

Professional/Technical Careers

University Transfer

Adult Education

*p o s s i b i l i t i e s .*  
realized.

**Pierce College**



Your Community College Serving Greater Pierce County

# Academic Calendars

## 2008-09

### FALL QUARTER

Sept. 24	Instruction begins
Oct. 31	All District Day*
Nov. 11	Veterans Day*
Nov. 26	RPD Day*
Nov. 27-28	Thanksgiving Holiday**
Dec. 9	Instruction ends
Dec. 10-12	Final exams

### WINTER QUARTER

Jan. 5	Instruction begins
Jan. 19	Martin Luther King Day**
Feb. 16	President's Day**
Mar. 17	Instruction ends
Mar. 18-20	Final exams

### SPRING QUARTER

Mar. 30	Instruction begins
May 8	In-Service Day*
May 25	Memorial Day**
June 9	Instruction ends
June 10-12	Final exams

### SUMMER QUARTER

June 22	Instruction begins
July 3	Holiday**
July 16	Instruction ends – Term 1
July 20	Instruction begins – Term 2
Aug. 13	Instruction ends

## 2009-10

### FALL QUARTER

Sept. 23	Instruction begins
Oct. 30	All District Day*
Nov. 11	Veterans Day*
Nov. 25	RPD Day*
Nov. 26-27	Thanksgiving Holiday**
Dec. 8	Instruction ends
Dec. 9-11	Final exams

### WINTER QUARTER

Jan. 4	Instruction begins
Jan. 18	Martin Luther King Day**
Feb. 15	President's Day**
Mar. 16	Instruction ends
Mar. 17-19	Final exams

### SPRING QUARTER

Mar. 29	Instruction begins
April 30	All District/In-Service Day*
May 31	Memorial Day**
June 8	Instruction ends
June 9-11	Final exams

### SUMMER QUARTER

June 21	Instruction begins
July 5	Holiday**
July 6	No classes*
July 15	Instruction ends – Term 1
July 19	Instruction begins – Term 2
Aug. 17	Instruction ends

\*No classes, college open    \*\*Holiday – College closed

Calendars subject to change. Please verify dates with the colleges.  
Emergency closures due to inclement weather and other emergencies will be relayed to major local radio and TV stations.  
Information is also available on the following Web site: [www.schoolreport.org](http://www.schoolreport.org).

[www.pierce.ctc.edu](http://www.pierce.ctc.edu)



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Your Community College Serving Greater Pierce County

**CREATING  
OPPORTUNITIES**  
WASHINGTON COMMUNITY AND TECHNICAL COLLEGES

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**EFFECTIVE DATE OF CATALOG INFORMATION**

The information in this catalog is effective as of Fall Quarter 2008. Every effort is made to ensure the accuracy of the information at the time of publication. However, the college reserves the option to amend, revise or modify any provision of this catalog and to change, add or withdraw courses or programs without prior notification. Because of the possible necessity for changes, the provisions in this catalog should not be regarded as an irrevocable contract between the student and Pierce College.



# LANDSCAPES OF POSSIBILITY



Chancellor's Message

The Colleges

Educational Choices

Educational Philosophy

Accreditation

Pierce College Foundation

Our Mission





## Chancellor's Message

**Welcome to Pierce College, and congratulations on your decision to pursue your education.** We're proud of the many accomplishments, achievements and awards earned each year by Pierce students, faculty and staff. Everyone here is dedicated to supporting you along your path of success.

I encourage you to look through this catalog and find the programs, activities and other opportunities that interest you. The possibilities are limitless. Then, have a conversation with one of our counselors or make an appointment with a faculty member in the area that interests you. Remember, there are a variety of financial aid and scholarship funds available at Pierce for those who qualify. Our goal is to help you succeed. Let us know what you need.

We are a learner-focused institution that puts students at the center of all we do. We strive to create an environment that nurtures a variety of learning styles with small class sizes and individual attention. In fact, when we have asked students why they chose Pierce College, the most common answer is that they have heard about the quality of our environment from friends or relatives who either are or have been students here. We'll work to provide you with the first-rate experience that people who have attended Pierce College continue to talk about.

Each year nearly 30,000 people choose Pierce College to earn the first two years of a transfer degree, learn or upgrade job skills, improve in English or math, or pursue the self-enrichment that comes with being a life-long learner. We have a group of nearly 1,200 full- and part-time faculty and staff who are focused on helping you gain skills and knowledge. Pierce College helps you realize the possibilities within you.

Thank you for your interest in Pierce College. We're excited by the opportunity to serve you. We look forward to partnering with you to achieve your personal and professional goals.

A handwritten signature in cursive script that reads "Michele L. Johnson".

Michele L. Johnson, Ph.D.  
Chancellor



**The Pierce College District** has a strong reputation for helping students realize their possibilities. The community recognizes us for our national reputation for academic excellence and for support services designed to ensure student success. Here, among dedicated faculty and with programs that rival those found at four-year universities and technical colleges, students are free to explore the possibilities that a community-based, real-world education offers. As part of the 34 community and technical colleges across the state, you can rely on us for low tuition, accessible classes and endless possibilities.

## The Colleges

More than forty years ago, Pierce College began creating life-changing possibilities for students out of a makeshift building in Lakewood. Today, the college district encompasses two main campuses in Lakewood and Puyallup, education centers at Fort Lewis and McChord Airforce Base, virtual education through its growing distance learning program, extensive continuing education opportunities, as well as additional programs at sites throughout Pierce County.

The visionary spirit behind these 40 years of growth and change continues to thrive as our colleges evolve. Inside, students are exploring new possibilities every day. They're learning new skills, developing new interests and cultivating new relationships. Meanwhile, outside, new buildings are taking shape, creating even greater possibilities for generations to come.

### PIERCE COLLEGE FORT STEILACOOM

At Pierce College Fort Steilacoom, learning takes place on a serene, 140-acre campus replete with its own lake, hiking trails and views of Mount Rainier. Unique educational facilities include an International House with global conferencing and digital design lab. The Olympic Building's north wing houses state-of-the-art computer labs and is a wonderful place for students to study, reflect and socialize. The col-



Pierce College Fort Steilacoom's Olympic building features an atrium area, as well as classroom space and computer labs.



Pierce College Puyallup's College Center sports a dining area with cafeteria, wi-fi coffee shop, computer labs and bookstore.



The Fort Lewis Education Center is just one of Pierce College Extended Learning's off-site educational locations.

lege is also home to the Milgard Child Development Center, where infants and children are nurtured in a compassionate, family-like atmosphere, and the Health Education Center, a fully-equipped recreation and fitness facility, and home to the Pierce College Raiders volleyball and basketball teams.

### PIERCE COLLEGE PUYALLUP

Comprehensive programs are also available at Pierce College Puyallup, which occupies a beautifully wooded 85-acre site on Puyallup's South Hill, commanding a spectacular view of Mount Rainier. The campus features a large, modern library and science building, state-of-the-art laboratories and spacious classrooms. Its College Center Building includes interior commons, dining area with cafeteria and coffee shop and high-tech computer labs. Also on campus is the Garnero Child Development Center, a family-centered facility aimed at developing whole-child health and wellness, and the new Health Education Center, a full-service fitness and recreation facility.

Both colleges offer state-of-the-art childcare centers, as well as new health education centers housing educational and wellness programs and fitness and recreational space. At Fort Steilacoom, a new gymnasium allows Raiders Athletics the opportunity to host volleyball and basketball games.

### PIERCE COLLEGE EXTENDED LEARNING

Through Extended Learning, the Pierce College District offers continuing education courses; customized educational programs at Fort Lewis, McChord Air Force Base and several corrections centers; a growing distance learning program; and a variety of adult basic education programs at sites throughout the county.

### TOMORROW AND BEYOND

Both colleges are expanding to provide an even richer educational experience with greater flexibility and convenience.

### CASCADE CORE RENOVATION

The extensive renovation at Pierce College Fort Steilacoom's Cascade building is a multi-year project that will transform the 30-year-old building into a contemporary environment for student learning and success. Highlights of this renovation include a new Black Box theatre with innovative lighting and sound systems, a more expansive library, and a welcome center.

### RAINIER SCIENCE AND TECHNOLOGY BUILDING

Looking forward to 2009, Pierce College Fort Steilacoom will sport a truly unique science and technology facility. Composed of three pods connected by an atrium replete with gardens, the facility will provide quality instructional spaces for math and science programs.

### ARTS AND ALLIED HEALTH BUILDING

At Pierce College Puyallup, 2009 will bring with it an Arts and Allied Health building with theater, art gallery, recording studio, nursing skills lab, graphics lab and tiered lecture hall.

At Pierce College, the future is all about building a solid foundation for a rich, diversified learning experience brimming with possibilities.

# Educational Choices

## University Transfer

If you plan to work toward a bachelor's degree or beyond, you can save a whole lot of money by attending Pierce College for two years and then transferring to the university of your choice with junior standing. Because class sizes are small at Pierce, you'll get the personalized attention to help you be successful. In fact, research shows that transfer students from Pierce do as well at the University of Washington and Western Washington University as students who begin their careers at the four-year schools.

### UNIVERSITY TRANSFER DEGREES

#### • ASSOCIATE OF ARTS (AA-DTA)

A general liberal arts transfer degree. An AA — Option B is available for transfer to a specific school's four-year program.

#### • ASSOCIATE OF SCIENCE (AS-T)

A degree for transfer to a four-year science program. Two options are available depending on your field of interest:

- **AS-T Track 1** for science pre-majors in biological and environmental resource sciences; geology and earth science; and chemistry.
- **AS-T Track 2** for science pre-majors in engineering, computer science, physics and atmospheric sciences.

#### • DIRECT TRANSFER DEGREES

Direct Transfer Degrees (DTAs) ensure that students who complete these degrees will have satisfied the lower division general education/core requirements and lower division degree-related requirements for the baccalaureate institutions. These university transfer degrees are available in business; pre-nursing; elementary education; and in education areas of chemistry, physics, biology, math and general science.

For specific transfer degree requirements and related policies at Pierce College, please see "Degree and Certificate Requirements" in the ACADEMIC INFORMATION section of this catalog.

## Professional/Technical Degrees and Certificates

Pierce College's professional/technical degrees and certificates are designed to provide students with the technical and related skills needed for successful employment. The degrees and certificates emphasize practical, work-related skills that translate to effectiveness and expertise in the workplace.

What's more, these degrees are hot — and getting hotter. Some of the projected fastest growing fields include dental hygiene, nursing and digital design — and you can train for all of these at Pierce College.

Moreover, some of our professional/technical programs have university transfer tracks, so if you decide to continue your education later, you can pick up where you left off.

### PROFESSIONAL/TECHNICAL OPTIONS

#### • ASSOCIATE IN TECHNOLOGY – SPECIFIC PROGRAM

For students completing one of Pierce College's specific professional/technical programs. This degree denotes the program specialty. See the ACADEMIC INFORMATION section for specific program options.

#### • ASSOCIATE IN TECHNOLOGY – GENERAL

For graduates of any approved occupational/vocational program from an accredited college, military school, vocational technical institute, technical college, licensed private college, vocational school, industry, apprentice-based training or university. Credits may be granted for this former training, with the student earning additional credits of related instruction at Pierce College.

#### • PROFESSIONAL/TECHNICAL CERTIFICATES

These certificates emphasize basic, practical skills needed for entry-level employment or advancement in a specific professional/technical area and usually can be completed in a short period of time.

For specific professional/technical degree and certificate requirements and related policies at Pierce College, please see "Degree and Certificate Requirements" in the ACADEMIC INFORMATION section of this catalog.



## Extended Learning Options

Education comes in many forms through Pierce College Extended Learning. You might be surprised by how many educational sites Pierce College operates throughout Pierce County and the variety of educational opportunities available to you. Beyond the college's strong university transfer and professional/technical certificate programs at Fort Steilacoom, Puyallup, McChord AFB and Fort Lewis, we offer much more through Pierce College Extended Learning. Both face-to-face and at a distance, Pierce College Extended Learning offers workforce education, basic skills, academic development and continuing education in response to the needs of our community.

In addition to our programs being available to everyone, Extended Learning provides customized educational services for the military, corrections, social and health services, area hospitals, local businesses and international students in several locations within Pierce County. Please visit our Web site for additional information about any of the following programs: [www.pierce.ctc.edu/extended](http://www.pierce.ctc.edu/extended).

### CONTINUING EDUCATION

Continuing Education offers a wide variety of student-supported classes to meet the diverse needs of the population served by Pierce College. Take classes with us and learn valuable skills that can help you get ahead at work, discover a new talent or hobby or add to your enjoyment of a life-long passion. We offer day, evening and weekend classes at a variety of locations across Pierce County, and our programs include:

Art and music	Home and garden
Advanced medical coding	Online learning
Career training	Oregon Shakespeare Festival
Communication and writing	Personal finance
Computer training	Professional development
Dance	Real estate and appraisal
Family life and youth	Small business development
Field study courses	World languages/sign language
Health and fitness	World travel

A schedule of classes is published five times a year. If you would like to receive our bulletin, please call (253) 840-8452 or visit us online at [www.pierce.ctc.edu/conted](http://www.pierce.ctc.edu/conted).

### CUSTOMIZED CONTRACTED TRAINING

Throughout the year, continuing education provides specialized programs to area businesses, agencies and schools that have specific training needs for their employees. Training schedules are flexible, instructors are experts in their fields, and content is customized for individual companies. Cost is affordable, and there are state-funded grant programs available for qualifying organizations. Areas of training include team building, Lean quality systems, leadership/coaching skills, communication and language, health and safety, quality control, management and supervision, and customer sales and service. For more information about customized training options, call (253) 840-8451 or visit our business and industry Web site at [www.pierce.ctc.edu/conted/business](http://www.pierce.ctc.edu/conted/business).

### DISTANCE LEARNING

When time is tight or you prefer to study at your own pace, try our distance learning course offerings. These courses are affordable, transcribed and transferable, just like on-campus courses. These are real courses, not simplified versions of their campus counterparts. They take more work because you must overcome the challenge of replacing classroom experiences and conversing with your instructors. Courses use a variety of media ranging from audio and video materials to Internet tools like listservs, Web pages, e-mail and fully online courseware that runs in a Web browser, like Blackboard. We also have a growing list of hybrid courses, which combine reduce classroom hours with online learning. You can complete a general AA degree fully online! To find out more about our distance learning options, go to [www.pierce.ctc.edu/distance](http://www.pierce.ctc.edu/distance), or see "Distance Learning" in the ACADEMIC INFORMATION section of this catalog.

### INTERNATIONAL EDUCATION

International Education provides student services to international students at Fort Steilacoom and Puyallup and fosters international and multicultural educational experiences for all students and community members in the district.

International student services include admissions and retention services, with special reference to federal regulations. The department also provides a college-prep Intensive English Program in four levels. Cultural and social activities, such as the International Club and Conversation Partners, and other programs are also offered.

For details on how to get started as an international student at Pierce College, see "International Students" in the GETTING STARTED section of this catalog or visit [www.pierce.ctc.edu/international](http://www.pierce.ctc.edu/international).

### STUDY ABROAD

Pierce College is directly involved, through the Washington Community College Consortium of Study Abroad, with a spring quarter program in Florence, a summer program in Costa Rica and a fall quarter program in London. The international office also has details on a large number of other short and medium-term programs in countries all over the world. If you are interested in Study Abroad opportunities, contact the international education office at (253) 964-6739 or (253) 864-3179.



### MILITARY EDUCATION

Pierce College provides educational programs at Fort Lewis and McChord Air Force Base. These campuses serve the needs of active-duty military personnel, their family members, VA benefit recipients and civilians in the community. Five accelerated eight-week terms are offered per year, which differ from the quarterly schedule of Pierce College Fort Steilacoom and Puyallup. Classes are held in the evening, at lunch time, morning, afternoon, on Saturdays and online. Online classes are 10 weeks. Advisors are available to help with educational planning.

Associate and certificate programs available include:

#### Associate Degrees

Associate in Technology – General  
Associate of Arts (AA)  
Associate of Science (AS) – Track 1  
Accounting  
Administrative Assistant: Gen. Office  
Administrative Assistant: Office Mngt.  
Business  
Business (DTA)  
Computer Information Systems  
Computer Network Engineering  
Criminal Justice  
Pre-Nursing

#### Certificates

Business  
Computer Support  
Computer Systems Administration  
Customer Service  
Human Resource Management  
Medical Transcription  
Office Assistant: General  
Supervision & Management

### SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Pierce College is an institutional member of Servicemembers Opportunity Colleges (SOC), a consortium of more than 1,800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world.

As a member of SOC, Pierce recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experiences.

In addition to its SOC membership, Pierce is one of approximately 165 select institutions providing flexible SOC programs on more than 150 Army and Air Force installations worldwide. These programs lead to associate degrees, some of which correspond to enlisted and warrant officer job specialties. See "Earning Credits" in the ACADEMIC INFORMATION section of this catalog for more information.

#### GoArmyEd

Pierce College participates as an education partner with the Army Continuing Education System (ACES) in GoArmyEd. The GoArmyEd portal serves as a virtual gateway for soldiers on active duty to request tuition assistance online, anytime, anywhere, for classroom, distance learning and eArmyU college courses. The portal provides access to both college and army advisors, a variety of degrees and term schedules. For more information visit the Pierce College GoArmyEd online site at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military).

#### eArmyU™

Pierce College is one of over 50 institutions of higher education offering online college-level courses to U.S. Army personnel throughout the world via eArmyU™, the U.S. Army's largest e-learning virtual university program. Two degrees are offered — an Associate in Technology General and an Associate of Arts. A new term starts on the 13th of every month to accommodate busy military schedules. For more information visit the Pierce College eArmyU™ online site at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military).

For more information on our military program, contact:

[www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military) • 1-877-632-7698

#### Pierce College at Fort Lewis

E-mail: [ftlewis@pierce.ctc.edu](mailto:ftlewis@pierce.ctc.edu) • (253) 964-6564/6567

#### Pierce College at McChord

E-mail: [mcchord@pierce.ctc.edu](mailto:mcchord@pierce.ctc.edu) • (253) 964-6606/6709

## TRANSITIONAL EDUCATION

Pierce College offers a variety of courses assisting students to transition from high school to college, college to work and work to college. Emphasis is placed on developing the skills necessary to be successful students, workers and citizens. Courses are offered on and off campus throughout Pierce County and include:

- Pre-college and college-level courses in reading, English, math, study skills and student success.
- Adult Basic Education: Adults can improve their skills in a variety of areas in order to enter professional/technical training, advance in a current job, become more employable or continue into college programs. Key courses include English as a Second Language, Adult Basic Education, GED test preparation and High school completion.

Call for more information: (253) 864-3181.

## WORKFORCE EDUCATION

Workforce Education supports the entry and re-entry of students and members of the Pierce County community into the workplace. We provide financial assistance to students through a variety of programs. We also develop and fund educational and training programs that meet the needs of local employers. Our programs bridge the skills gap, helping people to find fulfilling careers to support themselves and their families, and help build our local economy. For more information, visit [www.pierce.ctc.edu/workforce](http://www.pierce.ctc.edu/workforce), call (253) 964-6645 or visit the advising center at Pierce College Fort Steila-coom. Below is a summary of our key programs:

### PROFESSIONAL/TECHNICAL TRAINING

Students can select from a wide variety of short- and long-term training programs designed for employment preparation. Faculty advisors work in coordination with the workforce education staff to provide support services and referrals. See ACADEMIC INFORMATION section of this catalog for a list of current training programs.

### WORKER RETRAINING

Unemployed and dislocated workers may receive assistance to complete job training.

### WORKFIRST/WORK-STUDY

Parents receiving DSHS/WorkFirst cash assistance or working parents with a small household income may receive assistance to complete job training. WorkFirst participants may fulfill their work requirements and attend classes at the same time.

### TRANSITION & SUPPORT SERVICES

Promoting student success, this department provides valuable resources and support services for students throughout the district. Career-related programs and advising are available for students transitioning towards the workplace (displaced homemakers and dislocated workers, non-traditional career seekers, professional/technical and undecided students).

### JOB CONNECTIONS/WORKSOURCE AFFILIATE

Students can explore career options and make connections with a variety of employment-related services and opportunities. Pierce College is a partner in a state-wide, one-stop system that provides access to county-wide employment information and services.

### SHORT-TERM TRAINING

Short-term training programs are offered at a variety of locations and are generally designed to be completed within ten to 16 weeks. Contact our workforce advisors at (253) 964-6265 for information on any of the following short-term programs:

- **Corrections:** This 20-credit certificate program offered five times per year prepares students for correctional work at a federal, state, county, city or private facility. (253) 964-6407
- **Medical Services Representative:** This program provides industry-related employability skills, professional development, computer applications, basic skills and business and office communication skills to prepare students for entry-level employment. (253) 864-3256

- **PierceWorks!** This Worker Retraining program includes 100+ hours of in-class job search skills and assessment work and 60 hours of computer training. Twenty credits are awarded for completion. (253) 840-8428

## CORRECTIONAL FACILITY & DSHS PROGRAMS

Pierce College provides academic and professional/technical education and training to the residents of McNeil Island and Cedar Creek Corrections Centers. Pierce College also provides educational programs and/or staff development training for Rainier School, the Special Commitment Center at McNeil Island and Western State Hospital. These programs are provided under a contract with the Washington State Department of Social and Health Services.

### MCNEIL ISLAND CORRECTIONS CENTER

Pierce College delivers a variety of programs to inmates at McNeil Island Corrections Center. The education program is designed to meet the needs of Adult Basic Education students by offering ABE, ESL and GED classes. Vocational training programs offered are Building Maintenance, Information Technology, Pastry and Specialty Baking, Technical Design (CADD) and Welding. In addition, a class in Family Dynamics deals with parenting and transitioning back to the family.

### CEDAR CREEK CORRECTIONS CENTER

The Cedar Creek Learning Center is designed to meet the scholastic needs of inmates at this facility. Classes in basic skills include GED preparation, job readiness and refresher adult basic education courses designed to strengthen skills in math, reading and English. Vocational training programs in computer applications and building maintenance are also available.

### RAINIER SCHOOL

Pierce College offers courses on how to provide opportunities for people with developmental disabilities to learn daily living skills. Information is available at Rainier School, (360) 829-1111, ext. 4335.

### SPECIAL COMMITMENT CENTER

Pierce College offers educational services to residents of the Special Commitment Center at McNeil Island to support their efforts in participating in treatment and reintegration into the community. A resident may also complete a high school diploma, prepare for the GED and/or take vocational courses. Contact the Special Commitment Center education department for more information, (253) 588-5281, x1957.

### WESTERN STATE HOSPITAL

Basic skills instruction is offered to patients on most wards at Western State Hospital. A patient who resides at the hospital may also take coursework towards completion of a high school diploma, prepare for the GED, take computer literacy classes, prepare for a future vocation and improve other community reentry skills. More information about this program may be obtained by contacting Deanne Gilmur at (253) 756-2767.

### SUPPORTED EDUCATION

Pierce College supported education assists and supports consumers of mental health services in the process of continuing their education. Non-credit preparatory classes are offered to assist the student with transition to college. Goal setting/career planning helps students establish lifetime educational and career goals. College success teaches study skills with reasonable accommodations. Orientation to campus is a re-entry overview course to help the student with financial aid forms, placement testing, advising and registration procedures. The supportive services include educational support groups and/or one-to-one appointments for individual problem-solving concerning educational goals and barriers. For more information call the supported education coordinator at (253) 756-2750.

## Educational Philosophy

It is the goal of Pierce College to prepare students to live and work in a dynamically changing world by emphasizing whole-student development and hands-on learning. Through experiences both in and out of the classroom, you'll be given the opportunity to broaden your horizons and be challenged in ways that encourage the development of the five core abilities vital to succeeding in life.

### THE FIVE CORE ABILITIES

#### CRITICAL, CREATIVE AND REFLECTIVE THINKING

If I work for a pharmaceutical company as a chemist, I must be able to analyze the process and precisely document the results of an experiment for my work to be useful.

#### EFFECTIVE COMMUNICATION

If I am working in a community health clinic, I must clearly and thoughtfully explain to a patient why I am suggesting a particular treatment plan so the patient will understand the procedures to follow and know how to carry out the plan.

#### INFORMATION COMPETENCY

If I am working for an international trade company, I must know how to locate, evaluate, organize and explain information from a variety of sources to make thorough and accurate business decisions.

#### MULTICULTURALISM

If I am working with a group of children, I need to understand the different social needs of people from different cultural backgrounds or with special needs so I can help each child develop group skills and a good sense of self-esteem.

#### RESPONSIBILITY

If I am working in a veterinary clinic, I may know how to skillfully vaccinate animals, but if I ignore vaccination guidelines on a regular basis, I may be putting the animals, and the community, at risk.

## Accreditation

Pierce College District is accredited by the Northwest Commission on Colleges and Universities, 8060 165th Avenue N.E., Redmond, WA 98052, an institutional body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## Pierce College Foundation

The Pierce College Foundation mission is to acquire private funding for the district, to provide enhancements to college programs, to improve access for students and to promote the colleges to the community. The generosity of donors makes a difference every day in the lives of students throughout the Pierce College District. For more information about the Foundation, or to make a donation, please call (253) 864-3262 or visit the Foundation Web site at [www.pierce.ctc.edu/foundation](http://www.pierce.ctc.edu/foundation).

**PIERCE COLLEGE  
FOUNDATION**

## Our Mission

Welcome to Pierce College. We are a community of learners open to all. Our community is built on a foundation of respect and openness to change. Together, we strive to meet the needs of our diverse community and develop each member's abilities. Our commitment to quality education and teaching excellence prepares learners to live and work successfully in an ever-changing world.

### VALUES AND GOALS

To accomplish our mission, we commit ourselves to these values and goals:

#### ACCESS

- Provide an open-door admission policy.
- Support the principles of affirmative action and equal opportunity in all areas.
- Identify and overcome institutional barriers to learning.

#### MULTICULTURALISM

- Recruit, retain and involve a diverse faculty, staff and student population.
- Value the dignity, strength and contribution of each individual in our community.
- Celebrate our diversity.

#### EDUCATIONAL EXCELLENCE

- Prepare students to live and work in a dynamically changing world by emphasizing whole-student development and the five core abilities: 1) Effective communication; 2) Critical thinking/problem solving; 3) Multiculturalism; 4) Information competency; 5) Responsibility.
- Use the abilities of our students as the measure of institutional quality and effectiveness.
- Provide a quality educational environment.
- Meet the diverse educational needs of our community by providing comprehensive programming: academic transfer, career preparation, retraining, developmental, continuing education and lifelong learning.
- Anticipate and plan for continuous change in the design and delivery of programs and services. Embrace changing technologies as integral to education.

#### COLLEGE ENVIRONMENT

- Provide an accessible, safe, healthful, and comfortable learning and working environment.
- Implement effective decision-making processes that value collaboration and the contributions from all students, faculty, staff and community.
- Develop dynamic local, regional and global networks and partnerships.
- Provide effective systems, including appropriate use of technology, to meet the business and operation needs of the institution using the most efficient, responsible and accountable methods.
- Develop innovative funding sources to increase educational opportunities.
- Engage in on-going college-wide planning processes that allow the District to evolve in response to an ever-changing world.
- Strive to be a place where all college personnel and students can find meaning in their work.



# GETTING STARTED



Admissions  
Tuition & Fees  
Financial Aid  
Assessment  
Advising  
Registration  
Student Orientation  
Veterans Services



# Admissions

FS: (253) 964-6501  
PY: (253) 864-3292

## WHO MAY ENROLL

Pierce College has an open-door admissions policy, practices equal opportunity and does not discriminate in its educational programs. No one is denied admission to the college because of race, color, national origin, sex, sexual orientation, disability or age.

Anyone who is 18 years of age or older, or whose high school class has graduated, or is a high school graduate or has earned a GED, or has qualified for admission through the Running Start or a successor program, may enroll at Pierce College. If you are 16 or 17 years of age and do not meet the minimum admissions standards, you must obtain written permission from the school district in which you reside before being accepted for admission and/or enrolling in Pierce College courses.

As a policy, Pierce College does not admit students under the age of 16. Under extraordinary circumstances, special consideration may be given to students who petition for an under-age admission exception. You should begin the petition process prior to the start of the quarter you wish to attend by contacting the admissions office at Fort Steilacoom or the registration office at Puyallup.

## RUNNING START STUDENTS

High school students may enroll in Pierce College classes through the Running Start Program and register for up to 18 credits for free! To get started, see your high school counselor and consult the Running Start information in this section.

## SPECIAL ADMISSION PROGRAMS

Some programs, such as Dental Hygiene and Veterinary Technology, located at the Fort Steilacoom college, and Nursing, located at the Puyallup college, have special admission requirements. These are outlined in the PROGRAMS OF STUDY section.

## REQUIREMENTS FOR NON-U.S. CITIZENS

If you are not a U.S. citizen, you must present your Permanent Resident card, I-94 or other immigration documentation when you apply or register so your residency for tuition-paying purposes may be determined. In addition, individuals on non-immigrant visas must meet additional admission requirements. See "International Students" in this section.

## MILITARY SITE ADMISSIONS

Please contact the military site you wish to attend for registration information. See Directory in the Appendix for contact information.

## NEW STUDENTS

If you plan to work toward a degree, diploma, or certificate, or apply for financial aid, you must submit an admissions form. There is no application fee for our general programs of study. Our special admissions programs, Dental Hygiene and Veterinary Technology, require a \$40 non-refundable application fee. The Nursing program requires a \$65 non-refundable application fee.

No admissions form is required for enrollment in Continuing Education classes, the English as a Second Language (ESL) program designed for immigrants, or the Adult Basic Education (ABE), General Educational Development (GED) or High School Completion programs. See "Adult Basic Education" in the PROGRAMS OF STUDY section of this catalog. For the Intensive English Program (IEP) designed for international students, there are additional requirements. See "International Students" in this section. No admissions form is required for enrollment at the military sites, unless you will be receiving financial aid.

You may submit your admissions form at any time. We begin mailing quarterly welcome packets on the following dates:

**Fall quarter:** Dec. 1 • **Winter quarter:** Sept. 1  
**Spring quarter:** Jan. 1 • **Summer quarter:** Mar. 1

## SUBMIT AN ADMISSIONS FORM:

- 1 Apply online on our Web site at [www.pierce.ctc.edu](http://www.pierce.ctc.edu), or fill out a paper Pierce College admissions form, available at either college, at high school counselors' offices, at many community service agencies and on our Web site.
- 2 Mail or bring the admissions form to the college where you plan to enroll for your first quarter of study. If using the online admissions option, submit your form to one Pierce College campus only to avoid processing difficulties and duplications.  
**Please note: Because of special admission requirements, Web admissions forms are not accepted for international students or for the Dental Hygiene and Veterinary Technology programs.**
- 3 If you have attended other colleges or universities and would like credits transferred to Pierce College, request that official transcripts be forwarded to the college you plan to attend. (See "Transferring Credits to Pierce College," below.)

After you submit the admissions form, a welcome packet will be sent to you when processing of forms begins for the quarter for which you are applying. The packet will include general college information as well as specific information about advising and registration.

## FORMER STUDENTS

If you have previously enrolled in courses offered by Pierce College, you must submit an admissions form to the college where you plan to re-enroll so your records can be reactivated and updated. You will be mailed a welcome packet which includes information about the advising and registration process.

If you have attended other colleges or universities during your absence from Pierce College and would like credits transferred to Pierce College, request that official transcripts be forwarded to the college to which you applied. See "Transferring Credits to Pierce College," below. Your transcripts from previous schools may be reviewed by your advisor during your advising session.

## TRANSFER STUDENTS

If you are transferring to Pierce College from another college or university, fill out an admissions form and submit it to the college you plan to attend. When we receive your form, we will mail you a welcome packet which includes information about the advising and registration process. If you would like to transfer credits to Pierce College, request that official transcripts be forwarded to the college to which you applied. See "Transferring Credits to Pierce College." Your transcripts from previous schools may be reviewed by your advisor during your advising session.

## TRANSFERRING CREDITS TO PIERCE COLLEGE

Credits earned at colleges and universities that are recognized by a regional accreditation association are generally accepted by Pierce College. If you have credits from other colleges or universities that you want to transfer to Pierce College, follow these steps:

1. Submit admissions form to the college you will be attending.
2. Contact your former school(s) and request that official transcripts be sent to the college you plan to attend (to the admissions office at Fort Steilacoom or the evaluations office at Puyallup). We accept hand-carried transcripts as long as they are sealed in official letterhead envelopes from the issuing institution. Copied or faxed transcripts cannot be accepted as official. Transcripts may also be sent electronically by the issuing institution.
3. Call the admissions office at Fort Steilacoom or the evaluations office at Puyallup to make sure your transcript(s) has arrived.
4. Once you have verified that your official transcripts are on file, you should complete a "Transfer Credit Evaluation Form" and



return it to the evaluations office at Fort Steilacoom or Puyallup. Upon completion of this request, the evaluations office will evaluate your credits and mail the results to you. Students attending at the military extension sites should check with the appropriate site for their evaluation procedure (ftlewis@pierce.ctc.edu — (253) 964-6567 or mcchord@pierce.ctc.edu — (253) 964-6606).

Washington community and technical colleges (CTC's) offer reciprocity to students transferring within the CTC system. Students who have fulfilled entire areas of their degree requirements at one college — for example, Quantitative Skills, Communications Skills, or Distribution Area requirements — will be considered to have met those same requirements if they transfer to another community or technical college in-state. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact the evaluations office. Students are encouraged to pursue reciprocity as early as possible after transfer and, certainly, no later than when they apply for graduation.

## ■ RUNNING START STUDENTS

Running Start is a statewide program providing the opportunity for academically qualified high school juniors and seniors to enroll in college courses to fulfill high school graduation requirements and earn college credit. The student's school district pays tuition for up to 18 college credits per quarter. Books, fees, supplies, tuition for additional credits and transportation to the college are the student's responsibility. Running Start is not available during the summer but students may enroll in summer classes at their own expense with their high school's permission.

To get started as a Running Start student:

1. Take the COMPASS or ASSET assessment to determine eligibility. Students must place into ENGL& 101 to take all courses with the exception of courses requiring college-level math placement. To take courses requiring college-level math placement, students must place into college-level math (MATH& 107, MATH& 141, MATH& 146, MATH 156) AND READ 101. Students may inquire about testing by calling testing centers at Fort Steilacoom (253) 964-6521 or Puyallup (253) 840-8343. Photo identification must be provided along with the testing fee. Students must provide their social security number or go to the admissions office to obtain an identification number prior to taking the COMPASS.
2. Have a cumulative high school GPA of 2.00 or higher.
3. Complete the required pre-enrollment paperwork with the high school counselor. The form must be completed by the student's high school counselor and specify which classes the student needs to complete at Pierce College in order to fulfill high school graduation requirement (excluding home-schooled students).
4. Home-schooled students must complete annually a "Running Start Enrollment Request for Home-Based Instruction" form signed by a school district official. Pre-enrollment forms must be completed quarterly by parents.
5. Meet with an advisor. Call for an appointment or walk-in times for Fort Steilacoom (253) 964-6705 or Puyallup (253) 840-8431.
6. You must attend a mandatory Pierce College Running Start Orientation Session after you have registered for classes or you will be withdrawn from your classes.

For more information, contact your high school counselor/school district official or the advising center at either college.

## ■ INTERNATIONAL STUDENTS

International high school graduates or those who have passed the equivalent examination in any foreign country may enroll at Pierce College provided they meet the requirements of the U.S. Immigration and Naturalization Service.

There is no English language requirement to enter Pierce College's Intensive English Program (IEP). Please see "International Education" in the PROGRAMS OF STUDY section for more information about

the IEP. The English proficiency requirement for academic or professional/technical study at Pierce College can be met in one of three ways: 1) a minimum International TOEFL score of 500 (or 174 on the computer-based test) or 61 on the iBT; 2) a Pierce College Institutional TOEFL score of 500 or higher; or 3) successful completion of Pierce College's Intensive English Program.

### INTERNATIONAL STUDENTS APPLYING FROM OUTSIDE USA

Submit the following to the Pierce College Office of International Programs:

- A Pierce College International Student Application form.
- International application fee of \$30.
- Proof of high school graduation or the equivalent and official transcripts from the most recent high school, English language center or college.
- An original and current financial guarantee: bank documentation showing sufficient funds for the student's financial support while at Pierce College.
- For college program applicants, documentation of English proficiency as outlined above.

#### Mail all materials to:

Pierce College  
International Programs  
9401 Farwest Drive SW  
Lakewood, WA 98498-1999  
USA

Telephone: (253) 964-7327

Fax: (253) 964-6256

E-mail: international@pierce.ctc.edu

World Wide Web: www.pierce.ctc.edu/international

### INTERNATIONAL TRANSFER STUDENTS ALREADY IN USA

If you are already studying in the United States at another institution, send in all the documents listed in the previous section. In addition, we require a Transfer Clearance Form, which we will send you. Have your school or college complete it and mail it back to Pierce College. Mail all materials to the address previously given.

### DEADLINES/PROCEDURES — ALL INTERNATIONAL STUDENTS

If you are applying from your home country, we must receive your materials by Aug. 15 for fall quarter, Dec. 1 for winter quarter, March 1 for spring quarter and May 1 for summer quarter.

When the college has received all documents, your file will be reviewed. Those accepted are classified as non-resident international students. Intensive English (ESL) students must attend classes at least 18 hours a week, and college students must complete at least 12 credit hours each quarter. Students are expected to make satisfactory progress in their studies. You must also plan to stay in school three quarters continuously. International students, because of their non-immigrant status, pay non-resident tuition regardless of their length of residence in Washington state.

### HOST FAMILY PROGRAM

If you wish to stay with a host family when you arrive at Pierce College, please let us know. We will put you in contact with the company that manages our host family program.

### INSURANCE

All international students are required to have major medical insurance for the duration of their studies. Students may show proof of coverage and sign a waiver or they may purchase a policy offered through the college. Students without insurance coverage will not be able to enroll.

### IMPORTANT FINANCIAL NOTE

Pierce College cannot provide financial assistance to international students. The college cannot normally offer on-campus employment. Please note also that taking paid employment off-campus while in the USA on a student visa is only possible in very special circumstances. You should assume that no money will be available from the college or from employment while attending Pierce College.

# Tuition & Fees<sup>†</sup>

## TUITION RATE<sup>†</sup>

Below are the tuition rates for the 2008-09 academic year. The college reserves the right to change, without notice, any fees to comply with state or college regulations and policies. The admissions and registration offices have current information.

### Fort Steilacoom Tuition Table

(Includes Comprehensive, Technology and Building fees)

Total Credit Hours	WA State Resident	U.S./Immigrant Non-Resident	Other Non-Resident
1	82.80	96.00	254.50
2	165.60	192.00	509.00
3	248.40	288.00	763.50
4	331.20	384.00	1,018.00
5	414.00	480.00	1,272.50
6	496.80	576.00	1,527.00
7	579.60	672.00	1,781.50
8	662.40	768.00	2,036.00
9	745.20	864.00	2,290.50
10	828.00	960.00	2,545.00
11	857.80	993.60	2,578.60
12	887.60	1,027.20	2,612.20
13	917.40	1,060.80	2,645.80
14	947.20	1,094.40	2,679.40
15	977.00	1,128.00	2,713.00
16	1,006.80	1,161.60	2,746.60
17	1,036.60	1,195.20	2,780.20
18	1,066.40	1,228.80	2,813.80
19	1,133.25	1,308.85	3,052.35
20	1,200.10	1,388.90	3,290.90
21	1,266.95	1,468.95	3,529.45
22	1,333.80	1,549.00	3,768.00

### Puyallup Tuition Table

(Includes Comprehensive, Technology and Building fees)

Total Credit Hours	WA State Resident	U.S./Immigrant Non-Resident	Other Non-Resident
1	83.55	96.75	255.25
2	167.10	193.50	510.50
3	250.65	290.25	765.75
4	334.20	387.00	1,021.00
5	417.75	483.75	1,276.25
6	501.30	580.50	1,531.50
7	584.85	677.25	1,786.75
8	668.40	774.00	2,042.00
9	751.95	870.75	2,297.25
10	835.50	967.50	2,552.50
11	869.55	1,005.35	2,590.35
12	903.60	1,043.20	2,628.20
13	937.65	1,081.05	2,666.05
14	971.70	1,118.90	2,703.90
15	1,005.75	1,156.75	2,741.75
16	1,039.80	1,194.60	2,779.60
17	1,073.85	1,232.45	2,817.45
18	1,107.90	1,270.30	2,855.30
19	1,179.00	1,354.60	3,098.10
20	1,250.10	1,438.90	3,340.90
21	1,321.20	1,523.20	3,583.70
22	1,392.30	1,607.50	3,826.50

Tuition rates are subject to change by the Washington State Legislature and the College Board of Trustees.

## OTHER FEES

### COMPREHENSIVE STUDENT FEE<sup>†</sup>

A student-approved fee of \$1.50 per credit, up to a maximum of \$15, is charged each quarter to cover on-campus parking, graduation expenses and transcripts. This fee is refundable on the same basis as tuition.

### TECHNOLOGY FEE<sup>†</sup>

A student-approved fee of \$3.50 per credit, up to a maximum of \$35 per quarter, is charged and used to advance the use of technology by students. This fee is refundable on the same basis as tuition.

### FORT STEILACOOM RECREATION CENTER FEE<sup>†</sup>

A student-approved fee of \$3.50 per credit, up to a maximum of \$35, is used to cover the building costs of a multi-purpose student recreation center for students at Pierce College Fort Steilacoom and is refundable on the same basis as tuition.

### PUYALLUP FITNESS AND RECREATIONAL FEE<sup>†</sup>

A student-approved fee of \$4.25 per credit is used to cover the costs of a fitness and recreational center for students at Pierce College Puyallup and is refundable on the same basis as tuition.

### SPECIAL FEES

Special fees are charged to cover extraordinary expenses for some courses and/or programs. These are refundable on the same basis as tuition, unless noted in the quarterly class bulletin as non-refundable.

## TUITION & FEE WAIVERS<sup>†</sup>

Tuition and fees are waived or reduced for certain groups of Washington state residents who enroll for state-funded classes. Contact the registration office at your college for information.

## TUITION & FEE REFUND POLICY<sup>†</sup>

You must officially withdraw from a class to receive a refund. Tuition refunds are made in accordance with the tuition and fee refund schedule published in the quarterly class bulletin.

- 100 percent if you withdraw through the fifth day of the instructional quarter or if the class is canceled (summer quarter policy is different).
- 50 percent if you withdraw from the sixth through the 20th calendar day of the instructional quarter (summer quarter policy is different).
- No refund if you withdraw after the 20th calendar day of the quarter.

For summer and shorter session classes which do not follow the regular college calendar, refunds are given on a timetable proportionate to the standard length of the quarter.

### DEBTS TO THE COLLEGE

If you have an outstanding debt to the college, the college may offset the outstanding debt against any refunds due to you.

### PROCEDURES FOR RECEIVING REFUNDS

The student must initiate the paperwork for all refunds, including those due when a class is canceled.

To request a refund, obtain a Schedule Change Form from the registration office and complete and return it to the registration office. Refunds are made to the original payment method. Payments made by cash or check will be refunded by check and the refund will be mailed to the student.

Any exceptions to the refund policy must be requested in writing to the registrar (Fort Steilacoom) or the director of enrollment services and student life (Puyallup) or designee, with detailed information and documentation to support the request.

<sup>†</sup>Tuition rates and the policies regarding tuition, student fees, technology fees, tuition and fee waivers, concurrent registration and refunds differ for non-state funded classes including continuing education classes and classes at the military sites and certain other sites.

## DEFINITION OF FULL-TIME STUDENT FOR ENROLLMENT PURPOSES

A student must be enrolled in a minimum of 12 credits in a given quarter to be considered a full-time student for enrollment purposes. The definition of a "full-time student" may vary for outside agencies, such as the Immigration and Naturalization Service, Veterans Administration, Social Security and insurance companies. You are responsible for knowing the enrollment status requirements of any sponsoring agencies.

## RESIDENCY STATUS

To be considered a resident for tuition-paying purposes, an independent student, or the parent(s) or court-appointed legal guardian(s) of a dependent student, must reside continuously in the state of Washington, for other than educational purposes, for at least 12 months prior to the first instructional day of the initial quarter of enrollment. They must also meet additional requirements established by the state.

Individuals who are not residents of Washington but are citizens of the United States or Permanent Residents are eligible to pay a discounted amount for tuition. Individuals qualified for the exemption will still be reflected as non-residents in our computer system until they request a residency change and a determination of eligibility is made.

A number of factors are used to determine residency. Residency questionnaire forms and information about state requirements for establishing residency are available from the admissions office at Fort Steilacoom or the registration office at Puyallup. All information should be submitted to the college to which you have applied:

Pierce College Fort Steilacoom  
Admissions Office  
9401 Farwest Drive SW  
Lakewood WA 98498-1999

Pierce College Puyallup  
Admissions Office  
1601 39th Avenue SE  
Puyallup WA 98374-2222

Active duty military personnel physically stationed in Washington and their spouses and dependents can have the non-resident portion of their tuition waived by providing valid military identification and their most recent LES each quarter to the admissions or registration office at either college. Members of the Washington National Guard and their spouses and dependents, living in Washington, are also eligible for the waiver by providing valid military identification and a most recent LES each quarter.

Some Individuals, who are not permanent residents or citizens of the United States, may be eligible to pay resident tuition rates. To qualify for resident status, they must complete the Washington Higher Education Residency Affidavit/Declaration/Certification form if they meet the following conditions:

- 1) a. 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, or
  - b. 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

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

Please submit the original copy of Washington Higher Education Residency Affidavit/Declaration/Certification to the admissions office at either college. Faxed or e-mailed forms, or forms without an original signature, are not acceptable.

All residency determinations are based upon state of Washington guidelines which Pierce College is required to follow.

### RESIDENCY/CITIZENSHIP STATUS CHANGES

All documentation required for a review of residency/citizenship status for tuition-paying purposes must be submitted to the admissions office at the college the student is attending within 30 calendar days from the start of the instructional quarter. Paperwork submitted after the 30 days is reviewed for the next quarter.

## Financial Aid

**FS: (253) 964-6544 • financialaid@pierce.ctc.edu**  
**PY: (253) 840-8398 • puyfinancial@pierce.ctc.edu**

Financial assistance may be available to you from various sources in the form of grants, scholarships, loans and employment. Aid is awarded according to federal, state and institutional guidelines. No student will be denied aid on the basis of race, color, national origin, sex, sexual orientation, disability or age.

All prospective students are encouraged to apply for aid. Financial aid staff will discuss opportunities with you and help you with the application process. Eligibility is determined through a careful assessment of your financial situation, taking into account your and/or your family's income, assets, debts, number of dependents and the estimated cost of attending Pierce College.

In addition to meeting financial need criteria set by federal, state and institutional regulations and guidelines, a financial aid recipient must:

- apply for admission to the college.
- be a U.S. citizen or eligible non-citizen.
- be enrolled in, or accepted for enrollment in, an eligible Pierce College degree or certificate program.
- be making satisfactory academic progress.
- not owe repayment or be in default on any federal loan or grant.
- be registered with Selective Service (for males at least 18 years old, born after Dec. 31, 1959, and not active duty military).
- have earned a high school diploma or GED, or passed an ATB test.

Satisfactory academic progress for financial aid eligibility is explained in the materials sent to students with their financial aid notification.

Financial aid is normally awarded based on full-time enrollment (12 credits or more). If you plan to enroll in fewer than 12 credits for any quarter, you must give the financial aid office advance notification to allow for your award to be revised.

## APPLYING FOR AID

Apply for financial aid as early as possible. The priority application date is May 1 of each year for the following academic year. This means that you must submit all of your required documents to the financial aid office by this date to ensure that you will be awarded the maximum amount of aid you are eligible to receive. Awards are made on a first-come, first-served basis for students whose files are complete.

If your file is not complete by the priority application date, your award may not be ready by the first day of the quarter for which you are applying. In that case, you may pay your own tuition and may become eligible for reimbursement at a later time.

To apply, fill out the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or complete the paper version and mail it to the processor. The federal school code for all Pierce College sites is **005000**. An Admission Application is also required to complete this process.

## TYPES OF FINANCIAL AID

### GRANTS AND SCHOLARSHIPS

These funds do not have to be repaid unless you withdraw from school during an academic term.

- Federal Pell Grant: A federal grant providing a “floor” of financial aid to which other aid is added as needed.
- Federal Supplemental Educational Opportunity Grant (SEOG): An additional source of federal grant aid for eligible students.
- Washington State Need Grant (WSNG): Partial grant support for eligible Washington state residents.
- Washington State Tuition Waiver (TW): Tuition grants for a limited number of state residents.
- Scholarships: Some scholarships from outside donors are available through the Financial Aid Office, your academic department and Pierce College Foundation.
- Opportunity Grant Scholarship supports certain professional/technical programs. Need-based.

### EMPLOYMENT

- Federal College Work-Study Program: Work on or off campus with a non-profit agency. You may work for a maximum of 19 hours weekly (40 hours during quarter breaks).
- State Work-Study Program (SWSP): You should work in your field of academic interest. Work may be in private industry or business, with preference to Washington state residents. You may work for a maximum of 19 hours weekly (40 hours during quarter breaks).

### LOANS

- Federal Stafford Loan/PLUS: Applications are obtained at the college; loan is granted by your bank, savings and loan or credit union. You must first apply for financial aid using the FAFSA.
- Federal Perkins Loan: Limited to students with highest educational costs and exceptional need.

### SPECIAL FUNDING

Through the worker retraining/WorkFirst programs, financial assistance may be available if you are:

- receiving unemployment benefits, have received unemployment benefits in the past 24 months, or have exhausted your unemployment benefits.
- a working parent with a small household income or receiving DSHS/WorkFirst cash assistance.
- a homemaker who now needs to financially support yourself and your family.

Contact the workforce development director at (253) 964-6265 for information on special funding opportunities.

