number of credits earned in a Pass system (courses receiving grades listed as P/NC), or may have limits on certain classes.

• Some credits earned in professional/technical programs, such as Business and Information Technology are not transferable to all colleges and universities. Students should work closely with academic advisors before attempting to transfer courses that are specialized components of a two-year professional/technical program.

• Cascadia students may earn credits beyond the 90 necessary for the degree. Students should be advised, however, that it is the transfer institution who will determine how those excess credits may be used. Credits completed at the lower-division level rarely supplant credits required at the upper-division level. Usually, 90 additional credits will be required at the upper-division level to earn a baccalaureate degree.

• An institution to which an official transcript is sent may re-compute the grade point average of the student in accordance with its own requirements and policies.

A student should follow the procedures described below to transfer satisfactorily to a baccalaureate institution.

1. Obtain a current catalog of the institution to which the student wishes to transfer and study its admission requirements and its suggested freshman and sophomore level courses in the major field of interest. Institutions differ in treatment of credits received.
2. Confer with a Cascadia Community College advisor about transfer needs. Many curriculum-planning guides for transfer to baccalaureate institutions are supplied by the college.
3. Confer, by letter or personal interview, with an admissions officer at the baccalaureate institution for further information about curriculum and transfer regulations.
4. Check carefully at least two quarters before transfer to be sure that all requirements will be met and all regulations are observed to the satisfaction of the baccalaureate institution.

Last minute changes in a major field of study or choice of baccalaureate institution may cause Cascadia's credits to transfer in different ways. Changes should be evaluated so that the consequences are understood.

Non-Transferable Courses
The following courses will not transfer to any four-year college:

1. Courses numbered below 100.
2. Certain courses numbered 100 or above, such as parent education, continuing education and English as a Second Language. (These are not normally transferable; consult with an advisor for more information.)
3. No more than 15 credits of courses that are listed in the AIS degree as "restricted electives" can be transferred.

Transfer of Credits to University of Washington Bothell
Cascadia Community College is co-located with the University of Washington Bothell. Students are encouraged to visit www.uwb.edu/students/prospective/transfer to learn more about available UWB programs and Cascadia courses that would prepare them to transfer to UWB. Cascadia advisors and UWB advisors are available to assist students with information about UWB admission requirements and help ensure a smooth transition from Cascadia to UWB.

Additionally, eligible Cascadia students may apply to be admitted to UWB through Dual Enrollment. See page 19 for more information.

ACADEMIC POLICIES

Academic Standing

Academic Standards
Cascadia Community College is committed to facilitating the academic success of students. The primary purpose of the Academic Standards and Progress Policy is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance. Additionally, the policy is intended to ensure students are making progress toward their educational goals.

Level I – Academic Alert
Students will be placed on Academic Alert at the end of any quarter when the following occurs:

• Have attempted 30 credit hours or more
• Quarterly credit hours completed are less than 75% of the credits attempted for two consecutive quarters. This includes students who receive a W, V, NC, I or 0.0 grade.

There is no appeal process to this level of intervention.

Level II – Academic Warning
Students carrying five or more credits will be placed on Academic Warning at the end of any quarter in which one of the following occurs:

• Quarterly GPA is below 2.0
• Have attempted 30 credit hours or more

These include students who receive a W, V, NC, I or 0.0 grade.
Students who fail to make satisfactory progress over time will be placed on the next level of academic intervention.

**Level III – Academic Probation**
Students carrying five or more credits will be placed on Academic Probation at the end of any quarter in which one of the following occurs:
- Quarterly GPA is below 2.0 for a second consecutive quarter
- Have attempted 30 credit hours or more and quarterly credits completed are less than 75% of the credits attempted, for the fourth consecutive quarter. This includes students who receive a W, V, NC, I or 0.0 grade.

Students placed on Academic Alert, Academic Warning or Academic Probation will be sent a letter that offers effective study tips and strongly encourages students to take advantage of college support resources for educational planning. Students on Academic Probation are required to complete an Academic Probation Contract that outlines steps for improving the student’s academic performance. A student on Academic Probation will be required to meet with an advisor to review the plan prior to registration. Self registration will be blocked while the student remains on Academic Probation. There is no appeal process to this level of intervention.

**Level IV – Academic Suspension**
Students carrying five or more credits will be placed on Academic Suspension at the end of any quarter in which one of the following occurs:
- Quarterly GPA is below 2.0 for a third consecutive quarter
- Have attempted 30 credit hours or more and quarterly credits completed are less than 75% of the credits attempted, for the fifth consecutive quarter. This includes students who receive a W, V, Z, NP, I or 0.0 grade.

Students placed on Academic Suspension will not be permitted to register for any courses for credit the subsequent quarter. Suspended students will be blocked from registering. Students who enrolled for classes prior to suspension status will be administratively withdrawn, and tuition paid will be refunded. While suspended, students may not participate in events or activities reserved for students.

Students placed on Academic Suspension will be sent a letter that outlines the appeal process for immediate reinstatement. To be considered for immediate reinstatement, students must show proof of circumstances over which they did not have control and/or proof of making measurable and substantial progress towards improving their grade point average. Students must contact an academic advisor to initiate this process. All appeals are reviewed by the Director of Student Advising & Support Services.

**Reinstatement after Suspension**
A suspended student may petition for reinstatement to the College after a waiting period of at least one quarter (not counting summer quarter).

The student must arrange for an appointment with an advisor at least four (4) weeks prior to the beginning of the quarter that the student wants to attend. Prior to the advising appointment, the student must prepare a written plan that includes:
- The student’s short-term educational goals
- Specific plans to overcome barriers and improve the student’s academic progress
- Proposed course schedule.

The advisor will adjust the plan with the student and outline specific conditions that the student must meet for reinstatement. These specific conditions, a proposed schedule, and the student’s academic plan will be forwarded to the Director of Student Advising & Support Services for review. If approved, the student will continue on probationary status Level III until satisfactory academic progress has been met for two quarters or longer. Notification will be sent to the student outlining conditions of reinstatement.

**Excessive Credits Policy**
Students in a degree or certificate program may not take college-level courses in excess of 150% of the credits needed to complete a degree. To assist students in meeting this standard, the college will monitor progress at three critical stages and intervene as specified. Only college-level credits will be monitored.

**Stage I – 85% of Completion**
When students reach 85% of the number of credits required for their degree or certificate, students will receive direct notification from Student Advising & Support Services.
- Students will be required to work with an advisor to develop an academic plan that assures completion of remaining requirements in a timely manner.
- The advisor will review credit completion policies with students and emphasize the potential consequences of exceeding 125% of the credits required for a degree or certificate.

**Stage II – 125% of Completion**
When students reach 125% of the number of credits required for their degree or certificate, students will receive direct notification from Student Advising & Support Services.
- Registration will be blocked.
- Registration will be restricted to courses relevant to a student’s academic plan. Courses will be identified by way of advisor signature on the appropriate registration form indicating the courses included in the plan.

Students who feel inappropriately restricted may appeal to the Dean for Student Success Services.

**Stage III – 150% of Completion**
When students reach 150% of the number of credits required for their degree or certificate, students will receive direct notification from Student Advising & Support Services.
- Registration will be blocked.
- Student may appeal the registration block with the Dean for Student Success Services.
- Students who fail to appeal or whose appeal is denied, may choose to register for courses and pay a tuition surcharge of 25%.

**High Scholarship**
Cascadia Community College places a high value on scholarship. To encourage and reward high academic achievement, students who distinguish themselves in the classroom each quarter are honored through inclusion in one of two honors lists described below. In addition to receiving a certificate each quarter a student is named to one of the two honor lists, any student named to an honors list for at least one quarter during the academic year is also recognized at the annual Honors Reception held each spring.

**President’s List**
Full-time students who are enrolled for at least 12 college-level credits and who earn a quarterly grade point average of 3.9 to 4.0 will be named to the President’s List.

**Faculty Honors List**
All students who are enrolled for at least 5 college-level credits and who earn a quarterly grade point average of at least 3.6 will be named to the Faculty Honors List.
Fresh Start
Students who have not been in attendance at Cascadia Community College or any institution of higher learning for a period of 18 months may request the elimination of their previous Cascadia credits and GPA. The student’s academic record and transcript will continue to show the previous courses taken and grades received, but the grades for previous courses will not be used in the computation of the student’s GPA at Cascadia, and duplicate credits earned may not be used to satisfy graduation requirements. If a student transfers to another college or university, the receiving institution will receive transcripts containing all courses taken. The receiving institution may accept credits and recalculate the GPA according to its own policies.

A student may request a Fresh Start only once by contacting the Dean for Student Success.

Financial Aid Students
Financial Aid students should consult with the Student Financial Services Office to determine the impact of dropping classes or earning no credit in courses per the Financial Aid Satisfactory Academic Progress policy. Financial Aid students who earn zero credits in a quarter (including any combination of the grades listed above and 0.0 grades) may owe a repayment to the college.

Grading System
Instructors may report grades from 4.0 to 0.7 in 0.1 increments, and the grade of 0.0. Grades in the range of 0.6 to 0.1 are not assigned. Decimal grades are equivalent to letter grades as follows:

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0-3.9</td>
<td>A</td>
</tr>
<tr>
<td>3.8-3.5</td>
<td>A-</td>
</tr>
<tr>
<td>3.4-3.2</td>
<td>B+</td>
</tr>
<tr>
<td>3.1-2.9</td>
<td>B</td>
</tr>
<tr>
<td>2.8-2.5</td>
<td>B-</td>
</tr>
<tr>
<td>2.4-2.2</td>
<td>C+</td>
</tr>
<tr>
<td>2.1-1.9</td>
<td>C</td>
</tr>
<tr>
<td>1.8-1.5</td>
<td>C-</td>
</tr>
<tr>
<td>1.4-1.2</td>
<td>D+</td>
</tr>
<tr>
<td>1.1-0.9</td>
<td>D</td>
</tr>
<tr>
<td>0.8-0.7</td>
<td>D-</td>
</tr>
<tr>
<td>0.0-0.1</td>
<td>F</td>
</tr>
</tbody>
</table>

Under specific circumstances, non-decimal grades of "H," "I," "V," "Z," "P" and "NP" may be awarded. Please see AP2: 1.10.11 Letter Grade Designations.

Repeating a Course
Students may repeat any course a maximum of two times (enroll in the class up to three times). The most recent grade will automatically be used in computing grade point average. The transcript will show that a course has been repeated, except in certain designated courses where the student may, by re-registering, obtain additional credits and grade points. Financial aid students should contact Student Financial Services to inquire whether financial aid will cover the cost of repeating a course.

Students should be aware that other schools and universities may treat repeated classes differently.

Grade Point Average (GPA)
Students’ quarterly grade point averages are calculated as follows:
1. The number of credits for a course multiplied by the numerical grade awarded to obtain the grade points for that course.
2. Add the grade points for all courses taken.
3. Divide the sum of the grade points earned by the total number of credits attempted in course awarding numerical grades to obtain the GPA for a particular quarter.

I, N, P/NP, W and Z grades are not used in computing grade point average.

Grade Changes
Grade changes are submitted on the Grade Change Form by the instructor to the Kodiak Corner Main Counter.
1. Grade changes will not be made after one quarter (not including summer quarter), unless documentation is provided by the instructor that the grade was awarded in error.
2. Grade changes will be made at any time if due to an administrative error in grade recording.

Students are advised to contact the instructor immediately if a grade has been recorded incorrectly. Errors and omissions will be corrected as soon as identified without cost to the student.

Grade Appeals Process
Cascadia Community College believes in the right of all students to receive a fair and equitable review process when a complaint arises. Therefore, the following procedures will govern all grade review requests. These procedures will ensure that the grade awarded was not an arbitrary or capricious evaluation of the student’s mastery of the subject.

Students who believe they received an improper final grade shall have until the end of the subsequent quarter to appeal. For example, if the final grade was given in fall quarter, it must be appealed no later than the end of winter quarter. However, if the grade was given in spring quarter the complaint may be appealed through the last day of the next fall quarter. Students are responsible for retaining all papers, tests, and projects from the class in question.

Please note: The Appeal Process is not available to a student in a case where the grade has been given as a result of disciplinary action.

Informal Process — Resolution Between Student and Faculty
The student initiates the grade appeal process by speaking to the appropriate instructor. This process should facilitate good faith efforts on the part of both the student and faculty member (see note below) to resolve the matter.

Please note: In the event that the instructor is no longer employed by the college, or is away from the campus for an extended period of time, the Dean for Student Learning will appoint two faculty members to review the student’s work and the grade which is under appeal. The grade can only be changed upon the recommendation of both faculty members. If there is no agreement, the grade shall remain as awarded.

Formal Process with the Dean for Student Learning
If the informal resolution with the instructor is not reached, the student can initiate a formal grade appeal process by contacting the Dean for Student Learning in written form (email acceptable). Once the Dean for Student Learning has received the written appeal, he/she has ten (10) days in which to discuss the situation with the instructor and the student. The student must make him or herself reasonably available to meet with the Dean for Student Learning. The Dean for Student Learning has another ten (10) days following his/her discussion(s) with the instructor and student within which to make a written recommendation to the student which may include:
1. To deny the request for a change of grade.
2. To move forward with grade appeal and convene the Hearing Committee.

If the Dean for Student Learning convenes the Hearing Committee, the decision of the Hearing Committee shall be final.
**Letter Grade Designations**

Cascadia Community College will use the following letter grades for credit classes, as appropriate.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POLICY</th>
<th>OUTCOMES</th>
<th>PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td><strong>Course in Progress</strong> - this grade is assigned when instructors teach courses that extend beyond the end of the quarter or for courses which are continuous.</td>
<td>• Grade is not calculated in GPA by Cascadia, and no credit is awarded for the course until the final grade is issued by the instructor.</td>
<td>• At the time when grades are due, an H will be awarded. • Upon the completion of the course, the instructor will award the final grade, which will replace the H grade.</td>
</tr>
<tr>
<td>I</td>
<td><strong>Incomplete</strong> - this grade may be given when requested by the student and approved by instructor. A grade of I is appropriate when the student (a) has already completed a majority of work for the course, (b) is unable to finish the remaining coursework, and (c) is able to complete the coursework with no additional instruction. <em>Please note:</em> Student must complete work in the quarter following the quarter in which the I is given (not including the summer quarter); a one quarter extension may be granted in certain unusual circumstances, at the instructor’s discretion.</td>
<td>• Student receives grade based on previously completed coursework and contracted work if that work is submitted by contract date. • Student receives the grade designated on the contract if contracted work is not completed by contract date. • This grade may adversely affect student’s ability to register in subsequent quarters (see AP2: 1.10.01 Academic Standards.)</td>
<td>• Student makes a written request for an I to the instructor of record for the respective course. • Student and instructor draft and sign an Incomplete Contract, which delineates work to be completed and indicates what grade will be given if the contracted work is not completed in the allotted time. • The instructor submits grade change form after contracted work is submitted and graded. • Extenuating circumstances that change the contract deadline will require a revised Incomplete Contract to be signed.</td>
</tr>
<tr>
<td>N</td>
<td><strong>Audit</strong> - this grade may be given when requested by the student and approved by the instructor (required after the end of the second week of the quarter) that an audit status is appropriate. The student participates in coursework at the instructor’s discretion, but no credit is earned.</td>
<td>• Grade is not calculated in GPA by Cascadia and no credit is awarded for the course.</td>
<td>• Up to the end of the second week of the quarter, students may initiate, without instructor’s permission, a change to or from audit status. • From weeks three through six of the quarter, instructor permission is required. • After the sixth week, no change in status may be made. <em>Please note:</em> This timeline is adjusted for summer quarter. Please see the Summer Schedule of Classes for dates.</td>
</tr>
<tr>
<td>V</td>
<td><strong>Unofficial Withdrawal (Vanished)</strong> - this grade is given to a student who attends briefly or rarely and does not withdraw with a W grade.</td>
<td>• This grade will be computed as 0.0 in GPA calculations, and no credit is awarded for the course. • This grade may adversely affect student’s ability to register in subsequent quarters (see AP2: 1.10.01 Academic Standards).</td>
<td>• Instructor indicates V grade and reports the student’s last date of attendance.</td>
</tr>
<tr>
<td>W</td>
<td><strong>Official Withdrawal</strong> - this grade is assigned when the student withdraws from a class with instructor permission in weeks three through six of the quarter. After the sixth week, no official withdrawals may be made. <em>Please note:</em> This timeline is adjusted for summer quarter. Please see the Summer Schedule of Classes for dates.</td>
<td>• Grade is not calculated in GPA by Cascadia, and no credit is awarded for the course. • This grade may adversely affect student’s ability to register in subsequent quarters (see AP2: 1.10.01 Academic Standards).</td>
<td>• Student brings withdrawal form to instructor for approval and submits the signed form to Enrollment Services. • Students may not withdraw from a course to avoid penalty for violation of academic honesty.</td>
</tr>
<tr>
<td>Z</td>
<td><strong>Hardship Withdrawal</strong> - this grade may be given when requested by the student and approved by the instructor. This grade reflects a crisis and/or unusual, extreme circumstance which has interfered or interrupted the student’s ability to attend class and complete the remaining coursework for the quarter.</td>
<td>• Grade is not calculated in GPA by Cascadia, and no credit is awarded for the course. • This grade may adversely affect student’s ability to register in subsequent quarters (see AP2: 1.10.01 Academic Standards).</td>
<td>• Student makes a written request to the instructor of record for the respective course. • Request is considered by the instructor on a case-by-case basis.</td>
</tr>
<tr>
<td>P</td>
<td><strong>Non-graded</strong></td>
<td>• Grade is not calculated in GPA by Cascadia, and no credit is awarded for the course. • This grade may adversely affect student’s ability to register in subsequent quarters (see AP2: 1.10.01 Academic Standards).</td>
<td>• Upon the completion of the course and having met the learning outcomes for the class, the instructor will award the final grade of P. • Up to the end of the second week of the quarter, student may initiate, without instructor’s permission, a change to or from P/NP status. • From weeks three through six of the quarter, instructor permission is required. • After the sixth week, no change in status may be made. <em>Please note:</em> Students are strongly encouraged to meet with an Advisor prior to enrolling in a P/NP course. This timeline is adjusted for summer quarter. Please see the Summer Schedule of Classes for dates.</td>
</tr>
</tbody>
</table>
Letter Grade Designations (Cont’d)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POLICY</th>
<th>OUTCOMES</th>
<th>PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NP</td>
<td>Non-graded</td>
<td>Grade is not calculated in GPA by Cascadia.</td>
<td>Upon the completion of the course and if the student did not pass with a grade of 2.0 or higher or did not meet the learning outcomes for the class, the instructor will give a final grade of NP.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Up to the end of the second week of the quarter, student may initiate, without instructor’s permission, a change to or from P/NP status.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>From weeks three through six of the quarter, instructor permission is required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>After the sixth week, no change in status may be made.</td>
</tr>
</tbody>
</table>

**Please note:** Students are encouraged to meet with an Advisor prior to enrolling in a P/NP course. This timeline is adjusted for summer quarter. Please see the Summer Schedule of Classes for dates.

**Administrative Drop**

Students who do not attend class during the first two class days of the quarter (and do not contact the instructor) may be dropped from the class roster at the instructor’s discretion. **Please note:** This drop is not automatic. This procedure is also used to drop a student when a prerequisite has not been met.

- Student is dropped from the class.
- Faculty assesses class attendance and then drops students from the class using a Group Drop Form.
- This action is not automatic; students should drop unattended classes to avoid receiving a 0.0.

**Appeal of the Dean for Student Learning’s Decision to Deny the Grade Change**

If the student wishes to appeal the Dean for Student Learning’s decision to deny the grade change, it should be done within five (5) days of receipt of the Dean for Student Learning’s decision. The written appeal should be submitted to the Vice President for Student Learning and should stipulate the reasons for the appeal. The Vice President for Student Learning has ten (10) days following his or her receipt of the appeal to review the documents and meet with the student. The Vice President for Student Learning has another ten (10) days following his or her meeting with the student to make a written recommendation to the student which may include:

1. To uphold the decision of the Dean for Student Learning and deny the request for a change of grade which will end the appeal process.
2. To move forward with grade appeal and request the Dean for Student Learning convene a Hearing Committee.

If the recommendation is to have the Grade Appeal Hearing Committee convene, the Vice President for Student Learning will review the procedures of the Hearing Committee with the student.

**Composition of the Grade Appeal Hearing Committee**

The Grade Appeal Hearing Committee will be drawn from a pool of twelve (12) volunteer faculty members (approved in advance, by the Vice President for Student Learning) who serve on-call for a one year term. From the pool of twelve (12) names, only six (6) will be chosen randomly by the Dean for Student Learning (with the student and the instructor of record present). The student will then remove two of the six (6) names. The remaining four (4) faculty members will make up the Hearing Committee. Chosen faculty may abstain from any Hearing Committee if they stipulate that serving poses a conflict of interest. In that case another member would be selected randomly from the pool by the Vice President for Student Learning.

The Dean for Student Learning or designee will serve as facilitator and an ex-officio member of the Grade Appeal Hearing Committee.

**Grade Appeal Hearing Committee Process**

The Dean for Student Learning will contact the Grade Appeal Hearing Committee within ten (10) days of the request by the Vice President for Student Learning.

The Hearing Committee will set a date for the hearing, review all documentation and may interview all parties, including other students who may serve as student and/or faculty advocates.

The instructor and the student will have a maximum of 30-minutes each in which to present their case. The Hearing Committee may vote to extend the 30-minute limit to an additional amount of time and provide the same number of minutes to both the student and instructor.

The Hearing Committee will render their decision within ten (10) business days of the hearing. The decision of the Committee is final and the appeals process ends.

If there is a tie vote by the Hearing Committee the Vice President for Student Learning shall review the record of the hearing committee and render a decision. The decision of the Vice President for Student Learning shall be final.

Copies of the decision will go to the Vice President for Student Learning, the student, and the instructor; and a copy also will be placed in the student’s file.

**Credit & Placement Information**

Cascadia accepts a variety of ways students may demonstrate their knowledge, skills and the achievement of student learning outcomes. After appropriate evaluation, credit or placement may be given in the following ways:

**National Standardized Tests** — Cascadia accepts the results of some national standardized tests for placement or credit. Examples would include specific exams among those offered by Advanced Placement (AP), and International Baccalaureate (IB).
Credit By Examination — For certain skill-based courses, credit by examination may be available.

Documented Experience — Advanced placement in professional/technical programs is possible for documented prior experience that is equivalent to coursework at Cascadia. This experience might be from the military, industry or courses completed through continuing education.

Enrollment in College 120, Assessment of Prior Learning — Students may earn credit for prior college-level learning that has occurred outside the traditional classroom setting by enrolling in College 120. This course will assist the student to develop a portfolio that demonstrates and documents the knowledge and skills the student has acquired through non-traditional means.

A maximum of 15 credits of this work may be applied to degree or certificate requirements. These credits will not be included as part of the 25-credit residence requirement that students must earn at Cascadia in order to graduate. Please see an advisor for further clarification.