## AGENCY FUNDED STUDENTS

If you expect to be funded by an outside agency such as Boeing, Labor & Industries, or Qwest, for example, you will need to ensure that vouchers for tuition and fees have been received by the cashier’s office at the college you plan to attend before you register. You need to initiate this process and contact the agency that will be providing your funding. You must also arrange with the agency to be able to charge books and supplies in the college bookstore.

## Assessment

**FS: (253) 964-6521**  
**PY: (253) 840-8343**  
**FL: (253) 967-6567**

Our assessment program helps determine which level of course work is suitable to meet your educational goals. Assessment tests in math, writing and reading are required for most students, depending on their course of study.

Testing is available by appointment at the Fort Lewis and Puyallup testing centers and on a walk-in basis at Pierce College Fort Steilacoom. A non-refundable fee must be paid to the cashier before taking the test. Picture ID is required to test.

## Advising

**FS: (253) 964-6705**  
**PY: (253) 840-8431**

Pierce College’s advising program supports students in the process of developing an education and/or career path. Whether you choose to complete an Associate of Arts (AA) degree or Associate of Science (AS) degree for transfer to a four-year university or an associate degree or certificate in one of our professional/technical programs, advisors will help you get started in your chosen program. Once you complete your first quarter, you are assigned a faculty advisor who advises in the specific program or discipline within your area of study.

Advisors will assist you through the enrollment and registration process, including the selection of courses to meet your educational needs, and can provide assistance with the following:

- Identifying education, training and career goals utilizing self-assessment tools for exploration of your occupational interests, personality traits and skills.
- Choosing your educational or professional/technical program of study.
- Referral to specially-funded programs and information about financial resources for education.
- Selection of classes based upon your placement results on the college’s assessment of academic skills and/or your previously completed college credits.
- Class selection to fulfill the degree or certificate requirements of your selected program of study.
- Initial development of an educational plan to complete the course requirements of your program of study.
- Information regarding transfer to other colleges or university programs.
- Review and unofficial evaluation of previous college transcripts for transferable credit.
- Referral to appropriate college/community resources.

Advising staff members have developed a number of student success resources, including employment and education fairs; workshops and seminars; Web site access links; and university transfer activities. We are here to support you as you move forward with your educational plan.

## Registration

**FS: (253) 964-6615**  
**PY: (253) 840-8400**  
**ONLINE REGISTRATION: [www.pierce.ctc.edu/SOS](http://www.pierce.ctc.edu/SOS)**

Registration priority is given to currently enrolled students, with registration times scheduled on the basis of total number of credits earned at Pierce College. The priority system is designed to ensure class availability to those who need specific classes to meet their degree or certificate goals. Former students (those not enrolled for the current quarter) register after currently enrolled students. New students register during their assigned registration period.

### WEB (ONLINE) REGISTRATION

Pierce College’s Web Student Online Services ([www.pierce.ctc.edu/SOS](http://www.pierce.ctc.edu/SOS)) allow students at Puyallup and Fort Steilacoom to register for classes, make class changes (add or drop), find out their grades, check their financial aid status and find out their registration times,

all by using a computer at home, work or on campus. If you have questions about the system, call the registration office at either college.

## LATE REGISTRATION

You may register for a class without the instructor's signature through the first three days of the instructional quarter. The instructor's signature is required to register for a class on the fourth through the 10th day (eighth day during summer quarter) of the instructional quarter. Specific dates are published each quarter in the class bulletin. Registration after the 10th day (eighth day for summer), with the exception of continuous-entry or late-starting classes, must be petitioned through the registration office.

## CONCURRENT REGISTRATION†

Pierce College may participate with other local community colleges to offer a concurrent registration program for state-funded courses. Check with the registration office for more information about concurrent registration procedures.

## REGISTRATION BLOCKS

It is important that all prior college financial obligations are paid prior to registration. You will not be permitted to register if a block is on your student record.

## CHANGING YOUR SCHEDULE AFTER REGISTRATION

The dates for adding or dropping classes are listed in the class bulletin each quarter. To add or drop a class, complete a Schedule Change Form and submit it to the registration office. If you drop a class by the 10th day of the quarter (eighth day for summer quarter), no record of the class will appear on your transcript. (This day varies if the class does not follow the regular college calendar.)

To drop a class after the 10th day of the quarter (eighth day for summer quarter), you must go online to withdraw or complete a Schedule Change Form and return it to the registration office. The last day to withdraw is published in the quarterly class bulletin. If you follow this procedure, you will receive a "W" grade for the course. If you do not, you may receive a "0.0" (F) grade.

## OFFICIAL WITHDRAWAL FROM THE COLLEGE

To officially withdraw from a class(es), go online or obtain a Schedule Change Form from the registration office, complete it, and return it to the registration office by the last day to withdraw. See the quarterly class bulletin for specific dates.

You must initiate the paperwork for all withdrawals. However, if an emergency occurs and you are unable to come to the college, phone-in or faxed withdrawals will be accepted. Call the registration office at (253) 964-6615 (FS) or (253) 840-8400 (PY).

## ADMINISTRATIVE WITHDRAWAL

Pierce College reserves the right to administratively withdraw a student from an English composition, math, and/or any quantitative skills course for which they have not successfully fulfilled the prerequisite requirement. Students will be notified of the withdrawal and further registration options.

# Student Orientation

FS: (253) 964-6705

PY: (253) 840-8470

Free orientation sessions are held each quarter and students are strongly encouraged to attend one of these fun and informative sessions. They are a great way to meet other students, as well as college faculty and staff, and give you an opportunity to learn more about Pierce College. Orientation sessions cover topics such as: the characteristics of successful college students, transition to college, how to connect to extra-curricular activities and college resources, where to buy books and supplies for your classes, and how to get parking permits and student identification cards. Contact the numbers above for scheduled dates and times or to get additional information.

# Veterans Services

FS: (253) 964-6505

PY: (253) 864-3292

The veterans services offices (VSO) at Fort Steilacoom and Puyallup help veteran students complete their applications and request forms for benefits from the Veterans Administration.

You must state a VA approved program of study on your application in order to receive benefits and register only for classes listed on your approved curriculum. A list of VA approved programs is available at the VSO at either college.

All students receiving VA educational benefits must come to the VSO at the college they are attending. Students under Chapter 31 benefits (Vocational Rehabilitation) or students attending exclusively at our military extension sites (Fort Lewis/McChord) need to submit paperwork at the Fort Steilacoom college VSO. Current students must submit an "Enrollment Survey Form" at the college where their VA file has been established.

## PAYMENT OF VA EDUCATIONAL BENEFITS

Payment of benefits is made directly to the student veteran. You should be prepared to meet the cost of tuition, fees, books and other expenses while applications are being processed.

Advance payments of up to two months of benefits may be requested upon initial applications or renewal of benefits. The request may be submitted 120 days prior, but not less than 30 days prior, to the first day of the quarter in which you intend to enroll. Advance payment checks are sent to the college where you applied for benefits and issued to you upon ID verification for the purpose of registration. If you do not request advance payment, you will normally receive the initial benefit check approximately 60 days after you apply or 10 days after the first month of enrollment, whichever is later. This is normal VA processing time, which neither college controls.

Except for advance payments, all VA benefit checks are mailed directly to your residence or are directly deposited at a financial institution of your choice. Generally, payments are made at the end of each month of school attendance for as long as you are enrolled and making satisfactory progress.

Information about quarter credit/class session requirements for benefits may be obtained from either VSO.

## PAYMENT AT THE MILITARY SITES

Payment of VA benefits to veterans at the military bases differs slightly from payment to veterans enrolled elsewhere at Pierce College. VA students taking 10 credits are considered full-time students for VA funding purposes only. Veterans should contact the veterans services office at Pierce College Fort Steilacoom prior to enrolling at Fort Lewis or McChord.

†Tuition rates and the policies regarding tuition, student fees, technology fees, tuition and fee waivers, concurrent registration and refunds differ for non-state funded classes including continuing education classes and classes at the military sites and certain other sites.



# ACADEMIC INFORMATION



Common Course Numbering

Degree and Certificate Requirements

University Transfer Degrees ■

Professional/Technical Degrees and Certificates ■

Distance Learning

Earning Credits

Grading System and Standards

Graduation

Records/Transcripts

Standards, Academic

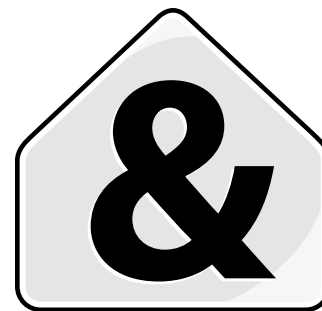
Student Rights and Responsibilities



# Common Course Numbering (CCN)

Common Course Numbering (CCN) is a way to more easily identify the same course at different community and technical colleges in Washington. Courses that are commonly shared among these colleges have been renumbered and renamed.

**How CCN affects you:** Even if you don't intend to transfer to another college, CCN likely will affect you. A course you took last fall may have a new number and title. It may have a number identical to a course you have taken previously. That's why it's important to check the Course Numbering Crosswalk (next page) whenever you see a course with the "&" symbol after its department designator. This signifies that the course numbering has changed.



## FREQUENTLY ASKED QUESTIONS

Here are some answers to common questions that may impact you as a continuing/returning/former Pierce student. New students will not be affected unless they are transferring in credit from another Washington community or technical college.

### WHY IS THIS INFORMATION IMPORTANT TO ME?

It is important to you if you have taken courses at Pierce prior to Summer 2008 because hundreds of course numbers, department names and/or titles have changed, and you do not want to accidentally repeat the same course. Remember: be careful when picking classes if you have previously taken courses at Pierce.

### I AM A NEW STUDENT WHO HAS NEVER TAKEN CLASSES AT PIERCE; DO I NEED TO USE THE COURSE CHANGE LIST AND CONTINUE READING?

Only if you have previously taken classes at another Washington State community or technical college OR you are viewing any Pierce printed materials, such as curriculum sheets, catalog or degree info that may be dated prior to Summer 2008.

### I AM A CONTINUING OR FORMER STUDENT WHO HAS TAKEN CLASSES AT PIERCE; DO I NEED TO USE THE PIERCE CCN CROSSWALK TO CHECK TO MAKE SURE I DON'T ACCIDENTALLY REPEAT THE SAME COURSE?

Yes.

### WHAT DOES THIS MEAN TO ME WHEN CHOOSING COURSEWORK FOR MY DEGREE OR CERTIFICATE?

If you have taken any Pierce classes before Summer Quarter 2008, it is very important for you to check the Pierce CCN Crosswalk to ensure you do not accidentally take the same course twice as a result of new course number or title changes. Courses that are repeated cannot be counted twice for a degree or certificate. Example: In 2006 you took LAW 205, American Legal Systems. LAW 205 has now changed to POLS& 200, Intro to Law. If you take POLS& 200 in summer 2008, you have repeated the class and both classes cannot be used towards graduation.

### HOW WILL I KNOW WHEN A COURSE IS A COMMON COURSE?

Courses identified as "common" between community and technical colleges are denoted with an ampersand (&) next to the department and course number. Example: MATH& 141.

### DOES THIS AFFECT HOW CLASSES TRANSFER TO A UNIVERSITY?

No. Common course numbers, departments and titles were changed to simplify transferring between community and technical colleges. Courses that have traditionally transferred to four-year colleges and universities will still transfer.

### WHAT ABOUT COURSES THAT ARE NOT PART OF THE COMMON COURSE NUMBERING SYSTEM? DO THEY STILL TRANSFER?

Yes. Courses that were transferable prior to common course numbering continue to be transferable under the Direct Transfer Agreement between community and technical colleges and universities. It is recommended you check with the receiving institution, as the transferability of individual courses is the sole prerogative of the receiving school.

### SO I ONLY HAVE TO CHECK THE PIERCE COLLEGE CCN CROSSWALK WHEN I SEE A COURSE DEPARTMENT AND NUMBER SHOWING THE "&" SIGN?

No. Classes that collided with the state-wide numbering system had to be renumbered. Changes in department designators also caused additional course changes. Example: ENGL 102 had to change to ENGL 107. Neither is common (&) but renumbering was necessary.

### HOW WILL I KNOW IF A COURSE NUMBER AND/OR TITLE HAVE CHANGED?

Pierce has created a master list of all courses that have changed — it's called the Pierce College CCN Crosswalk. AA degree sheets and professional/technical curriculum will all be revised to match the new information listed here.

### WHAT IF MY TRANSCRIPT SHOWS THE SAME COURSE NUMBER FOR DIFFERENT CLASSES DUE TO THE COMMON COURSE NUMBERING CHANGE? WILL EVALUATORS AND FOUR-YEAR COLLEGES AND UNIVERSITIES KNOW ABOUT THE CCN CHANGES?

Yes. Student transcripts will contain a statement that alerts others about the Washington State common course numbering change.

### HOW DOES CCN AFFECT ONLINE REGISTRATION?

You will need to add the "&" sign to your course selection as they are listed in the schedules. Example: MATH& 107.

### WHERE CAN I GET HELP OR ASK MORE QUESTIONS?

Please contact the advising center at your college, your faculty advisor, or you may go online to [www.pierce.ctc.edu/go/ccn](http://www.pierce.ctc.edu/go/ccn).





**COMMON COURSE NUMBERING CROSSWALK**

<b>OLD COURSE NO./TITLE (PRIOR TO SUMMER 2008)</b>		<b>NEW COURSE NO./TITLE (EFFECTIVE SUMMER 2008)</b>	
<b>ALCDA</b>	<b>ALCOHOLISM &amp; DRUG ABUSE</b>	<b>ALCDA</b>	<b>ALCOHOLISM &amp; DRUG ABUSE</b>
ALCDA 111	INTRO TO CHEM DEPENDENCY AND PHYS ACTIONS	HSSA& 101	INTRO TO ADDICTIVE DRUGS
<b>ANTHR</b>	<b>ANTHROPOLOGY</b>	<b>ANTH</b>	<b>ANTHROPOLOGY</b>
ANTHR 104	AMER MOSAIC: CULT OF US	ANTH& 106	AMERICAN MOSAIC
ANTHR 105	WORLD PREHISTORY	ANTH& 104	WORLD PREHISTORY
ANTHR 106	ARCHAEOLOGY OF ANCIENT CIVILIZATIONS	ANTH 107	ARCHAEOLOGY OF ANCIENT CIVILIZATIONS
ANTHR 110	SURVEY OF ANTHROPOLOGY	ANTH& 100	SURVEY OF ANTHROPOLOGY
ANTHR 210	PHYSICAL ANTHROPOLOGY	ANTH& 205	BIOLOGICAL ANTHROPOLOGY
ANTHR 215	FORENSIC ANTHROPOLOGY	ANTH& 236	FORENSIC ANTHROPOLOGY
ANTHR 220	SOCIAL ANTHROPOLOGY	ANTH& 206	CULTURAL ANTHROPOLOGY
ANTHR 225	FUNDAMENTALS OF ARCHAEOLOGY	ANTH 108	FUNDAMENTALS OF ARCHAEOLOGY
ANTHR 230	FUND OF ARCHAEOLOGY	ANTH& 204	ARCHAEOLOGY
ANTHR 234	FIELD METHODS IN ARCHAEOLOGY-SURVEY	ANTH 276	FIELD METHODS IN ARCHAEOLOGY-SURVEY
ANTHR 235	FIELD METHODS IN ARCHAEOLOGY-EXCAVATION	ANTH 277	FIELD METHODS IN ARCHAEOLOGY-EXCAVATION
ANTHR 236	FIELD METHODS IN ARCHAEOLOGY-PRESERVATIONS	ANTH 278	FIELD METHODS IN ARCHAEOLOGY-PRESERVATIONS
ANTHR 240	WOMEN IN CROSS CULTURAL PERSPECTIVES	ANTH 240	WOMEN IN CROSS CULTURAL PERSPECTIVES
ANTHR 250	NATIVE PEOPLES OF NORTH AMERICA	ANTH& 210	INDIANS OF NORTH AMERICA
ANTHR 260	NORTHWEST COAST INDIANS	ANTH& 216	NORTHWEST COAST INDIANS
<b>ART</b>	<b>ART</b>	<b>ART</b>	<b>ART</b>
ART 100	INTRODUCTION TO ART	ART 105	INTRODUCTION TO ART
ART 110	ART APPRECIATION	ART& 100	ART APPRECIATION
<b>ASTR</b>	<b>ASTRONOMY</b>	<b>ASTR</b>	<b>ASTRONOMY</b>
ASTR 100	INTRO TO ASTRONOMY	ASTR& 100	SURVEY OF ASTRONOMY
ASTR 101	ASTRONOMY	ASTR& 101	INTRO TO ASTRONOMY
ASTR 115	SURVEY OF ASTROBIOLOGY	ASTR 105	SURVEY OF ASTROBIOLOGY
ASTR 140	INTRO TO THE COSMOS	ASTR& 115	STARS, GALAXIES & COSMOS
ASTR 150	INTRO TO SOLAR SYSTEM	ASTR& 110	THE SOLAR SYSTEM
<b>BIOL</b>	<b>BIOLOGY</b>	<b>BIOL</b>	<b>BIOLOGY</b>
BIOL 100	BIO FOR NON SCI MAJORS	BIOL& 100	SURVEY OF BIOLOGY
BIOL 101	GENERAL BIOLOGY	BIOL& 160	GENERAL BIOLOGY W/LAB
BIOL 201	PRINC OF BIOLOGY I: CELLULAR	BIOL& 211	MAJORS CELLULAR
BIOL 202	PRINCIPLES OF BIOLOGY II: ZOOLOGY	BIOL& 212	MAJORS ANIMAL
BIOL 203	PRINCIPLES OF BIOLOGY III: BOTANY	BIOL& 213	MAJORS PLANT
BIOL 240*	ANATOMY & PHYSIOLOGY I LECT	BIOL& 241	HUMAN A & P 1
BIOL 250*	ANATOMY & PHYSIOLOGY II LECT	BIOL & 242	HUMAN A & P 2
* Note: BIOL 240/241 and 250/251 are no longer separate lecture/lab courses: lab hours are now incorporated into the new common course numbers.			
<b>BUS</b>	<b>BUSINESS</b>	<b>BUS</b>	<b>BUSINESS</b>
BUS 101	BUSINESS & SOCIETY	BUS& 101	INTRO TO BUSINESS
BUS 210	PRINCIPLES OF FINANCIAL ACCNT I	ACCT& 201	PRINCIPLES OF ACCOUNTING I
BUS 220	PRINCIPLES OF FINANCIAL ACCNT II	ACCT& 202	PRINCIPLES OF ACCOUNTING II
BUS 230	PRINCIPLES OF MANAGERIAL ACCNT	ACCT& 203	PRINCIPLES OF ACCOUNTING III
<b>CHEM</b>	<b>CHEMISTRY</b>	<b>CHEM</b>	<b>CHEMISTRY</b>
CHEM 100	BASIC CHEMISTRY	CHEM& 100	PREPARATORY CHEMISTRY
CHEM 101	INTRO INORGANIC CHEMISTRY	CHEM& 121	INTRO TO CHEMISTRY
CHEM 102	INTRO ORGANIC AND BIOCHEMISTRY	CHEM& 131	INTRO TO ORGANIC/BIOCHEMISTRY
CHEM 105	CHEMISTRY FOR NON-SCIENTISTS	CHEM& 110	CHEMICAL CONCEPTS W/ LAB
CHEM 139	PREP GENERAL CHEMISTRY	CHEM& 139	GENERAL CHEMISTRY PREP
CHEM 140	GENERAL CHEMISTRY	CHEM& 161	GENERAL CHEMISTRY W/LAB I
CHEM 150	GENERAL CHEMISTRY	CHEM& 162	GENERAL CHEMISTRY W/LAB II
CHEM 160	GENERAL CHEMISTRY	CHEM& 163	GENERAL CHEMISTRY W/LAB III
CHEM 220	ORGANIC CHEMISTRY I	CHEM& 261	ORGANIC CHEMISTRY W/LAB I
CHEM 221	ORGANIC CHEMISTRY II	CHEM& 262	ORGANIC CHEMISTRY W/LAB II
CHEM 222	ORGANIC CHEMISTRY III	CHEM& 263	ORGANIC CHEMISTRY W/LAB III
<b>CHNSE</b>	<b>CHINESE</b>	<b>CHIN</b>	<b>CHINESE (LISTED UNDER WORLD LANGUAGES)</b>
CHNSE 101	ELEMENTARY CHINESE I	CHIN& 121	CHINESE I
CHNSE 102	ELEMENTARY CHINESE II	CHIN& 122	CHINESE II
CHNSE 103	ELEMENTARY CHINESE III	CHIN& 123	CHINESE III
<b>CIS</b>	<b>COMPUTER INFORMATION SYSTEMS</b>	<b>CS</b>	<b>COMPUTER SCIENCE</b>
CIS 201B	COMPUTER SCIENCE I-C++	CS& 131	COMPUTER SCIENCE I-C++
CIS 201C	COMPUTER SCIENCE I-JAVA	CS& 141	COMPUTER SCIENCE I-JAVA
<b>CJ</b>	<b>CRIMINAL JUSTICE</b>	<b>CJ</b>	<b>CRIMINAL JUSTICE</b>
CJ 101	COMMUNITY PARTNER PROGRAM	CJ 126	COMMUNITY PARTNER PROGRAM
CJ 105	INTRO TO CRIMINAL LAW	CJ 102	INTRO TO CRIMINAL LAW
CJ 110	CRIMINAL JUSTICE IN AMERICA	CJ 112	CRIMINAL JUSTICE IN AMERICA
<b>ECON</b>	<b>ECONOMICS</b>	<b>ECON</b>	<b>ECONOMICS</b>
ECON 212	MICRO ECONOMICS	ECON& 201	MICRO ECONOMICS
ECON 213	MACRO ECONOMICS	ECON& 202	MACRO ECONOMICS
<b>EDUC</b>	<b>EDUCATION</b>	<b>EDUC</b>	<b>EDUCATION</b>
EDUC 201	INTRO TO EDUCATION	EDUC& 202	INTRO TO EDUCATION
EDUC 202	EDUCATION PRACTICUM	EDUC 190	EDUCATION PRACTICUM
EDUC 215	ED EXCEPTIONAL STUDENTS	EDUC& 204	EXCEPTIONAL CHILD
* Note: PARED 215 deleted — no longer dual with EDUC 215.			
<b>ENGL</b>	<b>ENGLISH</b>	<b>ENGL</b>	<b>ENGLISH</b>
ENGL 101	COMPOSITION — EXPOSITION	ENGL& 101	ENGLISH COMPOSITION I
ENGL 102	COMPOSITION — WRITING ABOUT LITERATURE	ENGL 107	COMPOSITION — WRITING ABOUT LITERATURE
ENGL 111	TECHNICAL WRITING	ENGL& 235	TECHNICAL WRITING
ENGL 112	ENGLISH GRAMMAR	ENGL 140	ENGLISH GRAMMAR
ENGL 113	RESEARCH IN THE 21ST CENTURY	ENGL 145	RESEARCH IN THE 21ST CENTURY
ENGL 114	LIBRARY RESEARCH METHODS	ENGL 149	LIBRARY RESEARCH METHODS
ENGL 200	INTRO TO LITERATURE	ENGL& 111	INTRO TO LITERATURE

## COMMON COURSE NUMBERING CROSSWALK

<b>OLD</b> COURSE NO./TITLE (PRIOR TO SUMMER 2008)	<b>NEW</b> COURSE NO./TITLE (EFFECTIVE SUMMER 2008)
ENGL 201 INTRO TO FICTION	ENGL& 112 INTRO TO FICTION
ENGL 202 INTRO TO DRAMA	ENGL& 114 INTRO TO DRAMATIC LIT
ENGL 203 INTRO TO POETRY	ENGL& 113 INTRO TO POETRY
ENGL 211 BRITISH LIT: 800-1660	ENGL& 226 BRITISH LITERATURE I
ENGL 212 BRITISH LIT: 1660-1832	ENGL& 227 BRITISH LITERATURE II
ENGL 213 BRITISH LIT: 1832-PRESENT	ENGL& 228 BRITISH LITERATURE III
ENGL 220 LIT OF U.S. SLAVERY/ABOLITION	ENGL 264 LITERATURE OF U.S. SLAVERY/ABOLITION
ENGL 221 EARLY AMERICAN LIT	ENGL& 244 AMERICAN LITERATURE I
ENGL 222 AMERICAN LITERATURE: MID 19 TO WWI	ENGL& 245 AMERICAN LITERATURE II
ENGL 223 AMERICAN LIT 20TH TO PRESENT	ENGL& 246 AMERICAN LITERATURE III
ENGL 224 AMERICAN LIT-HUMOR/SATIRE	ENGL 265 AMERICAN LIT-HUMOR/SATIRE
ENGL 230 WOMEN WRITERS-INTERNATIONAL MOSAIC	ENGL 266 WOMEN WRITERS-INTERNATIONAL MOSAIC
ENGL 231 WRITING FICTION, POETRY, DRAMA	ENGL& 236 CREATIVE WRITING I
ENGL 232 CREATIVE SHORT STORIES	ENGL& 237 CREATIVE WRITING II
ENGL 233 CREATIVE POETRY	ENGL& 238 CREATIVE WRITING III
ENGL 234 INTRO TO SHAKESPEARE	ENGL& 220 INTRO TO SHAKESPEARE
ENGL 245 CREATIVE WRITING, SPECIAL TOPICS	ENGL 249 CREATIVE WRITING, SPECIAL TOPICS
<b>ENGR ENGINEERING</b>	<b>ENGR ENGINEERING</b>
ENGR 110 ENGINEERING GRAPHICS	ENGR& 114 ENGINEERING GRAPHICS
ENGR 210 STATICS	ENGR& 214 STATICS
ENGR 230 DYNAMICS	ENGR& 215 DYNAMICS
ENGR 240 MECHANICS OF MATERIALS	ENGR& 225 MECHANICS OF MATERIALS
ENGR 260 THERMODYNAMICS	ENGR& 224 THERMODYNAMICS
<b>ENVIR ENVIRONMENTAL SCIENCE</b>	<b>ENVS ENVIRONMENTAL SCIENCE</b>
ENVIR 101 ESSENTIALS OF ENVIRONMENTAL SCIENCE	ENVS& 100 SURVEY OF ENVIRONMENTAL SCIENCE
ENVIR 105 DELETED – NO LONGER DUAL WITH GEOL 105	
<b>FRNCH FRENCH</b>	<b>FRCH (LISTED UNDER WORLD LANGUAGES)</b>
FRNCH 101 ELEMENTARY FRENCH I	FRCH& 121 FRENCH I
FRNCH 102 ELEMENTARY FRENCH II	FRCH& 122 FRENCH II
FRNCH 103 ELEMENTARY FRENCH III	FRCH& 123 FRENCH III
FRNCH 201 INTERMEDIATE FRENCH I	FRCH& 221 FRENCH IV
FRNCH 202 INTERMEDIATE FRENCH II	FRCH& 222 FRENCH V
FRNCH 203 INTERMEDIATE FRENCH III	FRCH& 223 FRENCH VI
<b>GEOL GEOLOGY</b>	<b>GEOL GEOLOGY</b>
GEOL 100 EARTH SYSTEMS SCIENCE	GEOL 107 EARTH SYSTEMS SCIENCE
GEOL 101 PHYSICAL GEOLOGY	GEOL& 101 INTRO PHYSICAL GEOLOGY
GEOL 103 EARTH HISTORY	GEOL& 103 HISTORICAL GEOLOGY
GEOL 105 ENVIRONMENTAL GEOLOGY	GEOL& 110 ENVIRONMENTAL GEOLOGY
GEOL 120 GEOLOGY OF NATIONAL PARKS	GEOL& 115 GEOLOGY NATIONAL PARKS
GEOL 208 GEOLOGIC DEVELOPMENT OF THE PACIFIC NORTHWEST	GEOL& 208 GEOLOGY OF PACIFIC NW
GEOL 282 VOLCANOES AND HAZARDS	GEOL& 120 VOLCANOES
<b>GERMN GERMAN</b>	<b>GERM (LISTED UNDER WORLD LANGUAGES)</b>
GERMN 101 ELEMENTARY GERMAN I	GERM& 121 GERMAN I
GERMN 102 ELEMENTARY GERMAN II	GERM& 122 GERMAN II
GERMN 103 ELEMENTARY GERMAN III	GERM& 123 GERMAN III
GERMN 201 INTERMEDIATE GERMAN I	GERM& 221 GERMAN IV
GERMN 202 INTERMEDIATE GERMAN II	GERM& 222 GERMAN V
GERMN 203 INTERMEDIATE GERMAN III	GERM& 223 GERMAN VI
<b>HIST HISTORY</b>	<b>HIST HISTORY</b>
HIST 101 HISTORY OF CIVILIZATIONS I	HIST& 126 WORLD CIVILIZATIONS I
HIST 102 HISTORY OF CIVILIZATIONS II	HIST& 127 WORLD CIVILIZATIONS II
HIST 103 HISTORY OF CIVILIZATION III	HIST& 128 WORLD CIVILIZATIONS III
HIST 241 US HISTORY: COLONIAL TO 1840	HIST& 156 HISTORY OF US I
HIST 242 US HISTORY: 1840-1900	HIST& 157 HISTORY OF US II
HIST 243 US HISTORY: 1900-PRESENT	HIST& 158 HISTORY OF US III
HIST 244 US HISTORY: 1939-PRESENT	HIST& 159 HISTORY OF US IV
HIST 264 HISTORY OF PACIFIC NW	HIST& 214 PACIFIC NW HISTORY
<b>HSCI HEALTH SCIENCE</b>	<b>NUTR NUTRITION</b>
HSCI 161 HUMAN NUTRITION	NUTR& 101 NUTRITION
<b>HUMAN HUMANITIES</b>	<b>HUM HUMANITIES</b>
HUMAN 101 WESTERN THOUGHT AND CULTURE I	HUM& 116 HUMANITIES I
HUMAN 102 WESTERN THOUGHT AND CULTURE II	HUM& 117 HUMANITIES II
HUMAN 103 WESTERN THOUGHT AND CULTURE III	HUM& 118 HUMANITIES III
HUMAN 201 IDEAS IN HUMANITIES	HUM& 101 INTRO TO HUMANITIES
<b>JOURN JOURNALISM</b>	<b>CMST COMMUNICATION STUDIES</b>
JOURN 101 INTRO TO MASS MEDIA	CMST& 102 INTRO TO MASS MEDIA
<b>JPNSE JAPANESE</b>	<b>JAPN JAPANESE (LISTED UNDER WORLD LANGUAGES)</b>
JPNSE 101 ELEMENTARY JAPANESE I	JAPN& 121 JAPANESE I
JPNSE 102 ELEMENTARY JAPANESE II	JAPN& 122 JAPANESE II
JPNSE 103 ELEMENTARY JAPANESE III	JAPN& 123 JAPANESE III
<b>KREAN KOREAN</b>	<b>KREA KOREAN (LISTED UNDER WORLD LANGUAGES)</b>
KREAN 101 ELEMENTARY KOREAN I	KREA& 121 KOREAN I
KREAN 102 ELEMENTARY KOREAN II	KREA& 122 KOREAN II
KREAN 103 ELEMENTARY KOREAN III	KREA& 123 KOREAN III
KREAN 201 INTERMEDIATE KOREAN I	KREA& 221 KOREAN IV
KREAN 202 INTERMEDIATE KOREAN II	KREA& 222 KOREAN V
KREAN 203 INTERMEDIATE KOREAN III	KREA& 223 KOREAN VI
<b>LAW LAW</b>	<b>POLS POLITICAL SCIENCE</b>
LAW 205 AMERICAN LEGAL SYSTEM	POLS& 200 INTRODUCTION TO LAW

**COMMON COURSE NUMBERING CROSSWALK**

<b>OLD COURSE NO./TITLE (PRIOR TO SUMMER 2008)</b>		<b>NEW COURSE NO./TITLE (EFFECTIVE SUMMER 2008)</b>	
<b>LAW</b>	<b>LAW</b>	<b>BUS</b>	<b>BUSINESS</b>
LAW 206	BUSINESS LAW	BUS& 201	BUSINESS LAW
<b>MATH</b>	<b>MATHEMATICS</b>	<b>MATH</b>	<b>MATHEMATICS</b>
MATH 107	INTRO TO CONTEMPORARY MATH	MATH& 107	MATH IN SOCIETY
MATH 121	PRECALCULUS I	MATH& 141	PRECALCULUS I
MATH 122	PRECALCULUS II	MATH& 142	PRECALCULUS II
MATH 124	ANALYTIC GEOMETRY/CALCULUS I	MATH& 151	CALCULUS I
MATH 125	ANALYTIC GEOMETRY/CALCULUS II	MATH& 152	CALCULUS II
MATH 126	ANALYTIC GEOMETRY/CALCULUS III	MATH& 153	CALCULUS III
MATH 157	ELEMENTS OF CALCULUS	MATH& 148	BUSINESS CALCULUS
MATH 281	INTRO TO STATISTICS	MATH& 146	INTRODUCTION TO STATISTICS
<b>MICRO</b>	<b>MICROBIOLOGY</b>	<b>MICRO</b>	<b>MICROBIOLOGY</b>
MICRO 201	GENERAL MICROBIOLOGY	BIOL& 260	MICROBIOLOGY
<b>MUSIC</b>	<b>MUSIC</b>	<b>MUSC</b>	<b>MUSIC</b>
MUSIC 101	INTRODUCTION TO MUSIC	MUSC& 105	MUSIC APPRECIATION
MUSIC 105	AMERICAN POPULAR MUSIC	MUSC 102	AMERICAN POPULAR MUSIC+
MUSIC 110	MUSIC THEORY I	MUSC& 141	MUSIC THEORY I
MUSIC 112	MUSIC THEORY II	MUSC& 142	MUSIC THEORY II
MUSIC 114	MUSIC THEORY III	MUSC& 143	MUSIC THEORY III
MUSIC 120	BEGINNING CLASS PIANO	MUSC 181	BEGINNING CLASS PIANO
MUSIC 121	INTERMEDIATE CLASS PIANO	MUSC 182	INTERMEDIATE CLASS PIANO
MUSIC 122	ADVANCED CLASS PIANO	MUSC 183	ADVANCED CLASS PIANO
MUSIC 130-139/230-239	PRIVATE INSTRUCTION - IMPROVISATION	MUSC 160-169/260-269	PRIVATE INSTRUCTION
MUSIC 210	MUSIC THEORY IV	MUSC& 241	MUSIC THEORY IV
MUSIC 212	MUSIC THEORY V	MUSC& 242	MUSIC THEORY V
MUSIC 214	MUSIC THEORY VI	MUSC& 243	MUSIC THEORY VI
<b>OCEAN</b>	<b>OCEANOGRAPHY</b>	<b>OCEA</b>	<b>OCEANOGRAPHY</b>
OCEAN 101	INTRO TO OCEANOGRAPHY	OCEA& 101	INTRO TO OCEANOGRAPHY
<b>PHIL</b>	<b>PHILOSOPHY</b>	<b>PHIL</b>	<b>PHILOSOPHY</b>
PHIL 100	INTRO TO PHILOSOPHY	PHIL& 101	INTRO TO PHILOSOPHY
PHIL 120	INTRO TO LOGIC	PHIL& 106	INTRO TO LOGIC
<b>PHYS</b>	<b>PHYSICS</b>	<b>PHYS</b>	<b>PHYSICS</b>
PHYS 101	SURVEY OF PHYSICS	PHYS& 100	PHYSICS FOR NON-SCIENCE MAJORS
PHYS 114	GENERAL PHYSICS I	PHYS& 121	GENERAL PHYSICS I
PHYS 115	GENERAL PHYSICS II	PHYS& 122	GENERAL PHYSICS II
PHYS 116	GENERAL PHYSICS III	PHYS& 123	GENERAL PHYSICS III
PHYS 121	PHYSICS FOR SCIENCE/ENGINEERING I	PHYS& 221	ENGINEERING PHYSICS I
PHYS 122	PHYSICS FOR SCIENCE/ENGINEERING II	PHYS& 222	ENGINEERING PHYSICS II
PHYS 123	PHYSICS FOR SCIENCE/ENGINEERING III	PHYS& 223	ENGINEERING PHYSICS III
<b>POLS</b>	<b>POLITICAL SCIENCE</b>	<b>POLS</b>	<b>POLITICAL SCIENCE</b>
POLS 201	INTRO TO POLITICS AND GOVT	POLS& 101	INTRO POLITICAL SCIENCE
POLS 202	US GOVT AND POLITICS	POLS& 202	AMERICAN GOVERNMENT
POLS 203	INTERNATIONAL RELATIONS	POLS& 203	INTERNATIONAL RELATIONS
<b>PSYCH</b>	<b>PSYCHOLOGY</b>	<b>PSYC</b>	<b>PSYCHOLOGY</b>
PSYCH 100	HUMAN RELATIONS - CAREER PLANNING	PSYC 104	HUMAN RELATIONS - CAREER PLANNING
PSYCH 110	GENERAL PSYCHOLOGY	PSYC& 100	GENERAL PSYCHOLOGY
PSYCH 205	HUMAN DEVELOPMENT	PSYC& 200	LIFESPAN PSYCHOLOGY
PSYCH 225	HUMAN SEXUALITY	PSYC& 180	HUMAN SEXUALITY
PSYCH 235	ABNORMAL PSYCHOLOGY	PSYC& 220	ABNORMAL PSYCHOLOGY
<b>RUSSN</b>	<b>RUSSIAN</b>	<b>RUSS</b>	<b>RUSSIAN (LISTED UNDER WORLD LANGUAGES)</b>
RUSSN 101	ELEMENTARY RUSSIAN I	RUSS& 121	RUSSIAN I
RUSSN 102	ELEMENTARY RUSSIAN II	RUSS& 122	RUSSIAN II
RUSSN 103	ELEMENTARY RUSSIAN III	RUSS& 123	RUSSIAN III
RUSSN 201	INTERMEDIATE RUSSIAN I	RUSS& 221	RUSSIAN IV
RUSSN 202	INTERMEDIATE RUSSIAN II	RUSS& 222	RUSSIAN V
RUSSN 203	INTERMEDIATE RUSSIAN III	RUSS& 223	RUSSIAN VI
<b>SIGN</b>	<b>SIGN LANGUAGE</b>	<b>ASL</b>	<b>AMERICAN SIGN LANGUAGE (LISTED UNDER WORLD LANGUAGES)</b>
SIGN 101	AMERICAN SIGN LANG I	ASL& 121	AM SIGN LANGUAGE I
SIGN 102	AMERICAN SIGN LANG II	ASL& 122	AM SIGN LANGUAGE II
SIGN 103	AMERICAN SIGN LANG III	ASL& 123	AM SIGN LANGUAGE III
SIGN 201	AMERICAN SIGN LANG IV	ASL& 221	AM SIGN LANGUAGE IV
<b>SOC</b>	<b>SOCIOLOGY</b>	<b>SOC</b>	<b>SOCIOLOGY</b>
SOC 110	SURVEY OF SOCIOLOGY	SOC& 101	INTRO TO SOCIOLOGY
SOC 230	SOCIAL PROBLEMS	SOC& 201	SOCIAL PROBLEMS
SOC 225	DELETED-NO LONGER DUAL WITH PSYCH 225.		
<b>SPAN</b>	<b>SPANISH</b>	<b>SPAN</b>	<b>SPANISH (LISTED UNDER WORLD LANG.)</b>
SPAN 101	ELEMENTARY SPANISH I	SPAN& 121	SPANISH I
SPAN 102	ELEMENTARY SPANISH II	SPAN& 122	SPANISH II
SPAN 103	ELEMENTARY SPANISH III	SPAN& 123	SPANISH III
SPAN 201	INTERMEDIATE SPANISH I	SPAN& 221	SPANISH IV
SPAN 202	INTERMEDIATE SPANISH II	SPAN& 222	SPANISH V
SPAN 203	INTERMEDIATE SPANISH III	SPAN& 223	SPANISH VI
<b>SPCH</b>	<b>SPEECH</b>	<b>CMST</b>	<b>COMMUNICATION STUDIES</b>
SPCH 100	SPEECH COMMUNICATION	CMST& 101	INTRODUCTION TO COMMUNICATION
SPCH 110	PUBLIC SPEAKING	CMST& 220	PUBLIC SPEAKING
SPCH 115	GROUP COMMUNICATION	CMST& 230	SMALL GROUP COMMUNICATION
<b>THTR</b>	<b>THEATRE</b>	<b>DRMA</b>	<b>DRAMA</b>
THTR 150	INTRO THEATRE ARTS	DRMA& 101	INTRO TO THEATRE

# Degree and Certificate Requirements

## GENERAL INFORMATION

### QUARTER SYSTEM

Pierce College's academic year is divided into quarters. Fall, winter and spring quarters are generally ten weeks in length; summer, eight weeks. Academic calendars for 2008-09 and 2009-10 are included on the inside front cover.

### COURSE NUMBER SYSTEM

001-099 Adult Basic Education (ABE), English as a Second Language (ESL), GED and high school completion.

042-099 Developmental or pre-college-level courses designed to help students succeed in subsequent college-level courses. These generally are not transferable credits and will not be used toward fulfilling degree/certificate requirements.

100-299 College-level courses applicable to associate degrees and certificates.

### COMPLETION TIME FOR DEGREES AND CERTIFICATES

You are allowed up to six years from the date of initial enrollment at Pierce College to fulfill the degree or certificate requirements that were in effect at that time. If you do not fulfill the requirements in that period, you must meet the requirements currently in effect for your degree. All prior credit that has been evaluated as equivalent to current requirements will be counted toward their fulfillment.

The six-year period begins with the first quarter in which you enroll for five or more credits on a consecutive quarterly basis, excluding summer quarter, or when you officially declare a program of study, whichever comes first. This policy applies to students who have initially enrolled at the college since fall quarter 1985.

### STUDENT CHANGES IN PROGRAM

Major changes in your program of study, such as a change in the degree you are seeking, should be reported on a Personal Data Change form to the registration office at Fort Steilacoom or Puyallup. This will establish an "official starting date" for the new program and thereby preserve a full six-year period of time in which you may complete it under current requirements.

### DISCONTINUED PROGRAMS

If the degree or certificate you are working toward is discontinued, you will be permitted to finish the program, to the extent the college finds possible, provided you fulfill the requirements within six years of the date of your initial enrollment at the college. Substitutions for discontinued courses will be permitted when appropriate substitute courses are available and when authorized through the course substitution procedures currently in effect. Requests for course substitutions should be made through the appropriate faculty.

## University Transfer Degrees

### ■ ASSOCIATE OF ARTS (AA-DTA)

The Associate of Arts degree (AA-DTA; formerly titled AAS degree) is designed for students who plan to transfer to four-year institutions after completing the first two years of study at Pierce. The degree enables students to fulfill the undergraduate general education requirements of most four-year degree programs and is also recommended for students who have not yet decided the field they will enter or the four-year institution they will attend.

### TRANSFER PREPARATION

Pierce College's AA-DTA degree meets the Inter-College Relations Commission's AA Transfer Degree Guidelines for Washington colleges and universities. Because transfer requirements vary from one institution to another, students are encouraged to work closely with their advisors in planning their program of study. Because it is the student's responsibility to ensure that the courses taken at Pierce will be accepted for transfer, it is helpful to select a transfer institution, obtain a catalog and transfer guide from that college or university and become familiar with its admission and course requirements soon after enrolling at Pierce. For students who have not decided on a transfer institution, our advisors can help them plan a well-balanced program that will best meet transfer needs.

Specific questions concerning transfer can be directed to a faculty advisor, to the Pierce College advising centers or to an admissions officer at the four-year institution of choice. Transfer information handouts for four-year institutions in Washington state are available in the advising centers at both colleges.

More than 90 credits may be earned at Pierce College, but no more than 90 quarter credits may apply to your chosen four-year program of study.

### GENERAL DEGREE REQUIREMENTS

- Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AA-DTA degree. The 90 credits must include at least 60 Core Requirement credits, 15 Core Elective (GTE) credits, and 15 General Elective credits.
- ENGL& 101 (English Composition I) is required for all AA-DTA degree candidates.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- College cumulative grade point average (GPA) of 2.0 or better.
- 1.5 grade (C-) or better for all Core Requirement and Core Elective (GTE) courses is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used only for General Elective credits.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the general elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if that course is listed in more than one category.

## UNIVERSITY TRANSFER DEGREES AT A GLANCE

### Associate of Arts (AA-DTA)

#### Associate of Science (AS-T)

- *AS-T Track 1* for science pre-majors in biological sciences, chemistry, environmental/resource sciences, geology and earth science
- *AS-T Track 2* for science pre-majors in engineering, computer science, physics and atmospheric sciences

#### Associate in Business (DTA/MRP)

#### Associate in Pre-Nursing (DTA/MRP)

#### Associate in Elementary Education (DTA/MRP)

#### Associate degrees in secondary education

(Biology, Chemistry, General Science, Mathematics and Physics)

**CORE REQUIREMENTS**

Courses should be selected from the Approved Core Requirements (GER) list below. A minimum of 60 credits must be earned, distributed as follows.

- **Communication Skills (CM):** 10 credit minimum. ENGL& 101 is required.
- **Quantitative/Symbolic Reasoning Skills (QS):** 5 credit minimum. Prerequisite: MATH 095 or 098 with a grade of 2.0 or better or placement out of MATH 098.
- **Humanities (HM):** 15 credit minimum. Must include at least two different disciplines, with no more than five credits from performance/skills courses. No more than 10 credits are allowed in world (foreign) language to satisfy the Humanities requirements, restricted to a maximum of 5 credits in a 100 level course and a maximum of 5 credits in a 200 level course.
- **Social Sciences (SS):** 15 credit minimum. Must include at least two different disciplines.
- **Natural Sciences (NS):** 15 credit minimum. Must include at least two different disciplines and at least one laboratory course.

**AA-DTA CORE REQUIREMENTS LIST (GER) 60 credit minimum**

Course	Title	Credits	Course	Title	Credits
<b>COMMUNICATION SKILLS (10 credit minimum)</b>					
* = required course					
BUS 250	Business Communications	5	ENGL 210	Intro to American Literature	5
* ENGL& 101	English Composition I	5	ENGL& 220	Intro to Shakespeare	5
ENGL 103	Composition – Argumentation & Research	5	ENGL& 226-228	British Literature I-III	5
ENGL 107	Composition – Writing About Literature	5	ENGL& 236-238	Creative Writing I-III	5
ENGL& 235	Technical Writing	5	ENGL 239	World Literature	5
JOURN 102	Intro to Newswriting	5	ENGL 240	Intro to Linguistics	5
<b>QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 credit minimum)</b>					
Students must meet stated math prerequisite before enrolling in courses; see course descriptions or quarterly schedule for details.					
ANTH& 204	Archaeology	5	ENGL& 244-246	American Literature I-III	5
CHEM& 139	General Chemistry Preparation	5	ENGL 249	Creative Writing: Special Projects	5
CS& 131	Computer Science I – C++	5	ENGL 264	Literature of U.S. Slavery/Abolition	5
CS& 141	Computer Science I – Java	5	ENGL 265	American Literature-Humor/Satire	5
CS 202	Computer Science II	5	ENGL 266	Women Writers-International Mosaic	5
ECON& 201	Micro Economics	5	<b>Foreign Languages — See World Languages.</b>		
MATH& 107	Math in Society	5	HUM& 101	Intro to Humanities	5
MATH 114	Applied Algebra, Geometry & Trigonometry	5	HUM 105	Black Thought and Culture	5
MATH& 141	Precalculus I	5	HUM 106	Ethnic Thought and Culture	5
MATH& 142	Precalculus II	5	HUM 107	Latin American Thought and Culture	5
MATH& 146	Intro to Statistics	5	HUM& 116-118	Humanities I-III	5
MATH& 148	Business Calculus	5	HUM 120	Intro to Folklore	5
MATH& 151	Calculus I	5	HUM 204	American Popular Culture	5
MATH& 152	Calculus II	5	HUM 210	American Cinema and Society	5
MATH& 153	Calculus III	5	HUM 212	Great Directors and Auteurs	5
MATH 156	Finite Mathematics	5	HUM 215	World Cinema	5
* MATH 170	Structure of Elementary Math 1: Number Systems	5	HUM 240	World Religions	5
* MATH 171	Structure of Elementary Math 2: Geometry	5	JOURN 103	Intro to Feature Writing	1-5
* MATH 172	Structure of Elem. Math 3: Statistics and Probability	5	JOURN 125	The Documentary: A Social Force	5
MATH 205	Linear Algebra	5	MUSC 100	Intro to Rock and Roll	5
MATH 210	Discrete Math	5	MUSC 102	American Popular Music	5
MATH 238	Differential Equations	5	MUSC 103	Intro to Jazz	5
PHIL& 106	Intro to Logic	5	MUSC& 105	Music Appreciation	5
* = for Education majors					
<b>HUMANITIES (15 credit minimum)</b>					
• Select from at least two disciplines.					
• No more than five credits from Performance/Skills courses.					
For designated Performance/Skills courses, see the end of the Humanities listing.					
• No more than 10 credits (a maximum of 5 credits in a 100 level course and maximum of 5 credits in a 200 level course) are allowed in world (foreign) language to satisfy the Humanities requirement.					
ART& 100	Art Appreciation	5	MUSC& 141-143	Music Theory I-III	5
ART 105	Intro to Art	5	MUSC& 241-243	Music Theory IV-VI	5
ART 145	History of Art (Contemporary)	5	PHIL& 101	Intro to Philosophy	5
CMST&101	Intro to Communications	5	PHIL 110	Intro to Bioethics	5
CMST& 102	Intro to Mass Media	5	PHIL 115	Intro to Critical Thinking	5
CMST 105	Intercultural Communication	5	PHIL 150	Intro to Ethics	5
CMST 210	New Media Presentation	5	PHIL 155	Ethics in Business	5
CMST& 220	Public Speaking	5	PHIL 210	Philosophy of Western Religion	5
CMST& 230	Small Group Communication	5	PHIL 230	Contemporary Moral Problems	5
DRMA& 101	Intro to Theatre	5	<b>World Languages (formerly FOREIGN LANGUAGE)</b>		
DRMA 160	Intro to Film and Video	5	ASL& 121-123	American Sign Language I-III	5
ENGL& 111	Intro to Literature	5	ASL& 221	American Sign Language IV	5
ENGL& 112	Intro to Fiction	5	CHIN& 121-123	Chinese I-III	5
ENGL& 113	Intro to Poetry	5	FRCH& 121-123	French I-III	5
ENGL& 114	Intro to Dramatic Literature	5	FRCH& 221-223	French IV-VI	5
ENGL 140	English Grammar	5	GERM& 121-123	German I-III	5
ENGL 204	The Bible as Literature	5	GERM& 221-223	German IV-VI	5
ENGL 205	Intro to Mythology	5	JAPN& 121-123	Japanese I-III	5
<b>Humanities Performance/Skills (5 credit maximum)</b>					
ART 101-103 Design 5					
ART 107-109 Photography 5					
ART 111-113 Drawing 5					
ART 190-192 Photography Workshop 5					
ART 201-203 Painting 5					
ART 204 Watercolor, Beginning 5					
ART 275-277 Painting Workshop 5					

AA-DTA CORE REQUIREMENTS LIST (GER) *continued*

Course	Title	Credits	Course	Title	Credits
DRMA 170-172	Technical Film and Theatre	5	SOC 211	Marriage and the Home	5
DRMA 260-262	Acting for Stage and Digital Film	5	SOC 212	Sociology of Death	5
DRMA 280-285	Production Practicum	1-3	SOC 220	Gender Roles in Society	5
MUSC 126-127	Class Guitar	1	<b>NATURAL SCIENCES</b> (15 credit minimum)		
MUSC 140, 240	College Choir	1-2	<i>Choose at least one laboratory science – indicated by an L – and from two different disciplines.</i>		
MUSC 144, 244	Concert Choir	2.5	ANTH& 205	Biological Anthropology	5
MUSC 145, 245	Jazz Choir	2.5	L ANTH& 236	Forensic Anthropology	5
MUSC 146, 246	Vocal Jazz Lab	2.5	ASTR& 100	Survey of Astronomy	5
MUSC 150, 250	College Band	1	L ASTR& 101	Intro to Astronomy	5
MUSC 154, 254	College Orchestra	1	L ASTR 105	Survey of Astrobiology	5
MUSC 157, 257	Jazz Band	1-2	L ASTR& 110	The Solar System	5
MUSC 160-169, 260-269	Private Instruction	0.5	L ASTR& 115	Stars, Galaxies and Cosmos	5
MUSC 170-173, 270-273	Ensemble (Instrumental)	1	L ATMOS 101	Intro to Weather	5
MUSC 174, 274	Vocal Ensemble	1	L BIOL& 100	Survey of Biology	5
MUSC 181	Beginning Class Piano	1	BIOL 118	Human Anatomy and Phys for Non-Sci Majors	5
MUSC 182	Intermediate Class Piano	1	L BIOL 120	Human Anat and Phys w/lab for Non-Sci Majors	5
MUSC 183	Advanced Class Piano	1	L BIOL& 160	General Biology w/lab	5
<b>SOCIAL SCIENCES</b> (15 credit minimum)			L BIOL& 211	Majors Cellular	5
<i>Select from at least two disciplines.</i>			L BIOL& 212	Majors Animal	5
ANTH& 100	Survey of Anthropology	5	L BIOL& 213	Majors Plant	5
ANTH& 104	World Prehistory	5	L BIOL& 241	Human Anatomy and Physiology 1	6
ANTH& 106	American Mosaic	5	L BIOL& 242	Human Anatomy and Physiology 2	6
ANTH 107	Archaeology of Ancient Civilizations	5	L BIOL& 260	Microbiology	5
ANTH 108	Fundamentals of Archaeology	5	CHEM& 100	Preparatory Chemistry	5
ANTH 201	Prehistoric Mesoamerica	5	L CHEM& 110	Chemical Concepts w/lab	5
ANTH& 204	Archaeology	5	L CHEM& 121	Intro to Chemistry	5
ANTH& 206	Cultural Anthropology	5	L CHEM& 131	Intro to Organic/Biochemistry	6
ANTH& 210	Indians of North America	5	CHEM& 139	General Chemistry Prep	5
ANTH& 216	Northwest Coast Indians	5	L CHEM& 161-163	General Chemistry w/lab I-III	5
ANTH 240	Women in Cross Cultural Perspectives	5	L CHEM& 261-263	Organic Chemistry w/lab I-III	5
BUS& 101	Intro to Business	5	CS& 131	Computer Science I-C++	5
BUS& 201	Business Law	5	CS&141	Computer Science I-Java	5
BUS 240	Human Relations in the Work Place	5	CS 202	Computer Science II	5
CJ 112	Criminal Justice in America	5	ENGR 101	Intro to Engineering	5
CJ 120	Constitutional Rights	5	ENVS& 100	Survey of Environmental Science	5
CJ 140	Corrections in America	5	ENVS 140	Western Water Problems	5
CJ 200	Crime and Justice in America: Issues	5	ENVS 150	Environmental Issues	5
CJ 202	Concepts of Criminal Law	5	GEOG 205	Intro to the Physical Environment	5
CJ 215	Drugs and Society	5	L GEOG 210	Physical Geography	5
ECE 111	Intro to Early Childhood Education	5	L GEOL& 101	Intro Physical Geology	5
ECON 110	Survey of Economics	5	L GEOL& 103	Historical Geology	5
ECON& 201	Micro Economics	5	L GEOL 107	Earth Systems Science	5
ECON& 202	Macro Economics	5	L GEOL& 110	Environmental Geology	5
GEOG 100	Intro to Geography	5	L GEOL& 115	Geology National Parks	5
GEOG 150	Europe, The Americas, Australia/New Zealand	5	L GEOL& 208	Geology of Pacific NW	5
GEOG 160	Africa, Middle East and Asia	5	L GEOL 220	Earth Resources and the Environment	5
GEOG 200	Cultural Geography	5	L HSCI 119	Human Health and Disease	5
GEOG 205	Intro to the Physical Environment	5	L HSCI 140	Contemporary Health Science Problems	5
GEOG 207	Economic Geography	5	HSCI 151	Personal & Community Health	5
HIST& 126-128	World Civilizations I-III	5	HSCI 200	Human Stress — Its Nature and Control	5
HIST& 156-159	History of US I-IV	5	L HSCI 210	Wellness	5
HIST 168	Vietnam War as History	5	MATH& 107	Math in Society	5
HIST& 214	Pacific NW History	5	MATH 114	Applied Algebra, Geometry and Trigonometry	5
HIST 230	Concise History of Science & Technology	5	MATH& 141	Precalculus I	5
HIST 260	History of Russia and Soviet Union	5	MATH& 142	Precalculus II	5
HIST 270	Intro to the Far East	5	MATH& 146	Intro to Statistics	5
HIST 272	Survey of Middle East History	5	MATH& 148	Business Calculus	5
HIST 277	The Cold War	5	MATH& 151	Calculus I	5
HIST 280	Intro to Chinese Civilization	5	MATH& 152	Calculus II	5
HIST 284	Intro to the Balkans	5	MATH& 153	Calculus III	5
INTS 107	Intro to International Studies	5	MATH 156	Finite Mathematics	5
INTS 140	Contemporary Issues in International Studies	5	MATH 205	Linear Algebra	5
POLS& 101	Intro Political Science	5	MATH 210	Discrete Mathematics	5
POLS& 200	Introduction to Law	5	MATH 224	Multivariate Calculus	5
POLS& 202	American Government	5	MATH 238	Differential Equations	5
POLS& 203	International Relations	5	L NSCI 150	Nature	5
POLS 208	U.S. Campaigns and Elections	5	L NSCI 160	Environmental Biology	5
POLS 210	U.S. Federal Indian Policy	5	NUTR& 101	Nutrition	5
PSYC& 100	General Psychology	5	L OCEA& 101	Intro to Oceanography	5
PSYC& 180	Human Sexuality	5	L OCEA 170	Marine Biology	5
PSYC& 200	Lifespan Psychology	5	PHIL& 106	Intro to Logic	5
PSYC 201	Psychology of Personal Growth	5	L PHYS& 100	Physics Non-Science Majors	5
PSYC 210	Social Psychology	5	L PHYS& 121-123	General Physics I-III	5
PSYC& 220	Abnormal Psychology	5	L PHYS& 221-223	Engineering Physics I-III	5
PSYC 230	Introduction of Personality	5	L PS 101	Intro to Physical Science	5
SOC& 101	Intro to Sociology	5			
SOC& 201	Social Problems	5			

**GENERAL TRANSFERABLE ELECTIVES (GTE)**

A minimum of 15 credits must be earned from Pierce College's approved General Transferable Elective (GTE) list. Courses taken for a Pass/No Pass grade, Independent Study and cooperative work experience/work-based learning courses do not apply to the GTE area.

The following courses have been approved by Pierce College as General Transferable Electives/Core Electives:

- A. Any of the approved CORE distribution courses designated as Communication Skills, Quantitative/Symbolic Reasoning Skills, Humanities, Social Sciences and Natural Sciences with the **exception** of performance/skills courses.

**AND/OR**

- B. Courses numbered 100 and above listed in the departments below.

**GTE Approved Courses by Department**

**ACCOUNTING:** All except 175 and 287

**ALCOHOLISM & DRUG ABUSE (HSSA):** only 101, 120, 140, 170

**ANTHROPOLOGY:** All

**ART:** All except those listed as performance/skills courses

**ASTRONOMY:** All

**ATMOSPHERIC SCIENCE:** All

**BIOLOGY:** All

**BUSINESS:** All except 103, 107, 125, 135, 279

**BUSINESS MANAGEMENT:** All

**BUSINESS INFORMATION TECHNOLOGY:** only 104, 111-113, 120, 135, 145, 241, 253

**CHEMISTRY:** All except 119

**COMMUNICATION STUDIES:** All

**COMPUTER INFO SYSTEMS:** All except 103

**CRIMINAL JUSTICE:** All

**DIGITAL DESIGN:** All

**DRAMA:** All except those listed as performance/skills courses

**EARLY CHILDHOOD EDUCATION:** only 111, 202, 210, 212, 213

**ECONOMICS:** All

**EDUCATION:** only EDUC 202 and EDUC 204

**ENGINEERING:** All

**ENGLISH:** All except 104, 105, 115, 125

**ENVIRONMENTAL SCIENCE:** All

**FASHION MERCHANDISING:** All

**FOREIGN LANGUAGE – See WORLD LANGUAGES.**

**GEOGRAPHY:** All

**GEOLOGY:** All

**HEALTH SCIENCE:** Only 119, 140, 151, 200, 210

**HISTORY:** All

**HUMANITIES:** All

**INTERDISCIPLINARY STUDIES:** All except 115

**JOURNALISM:** All except 110, 111, 112, 211, 212

**MATHEMATICS:** All

**MILITARY SCIENCE:** All to ROTC programs only

**MUSIC:** All except 107, 108, 109 and those listed as performance/skills courses

**NATURAL SCIENCE:** All

**NUTRITION:** All

**OCEANOGRAPHY:** All

**PARALEGAL STUDIES (LEGAL):** All except 280-282

**PHILOSOPHY:** All

**PHYSICAL SCIENCE:** All

**PHYSICS:** All

**POLITICAL SCIENCE:** All

**PSYCHOLOGY:** All except 102, 105-108, 119, 140

**SOCIAL SERVICE/MENTAL HEALTH:** only 100, 170, 215

**SOCIOLOGY:** All

**SPEECH:** See COMMUNICATION STUDIES.

**THEATRE:** See DRAMA.

**WORLD LANGUAGES** (formerly FOREIGN LANGUAGE): All except ASL 111, ASL 112, JAPN 130, JAPN 135 and SPAN 100

**GENERAL ELECTIVES (GE)**

Maximum of 15 credits of courses numbered 100 and above may be applied to this area. Credits may include Physical Activity (5 credits maximum), Cooperative Education, courses taken under P/NP option, Independent Study, etc.

**■ ASSOCIATE OF ARTS – OPTION B**

Students who are sure of the specific four-year program to which they will transfer can design a program to fulfill the senior institution's general admission and program entry requirements. This degree program is not recommended for students who are undecided about their future educational plans.

The student completes an AA–Option B contract that must be approved by an authorized representative of the senior institution and Pierce College. The signed contract must then be submitted to the Pierce College evaluations office. The degree is awarded upon successful completion of the contracted course of study. Contract forms, policies and procedures are available in the advising centers.

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 credits must be completed, as authorized for transfer by the four-year institution's representative. Students must remain aware of the senior institution's requirements and officially update the Option B contract as needed. Each AA–Option B student is ultimately responsible for meeting senior institution requirements.
- The student must earn a college cumulative grade point average (GPA) of 2.0 or better and a grade of 1.5 (C-) or better in all core, proficiency or distribution courses unless prerequisites state otherwise.
- Minimum of 25 of the last 45 credits must be earned at Pierce College.
- Courses selected must meet the senior institution's general distribution requirements plus any special proficiency requirements, where applicable, or must meet the departmental requirements for entrance. The student should be prepared to provide a copy of the senior institution's current catalog to a Pierce College advisor for assistance in program planning.
- AA–Option B degree candidates must present to the evaluations office, at least two quarters prior to graduation, a copy of the Option B program contract together with any supporting documentation.

**■ AA-DTA DEGREES IN SPECIFIC FIELDS**

In addition to our general AA-DTA degree, we also offer transfer degrees in specific areas. These areas include Business, Pre-Nursing, and Education (Elementary, General Science, Math, Chemistry, Biology and Physics). More information on these degrees and their respective requirements can be found in the PROGRAMS OF STUDY section of this catalog.



## ■ ASSOCIATE OF SCIENCE (AS-T)

The Associate of Science degree (AS-T) is designed for students who plan to transfer to science programs at four-year institutions after completing the first two years of study at Pierce. The degree enables students to fulfill the undergraduate general education requirements of most four-year science degree programs. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

There are two Associate of Science (AS-T) degree-track options:

### ASSOCIATE OF SCIENCE (AS-T) DEGREE TRACK #1

*For Science Pre-Majors in Biological Sciences, Chemistry, Environmental/Resource Sciences, Geology and Earth Science*

#### GENERAL DEGREE REQUIREMENTS

1. Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AS-T degree.
2. Minimum of 25 of last 45 credits must be earned at Pierce.
3. Cumulative college-level grade point average (GPA) of 2.0 or higher is required.
5. 1.5 grade (C-) or higher is required for all coursework unless prerequisites state otherwise. Coursework with a grade of 0.7 through 1.4 (D's) may be used for general elective credit only.
6. Pass (P) grades may be used only for General Elective credits.
7. Independent Study may be used only for General Elective credits.
8. Once a course has been successfully completed, credits earned may be used only once, even if that course is listed in more than one category.

Note: Additional general education, cultural diversity and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

#### SCIENCE PRE-MAJOR REQUIREMENTS (minimum 35 credits required)

- A. Chemistry sequence: (15 credits required)  
CHEM& 161-163: General Chemistry w/lab I-III
- B. Third quarter calculus **OR** approved statistics course (5 credits required) Choose one:  
MATH& 146: Intro to Statistics  
MATH& 153: Calculus III
- C. Biology **OR** Physics sequence (15 credits required)  
Choose one of the following sequences. Students should check with the receiving institution to determine which sequence is appropriate. Some baccalaureate institutions require physics with calculus.  
BIOL& 211-213: Majors: Cellular/Animal/Plant **OR**  
PHYS& 121-123: General Physics I-III **OR**  
PHYS& 221-223: Engineering Physics I-III

#### ADDITIONAL SCIENCE REQUIREMENTS (10-15 credits required)

Courses chosen in physics, geology, organic chemistry, biology or mathematics consisting of courses normally taken for science majors (not for general education), preferably in a two- or three-quarter sequence, chosen with the help of an advisor. (Note: Biology majors should select organic chemistry or physics for this requirement.)

#### List of appropriate courses:

BIOL& 241	Human Anatomy and Physiology 1
BIOL& 242	Human Anatomy and Physiology 2
BIOL& 211-213	Majors: Cellular/Animal/Plant
CHEM& 261-263	Organic Chemistry w/lab I-III
GEOL& 101	Intro Physical Geology
GEOL& 103	Historical Geology
GEOL& 110	Environmental Geology
GEOL 220	Earth Resources and the Environment
MATH& 146	Introduction to Statistics
MATH& 153	Calculus III
MATH 205	Linear Algebra
MATH 224	Multivariate Calculus
MATH 238	Differential Equations
PHYS& 121-123	General Physics I-III <b>OR</b>
PHYS& 221-223	Engineering Physics I-III

#### GENERAL REQUIRED COURSES (30 credits)

Same as for AS-T Track 2. See list, next page.

#### GENERAL ELECTIVES (10-15 credits required)

College-level courses numbered 100 and above. Remaining credits may include prerequisites for pre-major courses (e.g., pre-calculus), meet additional pre-major coursework, or satisfy specific general education or other university requirements. A maximum of 5 PE activity credits can be applied to this degree.

**TOTAL CREDITS**

**90**

### ASSOCIATE OF SCIENCE (AS-T) DEGREE TRACK #2

*For Science Pre-Majors in Engineering, Computer Science, Physics and Atmospheric Sciences*

#### GENERAL DEGREE REQUIREMENTS

Same as those listed under the Associate of Science (AS-T) Degree Track #1.

#### SCIENCE PRE-MAJOR REQUIREMENTS (minimum 30 credits required)

- A. **Required of all students:**  
CHEM& 161: General Chemistry w/lab I (5 credits required)
- B. **Third quarter calculus or approved statistics course:** (5 credits required) Choose one:  
MATH& 146: Intro to Statistics  
MATH& 153: Calculus III
- C. **Physics sequence (15 credits required)**  
PHYS& 221: Engineering Physics I  
PHYS& 222: Engineering Physics II  
PHYS& 223: Engineering Physics III
- D. **Computer Programming (5 credits required)**  
Programming language chosen with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student plans to attend. ENGR 142 (Computer Programming C++ for Engineers) is recommended for engineering majors.

#### ADDITIONAL SCIENCE REQUIREMENTS (15 credits required)

Courses must be selected from the list of courses below. Note: A two- or three-quarter sequence is recommended to be chosen with the help of an advisor.

#### List of appropriate courses:

CHEM& 162/163	General Chemistry w/lab II/III
CS& 131	Computer Science I-C++
CS&141	Computer Science I-Java
CS 202	Computer Science II
ENGR 142	Computer Programming C++ for Engineers
ENGR& 214	Statics
ENGR& 215	Dynamics
ENGR& 225	Mechanics of Materials
ENGR& 224	Thermodynamics
MATH& 146	Introduction to Statistics
MATH 205	Linear Algebra
MATH 224	Multivariate Calculus
MATH 238	Differential Equations

#### GENERAL REQUIRED COURSES (30 credits)

Same as for AS-T Track 1. See list, next page.

#### GENERAL ELECTIVES (15 credits required)

Minimum of 10 credits that satisfy Pierce's AA Core requirements, i.e., GER-NS, GER-HM, GER-SS, GER-CM or GER-QS. See Associate of Arts (AA-DTA) section for specific classes. Maximum of five credits of any college-level course numbered 100 or higher. Physical education activity credits may be used only in this area.

**TOTAL CREDITS**

**90**



**GENERAL REQUIRED COURSES FOR AS-T TRACKS 1 AND 2 (30 credits)**

- **Communications:** 5 credit minimum. Minimum 5 quarter credits in college-level composition course required:  
ENGL& 101: English Composition I
- **Mathematics:** 10 credit minimum. Two courses required at or above introductory calculus level.  
MATH& 151/152: Calculus I and II
- **Humanities and Social Sciences:** 15 credit minimum. *Courses listed in more than one category may be used only once. A maximum of 5 credits under the Humanities/Performance/Skills area may be used.*
  - Humanities 5 credits minimum
  - Social Science 5 credits minimum
  - Humanities **OR** Social Science 5 credits minimum

Course	Title	Credits	Course	Title	Credits
<b>HUMANITIES</b>			JAPN& 121-123	Japanese I-III	5
ART& 100	Art Appreciation	5	KREA& 121-123	Korean I-III	5
ART 105	Intro to Art	5	KREA& 221-223	Korean IV-VI	5
ART 145	History of Art (Contemporary)	5	RUSS& 121-123	Russian I-III	5
CMST&101	Intro to Communication	5	RUSS& 221-223	Russian IV-VI	5
CMST& 102	Intro to Mass Media	5	SPAN& 121-123	Spanish I-III	5
CMST 105	Intercultural Communication	5	SPAN& 221-223	Spanish IV-VI	5
CMST 210	New Media Presentation	5	<b>Humanities Performance/Skills (5 credit maximum)</b>		
CMST& 220	Public Speaking	5	ART 101-103	Design	5
CMST& 230	Small Group Communication	5	ART 107-109	Photography	5
DRMA& 101	Intro to Theatre	5	ART 111-113	Drawing	5
DRMA 160	Intro to Film and Video	5	ART 190-192	Photography Workshop	5
ENGL& 111	Intro to Literature	5	ART 201-203	Painting	5
ENGL& 112	Intro to Fiction	5	ART 204	Watercolor, Beginning	5
ENGL& 113	Intro to Poetry	5	ART 275-277	Painting Workshop	5
ENGL& 114	Intro to Dramatic Literature	5	DRMA 170-172	Technical Film and Theatre	5
ENGL 140	English Grammar	5	DRMA 260-262	Acting for Stage and Digital Film	5
ENGL 204	The Bible as Literature	5	DRMA 280-285	Production Practicum	1-3
ENGL 205	Intro to Mythology	5	MUSC 126-127	Class Guitar	1
ENGL 210	Intro to American Literature	5	MUSC 140, 240	College Choir	2
ENGL& 220	Intro to Shakespeare	5	MUSC 144, 244	Concert Choir	2.5
ENGL& 226-228	British Literature I-III	5	MUSC 145, 245	Jazz Choir	2.5
ENGL& 236-238	Creative Writing I-III	5	MUSC 146, 246	Vocal Jazz Lab	2.5
ENGL 239	World Literature	5	MUSC 150, 250	College Band	1
ENGL 240	Intro to Linguistics	5	MUSC 154, 254	College Orchestra	1
ENGL& 244-246	American Literature I-III	5	MUSC 157, 257	Jazz Band	1-2
ENGL 249	Creative Writing: Special Projects	5	MUSC 160-169, 260-269	Private Instruction	0.5
ENGL 264	Literature of U.S. Slavery and Abolition	5	MUSC 170-173, 270-273	Ensemble (Instrumental)	1
ENGL 265	American Literature-Humor/Satire	5	MUSC 174, 274	Vocal Ensemble	1
ENGL 266	Women Writers-International Mosaic	5	MUSC 181	Beginning Class Piano	1
<b>Foreign Languages — See World Languages.</b>			MUSC 182	Intermediate Class Piano	1
HUM& 101	Intro to Humanities	5	MUSC 183	Advanced Class Piano	1
HUM 105	Black Thought and Culture	5	<b>SOCIAL SCIENCES</b>		
HUM 106	Ethnic Thought and Culture	5	ANTH& 100	Survey of Anthropology	5
HUM 107	Latin American Thought and Culture	5	ANTH& 104	World Prehistory	5
HUM& 116-118	Humanities I-III	5	ANTH& 106	American Mosaic	5
HUM 120	Intro to Folklore	5	ANTH 107	Archaeology of Ancient Civilizations	5
HUM 204	American Popular Culture	5	ANTH 108	Fundamentals of Archaeology	5
HUM 210	American Cinema and Society	5	ANTH 201	Prehistoric Mesoamerica	5
HUM 212	Great Directors and Auteurs	5	ANTH& 204	Archaeology	5
HUM 215	World Cinema	5	ANTH& 206	Cultural Anthropology	5
HUM 240	World Religions	5	ANTH& 210	Indians of North America	5
JOURN 103	Intro to Feature Writing	1-5	ANTH& 216	Northwest Coast Indians	5
JOURN 125	The Documentary: A Social Force	5	ANTH 240	Women in Cross Cultural Perspectives	5
MUSC 100	Intro to Rock and Roll	5	BUS& 101	Intro to Business	5
MUSC 102	American Popular Music	5	BUS& 201	Business Law	5
MUSC 103	Intro to Jazz	5	BUS 240	Human Relations in the Work Place	5
MUSC& 105	Music Appreciation	5	CJ 112	Criminal Justice in America	5
MUSC& 141-143	Music Theory I-III	5	CJ 120	Constitutional Rights	5
MUSC& 241-243	Music Theory IV-VI	5	CJ 140	Corrections in America	5
PHIL& 101	Intro to Philosophy	5	CJ 200	Crime and Justice in America: Issues	5
PHIL 110	Intro to Bioethics	5	CJ 202	Concepts of Criminal Law	5
PHIL 115	Intro to Critical Thinking	5	CJ 215	Drugs and Society	5
PHIL 150	Intro to Ethics	5	ECE 111	Intro to Early Childhood Education	5
PHIL 155	Ethics in Business	5	ECON 110	Survey of Economics	5
PHIL 210	Philosophy of Western Religion	5	ECON& 201	Micro Economics	5
PHIL 230	Contemporary Moral Problems	5	ECON& 202	Macro Economics	5
<b>World Languages (formerly FOREIGN LANGUAGE)</b>			GEOG 100	Intro to Geography	5
ASL& 121-123	American Sign Language I-III	5	GEOG 150	Europe, The Americas, Australia/New Zealand	5
ASL& 221	American Sign Language IV	5	GEOG 160	Africa, Middle East and Asia	5
CHIN& 121-123	Chinese I-III	5	GEOG 200	Cultural Geography	5
FRCH& 121-123	French I-III	5	GEOG 205	Intro to the Physical Environment	5
FRCH& 221-223	French IV-VI	5	GEOG 207	Economic Geography	5
GERM& 121-123	German I-III	5	HIST& 126-128	World Civilizations I-III	5
GERM& 221-223	German IV-VI	5	HIST& 156-159	History of US I-IV	5

**GENERAL REQUIRED COURSES FOR AS-T TRACKS 1 AND 2** *continued*

Course	Title	Credits	Course	Title	Credits
HIST 168	Vietnam War as History	5	POLS 208	U.S. Campaigns and Elections	5
HIST& 214	Pacific NW History	5	POLS 210	U.S. Federal Indian Policy	5
HIST 230	Concise History of Science & Technology	5	PSYC& 100	General Psychology	5
HIST 260	History of Russia and Soviet Union	5	PSYC& 180	Human Sexuality	5
HIST 270	Intro to the Far East	5	PSYC& 200	Lifespan Psychology	5
HIST 272	Survey of Middle East History	5	PSYC 201	Psychology of Personal Growth	5
HIST 277	The Cold War	5	PSYC 210	Social Psychology	5
HIST 280	Intro to Chinese Civilization	5	PSYC& 220	Abnormal Psychology	5
HIST 284	Intro to the Balkans	5	PSYC 230	Introduction of Personality	5
INTS 107	Intro to International Studies	5	SOC& 101	Intro to Sociology	5
INTS 140	Contemporary Issues in International Studies	5	SOC& 201	Social Problems	5
POLS& 101	Intro Political Science	5	SOC 211	Marriage and the Home	5
POLS& 200	Introduction to Law	5	SOC 212	Sociology of Death	5
POLS& 202	American Government	5	SOC 220	Gender Roles in Society	5
POLS& 203	International Relations	5			

## Professional/Technical Degrees and Certificates

### ■ ASSOCIATE IN TECHNOLOGY — SPECIFIC PROGRAM

Students who complete the Associate in Technology degree in one of Pierce College's specific professional/technical programs will receive a degree entitled with that program specialty. Refer to the chart on the next page for specific degree programs offered through Pierce College.

#### DEGREE REQUIREMENTS

- Students must successfully complete a minimum of 90 quarter credits or their equivalent, exclusive of physical education activity courses, including all specific requirements of an approved professional/technical program outlined in the PROGRAMS OF STUDY listings.
- A minimum college cumulative grade point average (GPA) of 2.0 must be maintained.
- A minimum of 25 of the last 45 quarter credit hours must be earned at Pierce College. SOC/SOCAD military students may be exempt from this requirement.
- A minimum of 18 credits must be completed in related instruction. Related instruction areas include communications, computation and human relations. Related instruction content may be part of a course that specifically addresses the related instruction (e.g., ENGL& 101 for communications), may be embedded (listed in course objectives) within a program course or may be a prerequisite to program admittance. Students may challenge courses or use an assessment process to satisfy selected related instruction.

#### **Communications:** *A minimum of three credits<sup>†</sup>*

Select course(s) from the AA-DTA Communication Skills list, or complete the course(s) identified as the communication skill course(s) in the curriculum guide for the specific degree.

#### **Computation:** *A minimum of three credits<sup>†</sup>*

Select a course from the AA-DTA Quantitative/Symbolic Reasoning Skills list, or complete the course(s) identified as the computation skills course(s) in the curriculum guide for the specific degree. In programs where no specific course has been identified, students must be assessed above the MATH 098 (Intermediate Algebra) level.

#### **Human Relations:** *A minimum of three credits<sup>†</sup>*

Complete the course(s) identified as the human relations course(s) in the curriculum guide for the specific degree.

<sup>†</sup>Related instruction skills may be embedded within certain program courses. Some programs may include additional related instruction areas such as leadership and safety.

### ■ ASSOCIATE IN TECHNOLOGY — GENERAL

A graduate of any approved occupational/vocational program from an accredited college, military school, vocational/technical institute, technical college, licensed private college, vocational school, industry, apprentice-based training or university may be granted up to 65 quarter credits toward the Associate in Technology – General degree. The remainder of the student's program shall include a minimum of 18 credits of related instruction. A minimum of three credits is required in each of the following areas: communications, computation and human relations. All related instruction courses must be numbered 100 or above. A total of 90 credits is required.

### ■ PROFESSIONAL/TECHNICAL CERTIFICATES

Professional/technical certificate programs emphasize basic, practical skills needed for entry-level employment. Often, these programs can be completed in a short period of time, preparing a student with beginning job skills or providing knowledge and skills that are needed for advancement in a specific professional/technical area.

Certificates between 21-44 credits require that at least one-half of the credits be earned at Pierce College. All coursework must be completed at Pierce College for short-term programs and certificates of 20 credits or less. You must have a cumulative college-level GPA of 2.0 or higher.

A candidate for a certificate in a professional/technical program of at least 45 credits must earn a minimum of nine credits in related instruction, three each in communications, computation and human relations.

Refer to the chart on the next page for specific certificates offered.

#### COURSE SUBSTITUTION POLICY

Pierce College Professional/Technical program coordinators and full-time faculty within the program area may substitute coursework within their programs that they feel is appropriate. Courses may also be waived as deemed appropriate; however, for associate programs, a degree will not be awarded with less than 90 quarter hours. Approved course substitutions must be submitted in writing to the college credentials evaluators.

#### RELATED INSTRUCTION (9-15 credit minimum)

The following chart lists courses satisfying the Related Instruction components of professional/technical programs.

#### Related Instruction Suggested Course List:

<b>COMMUNICATIONS</b> (minimum of three credits)	Any AA Communication Skills course; or BUS 105, BUS 106
<b>COMPUTATION</b> (minimum of three credits)	Any AA Quantitative/Symbolic Reasoning Skills course; or BUS 103, BUS 107
<b>HUMAN RELATIONS</b> (minimum of three credits)	BUS 240; MNGT 130; PSYC& 100, PSYC 201; PSYC 210, SOC& 101, SOC 211



**PROFESSIONAL/TECHNICAL CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS**

SHORT  
3-4 QTRS  
6-8 QTRS

	SHORT	3-4 QTRS	6-8 QTRS
<b>Accounting</b>		●	●
<b>Alcoholism and Drug Abuse</b>		●	●
<b>Business</b>		●	●
Customer Service		●	
Entrepreneurship		●	
Fashion Merchandising		●	
Human Resource Management		●	
Human Resource Management/Paralegal Studies			●
Marketing		●	
Real Estate Appraisal		●	
Retail Management		●	
Sales		●	
Supervision & Management		●	
<b>Business Information Technology</b>		●	●
Administrative Assistant			●
• Office Management			●
• General Office			●
• International Business			●
• Medical Office Assistant			●
Medical Transcriptionist		●	
Office Assistant: General		●	
Office Assistant: Medical		●	
Office Assistant: Medical Billing		●	
<b>Child Nutrition Program Management</b>			●
<b>Computer Information Systems</b>			●
Computer Network Administration		●	
Computer Support		●	
Database Management & Design			●
Programming		●	●
Technical Support		●	●
Web Application Development		●	●
<b>Computer Network Engineering</b>			●
Computer Systems Administration		●	
<b>Construction Management</b>		●	●
Construction Safety Technician		●	
<b>Criminal Justice</b>		●	●
Correctional Mental Health			●
Corrections/Protection Officer		●	
Forensic Technician			●
Homeland Security Emergency Management		●	
<b>Dental Hygiene*</b>			●
<b>Diagnostic Health &amp; Fitness Technician</b>			●
<b>Digital Design</b>			●
<b>Early Childhood Education</b>		●	●
<b>Emergency Medical Technician</b>		●	
<b>Fire Command Administration</b>			●
<b>Language Interpreter</b>			●
<b>Medical Services Representative</b>		●	
<b>Nursing (ADN)*</b>			●
Certified Nursing Assistant (CNA)		●	
<b>Occupational Safety &amp; Health Technician</b>			●
Construction Safety Technician		●	
<b>Paraeducation</b>			●
<b>Paralegal Studies</b>			●
<b>PierceWorks!</b>		●	
<b>Pupil Transportation Supervision</b>			●
<b>Real Estate</b>		●	
<b>Real Estate Appraisal</b>		●	
<b>Social Service/Mental Health</b>		●	●
<b>Veterinary Technology*</b>			●

\*Special admissions procedures apply.

# Distance Learning

[www.pierce.ctc.edu/distance](http://www.pierce.ctc.edu/distance)  
**E-mail:** [distedu@pierce.ctc.edu](mailto:distedu@pierce.ctc.edu)  
**Toll-Free:** 1-877-DLforMe • (253) 964-6244 • FS C343

When time is tight or you prefer to study on your own schedule, try our distance learning course offerings. They'll give you the freedom to learn at your convenience. Moreover, these courses are affordable, transcribed and transferable — just like on-campus courses.

## FREQUENTLY ASKED QUESTIONS

### HOW DO I START?

It is always a good idea to consult your advisor or visit the advising center to compare your degree planning needs with the courses we offer. A good second step is to take the readiness self-assessment at our Web site to see if distance learning is right for you. Then check out the course listings in the class bulletin or at the distance learning Web site. To help ensure success in online courses, consider enrolling in CIS 103: Online Learning – Getting Started.

### WHAT COURSES ARE AVAILABLE?

You can complete a general AA degree fully online! There are courses in each general education requirement (GER) category, and many professional/technical programs have courses online, too. Check with your advisor to determine the options for your program of study.

### ARE THEY ALL THE SAME?

We offer two primary types of courses: continuous entry and quarterly schedule.

Quarterly-schedule courses follow the standard 10-week schedule (eight weeks in summer). You choose the time each day that fits your needs to do the course work but have deadlines to meet throughout the quarter. Review the quarterly class bulletin distance learning section for course lists of each type. WashingtonOnline (WAOL) and Pierce College Online (PCOL) are both on the quarterly schedule system.

Continuous entry courses are open for enrollment from the start of registration until each quarter's last day to withdraw. This course type allows a "Z" in-progress grade if you don't complete the course-work. That's flexibility! Be forewarned: starting late can make it hard to finish, and some instructors require that you reach a given point in the course before awarding a "Z" grade. Completing the course by the end of the quarter in which you start is necessary if you receive financial aid, are ready to graduate or plan to transfer.

### WHAT IS IT LIKE?

First of all, these are real courses, not simplified versions of their campus counterparts. They take more work because you must overcome the challenge of replacing classroom experiences and conversing with your instructors. You must be a self-starter, be well organized and feel comfortable with technology. Courses use a variety of media ranging from audio and video materials to Internet tools like listservs, Web pages, e-mail and fully online courseware, like Blackboard, that runs in a Web browser. You use syllabi to guide your work, read textbooks, do research, and communicate with your instructor and fellow students (using technology), just like in a campus-based class. Courses are taught by full- and part-time Pierce College instructors. Course disciplines cover the range of general education requirements (GERs) needed to get an AA degree.

### WHAT IS WASHINGTONONLINE (WAOL)?

WAOL courses are special, fully online offerings. Students and instructors from all over the state share these courses. You could be in the "virtual classroom" with students from many other colleges and the instructor could be at any community and technical college in Washington. We have approved and offer a subset of the courses available in the consortium. As a Pierce student, you enroll here and are added to the virtual class.

As with all online courses, you must have a late model computer connected to the Internet with an Internet service provider established and working. WAOL courses use computer software to create

the virtual classroom. Enrollees receive a brief orientation as class starts and are expected to participate daily. Activities include engaging in multimedia "lectures" in the virtual classroom, visiting other Web resources, researching, submitting assignments, commenting in threaded discussion areas on each other's work, and taking exams. They are NOT self-paced or correspondence type courses. They follow the 10-week quarter schedule with beginning and end dates. Each week assignments are due and the class moves to the next week as a group. You don't have to be online at any particular time each day, but you should plan to spend roughly 15 hours a week in activities online, five out of seven days each week. You can choose the hours that work best for you.

The WAOL courses offered at Pierce are listed in the quarterly class bulletin. You can also visit the distance learning Web site or WAOL's home page ([www.washingtononline.org](http://www.washingtononline.org)) for additional information.

#### **WHAT IS PIERCE COLLEGE ONLINE (PCOL)?**

PCOL courses follow the same system as WAOL courses. The essential difference is that all the students and instructors come from Pierce College. Students log in to their online classroom at the same Blackboard Web address. Most of our distance learning courses are PCOL!

#### **WHAT POLICIES AND PROCEDURES APPLY?**

Generally, all policies and procedures relating to advising, admissions, registration, financial aid, placement testing and other college or student services apply to distance learning students. Departments use e-mail, FAX and telephones, in addition to our Web site's Student Online Services, to support students who cannot come to either campus.

Students served by the WashingtonOnline Virtual Campus follow the policies and procedures that govern student conduct, disciplinary actions and conflict resolution regarding student conduct which are in place at the enrolling college. Jurisdiction and authority for discipline of students served by the WashingtonOnline Virtual Campus will rest with the enrolling college; however, administrators and faculty of the teaching college and/or the WashingtonOnline Virtual Campus staff may be included in investigations prior to final decisions regarding a discipline situation.

#### **WHAT DOES IT COST?**

Distance learning and Washington Online courses follow the same guidelines for regular course tuition. Special fees apply in many cases.

## Earning Credits

### **CREDIT HOURS/CREDIT LOAD**

Credits for courses leading to degrees are given on a quarterly credit hour basis. In general, a class that meets one hour a week yields one credit; five hours a week yields five credits. Laboratory and activity classes may vary from this pattern.

Although an average of 15 credits per quarter is recommended for making normal progress toward a degree as a full-time student, Pierce College serves many students who, because of employment or family obligations, choose to attend part-time. We recommend that you work with your faculty advisor to plan the credit load that best meets your specific needs and educational goals.

Pierce College has established credit load guidelines to help you succeed in college. During fall, winter and spring quarters the maximum credit load is 22 credits; summer quarter it is 18 credits. High school completion students receiving VA benefits may carry 20 credits summer quarter.

Requests for exceptions to the maximum credit load limit should be made to your faculty advisor. Credit overload approvals for a specific number of credits must be indicated on your registration form and bear the signature of your faculty advisor and the division chair for that advisor.

### **PRIOR LEARNING ASSESSMENT**

Prior Learning Assessment (PLA) is a term used by colleges to describe the process for learners to earn credit and gain recognition for their knowledge and skills. PLA supports the identification, documentation, assessment and recognition of non-formal knowledge to be counted toward an academic degree, a training program, occupational or professional certification, or for linking employment credentials with education credentials. Credit is not granted on the basis of the student's experience; instead, it is granted for college-level learning which can be demonstrated and documented.

Academic departments are responsible for outlining a PLA policy that will reflect competencies and outcomes within their specific disciplines. The college supports as guidelines the principles of best practices published by the Washington State Community and Technical Colleges, as well as the policies established by the Northwest Commission on Colleges and Universities. If a student wishes to investigate the possibility to have prior learning recognized by the college, the student should first consult with their advisor, who would direct them to the appropriate department expert.

#### **PLA FORMS OF ASSESSMENT**

Not all departments use the assessments listed below or offer PLA. Students should check with a specific department on PLA policies and further information on how these assessments apply to specific disciplines.

#### **CREDITS AWARDED BY TESTING**

##### **Credit for CLEP, DSSTs, and ACT Pep**

Pierce College may award credit for non-traditional learning based on results of national tests, such as CLEP, DSSTs and ACT Pep as appropriate to the student's program at Pierce and the scores received on the tests.

##### **Advanced Placement**

Students at participating high schools may take college-level course work and examinations through the Advanced Placement program sponsored by the College Board. Pierce College accepts credit for work done in this program by students who receive AP scores of 3, 4, or 5 in approved subject areas. An AP score of 4 or 5 will be treated as a 4.0 grade; a score of 3, a 3.0 grade. These grades will be counted in your final degree evaluation. Advanced Placement credit and grades may also be used to fulfill various degree requirements. Pierce College's approved subject areas for Advanced Placement credit are: Art; English; History; Foreign Language (French, German or Spanish); Mathematics (calculus or computer science); Music Theory; Political Science; Psychology; and Science (biology, chemistry or physics). For more information, contact the evaluations office.

##### **Credit by Examination**

You may receive Pierce College credit for up to two courses per quarter by successfully completing an examination on the course subject matter. Credit by examination may be attempted only once for any given course and may not be used to improve a grade earned at Pierce College or to challenge a course prerequisite for a course successfully completed. Credit by examination does not satisfy the graduation requirement that 25 of the last 45 credits be earned at Pierce College. A per-credit fee is charged.

Further information and application forms are available through the testing center at Fort Steilacoom or Puyallup.

#### **CREDITS EARNED THROUGH WORK EXPERIENCE**

Your current on-the-job work experience, if related to your academic or professional/technical studies, may enable you to obtain credit for "real life" experience in your chosen field. Experiential learning is college-level learning that has been acquired through work experiences and self-study. Credit will be awarded for the college-level learning gained from these experiences, not from experiences only.

Students should recognize that college credits are usually useful to them only if the credits are a required part of the major or certificate program in which they are actively engaged. This credit is not accepted automatically by transfer schools, and anyone planning to transfer should research this matter with the transfer school(s) concerned.

Students may initiate assessment of work experience credit through professional certificates, licenses and portfolios as determined by academic departments. Students should review the various options available to recognize their learning accomplishments and work with the academic department they are wishing credit from.

#### **Professional Certifications and Licenses**

College credits may be awarded for professional certifications and licensure earned by the student if the organization providing the training program is recognized by the American Council on Education (ACE), international, federal, state or local agencies, and the appropriate Pierce College academic department determines that the certification/license is college-equivalent learning.

#### **Portfolio Assessment**

A portfolio is a purposeful collection of student work that exhibits the student's efforts, progress and achievements in one or more areas of the curriculum. Portfolio assessment awards credit on the basis of knowledge mastered for specific courses at the discretion of each department. Appropriate faculty will evaluate the portfolio to determine if it is acceptable and the amount of credit that may be awarded. Preparation of the portfolio is the sole responsibility of the student who chooses to initiate this process. Not all departments use portfolio assessment. Students should check with the specific department from which they are seeking credit on policies and guidelines for portfolio assessment.

#### **RECORDING OF CREDIT**

##### **Credits Awarded for CLEP, DSSTs, ACT Pep and Examination**

Pierce College may award credit for non-traditional learning based on results of national tests, such as CLEP, DSSTs, ACT Pep and Examination as appropriate to the student's program at Pierce College and the scores received on the tests.

##### **Credits Awarded for Professional Certification, Licenses and Portfolio Assessment**

The course number is recorded along with a code that indicates a student has gained credit through prior learning. The courses completed by work experiences are not factored into the student's grade point average.

#### **PLA FEES**

##### **CLEP, DSSTs and ACT Pep**

CLEP and DSST testing is available through the Military Program. Administrative registration and testing fees may apply. Students should contact either the Fort Lewis or McChord office for fee information.

##### **Advanced Placement**

There is no charge for Advanced Placement credit.

##### **Examination**

Students should contact the department from which they are seeking PLA credits for examination fee information.

##### **Professional Certifications and Licenses**

Students should contact the department from which they are seeking PLA credits for professional certification and license fee information.

##### **Portfolio Assessment**

Students should contact the department from which they are seeking PLA credits for portfolio assessment fee information.

## **CREDITS AWARDED FOR SERVICE**

### **CREDIT FOR VISTA, PEACE CORPS OR AMERICORPS**

Pierce College will grant 15 credit hours of elective credits for one year or more (at least nine months' active service) in VISTA, Peace Corps or AmeriCorps. To receive such credit, submit a resume of your VISTA, Peace Corps or AmeriCorps experience to the evaluations office for evaluation.

The credit granted may apply to any Pierce College degree and will be granted after you have earned 15 or more college-level credits with a college-level grade point average of 2.0 or higher in residence at Pierce College. However, general credit of any nature cannot be used to fulfill the specific course requirements of any program.

### **CREDIT FOR NATIONAL GUARD/RESERVE MILITARY SERVICE**

Pierce College will grant up to 15 quarter-hour credits toward the Associate in Technology – General degree for Reserve and National Guard military experience.

When you have completed basic and advanced training of at least 120 days in Armed Forces training school, you will be eligible for five credits. For each 24 days of reserve service (summer camps and weekend active duty for training) past the initial basic and advanced training, you will be eligible for one additional credit.

A maximum of 15 credits can be earned for a combination of all military service. These credits will be granted after you have earned an equal number of credits in residence at Pierce College. These credits cannot be used to fulfill a specific course requirement of any vocational program.

### **SOC/SOCAD**

Pierce College is an institutional member of Servicemembers Opportunity Colleges (SOC), a consortium of more than 1,800 colleges and universities providing voluntary postsecondary education to members of the military throughout the world.

In addition to SOC membership, Pierce is one of approximately 145 select institutions providing flexible SOC programs on more than 150 Army and Air Force installations worldwide. These programs lead to associate degrees, some of which correspond to enlisted and warrant officer job specialties. Through prior agreement, students in SOC programs:

- have completed 15 quarter hours of college-level credit with Pierce College for residency.
- are awarded credit for experience in their military occupational specialty (MOS) or Air Force specialty (AFSC) and service schools as appropriate to their program.
- are awarded credits for nontraditional learning based on results achieved on national tests, such as CLEP and DSSTs, as appropriate to their program.
- have a SOC Student Agreement completed as their official evaluation stating remaining degree requirements and eliminating the need for re-evaluation of previous credits.
- are guaranteed that approved courses from other SOC institutions will be acceptable for Pierce College degree requirements.

## **EARNING COLLEGE CREDIT WHILE IN HIGH SCHOOL**

### **RUNNING START**

Running Start students may enroll simultaneously in high school and college classes, or exclusively in college classes. The combined enrollment should equal approximately one full-time equivalent load. Classes taken at the college as part of the Running Start program are limited to "college-level courses" (numbered 100 or above). Students receive both high school and college credit (dual-credit) when classes are completed. College tuition is paid by the school district and students may take up to 18 college credits per quarter. See "Running Start Students" in the GETTING STARTED section of this catalog for further information.

### **DUAL CREDIT PROGRAM**

Pierce College has agreements with several school districts to award credit for some professional/technical courses taken in high school.

The dual credit program is a great way for high school students to get a jump start on their future and save up to \$1,000 in college tuition before graduating from high school. Through this program, high school students who complete selected high school courses with a "B" grade or better can earn community/technical college credit.

For more information, high school students should contact their high school counselor or career specialist, or the Pierce County Careers Connection at (253) 692-4799.

# Grading System and Academic Standards

Pierce College's grading system is designed to provide a permanent record reflecting your performance and achievement in a variety of courses and programs. Grades are reported in numeric fractions to the nearest tenth, while grade point average (GPA) is computed to the nearest hundredth. The numeric grades shown in the first column below will appear on your record. The letter equivalent and/or explanation of the grade appears beside it.

The letter grades and textual descriptions are an approximate equivalency guide to the official Pierce College decimal grades; however, these are only intended to provide a general description about a student's academic achievement. Specific decimal grades may be required to meet a class prerequisite, to maintain good academic standing, to receive credit toward a degree and to meet various program-specific requirements

NUMERIC GRADE	LETTER GRADE EQUIVALENT
4.0 - 3.5	A Superior achievement
3.4 - 2.5	B Above average achievement
2.4 - 1.5	C Average achievement
1.4 - 0.7	D Lowest passing grade
0.0	F Indicates student did not do passing work in the course, did not attend during the quarter, or did not officially withdraw.

## GRADE SYMBOLS

*	Grade missing or not yet issued.
W <sup>†</sup>	<b>Withdrawal:</b> Student-initiated by following official withdrawal procedures.
I <sup>†</sup>	<b>Incomplete:</b> Issued when a student has been delayed in completing the required work. To receive an "I" the student and instructor sign an Incomplete Contract by the last day of the instructional quarter. Time limit for removal of "I" grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. Instructor may convert "I" to "0.0" or allow it to remain as "I" if the student has not completed work by completion deadline.
NC <sup>†</sup>	<b>No Credit:</b> Faculty-initiated grade (for example, if student appears on class roster but never attends class). This grade is not computed in the grade point average and cannot be changed.
Z <sup>†</sup>	<b>In-Progress:</b> Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses. Time limit for removal of "Z" grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. Instructor may convert "Z" to "0.0" or allow it to remain as "Z" if the student has not completed work by completion deadline.
Y <sup>†</sup>	<b>In-Progress:</b> Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses. Students must re-register for the course to complete course objectives. Grade cannot be changed.
P/NP <sup>†</sup>	<b>Pass/No Pass:</b> Not computed in GPA. (See next column.)
R <sup>†</sup>	<b>Repeated Course:</b> The "R" shows beside the lower grade received and only the higher of the two grades is computed in the GPA. (See "Repeating a Course," next column.)