Transfer Credits
Course work from other colleges will be evaluated upon request. Only course work from regionally accredited institutions will be accepted. A maximum of 65 credits will be accepted.

Earning Credits
The regular college year is divided into three quarters of 11 weeks each, plus a condensed summer session. Credits may be earned from several modes of learning: class lectures and lab sessions, independent study and internships, and distance learning, such as telecourses and online courses. One credit is allowed for each hour of lecture or discussion, the student should allow two hours of outside preparation.

A carefully planned program of 15 or more credits per quarter will allow for graduation in two years. A carefully planned program of 10 or more credits per quarter will allow for graduation in three years. Students should develop their program of study with an advisor.

The following course credit loads require the following approvals:
1. Up to 24 credits during the first quarter (academic courses) — Academic or Faculty Advisor approval required.
2. For all subsequent quarters students may enroll for up to 24 credits, pending eligibility by meeting pre-requisites and in good academic standing.
3. To enroll in more than 24 credits students must have Academic Advisor or Faculty Advisor approval.

Examinations
All students are required to take regularly scheduled examinations as outlined in the course syllabus. Final examinations are held at the end of each quarter and are scheduled by the instructor of the course. If a student misses an examination, it is his/her responsibility to contact the instructor and, if permitted by the course syllabus, schedule a make up exam as soon as possible.

Attendance
Attendance and participation requirements for each course are specified in the course syllabus and are an important part of student learning and student success.

Academic Integrity Policy Statement
WAC 132Z-115-060
Admission to Cascadia Community College carries with it the presumption that students will conduct themselves with high standards of academic honesty and integrity.

Hallmarks of Academic Integrity include:
• Submitting work that reflects original thoughts and ideas
• Clearly citing other people's work when using it to inform your own
• Seeking permission to use other people’s creative work
• Fully contributing to group work and projects

Students who choose not to uphold the hallmarks of integrity are considered to be engaging in academic dishonesty. Academic dishonesty is defined as any act of course-related dishonesty, including but not limited to cheating or plagiarism.

• Cheating includes, but is not limited to, using, or attempting to use, any material, assistance or source which has not been authorized by the instructor to satisfy any expectation or requirements in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.
• Plagiarism includes, but is not limited to, using another person's ideas, words or other work in an instructional course without properly crediting that person.
• Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

Academic dishonesty also includes taking credit for the work of others when working in groups or otherwise. Any act of cheating and/or plagiarism is strictly prohibited and will be subject to disciplinary action. Where suspected violations of the academic honesty policy occur, appropriate procedures are designed to protect the academic process and integrity while ensuring due process. Students are expected to adhere to guidelines on academic honesty as stated by individual instructors in their course syllabi, provided those guidelines do not contradict policies and procedures established in the Student Code of Conduct. All documented violations of the academic honesty policy will be reported to the Vice President for Student Success, who shall maintain a record of violations. Students who violate the academic honesty policy twice will be placed on Disciplinary Probation. Students who violate the academic honesty policy subsequently (a third time) will be placed on Disciplinary Suspension.

Academic Holds
In order to collect outstanding parking fines, library fines and obligations, or other financial debt to the college, the college may:
1. Withhold quarterly grade reports and/or official transcripts of permanent records
2. Withhold diplomas or certificates as the college deems necessary
3. Refuse to enroll, drop or withdraw classes as the college deems necessary

For more information on Academic Holds, contact the Kodiak Corner Main Counter at (425) 352-8860.

Instructional Grievances
Students are encouraged to discuss concerns about their class with the appropriate instructor. If concerns persist, the Dean for Student Learning should be consulted.

If the matter cannot be resolved informally as outlined above, students may file formal grievances by following the processes outlined in the Student Rights and Responsibilities section of the Student Handbook, which is available on the Cascadia website.
<table>
<thead>
<tr>
<th>Subject</th>
<th>AP Score</th>
<th>CCC Placement</th>
<th>CCC Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History</td>
<td>4, 5</td>
<td></td>
<td>5 credits Humanities (ART XXX)</td>
</tr>
<tr>
<td>Art: Drawing</td>
<td>4, 5</td>
<td></td>
<td>ART 121</td>
</tr>
<tr>
<td>Art: 2-D or 3-D Design</td>
<td>4, 5</td>
<td></td>
<td>ART 110</td>
</tr>
<tr>
<td>Biology</td>
<td>4, 5</td>
<td></td>
<td>5 credits Natural Science (BIOL XXX)</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>5</td>
<td>MATH&amp; 163</td>
<td>MATH&amp; 152</td>
</tr>
<tr>
<td></td>
<td>3, 4</td>
<td>MATH&amp; 152</td>
<td>MATH&amp; 151</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4, 5</td>
<td>MATH&amp; 163</td>
<td>MATH&amp; 152</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>MATH&amp; 152</td>
<td>MATH&amp; 151</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHEM&amp; 241, BIOL&amp; 211</td>
<td>CHEM 142, 152 &amp; 162</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>CHEM&amp; 163, BIOL&amp; 211</td>
<td>CHEM 161 and &amp; 162</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>CHEM&amp; 161</td>
<td>(if score is less than 3 years old)</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>4, 5</td>
<td></td>
<td>BIT 142</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>BIT 142</td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>4, 5</td>
<td></td>
<td>ECON&amp; 201</td>
</tr>
<tr>
<td>Economics: Macro</td>
<td>4, 5</td>
<td></td>
<td>ECON&amp; 202</td>
</tr>
<tr>
<td>English Composition</td>
<td>4, 5</td>
<td>ENGL&amp; 102</td>
<td>ENGL&amp; 101</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>ENGL&amp; 101</td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>4, 5</td>
<td></td>
<td>ENGL&amp; 111</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4, 5</td>
<td></td>
<td>ENVS 150</td>
</tr>
<tr>
<td>French</td>
<td>5</td>
<td></td>
<td>FRCH&amp; 121, &amp; 122 and &amp; 123</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>FRCH&amp; 123</td>
<td>FRCH&amp; 121 and &amp; 122</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>FRCH&amp; 122</td>
<td>FRCH&amp; 121</td>
</tr>
<tr>
<td>Government &amp; Politics: American</td>
<td>4, 5</td>
<td></td>
<td>POLS&amp; 202</td>
</tr>
<tr>
<td>Government &amp; Politics: Comparative</td>
<td>4, 5</td>
<td></td>
<td>POLS&amp; 204</td>
</tr>
<tr>
<td>History: European</td>
<td>4, 5</td>
<td></td>
<td>5 credits Humanities or Social Science (HIST XXX)</td>
</tr>
<tr>
<td>History: US History 1</td>
<td>4, 5</td>
<td></td>
<td>HIST&amp; 146 or 5 credits Humanities or Social Science (HIST XXX)</td>
</tr>
<tr>
<td>History: US History 2</td>
<td>4, 5</td>
<td></td>
<td>HIST&amp; 147 or 5 credits Humanities or Social Science (HIST XXX)</td>
</tr>
<tr>
<td>History: World</td>
<td>4, 5</td>
<td></td>
<td>5 credits Humanities or Social Science (HIST&amp; 126, &amp; 127 or &amp; 128)</td>
</tr>
<tr>
<td>Mathematics: Statistics</td>
<td>4, 5</td>
<td></td>
<td>MATH 235</td>
</tr>
<tr>
<td>Physics B</td>
<td>4, 5</td>
<td></td>
<td>PHYS&amp; 121, &amp; 122 and &amp; 123</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>4, 5</td>
<td></td>
<td>PHYS&amp; 221</td>
</tr>
<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>4, 5</td>
<td></td>
<td>PHYS&amp; 222</td>
</tr>
<tr>
<td>Psychology</td>
<td>4, 5</td>
<td></td>
<td>PSYCH&amp; 100</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>5</td>
<td></td>
<td>SPAN&amp; 121, &amp; 122 and &amp; 123</td>
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<tr>
<td></td>
<td>4</td>
<td>SPAN&amp; 123</td>
<td>SPAN&amp; 121 and &amp; 122</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>SPAN&amp; 122</td>
<td>SPAN&amp; 121</td>
</tr>
</tbody>
</table>
Procedures for Awarding of International Baccalaureate (IB) Credit

**Student Process**

1. Student submits IB Transcript to Enrollment Services: Student names CCC as a recipient when he/she registers for IB program exam(s). Otherwise, student may contact the IB Organization at [www.ibo.org/](http://www.ibo.org/) to request that an official IB transcript be sent directly to CCC.

2. Academic advisors can use transcript for placement

3. Student requests official evaluation of IB transcript

**Policy for Awarding IB Credit**

In most cases, five quarter credits (or more) are granted for Higher Level subjects in which a grade of 5 or higher is earned, with a maximum of 45 quarter credits. No credit is awarded for Standard Level subject grades.

A maximum of 45 credits of alternative credits (IB and AP) may be used toward any degree.

### INTERNATIONAL BACCALAUREATE (IB) CREDIT TABLE

<table>
<thead>
<tr>
<th>IB Department</th>
<th>Course(s) and Credits</th>
<th>Counts Toward/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>BIOL 211 and 212 (10 cr.)</td>
<td>Counts toward Natural Science distribution area</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 201 and 202 (10 cr.)</td>
<td>Satisfies QSR requirement and/or counts towards Social Science distribution area</td>
</tr>
<tr>
<td>History</td>
<td>HIST xxx (5 cr.)</td>
<td>Counts toward Humanities or Social Science distribution area</td>
</tr>
<tr>
<td>English</td>
<td>ENGL 101 (5 cr.)</td>
<td>Counts toward General Education Core requirement</td>
</tr>
<tr>
<td>French</td>
<td>FRCH 221 (5 cr.)</td>
<td>Counts toward Humanities distribution area</td>
</tr>
<tr>
<td>Music</td>
<td>MUSIC xxx (5 cr.)</td>
<td>Counts toward Humanities distribution area</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYS 121, 122 and 123 (15 cr.)</td>
<td>Counts toward Natural Science distribution area</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 100 (5 cr.)</td>
<td>Counts toward Social Science distribution area</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPAN 221 (5 cr.)</td>
<td>Counts toward Humanities distribution area</td>
</tr>
</tbody>
</table>
Common Course Numbering

Cascadia Community College is modifying many of its courses to align with the Washington State Board (SBCTC) approved system of common course numbering. The Common Course Numbering project’s purpose is to make course transferability between and among the 34 community and technical colleges as easy as possible for students, advisors and receiving institutions. The list below and the following page shows the previous information for each course affected by the change and the new information according to the SBCTC’s Common Course Numbering Project. Courses with an ampersand (&) in the course number indicate that the course is common within all community and technical colleges. Many of the non-common courses have also been modified to align them with those on the Common Course list.

<table>
<thead>
<tr>
<th>FORMERLY</th>
<th>NEW COMMON COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 210</td>
<td>FINANCIAL ACCOUNTING I = ACCT&amp; 201 Prin of Accounting I</td>
</tr>
<tr>
<td>ACCTG 220</td>
<td>FINANCIAL ACCOUNTING II = ACCT&amp; 202 Prin of Accounting II</td>
</tr>
<tr>
<td>ACCTG 230</td>
<td>MANAGERIAL ACCOUNTING = ACCT&amp; 203 Prin of Accounting III</td>
</tr>
<tr>
<td>ANTH 234</td>
<td>RELIGION &amp; CULTURE = ANTH&amp; 234 Religion &amp; Culture</td>
</tr>
<tr>
<td>ANTH 105</td>
<td>WORLD PREHISTORY = ANTH&amp; 104 World Prehistory</td>
</tr>
<tr>
<td>ANTH 201</td>
<td>BIOLOGICAL ANTHROPOLOGY = ANTH&amp; 205 Biological Anthropology</td>
</tr>
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<td>ANTH 202</td>
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<td>ANTH 203</td>
<td>ARCHAEOLOGY = ANTH&amp; 204 Archaeology</td>
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<td>HUMAN ANATOMY = BIOL&amp; 231 Human Anatomy</td>
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<td>HUMAN PHYSIOLOGY = BIOL&amp; 232 Human Physiology</td>
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<td>BIOL 215</td>
<td>MICROBIOLOGY = BIOL&amp; 260 Microbiology</td>
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<td>MEDIA IN U.S. SOCIETY = CMST 203 Media in US Society</td>
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<td>DRMA 151</td>
<td>INTRODUCTION TO ACTING = DRMA 151 Introduction To Acting</td>
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<td>DRMA 152</td>
<td>ACTING - SCENE STUDY = DRMA 152 Acting - Scene Study</td>
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<td>PERFORMANCE PRODUCTION = DRMA 153 Performance Production</td>
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<td>ENGL 221</td>
<td>LITERATURE AND CINEMA = ENGL 221 Literature And Cinema</td>
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<tr>
<td>ENGL 251</td>
<td>LITERATURE SURVEY = ENGL 244 American Literature I</td>
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# Common Course Numbering

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<td>TECHNICAL WRITING = ENGL &amp; 235 Technical Writing</td>
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<td>ENG 271</td>
<td>INTERMEDIATE COMPOSITION = ENGL &amp; 271 Intermediate Composition</td>
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<td>ENG 274</td>
<td>WRITING POETRY = ENGL &amp; 274 Writing Poetry</td>
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<td>ENG 277</td>
<td>INTRO TO FICTION WRITING = ENGL &amp; 277 Intro To Fiction Writing</td>
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<tr>
<td>ENG 279</td>
<td>DIGITAL, FILM AND TV ARTS = ENGL &amp; 279 Digital, Film And TV Arts</td>
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<td>ENGINEERING STATICS = ENGR &amp; 214 Statics</td>
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<td>ENGR 220</td>
<td>MECHANICS OF MATERIALS = ENGR &amp; 225 Mechanics of Materials</td>
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<td>KINEMATICS AND DYNAMICS = ENGR &amp; 215 Dynamics</td>
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<td>ENV 110</td>
<td>OUR CHANGING PLANET = ENVS &amp; 101 Survey of Env Science</td>
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<td>MATHEMATICS: A PRACT ART = MATH &amp; 107 Math in Society</td>
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<td>PHIL 120</td>
<td>INTRODUCTION TO LOGIC = PHIL &amp; 106 Intro to Logic</td>
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<td>ELECTROMAGNETISM = PHYS &amp; 222 Engineering Physics II</td>
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<td>WAVES, SOUNDS AND LIGHT = PHYS &amp; 223 Engineering Physics III</td>
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<td>SPCM 290</td>
<td>GROUP COMMUNICATION = CMST &amp; 230 Small Group Communication</td>
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ACCOUNTING

ACCT& 201 Principles of Accounting I
5 credits
This course is an introduction to business accounting for the corporation. Students will develop expertise in measuring, recording, classifying, analyzing, and interpreting financial statements. Emphasis is placed on the analysis of corporate assets. Technology use will be integrated into the content of the course, principally the use of spreadsheet software. See syllabus for calculator/computing requirements and spreadsheet software training options. Prerequisite(s): Eligible for enrollment in MATH& 142 (formerly MATH 120), or co-enrollment in MATH 141 (formerly MATH 110) or MATH 147 (formerly MATH 113). Successful completion of or co-enrollment in BIT 156 or equivalent experience.

ACCT& 202 Principles of Accounting II
5 credits
This course is a continuation of ACCT& 201 (formerly ACCTG 210). Learners will develop expertise in measuring, recording, classifying, analyzing, and interpreting corporate business financial practices and gain an understanding of the use of financial statements in financial analysis. Technology use will be integrated into the content of the course. See syllabus for calculator/computing requirements and spreadsheet software training options. Prerequisite(s): Completion of ACCT& 201 (formerly ACCTG 210) with a grade of 2.0 or higher.

ACCT& 203 Principles of Accounting III
5 credits
This course builds upon the foundation established in ACCT& 201 (formerly ACCTG 210) and ACCT& 202 (formerly ACCTG 220), and lays the groundwork necessary for effective decision making in a corporate business setting. Learners will develop expertise in analyzing, and interpreting a variety of financial information to evaluate various business practices and subdivisions. Technology use will be integrated into the content of the course. See syllabus for calculator/computing requirements and spreadsheet software training options. Prerequisite(s): Completion of ACCT& 201 (formerly ACCTG 210) and ACCT& 202 (formerly ACCTG 220) with grades of 2.0 or higher.

AH 101 Phlebotomy Techniques
5 credits
Phlebotomy is the collection of a sample of blood in order to perform laboratory testing. This course will review entry-level phlebotomy skills including venipuncture by syringe, vaccutainer, and butterfly methods. Capillary punctures of the heel and finger will also be practiced. All procedures will be practiced using applicable standards and regulations. Students in this course must also register for AH 102. Prerequisite(s): Acceptance into program. A copy of high school diploma or GED certificate and proof of required current immunizations must be submitted with the application for acceptance.

AH 102 Phlebotomy Techniques Lab
2 credits
Students will practice entry level phlebotomy skills including venipuncture by syringe, vaccutainer, and butterfly methods. Capillary punctures of the heel and finger will also be practiced. All procedures will be practiced using applicable standards and regulations. Students in this course must also register for AH 101. Prerequisite(s): Acceptance into program. A copy of high school diploma or GED certificate and proof of required current immunizations must be submitted with the application for acceptance.

AH 105 Phlebotomy Clinical Experience
2 credits
Students obtain practical experience developing and refining phlebotomy techniques in the hospital lab and clinic settings. Students will spend 120 hours in clinical experience and successfully complete 100 patient draws. Note: Acceptance into program is required. A copy of high school diploma or GED certificate and proof of required current immunizations must be submitted with the application for acceptance. Prerequisite(s): Completion of AH 101 and AH 102.

ANTH& 204 Archaeology
5 credits
SS - This course investigates how archaeologists reconstruct the human past. Students will learn archaeological process, examine the relationship of archaeology to anthropological concerns, and develop critical thinking skills by evaluating archaeological methodologies and explanatory theories, analyzing archaeological material, and conducting a virtual dig. Prerequisite(s): Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ANTH& 205 Biological Anthropology
5 credits
GS,NS - Students in this course will evaluate the origins of humankind, consider biological diversity, and assess biocultural evolution. Students will learn to critically evaluate scientific claims about humankind, recognize human variation, explore humanness, and develop critical thinking skills through the application of essential anthropological approaches, theories and methods. Prerequisite(s): Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL 101 (formerly ENG 101).

ANTH& 206 Cultural Anthropology
5 credits
CKR,GS,SS - Students in this course examine the dimensions of human culture, including kinship, politics, and religion, and evaluate the interrelationships between geography, environment and cultural forms. Students explore the effects of globalization on indigenous peoples while developing critical thinking skills through the application of essential anthropological approaches, theories, and methods. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ANTH& 207 Introduction to Linguistic Anthropology
5 credits
CKR,SS - This course introduces students to linguistic methods and theories used within anthropology. Students examine the structural features of language, compare human and animal communication, and explore the interaction of culture and language. Linguistic relativism and determinism will be scrutinized, as well as the relationship of language to society, nationalism, and politics. Prerequisite(s): Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ANTH& 234 Religion & Culture
5 credits
CKR,SS - Students undertake a comparative study of belief systems, encompassing a sample of both tribal and world religions. Learners examine symbolism, rituals, myths, ecological ties, etc., in order to gain insight into the origins, construction, and intricacies of the world’s belief systems. Students also investigate the role of belief systems in the construction of social roles, social distinctions, culture conflict, and cultural change. Prerequisite(s): Completion of ANTH& 206 (formerly ANTH 202), CMST 150 (formerly CMU 150), SOC& 101 (formerly SOC 101), and/or co-enrollment with ENGL& 102 (formerly ENG 102) with a grade of 2.0 or higher.

ANTH& 24 Anthropology & World Prehistory
5 credits
CKR,SS - This course will introduce students to the origins of global human diversity by tracing the development of material culture from its Paleolithic beginnings to the first literate societies. Through readings, videos, the Internet, and other materials, students will journey to Africa, Mesopotamia, Asia, India, Europe and the Americas as they follow the development of human culture over the course of prehistory. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ANTH& 207 Principles of Anthropology
5 credits
CMST 150 (formerly CMU 150), SOC& 101 (formerly SOC 101), and/or co-enrollment with ENGL& 102 (formerly ENG 102) with a grade of 2.0 or higher.

ANTH& 208 Principles of Anthropology
5 credits
CMST 150 (formerly CMU 150), SOC& 101 (formerly SOC 101), and/or co-enrollment with ENGL& 102 (formerly ENG 102) with a grade of 2.0 or higher.

ANTH& 209 Principles of Anthropology
5 credits
CMST 150 (formerly CMU 150), SOC& 101 (formerly SOC 101), and/or co-enrollment with ENGL& 102 (formerly ENG 102) with a grade of 2.0 or higher.
### ART

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<td>Art Appreciation</td>
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<td>5</td>
<td>2-Dimensional Design</td>
<td>Completion of ENGL 100 (formerly ENGL 100) with a grade of 2.0 or higher.</td>
</tr>
<tr>
<td>ART 121</td>
<td>5</td>
<td>Drawing</td>
<td>Completion of ENGL 100 (formerly ENGL 100).</td>
</tr>
<tr>
<td>ART 140</td>
<td>5</td>
<td>Survey of Art History: Prehistory to Byzantine</td>
<td>Completion of ENGL 100 (formerly ENGL 100) with a grade of 2.0 or higher.</td>
</tr>
<tr>
<td>ART 141</td>
<td>5</td>
<td>Survey of Art History: Byzantine to the Industrial Revolution</td>
<td>Completion of ENGL 100 (formerly ENGL 100) with a grade of 2.0 or higher.</td>
</tr>
<tr>
<td>ART 142</td>
<td>5</td>
<td>Survey of Modern Art</td>
<td>Completion of ENGL 100 (formerly ENGL 100).</td>
</tr>
<tr>
<td>ART 135</td>
<td>5</td>
<td>Global Perspectives in Art</td>
<td>Completion of ART&amp; 100 (formerly ART 100) and ENGL 090 (formerly ENGL 090) with a grade of 2.0 or higher.</td>
</tr>
</tbody>
</table>

### ASTRONOMY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR&amp; 101</td>
<td>5</td>
<td>Introduction to Astronomy</td>
<td>Placement by testing in MATH 085 with a grade of 2.0 or higher.</td>
</tr>
<tr>
<td>ASTR&amp; 115</td>
<td>5</td>
<td>Stars, Galaxies and Cosmos</td>
<td>Placement by testing in MATH 085 and completion of ENGL&amp; 101 (formerly ENGL 101) with a grade of 2.0 or higher.</td>
</tr>
</tbody>
</table>

### BIOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 120</td>
<td>5</td>
<td>Survey of the Kingdoms</td>
<td>Completion of ENGL&amp; 101 (formerly ENGL 101) with a grade of 2.0 or higher.</td>
</tr>
<tr>
<td>BIOL 165</td>
<td>5</td>
<td>Life: Origins and Adaptations</td>
<td>Completion of ENGL 090 (formerly ENGL 090) with a grade of 2.0 or higher.</td>
</tr>
</tbody>
</table>

**Courses with an ampersand (&) in the course number indicate that the course is common within all community and technical colleges. For more information on Common Course numbering, please see pages 50-51.
BIOL& 170  Human Biology
NS - Introduction to the systems of the human body. Structures and functions of these systems will be stressed along with unifying principles such as nutrition, sex, environment, exercise. This course is a non-lab non-majors course. It is not intended for science or allied health majors. Prerequisite(s): Completion of ENGL 090 (formerly ENGR 090) with a grade of 2.0 or higher or placement by testing in ENGL 100. Co-enrollment with or completion of MATH 095 with a grade of 2.0 or higher.