<sup>†</sup>Not computed in GPA

## GRADE POINT AVERAGE (GPA)

Grade point averages are calculated by dividing the grade points by the credit hours completed.

### EXAMPLE

HIST& 156	5 credits x 2.2 (grade) =	11.0 grade points
PSYC& 100	5 credits x 3.7 (grade) =	18.5 grade points
MATH& 107	5 credits x 2.6 (grade) =	13.0 grade points
COLLG 110	3 credits x 3.8 (grade) =	11.4 grade points
<b>Total</b>	<b>18 credits</b>	<b>53.9 grade points</b>

$$\text{GPA} = \frac{53.9 \text{ grade points}}{18.0 \text{ credits}} = 2.99 \text{ GPA}$$

## GRADE CHANGES

Grade changes should occur only when a legitimate error has been made in computing, reporting or recording a grade, or when a temporary grade (such as "I" Incomplete or "Z" In-Progress) needs to be changed to a permanent grade. Grade changes are reported to the records office on a Grade Change Form, signed and submitted by the instructor who issued the original grade or, under special circumstances, by the appropriate division chair, if the faculty member cannot be contacted.

Grade changes will be accepted and posted to your record up to four quarters (including summer) following the quarter in which the original grade was issued. This time limitation applies to "I" and "Z" grades as well as other grades. Exceptions to the four-quarter time limit may be made only in cases of documented grading errors.

Questions about grades should be directed to the appropriate instructor immediately. When one year has elapsed from the time the grade was issued, it will become a permanent part of your record.

## PASS/NO PASS

You may take courses for Pass/No Pass credit if they are not in your field of major or in the required distribution of credits for Pierce College's degrees. Pass grades may only be used as general elective credit for AA and AS degrees. Courses which are prerequisites for other courses should not be taken Pass/No Pass.

You and your instructor must sign a Pass/No Pass Contract by the last instructional day of the quarter. Pass/No Pass grades are not computed in the GPA. No credit is attached to a No Pass grade. NP is assigned when minimum standards of the class are not met.

You may withdraw from a class being taken Pass/No Pass by following the same procedures as for any other class.

## REPEATING A COURSE

You may repeat a course to improve your grade. However, both grades will remain on the transcript. For graduation purposes, only the higher of the two grades will be computed in the GPA. Contact the registration/records office after completing the repeated courses so your transcript can be updated.

If you are planning to transfer, you should be aware that the policies of other colleges and universities vary as to which of the grades is used in computing the GPA.

## AUDITING A COURSE

To audit a class you must register, pay tuition and attend class regularly, but you need not take examinations and you will not receive credit for the course. Most classes offered by the college are open to audit. You may change from credit to audit or audit to credit through the 10th day (eighth day in summer quarter) of the instructional quarter with permission of the instructor. Check the quarterly class bulletin for the specific date each quarter.

## COOPERATIVE EDUCATION

Pierce College's cooperative education program is designed to promote individual career development and self-awareness by combining classroom theory with planned and supervised work experience in vocational, academic or cultural activities outside the classroom. The goal of cooperative work experience is to help you develop employable skills — that is, personal attributes and skills that make you an asset to an employer.

Credits earned through cooperative work experience may apply only as general elective credit for AA and AS degrees. For additional information, contact your faculty advisor or the cooperative education coordinator in the advising center at your college. Credits vary with the number of hours worked and the frequency of conferences/seminars held with the faculty member.

## INDEPENDENT STUDY

Independent study is a contract established between you and an instructor for in-depth work in a particular area of interest to you. The bulk of responsibility for the study, research and completion of the course rests with you, the student. The instructor provides guidance and final evaluation.

If you wish to propose an independent study, you should find an instructor willing to enter into a contract for that particular study, then file four copies of the contract: one with the registrar, one with the instructor, one with the division chair and one in your own records.

Tuition for independent study is consistent with regular tuition rates. A maximum of five credits per class may be carried through independent study during a quarter. Credits earned through independent study may be used only in the general elective category of the AA-DTA and AS-T degrees. A maximum of 15 independent study credits may apply toward any professional/technical degree or certificate. Independent study classes cannot be titled the same as an existing course.

## FINAL EXAMINATIONS

A final examination is part of most courses. You are required to take final examinations when scheduled in order to receive credit for courses.

## GRADE REPORT

You may access your quarterly grades using the Pierce College Web site ([www.pierce.ctc.edu](http://www.pierce.ctc.edu)) — Student Online Services) or student kiosks located at each college. Grades will be withheld if you have a financial obligation to the college, which may include loans, fines or delinquent fees.

Questions about grades should be directed to the appropriate instructor immediately. Grades will become a permanent part of your record when one year (four quarters) has elapsed from the time the grade was issued.

## ACADEMIC STANDARDS

Academic standards are established to identify and intervene with students who are having academic difficulty and/or are not making satisfactory academic progress; to encourage students to assume responsibility for their own formal education; and to ensure that the resources of the college are used in the best interest of all of its current and potential students. Procedures are established in accordance with the Pierce College Academic Standards Policy (3.07.0000).

### ACADEMIC HONORS

Students earning a 3.5-3.89 grade point average for 12 or more credits for any quarter will be placed on the Dean's List.

Students who earn a 3.9-4.0 grade point average for 12 or more credits for any quarter will be placed on the President's List.

Graduating with a cumulative grade point average of 3.5 or higher for all work (Pierce College and any credits transferred toward a degree or certificate program) with a minimum of 25 credits earned at Pierce College, qualifies you as an honors graduate.

Because the annual commencement program is printed prior to the end of spring quarter, honors notations in the program are based on your Pierce College transcript through winter quarter and do not include transfer credits.



## ACADEMIC DEFICIENCY

Students who enroll in five or more credits and fail to earn a 2.0 grade point average for the quarter will be considered academically deficient. Students will be notified in writing of their status and given information about available resources and possible interventions to support their success.

Students who remain academically deficient for three consecutive quarters will be placed on a dismissal status and given an opportunity to appeal. Students who choose not to appeal will be dismissed for four quarters.

## GRADE FORGIVENESS POLICY

The purpose of this policy is to give students who wish to continue their education at Pierce a "fresh start" from previous grades that are detrimental to their present and future educational endeavors.

A student who desires to apply for grade forgiveness must meet the following criteria:

- Not have been enrolled in credit courses in the Pierce College District for a minimum of 12 consecutive quarters (stop-out period) prior to re-enrollment.
- Be currently enrolled in the Pierce College District.
- After the stop-out period, enrolled students must have completed two or more quarters and have earned a minimum of 24 credits from the Pierce College District.
- Earn a minimum GPA of 2.0 for each quarter upon return.
- Courses being petitioned cannot have been used towards a previously earned degree or certificate.
- A student may petition for "grade forgiveness" one time only.

If the petition is approved, grades and credits for the designated quarter shall be forgiven. Students have an option to have the designated quarter only or the designated quarter and all previous quarters forgiven if so requested at the time of the original petition.

The original grade(s) will remain on the transcript. The forgiven grades will no longer be calculated into Pierce College's GPA.

All amendments to a student's transcript shall be made by the Registrar's Office. If a petition is approved, an adjusted copy with an appropriate indicator of the forgiven grade(s) shall be sent to the student's address of record. Grades forgiven through this Pierce College policy may not be applicable to the transferability of courses to any other college or university.

The student will complete the petition and submit it to the Registration Office at each college or military site at McChord AFB and Fort Lewis. All petitions will be processed through the Office of the Registrar, Fort Steilacoom. For an application or further information, please contact the registration office at either college (FS: (253) 964-6622 / PY: (253) 840-8401).

## ACADEMIC DISHONESTY

If you use another person's ideas, words, music, artwork, computations, models, etc., in such a manner as to imply that the thing used was your own; or if you use notes, texts or memory aids during tests when such use was not expressly authorized; or if you steal or knowingly use test master copies to gain information prior to an examination date; or knowingly allow another person to use your work as if it were that other person's work; or otherwise act in such a manner as to gain for yourself or another an unfair advantage over other students, you may face disciplinary actions as stated in the Student Rights and Responsibilities Policy/Code of Conduct.

## Graduation

To graduate with a degree or certificate from Pierce College, at least 25 of your last 45 credits must be earned at Pierce College (SOCAD students exempted). Certificates between 21-44 credits require that at least one-half of the credits be earned at Pierce College. All coursework must be completed at Pierce College for short-term programs and certificates of 20 credits or less. You must have a cumulative college-level grade point average of 2.0 or higher for all degrees and/or certificates; this includes your entire Pierce College transcript and any credits accepted toward your program from other institutions.

Students are advised to apply for graduation at least two quarters prior to the quarter in which they intend to complete their requirements. This allows time to have the application processed and results mailed in time to register for remaining requirements.

You are responsible for meeting the requirements of the particular degree toward which you are working. Once you receive your letter from the evaluations office, it is your responsibility to follow the program requirements and make appropriate course selections. You should report any discrepancies to the evaluations office immediately upon receipt of your letter. Once you've received your letter, it is not necessary to submit another Degree and Diploma Application Form to the evaluations office unless you stop attending for one year or more. If you do not attend for more than one year or four quarters, your file is placed into "graduation pending" and you will need to reapply for graduation to have your graduation status reactivated.

The commencement ceremony is held once a year, in June, for all students who have completed graduation requirements during that academic year and those who are projected to complete spring and summer quarters. You and your family are encouraged to participate in this special occasion. Participation in the commencement ceremony does not imply that your degree has been awarded. You must meet all degree or certificate requirements before a degree or certificate is awarded. All diplomas are mailed from the evaluations office after grades have been verified. The posting and mailing process normally takes 10-12 weeks after the end of the quarter.

For more information about graduation evaluations, please contact the evaluations office at (253) 964-6621 or (253) 964-6610 (FS) or (253) 840-8322 (PY), or by e-mail at [evaluations@pierce.ctc.edu](mailto:evaluations@pierce.ctc.edu) (FS) or [puyevaluations@pierce.ctc.edu](mailto:puyevaluations@pierce.ctc.edu) (PY). Students attending the military campuses should check with the appropriate campus for their graduation evaluation procedure and commencement ceremony information.

## Records/Transcripts

### NOTICE OF CHANGE — NAME, ADDRESS, OTHER

Students should promptly report a change of name, address or other information to the registration office by completing a Personal Data Change Form or using the Pierce College Web site ([www.pierce.ctc.edu](http://www.pierce.ctc.edu) — Student Online Services). For a name change, you must provide specific evidence showing that your name has officially changed. For more information, contact the registration office at either college.

### TRANSCRIPTS

#### PIERCE COLLEGE TRANSCRIPTS

A transcript is a copy of your educational record. Upon written request, the college will release transcripts of your work at Pierce, free of charge.

Transcripts are released only if you have met all financial obligations to the college and if you have signed an authorization for release of the records. Transcript request forms are available at either college or sites within the Pierce College District or on Pierce College's Web site ([www.pierce.ctc.edu](http://www.pierce.ctc.edu)). You may mail or fax your request. The

fax number is (253) 964-6427. For recorded instructions, call (253) 964-6787.

#### TRANSCRIPTS FROM OTHER INSTITUTIONS

All transcripts forwarded to Pierce College from other institutions become the property of the college and cannot be returned to you, copied or forwarded to a third party. To have credits from another institution officially transferred to Pierce, you must complete a Transfer Credit Evaluation Form. See "Transferring Credits to Pierce College" in the GETTING STARTED section for more information.

## Student Rights and Responsibilities / Code of Conduct

Students are encouraged, through free inquiry and free expression, to develop their capacity for critical judgment and to engage in sustained and independent search for knowledge. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

Admission to our institution carries with it the expectation that students will conduct themselves as responsible members of the Pierce College community; that they will observe the standards of conduct; respect the rights, privileges and property of other members of the academic community; will maintain a high standard of integrity and honesty; and will not interfere with legitimate college business.

The student's success is dependent on our district fostering a positive district-wide climate that supports learning, communication, recognition and collaboration among a diverse faculty, staff and student body.

As an agency of the State of Washington, Pierce College must respect and adhere to all laws established by local, state and federal authorities. Pierce College also has developed a set of regulations to assure the orderly conduct of the affairs of our institution. The rules and policies, if violated, may result in student discipline in accordance with the procedures established in the Student Code of Conduct.

The Student Rights & Responsibilities/Student Code of Conduct Policy is available online: [www.pierce.ctc.edu](http://www.pierce.ctc.edu). Copies are also available from the office of the vice presidents of learning and student success at each college, the office of the executive vice president of extended learning and in the office of the director at each site.

### STUDENT GRIEVANCES

Procedures have been established for both informal and formal resolution of a student's grievance relating to an action by an employee of the college. If the grievance cannot be resolved informally, it can be pursued formally. The services of the college ombudsman are also available to students in pursuing grievances.

Generally, the informal procedures for most grievances begin with the student attempting to resolve the matter with the faculty or staff member through direct discussion. If this effort fails to resolve the issue to the student's satisfaction, he/she may request, in writing, a meeting with the appropriate division chair, supervisor or site director. The division chair, supervisor or site director will investigate and take appropriate actions to facilitate a prompt and fair resolution. If the recommendation for resolution set forth by the division chair, supervisor or site director is not satisfactory to the student, he/she may request a formal hearing before the Grievance Review Committee.

The Student Grievance Procedure is available on the Pierce College Web site at [www.pierce.ctc.edu](http://www.pierce.ctc.edu). Copies of the procedure are also available in the office of the vice presidents and division offices at each college and in the office of the director at each site.



## STUDENT RIGHTS

### STUDENT RIGHTS FOR EQUAL OPPORTUNITY/NOTICE OF NONDISCRIMINATION

The Pierce College District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in its programs and activities. All college personnel and persons, vendors and organizations with whom the college does business are required to comply with all applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

The following persons have been designated to handle inquiries regarding compliance with the non-discrimination policy as it relates to district programs and activities:

Pierce College Fort Steilacoom  
Vice President for Learning and Student Success (253) 964-6584

Pierce College Puyallup  
Vice President for Learning and Student Success (253) 840-8419

Pierce College Extended Learning  
Executive Vice President for Extended Learning (253) 964-6575

### NOTIFICATION OF STUDENTS' RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Pierce College has adopted procedures in compliance with the Family Educational Rights and Privacy Act (FERPA), as amended, and maintains confidentiality of student records. FERPA is a federal law that protects the privacy of student educational records and affords students certain rights with respect to their educational records. Students have the right to:

1. Inspect and review their education records within 45 days of the date the college receives a written request for access. Students should submit a written request to the registrar that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.
2. Request the amendment of the education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. With few exceptions (stated below), no one will have access to student records without the written consent of the student. Pierce College will not release a student's record to a parent/guardian without the student's written permission. Such a policy is in effect regardless of the student's age or financial dependency upon the parent/guardian.

Exceptions which permit disclosure without written consent include:

- a) Disclosure of those items the college designated as directory information. Pierce College designates the following items as directory information: name, dates of enrollment, degrees, awards and honors received, enrollment status, date of birth, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. A student's directory information may be disclosed unless a student files a Request for Non-Disclosure of Directory Information Form with the registration office by the 10th day of the quarter (eighth day for summer quarter). Requests submitted after the deadline will be honored; however, disclosure of directory information may have occurred.

- b) Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the college has contracted (such as the National Student Clearinghouse, an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- c) Disclosure of education records to officials of another school in which a student seeks or intends to enroll.
- d) Other disclosures permissible without written consent include disclosure to: comply with a judicial order lawfully issued subpoena; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the college; accrediting organizations; appropriate officials in cases of health and safety emergencies; state and local authorities, within a juvenile justice system, pursuant to a specific state law; victims of certain offenses, the final results of a disciplinary proceeding regardless of the outcome; anyone the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies.

Pursuant to the Solomon Amendment, Pierce College is required to provide some or all of the following information, upon request, to representatives of the Department of Defense for military recruiting purposes: student's name, address, telephone listing, date of birth (17 years or older), level of education, and academic major (for currently enrolled students only).

4. File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington DC 20202-4605.

Further information and a copy of the complete FERPA policy is available at the registration office at either college.

## ALCOHOL/DRUG-FREE ENVIRONMENT

Pierce College intends to provide a healthful, safe and secure environment and has adopted and implemented a policy and program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. The policy and prevention program is in concert with the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful possession, illegal manufacturing, use or distribution of illicit drugs or alcohol is prohibited. Any violation of this policy may be reason for disciplinary action in accordance with the Pierce College Students Rights and Responsibilities/Student Code of Conduct Policy (WAC 132K-125-170, (16,17,18)).

Pierce College recognizes drug and alcohol use and/or dependency to be a health, safety and security problem. The use of illicit drugs and the abuse of alcohol may result in numerous physiological, psychological and sociological disorders. College and community resources are available to assist students and employees with problems related to alcohol and other substance abuse. Persons who need assistance with problems related to drug or alcohol abuse are encouraged to use appropriate support agencies. A listing of support agencies is available in the Student Development Center at Fort Steilacoom and the Advising Center at Puyallup.

## SEXUAL HARASSMENT POLICY

It is the policy of Pierce College to provide an environment in which people can work and study free from sexual harassment or sexual intimidation. Sexual harassment occurs in a context of unequal power and is a form of sexual discrimination. As such, it is a violation of Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments.

Sexual harassment of or by a student is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- submission to the conduct is either explicitly or implicitly a term or condition of the student's academic standing;
- submission to or rejection of such conduct by a student is used as the basis for academic discussions affecting that student; and/or
- such conduct has the purpose or effect of unreasonably interfering with a student's work or academic performance or of creating an intimidating, hostile or offensive environment.

Student complaints regarding possible sexually harassing conduct should be taken to the office of the Vice President for Learning and Student Success at each college or to the Executive Vice President for Extended Learning for the sites. For complaints against Pierce College employees, appropriate action will be taken in accordance with the Pierce College Preventing Sexual Harassment Policy (1.17.0000) and related procedures. For complaints against another student, appropriate action will be taken in accordance with Pierce College Student Rights and Responsibilities/Student Code of Conduct Policy (WAC 132K-125-170 (7)), and related procedures.

## CRIME STATISTICS REPORTING

The Pierce College District, in accordance with the Jeanne Clery Act, provides crime statistics for the three most recent calendar years. These statistics are available online at [www.pierce.ctc.edu/Safety/reports.html](http://www.pierce.ctc.edu/Safety/reports.html), as well as from the campus safety office at either college.



# PROGRAMS OF STUDY



Begin a career.

Start working on a four-year degree.

Obtain professional certifications,

a high school diploma

or upgrade basic skills.

The possibilities are many; the path, yours.



# Accounting

PROFESSIONAL/TECHNICAL

See Business – University Transfer for the Associate in Business – DTA degree.

**Faculty:** Ken Kwok (PY)

**Degree:** Associate in Accounting

**Certificate:** Certificate in Practical Accounting

Accountants analyze and interpret essential information about business operations and contribute vitally to important policies and decisions. Pierce College's accounting programs offer instruction in practical accounting combined with fundamental understanding of general business operations. Graduates can expect to find career opportunities in a variety of positions such as accounting clerks, accounting assistants, junior accountants, bookkeepers and management trainees.

## ■ ASSOCIATE IN ACCOUNTING (PY ONLY)

### ACCOUNTING REQUIREMENTS (42 OR 43 CREDITS)

#### Introductory Classes (17 or 18 credits)

All of the following:

ACCT 170	Practical Accounting I	5
ACCT 171	Practical Accounting II	5
ACCT 172	Practical Accounting III	5
ACCT 173	Practical Cost Accounting	3

Or all of the following:

* ACCT& 201	Principles of Accounting I	5
* ACCT& 202	Principles of Accounting II	5
* ACCT& 203	Principles of Accounting III	5
ACCT 175	Practical Accounting Simulations	2

#### Advanced Classes (25 credits)

ACCT 179	Federal Income Tax Preparation	5
ACCT 180	Accounting Systems	5
ACCT 273	Government Budget & Fund Accounting	5
ACCT 275	Payroll and Business Taxes	5
ACCT 285	Auditing & Advanced Analytical Techniques	5

#### BUSINESS REQUIREMENTS (16-26 CREDITS)

BUS& 201	Business Law	5
BTECH 111	Keyboarding	3
BTECH 112	Keyboard Skillbuilding I	2
<i>(BTECH 111 and 112 may be waived if typing proficiency is at least 30 wpm)</i>		
BTECH 135	Electronic 10-Key Calculator	3
<i>(BTECH 135 may be waived if proficiency on 10-key is demonstrated)</i>		
BTECH 145	Records & Database Management	5
CIS 136	Spreadsheet Applications	3

Select one: 3-5

* CIS 121	Intro to Computer Information Systems (5)	
CIS 110	Intro to Microcomputer Business Applications (3)	

#### GENERAL REQUIREMENTS (25 CREDITS)

##### Communications (10 credits)

Select one: 5

BUS 105	Business English I	
* ENGL& 101	English Composition I	

Select one: 5

* BUS 250	Business Communications	
* CMST& 101	Intro to Communication	
* CMST& 220	Public Speaking	

##### Computation (5 credits)

Select one: 5

BUS 107	Business Mathematics	
* MATH 156	Finite Math	

##### Human Relations and Leadership (10 credits)

MNGT 194	Supervisory Training & Leadership Development	5
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Select one: 5

BUS 240	Human Relations in the Workplace	
* PSYC& 100	General Psychology	
* SOC& 101	Intro to Sociology	

##### Electives (0-7 credits minimum)

BTECH 113	Keyboard Skillbuilding II	2
ECON 110	Survey of Economics	5
* ECON& 201	Micro Economics	5
* ECON& 202	Macro Economics	5
MNGT 283	Principles of Supervision & Leadership	5
MNGT 284	Small Business Planning	5
Any introductory word processing class		3
Any 100-299 college course		5

**Total Credits Required 90-94**

\*Course that should be selected if the student intends to transfer to a four-year business program. Business majors should also be familiar with other transfer requirements as outlined in Pierce's Associate in Business – DTA degree.

## ■ CERTIFICATE IN PRACTICAL ACCOUNTING (PY ONLY)

It is recommended that students entering the program have basic type-writing or keyboarding skills or enroll during the first quarter in BTECH 111 (Keyboarding).

### INTRODUCTORY CLASSES (12 OR 15 CREDITS)

All of the following:

ACCT 170	Practical Accounting I	5
ACCT 171	Practical Accounting II	5
ACCT 172	Practical Accounting III	5

or all of the following:

ACCT 175	Practical Accounting Simulations	2
ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5

### ADVANCED CLASSES (10 CREDITS)

ACCT 180	Accounting Systems	5
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And one of the following:

ACCT 179	Federal Income Tax Preparation	5
ACCT 273	Government Budget/Fund Accounting	
ACCT 275	Payroll & Business Taxes	

### GENERAL REQUIREMENTS (18 CREDITS)

BUS 107	Business Mathematics	5
BTECH 112	Keyboard Skillbuilding I	2

*(BTECH 112 may be waived if typing proficiency is at least 30 wpm)*

BTECH 135	Electronic 10-Key Calculator	3
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*(BTECH 135 may be waived if proficiency on 10-key is demonstrated)*

CIS 136	Spreadsheet Applications	3
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Select one: 5

BUS 105	Business English I	
ENGL& 101	English Composition I	

**Total Credits Required 40-43**

# Administrative Assistant

See Business Information Technology.

# Adult Basic Education

The Basic Skills department consists of the following programs, which are offered at both Pierce College Fort Steilacoom and Pierce College Puyallup: Adult Basic Education (ABE), English as a Second Language (ESL), General Educational Development (GED), High School Completion (HSC), and Integrated Basic Skills (I-BEST).

## ■ ADULT BASIC EDUCATION

**Faculty:** Bill Orrange (FS); Teah Bergstrom (PY)

Offered through group classes and/or individualized instruction, Adult Basic Education (ABE) allows adults to improve their skills in reading, writing, math, and workplace and computer fundamentals in order to enter vocational training, advance in a current job, become more employable or continue into college programs. ABE classes are offered daytime or evening on campus or in your community. Students who are on B-2, F-1 or J-1 visas must register for courses listed under Intensive English/International Education.

### BEGINNING LITERACY

ABE 050	ABE Beginning Literacy Reading – 1
ABE 051	ABE Beginning Literacy Writing – 1
ABE 052	ABE Beginning Literacy Math – 1
ABE 054	ABE Beginning Literacy Integrated – 1

### BEGINNING BASIC SKILLS

ABE 060	ABE Beginning Reading – 2
ABE 061	ABE Beginning Writing – 2
ABE 062	ABE Beginning Math – 2
ABE 064	ABE Beginning Integrated – 2

### LOW INTERMEDIATE BASIC SKILLS

ABE 070	ABE Low Intermediate Reading – 3
ABE 071	ABE Low Intermediate Writing – 3
ABE 072	ABE Low Intermediate Math – 3
ABE 074	ABE Low Intermediate Integrated – 3

### HIGH INTERMEDIATE BASIC SKILLS

ABE 080	ABE High Intermediate Reading – 4
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ABE 081	ABE High Intermediate Writing – 4
ABE 082	ABE High Intermediate Math – 4
ABE 084	ABE High Intermediate Integrated – 4

**Other ABE offerings:**

ABE 017	Integrated Workforce ABE Level 1
ABE 027	Integrated Workforce ABE Level 2
ABE 037	Integrated Workforce ABE Level 3
ABE 047	Integrated Workforce ABE Level 4
ABE 057	Integrated Workforce ABE Level 5
ABE 067	Integrated Workforce ABE Level 6
ABE 090	Educational Interview
ABE 095	Workplace Fundamentals
ABE 096	ABE Basic Computers
ABE 097	ABE Advanced Computers
ABE 098	Transitions to College
ABE 099	I-Best Academic Support

**ENGLISH AS A SECOND LANGUAGE (ESL)**

Students who are on B-2 or F-1 visas must register for courses listed under Intensive English/International Education.

**Faculty:** Dr. Rosalie Pan, Dr. Katherine Radcliffe, Kristin Risinger (FS); Debra Ramirez (PY)

The English as a Second Language (ESL) program provides courses in English reading, writing, speaking, listening and computer technology and job readiness skills, with special emphasis on developing communication capabilities and improving language proficiency necessary for I-BEST programs, vocational training, Transitional Education classes, college programs and ABE/GED studies. The courses also include workplace basics and computer literacy for students to improve their employment opportunities. The classes are offered daytime or evenings at both colleges and at sites within the college community.

**BEGINNING LITERACY**

ESL 010	Literacy Speaking – 1
ESL 011	Beg Literacy Reading – 1
ESL 012	Beg ESL Literacy Writing – 1
ESL 013	Beg Literacy Listen/Observing – 1
ESL 014	Beg ESL Literacy Integrated – 1
ESL 015	Beg ESL Literacy Comp Tech and Job Readiness – 1
ESL 016	Beg ESL Literacy Intens Oral Comm and Grammar – 1
ESL 017	Beg ESL Literacy Workforce – 1

**LOW BEGINNING ESL**

ESL 020	Low Beg ESL Speaking
ESL 021	Low Beg ESL Reading – 2
ESL 022	Low Beg ESL Writing – 2
ESL 023	Low Beg ESL Listening/Observing – 2
ESL 024	Low Beg ESL Integrated – 2
ESL 025	Low Beg ESL Computer Technology and Job Readiness – 2
ESL 026	Low Beg ESL Intensive Oral Comm and Grammar – 2
ESL 027	Low Beg ESL Workforce – 2

**HIGH BEGINNING INTERMEDIATE ESL**

ESL 030	High Beg ESL Speaking – 3
ESL 031	High Beg ESL Reading – 3
ESL 032	High Beg ESL Writing – 3
ESL 033	High Beg ESL Listen/Observe
ESL 034	High Beg ESL Integrated – 3
ESL 035	High Beg ESL Computer Tech and Job Readiness – 3
ESL 036	High Beg ESL Intensive Oral Comm and Grammar – 3
ESL 037	High Beg ESL Workforce – 3

**LOW INTERMEDIATE ESL**

ESL 040	Low Interm ESL Speaking – 4
ESL 041	Low Interm ESL Reading – 4
ESL 042	Low Interm ESL Writing – 4
ESL 043	Low Interm ESL Listen/Observe – 4
ESL 044	Low Interm ESL Integrated – 4
ESL 045	Low Interm ESL Comp Tech and Job Readiness – 4
ESL 046	Low Interm Intensive Oral Comm and Grammar – 4
ESL 047	Low Interm ESL Workforce – 4

**HIGH INTERMEDIATE ESL**

ESL 050	High Interm ESL Speaking – 5
ESL 051	High Interm ESL Reading – 5
ESL 052	High Interm ESL Writing – 5
ESL 053	High Interm ESL Listen/Observe – 5
ESL 054	High Interm ESL Integrated – 5
ESL 055	High Interm ESL Comp Tech and Job Readiness – 5
ESL 056	High Interm ESL Intensive Oral Com and Grammar – 5
ESL 057	High Interm ESL Workforce – 5

**ADVANCED ESL**

ESL 060	Advanced ESL Speaking – 6
ESL 061	Advanced ESL Reading – 6
ESL 062	Advanced ESL Writing – 6
ESL 063	Advanced ESL Listen/Observe – 6
ESL 064	Advanced ESL Integrated – 6
ESL 065	Advanced ESL Computer Tech. and Job Readiness – 6
ESL 066	Advanced ESL Intens Oral Comm and Grammar – 6
ESL 067	Advanced ESL Workforce – 6
ESL 099	I-Best Academic Support

**EDUCATIONAL INTERVIEW**

ESL 090	Educational Interview
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**GED PREPARATION**

**Faculty:** Bill Orrange (FS); Teah Bergstrom (PY)

Individuals who have not completed high school may earn a Certificate of Educational Competency through the state of Washington with a satisfactory score on the General Educational Development (GED) test. Pierce College is authorized as a testing center by the GED Testing Service of the American Council on Education. Students who receive their GEDs may improve their employability, enter a vocational program or begin a college program. GED classes are offered daytime or evening on campus or in your community.

GED 011	GED English II
GED 012	GED English III
GED 013	GED Literature/The Arts
GED 020	GED Reading
GED 025	GED Social Studies
GED 031	GED Math II
GED 032	GED Math III
GED 035	GED Science
GED 050	ABE Low Adult Secondary Education – GED 1
GED 051	ABE High Adult Secondary Education – GED 2
GED 070	ABE Low Adult Secondary Education – Reading
GED 071	ABE Low Adult Secondary Education – Writing
GED 072	ABE Low Adult Secondary Education – Math
GED 074	ABE Low Adult Secondary Education – Integrated
GED 080	ABE High Adult Secondary Education – Reading
GED 081	ABE High Adult Secondary Education – Writing
GED 082	ABE High Adult Secondary Education – Math
GED 084	ABE High Adult Secondary Education – Integrated
GED 090	Educational Interview

**REGISTRATION PROCEDURE**

Contact the Transitional Education Center and make an appointment for orientation and placement testing:

Pierce College Fort Steilacoom: (253) 964-6657  
 Pierce College Puyallup: (253) 840-8463

**HIGH SCHOOL COMPLETION**

**Faculty:** Bill Orrange (District)  
**Degree:** High School Diploma

**GENERAL REQUIREMENTS FOR ADMISSION**

Any individual who does not have a high school diploma and who meets the college's general admission requirements may enter the high school completion program. However, the program is not designed for students who normally would be enrolled in the regular public school system. These students may attend under certain conditions. Some of the guidelines are:

1. A student who is still attending high school must obtain a release from his or her school district showing the class(es) the student is permitted to take.
2. Any student under the age of nineteen must obtain a release from the school district where he or she would normally be attending high school.

**REGISTRATION PROCEDURE**

1. Make an appointment with an advisor:  
 Pierce College Fort Steilacoom: (253) 964-7324  
 Pierce College Puyallup: (253) 840-8461
2. For students who are receiving a high school diploma from Pierce College, a transcript of all previous high school or other school work is required. If necessary, Pierce College's staff will help the students obtain transcripts.

**TUITION**

Persons 19 years of age or older who meet the requirements for Washington state residency for tuition-paying purposes, or who are active-duty military or dependents of same, will pay a reduced rate for classes that apply toward their high school completion program. Washington state residents under 19 years of age must pay resident tuition rates.

Persons who DO NOT meet Washington state residency requirements pay resident tuition rates for high school completion classes.

Current tuition rates and information relating to Washington state residency requirements are available from the admissions office at either college.

**REQUIREMENTS**

- All students must meet Pierce College High School and Washington state credit requirements:
  - All students must complete a culminating project to receive a diploma.
  - Any student who began high school in 2004 or later must take and pass the WASL or state-approved alternatives.
  - Pierce College requires 20 credits and the above requirements for a high school diploma.
- All students must take the COMPASS test.
- Home school students must provide transcripts and test documentation per Washington state and Pierce College requirements.

**HIGH SCHOOL COMPLETION COURSES****English**

HSC 01-04	English 1-4
HSC 08	Literature 1
HSC 09	Literature 2

**Mathematics**

HSC 010-011	Mathematics 1-2
HSC 012-013	Prealgebra 1-2
HSC 014a, b	Algebra 1-2

**Social Science**

HSC 015	Geography I-III
HSC 016	US History I
HSC 017	US History II
HSC 018	US Government
HSC 019	Washington State History
HSC 021	Contemporary Affairs
HSC 022	Civics
HSC 023	Economics for High School
HSC 024	Psychology

**Science**

HSC 030	Life Science with lab
HSC 031	Physical Science with lab
HSC 032	Earth Science with lab
HSC 040	Environmental Science 1
HSC 041	Environmental Science 2

**High School Electives**

HSC 045-47	Study Skills
HSC 048	HS and Beyond: Culminating Project & Post HS Plan
HSC 049	Study Skills — WASL Prep
HSC 050a-d	High School Work Experience

**INTEGRATED BASIC SKILLS (I-BEST)**

Pierce College Integrated Basic Skills (I-BEST) is open to all Adult Basic Education (ABE), General Education Development (GED), English as a Second Language (ESL) and High School Completion (HSC) adult learners. I-BEST programs provide quality academic and workforce skills training and teaching excellence. All I-BEST programs have two instructors in all courses, added hours to increase success and advising support. Students interested in careers in Elementary Education, Language Interpreter, Criminal Justice, Business Technology and Nursing Assistant are ideal for I-BEST. Students in I-BEST programs:

- Earn a college certificate that prepares them to work in a high demand career;
- Increase their academic skills while earning college-level credits applicable to a college degree;
- Design a career pathway that provides meaningful mileposts and real destinations;
- Increase their abilities and opportunities for advancement in their chosen career;
- Build a bridge to the future through a commitment to life-long learning.

If I-Best interests you, please call (253) 964-6447 or (253) 964-6675.

# Alcoholism & Drug Abuse

**PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER**

**Faculty:** Dr. Denise Arnold, Sandy Croswaite (FS)

**Degrees:** Associate of Arts (AA-DTA)

Associate in Alcoholism & Drug Abuse

**Certificates:** Certificate in Alcoholism & Drug Abuse

As addictions are increasingly a part of the picture for clients, regardless of their presenting issue for counseling, it is becoming increasingly important that counselors have the knowledge to deal with addiction issues.

The Alcoholism & Drug Abuse program prepares students to work with the problems of alcoholism and chemical dependency by providing the academic portion necessary for state certification as chemical dependency professionals. Washington state's current minimum requirements are a two-year degree with 45 credits of addiction course work. The ALCDA program offers two degree options to meet this, as well as a certificate for those with existing degrees. Combining the AA degree with a certificate in Alcoholism & Drug Abuse and a bachelor's degree in psychology, social work, criminal justice or other human service area enhances the student's ability to work in both the chemical dependency field and the bachelor's degree emphasis field, increasing employability and providing more career options.

The Alcoholism & Drug Abuse program is designed to meet the needs of those already working within the field, those preparing to enter and those already enrolled in criminal justice, social service-mental health, and other related fields. Individuals who seek a better understanding of the nature and scope of the problem of chemical dependency, the effects on the body and on family members, treatment techniques and programs and other information are encouraged to enroll.

Employment in the field has experienced great growth in recent years. Jobs are available for counselors specializing in in-patient and outpatient chemical dependency, family, ACOA, co-dependency, eating disorder and COD (Co-Occurring Disorders of Chemical Abuse and Mental Illness) counseling and in mental health, probation, prevention, youth, school and employee/student assistance programs.

**ASSOCIATE OF ARTS (AA-DTA) WITH CERTIFICATE IN ALCOHOLISM/DRUG ABUSE (FS ONLY)****GENERAL EDUCATION REQUIREMENTS (60 CREDITS)**

All GER elective courses must be chosen from the approved lists on the AA-DTA degree requirement sheet (see Getting an AA-DTA Degree brochure.) All other AA-DTA degree requirements must also be fulfilled.

**Communications (10 credits)**

ENGL& 101	English Composition I	5
CM GER Elective (ENGL 103 recommended)		5

**Quantitative Skills (5 credits)**

QS GER Elective (MATH& 146 recommended)		5
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**Social Science (10 credits): Choose two or more disciplines:**

PSYC& 100	General Psychology	5
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Select two: 10

** ECON 110	Survey of Economics	
SOC& 101	Intro to Sociology	

\* Any other SS GER Elective

**Natural Sciences (15 credits):**

Choose two or more disciplines, lab class required:

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
NS GER Elective		5

Select one: 5

HSCI 119	Human Health and Disease	
HSCI 210	Wellness	
NUTR& 101	Nutrition	

**Humanities (15 credits): Choose two or more disciplines:**

HM GER Electives (see AA-DTA Humanities for restrictions)		10
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Select one: 5

CMST& 101	Intro to Communication	
CMST& 220	Public Speaking	

**ALCOHOLISM/DRUG ABUSE CORE (51 CREDITS)**

* ANTH& 206	Cultural Anthropology (or ANTH& 106*)	5
HSSA& 101	Intro to Addictive Drugs	3
HSSA 120	Physiological Actions of Alcohol & other Drugs	3
HSSA 121	Psychotropic Medications	3
HSSA 140	Chemical Dependency & the Family I	5
HSSA 170	Counseling & Treatment I — Individual	5

HSSA 205	HIV/AIDS, Air & Blood Borne Pathogens	1
HSSA 210	Case Management/Recordkeeping	5
HSSA 215	Law & Ethics in Chemical Dependency	5
HSSA 255	Intro to Co-Occurring Disorders/Chemical Abuse And Mental Illness	3
HSSA 270	Counseling & Treatment II — Group	5
HSSA 275	Relapse Prevention	3
PSYC& 200	Lifespan Psychology	5
<b>Total Credits Required</b>		<b>111</b>

\*Or course meeting multicultural requirements

\*\*Recommended for transfer to social work at UWT

Note: Students must earn a minimum grade of 2.0 in all ALCDA/HSSA course| to earn ALCDA associate degree or certificate.

**■ ASSOCIATE IN ALCOHOLISM/DRUG ABUSE (FS ONLY)**

**GENERAL REQUIREMENTS (18 CREDITS)**

PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5
SSMH 100	Intro to Human Services	5
SSMH 210	Self Care for Care Givers	3

**RELATED INSTRUCTION (23-25 CREDITS)**

**Communications (10 credits)**

ENGL& 101	English Composition I	5
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Select one: 5

CMST& 101	Intro to Communication
CMST& 220	Public Speaking

**Computational Skills (3-5 credits)**

Select one: 3-5

Any course meeting AA QS requirement (5)	
BUS 103	Computational Mathematics (3)
BUS 107	Business Mathematics (5)

**Human Relations (10 credits)**

PSYC& 100	General Psychology	5
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Select one: 5

+ ANTH& 106	American Mosaic
+ ANTH& 206	Cultural Anthropology

**CORE IN ALCOHOLISM/DRUG ABUSE (52 CREDITS)**

HSSA& 101	Intro to Addictive Drugs	3
HSSA 120	Physiological Actions of Alcohol/ Drugs	3
HSSA 121	Psychotropic Medications	3
HSSA 140	Chemical Dependency & the Family I	5
HSSA 160	Chem. Dependency Counsel/Assess – Adolescents	3
HSSA 170	Counseling & Treatment I – Individual	5
HSSA 205	HIV/AIDS, Air & Blood Borne Pathogens	1
HSSA 210	Case Management/Recordkeeping	5
HSSA 215	Law & Ethics in Chemical Dependency	5
HSSA 255	Intro to Co-occurring Disorders	3
HSSA 270	Counseling & Treatment II – Group	5
HSSA 275	Relapse Prevention	3
HSSA 280	Supervised Field Experience In Chem Dep	4
HSSA 281	Supervised Field Experience In Chem Dep	4

**Total Credits Required 93-95**

Note: Students must earn a minimum grade of 2.0 in all ALCDA/HSSA courses to earn ALCDA associate degree or certificate.

**■ CERTIFICATE IN ALCOHOLISM/DRUG ABUSE (FS ONLY)**

**ALCOHOLISM/DRUG ABUSE CORE (64-66 CREDITS)**

HSSA& 101	Intro to Addictive Drugs	3
HSSA 120	Physiological Actions of Alcohol/Drugs	3
HSSA 121	Psychotropic Medications	3
HSSA 140	Chemical Dependency & the Family I	5
HSSA 170	Counseling & Treatment I – Individual	5
HSSA 205	HIV/AIDS, Air & Blood Borne Pathogens	1
HSSA 210	Case Management/Recordkeeping	5
HSSA 215	Law & Ethics in Chemical Dependency	5
HSSA 255	Intro to Co-occurring Disorders	3
HSSA 270	Counseling & Treatment II – Group	5
HSSA 275	Relapse Prevention	3

**Related Instruction:**

ENGL& 101	English Composition I	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5

Select one: 3-5

BUS 107	Business Mathematics (5)
BUS 103	Computational Mathematics (3)
MATH& 146	Intro to Statistics (5)
Any course meeting AA QS requirement (5)	

Select one: 5

† ANTH& 106	American Mosaic
† ANTH& 206	Cultural Anthropology

**Total Credits Required 64-66**

†Or course meeting multicultural requirements

Note: Students must earn a minimum grade of 2.0 in all ALCDA/HSSA courses to earn ALCDA associate degree or certificate.

# Anthropology/Archaeology

**UNIVERSITY TRANSFER**

**Faculty:** Dr. Mary Russell (FS); Dr. Kathryn Keith (PY)

**Degree:** Associate of Arts (AA-DTA)

**Anthropology**, the study of human beings, combines four subfields to offer a broad-based education for college transfer or personal enrichment: archaeology — the study of past cultures; sociocultural anthropology — the description and analysis of living cultures; anthropological linguistics — dealing with the totality of world languages; and biological anthropology — examining human beings as biological organisms.

Students planning to transfer as Anthropology majors should complete AA-DTA degree requirements and must check with the transfer institution regarding specific requirements and transferable credits. Anthropology majors should work closely with a faculty advisor to plan an overall program of study.

**■ ANTHROPOLOGY MAJOR**

**All Anthropology majors should include the following courses in their degree program:**

ANTH& 204	Archaeology	5
ANTH& 205	Biological Anthropology	5
ANTH& 206	Cultural Anthropology	5
ENGL 103	Composition – Argumentation & Research	5
MATH& 146	Intro to Statistics	5

Anthropology majors should also take at least two quarters of world language.

In addition to the courses listed above, the following courses are recommended for each of the subfields. Courses marked with an asterisk (\*) are additional courses that would apply to that area of study, and could be considered for elective credit

**SOCIOCULTURAL ANTHROPOLOGY FOCUS**

ANTH& 106	American Mosaic	5
ANTH 240	Women in Cross-Cultural Perspective	5
* ANTH& 210	Indians of North America	5
* ANTH& 216	Northwest Coast Indians	5

One or both of the following:

PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

**BIOLOGICAL ANTHROPOLOGY FOCUS**

* ANTH& 104	World Prehistory	5
ANTH& 236	Forensic Anthropology	5
BIOL& 160	General Biology w/lab	5
BIOL& 241	Human Anatomy & Physiology I	6
BIOL& 242	Human Anatomy & Physiology II	6
GEOL& 103	Historical Geology	5

**ARCHAEOLOGY FOCUS**

Pierce College's Archaeology program provides a broad-based education for college transfer or personal enrichment. Archaeology is the study of past cultures, accomplished by excavating artifacts and ecofacts from archaeological sites, studying them to determine the age of the site and lifeways of the people who were there and formulating hypotheses to explain why people lived as they did.

Students planning to transfer as archaeology majors should complete AA degree requirements and must check with the transfer institution regarding specific requirements and transferable credits. Archaeology majors should work closely with a faculty advisor to plan an overall program of study.

ANTH& 104	World Prehistory	5
ANTH 107	Archaeology of Ancient Civilizations	5
* ANTH& 210	Indians of North America	5
* ANTH& 216	Northwest Coast Indians	5
GEOL& 103	Historical Geology	5

## Art UNIVERSITY TRANSFER

**Faculty:** Ann Johnston-Schuster (PY)

**Degrees:** Associate of Arts (AA-DTA); AA – Option B

Pierce College's art department offers a wide range of studio and lecture courses for art majors, digital design students, and those who enroll simply to satisfy their creative interests and abilities. Students planning to pursue an art major at a transfer institution are encouraged to take studio courses building on the fundamentals of design and drawing as well as those offered in photography and painting.

Lecture classes in the visual arts are also offered to provide a broad-based background in creative arts. Students should work closely with a faculty advisor to plan a program that will meet AA-DTA requirements as well as the specific requirements of their chosen transfer institution.

### ■ ART MAJOR – AA-DTA DEGREE

The following courses are recommended, in addition to those required for the AA-DTA degree:

ART& 100	Art Appreciation	5
ART 101-103	Design (Beginning/Intermediate/Advanced)	5 ea
ART 105	Intro to Art	5
ART 107-109	Photography (Beginning/Interm/Advanced)	5 ea
ART 111-113	Drawing (Beginning/Intermediate/Advanced)	5 ea
ART 201-203	Painting (Beginning/Intermediate/Advanced)	5 ea

### ■ ART MAJOR – AA-DTA OPTION B

Art major transfer students may also wish to consider an AA – Option B. This is a specific agreement between the student and the transfer institution that may include the possibility of additional studio classes as part of the first and second year art curriculum at Pierce College. (For more information about the AA Option B requirements, see the ACAD-EMIC INFORMATION section of this catalog.)

## Astronomy UNIVERSITY TRANSFER

**Faculty:** Chad Ellington; Robert Sager (FS); Tom Bush (PY)

**Degree:** Associate of Arts (AA-DTA)

Astronomy is the science of the celestial bodies — their motions, positions, distances, magnitudes and relationships to Earth. Pierce offers introductory courses in astronomy for students who are interested in the study of the moon, planets, stars, nebulae and galaxies. Students who wish to pursue a transfer degree with studies in earth and space sciences are encouraged to complete requirements for the AA degree and to check with their transfer institution regarding specific requirements and transferable credits.

### ■ ASTRONOMY/EARTH SCIENCE MAJOR

In addition to courses which meet AA-DTA requirements, the following introductory astronomy courses are offered:

ASTR& 100	Survey of Astronomy (non-lab)	5
ASTR& 101	Intro to Astronomy (lab)	5
ASTR 105	Survey of Astrobiology	5
ASTR& 110	The Solar System	5
ASTR& 115	Stars, Galaxies and Cosmos	5

## Atmospheric Science

### UNIVERSITY TRANSFER

**Faculty:** Robert Sager (FS); Tom Bush (PY)

**Degree:** Associate of Arts (AA-DTA)

Atmospheric science is an earth science that includes topics as diverse as weather forecasting, climate change, air quality, mountain weather, marine weather, EL Niño, the ozone hole, ice ages and the Earth's weather and climate from the tropics to the poles. It considers problems that are both scientifically challenging and critical for the welfare of modern society.

Atmospheric science majors are prepared for a range of career options including weather forecasting, environmental science, meteorology, TV weather reporting, marine and aviation sciences, science education, further graduate study or a variety of alternative career paths.

### ■ ATMOSPHERIC SCIENCE MAJOR

ATMOS 101	Intro to Weather	5
CHEM& 161-163	General Chemistry w/lab I-III	5 ea
	Computer Sciences and Programming	5
MATH& 141	Precalculus I	5
MATH& 151-153	Calculus I-III	5 ea
PHYS& 221-223	Engineering Physics I-III	5 ea
	Electives in the Earth Sciences and Geography (GEOL& 101, GEOG 205, ENV& 100, OCEA& 101)	5

## Biology UNIVERSITY TRANSFER

See also *Microbiology*.

**Faculty:** Camille Bennett (FL); Mary Bath-Balogh, Robert Johnson, Ron May, Eric Stavney (FS);

Dr. Dale Blum, Joseph Cates-Carney (PY)

**Degrees:** Associate of Arts (AA-DTA); AA – Option B  
Associate of Science (AS)

Pierce College's biology, health science, microbiology and natural science departments offer courses for students planning to transfer to four-year institutions or complete associate degree requirements in other programs, and for those who have a personal interest in these areas for elective credit. Transfer students should complete AS-T, AA-DTA or AA Option B requirements and should check with the transfer institution regarding specific requirements and transferable credits.

Two transfer programs for biology majors are offered. **Biology Transfer I** is the recommended curriculum for pre-medical, pre-dental, pre-chiropractic, pre-veterinary, microbiology, botany, Environmental science, fisheries, zoology, cell biology, college and high school teaching, etc. This program also serves pre-medical technology students, except that MATH& 151-153 are not required. **Biology Transfer II** is recommended for forestry, wildlife, marine biology, environmental studies and other similar areas.