BIOL& 211  General Cellular Biology
NS - This course enables students to learn and practice the scientific method as they develop an appreciation of the process of life. They will examine chemical and cellular concepts common to all living things as they pertain to life's maintenance, perpetuation and evolution. Prerequisite(s): Completion of CHEM& 121 (formerly CHEM 120) or CHEM& 161 (formerly CHEM 142) with a grade of 2.0 or higher, or co-enrollment in CHEM& 121 (formerly CHEM 142) and co-enrollment in BIOL 215 (formerly BIOL 205). (LAB)

BIOL& 212  General Zoology
NS - Students will examine the major taxa of animals relative to their structure and function. They will be able to recognize the phylogenetic relationships among animals as well as the ecological relationships within the kingdom. Prerequisite(s): Completion of BIOL 211 (formerly BIOL 201) with a grade of 2.0 or higher and co-enrollment in BIOL 216 (formerly BIOL 206). (LAB)

BIOL& 213  General Botany
NS - Students will examine the phylogenetic relationships of the major groups of the plant kingdom. They will be able to describe the group's morphology, physiology and ecology as well as the development of ecosystems and the features of terrestrial biomes. They will apply the methods of scientific inquiry to a variety of laboratory problems. Prerequisite(s): Completion of BIOL 211 (formerly BIOL 201) with a grade of 2.0 or higher and co-enrollment of BIOL 217 (formerly BIOL 207). (LAB)

BIOL 215  General Cell Biology Problem Session
Students will explore applications and theory that would supplement Biology 201: Cellular Biology. Students will review major concepts of the lecture and lab of the course through extra lecture time, working problems, discussion of current and applied topics with the instructor and peers as well as discussion of lab results and applications and other activities to be successful in Biology 201. Prerequisite(s): Co-enrollment with BIOL 211 (formerly BIOL 201) and co-enrollment or completion of CHEM& 121 (formerly CHEM 120) or CHEM& 161 (formerly CHEM 142) with a grade of 2.0 or higher.

BIOL 216  General Zoology Self Paced Lab Hours
Students will have access to the lab for extended time with instruction available. Students will also have time to explore applications of concepts they are learning about and ask questions about the theory and content of the subject. Prerequisite(s): Completion of BIOL 211 (formerly BIOL 201) with a grade of 2.0 or higher and co-enrollment in BIOL 212 (formerly BIOL 202). (LAB)

BIOL 217  General Botany Self Paced Lab Hours
Students will have access to the lab for extended time with instruction available. Students will also have time to explore applications of concepts they are learning about and ask questions about the theory and content of the subject. Prerequisite(s): Completion of BIOL 211 (formerly BIOL 201) and co-enrollment in BIOL 213 (formerly BIOL 203). (LAB)

BIOL 231  Human Anatomy
NS - This is the first quarter in a three-quarter sequence for pre-nursing majors. It includes a detailed examination of the structure of the human body using models, charts, computer programs, fresh animal specimens, dissections, and the dissection of the preserved cat. Topics covered include the following human organ systems: integumentary, skeletal, muscular, lymphatic/immune, respiratory, digestive, nervous, endocrine, cardiovascular, urinary, and reproductive. Prerequisite(s): Co-enrollment of BIOL 211 (formerly BIOL 201) with a grade of 2.0 or higher and co-enrollment in BIOL 213 (formerly BIOL 203). (LAB)

BIOL 232  Human Physiology
NS - This is the second quarter in a three-quarter sequence for pre-nursing majors. It will cover in detail the study of the functioning and inter relationships of the organ systems of the human body using computer software and lab exercises. Topics will include a study of homeostasis, cytology, feedback mechanisms, and the functions and relationships of the following organ systems: integumentary, skeletal, muscular, lymphatic and immune, nervous and special senses, endocrine, circulatory, respiratory, urinary, digestive, and reproductive. Prerequisite(s): Completion of BIOL 211 (formerly BIOL 201) and CHEM& 121 (formerly CHEM 120) or CHEM& 161 (formerly CHEM 142) with a grade of 2.0 or higher. (LAB)

BUS 101  Introduction to Business
SS - Students learn fundamental concepts and functions of business. Students will explore various positions and roles within an enterprise, articulate the interconnected nature of businesses, and recognize the way the internet has changed the nature of commerce. The course is meant to be an overview that provides a framework for additional courses in business or to provide workplace context. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

BUS 201  Business Law
SS - This course examines the legal institutions, structures and processes that impact and regulate business activity in the United States. Students examine law as a system that responds to changing societal beliefs and behavior and through its use adjudicates disputes. Legal reasoning, contracts, product liability and criminal and civil law are areas that will be explored. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

BIT 100  Computer Basics I
Discover the World of Computing-What is it all about? In society today computers are everywhere—from desktops to cars to Toasters, but how much do we really know about these machines, the software that makes them work and their impact on society both today and into the future? This course will explore this incredible subject and provide an introduction to the world of personal computers. Students will learn to assemble a computer and load software. They will also learn about the importance of networks and the internet in a computing environment.
BIT 101 Computer Basics 2
A+ Certification Preparation—This is an intensive course designed as a preparation for the two A+ certification exams: The A+ Core Hardware Exam (220-201) and the A+ Operation System (OS) Technologies Exam (220-202). A+ Certification is a CompTIA-sponsored testing program that certifies the competency of entry-level (6 months experience) computer service technicians. The A+ test contains situational, traditional and identification type(s) of questions. The test covers a broad range of hardware and software technologies, but is not bound to any vendor-specific products. Success on these exams requires extensive study beyond the scope and time frame of this preparation course.

BIT 102 Network Concepts and Design
Students in this networking LAN and WAN course learn the OSI model, TCP/IP model, subnetting, layered networking components of LANs and WANs, workstation, router, and switch setup, command line syntax, ACLs, and configuration. Students learn router and switching concepts, routing and switching protocols, troubleshooting, and load balancing. Students will perform activities to setup, configure and troubleshoot switches and routers to explore the topic concepts.

BIT 103 Careers in Information Technology
This course provides an overview of the computer field through presentations by faculty and staff, as well as industry experts, job recruiters and recent graduates. As part of the course, students might also make site visits to both large and small IT operations, ISP and software development firms. Students will update their interactive portfolio to include a preliminary analysis of their career objectives with a timetable and the steps they would undertake to achieve those objectives.

BIT 107 Video Game Industry
This course offers a comprehensive overview of the video game industry, its fundamental processes, organization, business and career potential, history and future trends. The growth and potential of the industry is discussed, as well as the impact of games on popular culture. A hands-on experience with the software and hardware of gaming is introduced. Students develop a global vision encompassing the video game business and market.

BIT 111 Office Applications in the Workplace
This course provides an overview of the knowledge that is necessary to provide administrative support in a business office. Topics include written, verbal and online communications, workplace expectations, organization of time and materials, how to function in a high performance team. Prerequisite(s): Completion of BIT 154 and BIT 156 with grades of 2.0 or higher.

BIT 112 Basics of Web Authoring
In developing web pages, students learn the basics of web authoring and internet publishing including HTML, image manipulation, page layout, file transfer and internet protocols. Students create HTML pages by hand and post files on a working web server. Special emphasis is placed on managing projects and working with clients. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100) or co-enrollment in the IBEST option for the Technical Support Specialist Certification.

BIT 113 User Interface Development
Students explore the design and implementation of effective user interfaces for web pages and computer applications. Advanced HTML and web authoring topics are covered as students gain first-hand experience creating computer graphics for a variety of audiences and interactive user interfaces. Emphasis is placed on usability, aesthetics and incorporating client feedback into the revision process. Prerequisite(s): Completion of BIT 112 with a grade of 2.0 or higher.

BIT 114 Introduction to Programming
This introductory programming class emphasizes problem solving through exploration of computer programming, variable typing and assignment, basic control structures, loops, branches, functions, subprograms and arrays. Students also explore how human culture affects the use of computer programs. Prerequisite(s): Completion of MATH 095 with a grade of 2.0 or higher. Placement by testing – Technology Placement Exam.

BIT 115 Scripting
In learning JavaScript, students will apply their programming skills to develop web pages, including loops, conditionals, arrays and functions. Students are introduced to the JavaScript object model, user-defined objects, event handlers, forms, and cascading style sheets. Prerequisite(s): Completion of BIT 115 with a grade of 2.0 or higher.

BIT 116 Application Certification Preparation
This course is intended to assist students to pass certification exams in computer office applications. Students will be expected to have advanced knowledge of a particular application prior to entering this class since the class is intended only to address any skill gaps and to give students practice taking the relevant certification test. Prerequisite(s): Completion of one of the following: BIT 155, BIT 157, BIT 159, BIT 163 or BIT 164 with a grade of 2.0 or higher.

BIT 119 Intermediate Programming
Prerequisite(s): Completion of BIT 118 with a grade of 2.0 or higher or evidence of Linux Operating System for individuals who are planning on entering systems/network, web, and/or database administration. This course is designed to provide a basic foundation in Linux Operating System for individuals who are planning on entering systems/network, web, and/or database administration. This course provides the necessary background in basic Linux commands, concepts and techniques for entry level into the small business workplace. Prerequisite(s): Completion of BIT 101 with a grade of 2.0 or higher or evidence of work at or above that level.

BIT 120 Intermediate Programming
Q: This is a first course in computer science using a language such as C#. This course covers variable types, control structures, functions, modular programming, pointers/references/etc., arrays, structures and an introduction to recursion. The course will introduce basic sorting and searching algorithms. The emphasis of this course will be program design, algorithmic (variables, expressions, statements), and abstraction (data types, functions). Prerequisite(s): Completion of BIT 116 with a grade of 2.0 or higher and completion with a grade of 2.0 or higher or placement into one of the following: MATH& 141 (formerly MATH 110), MATH& 146 (formerly MATH 135), or MATH 147 (formerly MATH 115).

BIT 122 Programming Data Structures
This course extends the fundamentals covered in Intermediate Programming. The course will cover program specification and design, abstract data types and classes. Topics will include dynamic arrays, stacks, queues, linked lists, binary trees and recursion. Taught in C#. Prerequisite(s): Completion of BIT 142 with a grade of 2.0 or higher.

BIT 126 Network Client Systems
Exploration of major network client systems focusing on the currently dominant system. Operating systems such as MS-Windows or Apple will be explored in relation to networked systems. Each of these operating systems will be networked in a peer environment. Students will implement, administer and troubleshoot information systems that utilize diverse equipment.

BIT 127 Linux Client/Server Basics
This course is designed to provide a basic foundation in Linux Operating System for individuals who are planning on entering systems/network, web, and/or database administration. This course provides the necessary background in basic Linux commands, concepts and techniques for entry level into the small business workplace. Prerequisite(s): Completion of BIT 101 with a grade of 2.0 or higher or evidence of work at or above that level.

BIT 128 Intermediate Programming
Q: This is a first course in computer science using a language such as C#. This course covers variable types, control structures, functions, modular programming, pointers/headers/etc., arrays, structures and an introduction to recursion. The course will introduce basic sorting and searching algorithms. The emphasis of this course will be program design, algorithmic (variables, expressions, statements), and abstraction (data types, functions). Prerequisite(s): Completion of BIT 116 with a grade of 2.0 or higher and completion with a grade of 2.0 or higher or placement into one of the following: MATH& 141 (formerly MATH 110), MATH& 146 (formerly MATH 135), or MATH 147 (formerly MATH 115).

BIT 129 Integrated Office Applications I
This course, offered as part of a specialized program, allows students to expand and enhance their study of BIT 150, Keyboarding, and BIT 154, Beginning Word Processing. Students will develop vocabulary proficiency and apply the skills from the self-paced lab courses in context-specific activities. This course may be used as part of a learning community, ESL program, or targeted for a specific group of learners. Prerequisite(s): Placement by testing in ESL 040 or above and co-enrollment in BIT 150 and BIT 154 required. Instructor permission is required.
BIT 148 Integrated Office Applications II
This course, offered as part of a specialized program, allows students to expand and enhance their study of BIT 153, Using the Internet, and BIT 164, Microsoft Outlook. Students will develop vocabulary proficiency and apply the skills from the self-paced lab courses in context-specific activities. This course may be used as part of a learning community, ESL program, or targeted for a specific group of learners. Prerequisite(s): Placement by testing in ESL 040 or above and co-enrollment in BIT 153 and BIT 164 required. Instructor permission required.

BIT 150 Introduction to Keyboarding
This one-credit module prepares students to use computer applications in the classroom and in workplace activities by developing speed and accuracy through touch keyboarding. Students also develop familiarity with the keyboard’s ten-key system and other common keyboard and mouse functions.

BIT 151 Introduction to Computer Hardware
This one-credit module prepares students to use computer applications in the classroom and in workplace activities by developing familiarity with computer hardware, software and operating systems. Fundamental computer terminology is defined and students explore a variety of uses and types of personal computer systems.

BIT 152 Windows Basic
This one-credit module prepares students to use computer applications in the classroom and in workplace activities by introducing them to the Windows operating system, which is the most common operating system in both the home and business environment. Effective use of Windows assists students in using all Windows-based applications.

BIT 153 Using the Internet - C
This one-credit module prepares students to use the internet as a tool for communication and as an information resource. Students learn how to effectively use and organize e-mail, how to research topics using the web and how to create simple web sites using editor software.

BIT 154 Beginning Word Processing
This one-credit module prepares students to word process documents for the classroom and in the workplace. Students learn how to effectively create, format and edit documents using toolbars, menus and commands.

BIT 155 Advanced Word Processing
This one-credit module prepares students to utilize advanced word process tools to be more efficient and to increase the functionality of their documents. Students learn how to incorporate macros and clip art into documents and to use management tools to create long documents.

BIT 156 Beginning Spreadsheet
This one-credit module prepares students to use a spreadsheet application in the classroom and in workplace activities. Students create and format worksheets and workbooks utilizing toolbars, menus and commands.

BIT 157 Advanced Spreadsheet
This one-credit module prepares students to use the advanced functions of a spreadsheet application in the classroom and in workplace activities. The module includes the use of tools such as formulas, logical functions, data functions and charting to enhance the preparation and presentation of information.

BIT 158 Beginning Database
This one-credit module prepares students to use a database application in the classroom and in workplace activities. Students will learn about the extensive uses of databases in the workplace. Using a wizard, they will learn to create and modify a database including tables, forms and reports.

BIT 159 Advanced Database
This one-credit module prepares students to create and use a database application in workplace activities. Students will learn to develop macros, create menus and manage complex data.

BIT 160 Digital Imaging
This one-credit course will prepare students to utilize basic digital imaging tools to acquire and manipulate photographic images and graphic elements. Students will learn basic imaging techniques, digitize and enhance photos, apply special effects, and prepare graphics for various computer-based applications.

BIT 161 Vector Graphics
This one-credit course will prepare students to utilize vector based drawing tools for the creation of digital graphics and illustration. Students will learn basic techniques while creating type effects, graphs and illustrations for computer based applications.

BIT 162 UNIX Basics
This one-credit course enables students to work effectively within a UNIX operating system. Students investigate the UNIX file structure, create and edit files and directories, share and secure files among other users and use a text-based editor to customize account configurations.

BIT 163 Beginning PowerPoint
This one-credit course will prepare students to use PowerPoint®, a visual presentation tool, for classroom and workplace activities. Students will learn how to effectively create, format and edit a presentation using toolbars, menus and commands. Prerequisite(s): Completion of or co-enrollment in BIT 152 with a grade of 2.0 or higher.
COURSE DESCRIPTIONS

C = Continuous Enrollment, CKR = Cultural Knowledge Requirement, DL = Dual-Listed, H = Humanities, GS = Global Studies, HP = Humanities Performance, LAB = Lab, NS = Natural Science, Q = Quantitative Reasoning, SS = Social Science

BIT 197 1-5 credits
BIT Work-Based Learning I
The student will identify an opportunity for an unpaid internship or volunteer prospect that matches both the outcomes of the students program and their interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes as well as defines the duration of the course and the credits to be granted upon successful completion. This course uses P/NP grading. Prerequisite(s): Instructor permission.

BIT 198 1-5 credits
Special Topics in BIT I
The course permits an individual student or a class of students to investigate current and relevant topics in Business and Information Technology. The content, format and delivery vary depending upon the topics and the quarter. Prerequisite(s): Instructor permission.

BIT 199 1-5 credits
Service Learning in BIT I
Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply scientific skills and expertise in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. This course uses P/NP grading. Prerequisite(s): Instructor permission.

BIT 220 5 credits
Elements of Project Management
This course will introduce the basics of project management. Topics include: defining the scope of the project, aligning goals with organizational strategic objectives, identifying milestones, securing resources, scheduling the project and setting up controls. Best practices of running and documenting the project will be examined and there will be an introduction to the people side of project management. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher, or placement in ENGL 100 (formerly ENG 100).

BIT 225 6 credits
Server Operating Systems and Client Integration
Network implementation, administration and troubleshooting. Currently relevant information system server software and hardware are introduced in simple computing environments, such as a homogeneous LAN with one or more servers in a single location, including configuring file-sharing and print-sharing capabilities. Included are topics in resource management.

BIT 231 5 credits
CISCO 2
In this introduction to WAN, students will learn the elements of routers and routing concepts. They will practice router configuration and software based router management. Both “user” and “privileged” mode operations are explored. Students will learn to troubleshoot routing problems resulting from topology changes and network growth. They will also learn to install and configure routing protocols. This course is the starting point for a case study that is threaded through the balance of the Cisco curriculum. Prerequisite(s): Completion of BIT 102 with a grade of 2.0 or higher.

BIT 232 5 credits
CISCO 3
This course introduces the routing of major protocols other than TCP/IP. Monitoring of protocol operations on a router will be examined. Alternative methods for LAN segmentation bridges, routers and switches will be analyzed and examined in depth. The benefits of various LAN segmentation approaches will be reviewed in the context of WAN design. Prerequisite(s): Completion of BIT 231 with a grade of 2.0 or higher.

BIT 233 5 credits
CISCO 4
Students will examine and review the major WAN service choices: LAPB, Frame relay, ISDN, PPP and others. Frame relay, PPP and ISDN networking will be presented in detail. This course completes the threaded case study presented in the last three quarters of the Cisco curriculum. It will conclude with a comprehensive practical examination during which the students must draw on knowledge gained in the previous courses to establish and troubleshoot the equivalent of a world wide WAN operation. Prerequisite(s): Completion with a grade of 2.0 or higher or co-enrollment in BIT 232.

BIT 235 5 credits
Network LAN/WAN Design
Students will examine and review the major WAN service choices: LAPB, Frame relay, ISDN, PPP and others. This course introduces the routing of major protocols other than TCP/IP. Monitoring of protocol operations on a router will be examined. Alternative methods for LAN segmentation bridges, routers and switches will be analyzed and examined in depth. The benefits of various LAN segmentation approaches will be reviewed in the context of WAN design. Prerequisite(s): Completion of BIT 102 with a grade of 2.0 or higher.

BIT 240 5 credits
Infrastructure Services
This course provides a review of the skills necessary to implement, manage, maintain, and troubleshoot a server network infrastructure using the most current server operating system. Students will demonstrate an understanding of the following critical network services: Routing and Remote Access, Domain Name System (DNS), Dynamic Host Control Protocol (DHCP), and IP Security (IPSec). They will learn to use current tools and techniques to define network security, and to utilize network monitoring, software update services, and network troubleshooting tools and techniques. Prerequisite(s): Completion of BIT 126 and BIT 225 with a grade of 2.0 or higher.

BIT 243 5 credits
Enterprise Administration and Security
Students will examine LAN and WAN server applications. The focus will be on the user experience as server application access crosses the enterprise LAN / WAN security boundaries. This course will explore networking and security issues in an enterprise computing environment, and provide students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server 2003 Active Directory infrastructure. The course explores domain structure, Domain Name System (DNS), site topology and replication, Group Policy, and user/computer account strategies. Prerequisite(s): Completion of BIT 225 or BIT 240 with a grade of 2.0 or higher.

BIT 250 5 credits
Information Systems Security
This course is designed to provide a basic foundation in information security to individuals who are planning on entering the systems/network administration or software development industries. This course provides the necessary background in basic security concepts and overall security management for entry level into the workplace. Students will demonstrate a basic understanding of the primary areas of network security including, but not exclusively: threat analysis, organization policies/procedures/processes, firewalls, intrusion detection, forensics, and the network security review process. Prerequisite(s): Completion of BIT 102 with a grade of 2.0 or higher.

BIT 260 5 credits
Desktop Applications
Students learn how to write applications for Windows using C# and the Microsoft .Net Framework. Students will learn how to design applications, to access data from databases, to design and create software (e.g., .Net) components and controls. Prerequisite(s): Completion of BIT 142 or BIT 255 with a grade of 2.0 or higher or instructor permission.

BIT 261 5 credits
Distributed Applications
This course covers the fundamentals of programming web services using C# and the Microsoft .Net Framework. Students will create software components and controls. Students will use transactions, disconnected record sets, and stored procedures to access and modify data in databases. Students will be exposed to related client-server technologies, and the basics of implementing security in distributed applications. Prerequisite(s): Completion of either BIT 260 or BIT 285 with a grade of 2.0 or higher, or instructor permission.

BIT 265 5 credits
Structures and Algorithms
This course teaches the students about the design and analysis of algorithms. Students learn about big O notation, trees, tables, graphs, hashing, and methods of sorting and searching. Prerequisite(s): Completion of BIT 143 with a grade of 2.0 or higher.
BIT 270 6 credits
Software Engineering
This is a capstone class that puts students' skills to test and into context. Students are expected to apply the full life-cycle of a program. Working in groups, students will determine system specifications and perform requirement analysis for a large program. They will then code, debug, test and deploy that program.
Prerequisite(s): Completion of BIT 255; BIT 261; and BIT 265 with grades of 2.0 or higher.

BIT 275 5 credits
Database Design
Students learn the basics of the planning and design of relational databases and the use of the Structured Query Language (SQL). Students gain hands-on experience in implementing database solutions based on criteria obtained during client-programmer role-playing exercises. Topics of study include information design, data tables and the forming of complex queries as well as implementation planning. Prerequisite(s): Co-enrollment with or completion of BIT 158 and BIT 159 with grades of 2.0 or higher, or instructor permission.