Preparation for allied health professions such as nursing, physical therapy, occupational therapy, etc. has different requirements. Consult the Health Professions section.

### ■ BIOLOGY TRANSFER I (PRE-PROFESSIONAL)

The following courses, in addition to those required for the AA-DTA, AS-T or AA Option B degree, should be completed for the Biology Transfer I program. All course prerequisites must first be met, and courses in each area must be taken as a set (e.g., BIOL& 211, 212, 213), except as noted for pre-chiropractic. Different programs and colleges may vary from this plan to some extent. Students should check with their transfer institution regarding specific requirements.

BIOL& 211	Majors: Cellular	5
BIOL& 212	Majors: Animals	5
BIOL& 213	Majors: Plant	5
BIOL& 260	Microbiology	5
CHEM& 161	General Chemistry w/lab I	5
CHEM& 162	General Chemistry w/lab II	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 151	Calculus I	5



*Additional recommended courses:*

CHEM& 163	General Chemistry w/lab III	5
CHEM& 261	Organic Chemistry w/lab I	6
CHEM& 262	Organic Chemistry w/lab II	6
CHEM& 263	Organic Chemistry w/lab III	6
PHYS& 221	Engineering Physics I (or PHYS& 121)	5
PHYS& 222	Engineering Physics II (or PHYS& 122)	5
PHYS& 223	Engineering Physics III (or PHYS& 123)	5

*Additional math (MATH& 152, &153, 224) may be necessary for admission to some medical schools and biology majors.*

*Note: Pre-Chiropractic: Students should check with chiropractic colleges for biology, math and microbiology requirements.*

**■ BIOLOGY TRANSFER II (NATURAL RESOURCES)**

The following courses, in addition to those required for the AA-DTA, AS-T or AA – Option B degree, should be completed for the Biology Transfer II program. Different programs and colleges may vary from this plan. Students should check with their transfer institution for specific requirements and transferable credits.

BIOL& 211	Majors: Cellular	5
BIOL& 212	Majors: Animals	5
BIOL& 213	Majors: Plant	5
* BIOL& 260	Microbiology	5
CHEM& 121	Intro to Chemistry	5
* CHEM& 131	Intro to Organic/Biochemistry	6
GEOL& 101	Intro to Physical Geology	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Intro to Statistics	5
NSCI 160	Environmental Biology	5
PHYS& 121	General Physics I	5

*Additional recommended courses:*

PHYS& 122	General Physics II	5
PHYS& 123	General Physics III	5

For those interested in forestry and wildlife management, CMST& 220, ECON& 201 and CIS 121 are also recommended. For marine biology and fisheries, OCEA& 101 and OCEA 170 are recommended.

*\*CHEM& 161, 162, 163, 261, 262, 263 may be substituted.*

**Business** PROFESSIONAL/TECHNICAL

*See also Business – University Transfer.*

*See Human Resources for associate and certificate in Human Resource Mngt.*

**Faculty:** Dr. Paul Gerhardt (FS); Rick Hogan, Les Wiletzky (PY)  
**Degree:** Associate in Business (*Areas of Specialization: Accounting, Business Management, Human Resource Management, Marketing, Real Estate/Appraisal, Retail/Fashion Merchandising, Small Business/Entrepreneurship*)

**Certificates:** Business  
 Customer Service  
 Entrepreneurship  
 Fashion Merchandising  
 Human Resource Management  
 Marketing  
 Pupil Transportation Management  
 – *See Pupil Transportation Supervision*  
 Retail Management  
 Sales  
 Supervision & Management

**■ ASSOCIATE IN BUSINESS**

The Associate in Business program offers a flexible curriculum that provides a balanced background in business with areas of specialization. Emphasis in **Business Management** offers a broad range of classes to strengthen management skills and increase opportunities for advancement. A **Marketing** specialization offers training and experience in sales, promotion, e-commerce and international business. **Retail/Fashion Merchandising** majors focus on apparel design and construction, textiles and retailing. Students emphasizing **Small Business/Entrepreneurship** can acquire new skills to use in operating their own small business. **Human Resource Management** emphasizes a working knowledge of managing/developing people.

The Associate in Business degree program increases students' career alternatives and offers individuals working in any field the opportunity to develop, improve or update knowledge and skills. A wide range of courses satisfying degree requirements is available during both daytime and evening hours. This degree will transfer to the Evergreen State College in Tacoma and Olympia.

Students who desire training in a combined area can design a program of study with their advisor.

**GENERAL REQUIREMENTS (10 CREDITS)**

<i>Select one:</i>		5
* ENGL& 101	English Composition I	
* BUS 105	Business English I	
<i>Select one:</i>		5
BUS 107	Business Mathematics	
* MATH& 107	Math in Society	
MATH 156	Finite Math	

**BUSINESS CORE (33-35 CREDITS)**

* BUS 240	Human Relations in the Work Place	5
BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5
MNGT 282	Marketing	5
<i>Select one:</i>		5
BUS& 201	Business Law	
POLS& 200	Introduction to Law	
<i>Select one:</i>		5
BUS 135	Introduction to E-Commerce	
CIS 130	Microcomputer Applications	
<i>Select one:</i>		3-5
** CIS 110	Intro to Microcomputer Business Apps. (3)	**
CIS 121	Intro to Computer Information Systems (5)	**

**MANAGEMENT AND CAREER SKILLS (13 CREDITS)**

MNGT 186	Professional Development	5
MNGT 187	Career Communication Skills	5
MNGT 198	Work-based Learning/Internship	3

**ECONOMICS (5 CREDITS)**

<i>Select one:</i>		5
ECON 110	Survey of Economics	
ECON& 201	Micro Economics	

**ACCOUNTING (5-10 CREDITS)**

<i>Select one:</i>		5-10
ACCT 101	Survey of Accounting (5)	
ACCT 170/171	Practical Accounting I and II (10)	
ACCT& 201/202	Principles of Accounting I and II (10)	
<i>(ACCT&amp; 201/202 required for Accounting Area of Focus)</i>		

**ELECTIVE (3-5 CREDITS)**

100 level or above course	3-5
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**AREA OF FOCUS**

Any exception must have advisor approval.  
 Select any **ONE** of the following:

**Accounting (25 credits)**

ACCT 179	Federal Income Tax Preparation	5
ACCT 180	Accounting Systems	5
ACCT& 203	Principles of Accounting III	5
ACCT 275	Payroll and Business Taxes	5
ACCT 285	Auditing and Advanced Analytical Techniques	5

**Business Management (25 credits)**

BUS& 101	Intro to Business	5
MNGT 283	Principles of Supervision and Leadership	5
MNGT 284	Small Business Planning	5
MNGT 295	Human Resource Management	5

<i>Select one:</i>		5
BUS 245	Global Business: Intro and Essentials	
MNGT 182	Creative Sales	

**Human Resource Management (25 credits)**

ACCT 275	Payroll and Business Taxes	5
BUS& 101	Intro to Business	5
MNGT 283	Principles of Supervision and Leadership	5
MNGT 295	Human Resource Management	5
MNGT 296	Current Trends in Human Resources	5

**Marketing (25 credits)**

BUS& 101	Intro to Business	5
MNGT 182	Creative Sales	5
MNGT 275	Intro to Visual Promotion	5
MNGT 293	Retailing and Merchandising	5

Select one: 5  
 BUS 245 Global Business: Intro and Essentials  
 MNGT 283 Principles of Supervision and Leadership

**Real Estate (28 credits)††**  
 REAL 125 Washington Real Estate Fundamentals 6  
 REAL 135 Principles of Appraising 3  
 REAL 160 Real Estate Practices 3  
 REAL 205 Real Estate Brokerage Management 3  
 REAL 260 Real Estate Law 3  
 MNGT 182 Creative Sales 5  
 MNGT 284 Small Business Planning 5

**Real Estate Appraisal (30 credits) ††**  
 REAL 125 Washington Real Estate Fundamentals 6  
 REAL 135 Principles of Appraising 3  
 REAL 235 Appraisal Procedures 3  
 REAL 240 Residential Appraisal Series 5  
 REAL 250 Residential Appraisal/Sales/Income Approach 3  
 REAL 260 Real Estate Law 5  
 MNGT 284 Small Business Planning 5

**Retail/Fashion Merchandising (25 credits)**  
 FASH 160 Intro to Fashion Merchandising 5  
 FASH 162 Apparel Design and Construction Analysis 5  
 FASH 163 Consumer Textiles 5  
 MNGT 275 Intro to Visual Promotion 5  
 MNGT 293 Retailing and Merchandising 5

**Small Business/Entrepreneurship (25 credits)**  
 BUS& 101 Introduction to Business 5  
 MNGT 182 Creative Sales 5  
 MNGT 283 Principles of Supervision and Leadership 5  
 MNGT 284 Small Business Planning 5  
 MNGT 295 Human Resource Management 5

**Total Credits Required 90-101**

\*Meets related instruction requirements for professional/technical programs

\*\*Minimum of 35 wpm keyboarding required.

††Applicants for real estate/appraisal licenses must pass license exams and meet current requirements set by Washington State Department of Licensing.

## ■ CERTIFICATE IN BUSINESS

**REQUIREMENTS (40 CREDITS)**  
 † ACCT& 201 Principles of Accounting I 5  
 † ACCT& 202 Principles of Accounting II 5  
 † CIS 121 Intro to Computer Information Systems 5  
 † ECON& 201 Micro Economics 5  
 † ECON& 202 Macro Economics 5  
 † ENGL& 101 English Composition I 5  
 † MATH& 146 Intro to Statistics 5

Select one: 5  
 BUS& 201 Business Law  
 POLS& 200 Introduction to Law

**Total Credits Required 40**

†Prerequisite required

## ■ CERTIFICATE IN CUSTOMER SERVICE

**CORE REQUIREMENTS ( 43-45 CREDITS)**  
 BUS 240 Human Relations in the Workplace 5  
 †\* BUS 107 Business Mathematics 5  
 \* MNGT 130 Customer Relationship Management 5  
 MNGT 182 Creative Sales 5  
 MNGT 186 Professional Development 5  
 MNGT 187 Career Communication Skills 5  
 MNGT 282 Marketing 5

Select one: 3-5  
 \*\*CIS 110 Intro to Micro Business Applications (3)  
 \*\*CIS 121 Intro to Computer Information Systems (5)

\*Select one: 5  
 † BUS 105 Business English I  
 † ENGL& 101 English Composition I

**Total Credits Required 43-45**

\*Meets related instruction requirements for professional/technical programs

\*\*Minimum of 35 wpm keyboarding required

†Prerequisite required

## ■ CERTIFICATE IN ENTREPRENEURSHIP

**CORE REQUIREMENTS ( 43-45 CREDITS)**  
 ACCT 101 Survey of Accounting 5  
 †\* BUS 107 Business Mathematics 5  
 \* MNGT 130 Customer Relationship Management 5  
 MNGT 182 Creative Sales 5  
 MNGT 282 Marketing 5  
 MNGT 284 Small Business Management 5  
 MNGT 295 Human Resource Management 5

Select one: 3-5  
 \*\* CIS 110 Intro to Micro Business Applications (3)  
 \*\* CIS 121 Intro to Computer Information Systems (5)

\*Select one: 5  
 † BUS 105 Business English I  
 † ENGL& 101 English Composition I

**Total Credits Required 43-45**

†Prerequisite required

\*Meets related instruction requirements for professional/technical programs

\*\*Minimum of 35 wpm keyboarding required

## ■ CERTIFICATE IN FASHION MERCHANDISING

**CORE REQUIREMENTS (15 CREDITS)**  
 FASH 160 Intro to Fashion Merchandising 5  
 FASH 162 Fashion Design & Clothing Construction Analysis 5  
 FASH 163 Consumer Textiles 5

**BUSINESS MANAGEMENT REQUIREMENTS (20 CREDITS)**  
 MNGT 182 Creative Sales 5  
 MNGT 186 Professional Development 5  
 MNGT 275 Intro to Visual Promotion 5  
 MNGT 293 Retailing and Merchandising 5

**GENERAL BUSINESS REQUIREMENTS (18 -20CREDITS)**  
 ACCT 101 Survey of Accounting 5  
 † BUS 107 Business Mathematics 5

Select one: 3-5  
 \*\* CIS 110 Intro to Micro Business Applications (3)  
 \*\* CIS 121 Intro to Computer Information Systems (5)

\*Select one: 5  
 † BUS 105 Business English I  
 † ENGL& 101 English Composition I

**Total Credits Required 53-55**

\*Meets related instruction requirements for professional/technical programs

\*\*Minimum of 35 wpm keyboarding required

†Prerequisite required

## CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

**CORE REQUIREMENTS (48-50 CREDITS)**  
 † ACCT 170 Practical Accounting I 5  
 † ACCT 275 Payroll & Business Taxes 5  
 †\* BUS 107 Business Math 5  
 \* BUS 240 Human Relations in the Work Place 5  
 MNGT 283 Principles of Supervision and Leadership 5  
 MNGT 295 Human Resource Management 5  
 MNGT 296 Current Trends in Human Resources 5

Select one: 5  
 BUS& 101 Introduction to Business  
 MNGT 284 Small Business Planning

Select one: 3-5  
 \*\* CIS 110 Intro to Micro Business Applications (3)  
 \*\* CIS 121 Intro to Computer Information Systems (5)

\*Select one: 5  
 † BUS 105 Business English I  
 † ENGL& 101 English Composition I

**Total Credits Required 48-50**

\*Meets related instruction requirements for professional/technical programs

\*\*Prereq: Keyboarding proficiency of 35 wpm or better

†Prerequisite required

### ■ CERTIFICATE IN MARKETING

In addition to the requirements listed below, students are encouraged to take ACCT 101 (Survey of Accounting).

#### CORE REQUIREMENTS (48-50 CREDITS)

+*	BUS 107	Business Mathematics	5
*	MNGT 130	Customer Relationship Management	5
	MNGT 182	Creative Sales	5
	MNGT 186	Professional Development	5
	MNGT 275	Intro to Visual Promotion	5
	MNGT 282	Marketing	5
	MNGT 293	Retailing and Merchandising	5
Select One:			5
	BUS& 101	Introduction to Business	
	BUS 245	Global Business: Intro & Essentials	
Select one:			3-5
**	CIS 110	Intro to Micro Business Applications (3)	
**	CIS 121	Intro to Computer Information Systems (5)	
*Select one:			5
†	BUS 105	Business English I	
†	ENGL& 101	English Composition I	
<b>Total Credits Required</b>			<b>48-50</b>

\* Meets related instruction requirements for professional/technical programs  
 \*\*Minimum of 35 wpm keyboarding required  
 †Prerequisite required

### ■ CERTIFICATE IN RETAIL MANAGEMENT

In addition to the requirements listed below, students are encouraged to take ACCT 101 (Survey of Accounting).

#### CORE REQUIREMENTS (48-50 CREDITS)

+*	BUS 107	Business Mathematics	5
*	MNGT 130	Customer Relationship Management	5
	MNGT 182	Creative Sales	5
	MNGT 186	Professional Development	5
	MNGT 275	Intro to Visual Promotion	5
	MNGT 282	Marketing	5
	MNGT 284	Small Business Management	5
	MNGT 293	Retailing & Merchandising	5
Select one:			3-5
**	CIS 110	Intro to Micro Business Applications (3)	
**	CIS 121	Intro to Computer Information Systems (5)	
*Select one:			5
†	BUS 105	Business English I	
†	ENGL& 101	English Composition I	
<b>Total Credits Required</b>			<b>48-50</b>

\* Meets related instruction requirements for professional/technical programs  
 \*\*Minimum of 35 wpm keyboarding required  
 †Prerequisite required

### ■ CERTIFICATE IN SALES

In addition to the requirements listed below, students are encouraged to take ACCT 101 (Survey of Accounting).

#### CORE REQUIREMENTS (43-45 CREDITS)

†	BUS 107	Business Mathematics	5
	MNGT 182	Creative Sales	5
	MNGT 186	Professional Development	5
	MNGT 282	Marketing	5
	MNGT 283	Principles of Supervision and Leadership	5
Select one:			5
*	MNGT 130	Customer Relationship Management	
	MNGT 293	Retailing and Merchandising	
Select one:			5
	BUS& 101	Introduction to Business	
	MNGT 284	Small Business Planning	
Select one:			3-5
**	CIS 110	Intro to Micro Business Applications (3)	
**	CIS 121	Intro to Computer Information Systems (5)	
*Select one:			5
†	BUS 105	Business English I	
†	ENGL& 101	English Composition I	
<b>Total Credits Required</b>			<b>43-45</b>

\* Meets related instruction requirements for professional/technical programs  
 \*\*Minimum of 35 wpm keyboarding required  
 †Prerequisite required

### ■ CERTIFICATE IN SUPERVISION & MANAGEMENT

#### CORE REQUIREMENTS (43-45 CREDITS)

	ACCT 101	Survey of Accounting	5
	BUS& 101	Introduction to Business	5
+*	BUS 107	Business Mathematics	5
*	BUS 240	Human Relations in the Work Place	5
	MNGT 186	Professional Development	5
	MNGT 283	Principles of Supervision and Leadership	5
	MNGT 295	Human Resource Management	5
Select one:			3-5
**	CIS 110	Intro to Micro Business Applications (3)	
**	CIS 121	Intro to Computer Information Systems (5)	
*Select one:			5
†	BUS 105	Business English I	
†	ENGL& 101	English Composition I	

**Total Credits Required 43-45**

\*\*Minimum of 35 wpm keyboarding required  
 †Prerequisite required  
 \* Meets related instruction requirements for professional/technical programs.

## Business UNIVERSITY TRANSFER

**Faculty:** Doug Jensen, Tom Phelps, Dr. Les Price, Blake Sorem (FS); Steve Jones, Les Wiletzky (PY)  
**Degree:** Associate in Business (DTA/MRP)

### ■ ASSOCIATE IN BUSINESS (DTA/MRP)

This transfer degree ensures that a student who completes this Associate in Business – DTA/MRP degree will have satisfied the lower division general education (or core) requirements and lower division business requirements at the baccalaureate institutions.

This articulated degree for the business major is specific to public institutions; however, since the degree follows the statewide articulated DTA agreement and DTA is designated in the title on the transcript, it will be accepted for admission to private institutions in the same manner as any other DTA-based degree.

#### BASIC DEGREE REQUIREMENTS

- Minimum of 90 earned credits in courses numbered 100 or above.
- ENGL& 101 (English Composition I).
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- Cumulative GPA of 2.0 or better.
- Minimum grade for business major-related courses is a 2.0. These courses are denoted on this degree sheet by an asterisk (\*).
- 1.5 grade (C-) or better for all other Core Requirements unless prerequisites state otherwise.
- "Pass" (P) grades may be used only for General Elective credits.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

#### DEGREE REQUIREMENTS

Courses should be selected from the lists prescribed on this degree sheet only.

- **Communication Skills (CM)** (10 credit minimum)  
Must include ENGL& 101 AND ENGL 107 or 103.
- **Quantitative/Symbolic Reasoning Skills (QS)** (10 credit minimum)  
Prerequisite MATH 098 with a grade of 2.0 or better or placement out of MATH 098.
- **Humanities (HM)** (15 credit minimum)  
Must include at least two disciplines, with no more than five credits from performance/skills courses. No more than 10 credits are allowed in world (foreign) language to satisfy the Humanities requirement, restricted to a maximum of 5 credits in a 100 level course and a maximum of 5 credits in a 200 level course).

- **Social Sciences (SS)** (15 credit minimum)  
Must include two economic courses and one Law course. See required courses from the list on this sheet only.
- **Natural Sciences (NS)** (15 credit minimum)  
Must include at least two different disciplines in the biological, physical or earth science areas to include at least one laboratory course. See appropriate courses listed below only. MATH& 146 is required.
- **Business Specific Courses**  
Must include ACCT& 201, ACCT& 202-203, POLS& 200 or BUS& 201 and ECON& 201 and ECON& 202.
- **General Courses** (5 credits)

**BUSINESS MAJOR DEGREE REQUIREMENTS (30 CREDITS)**

A minimum grade of 2.0 in each course is required to obtain this degree.

**Business Specific Courses**

* ACCT& 201	Principles of Accounting I	5
* ACCT& 202	Principles of Accounting II	5
* ACCT& 203	Principles of Accounting III	5
* ECON& 201	Micro Economics	5
* ECON& 202	Macro Economics	5

**Select one**

* BUS& 201	Business Law	5
* POLS& 200	Introduction to Law	5

For other transfer requirements, see clarification and notes at end of GER list.

**CORE REQUIREMENTS (GER) (70 CREDIT MINIMUM)****Communication Skills (10 credit minimum)**

ENGL& 101	English Composition I	5
ENGL 103	Composition – Argumentation & Research or	5
ENGL 107	Composition – Writing About Literature	5

**Quantitative/Symbolic Reasoning Skills (10 credits)**

Students must meet stated Math prerequisite before enrolling in courses; see course descriptions or quarterly schedule for details.

MATH& 148	Elements of Calculus	5
MATH 156	Finite Mathematics	5

**Humanities (15 credit minimum)**

- Select from at least two disciplines.
- No more than five credits from performance/skills courses. See end of the Humanities listing for performance/skills course list.
- No more than 10 credits are allowed in world (foreign) language to satisfy the Humanities requirements, restricted to a maximum of 5 credits in a 100 level course and a maximum of 5 credits in a 200 level course.

ART& 100	Art Appreciation	5
ART 105	Intro to Art	5
ART 145	History of Art (Contemporary)	5
CMST& 101	Introduction to Communication	5
CMST& 102	Intro to Mass Media	5
CMST 105	Intercultural Communication	5
CMST 210	New Media Presentation	5
CMST& 220	Public Speaking	5
CMST& 230	Small Group Communication	5
DRMA& 101	Intro to Theatre	5
DRMA 160	Intro to Film & Video	5
ENGL& 111	Intro to Literature	5
ENGL& 112	Intro to Fiction	5
ENGL& 113	Intro to Poetry	5
ENGL& 114	Intro to Dramatic Literature	5
ENGL 140	English Grammar	5
ENGL 204	The Bible as Literature	5
ENGL 205	Intro to Mythology	5
ENGL 210	Intro to American Literature	5
ENGL& 220	Intro to Shakespeare	5
ENGL& 226-228	British Literature I-III	5
ENGL& 236-238	Creative Writing I-III	5
ENGL 239	World Literature	5
ENGL 240	Intro to Linguistics	5
ENGL& 244-246	American Literature I-III	5
ENGL 249	Creative Writing: Special Projects	5
ENGL 264	Literature of U.S. Slavery and Abolition	5
ENGL 266	Women Writers: Voices from Intl. Mosaic	5

**Foreign Languages** — See World Languages.

HUM& 101	Intro to Humanities	5
HUM 105	Black Thought and Culture	5
HUM 106	Ethnic Thought and Culture	5
HUM 107	Latin American Thought and Culture	5
HUM& 116-118	Humanities I-III	5
HUM 120	Intro to Folklore	5
HUM 204	American Popular Culture	5

HUM 210	American Cinema & Society	5
HUM 212	Great Directors and Auteurs	5
HUM 215	World Cinema	5
HUM 240	World Religions	5
JOURN 103	Intro to Feature Writing	1-5
JOURN 125	Documentary: Social Force	5
MUSC 100	Intro to Rock and Roll	5
MUSC 102	American Popular Music	5
MUSC 103	Intro to Jazz	5
MUSC& 105	Music Appreciation	5
MUSC& 141-143	Music Theory I-III	5
MUSC& 241-243	Music Theory IV-VI	5
PHIL& 101	Intro to Philosophy	5
PHIL 110	Intro to Bioethics	5
PHIL 115	Intro to Critical Thinking	5
PHIL 150	Intro to Ethics	5
PHIL 155	Ethics in Business	5
PHIL 210	Philosophy of Western Religion	5
PHIL 230	Contemporary Moral Problems	5

**World Languages** (formerly FOREIGN LANGUAGE) (maximum of 5 credits in a 100 level course and 5 credits in a 200 level course)

ASL& 121-123	American Sign Language I-III	5
ASL& 221	American Sign Language IV	5
CHIN& 121-123	Chinese I-III	5
FRCH& 121-123	French I-III	5
FRCH& 221-223	French IV-VI	5
GERM& 121-123	German I-III	5
GERM& 221-223	German IV-VI	5
JAPN& 121-123	Japanese I-III	5
KREA& 121-123	Korean I-III	5
KREA& 221-223	Korean IV-VI	5
RUSS& 121-123	Russian I-III	5
RUSS& 221-223	Russian IV-VI	5
SPAN& 121-123	Spanish I-III	5
SPAN& 221-223	Spanish VI-VI	5

**Humanities Performance/Skills** (5 credit maximum)

ART 101-103	Design5	5
ART 107-109	Photography	5
ART 111-113	Drawing	5
ART 190-192	Photography Workshop	5
ART 201-203	Painting	5
ART 204	Watercolor, Beginning	5
ART 275-277	Painting Workshop	5
MUSC 126-127	Class Guitar	1
MUSC 140, 240	College Choir	2
MUSC 144, 244	Concert Choir	2.5
MUSC 145, 245	Jazz Choir	2.5
MUSC 146, 246	Vocal Jazz Lab	2.5
MUSC 150, 250	College Band	1
MUSC 154, 254	College Orchestra	1
MUSC 157, 257	Jazz Band	1-2
MUSC 160-169, 260-269	Private Instruction	0.5
MUSC 170-173, 270-273	Ensemble (Instrumental)	1
MUSC 174, 274	Vocal Ensemble	0.5
MUSC 181-183	Class Piano	1
DRMA 170-172	Technical Film and Theatre	5
DRMA 260-262	Acting for Stage and Digital Film	5
DRMA 280-285	Production Practicum	1-3

**Social Sciences (20 credit minimum)**

ECON& 201 AND ECON& 202 REQUIRED.

* BUS& 201	Business Law	5
* ECON& 201	Micro Economics	5
* ECON& 202	Macro Economics	5
* POLS& 200	Introduction to Law	5
* GER-SS Elective	— See Notes and Clarifications at end of degree	5

**Natural Sciences (NS) Biological/Physical/Earth Science Options (15 credit minimum)**

Choose at least one laboratory science – indicated by an **L** and from two different disciplines. MATH& 146 is required.

ASTR& 100	Survey of Astronomy	5
<b>L</b> ASTR& 101	Intro to Astronomy	5
<b>L</b> ASTR 105	Survey of Astrobiology	5
<b>L</b> ASTR& 110	The Solar System	5
<b>L</b> ASTR& 115	Stars, Galaxies and Cosmos	5
<b>L</b> ATMOS 101	Intro to Weather	5
<b>L</b> BIOL& 100	Survey of Biology	5
<b>L</b> BIOL& 160	General Biology w/lab	5
BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
<b>L</b> BIOL 120	Hum Anatomy and Physiology w/lab for Non-Sci Mjrs	5

BIOL& 211	Majors: Cellular	5
BIOL& 212	Majors: Animal	5
BIOL& 213	Majors: Plant	5
BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
BIOL& 260	Microbiology	5
CHEM& 100	Preparatory Chemistry	5
CHEM& 110	Chemistry Concepts	5
CHEM& 121	Intro to Chemistry	5
CHEM& 131	Intro to Organic and Biochemistry	6
CHEM& 139	General Chemistry Prep	5
CHEM& 161-163	General Chemistry w/ lab I-III	5
ENVS& 100	Essentials of Environmental Science	5
ENVS 140	Western Water Problems	5
ENVS 150	Environmental Issues	5
GEOL& 101	Intro to Physical Geology	5
GEOL& 103	Historical Geology	5
GEOL 107	Earth Systems Science	5
GEOL& 110	Environmental Geology	5
GEOL& 115	Geology of the National Parks	5
GEOL& 208	Geology of the Pacific NW	5
GEOL 220	Earth Resources and the Environment	5
MATH& 146	Intro to Statistics (required)	5
NSCI 150	Nature	5
NSCI 160	Environmental Biology	5
OCEA& 101	Intro to Oceanography	5
OCEA 170	Marine Biology	5
PS 101	Intro to Physical Science	5
PHYS& 100	Physics for Non-Science Majors	5
PHYS& 121-123	General Physics I-III	5
PHYS& 221-223	Engineering Physics I-III	5

**GENERAL ELECTIVES (5 CREDITS)**

Maximum of 5 credits of courses numbered 100 and above may be applied to this area. See notes below or check four-year information for appropriate elective course needed — e.g., foreign language, computer course requirement.

**Total Credits Required 90**

\*Minimum grade of 2.0 required to obtain degree.

**NOTES AND CLARIFICATIONS**

**Business School Admission**

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 that 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.

**Specific University Information**

For program planning purposes, students are advised that the lower-division requirements for individual Washington public university business schools may vary.

**Notes:**

1. For admission to UW Seattle, Bothell and Tacoma, two years of high school foreign language or two quarters of college-level foreign language are required. Students not admitted to the Business School at UW Seattle and selecting an alternate major from the College of Arts and Sciences will be required to demonstrate foreign language proficiency (grade of 2.0 in third quarter of foreign language).
2. WSU's business school requires a political science course for admission to the program and encourages prospective transfers to take five credits in psychology or sociology; UW Tacoma's business school encourages prospective transfers to take five credits in psychology, sociology or Anthropology.
3. WSU's business school requires CIS 121 (Intro to Computer Information Systems).
4. WWU's Manufacturing Management requires CHEM& 121 (Intro to Chemistry) and PHYS& 100 (Intro to Physics).
5. POLS& 200 or BUS& 201. University of Washington requires POLS& 200; EWU requires BUS& 201; either course will satisfy the requirements at CWU, UW Bothell, UW Tacoma, WWU and WSU.

# Business Information Technology

PROFESSIONAL/TECHNICAL

(formerly Office Technology)

**Faculty:** Amy Warren, Luann Wolden (FS); Carol McGonagill, Karen Myers (PY)

**Degrees:** Administrative Assistant: General Office  
Administrative Assistant: Office Management  
Administrative Assistant: International Business  
Administrative Assistant: Medical Office Assistant

**Certificates:** Office Assistant: General  
Office Assistant: Medical  
Office Assistant: Medical Billing  
Medical Transcription  
Integrated Business Technology

## ADMINISTRATIVE ASSISTANT: GENERAL OFFICE (ASSOCIATE)

Today's office environment requires support staff who have skills in business communications and computer technology. Students in the Administrative Assistant program prepare for careers in business, industry and government. When composing documents, students integrate information from various computer programs including word processing, spreadsheets and presentations. An office internship is required.

**BTECH REQUIREMENTS (47-51 CREDITS)**

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 113	Keyboard Skillbuilding II (or BTECH 116 C-D)	2
BTECH 120	Intro to Windows (or BTECH 118 A-C)	3
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B & BTECH 210 A-B & BTECH 226A)	5
BTECH 202	Professional Office Applications II (or BTECH 220 A-C & BTECH 225 A-B)	5
BTECH 203	Professional Office Applications III (or BTECH 200 C-D & BTECH 210 C-D & BTECH 220D)	5
BTECH 241	Accounting for the Office Professional (or ACCT 170)	5
BTECH 245	Cooperative Work Experience	3
BTECH 246	Cooperative Work Experience	3
<i>Select Both:</i>		2-5
BTECH 117A	Format Basic Business Documents (1)	
BTECH 117B	Format Advanced Business Documents (1)	
<i>or select:</i>		
BTECH 230	Machine Transcription I	
<i>Select both:</i>		4-5
BTECH 248	Business Information Technology Seminar I (2)	
BTECH 249	Business Information Technology Seminar II (2)	
<i>or select:</i>		
MNGT 186	Professional Development (5)	

**BUSINESS REQUIREMENTS (43 CREDITS)**

BUS& 101	Introduction to Business	5
BUS& 201	Business Law	5
* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 107	Business Math	5
* BUS 240	Human Relations in the Workplace	5
BUS 245	Global Business: Intro and Essentials	5
* BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5

**Total Credits Required 90-94**

\*Meets related instruction requirements for professional/technical programs.

### ■ ADMINISTRATIVE ASSISTANT: OFFICE MANAGEMENT (ASSOCIATE)

Experienced office workers find that the Office Management degree provides them with the necessary technical knowledge and supervisory skills to move into office management. Positions in private enterprise and government service are available in the fields of personnel, finance, production, marketing and administration. Students develop proficiency in using word processing, spreadsheet, database and presentation software. Students gain a solid foundation in business principles while focusing on supervisory skills. An office internship is required.

#### BTECH REQUIREMENTS (47-51 CREDITS)

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 113	Keyboard Skillbuilding II (or BTECH 116 C-D)	2
BTECH 120	Intro to Windows (or BTECH 118 A-C)	3
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)	5
BTECH 202	Professional Office Applications II (or BTECH 220 A-C & BTECH 225 A-B)	5
BTECH 203	Professional Office Applications III (or BTECH 200 C-D, BTECH 210 C-D & BTECH 220D)	5
BTECH 241	Accounting for the Office Professional (or ACCT 170)	5
BTECH 245	Cooperative Work Experience	3
BTECH 246	Cooperative Work Experience	3

Select both: 2-5

BTECH 117A	Format Basic Business Documents (1)
BTECH 117B	Format Advanced Business Documents (1)

or select:  
BTECH 230 Machine Transcription I

Select both: 4-5

BTECH 248	Business Information Technology Seminar I (2)
BTECH 249	Business Information Technology Seminar II (2)

or select:  
MNGT 186 Professional Development (5)

#### BUSINESS REQUIREMENTS (43 credits)

* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 107	Business Mathematics	5
BUS& 201	Business Law	5
* BUS 240	Human Relations in the Workplace	5
* BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5
MNGT 283	Principles of Supervision & Leadership	5
MNGT 295	Human Resource Management	5

**Total Credits Required 90-94**

*\*Meets related instruction requirements for professional/technical programs.*

### ■ ADMINISTRATIVE ASSISTANT: INTERNATIONAL BUSINESS (ASSOCIATE)

International business assistants work in areas such as the Puget Sound, where a heavy dependence on international trade exists. They develop cultural understanding with required skills in one foreign language, Anthropology and international business communication. Students develop computer skills including word processing, spreadsheets, presentation and databases. Students learn to produce complex business reports created from a variety of computer-generated information sources as well as building on their grammar and business writing skills. An office internship is required.

#### BTECH REQUIREMENTS (46-51 CREDITS)

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 113	Keyboard Skillbuilding II (or BTECH 116 C-D)	2
BTECH 120	Intro to Windows (or BTECH 118 A-C)	3
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)	5
BTECH 202	Professional Office Applications II (or BTECH 220 A-C & BTECH 225 A-B)	5
BTECH 203	Professional Office Applications III (or BTECH 200 C-D, BTECH 210 C-D & BTECH 220D)	5
BTECH 241	Accounting for the Office Professional (or ACCT 170)	5
BTECH 245	Cooperative Work Experience	3
BTECH 246	Cooperative Work Experience	3

Select: 1-5  
BTECH 117B Format Advanced Business Documents (1)

or:  
BTECH 230 Machine Transcription I(5)

Select both: 4-5

BTECH 248	Business Information Technology Seminar I (2)
BTECH 249	Business Information Technology Seminar II (2)

or select:  
MNGT 186 Professional Development (5)

#### BUSINESS REQUIREMENTS (26 CREDITS)

* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 215	International Business Communications	3
BUS 245	Global Business: Intro and Essentials	5
* BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5

#### GENERAL REQUIREMENTS (25 CREDITS)

Foreign Language (same language) 15

Select at least one: 5

ANTH& 106	American Mosaic
ANTH& 206	Cultural Anthropology
ANTH 240	Women in Cross Cultural Perspectives

Select at least one: 5

GEOG 100	Intro to Geography
GEOG 200	Cultural Geography
GEOG 207	Economic Geography

**Total Credits Required 97-102**

*\*Meets related instruction requirements for professional/technical programs.*

### ■ OFFICE ASSISTANT: GENERAL (CERTIFICATE)

Students who earn the General certificate gain a full range of basic employable skills in a relatively short time. Students complete courses in word processing, spreadsheet preparation, filing, database management and communications.

#### BTECH REQUIREMENTS

* BUS 105	Business English I	5
* BUS 106	Business English II	3
BUS 250	Business Communications	5
BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 113	Keyboard Skillbuilding II (or BTECH 116 C-D)	2
BTECH 120	Intro to Windows (or BTECH 118 A-C)	3
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)	5
BTECH 202	Professional Office Applications II (or BTECH 220 A-C & BTECH 225 A-B)	5

BTECH 230 Machine Transcription I (5) or BTECH 117B (1) 1-5

\* MNGT 130 Customer Relationship Management 5

Select both: 4-5

BTECH 248	Business Information Technology Seminar I (2)
BTECH 249	Business Information Technology Seminar II (2)

or select:  
MNGT 186 Professional Development (5)

**Total Credits Required 48-53**

*\*Meets related instruction requirements for professional/technical programs.*

### ■ INTEGRATED BUSINESS TECHNOLOGY (CERTIFICATE)

This new four-quarter program provides a customized pathway for Levels 5 & 6 English as a Second Language (ESL) students and Levels 3-6 Adult Basic Education (ABE) and GED students to successfully complete the Integrated Business Technology Certificate. The training is part of a longer pathway with all credits leading to completion of an associate degree in Business Information Technology.

#### QUARTER 1

BTECH 111	Keyboarding	3
BTECH 112	Keyboard Skillbuilding I	2
BTECH 120	Intro to Windows	3

#### QUARTER 2

BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5

#### QUARTER 3

BTECH 205	Office Procedures	2
BUS 105	Business English I	5
CMPT 108	PowerPoint	1

#### QUARTER 4

BTECH 113	Keyboard Skillbuilding II	2
BTECH 201	Professional Office Applications I	5
BTECH 245	Cooperative Work Experience (Work Based Learn.)	3

**Total Credits Required 34**

### ■ ADMINISTRATIVE ASSISTANT: MEDICAL OFFICE ASSISTANT (ASSOCIATE)

Students in this program prepare to work in a variety of medical office settings, which include clinics, hospitals, nursing homes, laboratories, and physicians' and dentists' offices. Medical office assistants must work with a high degree of accuracy and a clear understanding of medical ethics, legality of medical reports and empathy for patients.

A thorough knowledge of punctuation and grammar, medical terminology, medical transcription, medical forms (including basic coding and processing insurance forms), word processing and accounting are essential elements of this program. Additional courses in spreadsheets and databases broaden the required computer knowledge in this field. An office internship is required.

#### BTECH REQUIREMENTS (63-67 CREDITS)

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 113	Keyboard Skillbuilding II (or BTECH 116 C-D)	2
BTECH 120	Intro to Windows (or BTECH 118 A-C)	3
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
BTECH 149	Intro to the Medical Office	2
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)	5
BTECH 202	Professional Office Applications II (or BTECH 220 A-C & BTECH 225 A-B)	5
BTECH 203	Professional Office Applications III (or BTECH 200 C-D, BTECH 210 C-D & BTECH 220D)	5
BTECH 230	Machine Transcription I (or BTECH 117B) (1)	1-5
BTECH 245	Cooperative Work Experience	3
BTECH 246	Cooperative Work Experience	3
BTECH 250	Medical Forms	5
BTECH 253	Medical Office Procedures	5

Select both:

BTECH 248	Business Info Technology Seminar I (2)	4-5
BTECH 249	Business Info Technology Seminar II (2)	

or select:

MNGT 186	Professional Development (5)	
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#### BUSINESS REQUIREMENTS (23 CREDITS)

* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 240	Human Relations in the Workplace	5
* BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5

#### GENERAL REQUIREMENTS (7 CREDITS)

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
** PE 228	First Aid and CPR for Health Care Professional	2

**Total Credits Required 93-97**

\*Meets related instruction requirements for professional/technical programs.

\*\*Valid First Aid/CPR card satisfies this requirement

### ■ MEDICAL TRANSCRIPTION CERTIFICATE

#### BTECH REQUIREMENTS (37-40 CREDITS)

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 135	Electronic 10-Key Calculator	3
BTECH 149	Intro to the Medical Office	2
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 201	Professional Office Applications I (Word/Excel) (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)	5
BTECH 245	Cooperative Work Experience	3
BTECH 251	Medical Transcription I	5
BTECH 252	Medical Transcription II	5

Select one:

BTECH 248	Business Info Technology Seminar I (2)	2-5
MNGT 186	Professional Development (5)	

#### GENERAL/BUSINESS REQUIREMENTS (13 CREDITS)

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
* BUS 105	Business English I	5
* BUS 106	Business English II	3

**Total Credits Required 50-53**

\*Meets related instruction requirements for professional/technical programs

\*\*Valid First Aid/CPR card satisfies this requirement

### ■ OFFICE ASSISTANT: MEDICAL (CERTIFICATE)

As the front-office person, the receptionist greets patients, screens telephone calls, schedules appointments and assists in records management and accounting. The medical receptionist works with a high degree of accuracy and a clear understanding of medical ethics, legality of medical reports and empathy for patients. The medical receptionist student prepares for employment by taking courses in medical terminology, medical forms, office procedures and word processing.

#### BTECH REQUIREMENTS (39-40 CREDITS)

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 120	Introduction to Windows (or BTECH 118 A-C)	3
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
BTECH 149	Intro to Medical Office	2
BTECH 150	Medical Terminology	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)	5
BTECH 250	Medical Forms	5
BTECH 253	Medical Office Procedures	5

Select both:

BTECH 248	Business Info Technology Seminar I (2)	4-5
BTECH 249	Business Info Technology Seminar II (2)	

or select:

MNGT 186	Professional Development (5)	
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#### BUSINESS REQUIREMENTS (18 CREDITS)

* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 240	Human Relations in the Workplace	5
* MNGT 130	Customer Relationship Management	5

#### GENERAL REQUIREMENTS

** PE 228	First Aid and CPR for Health Care Professionals	2
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**Total Credits Required 59-60**

\*Meets related instruction requirements for professional/technical programs.

\*\*Valid First Aid/CPR card satisfies this requirement

## OFFICE ASSISTANT: MEDICAL BILLING (CERTIFICATE)

Students in the Medical Billing program prepare for employment as ambulatory care coders (ICD-9-CM and CPT), billers, patient account representatives, surgery schedulers, and other support positions in a variety of medical settings. Graduates are able to code and bill accurately, ethically and assertively; optimize reimbursement; research and explain coverage to patients and families; and handle all components of claims processing.

### BTECH REQUIREMENTS (50 CREDITS)

BTECH 112	Keyboard Skillbuilding I (or BTECH 116 A-B)	2
BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5
BTECH 149	Intro to the Medical Office	2
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 201	Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)	5
BTECH 245	Cooperative Work Experience	3
BTECH 250	Medical Forms	5
BTECH 253	Medical Office Procedures	5
BTECH 254	CPT Coding	5
BTECH 255	ICD-9-CM Coding	5

### GENERAL REQUIREMENTS (12 CREDITS)

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
* BUS 105	Business English I	5
** PE 228	First Aid and CPR for Health Care Professional	2
<b>Total Credits Required</b>		<b>62</b>

\*Meets related instruction requirements for professional/technical programs  
\*\*Valid First Aid/CPR card satisfies this requirement

## Business Management

See Business — Professional/Technical.

## Chemistry UNIVERSITY TRANSFER

**Faculty:** Karen Harding, Shane Hendrickson; Ted Wood (FS); Katherine Olsen (PY)  
**Degree:** Associate of Arts (AA-DTA); AA – Option B  
Associate of Science (AS-T)

Chemistry is the study of the materials that make up the physical universe and the transformations that these materials can undergo. Career opportunities include teaching, research, chemical laboratory work, chemical engineering, quality control, Environmental monitoring and medicine. Many opportunities are available to those with associate degrees, particularly as chemical lab technicians, but most positions require a bachelor's or graduate degree.

Pierce College offers courses for students planning to transfer to four-year institutions, for those completing their associate degree, for those who are preparing for nursing, dental hygiene or veterinary technology programs, as well as for students who desire elective credits in natural science.

## CHEMISTRY TRANSFER

This program does not necessarily qualify a student for an AA-DTA degree. General distribution requirements must be met for the AA-DTA degree. Students wishing to transfer to a four-year institution should discuss the Associate of Science degree (or the AA – Option B) with an advisor.

CHEM& 161	General Chemistry w/Lab I	5
CHEM& 162	General Chemistry w/Lab II	5
CHEM& 163	General Chemistry w/Lab III	5
CHEM& 261	Organic Chemistry w/Lab I	6
CHEM& 262	Organic Chemistry w/Lab II	6
CHEM& 263	Organic Chemistry w/Lab III	6
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 205	Linear Algebra	5
MATH 224	Multivariate Calculus	5
MATH 238	Differential Equations	5
PHYS& 221	Engineering Physics I	5
PHYS& 222	Engineering Physics II	5
PHYS& 223	Engineering Physics III	5

For electives, a foreign language and CS& 131 are recommended.

## Child Nutrition Program Management PROFESSIONAL/TECHNICAL

**Contact:** Lisa Reeves  
**Degree:** Associate in Child Nutrition Program Management

## ASSOCIATE IN CHILD NUTRITION PROGRAM MANAGEMENT (OFFERED THROUGH EXTENDED LEARNING ONLY)

### CHILD NUTRITION PROGRAM MNGT. COURSES (48 CREDITS)

FSM 102	Equipment and Facilities Management	5
FSM 103	Nutrition and Menu Planning	5
FSM 105	Quantity Food Production: Entrees (Prereq: Safety and Sanitation)	3
FSM 106	Supervision and Management of Food Prep. II	5
FSM 109	Personnel and Human Relations	5
FSM 110	Food and Beverage Cost Analysis	5
FSM 112	Child Nutrition Program Management	1
FSM 115	Basic Nutrition	1
FSM 116	Safety and Sanitation	1
FSM 117	Nutrition Team Teaching	3
FSM 118	Healthy EDGE	1
FSM 121	Quantity Food Production: Salads, Sandwiches and Snacks (Prereq: Safety & Sanitation)	3
FSM 130	Child Nutritional Needs for Diverse Populations	3
HUMDV 126	Life Skills (or HUMDV 127)	2
CIS XXX	Computer	5

### GENERAL EDUCATION REQUIREMENTS (42 CREDITS)

*† BUS 105	Business English I	5
*† BUS 107	Business Math	5
* BUS 240	Human Relations in the Workplace	5
† BUS 250	Business Communications	5
Elective	Humanities or Social Science course	5
PE 228	First Aid and CPR for Health Care Professionals	2
<b>Select one:</b>		<b>5</b>
ACCT 101	Survey of Accounting	
† ACCT& 201	Principles of Accounting I	
<b>Select one:</b>		<b>5</b>
ECON 110	Survey of Economics	
† ECON& 201	Micro Economics	
<b>Select one:</b>		<b>5</b>
MNGT 194	Supervisory Training and Leadership Develop. or	
MNGT 283	Principles of Supervision and Leadership	
<b>Total Credits Required</b>		<b>90</b>

\*Meets related instruction requirements for professional/technical programs

†Prerequisite required



# College Success

See Reading/College Success.

## Communication Studies

(formerly SPEECH)

**Faculty:** Patrick Daugherty, Fred Metzger (FS);  
Nikki Poppen-Eagan (PY)

**Degree:** Associate of Arts (AA-DTA)

Students interested in communications most frequently request a curriculum which will prepare them for work in the broadcast industry. Most four-year college broadcast programs offer emphasis in three general areas: business/management, "on-the-air" aspects and advertising. Speech majors also specialize in two other areas: Interpersonal Communications and Rhetoric & Public Address. Pierce College's curriculum can provide a basic background to enable students to determine focus upon transferring to a senior institution.

Students planning to transfer are served best by completing a two-year AA-DTA degree at Pierce College. However, students should contact the transfer institution regarding specific course needs at that institution.

Pierce College also offers classes in American Sign Language, the natural mode of communication for millions of deaf Americans, and the third most common language in the United States. Students may take American Sign Language for either Speech or World Language credit.

### COMMUNICATION TRANSFER

The following courses are recommended, in addition to other courses required for the AA-DTA degree. See a Communication Studies advisor for specifics.

BUS& 101	Introduction to Business	5
CMST& 102	Intro to Mass Media (formerly JOURN)	5
CMST& 220	Public Speaking	5
DRMA 160	Intro to Film and Video	5
DRMA 170	Technical Film and Theatre	5
GEOG	One course	
JOURN 102	Intro to Newswriting	5
POLS	One course	
SOC	One course	

### RHETORIC & PUBLIC ADDRESS EMPHASIS

ART	One course	5
CMST& 101	Introduction to Communication	5
CMST 210	New Media Presentation	5
CMST& 220	Public Speaking	5
ENGL 107	Composition – Writing About Literature	5
ENGL	Any literature course	5
HIST	One course	5
MUSC	One course	5
PHIL	One course	5
POLS	One course	5
PSYC& 100	General Psychology	5
SOC	One course	

### INTERPERSONAL COMMUNICATION EMPHASIS

ANTH& 100	Survey of Anthropology	5
ANTH& 206	Cultural Anthropology	5
ART OR MUSC	One course	5
CMST& 101	Introduction to Communication	5
CMST 105	Intercultural Communication	5
CMST 210	New Media Presentation	5
CMST& 220	Public Speaking	5
CMST& 230	Small Group Communication	5
ECON 110	Survey of Economics	5
PHIL	One course	5
PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
PSYC 201	Psychology of Personal Growth	5
SOC& 101	Intro to Sociology	5
SOC	One course	5

# Computer Information Systems

## PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

See also Digital Design.

**Faculty:** Phil Sheridan (FL); Brian Martin, Samuel Scott, John Staneff (FS); Jim Hendricks (PY)

**Degrees:** Associate of Arts (AA-DTA)  
Associate in Database Management & Design  
Associate in Programming  
Associate in Technical Support  
Associate in Programming in Web Applications Develop.

**Certificates:** Computer Programming  
Computer Network Administration  
Computer Support  
Database Management and Design  
Programming in Web Applications Development

Please note: More information can be found on the CIS/CNE Web site at [www.pierce.ctc.edu/cis](http://www.pierce.ctc.edu/cis).

### ASSOCIATE OF ARTS (AA-DTA)

(a transfer degree toward Computer Education, Computer Engineering, Computer Graphics, Computer Science and Management Information Systems four-year programs)

Because requirements for transfer students vary greatly among four-year institutions, it is imperative that students contact their educational institution of choice regarding specific course needs and transferable credits. See a CIS advisor for assistance.

### ASSOCIATE IN DATABASE MANAGEMENT & DESIGN

Students who seek an Associate in Database Management will learn programming theory and techniques, relational database concepts, data modeling, data and system security and the Structured Query Language. They will gain experience in maintaining and controlling information stored in a database and monitoring and allocating the data storage space available on a computer system. Graduates are qualified for entry-level database design and junior database administrator positions.

#### CIS CORE REQUIREMENTS (45 CREDITS)

CIS 121	Intro to Computer Information Systems	5
CIS 122	Program Design (Visual Basic)	5
CIS 130	Microcomputer Applications	5
CIS 134	Computer Operating Systems	5
CIS 150	Computer Installation and Troubleshooting	5
CIS 260	Database Management Systems	5
CIS 265	Data Communications and Networks	5
CIS 280	Systems Analysis and Design	5
CIS 290	Supervised Internship	5

#### DATABASE CORE REQUIREMENTS (SPECIFIC TO BOTH TRACKS) (15 CREDITS)

CIS 185	Visual Basic Programming	5
CIS 261	SQL (Structured Query Language)	5
CIS 266	Local Area Networks	5

#### DATABASE REQUIREMENTS

Choose one track:

##### Oracle Database Requirements (20 credits)

CIS 230	Network Operating Systems	5
CIS 262a	Database Administration, Backup & Recovery	5
CIS 263a	Database Perform. Tuning and Network Admin.	5
CIS 269a	Advanced SQL Programming and Tuning	5

or

##### Microsoft SQL Server Database Requirements (20 credits)

CIS 262b	Database Administration, Backup and Recovery	5
CIS 263b	Database Performance Tuning & Network Admin.	5
CIS 215	Web Programming	5
CIS 285	Advanced Visual Basic	

#### GENERAL REQUIREMENTS (15 CREDITS)

* BUS 240	Human Relations in the Workplace (or PSYC& 100)	5
* ENGL& 101	English Composition I	5
* MATH& 146	Intro to Statistics	5

**Total Credits Required 95**

\*Meets related instruction requirements for professional/technical programs.

## ■ ASSOCIATE IN PROGRAMMING

Students who seek an Associate in Programming will learn the tools and techniques necessary to produce software products for both the business and scientific communities. They will take courses in computer languages, computer architecture, database, data communications and systems analysis and design. Graduates are qualified for entry-level computer programming positions.

**PREREQUISITE:** A proficiency level in typing of 35 wpm is recommended; or students may take BTECH 111/112: Keyboarding, concurrently with CIS 121.

### CIS REQUIREMENTS (70 CREDITS)

CIS 121	Intro to Computer Information Systems	5
CIS 122	Structured Program Design (Visual BASIC)	5
CIS 130	Microcomputer Applications	5
CIS 134	Microcomputer Operating Systems	5
CIS 150	Computer Installation & Troubleshooting	5
CIS 260	Database Management Systems	5
CIS 265	Data Communication & Networks	5
CIS 280	Systems Analysis and Design	5
CIS 290	Supervised Internship	5

Select FIVE (25 credits) (must complete at least one language series):

CIS 185	Visual Basic Programming	5
CIS 215	Intro to Web Programming	5
CIS 216	Web Services	5
CIS 250	COBOL I	5
CIS 251	COBOL II	5
CIS 261	SQL (Sequel Query Language)	5
CIS 269	Advanced SQL Programming & Tuning	5
CIS 270	C Programming Language	5
CIS 271	Intro to C++ Programming	5
CIS 272	Advanced C++ Programming	5
CIS 285	Advanced Visual Basic	5
CIS XXX	Other advanced programming courses	5
CS& 131	Computer Science I – C++	5
CS& 141	Computer Science I – JAVA	5

### BUSINESS REQUIREMENTS (15 CREDITS)

ACCT 101	Survey of Accounting	5
BUS& 101	Introduction to Business	5

Select one: 5

* BUS 240	Human Relations in the Workplace	
MNGT 130	Customer Relationship Management	

### GENERAL REQUIREMENTS (15-18 CREDITS)

Select one: 5-8

* BUS 105	Business English I (5) and	
* BUS 106	Business English II (3)	

or		
* BUS 250	Business Communications (5) or	
* ENGL& 101	English Composition I (5)	

Select one: 5

* MATH& 141	Precalculus I	
MATH& 146	Intro to Statistics	

Select one: 5

CMST 210	New Media Presentation	
CMST& 220	Public Speaking	

**Total Credits Required 100-103**

\*Meets related instruction requirements for professional/technical programs

## ■ ASSOCIATE IN TECHNICAL SUPPORT

Students who select the technical support emphasis will gain knowledge in microcomputer systems, hardware and common software packages, including word processing, spreadsheet and database management. They will learn to train others to use hardware and software, as well as learn to troubleshoot hardware and software problems. Graduates are qualified for entry-level positions, including computer and computer lab technicians, computer held desk technicians, network administrators and microcomputer support analysts.

**PREREQUISITE:** A proficiency level in keyboarding of 35 wpm is recommended; or students may take BTECH 111/112: Keyboarding, concurrently with CIS 121.

### CIS REQUIREMENTS (68 CREDITS)

CIS 121	Intro to Computer Information Systems	5
CIS 122	Program Design (Visual BASIC)	5
CIS 130	Microcomputer Applications	5
CIS 134	Computer Operating Systems	5
CIS 136	Spreadsheet Applications	3
CIS 140	Technical Support Practices and Procedures	5
CIS 150	Computer Installation and Troubleshooting	5
CIS 230	Network Operating Systems	5
CIS 260	Database Management Systems	5
CIS 265	Data Communications and Networks	5
CIS 266	Local Area Networks	5
CIS 267	Network Administration Practices and Procedures	5
CIS 280	Systems Analysis and Design	5
CIS 290	Supervised Internship	5

### BUSINESS REQUIREMENTS (15 CREDITS)

ACCT 101	Survey of Accounting	5
BUS& 101	Introduction to Business	5
MNGT 130	Customer Relationship Management	5

### GENERAL REQUIREMENTS (15-18 CREDITS)

Select one: 5-8

* BUS 105	Business English I (5) and	
BUS 106	Business English II (3)	

or

* BUS 250	Business Communications (5) or	
* ENGL& 101	English Composition I (5)	

Select one: 5

* MATH& 107	Math in Society or	
* MATH& 146	Intro to Statistics	

Select one: 5

CMST 210	New Media Presentation	
* CMST& 220	Public Speaking	

**Total Credits Required 98-100**

\*Meets related instruction requirement for professional/technical programs

## ■ ASSOCIATE IN PROGRAMMING IN WEB APPLICATIONS DEVELOPMENT

Designed to educate students in the technical and business aspects of Web-based applications, this degree prepares students to build and maintain commercial Web sites. Students will learn about the design of user interfaces based on browser technology, about Web servers and Web server side scripting technologies, application and database interfaces to those Web servers, and about the security needed for the entire architecture. Students will explore the complex world of design and business requirement issues and learn the critical-thinking and decision-making skills necessary to support and develop comprehensive, integrated and effective Web-based solutions.

**PREREQUISITE:** A proficiency level in keyboarding of 35 wpm. A college-level reading ability is strongly recommended.

### CIS REQUIREMENTS (45 CREDITS)

CIS 121	Intro to Computer Information Systems	5
† CIS 122	Structured Program Design	5
CIS 130	Microcomputer Applications	5
CIS 134	Computer Operating Systems	5
CIS 150	Computer Installation and Troubleshooting	5
CIS 260	Database Management Systems	5
CIS 265	Data Communications and Networks	5
CIS 280	Systems Analysis and Design	5
CIS 290	Supervised Internship	5

**WEB INTEGRATION (40 CREDITS)**

CIS 185	Visual Basic Programming	5
CIS 215	Intro to Web Programming	5
CIS 216	Web Services	5
CIS 217	Server Side Development	5
CIS 261	SQL (Structured Query Language)	5
CIS 269	Advanced SQL Programming and Tuning	5
CIS 286	Application Development	5
DDSGN 150	Fundamentals of Web Design	5

**RELATED INSTRUCTION REQUIREMENTS (20 CREDITS)**

* ENGL& 101	English Composition I	5
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Select one:

* BUS 240	Human Relations in the Workplace	5
* PSYC& 100	General Psychology	5

Select one:

† CS& 131/141	Computer Science I (JAVA or C++)	5
*† MATH& 141	Precalculus I	5
*† MATH& 146	Intro to Statistics	5
† PHIL& 106	Intro to Logic	5

Select one:

CMST 210	New Media Presentation	5
CMST& 220	Public Speaking	5

**Total Credits Required 105**

*\*Meets related instruction requirement for professional/technical programs  
†Prereq: MATH 098 with a 2.0 or better required*

**CERTIFICATE IN COMPUTER PROGRAMMING**

**PREREQUISITE:** Students entering the program should be able to type at least 35 wpm.

**CIS REQUIREMENTS (15 CREDITS)**

CIS 121	Intro to Computer Information Systems	5
† CIS 122	Structured Program Design (Visual Basic)	5
CIS 134	Microcomputer Operating Systems	5

**LANGUAGE EMPHASIS (15 CREDITS)**

Select one language from the following: 15

**COBOL**

CIS 250	COBOL I
CIS 251	COBOL II
One other programming elective	

**C/C++ Programming**

CIS 270	C Programming Language
CIS 271	Intro to C++ Programming
CIS 272	Advanced C++ Programming

**Visual Basic**

CIS 185	Visual Basic Programming
CIS 285	Advanced Visual Basic
One other programming elective	

**SQL**

CIS 261	SQL (Structured Query Language)
CIS 269	Advanced SQL Programming and Tuning
One other programming elective	

**BUSINESS REQUIREMENTS (15-18 CREDITS)**

* MATH& 146	Intro to Statistics (or MATH& 107 – Math in Society)	5
* MNGT 130	Customer Relationship Management	5

Select one:

* BUS 105/106	Business English I and II (8)	5-8
* ENGL& 101	English Composition I(5)	5

**Total Credits Required 45-48**

*\*Meets related instruction requirement for professional/technical programs. Please note that some courses have prerequisites.  
†Prereq: MATH 098 with a 2.0 or better required*

**CERTIFICATE IN COMPUTER NETWORK ADMINISTRATION**

**PREREQUISITE:** Students should be able to type at least 35 wpm.

**CIS REQUIREMENTS (35 CREDITS)**

CIS 121	Intro to Computer Information Systems	5
CIS 134	Microcomputer Operating Systems	5
CIS 150	Computer Installation and Troubleshooting	5
CIS 230	Network Operating Systems	5
CIS 265	Data Communications and Networks	5
CIS 266	Local Area Networks	5
CIS 267	Network Administration Practices and Procedures	5

**BUSINESS REQUIREMENTS (15-18 CREDITS)**

* BUS 107	Business Mathematics	5
* MNGT 130	Customer Relationship Management	5

Select one:

* BUS 105	Business English I (5) and	5-8
* BUS 106	Business English II (3)	5

or

* ENGL& 101	English Composition I (5)	5
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**Total Credits Required 50-53**

*\*Meets related instruction requirements for professional/technical programs*

**CERTIFICATE IN COMPUTER SUPPORT**

**PREREQUISITE:** Students entering the program should be able to type at least 35 wpm. Proficiency at the MATH 098 level or higher is required.

**CIS REQUIREMENTS (33-35 CREDITS)**

CIS 121	Intro to Computer Information Systems	5
CIS 134	Microcomputer Operating Systems	5
CIS 140	Technical Support Practices & Procedures	5
CIS 150	Computer Installation and Troubleshooting	5
CIS 265	Data Communications and Networks	5

Take any two of the following application programs knowledge areas:

CIS 130	Microcomputer Applications (5)	
CIS 136	Spreadsheets Applications (3)	8-10
CIS 260	Database Management Systems (5)	

**BUSINESS REQUIREMENTS (10-13 CREDITS)**

* MNGT 130	Customer Relationship Management	5
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Select one:

* BUS 105	Business English I (5) and	5-8
BUS 106	Business English II (3)	5

or

* ENGL& 101	English Composition I (5)	5
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**Total Credits Required 43-48**

*\*Meets related instruction requirements for professional/technical programs*

**CERTIFICATE IN DATABASE MANAGEMENT AND DESIGN**

**PREREQUISITE:** CIS 122 and CIS 134 or documented industry experience in database technologies.

CIS 230	Network Operating Systems (LINUX)	5
CIS 260	Database Management Systems	5
CIS 261	SQL (Structured Query Language)	5
CIS 262	Database Administration, Backup & Recovery	5
CIS 263	Database Perform Tuning and Network Admin	5
CIS 265	Data Communications and Networks	5
CIS 269	Advanced SQL Programming and Tuning	5

**Total Credits Required 35**

## ■ CERTIFICATE IN PROGRAMMING IN WEB APPLICATIONS DEVELOPMENT

### WEB INTEGRATION (40 CREDITS)

CIS 185	Visual Basic Programming	5
CIS 215	Intro to Web Programming	5
CIS 216	Web Services	5
CIS 217	Server Side Development (using C# or Java)	5
CIS 261	SQL (Structured Query Language)	5
CIS 269	Advanced SQL Programming and Tuning	5
CIS 286	Application Development	5
DDSGN 150	Fundamentals of Web Design	5

### RELATED INSTRUCTION REQUIREMENTS (15-18 CREDITS)

Select one:		5
MATH& 107	Math in Society	
MATH& 146	Introduction to Statistics	
Select one:		5-8
BUS 105/106	Business English I and II (8)	
ENGL& 101	English Composition I (5)	
Select one:		5
* BUS 240	Human Relations in the Workplace	
PSYC& 100	General Psychology	
<b>Total Credits Required</b>		<b>55-58</b>

\*Meets related instruction requirements for professional/technical programs.  
Please note some courses have prerequisites.

# Computer Network Engineering

PROFESSIONAL/TECHNICAL

**Faculty:** Phil Sheridan (FL); Ciaran Bloomer, Jim Hendricks (PY)

**Degree:** Associate in Computer Network Engineering

**Certificate:** Certificate in Computer Systems Administration

The Computer Network Engineering program, offered at Pierce College's Puyallup and Fort Lewis sites, deals with computer and network installation and support. The course of study provides training and hands-on experience with microprocessors, operating systems, hardware/software troubleshooting, and a full range of network administration/design/installation/support activities.

This is a professional/technical program, based upon current industry standards developed by Microsoft and the Computing Technology Industry Association (CompTIA). Students will be provided a foundation leading to industrial certification.

Potential employment opportunities upon completion of the program are with companies that use or service networked computer systems.



## ■ ASSOCIATE IN COMPUTER NETWORK ENGINEERING

### CNE CORE REQUIREMENTS (55 CREDITS)

CIS 122	Structured Program Design	5
CIS 134	Microcomputer Operating Systems	5
CIS 150	Installation and Troubleshooting	5
CIS 265	Data Communications and Networks	5
CIS 266	Local Area Networks	5
CNE 231	Windows Client Operating System	5
CNE 251	UNIX Administration	5
CNE 240	Computer Hardware Troubleshooting	5
CNE 245	Computer Software Troubleshooting	5
CNE 290	Networking Internship ( <i>in chosen track</i> )	5

Select one:		5
CIS 185	Visual Basic Programming	
CS& 131/141	Computer Science I (JAVA/C++)	

### RELATED INSTRUCTION (20 CREDITS)

BUS 240	Human Relations in the Workplace	5
ENGL& 235	Technical Writing	5

Select one:		5
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MATH& 141	Precalculus I	
MATH 114	Applied Algebra, Geometry and Trigonometry	

Select one:		5
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CMST& 101	Introduction to Communication	
CMST& 220	Public Speaking	

Choose ONE of the following tracks:

### MICROSOFT CERTIFIED SYSTEMS ENGINEER TECHNOLOGY TRACK (30 CREDITS/FORT LEWIS AND PUYALLUP)

CNE 232	Manage Windows Server	5
CNE 233	Maintain Windows Environment	5
CNE 234	Implement Windows Infrastructure	5
CNE 235	Implement and Maintain Windows Server Infrastructure: Network Infrastructure	5
CNE 236	Planning and Maintaining Windows Server Network Structure	5
CNE 237	Plan, Implement & Maintain Active Directory Infrastructure	5

The following three courses may be taken in lieu of CNE courses above at the discretion of program coordinator:

CNE 238	Design Secure Windows Network	5
CNE 253	Deploy and Maintain ISA Server	5
CNE 254	Fundamentals of Network Security	

### UNIX NETWORKING TRACK (19 CREDITS/PUYALLUP)

CNE 256	Unix Advanced Administration	5
CNE 261	Unix Installation Configuration	3
CNE 266	Unix Directory System Design/Implementation	3
CNE 284	Unix Service and Support	5
CNE 285	Integrating Windows NT with Unix	3

**Total Credits Required** **105**

## ■ CERTIFICATE IN COMPUTER SYSTEMS ADMINISTRATION

### CNE CORE REQUIREMENTS (35 CREDITS)

CIS 134	Microcomputer Operating Systems	5
CIS 265	Data Communications and Networks	5
CIS 266	Local Area Networks	5
CNE 231	Windows Client Operating System	5
CNE 232	Manage Windows Server	5
CNE 251	UNIX Administration	5
CNE 254	Fundamentals of Network Security	5

### BUSINESS REQUIREMENTS (15-18 CREDITS)

* BUS 107	Business Mathematics	5
* MNGT 130	Customer Relationship Management	5

Select one:		5-8
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* BUS 105	Business English I (5) and	
* BUS 106	Business English II (3)	

or

* ENGL& 101	English Composition I (5)	
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**Total Credits Required** **50-53**

\*Meets related instruction requirements for professional/technical programs

# Construction Management

## PROFESSIONAL/TECHNICAL

**Faculty:** Jon Grote (FS)  
**Degrees:** Associate in Construction Management  
**Certificate:** Construction Management  
 Construction Safety Technician

Responding to a critical workforce shortage in the building industry, Pierce College now offers an associate degree in Construction Management. The program prepares graduates as construction supervisors, foremen and project managers. The program also offers a Certificate in Construction option that can be completed within one year.

To meet the needs of working adults, courses are offered evenings, weekends and online. The curriculum combines general education requirements in communications, computation and business with core courses in construction materials and methods, construction documents, blueprint reading, estimating, project management and building codes.

### ■ ASSOCIATE IN CONSTRUCTION MANAGEMENT

#### COMMUNICATION SKILLS (15 CREDITS)

* BUS 250	Business Communications	5
* ENGL& 101	English Composition I	5
* ENGL& 235	Technical Writing	5

#### COMPUTATION/QUANTITATIVE SKILLS (5 CREDITS)

<i>Select one:</i>		5
* BUS 107	Business Mathematics	
* MATH& 141	Precalculus I	
* MATH& 142	Precalculus II	
* MATH& 148	Business Calculus	
* MATH 156	Finite Math	

#### GENERAL REQUIREMENTS (31-38 CREDITS)

BUS& 201	Business Law	5
MNGT 198	Work-based Learning/Internship	3

<i>Select one:</i>		5
* BUS 240	Human Relations in the Workplace	
CMST& 101	Introduction to Communications	

<i>Select one:</i>		3-5
** CIS 121	Intro to Computer Information Systems	
** CIS 110	Microcomputer Business Applications	

<i>Select one:</i>		5
CHEM& 121	Intro to Chemistry	
GEOL& 101	Intro to Physical Geology	
PHYS& 100	Physics Non-Science Majors	

<i>Select one:</i>		5
ECON 110	Survey of Economics	
ECON& 201	Micro Economics	

<i>Select one:</i>		5-10
ACCT 101	Survey of Accounting (5)	
ACCT& 201/202	Principles of Accounting I and II (10)	

#### BUSINESS MANAGEMENT (5 CREDITS)

<i>Select one:</i>		5
MNGT 182	Creative Sales	
MNGT 283	Principles of Supervision and Leadership	
MNGT 284	Small Business Planning	
MNGT 295	Human Resource Management	

#### CORE REQUIREMENTS (36 CREDITS)

CONST 101	Intro to Construction Industry	3
CONST 140	Blue Print Reading	3
CONST 150	Construction Documents	3
CONST 160	Materials and Methods	3
CONST 180	Building Codes	5
CONST 200	Estimating I	3
CONST 201	Estimating II	3
CONST 230	Scheduling	5
CONST 250	Safety and Accident Prevention	3
CONST 260	Project Management Start to Finish	5

**Total Credits Required 92-99**

\*Meets related instruction requirements for professional/technical programs  
 \*\*Minimum of 35 wpm keyboarding required



### ■ CONSTRUCTION MANAGEMENT CERTIFICATE

#### CORE REQUIREMENTS (51 CREDITS)

BUS 240	Human Relations in the Workplace	5
CONST 101	Intro to Construction Industry	3
CONST 140	Blue Print Reading	3
CONST 150	Construction Documents	3
CONST 160	Materials and Methods	3
CONST 180	Building Codes	5
CONST 200	Estimating I	3
CONST 201	Estimating II	3
CONST 230	Scheduling	5
CONST 250	Safety and Accident Prevention	3
CONST 260	Project Management Start to Finish	5

<i>Select one:</i>		5
BUS 250	Business Communication	
* ENGL& 101	English Composition I	

<i>Select one:</i>		5
*+ BUS 107	Business Math	
*+ MATH 156	Finite Math	
*+ MATH& 148	Business Calculus	

**Total Credits Required 51**

\*Meets related instruction requirements for professional/technical programs  
 +Prerequisite required

### ■ CONSTRUCTION SAFETY TECHNICIAN CERTIFICATE

**Contact:** Ron May

#### GENERAL EDUCATION REQUIREMENTS (25 CREDITS)

* BUS 240	Human Relations in the Work Place	5
+ CIS 130	Microcomputer Applications	5
*+ ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
* MATH& 146	Introduction to Statistics	5

#### SAFETY AND HEALTH REQUIREMENTS (31 CREDITS)

CONST 140	Blueprint Reading	3
CONST 160	Materials and Methods	3
CONST 250	Safety and Accident Prevention	3
MNGT 198	Work-Based Learning	3
OSH 110	Safety Management	5
OSH 150	Workers Compensation and Risk Management	3
OSH 160	Incident Investigation	3
OSH 170	Training Techniques	5
OSH 190	Industrial Security	3

**Total Credits Required 56**

+ Prerequisites required  
 \*Meets related instruction for professional technical programs.

# Criminal Justice

## PROFESSIONAL/TECHNICAL AND UNIVERSITY TRANSFER

- Faculty:** Teresa Carlo, Bobi Foster-Grahler, Pat Love (FS)  
**Degrees:** Associate in Criminal Justice  
 AA-DTA with Certificate in Correctional Mental Health  
**Certificates:** Correctional Mental Health  
 Corrections/Protection Officer & Correctional Careers  
 Criminal Justice  
 Forensic Technician  
 Homeland Security Emergency Management  
 Explorer/Cadet Pre-Law Enforcement  
 Reserve Pre-Law Enforcement  
 Law Enforcement Officer

The Associate in Criminal Justice program is designed to provide a solid grounding in basic skills essential to success in both academic work and criminal justice occupations. The criminal justice system provides employment opportunities in a variety of public agencies at all levels of government, and in private agencies. A mandatory work-based learning (internship) experience connects criminal justice theory and practice.

A student who plans to transfer to a specific four-year school should check with that school to determine specific transfer requirements. Students wanting to obtain an AA-DTA degree must fulfill all Associate of Arts degree requirements. See AA-DTA degree brochure for details.

### ■ ASSOCIATE IN CRIMINAL JUSTICE (FS ONLY)

Students must earn a minimum of a 2.0 in each criminal justice course in order to obtain an Associate in Criminal Justice. Students wanting to obtain an AA-DTA degree while completing their Associate in Criminal Justice must earn a minimum cumulative GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

#### GENERAL REQUIREMENTS (23 CREDITS)

College-level reading skills, as determined by placement test, are required (or READ 101)

CIS 110	Intro to Microcomputers Business Applications	3
CMST& 220	Public Speaking (or CMST& 101)	5
* ENGL& 101	English Composition I	5
ENGL 103	Composition – Argumentation & Research	5
* MATH& 107	Math in Society (or MATH& 146 <sup>†</sup> )	5

#### HUMANITIES (10 CREDITS)

PHIL 150	Intro to Ethics	5
Elective	(Journalism, Foreign Language ++ or a course requiring a paper+)	5

#### NATURAL SCIENCE (15 CREDITS)

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs (or another biology course+)	5
HSCI 210	Wellness	5
+ Elective	(Course other than biology or health science that meets the AA-DTA distribution requirement)	5

#### SOCIAL SCIENCE (15 CREDITS)

POLS& 202	American Government (or POLS 230)	5
* PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

#### CRIMINAL JUSTICE REQUIREMENTS (30 CREDITS)

CJ 112	Criminal Justice in America	5
CJ 140	Corrections in America	5
CJ 150	Police in America	5
CJ 200	Crime and Justice: The Issues	5
CJ 202	Concepts of Criminal Law	5
+ CJ 252	Criminal Justice Work Based Learning	5

#### ELECTIVES (10 CREDITS)

Criminal Justice Electives	10
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**Total Credits Required 103**

\*Meets related instruction requirements for professional/technical programs

+Requires Criminal Justice Advisor approval

++Students planning to transfer to a four-year institution who lack two years of high school study of a single foreign language should take one quarter of foreign language as a Humanities elective. Four-year institutions may require 3 quarters.

†MATH& 146 is recommended for students transferring to a four-year institution.

SOCAD students may substitute 5 additional criminal justice elective credits upon Criminal Justice advisor approval.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.



### ■ CERTIFICATE IN CRIMINAL JUSTICE (FS ONLY)

Pierce College offers the certificate in Criminal Justice at the Fort Steila-coom campus and at the military sites. This certificate is designed to provide students with an inclusive view of the criminal justice system. The 40 credits are perfect for individuals who already have post secondary degrees and need the edge for employment opportunities or advancement in the criminal justice field. Likewise, it is a great building block for individuals who wish to earn an Associate in Criminal Justice and Associate of Arts. The certificate gives a broad overview of the criminal justice system with emphasis on policing, corrections and the courts. The elective credits can be taken in a variety of fields including victim advocacy, constitutional law, forensics, and case management to name a few. This certificate will assist individuals to determine their criminal justice track. A work-based learning (internship) component is also included to help bridge theory and practice and assist in employment opportunities.

#### COURSE REQUIREMENTS (40 CREDITS)

CJ 112	Criminal Justice in America	5
CJ 140	Corrections in America	5
CJ 150	Police in America	5
CJ 200	Crime and Justice: The Issues (prereq: ENG&L 101)	5
CJ 202	Concepts of Criminal Justice	5
CJ 252	Criminal Justice Work-Based Learning	5

#### CJ ELECTIVE (MINIMUM OF 10 CREDITS)

**Total Credits Required 40**

\*Students must earn minimum of 2.0 in each course above in order to obtain certificate.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

## Correctional Mental Health

The Corrections Mental Health Certificate and Certificate with AA were developed for individuals planning to work or currently working with juvenile or adult offenders with mental challenges. This program was developed with line staff in mind to assist in working with the increased number of mentally challenged offenders. The cross-discipline approach including Criminal Justice, Social Service-Mental Health, Alcohol and Drug Abuse, Psychology, and more, benefits the student, employer, and client. This program is grounded in Criminal Justice and Mental Health theory as well as a practical hands-on application. A mandatory work-based learning (internship) experience connects theory and practice.

A student who plans to transfer to a specific four-year school should check with that school to determine specific transfer requirements.

## ■ ASSOCIATE OF ARTS (WITH CERTIFICATE IN CORRECTIONAL MENTAL HEALTH) (FS ONLY)

Students must earn a minimum of a 2.0 in each course listed in Correctional Mental Health core to obtain the certificate with AA option.

### GENERAL EDUCATION REQUIREMENTS (GER) (60 CREDITS)

\*All GER elective courses must be chosen from the approved lists on the AA-DTA degree requirement sheet. Students seeking an AA-DTA degree must complete all courses for the Certificate in Correctional Mental Health, plus all other AA-DTA degree requirements. (See AA-DTA degree brochure for complete information.)

#### Communications (10 credits)

ENGL& 101	English Composition I	5
ENGL 103	Composition – Argumentation & Research	5

#### Social Science (15 credits)

Choose three disciplines:

CJ 112	Criminal Justice in America	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

#### Natural Science (15 credits)

Choose three disciplines:

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs (or another biology course*)	5
HSCI 210	Wellness	5
	Other GER Natural Science Course* (except another biology or health science course)	5

#### Humanities (15 credits)

CMST& 220	Public Speaking (or CMST& 101)	5
PHIL 150	Intro to Ethics	5
	Other GER Humanities Course* (except another speech or philosophy course)	5

#### Quantitative/Symbolic Reasoning Skills (5 credits)

GER Quantitative course (MATH& 107 or MATH& 146 recommended)	5
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### CORRECTIONAL MENTAL HEALTH CORE (44 CREDITS)

CJ 135	Criminal Justice Special Populations	3
CJ 140	Corrections in America	5
CJ 145	Case Management in Corrections	3
CJ 252	Criminal Justice Work-Based Learning	5
HSSA 255	Intro to Co-occurring Disorders of Chemical Abuse and Mental Illness	3
PSYC 215	Group Experience	5
PSYC& 220	Abnormal Psychology	5
SSMH 120	Intro to Correctional Mental Health	5
SSMH 121	Basic Psychopharmacology in Mental Health	2
SSMH 170	Mental Health Interviewing and Assessment	5
SSMH 230	Abuse in the Family	3

**Total Credits Required 104**

\*Refer to GER paragraph above.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

## ■ CORRECTIONAL MENTAL HEALTH CERTIFICATE

(FS ONLY)

### COURSE REQUIREMENTS (44 CREDITS)

Students must earn a minimum of a 2.0 in each course listed below in order to obtain the certificate.

CJ 135	Criminal Justice Special Populations	3
CJ 140	Corrections in America	5
CJ 145	Case Management in Corrections	3
CJ 252	Criminal Justice Work-Based Learning	5
HSSA 255	Intro to Co-occurring Disorders of Chemical Abuse and Mental Illness	3
PSYC 215	Group Experience	5
* PSYC& 220	Abnormal Psychology	5
SSMH 120	Intro to Correctional Mental Health	5
SSMH 121	Basic Psychopharmacology in Mental Health	2
* SSMH 170	Mental Health Interviewing and Assessment	5
SSMH 230	Abuse in the Family	3

**Total Credits Required 44**

\*Refer to GER paragraph above.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

## Corrections/Protection Officer and Correctional Careers Program

Pierce College offers the Correction/Probation Officer & Correctional Careers Certificate at the Fort Steilacoom campus. This certificate is designed to provide students with basic skills needed to succeed in the corrections field that will apply to any correctional work setting (federal, state, county, city and private).

Courses include the learning process, dealing with difficult behavior and change, leadership, cross-cultural communications, understanding behavior, decision making, correctional theory and practice and much more. Students are prepared for work as well as multiple types of testing including video, written and physical fitness tests and interviewing. Finally, students will perform a 175-hour internship at a local correctional facility where they will apply the skills and theory they learned.

The course is a great stepping stone to further education as all twenty credits transfer directly to the Associate in Criminal Justice degree as well as the Associate of Arts degree.

## ■ CORRECTIONS/PROTECTION OFFICER/CAREERS IN CORRECTIONS CERTIFICATE (FS)

### COURSE REQUIREMENTS (20 CREDITS)

Students must earn a minimum of a 2.0 in each course listed in order to obtain the certificate.

CJ 130	Criminal Justice Operational Skills	5
CJ 140	Corrections in America	5
CJ 223B	Special Topics — Criminal Justice	5
CJ 252	Criminal Justice Work-Based Learning (requires program coordinator's approval)	5

**Total Credits Required 20**

Program prerequisite: Instructor permission. Students must complete and pass a criminal history background investigation.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

## Forensic Technology

Pierce College offers the certificate in Criminal Justice Forensic Technician at the Fort Steilacoom campus and at the military sites. This certificate is designed to provide students with the basic skills in crime scene preservation and courtroom testimony. Employment will depend upon, at a minimum, the successful completion of a two-year degree and other experience in the law enforcement field. Students wishing to obtain careers in Forensic Science will need to major in Science and use this certificate to enhance their qualifications. Forensic Scientists require a minimum of a four-year science degree for employment.

## ■ FORENSIC TECHNICIAN CERTIFICATE (FS ONLY)

### COURSE REQUIREMENTS (43 CREDITS)

Students must earn a minimum of a 2.0 in each course listed below in order to obtain the certificate.

* BIOL& 160	General Biology w/lab	5
* CHEM& 110	Chemical Concepts w/lab	5
* CIS 110	Intro to Microcomputer/Business Applications (OR program coordinator approval to waive)	3
CJ 112	Criminal Justice in America	5
CJ 150	Policing in America	5
CJ 205	Investigative Technology	5
CJ 245	Intro to Investigation and Evidence	5
* MATH& 142	Precalculus II	5
* PHYS& 121	General Physics 1	5

**Total Credits Required 43**

\*Prerequisite required.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

## Homeland Security

See Homeland Security listing for related transfer degree.

### ■ HOMELAND SECURITY EMERGENCY MANAGEMENT CERTIFICATE

The Homeland Security Emergency Management certificate is offered at Pierce College Fort Steilacoom. The certificate is designed to educate student and in-service emergency management providers about the human physical consequences of natural and technological disasters and how to mitigate them. The program addresses competencies required of emergency management professionals in careers in federal, state or local government, with specific emphasis on emergency response agencies — i.e., fire, law enforcement, emergency medical services, officers of emergency services and specific agencies such as the Red Cross and other groups providing on-site emergency response and support. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated and effective management in the event of natural, system-wide or human-induced crisis.

#### COURSE REQUIREMENTS (35 CREDITS)

CJ 112	Criminal Justice in America	5
CJ 120	Constitutional Rights	5
CJ 140	Corrections in America	5
CJ 150	Police in America	5
HSEM 102	Intro to Homeland Security Emergency Mngt	5
HSEM 160	Emergency Response Awareness to Terrorism	5
HSEM 240	Homeland Security — Work Based Learning	5
<b>Total Credits Required</b>		<b>35</b>

## Law Enforcement

### ■ CERTIFICATE FOR EXPLORER/CADET PRE-LAW ENFORCEMENT (FS ONLY)

This certificate provides students with an overview of skills needed to perform the duties of a volunteer in Law Enforcement. It also is an overview of the criminal justice system and major skills needed to succeed in Law Enforcement including written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former law enforcement Explorer or Cadets.

Student must earn a minimum of a 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA while completing their Associate in Criminal Justice must earn a minimum GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

#### COURSE REQUIREMENTS (35 CREDITS)

CJ 112	Criminal Justice in America	5
CJ 150	Police in America	5
CJ 200	Crime and Justice: The Issues (prereq: ENGL& 101)	5
** CJ 252	Criminal Justice Work-Based Learning (180 hours volunteering)	5
**†CJ 260	Law Enforcement Operational Skills: Explorer/Cadet	5
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
<b>Total Credits Required</b>		<b>35</b>

†Explorer/Cadet will complete all elements of the on-site academy at a 70% proficiency as well as successful completion of all academic components. **Students must be sponsored by an accredited law enforcement agency.**

\*\*Requires Criminal Justice advisor approval.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

### ■ CERTIFICATE FOR RESERVE PRE-LAW ENFORCEMENT (FS ONLY)

This certificate provides students with an overview of skills needed to perform the duties of a commissioned Reserve Law Enforcement Officer. It also is an overview of the criminal justice system and major skills needed to succeed in Law Enforcement including written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former Reserve law enforcement employees looking for career or educational advancement. This certificate flows directly into the Associate in Criminal Justice with Associate in Arts Degree allowing students to continue to a four-year experience.

Student must earn a minimum of a 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA while completing their Associate in Criminal Justice must earn a minimum GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

#### COURSE REQUIREMENTS (40 CREDITS)

CJ 112	Criminal Justice in America	5
CJ 150	Police in America	5
CJ 200	Crime and Justice: The Issues (prereq: ENGL& 101)	5
** CJ 252	Criminal Justice Work-Based Learning (180 hours volunteering)	5
**†CJ 261	Law Enforcement Operational Skills: Reserves	10
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
<b>Total Credits Required</b>		<b>40</b>

†Reserve Officers will complete all elements of the on-site academy at a 70% proficiency as well as successful completion of all academic components. **Student must be sponsored by an accredited law enforcement agency.**

\*\*Requires Criminal Justice advisor approval.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

### ■ CERTIFICATE FOR LAW ENFORCEMENT OFFICER (FS ONLY)

This certificate provides students with an overview of skills needed to perform the duties of a commissioned Law Enforcement Officer. It also is an overview of the criminal justice system and major skills needed to succeed in Law Enforcement including written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former law enforcement employees looking for career advancement. This certificate flows directly into the Associate in Criminal Justice with Associate in Arts Degree allowing students to continue to a four-year experience.

Student must earn a minimum of a 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA while completing their Associate in Criminal Justice must earn a minimum GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

#### COURSE REQUIREMENTS (40 CREDITS)

CJ 112	Criminal Justice in America	5
CJ 150	Police in America	5
CJ 200	Crime and Justice: The Issues (prereq: ENGL& 101)	5
** CJ 252	Criminal Justice Work-Based Learning (180 hours volunteering)	5
**†CJ 262	Law Enforcement Operational Skills: Officer	10
COMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
<b>Total Credits Required</b>		<b>40</b>

†Officers will complete all elements of the on-site academy at a 70% proficiency as well as successful completion of all academic components. **Students must be sponsored by an accredited law enforcement agency.**

\*\*Requires Criminal Justice advisor approval.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

## Customer Service

See Business – Professional/Technical.



# Database Management and Design

See Computer Information Systems.

## Dental Hygiene PROFESSIONAL/TECHNICAL

**Faculty:** Monica L Hospenenthal, R.D.H., M. Ed., Program Director; Kathy Bassett, R.D.H., M.Ed.; Mary Galagan, R.D.H., M.S.; Carol Robertson, R.D.H., B.S. (FS)

**Degree:** Associate in Dental Hygiene

The need for Registered Dental Hygienists (RDH) continues to grow within Washington State, Nationwide, as well as world wide. Dental hygiene professionals dedicate their career to the prevention and treatment/control of specific oral diseases, and work as oral health educators and clinicians. The profession attracts individuals interested in a licensed health profession that provides direct services to patients while working in various practice settings. Dental hygienists become eligible for licensure through successfully completing a minimum two-year professional dental hygiene education in an accredited\* dental hygiene program, and successfully passing all licensing examinations. Pierce College's Dental Hygiene program enables students to take both written and practical examinations for licensure in this jurisdiction and in other jurisdictions within the United States (US).

Acceptance into our program occurs only in the fall quarter each year, and application submittal for entrance occurs in January of the anticipated acceptance year. We accept up to 26 entering students each fall. Applicants to the program must meet the general entrance requirements of Pierce College and should have completed one year of high school algebra, biology, and chemistry or the college equivalent of Math 060, Biology 160 and Chemistry 100. Furthermore, the applicant must meet the specific program application requirements as detailed below.

The Associate in Dental Hygiene transfers into dental hygiene degree completion programs within the US, and may meet some entrance requirements to US dental schools where courses and credits apply. Additionally, Eastern Washington University offers a Bachelor of Science in Dental Hygiene through their Expanded Dental Hygiene Degree program located at the Pierce College Fort Steilacoom campus. The curriculum design provides the working dental hygienist with courses offered in the evenings and Saturdays, and may be completed in two years post-licensure part-time or full-time in one year post-licensure. (The one year option is dependent on enrollment numbers.) Acceptance into this program is dependent on previous academic courses at an accredited dental hygiene program and current licensure. Please contact Monica L. Hospenenthal, RDH, MEd, EWU co-director at (253) 912-3642 for applicant materials or e-mail at [mhospent@pierce.ctc.edu](mailto:mhospent@pierce.ctc.edu) for more information. You may also visit the Web site: <http://cshe.cslabs.ewu.edu/deptDH/x6780.html>.

\*The Pierce College Dental Hygiene Program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the U.S. Dept. of Education.

### ■ PRE-DENTAL HYGIENE COURSES (FS ONLY)

NOTE: Most Pre-dental Hygiene courses require prerequisite courses prior to enrollment. These prerequisite courses vary from college to college and are not listed below; therefore, completion of the Pre-dental Hygiene courses may take longer than one year.

ENGL 103 (or equivalent), CHEM&121, three other sciences and/or math, and one non-science course must be completed for application by the end of fall quarter prior to the year of application. All Pre-dental Hygiene courses must be completed by spring quarter in the year of entrance for the following fall quarter.

BIOL& 241	Biology, Human Anatomy and Physiology w/lab 1	6
	(formerly BIOL240/241)	
BIOL& 242	Biology, Human Anatomy and Physiology w/lab 2	6
	(formerly BIOL250/251)	
BIOL& 260	Microbiology (formerly MICRO201)	5
CHEM& 121	Intro to Chemistry (formerly CHEM 101)	5

CHEM& 131	Intro to Organic /Biochemistry (formerly CHEM 102)	5
CMST& 101	Intro to Communication (formerly SPCH100)	5
ENGL 103	Composition-Argumentation and Research (or equivalent)	5
MATH& 107	Math in Society	5
NUTR&101	Nutrition (formerly HSCI 161)	5
PSYC& 100	General Psychology (formerly PSCH110)	5
SOC& 101	Introduction of Sociology (formerly SOC110)	5

Online computer courses taken at Pierce College must occur in exact consecutive order listed:

CMPTR107	1
BTECH118A	1
BTECH200A	1
BTECH200B	1
BTECH225A	1

We highly recommend taking the above computer courses through Pierce College as they were specifically designed to provide the student with the skills and tools necessary to succeed in our Web-enhanced Dental Hygiene Program. The five online courses are continuous entry and can be completed in one quarter. There is no need to visit the Pierce College campus prior to or during the instruction in these courses since they are online. The computer courses must be passed with a 2.0 GPA.

**Total Pre-Dental Hygiene Credits 62**

### ■ ASSOCIATE IN DENTAL HYGIENE (FS ONLY\*\*)

Formal application to the Dental Hygiene Program must be made to the cashier's office at the Fort Steilacoom campus by completing a Dental Hygiene Application (located in the Dental Hygiene Application Handbook) and paying the \$40 non-refundable application fee. Because of the special admission requirements, applications for admission submitted via the Web are not accepted.

Deadline for submitting the application is the fourth Friday in January preceding the fall quarter in which you expect to enter the program. It is the applicant's responsibility to see that his/her file is completed and up-to-date. All pre-dental Hygiene courses must be completed by the end of spring quarter in the year of entrance for the following fall quarter. Other date deadlines are published each year in our Dental Hygiene Application Handbook, with the updated version typically available by fall. A minimum 2.5 GPA in each pre-dental Hygiene course (computer courses need only a 2.0 GPA passing grade) must be earned as well as a cumulative GPA for all pre-dental hygiene courses of 3.3 (the cumulative GPA includes the computer courses).

The Dental Hygiene Application Handbook may be downloaded from the Web site at: <http://www.pierce.ctc.edu/Denthyg/> or you may obtain a packet by e-mailing [denthyg@pierce.ctc.edu](mailto:denthyg@pierce.ctc.edu) or calling (253) 964-6695.

The applicant must submit the following documentation for initial application:

1. Pierce College Admissions form
2. Dental Hygiene Course Plan form
3. Observation Hours form
4. Extracurricular form and letters of verification
5. Background Check form
6. HOBET exam scores
7. Official transcripts from high school and all colleges attended must be forwarded directly from the schools to the Office of Admissions at Fort Steilacoom and marked "Dental Hygiene Admissions." Transcripts in sealed school envelopes sent with the application or hand-carried in sealed school envelopes will be accepted as well.

NOTE: Students who have not completed all pre-dental hygiene courses by the application date must submit proof of registration for the remaining courses and send the official transcripts for both winter and spring quarter by the dates published in the Dental Hygiene Application Handbook.

\*\* A satellite dental hygiene campus in Port Angeles, WA, accepts up to six students per year as part of the up to 26 students maximum accepted each fall into the program. However, this arrangement is subject to change and evaluated for continuation on a yearly or bi-yearly basis.

**EVALUATION OF CANDIDATES**

Academic achievement/records, extracurricular activities and various exams as required provide the basis for acceptance into the Dental Hygiene Program. Applicants with the highest total scores will be selected and notified via letter mailed to them on the third Friday in April each year. The number of students accepted is limited by the physical and financial resources of the college or when placement into the profession is no longer possible.

**REQUIREMENTS AFTER ACCEPTANCE**

1. Advance tuition deposit paid by the deadline as requested by the college
2. Physical examination
3. Tuberculin test or chest x-ray and tetanus shot
4. Eye examination
5. Vaccination for Hepatitis B and current on CDC standard immunizations for the health care worker
6. Dental examination with most dental work completed

If accepted, the applicant will enter the two-year, seven-quarter program leading to an Associate in Dental Hygiene. Information on cost, including books, instruments, equipment, lab fees, uniforms, etc., is published in the Dental Hygiene Application Handbook or is available from the Dental Hygiene program.

**FIRST YEAR****Fall Quarter**

DHYG 102	Dental Imaging I	3
DHYG 103	Preventive Dentistry I	2
DHYG 104	Biological Structures I	3
DHYG 106	Medical Emergencies in Dental Practice	1
DHYG 107	Intro to Restorative Dentistry I	2
DHYG 108	Fundamentals of Dental Hygiene I	3
DHYG 109	Dental Hygiene Practice I	4

**Winter Quarter**

DHYG 111	Intro to Periodontology I	1
DHYG 112	Dental Imaging II	2
DHYG 113	Preventive Dentistry II	1
DHYG 114	Biological Structures II	2
DHYG 115	General Pathology	2
DHYG 117	Intro to Restorative Dentistry II	2
DHYG 118	Fundamentals of Dental Hygiene II	2
DHYG 119	Dental Hygiene Practice II	6

**Spring Quarter**

DHYG 121	Intro to Periodontology II	3
DHYG 122	Pharmacology for Dental Hygiene	3
DHYG 123	Preventive Dentistry III	1
DHYG 125	Oral Pathology	2
DHYG 127	Intro to Restorative Dentistry III	2
DHYG 128	Fundamentals of Dental Hygiene III	2
DHYG 129	Dental Hygiene Practice III	6

**Summer Quarter**

DHYG 162	Dental Imaging III	1
DHYG 164	Health Professions Team Building	2
DHYG 166	Local Anesthesia	3
DHYG 167	Intro to Restorative Dentistry IV	1
DHYG 168	Fundamentals of Dental Hygiene IV	1
DHYG 169	Dental Hygiene Practice IV	6

**SECOND YEAR****Fall Quarter**

DHYG 231	Advanced Periodontology I	2
DHYG 232	Nutrition for Dental Hygiene	1
DHYG 233	Gerodontology/Special Needs	2
DHYG 234	Fundamentals of Restorative Dentistry I	2
DHYG 236	Nitrous Oxide Sedation	1
DHYG 237	Clinical Restorative Dentistry I	2
DHYG 238	Fundamentals of Dental Hygiene V	3
DHYG 239	Dental Hygiene Practice V	7

**Winter Quarter**

DHYG 241	Advanced Periodontology II	1
DHYG 243	Community Dental Health	3
DHYG 244	Fundamentals of Restorative Dentistry II	1
DHYG 246	Extramural Dental Hygiene Practice I	2
DHYG 247	Clinical Restorative Dentistry II	2
DHYG 248	Fundamentals of Dental Hygiene VI	3
DHYG 249	Dental Hygiene Practice VI	7

**Spring Quarter**

DHYG 253	Community Dental Health Practice	1
DHYG 254	Fundamentals of Restorative Dentistry III	1
DHYG 256	Extramural Dental Hygiene Practice II	2
DHYG 257	Clinical Restorative Dentistry III	2
DHYG 258	Fundamentals of Dental Hygiene VII	3
DHYG 259	Dental Hygiene Practice VII	7

**Total Required Program Credits 124**

**Total Required Program Contact Hours 1885**

**Total Credits incl. Pre-dental Hygiene courses 186\***

\*Rarely, minor curricular changes may occur during the two-year dental hygiene program to meet current accreditation standards.

## Diagnostic Health & Fitness Technician/Instructor

**PROFESSIONAL/TECHNICAL**

**Faculty:** Steve Crain (FS)

**Certificate:** Diagnostic Health & Fitness Technician/Instructor Certificate (Personal Trainer)

The field of health and fitness personal training is a rapidly growing occupation for individuals who desire a career in a health profession. Consequently, highly qualified health and fitness technicians and instructors are in demand within the health industry. Pierce College's Diagnostic Health and Fitness Technician/Instructor (DHFT) program provides a comprehensive curriculum for a Diagnostic Health and Fitness Technician/Instructor certificate.

The DHFT program provides the knowledge and skills in management, administration, training and supervision of entry-level personnel. The DHFT is skilled in conducting risk stratification, health assessments (including open-circuit indirect calorimetry – SubMax and Max VO<sub>2</sub>, RMR, Anaerobic Threshold and hydrostatic weighing), physical fitness assessments, as well as in interpreting results, constructing appropriate exercise prescriptions and motivating healthy individuals with medically controlled diseases to adopt and maintain healthy lifestyle behaviors.