BIT 276 5 credits
Database Integration
Advanced topics of database design and development will be addressed as students learn to integrate relational databases with distributed and/or web-based applications. Students will gain practical experience coordinating and documenting database development for an external client project. An emphasis will be placed on working in teams, creating stored procedures and securing against unauthorized database access. Prerequisite(s): Completion of BIT 275 with a grade of 2.0 or higher or instructor permission.

BIT 280 5 credits
Web Server Administration
Students research current and upcoming web technologies and learn the set-up and administration of World Wide Web Servers. Practical experience is gained in building web servers, setting-up network services, and managing security and disaster recovery on current enterprise operating systems such as Red Hat Linux and Windows Server 2003. Prerequisite(s): Completion of BIT 112 with a grade of 2.0 or higher.

BIT 285 5 credits
Application Programming
Students learn to create software applications that interact with the user via the web by augmenting the functionality of web-serving environments. Topics of object-oriented program design and code reusability are examined. Practical, hands-on experience is gained as the students work with particular application frameworks such as Java and ASP.NET. Prerequisite(s): Completion of either BIT 142 or BIT 255 with a grade of 2.0 or higher, or instructor permission.

BIT 286 5 credits
Web Applications
Students gain practical experience in designing and managing E-Business web applications as they work in teams to create database-driven web sites. Topics of study will include utilization of .NET and/or J2EE framework via C# and/or Java, advanced database integration with SQL stored procedures, server-side scripting, and server security. Special attention will also be paid to managing commercial transaction in a secure manner. Students will work in teams and with outside sources to implement their final E-Business solutions. Prerequisite(s): Completion of either BIT 285 or BIT 260 with a grade of 2.0 or higher, or instructor permission.

BIT 296 1-5 credits
BIT Individualized Project II
Students research and produce or perform a project in Business and Information Technology or an interdisciplinary topic emphasizing Business and Information Technology in some way. The content, learning outcomes, and assessment methods of the project are developed by the supervising instructor and student(s). Prerequisite(s): Instructor permission.

BIT 297 1-5 credits
BIT Work-Based Learning II
The student will identify a paid internship or related employment opportunity that matches both the outcomes of the students program and their interests. This course is normally taken in the final year of a program and should give the student experience that will assist them to find appropriate employment. Together with an instructor, the student will complete a written contract that specifies the learning outcomes as well as defines the duration of the course and the credits to be granted upon successful completion. This course uses P/NP grading. Prerequisite(s): Instructor permission.

BIT 298 1-5 credits
Special Topics in BIT II
The course permits an individual student or a class of students to investigate current and relevant topics in Business and Information Technology. The content, format and delivery vary depending upon the topics and the quarter. Prerequisite(s): Instructor permission.

BIT 299 1-5 credits
Service Learning in BIT II
Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply scientific skills and expertise in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. This course uses P/NP grading. Prerequisite(s): Instructor permission.

CHEM 121 5 credits
Introduction to Chemistry
NS - From consumer products to space age technologies, chemistry affects our daily lives. In this course, students will learn the structure of matter and how it behaves under various conditions in order to better understand the chemical world. Designed for students with little or no chemistry background, this course can stand alone or be followed by CHEM 161 (formerly CHEM 142) or CHEM 131 (formerly CHEM 220). Laboratory activities extend lecture concepts and introduce the student to the experimental process. Prerequisite(s): Co-enrollment or completion of MATH 095 with a grade of 2.0 or higher. (LAB)

CHEM 131 5 credits
Introduction to Organic Chemistry & Biochemistry
NS - An entire field of chemistry is dedicated to the unique bonding characteristics and properties of compounds of carbon. Students will learn the structure, properties and reactions of various organic compounds, including hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids and amines. Students will use this information as foundation for examining complex compounds found in living systems: carbohydrates, lipids, proteins, and nucleic acids. Laboratory activities extend lecture concepts and introduce the student to analysis and separation techniques. Prerequisite(s): Completion of CHEM 121 (formerly CHEM 120) with a grade of 2.0 or higher, and co-enrollment with or completion of MATH 095 with a grade of 2.0 or higher. (LAB)

CHEM 139 5 credits
General Chemistry Preparation
NS - This course is designed for students who need to enroll in the General Chemistry sequence who have little or no prior experience in chemistry. Students will learn the symbolism and language of chemistry, quantitative relationships that are practiced in general chemistry, and techniques of quantitative and collaborative problem solving. Satisfies the chemistry prerequisite for CHEM 161 (formerly CHEM 142). Although laboratory concepts are introduced, this course does not satisfy a laboratory science requirement. Note: This course is intended for students planning to enroll in the CHEM 161 (formerly CHEM 142), CHEM 162 (formerly CHEM 152), CHEM 163 (formerly CHEM 162) sequence. Prerequisite(s): Completion of MATH 095 with a grade of 2.0 or higher.

Courses with an ampersand (&) in the course number indicate that the course is common within all community and technical colleges. For more information on Common Course numbering, please see pages 50-51.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
</table>
| CHEM& 242   | 4 credits | Organic Chemistry II  
NS - This is the second course for students planning to take three quarters of organic chemistry. Students develop a greater understanding of organic structure and transformation, especially of aromatic and carbonyl compounds. Concurrent enrollment in the lab component is required. Prerequisite(s): Co-enrollment in CHEM 254 (formerly CHEM 241) and completion of CHEM& 241 (formerly CHEM 237) with a grade of 2.0 or higher. |
| CINEM 201   | 5 credits | The American Cinema  
H - Students learn about American cinema by watching and analyzing films. Students use knowledge of production from historical, commercial, scientific, cultural and artistic perspectives to interpret and analyze movies. Prerequisite(s): Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101). |
| CHEM& 241   | 4 credits | Organic Chemistry I  
NS - This course is an introduction to the chemistry of carbon-containing compounds for students taking three quarters of organic chemistry. Students will learn the identification, structure and properties of the main types of organic compounds. Students will also develop an understanding of the chemical reactivity of hydrocarbons and alkyl halides using mechanistic approaches. Prerequisite(s): Completion of CHEM& 163 (formerly CHEM 162) with a grade of 2.0 or higher. |
| CHEM& 162   | 6 credits | General Chemistry with Lab II  
NS - This is the second course in a three-quarter sequence designed for science and engineering majors. Students apply concepts of atomic structure to understand and explain chemical bonding, shapes of molecules and intermolecular forces’ effect on chemical properties. Students will compare and contrast behavior of gases and liquids, especially solutions, and refine their understanding of the periodic table. Laboratory activities extend lecture concepts and emphasize experimental design, analysis and reasoning within the academic disciplines. Participation will sharpen students’ critical thinking skills, enhance their active learning strategies, improve their written and oral communication, and enable them to interact effectively in groups. In addition, College 101 will connect students to the variety of resources available at Cascadia. This course may be linked with another content course in order to integrate these skills within a disciplinary context. Note: Students are expected to take this course within the first 30 credits earned at Cascadia Community College. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100). |
| CHEM& 161   | 6 credits | General Chemistry with Lab I  
NS - This is the first course in a three-quarter sequence designed for science and engineering majors. Students will explore the structure and behavior of matter, describe chemical and physical properties and processes, examine mass and energy relationships and study historical approaches in chemistry to understand the scientific method. Laboratory activities extend lecture concepts, emphasize safety considerations, and apply critical thinking about experimental uncertainty. (LAB) Prerequisite(s): Completion of CHEM& 121 (formerly CHEM 120) or CHEM& 139 (formerly CHEM 139) with a grade of 2.0 or higher or high school chemistry within the previous three years; and completion of MATH& 141 (formerly MATH 110) or MATH 147 (formerly MATH 115) with a grade of 2.0 or higher. |
| CHEM& 163   | 6 credits | General Chemistry with Lab III  
NS - This is the third course in a three-quarter sequence designed for science and engineering majors. Students apply concepts of atomic structure to understand and explain chemical bonding, shapes of molecules and intermolecular forces’ effect on chemical properties. Students will compare and contrast behavior of gases and liquids, especially solutions, and refine their understanding of the periodic table. Laboratory activities extend lecture concepts and emphasize experimental design, analysis and reasoning within the academic disciplines. Participation will sharpen students’ critical thinking skills, enhance their active learning strategies, improve their written and oral communication, and enable them to interact effectively in groups. In addition, College 101 will connect students to the variety of resources available at Cascadia. This course may be linked with another content course in order to integrate these skills within a disciplinary context. Note: Students are expected to take this course within the first 30 credits earned at Cascadia Community College. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100). |
| COLL 100    | 5 credits | Study Strategies  
Success in college is the theme and content of this course. This is a focused course that introduces learners to the study skills, attitudes and coping strategies that lead to success in college. This course must be taken within the first 45 credits earned at Cascadia Community College. Prerequisite(s): Co-enrollment with ENGL 090 (formerly ENG 090). |
| COLL 101    | 3 credits | College Strategies  
Success in college is the theme of this course. College 101 will introduce students to Cascadia’s learning model and set them up for academic success in college. This course will introduce students to the culture of higher education and to particular ways of knowing and reasoning within the academic disciplines. Participation will sharpen students’ critical thinking skills, enhance their active learning strategies, improve their written and oral communication, and enable them to interact effectively in groups. In addition, College 101 will connect students to the variety of resources available at Cascadia. This course may be linked with another content course in order to integrate these skills within a disciplinary context. Note: Students are expected to take this course within the first 30 credits earned at Cascadia Community College. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100). |
| CINEM 221   | 5 credits | World Literature and Cinema  
CKR, DL, GS, H - Students learn about literature and cinema by reading fiction and dramas and analyzing cinematic adaptations. Students study the basic approach to literary and cinema analysis, scrutinize how writers and directors employ individual narrative techniques and devices to achieve artistic ends. Students read novels, short stories, and plays, view cinematic adaptations, debate the similarities and differences between narratives in different genres, and write formal and informal essays in response to the readings and cinematic adaptations. Note: Students may earn credit for CINEM 221 or ENGL 221 (formerly ENG 221) and must make their choice at the time of registration. Prerequisite(s): Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher. |
| CINEM 222   | 5 credits | World Literature and Cinema  
CKR, DL, GS, H - Students learn about literature and cinema by reading fiction and dramas and analyzing cinematic adaptations. Students study the basic approach to literary and cinema analysis, scrutinize how writers and directors employ individual narrative techniques and devices to achieve artistic ends. Students read novels, short stories, and plays, view cinematic adaptations, debate the similarities and differences between narratives in different genres, and write formal and informal essays in response to the readings and cinematic adaptations. Note: Students may earn credit for CINEM 221 or ENGL 221 (formerly ENG 221) and must make their choice at the time of registration. Prerequisite(s): Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher. |
### Communications Studies

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<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CMST 101</td>
<td>5</td>
<td>Introduction to Communication</td>
</tr>
<tr>
<td>CMST 203</td>
<td>5</td>
<td>Media in United States Society</td>
</tr>
<tr>
<td>CMST 211</td>
<td>5</td>
<td>Journalism/Media Writing</td>
</tr>
<tr>
<td>CMST 210</td>
<td>5</td>
<td>Small Group Communication - Leadership Dynamics</td>
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<tr>
<td>CMST 212</td>
<td>5</td>
<td>Acting - Scene Study</td>
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<tr>
<td>CMST 220</td>
<td>5</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>CMST 230</td>
<td>5</td>
<td>Small Group Communication - Leadership Dynamics</td>
</tr>
</tbody>
</table>

**Prerequisite(s):**
- Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher.
- Placement by testing in ENGL& 101 (formerly ENG 101).

**Description:**

**CMST 101 Introduction to Communication**

- H - Students will improve their ability to communicate informally and formally at home, work and school by applying communication principles learned in the course. Students will also learn to deliver effective short formal speeches based on individual research and personal experience. Students will practice communication abilities in conflict resolution, social perception, listening and nonverbal communication. Emphasis on presentation skills within a small group or public setting is also stressed in the course. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

**CMST 203 Media in United States Society**

- CRK - In this course, students become better consumers of information through an understanding of the media's history and cultural, economic and social impacts. Students will learn how the internet, television, radio, film and print media affect private and public life. They will be able to critically analyze the news and information flowing around them. Students will explore the legal, ethical, economic and commercial dimensions of mass communications, including First Amendment issues and career possibilities. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL 101 (formerly ENG 101).

**CMST 211 Journalism/Media Writing**

- HP - Explore the world of media studies. The media writing course introduces students to journalism through the various stages of news writing in different forms of media. Students will be involved in a workshop style course that focuses on gathering information, interviewing and writing for a variety of audiences. Participants should expect to be actively writing and researching stories in and out of class. The course also includes discussions and examinations of media topics and issues of ethics as they happen by viewing television news, reading local and national newspapers and viewing online news sources. Students will work with current news events and operate in a hands-on environment to gather and write their own news stories. Attention to revising, editing and proofreading is also included with a focus on Associated Press standards. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

**CMST 210 Small Group Communication - Leadership Dynamics**

- H - Students will improve their ability to apply theoretical frameworks of group communication and leadership dynamics in diverse group settings at home, work, and in the classroom. Moreover, by utilizing current communication theories and research, students will critically analyze their own and others’ communication effectiveness, and apply problem-solving and conflict resolution techniques. Students will engage in and conduct research for team and service learning projects, in order to learn actively and evaluate their leadership and group communication skills. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

**CMST 212 Acting - Scene Study**

- H - Continued study in the theory and practice of acting through monologue study. Students learn techniques to strengthen vocal, physical and emotional awareness and response while studying the foundational theories of acting. They particularly develop a deep understanding of the elements of characterization in relation to cultural, historical and economic background. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

**CMST 220 Public Speaking**

- H - In this course on formal public speaking, students learn to analyze audience and purpose in order to choose topic, organization, methods of development and style of speeches. Students will prepare and practice speeches that are videotaped for later evaluation. Students will also gain critical listening and persuasion abilities. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).
<table>
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<tr>
<th>COURSE DESCRIPTIONS</th>
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<tbody>
<tr>
<td><strong>ECONOMICS</strong></td>
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<tr>
<td>ECON 201 5 credits</td>
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<tr>
<td>Microeconomics</td>
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<tr>
<td>Q, SS, GS - This course examines the market system and the role of government in the economy. Students learn to analyze resource and income distribution, assess consumer and business behavior, and evaluate price determination and production cost. They will also be able to identify the economic and socio-political forces that impact consumer demand, business production, and exchange within both domestic and international markets. <strong>Prerequisite(s):</strong> Completion of MATH 095 with a grade of 2.0 or higher or placement by testing into MATH 141 (formerly MATH 110) or MATH 147 (formerly MATH 115). Placement by testing into ENGL 101 (formerly ENGL 101).</td>
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<tr>
<td>ECON 202 5 credits</td>
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<tr>
<td>Macroeconomics</td>
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<td>SS, GS - This course examines the national economy as a complex system of constituent parts. Students will learn to apply economic theory and acquire the tools to evaluate current economic issues as well as the causes and consequences of macroeconomic variables such as GDP, unemployment, business cycles, inflation, income distribution, economic growth, and development. Students will explore the interconnectedness between economic and socio-political issues as well as the important link between economic and political power and its influence on the processes and consequences of economic growth and development, including income distribution, welfare, equity, and environmental sustainability. <strong>Prerequisite(s):</strong> Completion of ECON 201 (formerly ECON 201) with a grade of 2.0 or higher. Completion of MATH 099 with a grade of 2.0 or higher or placement by testing. Completion of ENGL 100 (formerly ENGL 100) with a grade of 2.0 or higher or placement by testing into ENGL 101 (formerly ENGL 101).</td>
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<tr>
<td>ECON 250 5 credits</td>
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<tr>
<td>Introduction to the Global Economic Environment</td>
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<td>CKR, GS, SS - Modern business has no borders. The globalization of the world economy demands more than strong business skills; it also requires an in-depth understanding of international political, economic, environmental, and social issues, as well as a genuine appreciation of cultural differences. This course introduces students to this challenging environment and gives them the opportunity to explore current issues in global economics and management such as global trade, employment, global production and marketing. <strong>Prerequisite(s):</strong> Completion of ECON 201 (formerly ECON 201) and MATH 095 with a grade of 2.0 or higher or placement by testing into ENGL 101 (formerly ENGL 101) and MATH 141 (formerly MATH 110) or MATH 147 (formerly MATH 115).</td>
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<tr>
<td><strong>EDUCATION</strong></td>
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<tr>
<td>EDUC 102 5 credits</td>
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<tr>
<td>Field Experience in Education</td>
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<td>This course is designed to be an introduction to the teaching profession through an intensive internship experience, with a lecture/discussion component. It includes both theoretical and practical aspects of learning and teaching. Students will have an opportunity to observe their own interest in teaching as a career, gain an overview of issues that affect teachers from preschool through high school, and have the opportunity to interrogate their prior beliefs and assumptions about education.</td>
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<tr>
<td>EDUC 202 5 credits</td>
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<tr>
<td>Introduction to Education</td>
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<td>In this course students will explore the aims of education and the organization and structure of the teaching profession. Students will learn about the historical and philosophical foundations of education (primarily but not entirely from a U.S. perspective). We will analyze current trends in education to provide background on issues that affect today's teachers from preschool through high school. Students must complete 15 hours of field experience in a K-8 setting which requires a background check. <strong>Prerequisite(s):</strong> Completion of ENGL 090 (formerly ENGL 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENGL 100).</td>
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<td>ENGR 225 5 credits</td>
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<td>Mechanics of Materials</td>
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<td>NS - In this 5 credit course, students will analyze the basic theories of stress and strain and their application to the properties and behavior of engineering materials. They will develop an understanding of the subject through an examination of how specific geometry and loads, intrinsic material properties, and the fundamental constitutive relations governing material behavior in general can be used to predict how materials react to loads. Students will explore this behavior by modeling it in the context of realistic situations. Further, they will examine modes of material failure and learn strategies useful in predicting and preventing it. Technology will be integrated throughout the course, and a graphing calculator is required. <strong>Prerequisite(s):</strong> Completion of ENGR&amp; 114 (formerly ENGR 210) with grade of 2.0 or higher.</td>
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<td><strong>ENGINEERING</strong></td>
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<td>ENGR 214 5 credits</td>
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<tr>
<td>Statics</td>
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<td>In this 5-credit course, students will analyze forces acting on particles and rigid bodies in equilibrium. Topics will include force and moment resultants, free body diagrams, internal forces, friction, centroids, and moment of inertia. Emphasis will be placed on real-world applications and technology will be integrated throughout the course. A graphing calculator is required. <strong>Prerequisite(s):</strong> Completion of MATH &amp; 163 (formerly MATH 150) and PHYS&amp; 221 (formerly PHYS 121) with grades of 2.0 or higher.</td>
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<td>ENGR 215 5 credits</td>
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<tr>
<td>Dynamics</td>
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<td>NS - In this 5 credit course, students will analyze kinematics of particles, systems of particles, and rigid bodies; moving reference frames; dynamics of particles, systems of particles, and rigid bodies; equilibrium, energy, linear momentum, angular momentum. Emphasis will be placed on real-world applications and technology will be integrated throughout the course. A graphing calculator is required. <strong>Prerequisite(s):</strong> Completion of ENGR&amp; 114 (formerly ENGR 210) with grade of 2.0 or higher.</td>
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<tr>
<td><strong>ENGLISH FOUNDATIONS</strong></td>
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<td>EFUND 010 1-10 credits</td>
</tr>
<tr>
<td>English Fundamentals 1</td>
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<tr>
<td>This course introduces basic communication concepts. Exit goals are knowledge of the alphabet, making corrections when reading aloud, sight recognition of survival words, recognition of main ideas from read text or listening. Expositional goals are forming letters and numbers from memory, capitalization of “I”, copying correctly, and writing own name and address and simple sentences. Life applications include applying ideas from read material to life, completing simple forms and taking phone messages. <strong>Note:</strong> Credits for this course are not transferable, nor do they apply to any college degree or certificate. <strong>Prerequisite(s):</strong> Placement by testing in EFUND 010.</td>
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<tr>
<td>EFUND 020 1-10 credits</td>
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<tr>
<td>English Fundamentals 2</td>
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<td>This course builds basic communication concepts. Exit goals for information intake are reading/listening for a purpose, analyzing input for meaning and using new knowledge to build on and link to existing knowledge. Expositional goals are clarity in oral communication and writing for family needs, jobs and community roles. <strong>Note:</strong> Credits for this course are not transferable, nor do they apply to any college degree or certificate. <strong>Prerequisite(s):</strong> Successful completion of EFUND 010 or placement by testing in EFUND 020.</td>
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<tr>
<td>EFUND 030 1-10 credits</td>
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<tr>
<td>English Fundamentals 3</td>
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<tr>
<td>Students learn reading/listening for a purpose, reading independently on a regular basis, distinguishing between fact and opinion, analyzing paragraphs for meaning, and using new knowledge to assist in goal setting. Students also learn about clarity and appropriate form in oral communication, writing for a variety of life situations, and using technology to communicate. <strong>Note:</strong> Credits for this course are not transferable, nor do they apply to any college degree or certificate. <strong>Prerequisite(s):</strong> Successful completion of EFUND 020 or placement by testing in EFUND 030.</td>
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</table>
EFUND 036 5 credits
English Fundamentals 3 and Medical Terminology
Learners develop English Language skills through the study of basic medical terminology. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of EFUND 020 or placement by testing in EFUND 030.

EFUND 040 1-10 credits
English Fundamentals 4
Learners determine purpose in reading/listening, reflect on underlying meaning, and integrating new knowledge with prior knowledge. They also learn about the writing process with attention to detail and write longer, connected documents. Technology will be integrated. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of EFUND 030 or placement by testing in EFUND 040.

EFUND 046 5 credits
English Fundamentals 4 and Medical Terminology
Learners develop English Language skills through the study of basic medical terminology. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of EFUND 030 or placement by testing in EFUND 040.

EFUND 050 1-10 credits
English Fundamentals 5 (GED)
This course begins preparation for taking the GED examination. Learners determine purpose across disciplines in reading, analyze for concrete and abstract meaning, improve vocabulary, and practice reading. Learners write essays, and recognize and fix grammatical and construction errors. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Placement by testing in EFUND 050.

EFUND 060 1-10 credits
English Fundamentals 6 (GED)
This course prepares learners for taking their GED examination. Learners reading for understanding across the disciplines in reading, analyze for concrete and abstract meaning, improve vocabulary, and read under timed circumstances. Learners write essays, and recognize and fix grammatical and construction errors. Study and test taking strategies are also developed. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Placement by testing in EFUND 060.

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ENGLISH

ENGL 080 5 credits
College Problem Solving
After taking this class, learners will be able to solve problems they encounter in reading, studying, thinking, speaking and writing for college courses—as well as in their lives outside of college. By reading and writing about college-level stories, articles and books, students will improve their communication abilities. Prerequisite(s): Placement by testing in ENGL 080 (formerly ENG 080) or completion of EFUND 040.

ENGL 090 5 credits
College Culture and Thought
Students in this class will learn how areas of knowledge are organized in college and how the thinking and language in each is unique. Learners improve their abilities to read, write, ask questions, gather and evaluate information, think and solve problems at a college level. As a result of taking this course, students will be able to use an understanding of their learning strengths and interests to make good decisions in their college career. Note: This class may be offered in combination with COLL 100. Prerequisite(s): Completion of ENGL 080 (formerly ENG 080) with a grade of 2.0 or higher or placement by testing in ENGL 090 (formerly ENG 090).

ENGL 100 5 credits
College Reading and Writing
This course prepares students for successful college study. In the course, students will learn to read, comprehend and remember many types of material. Students will also be able to write essays and other assignments that reflect academic standards of organization, correctness and sophistication. In addition, they will learn to find, interpret and analyze information to use in their writing. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ENGL 101 5 credits
English Composition I
Equivalent to ENGL 101, this course helps students with an interest in technical fields learn how to make judgments and decisions about their own and others' communication. They will practice reading texts produced in their field of interest, developing strategies for interpreting, responding to, and making use of these texts in specific writing situations. They will develop and use a personalized process to produce correspond, reports, reviews, documentation and other technical documents that achieve identified purposes for identified audiences; a central focus of this practice is the production of original texts that are substantive and clearly organized and that achieve appropriate levels of correctness. This class is organized around a set of work-based scenarios established by the instructor. Prerequisite(s): Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing into ENGL& 101 (formerly ENG 101).

ENGL 102 5 credits
Composition II
Students learn how to develop ideas to guide research, to gather information from the library, Internet, experts and other sources, and to judge the quality of the information. They learn to use ideas from sources as evidence in essays and longer research projects, developing a more sophisticated approach to using sources to achieve identified purposes for identified audiences. Students continue ENGL 101 (formerly ENG 101)’s emphasis on developing well-organized, thoughtful essays. This class is organized around a theme chosen by the instructor. Prerequisite(s): Completion of ENGL& 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 111 5 credits
Introduction to Literature
H - This introductory literature course grows out of our assumption that fiction, poetry, drama, non-fiction and film help give voice to the human experience while giving poetic shape and meaning to our lives. Students will learn and practice skills for exploring and appreciating the meaning and effects of literature while at the same time encountering and interpreting texts’ relationships to their historical and cultural contexts. Class discussions and written essays will help students discover, express, and publish their own thoughts and learning about literature. Prerequisite(s): Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0.

ENGL 114 5 credits
Introduction to Drama
H - Students learn about world drama (with a focus on Western dramatic traditions) throughout history by reading plays from ancient to contemporary times. Students will be able to analyze works of drama using the historical, political, cultural and social context as well as the elements of dramatic literature and presentation. (Formerly: ENG 259) Prerequisite(s): Co-enrollment or completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing into ENGL& 101 (formerly ENG 101).
ENGL 221  5 credits
World Literature and Cinema
CCKR, DL, DS, H - Students learn about literature and cinema by reading fiction and dramas and analyzing cinematic adaptations. Students study the basic approach to literary and cinema analysis, scrutinize how writers and directors employ individual narrative techniques and devices to achieve artistic ends. Students read novels, short stories and plays, view cinematic adaptations, debate the similarities and differences between narratives in different genres, and write formal and informal essays in response to the readings and cinematic adaptations. **Note:** Students may earn credit for CINEMA 221 or ENGL 221 (formerly ENG 221) and must make their choice at the time of registration. **Prerequisites:** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 235  5 credits
Technical Writing
H - In this course, students develop the ability to compose and format clearly for a variety of professional and technical audiences. They learn how to research, organize, design and revise proposals, reports, user guides and other written products for a business/technical environment. **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 244  5 credits
American Literature I
H - Students explore the stories, images and meanings in literary works from a range of U.S. and other "American" cultures. Students will discover both universal and vastly different aspects of the human experience in the Americas from prehistory to the U.S. Civil War (though some texts written after 1865 may be included). They will also learn to analyze fiction, poetry, drama, non-fiction and/or film using cultural-historical context as well as literary elements. The course may focus on a theme chosen by the instructor. This course may be taken before or after or simultaneously with ENGL 254 (formerly ENG 254). **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 245  5 credits
American Literature II
H - Students explore the stories, images and meanings in literary works from a range of U.S. and other "American" cultures. Students will discover both universal and vastly different aspects of the human experience in the Americas from prehistory to the U.S. Civil War (though some texts written after 1865 may be included). They will also learn to analyze fiction, poetry, drama, non-fiction and/or film using cultural-historical context as well as literary elements. The course may focus on a theme chosen by the instructor. This course may be taken before or after or simultaneously with ENGL 244 (formerly ENG 251). **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 254  5 credits
World Literature I
CCKR, DS, H - Students explore pre-modern stories, images and meanings in literary works from a range of world cultures. In reading an array of world literature, students will discover both universal and diverse elements of the human experience before 1650 (though some texts written later may be included). They also learn to analyze fiction, poetry, drama, non-fiction and/or film using cultural-historical context and literary elements. The course may focus on a theme chosen by the instructor. This course may be taken before, after or simultaneously with ENGL 255 (formerly ENG 212). **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 255  5 credits
World Literature II
CCKR, DS, H - Students explore early Modern, Modern, and Post-Modern stories, images and meanings in literary works from a range of world cultures. In reading an array of world literature, students will discover both universal and diverse elements of the human experience since 1650 (though some texts written earlier may be included). They also learn to analyze fiction, poetry, drama, non-fiction and/or film using cultural-historical context and literary elements. The course may focus on a theme chosen by the instructor. This course may be taken before or after or simultaneously with ENGL 254 (formerly ENG 211). **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 271  5 credits
Intermediate Composition
H - In this class students build on writing abilities gained in ENGL 101 (formerly ENG 101) by further developing various strategies to compose longer expository essays. Students will refine their individual writing processes while improving their ability to express ideas cogently and with style. This class may be organized around a theme chosen by the instructor. **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 274  5 credits
Writing Poetry
H - This course helps students learn how to make judgments and decisions about their own and others' poetry, especially as it develops their own poetry practice. They will read a wide variety of poetry and critical/theoretical texts to gain an understanding of poetic perspectives and the role of poetry in different cultures and their own lives. Students learn about imitation, sound, the poetic line, given forms, rhythm and meter, diction, tone and voice, imagery and metaphor, revision, and other concepts of poetry writing. **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 277  5 credits
Introduction to Fiction Writing
H - Students choose to focus on writing the short story or novel and learn to make decisions about their own and others’ fiction, especially as it develops individual writing practices. The course emphasizes exploring a variety of literary elements and taking a narrative from start to finish. Students read a wide range of short stories and novels by multicultural writers to understand more clearly how different writers employ specific techniques, and to understand the role of fiction in different cultures and their own lives. Students’ “workshop” their stories and provide weekly critiques of their classmates’ stories and novel excerpts. **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGL 279  5 credits
Writing for Digital, Film and TV Arts
H - Students will be introduced to the narrative structure and elements of storytelling as used in film, video, gaming and educational media. Our process will build upon the three act film screenplay. Alternative forms will be explored with a dual emphasis on shared elements and idiosyncratic form-based challenges and expectations. Learning will integrate the literary forms with commercial expectations while developing an understanding of how to produce scripts that are emotionally fulfilling, creative and profitable. **Prerequisite(s):** Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

ENGLISH AS A SECOND LANGUAGE

ESL 010  1-15 credits
ESL Communication 1
This course introduces basic English communication concepts. Exit goals are knowledge of the alphabet and numeric symbols, copying information into simple forms, sight and hearing recognition of survival words, and responding to verbal yes/no questions. Expressional goals are forming letters and numbers from memory, copying correctly, and writing own name and address and writing simple sentences. Applications include applying ideas from read and spoken material to daily life, completing simple forms and responding to warning words like “poison” “stop,” etc. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Placement by testing in ESL 010.

ESL 020  1-15 credits
ESL Communication 2
ESL students progress from survival level to increasing flexibility in an English-speaking environment. Learners read, listen and respond to simple written requests and “w” questions. Students learn to use present, present progressive and future tenses, and accurately write simple words, which follow regular spelling conventions of English. Practical skills include time, simple directions and schedules, signs and maps, and vocabulary and phrases. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Successful completion of ESL 010 or placement by testing in ESL 020.
ESL 030 ESL Communication 3 1-15 credits
Learners build listening, reading, writing and speaking abilities. They will develop clarity and appropriate form in speaking and writing for a variety of life situations.
Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate.
Prerequisite(s): Successful completion of ESL 020 or placement by testing in ESL 030.

ESL 032 ESL Communication 3 - Writing 1-15 credits
This course is designed to help students learn the writing process, reduce grammatical and mechanical errors in writing, and produce English sentences with limited errors. It will build upon competencies taught in ESL Communications 030. Focused activities include using English grammar, understanding the mechanics of writing and using English dictionaries. Activities will increase students' abilities to write, build their knowledge base of the English language, and increase their vocabulary. Computer use will be required to complete some assignments. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of ESL 020 or placement by testing in ESL 030.

ESL 040 ESL Communication 4 1-15 credits
Learners will determine purpose in reading/listening and comprehension, adjust their reading strategies, analyze underlying meaning, and integrate new knowledge with prior knowledge. Also refine writing processes with attention to detail and develop the ability to write longer, connected documents. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of ESL 030 or placement by testing in ESL 040.

ESL 042 ESL Communication 4 - Writing 1-15 credits
This course is designed to help students learn the writing process, reduce grammatical and mechanical errors in writing, and produce well-written English sentences and paragraphs. It will build upon the competencies taught in ESL Communication 040. Focused activities include applying English grammar, the mechanics of writing and using English dictionaries. Activities will increase students' abilities to write, their knowledge base of the English language, and increase their use of vocabulary. Computer use will be required to complete some assignments. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of ESL 030 or placement by testing into ESL 040.

ESL 050 ESL Communication 5 1-15 credits
This course builds advanced communication concepts. Listening, observing, speaking, reading and writing are combined in a holistic approach to language acquisition for everyday use on the job, at home and in the community. Learners are exposed to language in various contexts and learn through discussion, presentation, and individual and group projects. Use of computer technology is interwoven with language acquisition. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of ESL 040 or placement by testing in ESL 050.

ESL 052 ESL Communication 5 - Writing 1-15 credits
This course is designed to help students continue to develop the writing process, reduce grammatical and mechanical errors in writing, and produce well-written English sentences and paragraphs that express complex ideas. Students will use their writing skills to author work for a variety of purposes. It will build upon the competencies taught in ESL communication 050. Focused activities include applying English grammar, the mechanics of writing and using English dictionaries. These activities will increase students' abilities to write, apply their knowledge base of the English language, and increase their use of vocabulary. Computer use will be required to complete some assignments. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of ESL 040 or placement by testing into ESL 050.

ESL 066 ESL 6 and Medical Terminology 5 credits
Learners develop English Language skills through the study of basic medical terminology. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Successful completion of ESL 050 or placement by testing into ESL 060.

ESL 080 College Communication I 1-10 credits
This course helps students further develop their English skills for successful study in college. Listening, observing, speaking, reading and writing are combined in a holistic approach to English language improvement. Learners will begin to understand English used in college courses in various subjects. Students increase English fluency through discussion, presentation, and individual and group projects. Use of computer technology is integrated. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Placement recommendation.

ESL 090 College Communication II 1-10 credits
In this course, learners will improve their ability to read, write, speak, listen, ask questions, gather and evaluate information, think, and solve problems at a college level. Students will be able to read and understand a wide array of texts, and they will write journals, essays, reports and other assignments. Students leave the course with an understanding of how the thinking and language in each college subject is unique. Note: Credits for this course are not transferable, nor do they apply to any college degree or certificate. Prerequisite(s): Placement recommendation.
Environmental Science

ENVS& 101 5 credits
Survey of Environmental Science
GS, NS - In this course, students examine Earth’s systems function and environmental change, both past and present, using a global perspective. Students gain a historical perspective of the natural changes and feedback mechanisms among Earth’s physical systems (lithosphere, atmosphere, hydrosphere) and biological systems (biosphere). Students then contrast these natural changes with human-induced changes to understand the complexity and mechanisms of human activities on the environment. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100). (LAB)

ENVIRONMENTAL TECHNOLOGY AND SUSTAINABLE PRACTICES

ETSP 101 5 credits
Intro to Environmental Technologies & Sustainable Practices
This is a survey course of environmental technologies and sustainable practices in business, manufacturing and in the home. Topics include waste management and recycling, pollution prevention, sustainable development, selection of environmentally-friendly materials, resources, supplies and processes, energy sourcing and management strategies, and environmental regulations. Includes addressing of social justice and triple bottom line issues. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ETSP 102 5 credits
Power Generation & Conventional Energy Systems
This course covers the generation, transmission and distribution of electrical power to large areas and presents the history, present status and trends in conventional energy systems and how they are integrated in modern society. Topics include performance and efficiency of different energy systems; utility grid management systems and strategies; methods for modeling distribution systems; economic aspects of power generation and distribution; energy metering, auditing and resource; management of current technologies and infrastructures; and the challenges of meeting the expanding consumer demand for energy. Prerequisite(s): Completion of PHYS 111; completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ETSP 120 5 credits
Solar Energy Systems
This course covers the basic principles and technologies that relate to solar energy systems, including radiation fundamentals, measurement, and data processing required to predict solar irradiance with respect to time, location and orientation. Students will receive an overview of current technologies and emerging trends in the application of solar energy systems; the different types of solar technologies, collectors and storage systems; the economics of solar energy systems; payback and life cycle costing; and basic design, installation and maintenance of these systems. Solar power ranging from the heat of the day to solar electric conversion technologies will be covered including Solar Electric (Photovoltaic); Thermal; and Heating, Cooling and Lighting (Active and Passive). Prerequisite(s): Completion of PHYS 111; completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ETSP 130 5 credits
Alternative Energy Generation Systems
This course presents current and emerging technologies related to wind, biomass, wave/tidal and geothermal energy systems, and their associated economics, challenges and policy issues. Topics include: the nature of wind energy, wind data, predictions and its seasonal influences; the various designs and performance of wind turbines and wind farms; biological and thermo-chemical methods for the conversion of biomass to biofuels; sustainability attributes and environmental impact; geothermal energy forces and geographic distribution; and sustainability and environmental impacts. Prerequisite(s): Completion of PHYS 111; completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).
ETSP 150  OSHA/WSHA for Electronic Trades  2 credits
This course provides a survey of OSHA’s and WSHA’s electrical standards and the hazards associated with electrical installations and equipment. Topics include single and three phase systems; cord and plug connected and fixed equipment; grounding; ground fault circuit interrupters; hazardous locations and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA/WSHA inspection procedures. Prerequisite(s): completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ETSP 160  Mechanic Lab  3 credits
The mechanical lab course is specifically devoted to solving mechanical design problems and applying practical methods of fabrication and testing using hands-on projects. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ETSP 161  Blueprint Reading  1 credit
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Students learn to interpret basic blueprints and visualize the features of a part. Students study construction relationships between architectural, structural, electrical and mechanical drawings, along with inspection procedure technique. Prerequisite(s): Completion of MATH 085, or placement by testing in MATH 095; completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

ETSP 180  AC/DC Lab  3 credits
The AC/DC lab course is specifically devoted to solving electrical design problems and applying practical methods of electrical fabrication and testing using hands-on projects. Prerequisite(s): Completion of MATH 095, or placement by testing in MATH&107 (formerly MATH 107), MATH&141 (formerly MATH 110) or MATH 147 (formerly MATH 115); completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100), or instructor permission. (LAB)

ETSP 190  Documenting & Reporting Energy Use  3 credits
This covers the elements of analyzing, modeling, documenting and reporting the energy usage of commercial buildings, processing and manufacturing facilities, and homes. Topics include building design and its impact on energy consumption; day lighting and natural ventilation; energy and thermal modeling; and best practices and standards that relate to energy documentation and reporting. Prerequisite(s): Completion of BIT 156 and completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL&101 (formerly ENG 101). (LAB)

ETSP 201  Environmental Regulations & Compliance  5 credits
This course will cover the codes, regulations, industry standards that are currently in place for sustainable energy buildings and Green Buildings, and related permitting processes and issues. Evaluation of a building style and the energy efficient materials used in its construction will be included. SEPA regulations and related codes will be included. Prerequisite(s): Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL&101 (formerly ENG 101).
ETSP 297 ETSP Work-Based Learning II
The student will identify an opportunity for a paid internship or related employment that matches both the outcomes of the student’s program and their interests. This course is normally taken in the final year of a program and should give the student experience that will assist them to find appropriate employment. Together with an instructor, the student will complete a written contract that specifies the learning outcomes as well as defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

ETSP 298 ETSP Special Topics II
The course permits an individual student or a class of students to investigate current and relevant topics in Environmental Technology and Sustainable Practice. The content, format and delivery vary depending upon the topics and the quarter. Prerequisite(s): Instructor permission.

ETSP 299 Service Learning in ETSP II
Service Learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply technology and/or scientific skills and expertise in a community setting. The student(s) will be involved in defining the project scope and will be required to travel off-campus to the service site. Prerequisite(s): Instructor permission.

FRENCH
For course listings see World Language

GEOGRAPHY

GEOG 120 Regional Environments and Peoples
NS - This course introduces the basic physical and environmental processes responsible for shaping the Earth’s surface as well as geographic tools used for analysis. Specific regions of the world are then studied in order to establish relationships between the people that live in those regions and the natural world that surrounds them. Prerequisite(s): Completion of ENGL 100 (formerly ENG 101) with a grade of 2.0 or higher or placement by testing into ENGL& 101 (formerly ENG 101).

GEOLOGY

GEOL& 101 Introduction to Physical Geology
NS - Students will study the structure of the solid Earth and the physical processes which produce change. The class will stress environmental concerns as they relate to geology. Recent discoveries and observational techniques will be discussed, and students will apply geologic concepts in laboratory activities and simulations and take part in field investigations. Prerequisite(s): Completion of Math 075 with a grade of 2.0 or higher. (LAB)

GEOL 230 Geology of the Northwestern United States
NS - This geology course is conducted in the field. Students will travel to various national parks and monuments in order to study the unique and varying geology of the Northwestern United States. Surface features, unique rock and mineral formations, and the physical processes that created them will be studied. The class is a combination of lectures, guided field investigation, field mapping and sampling, and reflection. (LAB)

GLOBAL STUDIES

GS 150 Globalization, Culture & Identity
GS, H - This course introduces students to the dynamics of identity, culture and globalization in the United States by examining issues such as race, class, and gender. Students examine their own identities and culture groups in order to understand the tensions between local ways of life with deep historical, linguistic, ethnic, and religious roots and global pressures for pluralism. Using work drawn from the humanities, social sciences, and sciences, students assess how their local identity, including such things as gender, disability, sexuality, race, ethnicity, class, and spirituality, is negotiated in the era of neocolonialism and globalization.

GS 220 Global Studies: Regional History & Culture
CRK, HS, SS - Using a world systems approach, this course studies the social, economic, political, intellectual, and artistic achievements of civilizations from the emergence of complex societies through the end of the ancient world (c. 700 C.E.). Students will obtain a global perspective by studying different worldviews and social institutions, as well as great systems of thought, religion, science and art as they evolved through this historical period. Students will critically examine primary source material, such as written texts, artistic productions and archeological evidence as a complement to information gleaned from secondary sources. Courses in the World Civilizations series (126, 127, 128) may be taken independently and in any order. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HISTORY

HIST& 126 World Civilizations I
CKR, GS, H, SS - This course examines the social, economic, political, intellectual and artistic achievements of civilizations from the emergence of complex societies through the end of the ancient world (c. 700 C.E.). Students will obtain a global perspective by studying different worldviews and social institutions, as well as systems of thought and religion as they evolved through this historical period. Students will critically examine primary source material, such as written texts, artistic productions and archeological evidence as a complement to information gleaned from secondary sources. Courses in the World Civilizations series (126, 127, 128) may be taken independently and in any order. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST& 127 World Civilizations II
CKR, GS, H, SS - This course examines the social, economic, political, intellectual and artistic achievements of pre-modern and early modern world civilizations from c.700 C.E. to 1800 C.E. Students will gain a global perspective by studying different worldviews and social institutions, as well as great systems of thought, religion, science and art as they evolved through this historical period, laying the foundations of the modern world. The increasingly global interaction of cultures in both positive and enriching, and conversely, negative and exploitative ways will also be emphasized. Students will critically examine primary source material, such as written texts, artistic productions and archeological evidence as a complement to information gleaned from secondary sources. Courses in the World Civilizations series (126, 127, 128) may be taken independently and in any order. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST& 128 World Civilizations III
CKR, GS, H, SS - Using a world systems approach, this course studies the social, economic, political, intellectual and artistic achievements of civilizations in Africa, the Americas, Asia and the Pacific, and Europe in the twentieth century. The course focuses on contemporary world political systems and ideologies, war and revolution, colonization and decolonization, and the rise and fall of superpowers, and how these changes have impacted art and literature. Students will acquire a global perspective through transnational exploration of human values, cultures and institutions. Courses in the World Civilizations series (126, 127, 128) may be taken independently and in any order. (Currently: HIST 113) Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing into ENGL 100 (formerly ENG 100).
HIST 146  United States History I  5 credits
CKR, SS - Examines the creation and evolution of the United States beginning with pre-contact native peoples and continuing through the early years of the 19th century. The course focuses on key figures, events and eras and explores important themes and issues relevant to the nation's historical development, including Native American societies, colonization, slavery, the revolutionary era, establishment of the Constitution, and the early years of the republic. Students will develop historical thinking skills and draw conclusions from contradictory primary sources and historical interpretations. The diverse history of the nation will be emphasized by examining individual cultures, their interactions, and the challenges faced by multicultural America. Courses in the United States History series (146, 147, 148) may be taken independently and in any order. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST 147  United States History II  5 credits
CKR, SS - Examines the history of the United States from the early years of the republic through the Nineteenth Century. The course focuses on key figures, events and eras, and explores important themes and issues relevant to the nation's historical development, including the early years of the republic, revolutionary changes in transportation and the economy, Manifest Destiny and western expansion/conquest, slavery, the Civil War and Reconstruction, the rise of industry and labor, and Imperialism. Students will develop historical thinking skills and draw conclusions from contradictory primary sources and historical interpretations. The diverse history of the nation will be emphasized by examining individual cultures, their interactions, and the challenges faced by multicultural America. Courses in the United States History series (146, 147, 148) may be taken independently and in any order. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST 148  United States History III  5 credits
CKR, SS - This course examines the history of the United States from the start of the 20th century to the present. The course focuses on key figures, events and eras, and explores important themes and issues relevant to the nation's historical development, including the Progressive era, World Wars I and II, the Great Depression and New Deal, the Cold War, Civil Rights, the Vietnam War, and beyond. Students will develop historical thinking skills and draw conclusions from contradictory primary sources and historical interpretations. The diverse history of the nation will be emphasized by examining individual cultures, their interactions, and the challenges faced by multicultural America. Courses in the United States History series (146, 147, 148) may be taken independently and in any order. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST 150  Multicultural United States History  5 credits
CKR, SS - Examines the multicultural history of the United States from pre-European contact with North America to the present. The contributions and experiences of various peoples will be explored as they interact with the historical manifestations of power, inequality, and resistance. Students will develop historical thinking skills and draw conclusions from contradictory primary sources and historical interpretations as they examine the history of American diversity and the creation of a pluralistic society. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST 210  Islamic Civilization  5 credits
CKR, SS - This course introduces students to major developments in Islamic civilization from the advent of Islam to the present. It examines the basic principles of the Islamic religion, and how Islam has been experienced in different parts of the Islamic world and throughout history. The course explores the ways in which the religion of Islam has been embraced and practiced by diverse cultures of the globe including those found in Africa, Asia (including the Middle East), Europe and the Americas. Furthermore, the course explores how Islam has influenced conceptions of authority, law, philosophy, science, mathematics, literature and art. Finally, the course will examine variations in the status of women within Islamic civilization, both across time and in different cultural and socioeconomic settings. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST 214  Pacific Northwest History  5 credits
CKR, SS - Studies the evolution and development of the Pacific Northwest beginning with Native American societies and settlements. Major themes include: cultures meeting and in conflict, exploration and settlement, American expansion, economic exploitation, radical labor movements, role in the World Wars, and contemporary issues in a changing economy and multicultural society. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

HIST 262  US Foreign Relations in the 20th Century  5 credits
GS, SS - Examines the global dimensions of United States history in the 20th Century. The course focuses on key figures, events and eras, and explores important themes and issues relevant to the nation's foreign relations including the rise to global power, the nation's participation in two world wars, the Cold War, the war in Vietnam, various global interventions, and terrorism. Students will develop historical thinking skills and draw conclusions from contradictory primary sources and historical interpretations. Prerequisite(s): Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).
Cascadia Community College

**COURSE DESCRIPTIONS**

**HUMAN 196 1-5 credits**
**Humanities Individualized Project I**

Students will research and produce or perform a project in a humanities subject or an interdisciplinary topic emphasizing the humanities in some way. The content, learning outcomes and assessment methods of the project are developed by the supervising instructor and student(s). Prerequisite(s): Instructor permission.