A DHFT certification combined with Commission on Accreditation of Allied Health Education Programs (CAAHEP) provides an excellent foundation for a variety of health-related careers in personal fitness training, nursing, occupational therapy physical education, exercise science, kinesiology, athletic training, physiology, sports, management, biology, exercise physiology, human performance, health science, recreation management/science, nutrition, community health, public health and health promotion. Further education and/or certification may be required.

### ■ DIAGNOSTIC HEALTH & FITNESS TECHNICIAN/INSTRUCTOR CERTIFICATE (FS ONLY)

**DIAGNOSTIC HEALTH & FITNESS TECHNICIAN/INSTRUCTOR REQUIREMENTS (43 CREDITS)**

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
HSCI 150	Kinesiology	3
HSCI 152	Nutrition and Exercise	3
HSCI 153	Essentials of Weight Management	2
HSCI 154	Essentials of Fitness Training	5
HSCI 156	Exercise Physiology for the Health/Fitness Prof	5
HSCI 157	Client Care & Personal Trainer Marketing	3
HSCI 158	Athletic Training and Acute Injury Management	2
HSCI 159	Special Populations Care	3
HSCI 160	Health Assessment and Fitness Testing	5
HSCI 162	Diagnostic Health and Fitness Tech Internship	5

**Total Credits Required 43**

# Digital Design PROFESSIONAL/TECHNICAL

**Faculty:** Brian Martin (FS)  
**Degree:** Associate in Digital Design  
**Web site:** www.pierce.ctc.edu/digdesign

Students interested in the digital design emphasis will learn to produce graphic materials and Web pages using the most current computer digital design software. In addition to solid computer skills, students in this emphasis develop a strong command of layout techniques and gain experience working under deadline pressure. Graduates are qualified to seek entry-level positions as graphic and Web page designers, magazine artists, computer illustrators, computer 2D/3D animators, digital imaging specialists, and multimedia authoring/programmer specialists. More information can be found on the Digital Design Web site at www.pierce.ctc.edu/digdesign.

## ■ ASSOCIATE IN DIGITAL DESIGN (FS ONLY)

### DIGITAL DESIGN REQUIREMENTS (76 CREDITS)

ART 101	Basic Design, Beginning	5
CIS 121	Intro to Computer Information Systems	5
DDSGN 110	Intro to Graphic Design and Rich Media	5
DDSGN 120	Production Management	3
DDSGN 121	Layout Design and Publishing	3
DDSGN 130	Graphic Design II	5
DDSGN 140	Fundamentals of 3D Modeling and Animation	5
DDSGN 150	Web Design and CSS	5
DDSGN 160	Fundamentals of Digital Photography	5
DDSGN 170	Video Production and DVD Authoring	5
DDSGN 210	Fundamentals of Multimedia Authoring Systems	5
DDSGN 220	Integrated Digital Design I	5
DDSGN 230	Integrated Digital Design II	5
CIS 290	Supervised Internship	5
<i>Select two from the following:</i>		10

ART& 100	Art Appreciation (5) or
ART 105	Intro to Art (5)
ART 111	Drawing, Beginning (5)
ART 201	Painting, Beginning (5)
DDSGN 141	Advanced 3D Modeling and Animation (5)
DDSGN 161	Advanced Photoshop (5)

### RELATED INSTRUCTION (20 CREDITS)

* BUS 107	Business Mathematics	5
BUS 240	Human Relations in the Workplace	5
<i>Select one:</i>		5
* ENGL& 235	Technical Writing	
* JOURN 102	Intro to News Writing	

<i>Select one:</i>		5
CMST& 220	Public Speaking	

**Total Credits Required 96**

*Students entering the program should be able to type at least 35 wpm.*

*Students looking to transfer to a four-year school must take English 101 as well as other requirements dependent on the four year institution (for example, take MATH& 107 instead of BUS 107.) See advisor for details.*

*\*Prerequisites required.*

# Drama UNIVERSITY TRANSFER

Also see Theatre.

**Faculty:** Patrick Daugherty, Fred Metzger (FS)  
**Degree:** Associate of Arts (AA-DTA)

The Theatre/Digital Film curriculum is designed to give majors a thorough exposure to all aspects of the theatre arts and digital video. The department's philosophy is to offer a sequential program emphasizing "back stage" as well as "on stage" skills, integrated with digital video experience. Transfer students from the theatre program do well in a university setting because of the broad general education they receive at Pierce College.

Digital film production at Pierce College Theatre is an excellent opportunity to collaborate with fellow theatre/film students, other departments, the campus community and the greater Pierce County area. Digital film production/technical theatre students collaborate across the curriculum. Students in acting classes are captured on digital videos produced

by the digital film making classes. Digital film production/technical theatre students help the digital film classes as production crews for the films. English students write the films' scripts. Film subjects include campus and community life, from dental hygiene to oceanography and basketball to early childhood education. Films that focus on community awareness and needs are particularly encouraged.

Live theatre is a vital part of the Pierce College Theatre experience. The college presents at least one major production each fall, winter and spring quarter. Auditions are open to anyone who wants to reap the benefits of educational theatre. Cast and crew have the opportunity to work with highly trained directors and designers with full backstage support. Pierce College Theatre stages plays that are artistically challenging for technicians and actors, as well an exciting for audiences. Students and volunteers can participate in every aspect of the production: acting, set design and construction, promotion, wardrobe, makeup, props, stage management, lighting, sound and special effects.

### RECOMMENDED COURSES

The following courses should be taken in addition to the courses required for the AA-DTA degree. Be sure to see a Theatre advisor for more specific information.

#### Acting Emphasis:

ANTH& 100	Survey of Anthropology	5
ART 105	Intro to Art	5
CMST& 101	Intro to Communication	5
CMST& 220	Public Speaking	5
DRMA& 101	Intro to Theatre	5
DRMA 160	Intro to Film and Video	5
DRMA 165-167	Digital Moving Making I-III	5 ea
DRMA 260-262	Acting for Stage and Digital Film I-III	5 ea
DRMA 280-283	Theatre Production Practicum	4
ENGL 107	Composition – Writing About Literature	5
ENGL& 220	Intro to Shakespeare	5
MUSC	Any lecture course	5
PSYC& 100	General Psychology	5
SOC& 101	Intro of Sociology	5

#### Technical Theatre Emphasis:

ANTH& 100	Survey of Anthropology	5
ART 105	Intro to Art	5
CMST& 101	Intro to Communication	5
CMST& 102	Intro to Mass Media	5
CMST 210	New Media Presentation	5
DRMA& 101	Intro to the Theatre	5
DRMA 160	Intro to Film and Video	5
DRMA 165-167	Digital Moving Making I-III	5 ea
DRMA 170-172	Technical Film/Theatre I-III	5 ea
DRMA 280-285	Theatre Production Practicum	4
MUSC 107-108	Audio Production I- II	2.5 ea
PSYC& 100	General Psychology	5
SOC& 101	Intro of Sociology	5

#### 105 Credit Option:

Take all of the Technical Theater emphasis above and take DRMA 260, 261, 262 during second year. See Theater advisor for critical planning.

#### Filmmaking Emphasis:

ANTH& 100	Survey of Anthropology	5
ART 107-109	Photography (Beginning/ Interm/Adv)	5 ea
CMST& 102	Intro to Mass Media	5
DRMA 160	Intro to Film and Video	5
DRMA 165-167	Digital Movie Making I-II	3 ea
DRMA 170-172	Technical Film/Theatre I-III	5 ea
DRMA 280-285	Theater Production Practicum	3
ENGL 107	Composition – Writing About Literature	5
ENGL& 236-238	Creative Writing I-III	5 ea
MUSC 107-108	Audio Production I-II	2.5 ea
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

#### Additional Theatre courses:

DRMA 255	Shakespeare Festival
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# Early Childhood Education

## PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

Also see *Elementary Education and Paraeducation*.

**Faculty:** Greg Brazell, Judy DeJardin, Krissy Kim (FS)  
**Degrees:** Associate in Early Childhood Education  
 Associate of Arts (AA-DTA) with Electives in ECE  
 Associate in Early Childhood Education and Associate of Arts (AA-DTA) (double degree)

**Certificate:** Early Childhood Education

Early Childhood Education courses are concerned with the growth and development of the young child including physical, cognitive, emotional and social areas of development. The ECE program emphasizes a developmentally appropriate curriculum and positive guidance techniques for teachers and parents.

The ECE degree programs prepare individuals to work with young children (birth through age eight) as employees in child care centers, child care homes, cooperative and private nursery schools or preschools, Head Start centers, Early Childhood Education Assistance Programs, and in programs for children with special needs.

The curriculum may also be applicable as an endorsement in Early Childhood Education to students seeking a Bachelor of Arts in Education degree in Elementary Education (Kindergarten-third grade). Other related fields with four-year transfer potential are special education, child studies, social work, parent education, child and family counseling, child psychology and Lifespan Psychology.

An I-BEST program is offered in a three-quarter day or night cohort with intensive academic support for Levels 5 and 6 English as a Second Language (ESL) student and Levels 3-6 Adult Basic Education (ABE) and GED students to successfully complete the Certificate in Early Childhood Education. The training is part of a longer pathway leading to completion of an associate degree in Early Childhood Education.

## ■ ASSOCIATE IN EARLY CHILDHOOD EDUCATION

### ECE REQUIREMENTS (57 CREDITS)

ECE 111	Intro to Early Childhood Education	5
ECE 112	Planning the Young Child's Learning Environment	5
ECE 202	Math/Science for Children	5
ECE 205	Music for Children	5
ECE 210	Curriculum Development and Application	3
ECE 212	Survey of Special Ed/Early Intervention	5
ECE 213	Literature for Young Children	5
ECE 215	Art for Children	5
ECE 220	Nursery School Practicum	5
ECE 222	Child Care Work-Based Learning	2
ECE 223	Special Education Work-Based Learning	2
ECE 224	Headstart/ECEAP Work-Based Learning	2
ECE 230	Parent-School Partnerships	5
ECE 240	Nutrition, Health and Safety for Children	3

### GENERAL EDUCATION REQUIREMENTS

#### Communications (10 credits)

\* ENGL& 101 English Composition I 5

Select one: 5

\* ENGL 103 Composition – Argumentation and Research 5

\* ENGL 107 Composition – Writing about Literature 5

#### Humanities (5 credits)

Select one: 5

\* CMST& 101 Intro to Communication 5

\* CMST& 220 Public Speaking 5

#### Natural Science (5 credits)

Select from core Natural Science list (GER-NS) 5

#### Social Science (15 credits)

\* PSYC& 100 General Psychology 5

\* PSYC& 200 Lifespan Psychology 5

\* Choose from: ANTH& 106 or 206 or SOC& 101 or SOC 211 5

#### \*Computational Skills (5 credits)

Recommend: 5

ECE 161 Mathematics for Early Childhood Education or 5

Any course which satisfies the quantitative/symbolic reasoning requirement for the AA degree is also recommended.

**Total Credits Required 97**

\*Meets related instruction requirements for professional/technical programs.

## ■ ASSOCIATE OF ARTS (AA-DTA) WITH ELECTIVES IN EARLY CHILDHOOD EDUCATION

Please Note: Students must fulfill all Associate of Arts (AA-DTA) degree requirements. See AA-DTA degree brochure for complete details.

### CORE ELECTIVES (GTE — GENERAL TRANSFERABLE ELECTIVES) (MINIMUM 15 CREDITS)

Select from the following GTE ECE courses:

ECE 202	Math/Science for Children	5
ECE 210	Curriculum Development and Application	5
ECE 212	Survey of Special Education/Early Intervention	5
ECE 213	Literature for Young Children	5

### GENERAL ELECTIVES (GE)

Up to 15 elective credits may be completed using Pierce College courses numbered 100 or above. A maximum of five activity physical education credits (numbered 100-199) may be applied to this area.

ECE 112	Planning the Young Child's Learning Environment	5
ECE 205	Music for Young Children	5
ECE 215	Art for Children	5
ECE 220	Nursery School Practicum	5
ECE 222	Child Care Work-Based Learning	2
ECE 223	Special Education Work-Based Learning	2
ECE 224	Head Start/ECEAP Work-Based Learning	2
ECE 230	Parent-School Partnerships	5
ECE 240	Nutrition, Health and Safety for Children	3

### GENERAL EDUCATION REQUIREMENTS (60 CREDITS)

#### Communications (10 credits)

\* ENGL& 101 English Composition I 5

Select one: 5

\* ENGL 103 Composition – Argumentation and Research 5

\* ENGL 107 Composition – Writing About Literature 5

#### Humanities (15 credits)

Select from at least 2 disciplines; no more than 5 credits from performance skills or foreign language.

Select one: 5

\* CMST& 101 Intro to Communication or 5

\* CMST& 220 Public Speaking 5

\* Other GER Humanities Courses 10

**Natural Science (15 credits) 15**

Select from at least 2 disciplines; include at least one laboratory course.

#### Social Science (15 credits)

Select from at least 2 disciplines.

\* ECE 111 Intro to Early Childhood Education 5

\* PSYC& 100 General Psychology 5

\* Recommended: ANTH& 106 or 220 or SOC& 101 or 211 5

#### Quantitative Skills (5 credits)

\*See GER Distribution List 5

**Total Credits Required 90**

\*Courses which satisfy general education requirements for AA degree.

## ■ ASSOCIATE OF ARTS (AA-DTA) & ASSOCIATE IN EARLY CHILDHOOD EDUCATION

Please note: Students must fulfill all Associate of Arts (AA-DTA) degree requirements. See ACADEMIC POLICIES section for complete details.

### EARLY CHILDHOOD EDUCATION REQUIREMENTS (57 CREDITS)

\* ECE 111 Intro to Early Childhood Education 5

ECE 112 Planning the Young Child's Learning Environment 5

ECE 202 Math/Science for Children 5

ECE 205 Music for Children 5

ECE 210 Curriculum Development and Application 3

ECE 212 Survey of Special Ed/Early Intervention 5

ECE 213 Literature for Young Children 5

ECE 215 Art for Children 5

ECE 220 Nursery School Practicum 5

ECE 222 Child Care Work Based Learning 2

ECE 223 Special Education Work-Based Learning 2

ECE 224 Headstart/ECEAP Work-Based Learning 2

ECE 230 Parent-School Partnerships 5

ECE 240 Nutrition, Health and Safety for Children 3

### GENERAL EDUCATION REQUIREMENTS (60 CREDITS)

#### Communications (10 credits)

\* ENGL& 101 English Composition I 5

Select one: 5

\* ENGL 103 Composition – Argumentation and Research 5

\* ENGL 107 Composition – Writing About Literature 5

**Humanities (15 credits)**

Select from at least 2 disciplines; no more than 5 credits from performance skills. No more than 10 credits are allowed in world (foreign) language to satisfy the Humanities requirements, restricted to a maximum of 5 credits in a 100 level course and a maximum of 5 credits in a 200 level course.

- \* Other GER Humanities Courses 10

Select one:

- \* CMST& 101 Intro to Communication 5
- \* CMST& 220 Public Speaking

**Natural Science (15 credits)**

Select from at least 2 disciplines; shall include at least one lab course 15

**Social Science (15 credits)**

Select from at least 2 disciplines.

- \* PSYC& 100 General Psychology 5
- \* PSYC& 200 Lifespan Psychology 5
- \* Choose from:
  - ANTH& 106 or SOC& 101 or 211 5

**Quantitative Skills (5 credits)**

- \*See GER Distribution List 5

**Total Credits Required 117**

\* Courses which satisfy general education requirements for AA-DTA degree.

**■ CERTIFICATE IN EARLY CHILDHOOD EDUCATION**

**EARLY CHILDHOOD EDUCATION REQUIREMENTS (17 CREDITS)**

- ECE 111 Intro to Early Childhood Education 5
- ECE 240 Nutrition, Health and Safety for Children 3

Select one: 5

- ECE 112 Planning the Young Child's Learning Environment
- ECE 205 Music for Children
- ECE 215 Art for Children

Select two: 4

- ECE 222 Child Care Work Based Learning (2)
- ECE 223 Special Education Work-Based Learning (2)
- ECE 224 Headstart/ECEAP Work-Based Learning (2)

**ELECTIVE REQUIREMENTS (8 CREDITS)**

- Elective (course numbered 100 or above) 8

**Total Credits Required 25**

**■ PARENTING & FAMILY MANAGEMENT CERTIFICATE**

**OPTION A: ONE YEAR IN TODDLER/TWO + ONE YEAR IN CO-OP (15-18 CREDITS)**

- One school year in ECE 125-127 or ECE 141-149 6
- One school year in ECE 101-109 9

**Total Credits Required: 15-18**

**OPTION B: TWO YEARS IN CO-OP (18 CREDITS)**

- Two school years in ECE 101-109 18

**Total Credits Required: 18**

**■ VOLUNTEER LEADERSHIP CERTIFICATE**

**OPTION A: ONE YEAR IN TODDLER/TWO + ONE YEAR IN CO-OP + ONE YEAR ON A BOARD (18-20 CREDITS)**

- One school year in ECE 125-127 or ECE 141-149 6
- One school year in ECE 101-109 9
- One year serving on board (summer/fall/winter/spring)
- ECE 121a and b (fall/spring) 2

**Total Credits Required: 18-20**

**OPTION B: TWO YEARS IN CO-OP + ONE YEAR ON THE BOARD (20 CREDITS)**

- Two school years in ECE 101-109 18
- One year serving on board (summer/fall/winter/spring)
- ECE 121a and b (fall/spring) 2

**Total Credits Required: 20**

**Earth & Space Sciences**

See Astronomy, Atmospheric Science, Geology and Oceanography.

**Economics UNIVERSITY TRANSFER**

**Faculty:** Tom Phelps, Blake Sorem (FS); Stephen Jones (PY)  
**Degree:** Associate of Arts (AA-DTA)

Generally speaking, economics is the science of choice. Microeconomics is the science of individual choice; macroeconomics is the science of aggregate (collective) choice. More specifically, economics is the study of how people establish social arrangements for producing and distributing goods and services to sustain and enhance human life. Its main objective is to determine a wise use of limited economic resources so that people receive the maximum benefit at the lowest cost.

The economics discipline embraces a body of techniques and conceptual tools that are useful for understanding and analyzing any social arrangement, in particular a variety of complex economic systems. Career avenues for graduates are numerous, since their understanding of the economy and their problem-solving and critical thinking skills are applicable to a wide range of activities in business and/or government.

**Education UNIVERSITY TRANSFER**

Also see Early Childhood Education and Paraeducation.

**Faculty:** Greg Brazell, Judy DeJardin (FS); Michael Lamka (PY)  
**Degree:** Associate in Elementary Education (DTA/MRP)  
 Associate in Biology Education (AS-T)  
 Associate in Chemistry Education (AS-T)  
 Associate in General Science Education (AS-T)  
 Associate in Math Education – DTA  
 Associate in Physics Education (AS-T)

By providing an introduction to teaching, as well as a variety of classroom experiences, the Education department offers students a unique perspective into various educational pathways. This blend of academic and classroom experiences — from preschool to post-secondary — is designed to give future educators a firm foundation to begin a career in education. Career preparation focus areas include the following:

**Elementary and secondary education:** Courses offered within this focus meet the lower division requirements of Washington State four-year institutions to which the student plans to transfer. Courses offered within this department meet the Associate of Arts (AA) or Associate of Science (AS) degree requirements. Students are encouraged to work closely with a faculty advisor in selecting, planning and completing educational goals. It is also highly recommended that students coordinate with the institution to which they intend to transfer.

**Early Childhood Education:** The Early Childhood Education program offers an associate degree in early childhood education and an Associate of Arts with electives in early childhood education, which is transferable to four-year state and private institutions. Graduates may transfer into a variety of disciplines including elementary education, special education, early childhood education, child psychology, speech pathology, family and consumer science education and social services.

**Paraeducation:** This professional-technical program offers an associate degree in paraeducation, preparing students for employment as valuable members of instructional teams contributing meaningfully to learner-centered activities. Positions include education assistant, guidance specialist, instructional aide, transitional specialist, playground assistant, special education assistant, teacher aide and tutor. Coursework covers the Washington State Competencies and Skill Standards for Paraeducators.

## ■ ASSOCIATE IN ELEMENTARY EDUCATION (DTA/MRP)

### GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit.
- College cumulative grade point average of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 2.0 (C) grade or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective or Other area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

### CORE REQUIREMENTS

Courses should be selected from the lists prescribed on this degree sheet only.

- **Communication Skills (CM) (10 credit minimum)**  
Must include ENGL& 101
- **Math/Quantitative Skills (QS)—(13-15 credit minimum)**  
Prereq: MATH 095 or MATH 098 with grade of 2.0 or better or placement out of MATH 098. Math courses must have focus on development of math concepts related to elementary education curriculum.
- **Humanities (HM) (15 credit minimum)**  
Must include at three to five credits of public speaking. Additional credit in Art, Music, Literature and Theatre.
- **Social Sciences (SS) (25 credit minimum)**  
Must include at least three different disciplines. Five credits of US History, five credits of World Civilization or non-Western History and five credits of PSYC& 100 are required.
- **Natural Sciences (NS) (15 credit minimum)**  
Must include five credits of Biological sciences, five credits Geology or Earth Science and five credits of Physical sciences, i.e. Chemistry, Physics. Choose at least two laboratory science.
- **Other (11-15 credit minimum)**
- **Elective (5 credits)**

### COURSE REQUIREMENTS

#### Communication Skills (10 credits)

ENGL& 101 English Composition I (required) 5

Select one: 5

ENGL 103 Composition – Argumentation and Research

ENGL 107 Composition – Writing about Literature

#### Mathematics (15 credits) Prereq. of MATH 095 or 098 with 2.0 required.

MATH 170-172 Structure of Elementary Math I-III 15

#### Humanities (15 credits minimum)

ART& 100	Art Appreciation	5
ART 101	Design	5
ART 105	Intro to Art	5
ART 145	History of Art (Contemporary)	5
CMST& 220	Public Speaking	5
DRMA& 101	Intro to Theatre	5
* DRMA 260	Acting for Stage and Digital Film	5
ENGL& 111	Intro to Literature	5
ENGL& 112	Intro to Fiction	5
ENGL& 113	Intro to Dramatic Literature	5
ENGL& 114	Intro to Poetry	5
ENGL 204	The Bible as Literature	5
ENGL 205	Intro to Mythology	5
ENGL 210	Intro to American Literature	5
ENGL& 220	Intro to Shakespeare	5
ENGL& 226-228	British Literature I-III	5
ENGL& 236-238	Creative Writing I-III	5
ENGL 239	World Literature	5
ENGL& 244-248	American Literature I-III	5
ENGL 264	Literature of U.S. Slavery and Abolition	5
ENGL 266	Women Writers: Voices International Mosaic	5
MUSC 100	Intro to Rock and Roll	5
MUSC 102	American Popular Music	5
MUSC 103	Intro to Jazz	5
MUSC& 105	Music Appreciation	5
MUSC& 141	Music Theory I	5

\*GER/HM-Performance

### Social Science (25 credits minimum)

ECON 110	Survey of Economics	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
GEOG 100	Intro to Geography	5
GEOG 150	Europe, Americas, Australia, New Zealand	5
GEOG 160	Africa, Middle East and Asia	5
GEOG 200	Cultural Geography	5
GEOG 205	Intro to the Physical Environment	5
HIST& 126-128	World Civilizations I-III (required)	5
HIST& 156-158	History of United States I-III (required)	5
HIST 260	History of Russia and Soviet Union	5
HIST 270	Intro to the Far East	5
HIST 272	Survey of Middle East History	5
HIST 280	Intro to Chinese Civilization	5
HIST 284	Intro to the Balkans	5
POLS& 101	Intro to Political Science	5
POLS& 202	American Government	5
POLS& 203	International Relations	5
PSYC& 100	General Psychology (required)	5

### Natural Science (15 credits minimum)

ASTR 100	Survey of Astronomy	5
ASTR& 101	Intro to Astronomy	5
ASTR& 110	The Solar System	5
ATMOS 101	Intro to Weather	5
BIOL& 100	Survey of Biology	5
BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
BIOL 120	Human Anat and Phys w/ lab for Non-Sci Majors	5
BIOL& 160	General Biology w/lab	5
CHEM& 100	Preparatory Chemistry (non-lab)	5
CHEM& 110	Chemistry for Non-Scientists	5
CHEM& 121	Intro to Chemistry	5
CHEM& 131	Intro to Organic and Biochemistry	6
CHEM& 161	General Chemistry w/lab I	5
ENVS& 100	Survey of Environmental Science	5
GEOG 210	Physical Geography	5
GEOL& 101	Intro to Physical Geology	5
GEOL 107	Earth Systems Science	5
GEOL& 110	Environmental Geology	5
GEOL 220	Earth Resources and the Environment	5
NSCI 150	Nature	5
NSCI 160	Environmental Biology	5
OCEA& 101	Intro to Oceanography	5
OCEA 170	Marine Biology	5
PHYS& 100	Physics for Non-Science Majors	5
PHYS& 121	General Physics I	5
PS 101	Intro to Physical Science	5

### Other (11-15 credits minimum)

EDUC 190	Education Practicum	1-5
EDUC& 202	Intro to Education	5
PSYC& 200	Lifespan Psychology	5

### General Electives (5 quarter credits)

Recommend – ANTH& 106, 206, 210, 240, ENGL 266, HUM 106, SOC 220 or computer class to meet cultural/gender and computer literacy requirements.

### Total Credits Required

**90-105**

#### Notes

1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
4. Students must take the WEST-B exam in order to apply to teacher prep programs.

## ■ ASSOCIATE IN BIOLOGY EDUCATION (AS-T)

(AS-T degree for future secondary biology teachers)

### GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

#### A. BASIC REQUIREMENTS (20 CREDITS)

- **Communication Skills (10 credits).** Must include ENGL& 101 .
- **Mathematics — 10 credits of calculus**

#### B. DISTRIBUTION REQUIREMENTS (65 CREDITS MINIMUM)

- **Humanities (HM) and Social Science (SS) (15 credit minimum)**  
15 credits of Humanities and social science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
- **Science Pre-Major Requirements (53-68 credit minimum)**  
Chemistry for science majors sequence (15 credits); Statistics; Biology for science majors sequence (15 credits); additional science major sequence course series (10-15 credits).

#### C. EDUCATION REQUIREMENTS (6-10 CREDITS)

Introduction to Education and Education Field Experience required.

#### D. GENERAL ELECTIVES

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended.

### COURSE REQUIREMENTS

#### 1. Communication Skills (10 credits)

ENGL& 101	English Composition I (required)	5
<i>Select one:</i>		5
ENGL 103	Composition – Argumentation and Research	
ENGL 107	Composition – Writing about Literature	

#### 2. Mathematics (10 credits)

Prerequisites required.

MATH& 151	Analytical Geometry and Calculus I	5
MATH& 152	Analytical Geometry and Calculus II	5

#### 3. Humanities & Social Science (15 credits minimum)

CMST& 220	Public Speaking	5
PSYC& 100	General Psychology	5
	Multicultural elective by advisement	5

#### 4. Specific Pre-Major Requirements (53-68 credits)

BIOL& 211-213	Majors: Cellular/Animal/Plant	15
CHEM& 161-163	General Chemistry w/lab I-III	15
CHEM& 261-263	Organic Chemistry w/lab I-III	18
MATH& 146	Intro to Statistics	5
<i>Select one:</i>		15

- \* PHYS& 121-123 General Physics I-III
- \* PHYS& 221-223 Engineering Physics I-III

#### 5. Education Requirements (6-10 credits)

EDUC 190	Education Practicum	1-5
EDUC& 202	Intro to Education	5

#### General Electives (0-5 quarter credits)

PSYC& 200 (Lifespan Psychology) strongly recommended.

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor

**Total Credits Required 90-113**

\*Optional. Some baccalaureate institutions require physics. Students should check major requirements prior to program planning.

### Notes

1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
4. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

## ■ ASSOCIATE IN CHEMISTRY EDUCATION (AS-T)

(AS-T degree for future secondary chemistry teachers)

### GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

#### A. BASIC REQUIREMENTS (20 CREDITS)

- **Communication Skills (10 credits).** Must include ENGL& 101 .
- **Mathematics — 10 credits of calculus**

#### B. DISTRIBUTION REQUIREMENTS (65 CREDITS MINIMUM)

- **Humanities (HM) and Social Science (SS) (15 credit minimum)**  
15 credits of Humanities and social science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
- **Science Pre-Major Requirements (53 credits minimum)**  
Chemistry for science majors sequence (33 credits); Statistics or third quarter calculus (5 credits); and Physics sequence (15 credits).

#### C. EDUCATION REQUIREMENTS (6-10 CREDITS)

Introduction to Education and Education Field Experience required.

#### D. GENERAL ELECTIVES

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended.

### COURSE REQUIREMENTS

#### 1. Communication Skills (10 credits)

ENGL& 101	English Composition I (required)	5
<i>Select one:</i>		5
ENGL 103	Composition – Argumentation and Research	
ENGL 107	Composition – Writing about Literature	

#### 2. Mathematics (10 credits) (prerequisites required)

MATH& 151	Calculus I	5
MATH& 152	Calculus II	5

#### 3. Humanities & Social Science (15 credits minimum)

CMST& 220	Public Speaking	5
PSYC& 100	General Psychology	5
	Multicultural elective by advisement	5

#### 4. Specific Pre-Major Requirements (53 credits)

CHEM& 161-163	General Chemistry w/lab I-III	15
CHEM& 261-263	Organic Chemistry w/lab I-III	18
MATH& 146	Intro to Statistics (or MATH& 153)	5
<i>Select one:</i>		15

- \* PHYS& 121 -123 General Physics I-III
- \* PHYS& 221-223 Engineering Physics I-III

#### 5. Education Requirements (6-10 credits)

EDUC 190	Education Practicum	1-5
EDUC& 202	Intro to Education	5

**General Electives (0-5 quarter credits)**

PSYC& 200 strongly recommended.

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

**Total Credits Required****94-109****Notes**

1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
4. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

**■ ASSOCIATE IN GENERAL SCIENCE EDUCATION (AS-T)**

(AS-T degree for future secondary general science teachers)

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

**A. BASIC REQUIREMENTS (20 CREDITS)**

- **Communication Skills (10 credits).** Must include ENGL& 101.
- **Mathematics — 10 credits of calculus**

**B. DISTRIBUTION REQUIREMENTS**

- **Humanities (HM) and Social Science (SS)**  
15 credits of Humanities and social science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
- **Science Pre-Major Requirements (53 credits minimum)**  
Chemistry for science majors sequence (15 credits); Statistics (5 credits); Biology for science majors sequence (15 credits); Physics sequence (15 credits); and Geology courses (10 credits).

**C. EDUCATION REQUIREMENTS (6-10 credits)**

Introduction to Education and Education Field Experience required.

**D. GENERAL ELECTIVES**

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended.

**COURSE REQUIREMENTS****1. Communication Skills (10 credits)**

ENGL& 101	English Composition I (required)	5
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Select one:

ENGL 103	Composition – Argumentation and Research	5
ENGL 107	Composition – Writing about Literature	5

**2. Mathematics (10 credits) (prerequisites required)**

MATH& 151	Calculus I	5
MATH& 152	Calculus II	5

**3. Humanities & Social Science (15 credits minimum)**

CMST& 220	Public Speaking	5
PSYC& 100	General Psychology	5
	Multicultural elective by advisement	5

**4. Specific Pre-Major Requirements (50 credits)**

MATH& 146	Intro to Statistics (or MATH& 153)	5
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And 3 out of the 4 sequence areas listed below:

BIOL& 211-213	Majors: Cellular/Animal/Plant	15
CHEM& 161-163	General Chemistry w/ lab I-III	15
GEOL& 101 & 103	Intro to Physical Geology and Hist Geology	15
PHYS& 121 -123	General Physics I-III (or PHYS& 221-223)	15

**5. Education Requirements (6-10 credits)**

EDUC 190	Education Practicum	1-5
EDUC& 202	Intro to Education	5

**General Electives (0-5 quarter credits)**

PSYC& 200 strongly recommended.

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

**Total Credits Required****91-100****Notes**

1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Biology majors should select organic chemistry or physics for specific pre-major requirements.
5. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
6. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

**■ ASSOCIATE IN MATH EDUCATION – DTA**

(AS-T degree for future secondary math teachers)

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

**A. BASIC REQUIREMENTS (15 CREDITS)**

- **Communication Skills (10 credits).** Must include ENGL& 101.
- **Mathematics — 5 credits of calculus**

**B. DISTRIBUTION REQUIREMENTS (60 CREDITS)****• Humanities (HM)**

15-20 credits selected from at least two disciplines with no more than 10 credits allowed from any one discipline. No more than five credits in foreign language at the 100 level and no more than five credits in performance/skills courses are allowed. Credits must be GER approved as designated on the Pierce College AA degree.

**• Social Science (SS)**

15-20 credits selected from at least two disciplines and no more than 10 credits allowed from any one discipline. PSYC& 100 and a multicultural elective required. Credits must be GER approved as designated on the Pierce College AA degree.

**• Natural Sciences (NS)**

MATH& 152 (Calculus II) (5 credits) and 10 credits from other science areas. One course must be a lab.

**• Additional Math Requirements**

MATH& 153 (Calculus III), MATH 205 (Linear Algebra) and MATH 224 (Multivariate Calculus) — five credits each.

**C. EDUCATION REQUIREMENTS (6-10 CREDITS)**

Introduction to Education and Education Field Experience required.

**D. GENERAL ELECTIVES**

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or



other university requirements, as approved by the advisor. PSYC& 200 and MATH 238 strongly recommended.

**COURSE REQUIREMENTS**

**1. Communication Skills (10 credits)**

ENGL& 101 English Composition I (required) 5

Select one: 5

ENGL 103 Composition – Argumentation and Research

ENGL 107 Composition – Writing about Literature

**2. Quantitative/Symbolic Reasoning Skills (5 credits)**

Prerequisites required.

MATH& 151 Calculus I 5

**3. Humanities (15-20 credits)**

CMST& 220 Public Speaking 5

Humanities (GER-HM) electives† 10

†At least two disciplines with no more than 10 credits allowed from any one discipline required. No more than five credits in foreign language at the 100 level and no more than five credits in performance/skills courses are allowed.

**4. Social Sciences (SS) (15-20 credits)**

PSYC& 100 General Psychology 5

Multicultural elective by advisement 5

Social Science (GER-SS) electives† 5

†Credits selected must be from at least two disciplines and no more than 10 credits allowed from any one discipline. PSYC& 200 strongly recommended.

**5. Natural Sciences (NS) (15-20 credits)**

MATH& 152 Calculus II 5

Natural Science (GER-NS) elective with lab† 5

Natural Science (GER-NS) elective† 5

†No more than 10 credits allowed from any one discipline. At least 10 credits in physical, biological and/or earth sciences (i.e., physics, chemistry, geology or biology).

**6. Additional Math Requirements (15-20 credits)**

MATH& 153 Calculus III 5

MATH 205 Linear Algebra 5

MATH 224 Multivariate Calculus 5

MATH 238 Differential Equations (recommended) 5

**7. Education Requirements (6-10 credits)**

EDUC 190 Education Practicum 1-5

EDUC& 202 Intro to Education 5

**General Electives (10 quarter credits)**

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

**Total Credits Required 91-115**

**Notes**

1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Biology majors should select organic chemistry or physics for specific pre-major requirements.
5. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
4. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

**■ ASSOCIATE IN PHYSICS EDUCATION (AS-T)**

(AS-T degree for future secondary physics teachers)

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.

- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

**A. BASIC REQUIREMENTS (20 CREDITS)**

- **Communication Skills (10 credits).** Must include ENGL& 101 .
- **Mathematics — 10 credits of calculus**

**B. DISTRIBUTION REQUIREMENTS**

- **Humanities (HM) and Social Science (SS)**  
15 credits of Humanities and social science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
- **Science Pre-Major Requirements**  
Physics for science majors sequence (15 credits); Chemistry for science majors (10 credits), MATH& 153, 205, 224 and 238 and Computer Programming (4-5 credits).

**C. EDUCATION REQUIREMENTS (6-10 CREDITS)**

Introduction to Education and Education Field Experience required.

**D. GENERAL ELECTIVES**

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended. Engineering disciplines should include a design component consistent with ABET accreditation standards.

**COURSE REQUIREMENTS**

**1. Communication Skills (10 credits)**

ENGL& 101 English Composition I (required) 5

Select one: 5

ENGL 103 Composition – Argumentation & Research

ENGL 107 Composition – Writing about Literature

**2. Mathematics (10 credits)**

Prerequisites required.

MATH& 151 Calculus I 5

MATH& 152 Calculus II 5

**3. Humanities & Social Science (15 credits minimum)**

CMST& 220 Public Speaking 5

PSYC& 100 General Psychology 5

Multicultural elective by advisement 5

**4. Specific Pre-Major Requirements (50 credits)**

CHEM& 161/162 General Chemistry w/lab I-II 10

CS& 131/141 Computer Science I – C++/JAVA 5

MATH& 153 Analytical Geometry and Calculus III 5

MATH 205 Linear Algebra 5

MATH 224 Multivariate Calculus 5

MATH 238 Differential Equations 5

PHYS& 221-223 Engineering Physics I-III 15

**5. Education Requirements (6-10 credits)**

EDUC 190 Education Practicum 1-5

EDUC& 202 Intro to Education 5

**General Electives (0-5 quarter credits)**

PSYC& 200 strongly recommended.

Engineering disciplines should include a design component consistent with ABET accreditation standards. Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

**Total Credits Required 91-100**

**Notes**

1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
5. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

# Emergency Medical Technician

— See Health Professions.

## Engineering UNIVERSITY TRANSFER

**Faculty:** Kenneth Schroeder (FS)  
**Degree:** Associate of Arts (AA-DTA); AA –Option B  
Associate of Science (AS-T) – Track II

The Engineering program is primarily an engineering transfer program that is intended to meet requirements for entry into a four-year institution with junior standing. Students planning to transfer are encouraged to complete AS or AA degree requirements and should check with the transfer institution regarding specific course needs and transferable credits. The time needed to complete your program at Pierce may vary according to the requirements of your transfer institution and will also depend on the level of prior academic preparation. Students should work carefully with the faculty advisor to plan a program that will ensure successful completion and transfer of credits.

Students interested in exploring a possibility of majoring in Engineering and examining different types of engineering are encouraged to take ENGR 101: Intro to Engineering.

### ENGINEERING MAJOR

The following courses are recommended as being of special interest to engineering students. For AA-DTA and AS-T degree students, as many of these courses as possible should be taken, in addition to other degree requirements. Check with your advisor.

CHEM& 161	General Chemistry w/lab I	5
CHEM& 162	General Chemistry w/lab II	5
ENGL& 235	Technical Writing	5
ENGR 101	Intro to Engineering	5
ENGR&114	Engineering Graphics (CAD)	5
ENGR 142	Computer Programming C++ for Engineers	5
ENGR& 214	Statics	5
ENGR& 215	Dynamics	5
ENGR& 224	Thermodynamics	5
ENGR& 225	Mechanics of Materials	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 205	Linear Algebra	5
MATH 224	Multivariate Calculus	5
MATH 238	Differential Equations	5
PHYS& 221	Engineering Physics I	5
PHYS& 222	Engineering Physics II	5
PHYS& 223	Engineering Physics III	5

## English UNIVERSITY TRANSFER

**Faculty:** Kristin Brunnemer, Michael Darcher, Denise Hartley, Steve Jaech, Leslie Michael, Margaret Payne, Sharon Russell, Vicki Scannell, Corinna Wycoff (FS); Jamie Fitzgerald, Terri Major, Duncan McClinton, Bob Mohrbacher, Joakim Nilsson, Ann Salak, Elizabeth Stevens, Dana Zimbleman (PY)

**Degree:** Associate of Arts (AA-DTA)

The English Department provides a variety of courses which build essential skills for virtually every career or profession while offering the basic transfer requirements for most colleges and universities in the country. Pierce College's English courses expose students to the skills, ideas, and literary works that are the foundation of a liberal arts education.

Students planning to transfer as English majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements. English majors may find dozens of special emphasis programs at four-year institutions and should work closely with faculty advisors at Pierce and at the transfer institution to plan an

overall program of study that meets individual program needs as well as personal interests.

### ENGLISH TRANSFER

The following courses are recommended in addition to those required for the AA-DTA degree. These courses are not intended to describe the requirements for English majors, but are offered as recommendations as schedules allow.

#### LITERATURE EMPHASIS

ANTH& 100	Survey of Anthropology	5
ART 105	Intro to Art	5
ENGL 204	The Bible as Literature	5
ENGL 205	Intro to Mythology	5
ENGL 210	Intro to American Literature	5
ENGL& 220	Intro to Shakespeare	5
ENGL& 226	British Literature I	5
ENGL& 227	British Literature II	5
ENGL& 228	British Literature III	5
ENGL 239	World Literature	5
ENGL& 244	American Literature I	5
ENGL& 245	American Literature II	5
ENGL& 246	American Literature III	5
ENGL 264	Literature of U.S. Slavery and Abolition	5
ENGL 265	American Literature: Humor and Satire	5
ENGL 266	Women Writers: International Mosaic	5
HIST& 126	World Civilizations I	5
HUM& 116	Humanities I	5
HUM& 117	Humanities II	5
HUM& 118	Humanities III	5
MUSC& 105	Music Appreciation	5
PHIL& 101	Intro to Philosophy	5

#### COMPOSITION EMPHASIS

ART 105	Intro to Art	5
DRMA& 101	Intro to Theatre	5
ENGL 103	Composition – Argumentation & Research	5
ENGL& 111	Intro to Literature	5
ENGL& 235	Technical Writing	5
ENGL& 236	Creative Writing I	5
ENGL& 237	Creative Writing II	5
ENGL& 238	Creative Writing III	5
ENGL 249	Creative Writing: Special Projects	5
HUM& 116	Humanities I	5
MUSC& 105	Music Appreciation	5
PHIL& 101	Intro to Philosophy	5
PSYC& 100	General Psychology	5

### ENGLISH LAB

**Faculty:** Dr. Lydia Ico, Curt Warmington (FS); Jeff Pisetzner (PY)

The Transitional Education Center (TEC) offers English classes that provide both quality classroom instruction and increased one-on-one attention to the writing process. Three kinds of classes are offered in the TEC:

#### DEVELOPMENTAL WRITING

These prepare students for college-level writing. Testing scores are used to place students in these classes.

ENGL 096	Grammar, Punctuation & Spelling
ENGL 097	Paragraph Composition
ENGL 098	Basic Writing Skills
ENGL 099	Introduction to Composition

#### COLLEGE-LEVEL WRITING

These are required by many college programs and degrees. They are taught with the same outcomes used in lecture classes.

ENGL& 101	English Composition I
ENGL 103	Composition – Argumentation and Research

#### SKILLS CLASSES

These are designed to help students with specific writing problems.

ENGL 090	Spelling
ENGL 091	Vocabulary
ENGL 093	Grammar Usage
ENGL 094	Sentence Combining
ENGL 095	Paragraph Development
ENGL 104	College Vocabulary
ENGL 105	Writing (a class developed for students who have passed ENGL 099 but who have skills they would like to improve before entering ENGL& 101)

# English as a Second Language

See *International Education for ESL classes for International students (on non-immigrant visas) or Adult Basic Education.*

# Entrepreneurship

See *Business – Professional/Technical.*

# Environmental Science

## UNIVERSITY TRANSFER

**Faculty:** Karen Harding, Beth Norman, Robert Sager, Ted Wood (FS); Tom Bush (PY)  
**Degrees:** Associate of Arts (AA-DTA)  
 Associate of Science (AS-T)

Career opportunities in Environmental science include teaching, research and technical support. Employment may be found in Federal, state and local government organizations, such as the Environmental Protection Agency, in industries required to monitor their effluent, and in research settings.

Pierce College offers classes for science students pursuing a degree in Environmental science and to students who are fulfilling their natural science distribution requirements. The courses that are recommended depend largely on the type of work the student desires. Therefore, it is highly recommended that the student consult with his or her advisor. Courses directly related to the study of the environment are:

ATMOS 101	Introduction to Weather	5
ENVS& 100	Survey of Environmental Science	5
ENVS 140	Western Water Problems	5
ENVS 150	Environmental Issues	5
GEOL& 110	Environmental Geology	5
GEOL 220	Earth Resources and the Environment	5
NSCI 150	Nature	5
NSCI 160	Environmental Biology	5

# Fashion Merchandising

See *Business – Professional/Technical.*

# Finance — See *Business – University Transfer.*



# Fire Command Administration

## PROFESSIONAL/TECHNICAL

**Faculty:** Pam Caldwell  
**Degree:** Associate in Fire Command Administration

The Fire Command and Administration degree was developed as a collaborative program between Pierce College and Bates Technical College. The degree is a two-year associate degree (AAS). Courses are shared between the two colleges and will be offered exclusively online.

The Fire Command and Administration associate degree is designed for students who plan to transfer to a four-year institution after completing the first two years in this program. The degree enables students to fulfill some of the undergraduate general education requirements of most four-year fire degree programs and is also recommended for students who have not yet decided upon the field they will enter, or the four-year institution they will attend.

This program is designed to respond to the high-demand for trained fire service professionals. Successful students may utilize experience and knowledge gained through course study to advance to graduate programs in fire service, as well as to fulfill discipline-specific certification requirements for the International Fire Service Accreditation Congress (IFSAC).

## ■ ASSOCIATE IN FIRE COMMAND ADMINISTRATION

### TECHNICAL CORE REQUIREMENTS (51 CREDITS)

FCA 120	Basic Fire Investigation	3
FCA 132	Technical Writing for Fire Services	3
FCA 155	Fire Instructor I	3
FCA 157	Public Information Officer	2
FCA 160	Tactics I	2
FCA 180	Fire Administration	3
FCA 195	Fire Officer I	4
FCA 259	Legal Aspects of Fire Service	3
FCA 260	Tactics II	2
FCA 261	Hazard. Material On-Scene Incident Commander	2
FCA 262	Disaster and Fire Defense Planning	4
FCA 265	Fire Officer II	4
FCA 272	Negotiation	3
FCA 274	Occupational Safety and Health for Fire Service	4
FCA 280	Advanced Fire Administration	4
HSEM 160	Emergency Response Awareness to Terrorism	5

### ELECTIVES (14 CREDITS)

FCA 137	Intro to System Design	5
FCA 152	Building Construction	2
FCA 170	Hazardous Materials Awareness	1
FCA 175	Fire Safety Officer	2
FCA 177	Wildland Urban Interface	3
FCA 205	Testing H2O Systems	3
FCA 255	Fire Instructor II	3
FCA 270	Hazardous Materials Operations	2
FCA 285	Fire and Life Safety Educator	3
FCA 295	Fire Officer III	4
HSCI 278	EMT	8

### GENERAL EDUCATION REQUIREMENTS (25 CREDITS)

BUS 107	Business Math	5
CMST& 101	Intro to Communication	5
ENGL& 101	English Composition I	5
PS 101	Intro to Physical Science	5
PSYC& 100	General Psychology	5

**Total Credits Required 90**

# Foster Parent Education

## PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

**Faculty:** Dr. Denise Arnold (FS)  
**Degrees:** Associate in Foster Parent Education  
 Associate of Arts (AA) (with emphasis in Foster Parent Ed.)  
**Certificate:** Certificate in Foster Parent Education

The Foster Parent Education program was developed in collaboration with representatives of DSHS's Division of Children & Family Services and several private agencies. The program is designed to give current and prospective foster parents, and others who provide substitute care for children and youth, the kind of specialized professional training they need.

To meet the specialized needs of youth in care, students learn about chemical dependency, the dynamics of dysfunctional families, child abuse, and how to manage problem behavior and crisis. Background in nutrition, special education, psychology and cultural aspects is covered.

## ■ ASSOCIATE IN FOSTER PARENT EDUCATION (FS ONLY)

### SOCIAL SERVICE FOUNDATION (31 CREDITS)

HSSA& 101	Intro to Addictive Drugs	3
HSSA 121	Psychotropic Medications	3
HSSA 205	HIV/AIDS, Air and Blood Borne Pathogens	1
HSSA 255	Intro to Co-occurring Disorders	3
PSYC& 220	Abnormal Psychology	5
SSMH 100	Intro to Human Services	5
SSMH 145	Foster Parent Team Building	3
SSMH 210	Self-Care for Care Givers	3
SSMH	Approved Course	5

### RELATED INSTRUCTION (23-25 CREDITS)

#### Communications (10 credits)

ENGL& 101	English Composition I	5
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#### Select one:

ASL& 121	American Sign Language I	5
CMST& 101	Introduction to Communication	
CMST& 220	Public Speaking	

#### Computational Skills (3-5 credits)

Select one:		3-5
Any course meeting the AA Quantitative Skills requirement (5)		
BUS 103	Computational Math (3)	
BUS 107	Business Math (5)	

#### Human Relations (10 credits)

PSYC& 100	General Psychology	5
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#### Select one:

ANTH& 106	American Mosaic	5
ANTH& 206	Cultural Anthropology	
SOC& 101	Intro to Sociology	

### FOSTER PARENT EDUCATION CORE (36-38 CREDITS)

Prereq: PSYC& 100 or equivalent; State Foster Parent Inservice Training

PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
SSMH 155	Family Disruption	3
SSMH 185	Identity and the Family	3
SSMH 190	Behavior Management in the Family	3
SSMH 215	Law & Ethics in Social Service	5
SSMH 230	Abuse in the Family	3
Electives approved by FPE advisor		7-9

**Total Credits Required 90-94**

## ■ ASSOCIATE OF ARTS WITH CERTIFICATE IN FOSTER PARENT EDUCATION

### GENERAL EDUCATION REQUIREMENTS (60 CREDITS)

All GER elective courses must be chosen from the approved lists on the AA degree requirement sheet. (Get an AA-DTA degree brochure.) All other AA-DTA degree requirements also must be fulfilled.