**HUMAN 197 1-5 credits**
**Humanities Internship I**

The student will identify an opportunity for an internship or volunteer prospect that matches both the outcomes of the program and the student’s interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes and defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

**HUMAN 198 1-5 credits**
**Special Topics in Humanities I**

The instructor, possibly in collaboration with students, designs course content, activities and learning outcomes that address a new topical or thematic approach to the humanities. Students will develop learning, thinking, communicating and interacting abilities. Prerequisite(s): Instructor permission.

**HUMAN 199 1-5 credits**
**Service Learning in Humanities I**

Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply skills and expertise from the humanities in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. Prerequisite(s): Instructor permission.

**HUMAN 296 1-5 credits**
**Humanities Individualized Project II**

Students will research and produce or perform a project in a humanities subject or an interdisciplinary topic emphasizing the humanities in some way. The content, learning outcomes, and assessment methods of the project are developed by the supervising instructor and student(s). Prerequisite(s): Instructor permission.

**HUMAN 297 1-5 credits**
**Humanities Internship II**

The student will identify an opportunity for an internship or volunteer prospect that matches both the outcomes of the program and the student’s interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes and defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

**HUMAN 298 1-5 credits**
**Special Topics in Humanities II**

The instructor, possibly in collaboration with students, designs course content, activities and learning outcomes that address a new topical or thematic approach to the humanities. Students will develop learning, thinking, communicating and interacting abilities. Prerequisite(s): Instructor permission.

**HUMAN 299 1-5 credits**
**Service Learning in Humanities II**

Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply skills and expertise from the humanities in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. Prerequisite(s): Instructor permission.

**ELP 010 1-5 credits**
**Reading 1**

Reading 1 is designed to introduce basic reading skills in English. Students learn to apply reading skills through discussions and exercises. The course emphasizes reading excerpts from basic texts, analyzing information from tables and graphs, and making inferences. Additional practice in note-taking, summarizing, inferring the meaning of vocabulary from context, and using the dictionary is provided. Students read passages with a variety of topics and purposes, including reading for pleasure. Prerequisite(s): Admission to International Program. Successful completion of ELP 010 with a minimum grade of 2.0 or higher or English placement test score.

**ELP 011 1-5 credits**
**Grammar 1**

Grammar 1 is designed to build knowledge of basic grammatical rules and practices. Students will develop skills through grammar exercises and authentic materials. Prerequisite(s): Admission to International Program. Successful completion of ELP 011 with a minimum grade of 2.0 or higher or English placement test score.

**ELP 012 1-5 credits**
**Writing 1**

This course is designed to develop basic writing skills. Students will use their writing skills to produce a variety of purposes. Class activities will increase students’ abilities in and knowledge of English grammar, paragraph structure, and vocabulary. Prerequisite(s): Admission to International Program. Successful completion of ELP 012 with a minimum grade of 2.0 or higher or English placement test score.

**ELP 014 1-5 credits**
**Speaking & Listening 1**

Speaking and Listening 1 is designed to develop basic speaking and listening skills in English, as well as skills in US cultural competence. Students will improve their ability to make simple descriptions and ask and answer questions about simple daily life topics. Students will develop their comprehension, language use, pronunciation, critical thinking, and study skills. Prerequisite(s): Admission to International Program. Successful completion of ELP 014 with a minimum grade of 2.0 or higher or English placement test score.

Courses with an ampersand (&) in the course number indicate that the course is common within all community and technical colleges. For more information on Common Course numbering, please see pages 50-51.
ELP 030  
**Reading 3**  
1-5 credits  
Reading 3 is designed to develop intermediate reading skills in English. It builds upon the competencies taught in ELP 020. Students learn to apply reading skills through discussion and exercises. The course emphasizes reading excerpts from intermediate texts, analyzing information from tables and graphs, and making inferences. Additional practice in note-taking, summarizing, inferring the meaning of vocabulary from context, and using the dictionary is provided. Students read passages with a variety of topics and purposes, including reading for pleasure. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 020 with a minimum grade of 2.0 or higher or English placement test score.

ELP 031  
**Grammar 3**  
1-5 credits  
Grammar 3 is designed to build knowledge of basic and intermediate structural rules of English. It builds upon the competencies taught in ELP 021. Students will develop skills through grammar building exercises and authentic materials. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 021 with a minimum grade of 2.0 or higher or English placement test score.

ELP 032  
**Writing 3**  
1-5 credits  
This course is designed to develop basic and intermediate academic writing skills. It builds upon the competencies taught in ELP 022. Students will use their writing skills to author sentence-length and paragraph-length work for a variety of purposes. Class activities will increase students’ abilities in and knowledge of English grammar, paragraph structure, and vocabulary. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 022 with minimum grade 2.0 or English placement test score.

ELP 034  
**Speaking and Listening 3**  
1-5 credits  
Speaking and Listening 3 is designed to develop intermediate academic speaking and listening skills in English for success in college classes, as well as skills in US cultural competence. It builds upon the competencies taught in ELP 024. Students will improve their ability to make descriptions and narrations and ask and answer questions about a wide range of topics. Students will further develop their comprehension, language use, pronunciation, critical thinking, and study skills. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 024 with minimum grade 2.0 or English placement test score.

ELP 040  
**Reading 4**  
1-5 credits  
Reading 4 is designed to develop high intermediate academic reading skills in English. It builds upon the competencies taught in ELP 030. Students learn to apply reading skills through discussions and exercises. The course emphasizes reading excerpts for high intermediate and pre-college texts, analyzing information from tables and graphs, and making inferences. Additional practice in note-taking, summarizing, inferring the meaning of vocabulary from context, and using the dictionary is provided. Students read passages with a variety of topics and purposes, including reading for pleasure. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 030 with a minimum grade of 2.0 or higher or English placement test score.

ELP 041  
**Grammar 4**  
1-5 credits  
Grammar 4 is designed to build knowledge of high intermediate structural rules of English. It builds upon the competencies taught in ELP 031. Students will develop skills through grammar building exercises and authentic materials. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 031 with minimum grade 2.0 or higher or English placement test score.

ELP 042  
**Writing 4**  
1-5 credits  
This course is designed to develop high-intermediate academic writing skills for success in college classes. It builds upon the competencies taught in ELP 032. Students will use their writing skills to author paragraph-length work for a variety of purposes. Class activities will increase students’ abilities in and knowledge of English grammar, paragraph structure, and vocabulary. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 032 with minimum grade 2.0 or English placement test score.

ELP 044  
**Speaking and Listening 4**  
1-5 credits  
Speaking and Listening 4 is designed to develop high-intermediate academic speaking and listening skills in English for success in college classes, as well as skills in US cultural competence. It builds upon the competencies taught in ELP 034. Students will improve their ability to make descriptions and narrations and ask and answer questions about a wide range of topics. Students will further develop their comprehension, language use, pronunciation, critical thinking, and study skills. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 034 with minimum grade 2.0 or English placement test score.

ELP 050  
**Reading 5**  
1-5 credits  
Reading 5 is designed to develop advanced academic reading skills in English. It builds upon the competencies taught in ELP 040. Students learn to apply reading skills through discussions and exercises. The course emphasizes reading excerpts from college level texts, analyzing information from tables and graphs, and making inferences. Additional practice in note-taking, summarizing, inferring the meaning of vocabulary from context, and using the dictionary is provided. Students read passages with a variety of topics and purposes, including reading for pleasure. **Prerequisite(s):** Admission to International Program. Successful completion of ELP 040 with a minimum grade of 2.0 or higher or English placement test score.
Cascadia Community College

**JAPANESE**

For course listings see World Languages

**MATH FOUNDATIONS**

**MFUND 010**  1-10 credits

Math Fundamentals 1

This course introduces basic mathematical concepts. Upon exit, learners will be able to identify, count, order, add and subtract whole numbers. Learners will apply these skills to personal scheduling, working with number in pictures and symbols, identifying coinage and comparison shopping. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Placement by testing or by instructor permission.

**MFUND 020**  1-10 credits

Math Fundamentals 2

This course teaches basic mathematical concepts. Upon exit, learners will be able to identify place value, use whole number operations in addition, subtraction and multiplication. Learners will apply these skills to a wide variety of real-life situations. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Completion of MFUND 010 or placement by testing in MFUND 020.

**MFUND 030**  1-10 credits

Math Fundamentals 3

This course introduces basic mathematical concepts. Upon exit, learners will be able to do whole number division. Learners will be able to apply these skills to activities like figuring out unit price and cost, hourly wages and portion scaling. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Completion of MFUND 020 or placement by testing in MFUND 030.

**MFUND 040**  1-10 credits

Math Fundamentals 4

This course introduces basic mathematical concepts. Upon exit, learners will be able to use fractions and decimals. Life applications span a wide variety of situations involving American and metric measure, money and portioning. Learners will express answers as estimations as well as exact numbers. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Completion of MFUND 030 or placement by testing in MFUND 040.

**MFUND 050**  1-10 credits

Math Fundamentals 5 (GED)

This course introduces basic mathematical concepts. Learners begin preparation for GED testing. Upon exit, learners will be able to apply mathematical concepts and procedures to make estimates, solve problems using provided formulas and use percents in word problems. Typical applications involve credit and finance situations and simple geometric formula problems. Use of calculators will be integrated into the course. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Placement by testing in MFUND 050.

**MFUND 060**  1-10 credits

Math Fundamentals 6 (GED)

This course introduces basic mathematical concepts. Learners complete preparation for GED testing. Upon exit, learners will be able to apply mathematical concepts and procedures to make estimates, solve problems using provided formulas, read bar and circle graphs, and use ratio and proportion in word problems. Use of calculators will be integrated into the course. Test taking and study strategies will also be practiced. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Completion of MFUND 050 or placement by testing in MFUND 060.

**MATH 075**  5 credits

Pre-Algebra

A review of basic mathematical concepts and introduction of algebraic and geometric notation, rules and concepts form the content of this course. Learners will move from using arithmetic to abstract representations. Learning to study math successfully, gaining confidence in approach and accuracy, and using a variety of ways of thinking about a single situation are outcomes for learners who take this course. Applications to real life are emphasized. **Note:** Credits for this course are not transferable, nor do they apply to any college degree or certificate. **Prerequisite(s):** Placement by testing or completion of MFUND 040. Placement in or completion of ENGL 080 (formerly ENG 080) with a grade of 2.0 or higher.

**MATH 085**  5 credits

Elements of Algebra

This course introduces algebraic thinking and manipulation. Real number properties are reviewed. Students will solve linear equations and application problems involving geometric formulas, motion, and money; graph linear equations; simplify, factor, and expand algebraic expressions; working with exponents and scientific notation. Students will learn essential graphing calculator skills, and success in mathematics. This class has a pass/fail grading scheme. **Prerequisite(s):** Co-enrollment with MATH 075, MATH 085, or MATH 095.

**MATH 097**  2 credits

Math Success Tutorial

Students will explore problem-solving strategies that will supplement their pre-college level Math class. Students will review major concepts of their math course through extra lecture time, self-paced computer programs, working problems, and discussion with their instructor and peers. Emphasis will be on developing techniques and resources that promote confidence and success in mathematics. This class has a pass/fail grading scheme. **Prerequisite(s):** Co-enrollment with MATH 075, or MATH 095.

**MATH 103**  2 credits

Introduction to Graphing Calculators

This 2-credit class prepares students to use graphing calculators in college-level mathematics classes. Students will learn essential graphing calculator skills, compare advantages and disadvantages of calculator methods versus traditional methods, explore alternative ways of achieving desired results, resolve error messages, and perform assessment activities to demonstrate learning. **Prerequisite(s):** Completion of MATH 085 with a grade of 2.0 or higher or placement by testing in MATH 095.

**MATH & 107**  5 credits

Mathematics in Society

1Q - This terminal mathematics course is designed for liberal and fine arts students. Functions are investigated graphically, numerically, symbolically, and verbally. Additional topics may include working with probability, statistics, logic, series, sequences, geometry, systems of equations, graph theory, and fractals. Learners will work in teams on applications and examples relevant to humanities, social sciences and education. Content emphasis is on problem solving and quantitative reasoning. Technology is integrated throughout the course. Students communicate results in oral and written form. A graphing calculator is required. See syllabus for specific calculator recommendations. **Prerequisite(s):** Completion of MATH 095 with a grade of 2.0 or higher or placement by testing in MATH & 107 (formerly MATH 107). Completion of ENGL 100 (formerly ENGL 101) with a grade of 2.0 or higher or placement by testing in ENGL & 101 (formerly ENGL 101).
MATH 121 5 credits
Math for Elementary Education I
NS,Q - This 5-credit course is one quarter of the 3-quarter mathematics for elementary education sequence. Prospective or practicing elementary school teachers will investigate problem solving techniques and number theory related to topics taught at the K-8 level. Topics will include problem solving, set theory, number theory, measurement, and the use of technology. Prerequisite(s): Completion of MATH 095 with a grade of 2.0 or higher or placement by testing in MATH 121. Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

MATH 122 5 credits
Math for Elementary Education II
NS,Q - This 5-credit course is one quarter of the 3-quarter mathematics for elementary education sequence. Prospective or practicing elementary school teachers will investigate problem solving techniques and geometry related to topics taught at the K-8 level. Topics will include problem solving, geometry and its applications, measurement, and the use of technology. Prerequisite(s): Completion of MATH 095 with a grade of 2.0 or higher or placement by testing in MATH 122. Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

MATH 123 5 credits
Math for Elementary Education III
NS,Q - This 5-credit course is one quarter of the 3-quarter mathematics for elementary education sequence. Prospective or practicing elementary school teachers will investigate problem solving techniques, probability, and statistics related to topics taught at the K-8 level. Topics will include problem solving, the real number system and its subsystems, basic probability, basic statistics, and the use of technology. Prerequisite(s): Completion of MATH 095 with a grade of 2.0 or higher or placement by testing into MATH 123. Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing into ENGL& 101 (formerly ENG 101).

MATH& 141 5 credits
Precalculus I
Q - This 5-credit college-level math course is for students intending to pursue coursework in mathematics, natural sciences, or engineering. This course builds upon the base of MATH 095 (Intermediate Algebra) and assumes that the student plans on taking MATH& 142 (formerly MATH 120) (Pre-calculus 2). Relations and functions are investigated in graphic, numeric, symbolic, logarithmic, polynomial, power and rational functions. Special topics may include systems of linear and non-linear equations. Applications are investigated primarily from a science and engineering perspective. Students communicate results in oral and written form. Technology is integrated throughout the course. A graphing calculator is required. See syllabus for specific calculator recommendations. Prerequisite(s): Completion of MATH 095 with a grade of 2.0 or higher and placement by testing in ENGL& 101 (formerly ENG 101).

MATH& 142 5 credits
Precalculus II
NS,Q - This 5-credit course is the second half of a two-course sequence designed to prepare students for calculus with an emphasis on those topics and applications most appropriate for a science and engineering curriculum. Topics are investigated graphically, numerically, symbolically, and verbally. These topics include trigonometric functions, equations, identities, vectors, polar coordinates, parametric equations, and complex numbers. Students will model periodic, real-world problems. Technology is integrated throughout the course and a graphing calculator is required. Note: This class meets the quantitative or symbolic reasoning requirement. Prerequisite(s): Completion of MATH& 141 (formerly MATH 110) with a grade of 2.0 or higher or placement by testing in MATH& 142 (formerly MATH 120). Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

MATH& 146 5 credits
Introduction to Statistics
NS,Q - This course provides an algebra-based interdisciplinary introduction to the core concepts of statistics and probability. Primary focus will be on- but not limited to- business and social science applications. Learners will be introduced to various forms of descriptive statistics. Learners will also gain understanding of the basic tools of statistical inference and analysis while examining data, experiments and readings in their field of study. Emphasis is on interpretation over calculation, and needed technology will be taught along with the subject matter. A graphing calculator is required. Prerequisite(s): Completion of MATH 095 with a grade of 2.0 or higher or placement by testing in MATH& 146 (formerly MATH 115). Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

What Math Class Is Right for Me?

- **If your goal is to earn an associate's degree** at Cascadia Community College, you must complete courses that fulfill the Quantitative or Symbolic Reasoning (QSR) requirement that is listed for the degree. All QSR courses have prerequisites and/or placement requirements. Students should complete a COMPASS placement exam to find the best place to start.

- **If your goal is to earn a four-year degree** in humanities or communications, you may take MATH& 107 Math in Society. If that is your goal, but math is a concern for you, MATH& 146 Introduction to Statistics is another option for you to meet your math requirements.

- **If your goal is to earn a four-year degree** in a science-related field, take MATH& 141 Precalculus I and then MATH& 142 Precalculus II. MATH& 141 fulfills the QSR requirement.

- **If your goal is to earn a four-year degree** in business or a social science field, take MATH 147 Finite Math. This course fulfills the QSR requirement and leads to MATH 148 Business Calculus.

- If your goal is to earn an AAS-T degree please refer to the specific requirements listed for each degree.

DESIGNATION KEY
C = Continuous Enrollment, CRK = Cultural Knowledge Requirement, DL = Dual-Listed, H = Humanities, GS = Global Studies, HP = Humanities Performance, LAB = Lab, NS = Natural Science, Q = Quantitative Reasoning, SS = Social Science
Cascadia Community College

COURSE DESCRIPTIONS

MATH& 148 Business Calculus
NS,Q - This 5 credit course provides an interdisciplinary introduction to the core concepts of calculus with a primary focus on applications from disciplines of economics and the social sciences. The content is applications in differential, integral and multivariable calculus with an introduction to The Fundamental Theorem of Calculus. Learners will continue to refine their independent study skills, cooperative problem solving, logically correct and mathematically precise writing and thinking, and their ability to use geometric, symbolic and analytic formats in presenting solutions to both abstract and real world applications. Technology in integrated throughout the course and a graphing calculator is required. Prerequisite(s): Completion of MATH 147 (formerly MATH 115) with a grade of 2.0 or higher or placement by testing. Completion of ENGL 100 (formerly ENGL 100) with a grade of 2.0 or higher or placement by testing in ENGL & 101 (formerly ENG 101).

MATH& 151 Calculus I
NS, Q - Provides an interdisciplinary introduction to the core concepts of differential calculus with a primary focus on applications from the disciplines of math, computer science and the physical sciences. Content includes both applications and theory of differential calculus leading to an introduction of The Fundamental Theorem of Calculus. Learners will continue to refine independent study skills, cooperative problem solving, logically correct and mathematically precise writing and thinking, and their ability to use geometric, symbolic and analytic formats in presenting solutions to both abstract and real world applications. Classroom activities will include lecture/discussion and group work. Students will communicate their results in oral and written form. Graphing calculator required. Prerequisite(s): Completion of MATH & 142 (formerly MATH 120) with a grade of 2.0 or higher or placement by testing in MATH & 151 (formerly MATH 130), and placement by testing in ENGL & 101 (formerly ENG 101).

MATH& 152 Calculus II
NS, Q - Primary content is integral calculus including applications of The Fundamental Theorem of Calculus and separable differential equations. Learners will continue to refine independent study skills, cooperative problem solving, logically correct and mathematically precise writing and thinking, and their ability to use geometric, symbolic and analytic formats in presenting solutions to both abstract and real world applications. Prerequisite(s): Completion of MATH & 151 (formerly MATH 130) with a grade of 2.0 or higher and completion of ENGL & 100 (formerly ENG 100) with a grade of 2.0 or higher or placement into ENGL & 101 (formerly ENG 101).

MATH& 163 Calculus III
NS,Q - Content includes infinite sequences and series, differentiation and integration in polar coordinates, introduction to parametric equations, and vectors in two and three dimensions. Multiple integrals and partial derivatives with applications that include optimization, volume and the gradient are central to this course. Learners will continue to refine independent study skills, cooperative problem solving, logically correct and mathematically precise writing and thinking, and their ability to use geometric, symbolic and analytic formats in presenting solutions to both abstract and real world applications. Prerequisite(s): Completion of MATH & 152 (formerly MATH 140) with a grade of 2.0 or higher and completion of ENGL & 100 (formerly ENG 100) or placement into ENGL & 101 (formerly ENG 101) with a grade of 2.0 or higher.

MATH 196 Mathematics Individualized Project I
Students will research and produce or perform a project in mathematical or an interdisciplinary topic emphasizing mathematics applications. The content, learning outcomes, and assessment methods of the project are developed by the supervising instructor and student(s). Prerequisite(s): Instructor permission.

MATH 197 Mathematics Internship I
The student will identify an opportunity for an internship or volunteer prospect that matches both the outcomes of the students program and their interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes and defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

MATH 198 Special Topics in Mathematics I
The instructor, possibly in collaboration with students, designs course content, activities and learning outcomes that address a new topical or thematic approach to mathematics. Students will develop learning, thinking, communicating and interacting abilities. Prerequisite(s): Instructor permission.

MATH 199 Service Learning in Mathematics I
Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply scientific skills and expertise in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. Prerequisite(s): Instructor permission.

MATH 208 Linear Algebra
NS,Q - An introduction to matrices, systems of equations, vector spaces, linear transformations, and eigenvalues. Learners will become familiar with the vocabulary of linear algebra, will develop conceptual understanding of the important topics, will use technology to implement their investigations, and will analyze and communicate how the concepts can be applied to real-world situations. A graphing calculator is required. Prerequisite(s): Completion of MATH & 152 (formerly MATH 140) with a grade of 2.0 and completion of ENGL & 101 (formerly ENG 101) with a grade of 2.0 or higher.

MATH 214 Discrete Math
NS - This course develops the language, concepts, techniques, and applications of discrete mathematics appropriate for a range of disciplines from computer science to secondary education. The content includes number systems, sets, logic, Boolean algebra, functions, combinatorics, graph theory, and algorithms. Learners will develop applied mathematical thinking, team skills, and the ability to express math in many forms while working with both abstract and computing applications. Prerequisite(s): Completion of Math 120 with a grade of 2.0 or higher or placement by testing in MATH & 151 (formerly MATH 130), completion of ENGL & 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL & 101 (formerly ENG 101).

MATH 235 Statistics in Engineering and Science
NS - This course provides a calculus-based interdisciplinary introduction to the basic theory of statistics and probability. Topics include descriptive statistics, conditional probability, independence, random variables, distribution functions, sampling errors, confidence intervals, least squares, and maximum likelihood. Data will be explored and analyzed using statistical software. Prerequisite(s): Co-enrollment with or completion of MATH & 148 (formerly MATH 125) or MATH & 152 (formerly MATH 140) with grades of 2.0 or higher, and completion of ENGL & 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing into ENGL & 101 (formerly ENG 101).

MATH 238 Differential Equations
NS,Q - Students in this course will explore first- and second-order differential equations and utilize various methods including undetermined coefficients, Euler’s method, and Laplace transforms to solve these differential equations. Students will also investigate series solutions, numerical approaches, and systems of linear first-order differential equations. Emphasis will be placed on real-world applications and technology will be integrated throughout the course. A graphing calculator is required. Prerequisite(s): Co-enrollment or completion of MATH & 153 (formerly MATH 150) with grade of 2.0 or higher.
MATH 264 Calculus 4 3 credits
Content includes double and triple integrals and their applications, vector calculus (including Green’s, Stokes’ and the Divergence Theorems) and an introduction to second-order differential equations. Learners will become familiar with the vocabulary of the subject material, will develop conceptual understanding of the important topics, will use technology to implement their investigations, and will analyze and communicate how the concepts can be applied to real-world situations. A graphing calculator is required. Prerequisite(s): Completion of MATH 163 (formerly MATH 150) with a grade of 2.0 or higher and co-enrollment or completion of ENGL& 101 (formerly ENGL 101) with a grade of 2.0 or higher.

MATH 296 Mathematics Individualized Project II 1-5 credits
Students will research and produce or perform a project in mathematical or an interdisciplinary topic emphasizing mathematics applications. The content, learning outcomes, and assessment methods of the project are developed by the supervising instructor and student(s). Prerequisite(s): Instructor permission.

MATH 297 Mathematics Internship II 1-5 credits
The student will identify an opportunity for an internship or volunteer prospect that matches both the outcomes of the students program and their interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes and defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

MATH 298 Special Topics in Mathematics II 1-5 credits
The instructor, possibly in collaboration with students, designs course content, activities and learning outcomes that address a new topical or thematic approach to the natural sciences. Students will develop learning, thinking, communicating and interacting abilities. Prerequisite(s): Instructor permission.

MATH 299 Service Learning in Mathematics II 1-5 credits
Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply scientific skills and expertise in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service. Prerequisite(s): Instructor permission.

MUSC 105 Music Appreciation 5 credits
H - Students learn to explore music making and human behavior related to music across times and cultures all over the world. Students gain a practical foundation for understanding the ideas and behaviors related to musical traditions and the basic elements of music. Prerequisite(s): Completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

MUSC 130 Popular Music in the United States 5 credits
H – This course is designed for students with no prior music training. Students will explore a variety of United States popular music genres from their origins and evolution to current popular styles. These genres include Tin Pan Alley and music theatre, ragtime, blues, jazz, folk and country music, rock and rap. Students gain a practical foundation for analysis such as the basic elements of music and the historical, political and cultural influences on United States musical traditions. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENGL 100).

NSCI 101 Evolution of Earth Systems 5 credits
NS - This course is a multidisciplinary exploration of Earth’s past, present and future. Students will examine theories that explain the origin of the universe, solar system, the Earth and the Earth’s interrelated systems. Students will discover how evolutionary changes in both physical and biological systems have resulted in the modern Earth. Students will gain insight as to how systems of feedbacks maintain the planetary balance, and how human impacts to those systems have created global environmental change. Through this students will gain insight on the process of generating and challenging scientific knowledge. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENGL 100).

NSCI 196 Natural Science Individualized Project I 1-5 credits
Students will research and produce or perform a project in a scientific subject or an interdisciplinary topic emphasizing the natural sciences in some way. The content, learning outcomes, and assessment methods of the project are developed by the supervising instructor and student(s). Prerequisite(s): Instructor permission.

NSCI 197 Natural Science Internship I 1-5 credits
The student will identify an opportunity for an internship or volunteer prospect that matches both the outcomes of the students program and their interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes and defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

NSCI 198 Special Topics in Natural Science I 1-5 credits
The instructor, possibly in collaboration with students, designs course content, activities and learning outcomes that address a new topical or thematic approach to the natural sciences. Students will develop learning, thinking, communicating and interacting abilities. Prerequisite(s): Instructor permission.

NSCI 199 Service Learning in Natural Science I 1-5 credits
Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply scientific skills and expertise in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. Prerequisite(s): Instructor permission.

NSCI 296 Natural Science Individualized Project II 1-5 credits
Students will research and produce or perform a project in a scientific subject or an interdisciplinary topic emphasizing the natural sciences in some way. The content, learning outcomes, and assessment methods of the project are developed by the supervising instructor and student(s). Prerequisite(s): Instructor permission.

NSCI 297 Natural Science Internship II 1-5 credits
The student will identify an opportunity for an internship or volunteer prospect that matches both the outcomes of the students program and their interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes and defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

NSCI 298 Special Topics in Natural Science II 1-5 credits
The instructor, possibly in collaboration with students, designs course content, activities and learning outcomes that address a new topical or thematic approach to the natural sciences. Students will develop learning, thinking, communicating and interacting abilities. Prerequisite(s): Instructor permission.

Courses with an ampersand (&) in the course number indicate that the course is common within all community and technical colleges. For more information on Common Course numbering, please see pages 50-51.
Course Descriptions

NSCI 299 1-5 credits
Service Learning in Natural Science II
Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply scientific skills and expertise in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. 
Prerequisite(s): Instructor permission.

OFFTEC 130 5 credits
Office Procedures
This course presents the basic office duties of an administrative assistant or receptionist. It will provide an overview of administrative careers and the role of the administrative assistant in the business environment, including an overview of the electronic office, including organization, ergonomics, health and safety, and office security. Prerequisite(s): Completion of BIT 154 with a grade of 2.0 or higher or instructor permission.

OFFTEC 133 2 credits
Applied Accounting I
This course reviews and applies established policies, procedures, recordkeeping, and ethics associated with business activities of payroll, inventory, purchasing, budgeting, and general business operations typically found in the small office. Prerequisite(s): Completion of BIT 150 and OFFTEC 151 with a grade of 2.0 or higher or instructor permission.

OFFTEC 134 2 credits
Applied Accounting II
This course reviews and applies established policies, procedures, recordkeeping, and ethics associated with business activities of payroll, inventory, purchasing, budgeting, and general business operations typically found in the small office. Prerequisite(s): Completion of BIT 133 with a grade of 2.0 or higher or instructor permission.

OFFTEC 135 3 credits
Practical Accounting
This course reviews and applies established policies, procedures, recordkeeping, and ethics associated with business activities of payroll, inventory, purchasing, budgeting, and general business operations typically found in the small office. Prerequisite(s): Completion of BIT 150 with a grade of 2.0 or higher or instructor permission.

OFFTEC 140 3 credits
Records Management
Using computer applications, students will apply the principles and procedures of effective records management and bookkeeping to situations common to the small office business. Students will develop and use various asset, liability, expense, revenue, and payroll accounts and prepare balance sheets, income statements, account and tax reports using QuickBooks and Turbo Tax. Prerequisite(s): Completion of BIT 150 with a grade of 2.0 or higher or instructor permission and co-enrollment or completion of OFFTEC 100 and OFFTEC 135.

OFFTEC 151 1 credit
10-Key Operations
This one-credit module provides students the opportunity to practice and develop skills for effective numerical data input and arithmetic operations using 10-key entry. Students will practice various mathematical operations using 10-key machines.

OFFTEC 156 2 credits
Spreadsheet I for Accounting
This introductory course prepares students to use Excel to address basic functions in accounting and bookkeeping. It focuses on the numeric functions of this computer spreadsheet application and is taught using the 2007 version. Students create and format worksheets and workbooks utilizing toolbars, menus and commands. Course will include formula driven functions. Previous experience with computers is recommended. Prerequisite(s): Completion of or co-enrollment in OFFTEC 100 with a grade of 2.0 or higher or placement into MATH 090 or higher.

OFFTEC 158 2 credits
Database I for Accounting
This introductory course prepares students to use Access to address basic database functions in accounting and bookkeeping. It focuses on the numeric functions of this computer database application and uses the 2007 product version. Data entry, import from spreadsheet programs, as well as data extract and reporting will be addressed. Students create and format databases and reports including pictorial representations using toolbars, menus and commands. Course will include formula driven functions. Previous computer experience is highly recommended. Prerequisite: Completion of or co-enrollment in OFFTEC 100 with a grade of 2.0 or higher or placement into MATH 090 or higher.

OFFTEC 160 3 credits
Job Preparation Techniques
This course is designed to assist students in the job search process. It will enable students to analyze their individual skills and abilities, match them with career goals and develop a learning plan to attain their goals.

OFFTEC 180 3 credits
eCommerce for the Office
This course explores how business is conducted in the online environment. Students will study and evaluate Internet product sites, compare traditional and electronic commerce, and discuss the advantages and disadvantages of electronic commerce. Students will examine the client/server infrastructure that supports electronic commerce and identify security and protection issues. This course will also consider the international, legal and ethical issues of unique to the electronic commerce environment.

OFFTEC 201 5 credits
Information Processing
This course utilizes Microsoft Excel and PowerPoint to effectively convey information. Course concepts will include development, preparation and formatting of Excel worksheets and creation and enhancement of presentations for PowerPoint. Students will also learn to integrate tables, charts and diagrams from Excel into the PowerPoint environment. Prerequisite(s): Completion of BIT 154 with a grade of 2.0 or higher or instructor permission.
COURSE DESCRIPTIONS

OFTEC 202  5 credits
Advanced Information Processing
This course builds on the skills developed in the Information Processing course and expands student skills in Microsoft Access and PowerPoint. Students will use Microsoft Office Suite applications to integrate projects.
Prerequisite(s): Completion of OFTEC 201 with a grade of 2.0 or higher and keyboard skills of 50 wpm for 5 minutes with no more than 10 errors.

OFTEC 231  5 credits
Human Resources Management
This course explores the techniques and principles of personnel supervision and administration including personnel recruitment, job analysis, affirmative action, labor relations, compensation, performance appraisal, interviewing, motivation, training and development, and employee health and safety.

OFTEC 235  5 credits
Customer Service
Students will study the basic theory of customer satisfaction and how providers can create satisfaction in customers. Students will be introduced to the company/corporate perspective of provision of service, and study variations of those workplace expectations. Students will gain practice in basic service and in working with both average and dissatisfied consumers while upholding company policies. Course will introduce stress reduction techniques, demystifying expectations, negotiating to win/win scenarios, working within the scope of one's position, and meeting deadlines and expectations of employers and customers.

OFTEC 240  8 credits
Administrative Office Procedures
This course is designed to enhance students' decision making and critical thinking skills in the office environment. Students will review the procedures for scheduling and planning meetings and taking minutes. Students will also learn to make travel arrangements, including international travel, organize events, such as seminars and conferences, and identify and procure resources for these activities. The course will also address international business concerns. In addition, students will begin to develop reporting and statistical research skills. Prerequisite(s): Completion of OFTEC 130 with a grade of 2.0 or higher and keyboard speed of 50 wpm with no more than ten errors.

OFTEC 260  5 credits
Administrative Office Management
The administrative office management course prepares students for a career as an office manager/supervisor. Coursework focuses on management principles, leadership, resource management, and legal concerns. Prerequisite(s): Completion of OFTEC 240 with a grade of 2.0 or higher.

OFTEC 299  1-5 credits
Service Learning in Office Technology II
Service learning provides a mechanism to combine academic or professional/technical studies with community service. The student will identify an unpaid opportunity or volunteer project. In concert with a faculty advisor and community agency representative, students develop and apply technical skills and expertise in a community setting. The student will complete a written contract that specifies the learning outcomes, the duration of the project, and the credits to be granted upon successful completion. The student will be required to provide his/her own transportation and travel off-campus to the service site. This course uses P/NP grading. Prerequisite(s): Instructor permission.

PHILO 101  5 credits
Introduction to Philosophy
H - In this course, students will engage in the study and practice of philosophy. Students will learn to read and evaluate classic and contemporary philosophical texts and will develop the background and understanding to formulate their own answers to questions that have intrigued philosophers through the ages, for example, “What is truth?” “What is knowledge?” “Does God exist?” and “What is the meaning of life?” Other issues will be examined as well, such as the nature of reality, freedom of the will, the nature of morality, and the best way to organize society. This course emphasizes the role of reason and argument in a community of inquiry; the goal is for students to emerge from the class with an understanding of how philosophy is done, a familiarity with key historical texts and themes, and a foundation for further study both within and beyond the discipline. Prerequisite(s): Co-enrollment or completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

PHILO 106  5 credits
Introduction to Logic
H, Q - This course enables students to analyze the structural basis for accepting or rejecting arguments encountered every day, for example, in college lectures and texts, in advertisements and the media, and at work. Drawing upon the three branches of symbolic logic, students will learn to describe the structure of arguments, translate passages in ordinary language into symbolic notation, and determine whether or not arguments are reasonable. Prerequisite(s): Completion of MATH 095 and ENGL 100 (formerly ENGL 100) with a grade of 2.0 or higher.

PHILO 115  5 credits
Critical Thinking
H - This course is designed to help students decide for themselves what information is reliable and what is not. At the conclusion of the course, students will have the skills necessary to critically evaluate arguments, to distinguish good reasoning from bad, and to recognize inappropriate attempts to manipulate them into accepting ideas or information. Additionally, students will learn to counter faulty reasoning with logical, well-organized arguments that are sensitive to intended audience and purpose. Prerequisite(s): Completion of ENGL 090 (formerly ENGL 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

PHILO 150  5 credits
Ethics and Social Problems
H - Above all, this is a course in learning to disagree constructively in a diverse and pluralistic global society. To that end, students will examine a range of contentious social issues and the reasons individuals and groups have for their positions on those issues. Students will be encouraged to think independently and engage in dialogue about ethics in a variety of contexts and settings, including local, national, and global communities. Students will leave the course better equipped to understand why people differ in their moral judgments and in fuller possession of the tools to continue engaging in the practice of moral reasoning. Prerequisite(s): Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

PHILO 238  5 credits
Introduction to the Philosophy of Human Rights
GS, H - This course will provide students with an introduction to the philosophy of human rights, providing a foundation for the exploration of applied human rights issues in a global context. Students will develop an understanding of how human rights are conceptualized and justified and then consider a variety of questions, such as: What is a human right and what is its source? Should human rights be universal or are they culturally relative? What sorts of public and/or governmental policies are justified in the name of protecting or securing human rights? Can a human right be forfeited and if so by whom? Could human rights apply to non-humans? Do future generations have human rights? Students will come out of this class with a solid understanding of the main philosophical and conceptual themes in the study of human rights, better prepared to undertake further study and practice of human rights both in academia and the world at-large. Prerequisite(s): Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher or placement by testing in ENGL& 101 (formerly ENG 101).

PHILO 240  5 credits
Introduction to Philosophical Ethics
H - This course is designed to help students better understand and evaluate moral claims through an examination of the theoretical criteria upon which those claims are based. Students will be introduced to a number of classic and contemporary works in philosophy that examine questions like: “What makes right acts right?” “What is the role of character in ethical behavior?” “Is pleasure the only ultimate good?” and “What is the nature of justice?” Influential ethical theories such as utilitarianism, deontology, and virtue ethics will be surveyed. Students will come away from the course with a deeper understanding of the basis of morality and be better equipped to evaluate ethical issues they face in their own lives. This course involves a lot of reading and writing about philosophical theories; it is recommended that students have taken at least one prior philosophy class or another humanities course that delves deeply into theoretical issues. Prerequisite(s): Completion of ENGL& 101 (formerly ENG 101) with a grade of 2.0 or higher.

DESIGNATION KEY
C = Continuous Enrollment, CKR = Cultural Knowledge Requirement, DL = Dual-Listed, H = Humanities, GS = Global Studies, HP = Humanities Performance, LAB = Lab, NS = Natural Science, Q = Quantitative Reasoning, SS = Social Science
### COURSE DESCRIPTIONS

#### PHYSICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
<th>General Physics I</th>
<th>General Physics II</th>
<th>General Physics III</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS&amp; 100</td>
<td>Physics for Non-Science Majors</td>
<td>5</td>
<td>Completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher</td>
<td>NS - Intended for non-science majors, this class is an introduction to scientific inquiry through the exploration of a subset of topics covered in a general physics series. Students will be encouraged to examine science's place in a global, cultural context. With an emphasis on active discovery, students are guided to construct scientific concepts for themselves based on their own observations and hands-on experimentation. A major goal is to view science as an active process of inquiry as opposed to a memorized, stagnant body of knowledge. <strong>Prerequisite(s):</strong> Placement in MATH 085 and completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher.</td>
<td>NS - This course is the second in a three-quarter sequence designed for liberal arts and other majors that do not require calculus-based physics. Students will study the property of fluids, the relationship between energy, heat and kinetic theory, and use the laws of thermodynamics to describe the changes in energy. Students also learn the properties and applications of electricity and magnetism. Laboratory activities extend lecture concepts and expose the student to an array of basic tools of experimental physics and data analysis. <strong>Prerequisite(s):</strong> Completion of PHYS&amp; 121 (formerly PHYS 114) with a grade of 2.0 or higher.</td>
<td>NS - This course is the third in a three-quarter sequence designed for liberal arts and other majors that do not require calculus-based physics. Students explore sound waves and the behavior of light described as rays (geometric optics) and as waves (wave optics). Students also learn the scientific process by examining the development of the special theory of relativity. Laboratory activities extend lecture concepts and emphasize the connection between experimental observation and construction of physics theories. <strong>Prerequisite(s):</strong> Completion of PHYS&amp; 121 (formerly PHYS 114) with a grade of 2.0 or higher.</td>
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</table>
**POLITICAL SCIENCE**

**POLS& 101 Introduction to Political Science**

SS - Students in this introductory political science course will explore and analyze political philosophies, political ideologies, the historical development of political thought, and examine the reasons people choose an ideology over others. They will learn to articulate key attributes of democracy, authoritarianism, and the major “isms” (liberalism, conservatism, capitalism, socialism, communism, and fascism) and will analyze how well each ideology has dealt with social, economic, and political problems. 

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**POLS& 200 Introduction to Law**

SS - This course examines the historical development of American legal institutions and assesses the nature and function of the judicial process. Students will learn to recognize the social and behavioral nature of law and will be able to assess and articulate basic legal principles and processes. Special attention will be placed on helping students to develop legal knowledge and reasoning skills. 

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**POLS& 202 American Government**

SS - This course explores the strengths and weaknesses of various interpretations of American democracy and evaluates the changing nature of the American political system -- its origins, institutions, and operations. Students will learn to describe and analyze the nature of politics, power and policies, analyze formal and informal institutions of government, articulate conventional and unconventional means of citizen participation, and interpret political outcomes.

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**POLS& 203 International Relations**

GS, SS - This course introduces students to the field of international relations. It will focus on basic concepts such as nations and nationalism, the nature of the interstate system, the United Nations, power, international conflict and war, and prospects for peaceful conflict resolution. Students will also be introduced to the various modes through which nation-states interact, including, trade, war, diplomacy and alliances.

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**POLS 205 Politics of the Middle East and North Africa**

GS, SS - This course offers an in-depth examination of the political economy, cultural and social history of the Middle East and North Africa. It employs a broadly comparative perspective to shed light on some of the more vexing problems shared in common by the various states and societies in the region. The course focuses on such issues as the emergence of competing ideological systems, political culture and competing world views, problems of economic development and democratization, mass mobilization and social movements, and regional conflict and war. At the end, it is hoped that students will acquire the analytical skills necessary for challenging resilient stereotypes about the region, and for independently making sense of historical and contemporary problems in Middle East and North Africa. 

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**POLS 204 Comparative Government**

GS, SS - This course compares the varied political systems and governance structures of the world. By focusing analysis on selected countries and indigenous governments, students will learn to assess world issues and problems in their full historical, economic, and cultural contexts. They will apply basic methods of comparative research and compare key attributes of world political systems.

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**POLS 206 State & Local Government**

GS, SS - This course compares the varied political systems and governance structures of the world. By focusing analysis on selected countries and indigenous governments, students will learn to assess world issues and problems in their full historical, economic, and cultural contexts. They will apply basic methods of comparative research and compare key attributes of world political systems.

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**PSYCHOLOGY**

**PSYC& 100 General Psychology**

SS - This course provides an introduction to human behavior and mental processes, so that students will become conversant with the history of psychology, as well as current issues and careers in psychology. Core topics include critical thinking and research methods in psychology; neuroscience; and learning. Additional topics may include social behavior, personality, psychological disorders and treatment, human development, cognitive psychology, emotions/stress/health, cross-cultural psychology, and community psychology. Students can expect to come out of this class with a basic knowledge and understanding of psychological concepts, methods, and issues, and a solid foundation for further study in the field of psychology.

**Prerequisite(s):** Co-enrollment with ENGL 100 (formerly ENG 100) or placement by testing into ENGL 101 (formerly ENG 101).

**PSYC 171 Human Relations**

SS - Students in this course will explore contemporary issues of human behavior and motivation, interpersonal communication, as well as leadership and management styles. Special emphasis will be placed on helping students to develop human relations skills and the ability to address and negotiate the complexities of multicultural differences in the workplace.

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

**PSYC& 180 Human Sexuality**

SS - This course examines the biological, psychological, and social determinants of human sexuality and sexual behavior. Students will learn about topics related to sexual development (physical and psychological), sexual health, and sexual behavior, throughout the course, the cultural and psychological influences on sexual behavior and perceptions will be addressed.

**Note:** This course will deal with mature content. Parental permission will be required for students who are under 18 years of age. 

**Prerequisite(s):** Completion of ENGL 090 (formerly ENG 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

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Courses with an ampersand (&) in the course number indicate that the course is common within all community and technical colleges. For more information on Common Course numbering, please see pages 50-51.
PSYC 200  5 credits
Lifespan Psychology
SS - This course examines patterns of development and theories regarding human physical, cognitive, social, and emotional development through the lifespan. Students will learn to apply models of human development, apply major developmental theories and methods, and draw multiple interpretations from careful description of human behavior across cultures. Prerequisite(s): CAS 200

PSYC 210  5 credits
Cognitive Psychology
SS - This course examines the major theories, research methods, and research findings of cognitive psychology. The historical development of the field and connections to other major theories of learning will also be discussed. Students will explore the complex mental processes that support learning, memory and problem solving. Special emphasis will be placed on understanding the applications of cognitive psychology to fields such as business, education, and the law. Prerequisite(s): Completion of PSYC 100 (formerly PSYCH 101) with a grade of 2.0 or higher. Completion of ENGL 101 (formerly ENGL 101) with a grade of 2.0 or higher.

PSYC 220  5 credits
Abnormal Psychology
SS - This course provides an introduction to human behavior patterns culturally labeled as mental illness, examining theories and constructions of psychological disorders currently used in U.S. society. Students will learn to describe the major categories of disorders, their etiology, incidence, and treatment as well as cultural attitudes towards such patterns of behavior. Prerequisite(s): Completion of an introductory college course in psychology, anthropology, sociology or biology with a grade of 2.0 or higher.

PSYC 250  5 credits
Cross-Cultural Psychology
CKR, SS - This comparative cross-cultural psychology course explores various psychological perspectives, such as "Western", "Eastern", and "African", with the assumption that psychological theories are deeply rooted in the underlying socio-cultural assumptions from which they emerge. Students will explore the impact of culture on cognition, development, motivation, health and disorders, individual and group behavior, and inter-cultural perceptions and interaction, while examining ethical issues relevant to conducting research across cultures. Prerequisite(s): Completion of one of the following with a grade of 2.0 or higher: ANTH 205 (formerly ANTH 201), ANTH 206 (formerly ANTH 202), or college level psychology or college level sociology.

SOCSCI 296  1-5 credits
Social Science Individualized Project I
Students will research a topic of interest and produce a project or performance. The content, learning outcomes, and assessment methods of the project are developed by the supervising instructor in collaboration with the student(s). Prerequisite(s): Instructor permission.

SOCSCI 297  1-5 credits
Social Science Internship I
The student will identify an opportunity for an internship or volunteer project that matches both the outcomes of the students program and their interests. Together with an instructor, the student will complete a written contract that specifies the learning outcomes and defines the duration of the course and the credits to be granted upon successful completion. Prerequisite(s): Instructor permission.

SOCSCI 298  1-5 credits
Special Topics in Social Science II
The instructor, possibly in collaboration with students, designs course content, activities and learning outcomes that address a new topical or thematic approach to content within the social sciences. This is not an independent study project, but is meant to be taught to a group of students. Prerequisite(s): Instructor permission.

SOCSCI 299  1-5 credits
Service Learning in Social Science I
Service learning provides a mechanism to combine academic studies with community service. In concert with a faculty advisor and community agency representative, students develop and apply scientific skills and expertise in a community setting. The student will be involved in defining the project scope and will be required to travel off-campus to the service site. Prerequisite(s): Instructor permission.
SOC 150
Social Inequality
5 credits
SS - This course introduces students to the dynamics of inequality in the United States by examining social statuses such as race, class, gender, and sexuality. Students explore how such social statuses are interconnected, how each is embedded in the social structure and how the lives of individuals develop in the context of their social position in society. Students will learn to locate themselves within local and national contexts and explore their own relationship to social institutions, power, and privilege. Students will also discuss strategies for change, such as political agency and social policy.

SOC 151
5 credits
American Ethnic Cultures
CRK, SS - This course will explore contemporary issues and major themes associated with the study of race and ethnicity in America. Students will evaluate the evolution of ethnic cultures and identities and explore intercultural relations in order to develop a deeper understanding of current public issues, ethnic cultures, and prospects for constructive social change. Prerequisite(s): Co-enrollment with or completion of ENGL 100 (formerly ENG 100) with a grade of 2.0 or higher.

SOC 231
5 credits
Sociology of Sex and Gender
CRK, SS - Students in this course examine social scientific explanations for sex and gender differences and roles, looking across cultures and across gender ideologies. They will draw conclusions from research, fieldwork and personal narratives in global and domestic contexts in order to articulate the complexities and intersections of race, class, sexuality and gender in historical and contemporary contexts. Prerequisite(s): Completion of an introductory college level course in anthropology, psychology, or sociology with a grade of 2.0 or higher and completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

SOC 241
Sociology of Families
5 credits
CRK, SS - In this course we will examine the family as a social institution shaped by economic, political, cultural, and historical forces. We also will consider how gender, class, and race/ethnicity impact family experiences. Students will explore topics such as cohabitation, heterosexual marriage, gay and lesbian partnerships, divorce, parenting in traditional and alternative households, domestic violence, and household labor arrangements. Students who complete the course will have a better understanding of issues facing contemporary families and will be able to apply their understanding to their own personal experiences, as well as to their surrounding communities. Prerequisite(s): Completion of an introductory college level course in psychology, sociology or anthropology with a grade of 2.0 or higher and completion of ENGL 101 (formerly ENG 101) with a grade of 2.0 or higher.

SPANISH
For course listings see World Languages
FRCH& 222  5 credits
French V
H - FRCH& 222 (formerly FREN 202) continues to engage students in a variety of activities in different media to build proficiency in all four language skills - reading, writing, listening, and speaking. Individual assignments and in-class group work help students communicate more personal and complex ideas in written and spoken French. Students also continue to deepen their knowledge of French-speaking cultures worldwide. **Prerequisite(s):** Completion of FRCH& 221 (formerly FREN 201) with a grade of 2.0 or higher or placement by testing in FRCH& 222 (formerly FREN 202).

FRCH& 223  5 credits
French VI
H - FRCH& 223 (formerly FREN 203) continues to build proficiency in all four language skills using a variety of media. Individual assignments and in-class group work help students understand authentic French and to communicate using moderately complex written and spoken grammar and vocabulary. Students also continue to deepen their knowledge of French-speaking cultures worldwide. **Prerequisite(s):** Completion of FRCH& 222 (formerly FREN 202) with a grade of 2.0 or higher or placement by testing in FRCH& 223 (formerly FREN 203).

JAPN& 221  5 credits
Japanese IV
H - A continuation of Japanese III, this course reinforces the fundamentals of the Japanese language introduced in Elementary Japanese courses. Students will learn the functional ability to communicate in Japanese beyond the entry level, in such areas as negotiating, suggesting and requesting and in consideration of degrees of politeness. Both casual and formal speech styles are introduced in appropriate cultural and social contexts. Four Japanese language skills: speaking, listening, reading and writing are taught from a Japanese cultural framework. **Prerequisite(s):** Completion of JAPN& 220 (formerly JAPAN 201) with a grade of 2.0 or higher or placement by testing in JAPN& 221 (formerly JAPAN 201).

JAPN& 222  5 credits
Japanese V
H - This course is a continuation of Japanese IV. Students will learn how to initiate, sustain and bring closure in longer conversations by using more complex expressions such as how to change the subject, make indirect questions, make confirmations, and check comprehension. The casual and formal speech styles introduced in Japanese I are reviewed and expanded upon. The four Japanese language skills, speaking, listening, reading and writing are taught from a Japanese cultural framework. **Prerequisite(s):** Completion of JAPN& 221 (formerly JAPAN 201) with a grade of 2.0 or higher or placement by testing in JAPN& 222 (formerly JAPAN 202).

JAPN& 223  5 credits
Japanese VI
H - This course is a continuation of Japanese V. Students will learn how to support their opinions, explain reasons in detail, and discuss current topics. Casual and formal speech styles continue to be emphasized according to the requirements of different cultural and social contexts. The four Japanese language skills, speaking, listening, reading and writing, are taught from a Japanese cultural framework. The course will shift from speaking and listening to reading and writing skills toward the end of quarter. **Prerequisite(s):** Completion of JAPN& 222 (formerly JAPAN 202) with a grade of 2.0 or higher or placement by testing in JAPN& 223 (formerly JAPAN 203).

SPAN& 121  5 credits
Spanish I
H - In this fast-paced course, students begin to communicate in Spanish in simple situations. They are able to describe the immediate environment and to repeat learned dialogues by learning elementary grammar, vocabulary and pronunciation. Students also begin to learn about the culture, music, art and literature of the Spanish-speaking world. **Prerequisite(s):** Completion of ENGL 090 (formerly ENGL 090) with a grade of 2.0 or higher or placement by testing in ENGL 100 (formerly ENG 100).

SPAN& 122  5 credits
Spanish II
H - In this fast-paced course continuing the work of Spanish I, students increase knowledge of Spanish vocabulary and grammar to improve their communication abilities. They learn to participate in conversations in a variety of social settings and learn more about social and historical aspects of Spanish-speaking cultures. **Prerequisite(s):** Completion of SPAN& 121 (formerly SPAN 101) with a grade of 2.0 or higher or instructor permission.

SPAN& 123  5 credits
Spanish III
H - This course continues the work of Spanish II. In it, students improve their ability to speak and write in Spanish by adding to vocabulary and grammar knowledge. Students learn more about Spanish-speaking cultures and how to communicate in them. **Prerequisite(s):** Completion of SPAN& 122 (formerly SPAN 102) with a grade of 2.0 or higher or instructor permission.

SPAN& 221  5 credits
Spanish IV
H - In this fourth quarter of college Spanish, students focus on communicating in Spanish with spontaneity and originality. They improve their ability to read, listen, speak and write in Spanish by building vocabulary and grammatical knowledge. Students learn more about Spanish-speaking cultures through reading, watching films and using the internet in Spanish. **Prerequisite(s):** Completion of SPAN& 123 (formerly SPAN 103) with a grade of 2.0 or higher or placement by testing in SPAN& 221 (formerly SPAN 201).

SPAN& 222  5 credits
Spanish V
H - Students further develop their communication abilities in Spanish, speaking and writing with greater originality as vocabulary increases. Reading and listening skills improve with further practice with films and literature in Spanish. The emphasis on cultural learning continues. **Prerequisite(s):** Completion of SPAN& 221 (formerly SPAN 201) with a grade of 2.0 or higher or placement by testing in SPAN& 222 (formerly SPAN 202).

SPAN& 223  5 credits
Spanish VI
H - Students read literature, watch films, listen to music, converse, and learn course material in Spanish to further develop communication abilities. As in previous classes, much of the course content centers around cultural and historical aspects of Spanish-speaking societies. **Prerequisite(s):** Completion of SPAN& 222 (formerly SPAN 202) with a grade of 2.0 or higher or placement by testing in SPAN& 223 (formerly SPAN 203).
Student Code of Conduct
Admission to Cascadia Community College carries with it the expectation that students will conduct themselves as responsible members of the college community. Cascadia has adopted policies governing student conduct, including disciplinary procedures and procedures for resolving conflicts related to student discipline. The student conduct system is designed to protect the rights of each individual to support the community values and to assist students in conducting themselves as responsible members of the college community.

(WAC 132Z-115-005)
A complete copy of the Student Code of Conduct is available in the Student Handbook on the Cascadia website.

Student Rights & Responsibilities
Cascadia Community College, a state supported institution of higher education, is a learning-centered college, maintained for the purpose of providing to all learners knowledge and skills for the achievement of their academic, professional, technical, and personal goals. As a public institution of higher education, the college also exists to provide students with the capacity for critical judgment and an independent search for truth toward both optimal individual development and the well being of the entire learning community.

Inherent in the college’s mission, vision and goals are certain rights and freedoms which provide to students the support and respect needed for learning and personal development. Admission to Cascadia Community College provides these rights to students but also assumes that students accept the responsibility to conduct themselves in a manner that does not interfere with the purposes of the college in providing education for all of its learners. (WAC 132Z-112-010)

A complete copy of these policies is available in the Student Handbook on the Cascadia website.

Student Right to Know (SRTK)
In accordance with federal regulations, Cascadia Community College will be required to disclose completion or graduation rates and transfer-out rates for the general student body immediately following the end or 150% of normal time to complete a program. The study group, as specified by federal law, will be relatively small when compared with the general student population. It will include only students who were: enrolled in credit classes full-time, entering any college for the first time, and seeking a degree or certificate or planned to transfer to a four-year college or university. This information will be found on the Cascadia Community College website.

Drug-Free Schools and Campuses Act

In compliance with the Drug-Free Schools and Campuses Act (EDGAR 34 CFR, Part 86), Cascadia annually distributes the following information to students and staff:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school property or as part of school activities.
- Cascadia’s Student Code of Conduct (WAC 132Z-115-090, paragraph 10) prohibits students from:
  - “The possession, use, sale or distribution of any alcoholic beverage or illegal drug on the college campus; or while attending a college-sponsored event on non-college property.”
- Administrative procedure 6:3.110.08 prohibits employees from manufacturing, distributing, dispensing, possessing or using a controlled substance;
- A description of the applicable legal sanctions and disciplinary actions.
- Cascadia’s Student Code of Conduct (WAC 132Z-115-070) states that “students may be accountable both to civil authorities and to the college for acts that constitute violations of law and of this code.” Aside from any criminal proceedings, the college may impose sanctions ranging from a verbal warning to dismissal, as outlined in WAC 132Z-115-120, paragraph 4.
- Administrative procedure 6:3.110.08 outlines the sanctions for employees found to have violated provisions of the Drug-Free Schools and Campuses Act. The policy reads, “Violation of this policy will be reason for disciplinary action up to and including dismissal, or for mandatory evaluation treatment for substance abuse.”

Confidentiality of Records
Cascadia Community College has adopted procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, assuring the rights of a student to view his or her educational records, upon request. In response to outside inquiries about students, the policy of Cascadia is to ONLY confirm:

- Dates of enrollment
- Area of study
- Degree or certificates earned

Exceptions include a subpoena, emergency situations, compliance with the Solomon Amendment and Department of Education requests through the Patriot Act, and the National Student Clearinghouse. Students may permit disclosure of additional information to specific persons who provide photo ID, by signing a Release of Information Form and submitting the form with a photo ID to the Kodiak Corner Main Counter. See details on FERPA and the Solomon Amendment.

Social Security Number
Students’ social security numbers (SSN) are confidential and, under the Family Educational Rights and Privacy Act (FERPA - a federal law), the college will protect them from unauthorized use and/or disclosure. In compliance with state/federal requirements, a student’s SSN will not be authorized for identification purposes except for state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment, accountability research or as otherwise stated by law. Cascadia assigns each student an alternative identification number upon application to the school and/or class registration.
Students must complete a non-disclosure form if they choose not to provide a social security number. The Internal Revenue Service could possibly impose a $50 fine for non-disclosure.

**Solomon Amendment**
Under Public Law 104-208 Cascadia Community College is directed by the federal government to provide the names, addresses, telephone numbers, date of birth, level of education, major and/or degrees received and prior military experience for all our students. Students who do not wish this information to be released should submit a written request to the Kodiak Corner Main Counter.

**Family Educational Rights & Privacy Act (FERPA)**
Cascadia Community College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 concerning the information that becomes a part of a student's permanent educational record and governing the condition of its disclosure. Under FERPA, students are protected against improper disclosure of their records. This federal law affords students certain rights with respect to their educational records. These are as follows:

1. The right to inspect and review the student's educational record within 45 days of the day the college receives a request for access.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading.
3. The right to consent disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure with consent.
4. The right to file a complaint with the U.S. Department of Education concerning failures by Cascadia to comply with the requirements of FERPA.

At the post secondary level, rights under FERPA are afforded the student and not the parent of the student. A student attending Cascadia Community College who is under 18 would have the FERPA rights just as someone over the age of 18. FERPA rights apply to former students as well.

**Release of Student Information**
To protect student privacy, photo ID is required to view, receive copies of educational records, change student information, or enroll, drop, or withdraw from classes.

**Name Changes**
To change the name shown on Cascadia records, students must complete a Student Information Update Form and submit photo ID with the new legal name and acceptable proof of name change to the Kodiak Corner Main Counter. Acceptable proof would be a marriage certificate or court order.

**Address Changes**
Students are responsible for informing the college of their current address. If your address changes, you may update the address change through Student Online Services at www.cascadia.edu. Address changes can also be updated by submitting a Student Information Update Form with a photo ID to the Kodiak Corner Main Counter.

**Holds on Records**
Students who have been placed on academic suspension or who have outstanding debts owed to the college (such as traffic and parking fines, library fines or instructional materials due) will not be allowed to register or make class schedule changes until these have been cleared. Likewise, transcripts, certificates or diplomas will not be released until debts are cleared. The release of a Hold on Record may take up to two business days to process.

**Official Transcript & Transcript Requests**
An official transcript is a copy of a student's academic record; it shows courses taken, credits earned, grades received, transfer credits accepted and degrees or certificates earned at Cascadia. An official transcript carries the college's seal. An “official” transcript for students who have attended other colleges must:

1. Be mailed by the former college directly to Cascadia’s Kodiak Corner Main Counter
   Or
2. Be delivered by the student, (unopened in an envelope which has been officially sealed by the former institution) to the Kodiak Corner Main Counter.

**Leave of Absence**
A student who is seeking a degree at Cascadia and absent from the college for less than one calendar year may retain the right to register in the same order of priority as a continuing student. However, this right does not guarantee re-entry into any specific course or instructional program.

To re-enroll, students must:

1. Update biographical information such as an address change through Cascadia's website or submit a completed Student Information Update Form available at the Kodiak Corner Main Counter with photo ID.
2. Notify the Kodiak Corner Main Counter of return as a Degree-Seeking (matriculated) Student.
3. A registration appointment will then be assigned for the quarter.

A student who is seeking a degree at Cascadia and absent from the college for more than one calendar year may retain the right to register in the same priority as a continuing student. However, this right does not guarantee re-entry into any specific course or instructional program.

To re-enroll, students must:

1. Complete steps 1 and 2 as listed above.
2. Meet with an Academic Advisor as returning Matriculated Student (degree seeking at Cascadia) for updates on program changes and educational plan.
3. A registration appointment will then be assigned for the quarter.
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Whitfield, Robert
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Wright, Rodney (Norm)
Academic Advisor

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Customer Services Specialist II

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GLOSSARY

Academic Advisors
Academic Advisors assist students with short-term and long-term educational planning in the areas of degree/certificate completion, the transfer process, university admissions and Student Success Services referrals.

Academic Year
The period of formal academic instruction, divided into summer, fall, winter and spring quarters.

Associate in Applied Science Transfer Degree (AAS-T)
The degree awarded to those students who successfully complete the required coursework for professional/technical programs. Cascadia Community College awards AAS-T degrees in Business Information Technology.

Associate in Integrated Studies Degree (AIS) - Direct Transfer Agreement (DTA)
The degree most students complete in preparation for transfer to a four-year institution. This coursework is designed to provide students with the equivalent of the freshman and the sophomore years of university instruction.

Associate in Science Degree (AS-T)
The degree most students complete in preparation for transfer to a four-year institution with a major in biology, chemistry, computer science, mathematics, physics, pre-engineering and pre-medical.

Auditor
Registration in a class for which enrollment is official; however, no grade or credit will be granted.

Certificate Programs
Certificate programs are designed for the student who is not currently seeking a degree. Emphasis is placed on vocational training and coursework that is specific to the program. Required coursework varies by program. Cascadia Community College students have multiple program options for certificates in Business Information Technology and Phlebotomy.

Distance Learning
A method of instruction which allows students to complete all or part of their coursework through the use of technology.

Faculty Advisor
A faculty member who assists students with course eligibility requirements, course selection for major area of interest and offers quarter-to-quarter guidance for program completion.

Grade Point Average (GPA)
A student’s GPA is the average of decimal grades given for each course attempted. Students will find two GPAs on their records. The cumulative (CUM) GPA includes all coursework attempted. The college level (CLVL) GPA includes only those classes that are college level.

Hybrid Course
A distance-learning course that displaces some, but not all class time with web-based tools.

Incomplete
A grade given at the instructor’s discretion, when some or all of the course requirements have not been met by the end of the quarter. See Grading Procedures www.cascadia.edu/instructionalprograms/academicpoliciesgrading.asp.

Item Number
The four-digit number that identifies each class and section in the quarterly class schedule.

Learning Community
A multi-disciplinary course involving two or more teachers. Learning Communities are centered around a theme. Students and teachers are joint learners, and every member of the Learning Community bears responsibility.

Linked Courses
Courses which have been designed to complement one another. Students will enroll in the linked offering and must enroll in both courses.

Teaching and Learning Lead
Faculty are appointed as Teaching and Learning Leads each year to assist the Dean and Vice President for Student Learning with a variety of duties.

Major
The subject or department in which a student takes concentrated coursework, leading to a specialty.

Matriculation – Degree Seeking Students
The formal admission application and acceptance of a student who wishes to take courses for a college degree or certificate.

Non-Matriculated Students – Non-Degree Seeking Students
Students not seeking a degree or certificate are considered non-matriculated students and may register for up to 10 credits per quarter.

Online Course
A distance-learning course where 100% of the instruction and interaction between instructor and student is done online.

Open Learning Center
The Open Learning Center is a computer lab where students can receive assistance with technology needs and completing class assignments.

Over Enrollment
Permission given by an instructor to register for a class that has reached its capacity of registered students.

Placement Assessment
Testing that is required to determine students’ skill level in math, reading and writing. Scores are used for placement purposes only.

Prerequisite
Any placement level or coursework that must be completed prior to enrolling in a class.

Transcript
The official record of courses attempted including course titles, levels, earned credit and grades. Transcripts will document quarter-by-quarter GPA, cumulative GPA and college level GPA.

Web Enhanced Course
A distance learning course that does not replace any face-to-face seat time but where access to web-based tools is required.

Withdrawal
The official removal of a student from a class roster. It is the student’s responsibility to avoid receiving a 0.0 grade for a class they have stopped attending by officially withdrawing from that class.
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Driving Directions to Cascadia

From I-405
Take the Beardslee/195th Exit (Exit #24).
At stop light at the end of the exit ramp go west on Beardslee Boulevard.
Go approximately one quarter mile; the campus entrance is to the left.

From SR-522
SR-522 begins as Lake City Way in Seattle; it will eventually take you into Bothell.
At the intersection of SR-522 and SR-527, go into downtown Bothell on Main Street.

Main Street will become Beardslee Boulevard; continue east on Beardslee Boulevard.
The campus entrance is to the right.

On Campus
Turn left on Campus Way NE. Park in the North parking garage* (on left).
The Cascadia building is the first building on the right.

*There is a per visit parking fee payable in the parking garage.