#### Communications (10 credits)

ENGL& 101	English Composition I	5
CM GER Elective (ENGL 103 recommended)		5

#### Quantitative Skills (5 credits)

QS GER Elective (MATH& 146 recommended)		5
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#### Social Sciences (15 credits) (choose 2 or more disciplines\*)

PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

#### Select one:

ANTH& 206	Cultural Anthropology	5
ECON 110	Survey of Economics	

#### Natural Science (15 credits)

#### (choose 2 or more disciplines – lab class required)

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
NS GER Elective		5

#### Select one:

HSCI 119	Human Health and Disease	5
HSCI 210	Wellness	
NUTR& 101	Nutrition	

#### Humanities (15 credits) (choose 2 or more disciplines)

HM GER Electives		10
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#### Select one:

ASL& 121	American Sign Language I	5
CMST& 101	Introduction to Communication	
CMST& 220	Public Speaking	

### CERTIFICATE IN FOSTER PARENT EDUCATION (43 CREDITS)

#### Foster Parenting Core (18 credits)

SSMH 145	Social Service Team Building	3
SSMH 155	Family Disruption	3
SSMH 185	Identity and the Family	3
SSMH 190	Behavior Management in the Family	3
SSMH 210	Self-Care for Care Givers	3
SSMH 230	Abuse in the Family	3

#### Social Problem Context of Foster Parenting

HSSA& 101	Intro to Addictive Drugs	3
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology or approved SSMH course	5
SSMH 215	Law and Ethics in Social Services	5

**Total Credits Required 101**

\*ECON recommended for transfer to social work at UWT

## ■ CERTIFICATE IN FOSTER PARENT EDUCATION

### PREREQUISITE: PSYC& 100 or equivalent; State Foster Parent Inservice Training

#### FOSTER PARENTING CORE (18 CREDITS)

SSMH 145	Social Service Team Building	3
SSMH 155	Family Disruption	3
SSMH 185	Identity and the Family	3
SSMH 190	Behavior Management in the Family	3
SSMH 210	Self-Care for Care Givers	3
SSMH 230	Abuse in the Family	3

#### SOCIAL PROBLEM CONTEXT OF FOSTER PARENTING (23 CREDITS)

HSSA& 101	Intro to Addictive Drugs	3
PSYC& 180	Human Sexuality	5
PSYC& 220	Abnormal Psychology or approved SSMH course	5
PSYC& 200	Lifespan Psychology	5
SSMH 215	Law and Ethics in Social Services	5

**Total Credits Required 41**

## GED Preparation — See Adult Basic Education.

## Geography UNIVERSITY TRANSFER

**Faculty:** Tom Broxson (FS); Chris Vanneson (PY)  
**Degree:** Associate of Arts (AA-DTA)

Geography is an integrating and synthesizing discipline. It is a bridge discipline uniting the social and physical sciences, focusing on the patterns of distribution.

The Geography department offers courses which introduce students to the physical and cultural systems of the environment. These courses are basic for those who are planning to major in geography, elementary and secondary education, regional and urban planning, environmental studies, government, international trade, business, transportation, law and many other areas. Geography is a useful area of study for those who are interested in regional analysis, market analysis, resource analysis, regional development, urban growth, economic growth, cartographic skills, as well as Geographic Information Systems.

There are no prerequisites for geography classes at Pierce College. Geography course options include:

GEOG 100	Intro to Geography
GEOG 150	Europe, The Americans, Australia/New Zealand
GEOG 160	Africa, Middle East and Asia
GEOG 200	Cultural Geography
GEOG 205	Intro to the Physical Environment
GEOG 207	Economic Geography
GEOG 210	Physical Geography – Lab

## Geology UNIVERSITY TRANSFER

**Faculty:** Beth Norman, Robert Sager (FS); Tom Bush (PY)  
**Degrees:** Associate of Arts (AA-DTA)  
 Associate of Science (AS-T)

Geology, the science of the Earth, is an organized body of knowledge about the world on which we live and its relationship to the rest of the universe. It is the study of the history of life; about the interaction of the mountains, plains, atmosphere, and ocean; and about the succession of physical events that accompanies the orderly development of life.

Courses in Geology (101-299) include field trips and laboratory study of minerals, rocks, fossils and maps. Courses qualify to help meet the science requirement of an associate degree and/or transfer to four-year institutions. Pierce College offers Geology with a general emphasis.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and must check with the transfer institution regarding specific course needs and transferable credits.

### ■ GEOLOGY MAJOR — GENERAL EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

CHEM& 161-163	General Chemistry w/lab I-III	5 ea
GEOL& 101	Intro to Physical Geology	5
GEOL& 103	Historical Geology	5
GEOL& 110	Environmental Geology	5
GEOL 220	Earth Resources and the Environment	5
MATH& 141	Precalculus I	5
MATH& 151-153	Calculus I-III	5 ea
PHYS& 221-123	Engineering Physics I-III	5 ea

## Health Education/Wellness

### UNIVERSITY TRANSFER

See also *Diagnostic Health & Fitness Technician/Instructor Certificate*.

**Faculty:** Steve Crain, Lisa Murray (FS)  
**Degree:** Associate of Arts (AA-DTA)

Health Education/Wellness is the study of the ongoing development of the mind, body and spirit to enhance and balance the whole person so as to improve health, fitness and quality of life. It includes aspects such as adequate fitness, nutrition, stress management, disease prevention, spirituality, smoking cessation, substance abuse and weight control.

Pierce College offers a variety of courses in Health Science and Physical Education designed to improve the quality of one's life as well as provide a program of study that will assist students' programs in Wellness available nationally. The following sequence of courses will assist in meeting requirements of most four-year institutions.

### ■ HEALTH EDUCATION/WELLNESS TRANSFER

BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
ENGL& 101	English Composition I	5
HSCI 200	Human Stress — Its Nature and Control	5
HSCI 210	Wellness	5

### ADDITIONAL RECOMMENDED COURSES

BIOL& 160	General Biology w/lab	5
BIOL& 211	Majors: Cellular	5
CHEM& 100	Preparatory Chemistry	5
CMST& 101	Intro to Communication	5
HSCI 119	Human Health and Disease	5
NUTR& 101	Nutrition	5
PE 104-199	Physical Education Activity	2-3
PE 228	First Aid and CPR for Health Care Professionals	2
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

## Health Professions

### PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

Also see *Dental Hygiene, Diagnostic Health & Fitness Technician/Instructor (Personal Trainer), Nursing and Veterinary Technology*.

**Faculty:** Camille Bennett (FL); Mary Bath-Balogh, Steven Crain, Robert Johnson, Ron May (FS); Dr. Dale Blum, Joseph Cates-Carney (PY)  
**Degrees:** Associate of Arts (AA-DTA)  
 Associate of Science (AS-T) — Track 1

Coursework for health professions can be incorporated within a variety of transfer degree options. These options include, but are not limited to: medical technology, physician's assistant, occupational therapy, physical therapy, or pre-professional degrees for medicine, dentistry, chiropractic, pharmacy, naturopathy, osteopathy or veterinary medicine.

Students considering a health career program need to be aware that licensure and hiring may be affected if the graduate has practiced substance abuse and/or child abuse behaviors, or has been convicted of a gross misdemeanor or felony.

Students planning to transfer should complete AS-T or AA-DTA requirements and MUST check with the transfer institution to clarify specific requirements and transferable credits.

### ■ EMERGENCY MEDICAL TECHNICIAN

Pierce College offers a certification for Emergency Medical Technician – Basic; this is an 8-credit course (Health Science 278) offered at Fort Lewis. Applicants must have current CPR certification as either HEALTHCARE PROVIDER or PROFESSIONAL RESCUER. For more information call (253) 964-3139.

### ■ NURSING (RN AND TRANSFER)

See *NURSING*.

## ■ OCCUPATIONAL THERAPY (PRE-)

In Washington, University of Washington, Eastern Washington University and University of Puget Sound offer the Master's in Occupational Therapy (MOT). It is critical to coordinate with the transfer institution regarding their specific general degree requirements. Acceptance is VERY grade competitive (the average GPA of students accepted is 3.5+) but admission is also based on character, personality, maturity and recommendations from work or volunteer experience in an occupational therapy practice setting (minimum 40 hours experience). Applicants must have basic computer literacy. Most schools also require taking the GRE (Graduate Record Exam). Both universities require completion of a bachelor's degree prior to acceptance and coursework must include the following (taken within five years):

BIOL& 241	Human Anatomy and Physiology I	6
BIOL& 242	Human Anatomy and Physiology II	6
CHEM& 161	General Chemistry w/lab I	
MATH& 146	Intro to Statistics ( <i>required quantitative</i> )	5
* PHYS& 121	General Physics I	5
PSYC& 100	General Psychology	
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	
* SOC& 101	Intro to Sociology or ANTH& 206 (Cultural Anth.)	5

\*NOTE: These courses are required only by the program at UW; Physics and Chemistry both have math prerequisites. UPS also requires additional behavioral science coursework — listed in UPS Transfer Guide. Check course descriptions for prerequisites.

## ■ PHYSICAL THERAPY (PRE-)

In Washington, UW, UPS and EWU offer a Doctor of Physical Therapy (DPT). Acceptance is very competitive and is dependent not only on a high GPA (usually 3.5+), but also on essays describing broad volunteer and/or paid physical therapy-related work experience (usually between 200-500 hours) in a variety of physical therapy service delivery environments. A completed AA or AS – Track 1 degree is recommended before transferring to a university. Some programs combine the senior year with the first year of the Doctor of Physical Therapy (DPT). When planning your courses, check with the transfer institution to clarify exact requirements. Most programs also require taking the GRE.

The following prerequisites are common to the programs in Washington. Out-of-state programs may differ slightly. All programs require completion of a Bachelor's degree prior to acceptance and science coursework should not be more than five years old.

BIOL 241&	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
BIOL& 260	Microbiology	5
CHEM& 161	General Chemistry w/lab I	5
CHEM& 162	General Chemistry w/lab II	5
*† CHEM& 163	General Chemistry w/lab III	5
CMST& 220	Public Speaking	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Intro to Statistics	5
PHYS& 121	General Physics I	5
PHYS& 122	General Physics II	5
*† PHYS& 123	General Physics III	5
PSYC& 100	General Psychology	5
† PSYC& 220	Abnormal Psychology	5

NOTE: Courses marked with \* are required by UPS; those marked with † are required for EWU. Most suggested courses have prerequisites that must be included in academic planning.

## ■ PRE-PROFESSIONAL

(Chiropractic, Dentistry, Medical, Medical Technology, Naturopathy, Osteopathy, Pharmacy, Physician's Assistant/MEDEX, Veterinary Medicine)

### CHIROPRACTIC (PRE-)

Although most applicants have completed a four-year degree, outstanding students are eligible to apply after three years of coursework. The closest schools of chiropractic are located in Oregon and California. Like all professional schools, admission is grade competitive. Suggested coursework is outlined under the Associate of Science – Track 1. All courses have prerequisites that must be included in academic planning.

### DENTISTRY (PRE-), MEDICINE (PRE-), NATUROPATHY (PRE-), OSTEOPATHY (PRE-), VETERINARY MEDICINE (PRE-)

The majority of applicants have bachelor degrees; this is NOT an actual major. Professional schools are looking for a broad liberal arts background. Be sure you get current information from the school of your choice early in your program and gain as much exposure to the profes-

sion as possible by working or volunteering. The Associate of Science – Track 1 outlines the courses generally required; however, an AA-DTA can also be tailored to include part of the required sciences. Check with a science advisor for exceptions or additions suggested by specific professional schools.

### MEDICAL TECHNOLOGY (PRE-)

University of Washington and Central Washington University offer Bachelor of Science in Medical Technology (BSMT) degrees and have affiliated clinical internship sites. Check to see if the college you choose requires taking the AHPAT (Allied Health Professions Admission Test) prior to applying. Students can transfer to either of these institutions with an AA-DTA but should try to include as many of the following courses as possible. All courses have prerequisites that must be included in academic planning.

BIOL& 160	General Biology w/lab
BIOL& 211-213	Majors: Cellular/Animal/Plant
BIOL& 260	Microbiology
CHEM& 139	General Chemistry Prep
CHEM& 161-163	General Chemistry w/lab I-III
CHEM& 261-263	Organic Chemistry w/lab I-III
MATH& 146	Intro to Statistics
MATH& 151	Calculus I OR
PHYS& 121	General Physics I (suggested)

### PHARMACY (PRE-)

Schools of pharmacy are located at the University of Washington and Washington State University (must also include WSU General Education Requirements). Both are five-year Pharmacy Doctoral (Pharm.D.) programs. Check schools of Pharmacy for application criteria and deadlines. Admissions are made on the basis of GPA and PCAT scores. Coursework to be completed should include:

BIOL& 211-213	Majors: Cellular/Animal/Plant
BIOL& 260	Microbiology
CHEM& 161-163	General Chemistry w/lab I-III
CHEM& 261-263	Organic Chemistry w/lab I-III
MATH& 146	Intro to Statistics
MATH& 148	Calculus
	<i>MATH&amp; 151 (Business Calculus) is acceptable</i>
ENGL& 101	English Composition I
ENGL 107	Composition — Writing About Literature
	Humanities Electives (10 credits)
	Social Science Electives (10 credits)

Note: Most suggested courses have prerequisites that must be included in academic planning.

### PHYSICIAN'S ASSISTANT/MEDEX (PRE-)

The only Physician's Assistant program currently available in Washington is the MEDEX program offered through the University of Washington's School of Medicine in Seattle. This is a two-year certificate granting program (eight quarters) with an optional degree available (Bachelor of Clinical Health Services). Admission is VERY competitive since many applicants already hold degrees and have many years of experience in the health field. Minimal admission requirements are:

- Minimum two years recent paid full-time hands-on experience in direct delivery of medical care to patients (approximately 4000 hours) as a nurse, corpsman, or paramedic, or current professional credentials (i.e., medical technician, x-ray, pharmacy, etc.) and at least two years recent full-time experience in an allied health field\*
- Two college-level English courses
- One college-level science course in chemistry, biology or microbiology
- Two college-level anatomy and physiology courses
- Minimum 2.7 GPA but high grades and documentation of community service is encouraged

\*Clinical experience during a training program does not apply.

## High School Completion

See Adult Basic Education.

# History UNIVERSITY TRANSFER

**Faculty:** John Simpson (FS); Dr. John Lucas, Chris Vanneson (PY)  
**Degree:** Associate of Arts (AA-DTA)

History is the study of the human experience. It is a holistic discipline involving political, economic, military, social, intellectual, philosophical, geographical and cultural aspects of the development of human kind.

After developing a broad background in history, the student may specialize in regional (Western, Asian, Middle Eastern, etc.) or topical (political, social, economic, etc.) subjects. In general, the broad nature of historical studies allows the community college student to take all history classes on the community college level without history prerequisites.

A variety of courses is designed to meet the requirements of both the history major and the student who needs or desires either a social science or humanities elective. Students planning to major in history at a four-year college should consult with the senior institution to determine which courses should be taken while attending Pierce College.

## ■ HISTORY MAJOR

The following courses should be taken, in addition to courses required for the AA-DTA degree:

HIST& 126-128	World Civilizations I-III	5 ea
HIST& 156	History of United States I	5
HIST& 157	History of United States II	5
HIST& 158	History of United States III	5

More specialized history courses, without prerequisites, include:

HIST& 159	History of United States IV	5
HIST 168	The Vietnam War as History	5
HIST 230	Concise History of Science and Technology	5
HIST 260	History of Russian and the Soviet Union	5
HIST& 214	Pacific Northwest History	5
HIST 270	Intro to the Far East	5
HIST 272	Survey of Middle East History	5
HIST 277	The Cold War	5
HIST 280	Intro to Chinese Civilization	5
HIST 284	Intro to the Balkans	5

The student who plans to transfer is encouraged to develop a broad base of historical study and sample areas of special interest before moving on to more advanced topics at a four-year institution. In addition to the above classes, more specialized courses (e.g., Pacific Northwest History) are available at Pierce.

# Homeland Security UNIVERSITY TRANSFER

See *Criminal Justice for Certificate in Homeland Security Emergency Management*.

**Contact:** Michael Campbell (FS)  
**Degree:** Associate of Arts (AA-DTA)

This AA is designed to educate students and in-service emergency management providers about the human physical consequences of natural and technological disasters and how to mitigate them. The program addresses competencies required of Homeland Security Emergency Management professionals in careers in federal, state or local government, with specific emphasis on emergency response agencies — i.e., fire, law enforcement, emergency medical services, officers of emergency services and specific agencies such as the Red Cross and other groups providing on-site emergency response and support. Students explore the complex world of emergency and disaster management issues and learn the critical-thinking and decision-making skills necessary to support and supervise comprehensive, integrated and effective management in the event of natural, system-wide, or human-induced crisis.

## ■ ASSOCIATE OF ARTS WITH ELECTIVES IN HOMELAND SECURITY EMERGENCY MANAGEMENT

### GENERAL EDUCATION REQUIREMENTS (60 CREDITS)

<b>Communications (10 credits)</b>		
ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing (or ENGL 103)	5

<b>Quantitative Skills (5 credits)</b>		
MATH& 146	Intro to Statistics	5

<b>Social Sciences (15 credits)</b>		
HIST& 158	History of United States III	5
POLS& 101	Intro to Political Science	5

<i>Select one:</i>		
BUS 240	Human Relations in the Workplace	5
PSYC& 100	General Psychology	5

<b>Humanities (15 credits)</b>		
CMST& 102	Intro to Mass Media	5
CMST& 220	Public Speaking	5
PHIL 150	Intro to Ethics	5

<b>Natural Sciences (15 credits)</b>		
ATMOS 101	Intro to Weather	5
GEOG 210	Physical Geography	5
GEOL& 110	Environmental Geology	5

### \*RECOMMENDED CORE ELECTIVES (15 CREDITS MINIMUM)

BIOL& 160	General Biology w/lab	5
ECON& 201	Micro Economics	5
MATH& 141	Precalculus I	5

<i>Select one:</i>		
CHEM& 121	Intro to Chemistry	5
CHEM& 110	Chemistry Concepts w/lab	5

<b>HSEM ELECTIVES (25 CREDITS)</b>		
CONST 250	Safety and Accident Prevention	3
HSEM 102	Intro to Homeland Security Emergency Mngt	5
HSEM 110	Homeland Security Incident Management	5
HSEM 120	All Hazards Emergency Planning	5
HSEM 130	Technology in Emergency Management	2
HSEM 160	Emergency Response Awareness to Terrorism	5
HSEM 210	Training, Exercise Design and Evaluation	5
HSEM 220	Developing and Managing Volunteer Resources	3
OSH 190	Industrial Security	3

**Total Credits Required 100**

*\*Additional courses recommended by WWU for admittance to Huxley School (18 credits). Check with WWU for specific courses.*

# Human Resources PROFESSIONAL/TECHNICAL

**Faculty:** Doug Jensen (FS); Rick Hogan (PY)  
**Degree:** Associate in Human Resource Mngt./Paralegal Studies  
 For Certificate in Human Resource Management, see BUSINESS.

This program is an overview of major common law, statutory and regulatory concepts governing the employment relationship, and development of skills supporting legal actions pertaining to that relationship. Upon successful completion, students will be prepared for entry level positions in 1) human resource offices of private and public sector organizations; or 2) as paralegals supporting legal practices that specialize in employment law.

## ■ ASSOCIATE IN HUMAN RESOURCE MANAGEMENT/ PARALEGAL STUDIES

See next page.

## ■ ASSOCIATE IN HUMAN RESOURCE MANAGEMENT/ PARALEGAL STUDIES

### GENERAL REQUIREMENTS (23 CREDITS)

ACCT 101	Survey of Accounting	5
BUS 240	Human Relations in the Workplace	5
ECON 110	Survey of Economics	5
* LEGAL 160	Career Orientation and Ethics	3
POLS& 200	Introduction to Law	5

### COMMUNICATION REQUIREMENTS (15 CREDITS)

* CMST& 101	Introduction to Communication	5
* ENGL& 101	English Composition I	5
* LEGAL 267	Research and Writing ( <i>Legal Specialty Electives course –prerequisites required</i> )	5

### COMPUTER REQUIREMENTS (10 CREDITS)

** CIS 121	Intro to Computer Information Systems	5
CIS 130	Microcomputer Applications	5

### MANAGEMENT AND CAREER SKILLS (35 CREDITS)

* ACCT 275	Payroll and Business Taxes	5
MNGT 186	Professional Development	5
MNGT 187	Career Communication Skills	5
MNGT 188	Career Success Skills for Leaders	2
MNGT 198	Work-based Learning/Internship	3
* MNGT 283	Principles of Supervision and Leadership	5
MNGT 295	Human Resources Management	5
MNGT 296	Current Trends in Human Resources	5

### LEGAL SPECIALTY REQUIREMENTS (25 CREDITS)

Prerequisite: Typing at a minimum of 40 wpm. Prior to taking any of the following courses, the students must have completed POLS& 200, LEGAL 160, and ENGL& 101 ; college-level reading skills, as indicated by placement test or by completing READ 101, are strongly advised.

LEGAL 260	Administrative Law	5
LEGAL 265	Civil Litigation	5
LEGAL 273	Legal Interviewing & Investigation	5
LEGAL 275	Alternative Dispute Resolution	5
LEGAL 276	Employment Law	5

**Total Credits Required** 106

\*Meets related instruction requirements for professional/technical programs.

\*\*Prereq: Keyboarding proficiency of 35 wpm or better

## Humanities UNIVERSITY TRANSFER

**Faculty:** Denise Hartley (FS); Duncan McClinton (PY)

The Humanities department offers a diverse curriculum of courses investigating the arts, thought and culture, and the relationship of the Humanities with other disciplines. A sequence of three classes traces the history of Humanities I-III, while Ethnic Thought & Culture, Black Thought & Culture, Latin American Thought & Culture and Humanities courses explore specialized areas. Introduction to Folklore, American Popular Culture, American Cinema & Society, and World Religions complete the rich cultural course offerings.

## Integrated Basic Skills (I-BEST) — See Adult Basic Education.

## International Business

See Business – University Transfer and/or Business – Professional/Technical.

## International Business Secretary — See Business Information Technology.

## International Education

### ■ INTENSIVE ENGLISH PROGRAM

**Faculty:** Diana Casey (FS)

Courses in the Intensive English Program (IEP) focus on academic English and are designed to help international students acquire the English language skills necessary to enter and succeed in college-level classes and programs. (Pierce College English proficiency requirements are discussed in the Getting Started section of this catalog.)

International students enrolled in the IEP attend classes for 20 hours per week per quarter (10 weeks). IEP classes are taught at four levels of English proficiency: beginning, intermediate, high intermediate and advanced. All language skill areas are addressed: grammar, reading, writing, listening and speaking, with lessons on conversation skills and pronunciation included. An advanced-level TOEFL Exam Preparation course is available through Continuing Education for an additional fee.

All IEP courses are non-credit and non-transferable, and will not be counted towards associate degree graduation requirements.

International students who complete a portion of their IEP classes may be able to register for credit-bearing academic classes in addition to their remaining IEP classes. The academic classes will be chosen with the help of an advisor. Students who are taking a mixture of IEP and academic courses will need to be in class for at least 15 hours per week.

The following courses are offered each quarter:

IE 10/20/30/40	Intensive English Reading 1-4
IE 11/21/31/41	Intensive English Writing 1-4
IE 12/22/32/42	Intensive English Grammar 1-4
IE 13/23/33/43	Intensive English Listening and Speaking 1-4

## Journalism UNIVERSITY TRANSFER

**Faculty:** Michael Parks (FS)

**Degree:** Associate of Arts (AA-DTA)

The Journalism program is designed to prepare students for transfer as majors in various areas of communication. Pierce's basic courses in journalistic writing and mass media provide a good background for those pursuing communication careers in print journalism, broadcast journalism, advertising and public relations. The student newspaper gives interested students the opportunity to gain practical experience in nearly all phases of producing a newspaper, using desktop publishing techniques that include computer formatting and digital imaging.

Students planning to transfer as communication or journalism majors should complete AA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. Students are strongly urged to work closely with faculty advisors to plan an overall program of study that best meets their transfer needs and career goals.

### ■ JOURNALISM/COMMUNICATIONS MAJOR

Communication and especially journalism majors should choose classes that provide a well-rounded exposure to the basic systems, issues and concerns of American society; to the basic nature of people; and to the expanding global marketplace. Recommended courses below will help provide that exposure while meeting basic AA-DTA degree requirements. Students also are encouraged to pursue courses in Anthropology, geography and Environmental issues.

CMST& 102	Intro to Mass Media	5
CMST& 220	Public Speaking	5
ECON& 201	Micro Economics	5
ENGL 103	Composition — Argumentation & Research	5
HIST& 159	History of United States IV	5
HUM& 118	Humanities III	5
JOURN 102	Intro to Newswriting	5
JOURN 103	Intro to Feature Writing	1-5
JOURN 110	Publications Design	5
JOURN 111	College Newspaper: Reporting and Editing	3
JOURN 112	College Newspaper Photojournalism	3
JOURN 125	The Documentary: A Social Force	5



JOURN 210	Photojournalism	5
MNGT 275	Intro to Visual Promotion	5
PHIL& 101	Intro to Philosophy	5
POLS& 202	American Government	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

# Language Interpreter

## PROFESSIONAL/TECHNICAL

**Faculty:** Dr. Thérèse Mirande (FS)  
**Degree:** Associate in Language Interpreting  
**Certificate:** Language Interpreter

## ■ ASSOCIATE IN LANGUAGE INTERPRETING

### INTERPRETING CORE (31 CREDITS)

INTP 101	Introduction to Language Interpreting	5
INTP 105	Ethics of Interpreting	3
INTP 197	Practicum	3
INTP 198	Seminar	2
INTP 205	Vocabulary Integration	3
INTP 211	Interpreting Skills I	5
INTP 212	Interpreting Skills II	5
INTP 213	Interpreting Skills III	5

### SPECIALIZED VOCABULARY (20 CREDITS)

Select four: 20

BTECH 150	Medical Terminology I	
BTECH 151	Medical Terminology II	
BTECH 26X	Legal Terminology I	
BTECH 26X	Legal Terminology II	
SSMH 100	Introduction to Human Services	

### BUSINESS SKILLS (8 CREDITS)

BTECH 111	Keyboarding	3
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Select one option: 5

MNGT 108	Financial Basics for Entrepreneurs	2
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plus 5

MNGT 187	Career Communication Skills	5
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or 5

MNGT 284	Small Business Planning	5
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### RELATED INSTRUCTION

#### Communications (10 credits)

ENGL& 101	English Composition I	5
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Select one: 5

BUS 250	Business Communications	
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ENGL& 235	Technical Writing	
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#### Human Relations (5 credits)

Select one: 5

BUS 240	Human Relations in the Workplace	
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PSYC& 100	General Psychology	
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#### Quantitative/Symbolic Reasoning Skills (5 credits)

Select one: 5

BUS 107	Business Mathematics	
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ECON& 201	Micro Economics	
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MATH& 107	Math in Society	
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#### Humanities (5 credits)

Select one: 5

CMST& 220	Public Speaking	
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PHIL 115	Critical Thinking	
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#### Social Science (5 credits)

Select one: 5

ANTH& 106	American Mosaic	
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POLS& 200	Introduction to Law	
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SOC& 201	Social Problems	
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#### Natural Science (5 credits)

Select one: 5

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	
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or

BIOL 120	Human Anatomy and Phys for Non-Sci Mjrs w/lab	
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CHEM& 110	Chemical Concepts w/lab	
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**Total Credits Required** 97

## LANGUAGE INTERPRETER CERTIFICATE

### COURSE REQUIREMENTS (46 CREDITS)

INTP 101	Introduction to Language Interpreting	5
INTP 105	Ethics of Interpreting	3
INTP 197	Practicum	3
INTP 198	Seminar	2
INTP 205	Vocabulary Integration	3
INTP 211	Interpreting Skills I	5
INTP 212	Interpreting Skills II	5
INTP 213	Interpreting Skills II	5

### GENERAL REQUIREMENTS

Specialized Vocabulary Course: Select One in Medical, Legal, SSMH5		
BTECH 200 A-B	Microsoft Word	2
BTECH 210 A	Microsoft Excel	1
MNGT 108	Financial Basics for Entrepreneurs	2
MNGT 187	Career Communication Skills	5

**Total Credits Required** 46

# Legal Studies

## PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

**Faculty:** Doug Jensen (FS)  
**Degree:** Associate in Paralegal Studies  
 Associate in Human Resource Management/  
 Paralegal Studies

The **Paralegal Studies** program is a professional/technical program that prepares students for employment as (1) assistants to attorneys engaged in the practice of a wide range of specialized areas of law and (2) as human resource managers with a thorough understanding of their specialized legal environment. The Legal Studies department also provides advising for students planning to attend law school (**Pre-Law**). Students planning to transfer to four-year institutions should contact the appropriate transfer institution regarding transferability of credits and specific institutional, including departmental, requirements.

## Pre-Law

There is no formal pre-law program or curriculum at Pierce College or at most other undergraduate institutions; thus, the pre-law designation normally is used only until the pre-law student selects a suitable major field of study. In most instances, the later study of a specialized area of law in law school is not related directly to the law student's undergraduate major field of study. However, students contemplating a career in law should emphasize the development of strong communication (especially writing) and critical thinking abilities while studying at the undergraduate level.

With few exceptions, individuals becoming lawyers earn the Juris Doctor (JD) degree by attending law school for the equivalent of three academic years of full-time study. Prior to entering law school students must have been awarded the bachelor's degree and taken the Law School Admission Test (LSAT). Inasmuch as admission to law school is highly competitive, pre-law students should earn the best grades possible. The LSAT, a one-day national examination offered several times each year at numerous testing sites, usually is taken early during the senior year of undergraduate study.

The pre-law advisor can share information about law schools and provide direction, from a pre-law perspective, concerning baccalaureate institutions as well as Pierce College courses and programs of study.

## Paralegal Studies

The Paralegal Studies program prepares students to work as assistants to attorneys in law firms, corporations, and the public sector. Paralegals, working under the supervision of attorneys, typically prepare legal forms, perform legal research, and assist in trial preparation by conducting interviews and organizing materials; however, paralegals cannot accept legal cases or give legal advice. The Paralegal Studies program also helps prepare students to work as human resource managers where a thorough understanding of the law, and legal procedures, relating to that field are needed.

The Paralegal Studies curriculum is carefully designed to impart the specialized knowledge and develop the rigorous communication, computer, and critical thinking skills necessary to success in this demanding profession. The program's Legal Specialty courses cover the broad range of law practice specializations most in demand and feature hands-on instruction by attorneys practicing full-time in those areas. Inasmuch as most paralegal positions require work experience relevant to the legal field, where necessary students should plan to obtain such experience by successfully preparing for, and completing, an internship as part of the program.

The Paralegal Studies program together with the Human Resources program, also offers the joint **Associate in Human Resource Management/Paralegal Studies degree**. That degree provides human resource managers with the strong legal background often required in that field. Detailed information about that degree can be found in the Human Resources section of this catalog.

The Paralegal Studies program's compliance with American Bar Association guidelines for paralegal education programs enables its continuing participation as an Institutional Member of the American Association for Paralegal Education. Students must have the permission of the program coordinator in order to enroll in Paralegal Studies classes.

## ■ ASSOCIATE IN PARALEGAL STUDIES

### GENERAL REQUIREMENTS (10 CREDITS)

* LEGAL 160	Career Orientation and Ethics	3
POLS& 200	Introduction to Law	5

Select one: 2

LEGAL 161	Paralegal Workplace
LEGAL 280-282	Paralegal Internship

### COMMUNICATION REQUIREMENTS (20 CREDITS)

* BUS 250	Business Communications	5
* CMST& 101	Introduction to Communication	5
* ENGL& 101	English Composition I	5
* LEGAL 267	Research & Writing	5

### COMPUTER REQUIREMENTS (15 CREDITS)

Students must complete the following courses or show documentation of completion of an approved Legal Office Assistant degree.

CIS 121	Intro to Computer Information Systems	5
BTECH 201	Professional Office Applications I	5
BTECH 260	Computer Applications for the Law Office	5

### GENERAL ELECTIVES (12 CREDITS)

At least 12 credits total, selected from courses numbered 100 and above and transferable wherever possible, designed to give the student a broadly based liberal arts education; must be approved by program director. This general education requirement is satisfied if the student has earned a baccalaureate or an Associate of Arts and Sciences (AAS) degree from an accredited post-secondary institution.

### COMPUTATIONAL REQUIREMENT\*

Do one of the following:

- 1) Complete a GER Quantitative/Symbolic Reasoning Skills course as part of the General Electives; or
- 2) Complete BUS 107 (Business Math) prior to entering the Paralegal Studies program; or
- 3) Earn either the Administrative Assistant: Legal Office or the Office Assistant: Legal degree.

### LEGAL SPECIALTY ELECTIVES (35 CREDITS)

Prerequisite: Typing at a minimum of 40 wpm. Prior to taking any of the following courses, the students must have completed POLS& 200, LEGAL 160, and ENGL& 101. College-level reading skills, as indicated by placement test or by completing READ 101, are strongly advised.

Each student shall take seven of the following courses:

LEGAL 260	Administrative Law	5
LEGAL 262	Criminal Procedure	5
LEGAL 263	Environmental Law	5
LEGAL 264	Torts	5
LEGAL 265	Civil Litigation	5
LEGAL 266	Estate Planning and Probate	5
LEGAL 268	Real Estate Transactions	5
LEGAL 269	Domestic Relations	5
LEGAL 270	Business Organizations	5
LEGAL 271	Bankruptcy and Collections	5
LEGAL 273	Legal Interviewing and Investigation	5
LEGAL 275	Alternative Dispute Resolution	5
LEGAL 276	Employment Law	5

**Total Credits Required 92**

\*Meets related instruction requirements for professional/technical programs.

## Marketing — See Business — Professional/Technical.

## Mathematics UNIVERSITY TRANSFER

**Faculty:** Kelly Brooks, Sharon Camner, Pete Kaslik, Rajesh Lal, Randy Leifson, David Lippman, Tom Phelps, Melonie Rasmussen, Ken Schroeder, Chris Willett, Ph.D. (FS) Deb Falcioni, Phyllis Fikar, Tony Granata, Marlene Ignacio, Mike Lamka, Tom McCollow, Roya Sabeti, Ph.D., Larry Wiseman (PY)

**Degree:** Associate of Arts (AA-DTA)

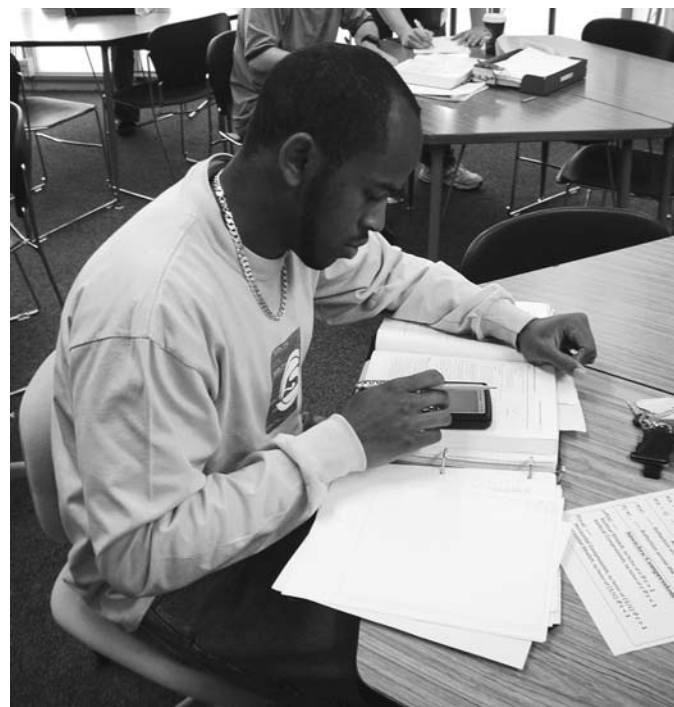
**Web site:** www.pierce.ctc.edu/math

The Mathematics department offers a sequence of introductory courses that build the basic quantitative and symbolic reasoning skills needed in almost all fields of study and professional/technical programs. Pierce College also provides a sequence of college-level math courses for students transferring to four-year colleges or pursuing technical vocational programs. These courses satisfy the math requirements for majors in mathematics and in such disciplines as business, accounting, economics, statistics, actuarial science, math education, engineering and all of the sciences. These college-level courses include the math needed for the Associate in Science degree from Pierce College.

In many disciplines people use mathematics to help make sense of phenomena observed in the world by analyzing data, finding patterns and developing theories. Math also can help us develop critical thinking and reasoning skills that can be used to solve problems in a variety of applications. Our mathematics courses emphasize aspects of Pierce College's five core abilities (critical, creative, and reflective thinking, effective communication, information competency, multiculturalism and responsibility) in ways appropriate to the particular course.

Pierce College offers a full sequence of pre-college mathematics classes to accommodate students entering the college with a variety of math backgrounds. (See below for the sequence of pre-college level courses.) These courses are offered in the Math lab and as distance learning courses as well as in self-contained classes.

College-level mathematics courses at Pierce College include the study of contemporary math, elementary math education, finite math, statistics, precalculus, differential and integral calculus, and more advanced courses in multivariate calculus, linear algebra and differential equations. Each course includes examples of applications taken from many fields of study. Most of these courses require the use of graphing calculators which may be rented for a nominal fee through the library.



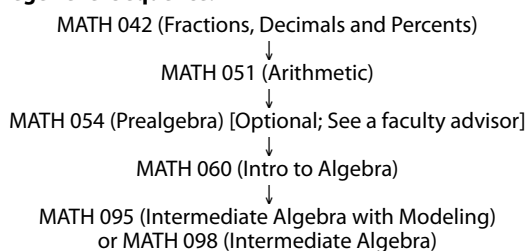
Students completing MATH 095 (Interm. Algebra with Modeling) or MATH 098 (Interm. Algebra) have a wide range of choices to satisfy the quantitative skills requirement for the AA degree. Options for math classes include MATH& 107, MATH 114, MATH& 141, MATH 156, MATH 170 and MATH& 146 (see chart below). The appropriate choice depends on a student's major and intended transfer institution. Additional math courses may be required depending on a student's program of study. Each transfer student should carefully plan a program of study with the help of a faculty advisor to ensure that transfer requirements are met.

**Resources:** The Academic Support Center (FS0 and Tutoring Center (PY) offer free drop-in math tutoring by students and instructors. The Graphing Calculator Rental program rents TI-73, TI-82, TI-83 and TI-89 calculators for a nominal fee through the library.

**MATH COURSE SEQUENCE — GETTING STARTED**

Initial placement in the sequence depends on COMPASS placement test scores. The choices and the number of courses a student takes depend on field of study and other factors. See a faculty advisor.

**Pre-College Level Sequence:**



**College Level:**

The courses listed in the first column of the following table satisfy the Quantitative Reasoning Skill (QS) requirement. The prerequisite for all these QS courses can be satisfied by MATH 098 with a grade of 2.0 or higher or placement above MATH 098 on the COMPASS placement test. MATH 095 with a grade of 2.0 or higher will serve as a prerequisite to MATH 107& and MATH& 146. Students unsure of their intended major are urged to take MATH 098 to allow for more options.

**College Level Quantitative Skills (QS) Math Course Options**

Course	Prerequisite
MATH& 107: Contemporary Mathematics	MATH 095 or MATH 098
MATH 114: Applied Algebra, Geometry, Trig (only available at military sites)	MATH 098
MATH& 141: Precalculus I	MATH 098
MATH 156: Finite Mathematics	MATH 098
MATH 170: Structure of Elementary Mathematics 1	MATH 095 or MATH 098
MATH& 146: Intro to Statistics	MATH 095 or MATH 098

Which MATH QS courses you need to take depends upon your field of study. See your advisor and/or the math Web page for more information.

**Sample Fields of Study Requiring Additional Math Courses**

Program	Math courses
Business, Accounting	MATH 156 or MATH& 141; MATH& 148; MATH& 146
Elementary Education	MATH 170; May require some or all of: MATH 171, MATH 172
Math, Engineering, Sciences, Architecture, some computer transfer programs	MATH& 141 May require some or all of: MATH& 142 MATH& 151-153, 210, 224, 205, 238,

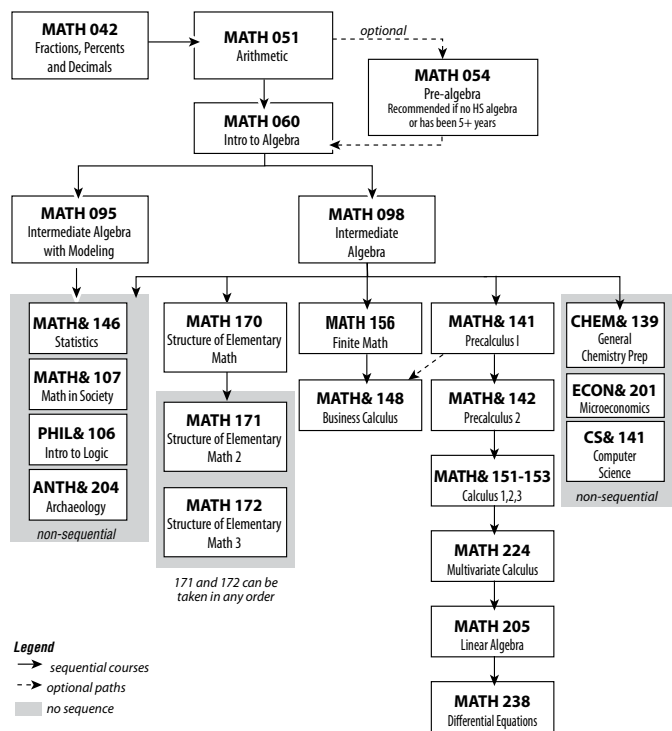
**MATHEMATICS MAJOR**

The following courses should be taken in addition to courses required for the AA degree.

MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 205	Linear Algebra	5
MATH 224	Multivariate Calculus	5
MATH 238	Differential Equations	5

Courses in statistics and computer science are highly recommended for math majors. Math majors should also take one of the sequences of science courses such as physics or chemistry. See your advisor for specific recommendations.

**Math Course Sequence and QS Options**



**MATH LAB**

**Faculty:** Randy Leifson (FS)

Offered only at Pierce College Fort Steilacoom, the Math Lab provides students individualized instruction in pre-college level mathematics courses. Using one-on-one instruction, digital lectures, and computer tutors, the Math Lab tries to meet different learning styles. Though most students will attend the lab on a fixed schedule, the lab offers flexible schedules when arranged with the Math Lab coordinator. The labs are open during the day and evening, Monday through Friday, and also on Saturdays (if enrollment allows) during the Fall, Winter, and Spring quarters. Summer quarter hours are limited. Additionally, mini-lectures are offered daily for MATH 051, 060 and 098. See class bulletin for hours.

For enrollment call (253) 964-6734.

**COURSES OFFERED THROUGH THE MATH LAB:**

MATH 042	Fractions, Percents and Decimals
MATH 051	Fundamentals of Arithmetic
MATH 054	Pre-Algebra
MATH 058	Introduction to Algebra I
MATH 059	Introduction to Algebra II
MATH 060	Introduction to Algebra
MATH 098	Intermediate Algebra

**Medical Billing**

See Business Information Technology.

**Medical Receptionist/Secretary/Transcriptionist**

See Business Information Technology.

## Microbiology UNIVERSITY TRANSFER

**Faculty:** Camille Bennett (FL); Mary Bath-Balogh, Robert Johnson, Ron May (FS); Dr. Dale Blum, Joseph Cates-Carney, Merrill "Scott" Sweet (PY)

**Degree:** Associate of Arts (AA-DTA); AA – Option B  
Associate of Science (AS-T)

The science of microbiology includes the study of bacteria, fungi, protozoans and viruses causing disease, as well as beneficial yeasts, antibiotic producing organisms, and cyclic Environmental bacteria. Training in microbiology can lead to positions in hospitals, research laboratories, commercial food and beverage enterprises, Environmental laboratories and pharmaceutical institutes.

One course, BIOL& 260 (Microbiology) is accepted for transfer to professional programs; the other, MICRO 110, Introduction to Clinical Microbiology, serves students in the Veterinary Technology or Medical Lab Technician programs. Transfer students should complete the curriculum recommended in the Biology Transfer I program, which is the recommended curriculum for pre-professional programs (pre-medical, pre-dental, pre-chiropractic, pre-veterinary, microbiology, cell biology, college and high school teaching, etc.), and should check with the transfer institution regarding specific requirements and transfer credits.

### ■ PRE-PROFESSIONAL — MICROBIOLOGY

The following courses, in addition to those required for the AS-T, AA-DTA or AA – Option B degree, should be completed for transfer to a Microbiology program. All course prerequisites must first be met.

BIOL& 160	General Biology w/lab	5
BIOL& 211	Major: Cellular	5
BIOL& 212	Major: Zoology	5
BIOL& 213	Major: Botany	5
BIOL& 260	Microbiology	5
CHEM& 161	General Chemistry w/lab I	5
CHEM& 162	General Chemistry w/lab II	5
CHEM& 163	General Chemistry w/lab III	5
CHEM& 261	Organic Chemistry w/lab I	6
CHEM& 262	Organic Chemistry w/lab II	6
CHEM& 263	Organic Chemistry w/lab III	6
MATH& 151	Calculus I (or MATH& 148)	5
PHYS& 221	Engineering Physics I* (or PHYS& 121)	5
PHYS& 222	Engineering Physics II* (or PHYS& 122)	5
PHYS& 223	Engineering Physics III* (or PHYS& 123)	5

\*Preferred

## Military Science

The Military Science program prepares qualified women and men to serve as officers in the U.S. Army — Active, National Guard, or Reserve. While ROTC is traditionally a four-year program, individuals with prior service, members of Reserve or National Guard units, participants of JROTC in high school, and summer basic camp attendees may complete the program in only two years. Normally, all students participate in one class day per week (2-3 hours), one workshop (leadership lab) per quarter, and one overnight field exercise per quarter. Physical fitness of all cadets is closely monitored.

The program allows for scholarship assistance for selected students, a monthly stipend for all scholarship and third- and fourth-year students, and attendance at confidence-building courses during the summer: Air Assault School, Airborne School, Ranger School, Flight Orientation, and cadet troop leadership training.

To be commissioned in the U.S. Army, a student must complete the five-week advanced camp the summer prior to the senior year and pass a comprehensive competency exam. To serve on active duty, an individual must also graduate from a four-year institution.

For additional information, contact the Professor of Military Science, ROTC Program, Pacific Lutheran University, Tacoma, WA 98447, phone (253) 535-8740; FAX (253) 535-8741.

## Music UNIVERSITY TRANSFER

**Faculty:** Dr. Jere Knudtsen, Kelly Kunz (FS); Dr. Kenneth Owen (PY)  
**Degree:** Associate of Arts (AA-DTA)

In addition to a variety of introductory music courses for the non-music major, Pierce College's Music Department offers a transfer degree for students wishing to complete the first two years of study leading to a baccalaureate degree. Students planning to major in music, and in most cases pursue a career in music education or performance, are advised to complete AA degree requirements in addition to music theory, performance and piano courses (senior institutions generally require proficiency tests in these three areas).

The cornerstone of our Music Department is our large vocal and instrumental performing groups, including but not limited to, Concert Choir, Vocal Jazz I, Concert Band and Jazz Ensemble. Throughout the year, these groups perform in a variety of settings, from our quarterly concerts at Lagerquist Hall at PLU to jazz festivals at the University of Idaho, Reno, and North Texas, to name just a few. On a yearly basis, international artists, such as Diana Krall, Dave Brubeck, Tony Bennett, Branford Marsalis, Nancy Wilson, Tom Scott, Kurt Elling, Eric Marienthal, and John Pizzarelli have been brought in to perform with our award winning jazz groups as a part of the Pierce College Jazz Festival (Jazz Expo), now in its 34th year.

Pierce's 21-station MIDI (Musical Instrument Digital Interface) lab, besides serving as an excellent facility for traditional theory and class piano classes, enables students to master computer and synthesizer techniques for composition, performance and audio production courses. Each station has a computer loaded with notational and sequencing software, a digital piano, a synthesizer and more.

In addition to the MIDI studios, the Music Department also maintains three recording studios through which audio classes are taught and through which the recording of college performance groups takes place.

### ■ AA-DTA DEGREE — MUSIC MAJOR TRANSFER

The following courses should be taken, in addition to courses required for the AA-DTA degree:

MUSC& 141	Music Theory I	5
MUSC& 142	Music Theory II	5
MUSC& 143	Music Theory III	5
MUSC 181	Beginning Class Piano	1.5
MUSC 182	Intermediate Class Piano	1.5
MUSC 183	Advanced Class Piano	1.5
MUSC& 241	Music Theory IV	5
MUSC& 242	Music Theory V	5
MUSC& 243	Music Theory VI	5

#### RECOMMENDED COURSES

MUSC 107	Audio I: Intro	2.5
MUSC 108	Audio II: Intermediate	2.5
MUSC 109	Audio III: Advanced	2.5
MUSC 140/240	College Choir	2
MUSC 144/244	Concert Choir	2.5
MUSC 145/245	Jazz Choir	2.5
MUSC 150/250	College Band	1
MUSC 154/254	College Orchestra	1
MUSC 157/257	Jazz Band	1-2
MUSC 160-169	Private Instruction	0.5
MUSC 260-269	Private Instruction	0.5

# Nursing PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

**Faculty:** Susan Perry Dejnozka, Katherine Hensley, Ilene Johnson (PY)

**Degree:** Associate in Nursing  
Associate in Pre-Nursing DTA/MRP

**Web site:** [www.pierce.ctc.edu/nursing](http://www.pierce.ctc.edu/nursing)

Nursing is a rewarding and diverse career that involves caring for people at all ages of the lifespan, and that provides opportunities for practice in a variety of settings, including hospitals, clinics and long-term care facilities. Nurses may provide direct care, may teach clients how to care for themselves, as well as plan care for groups and individuals. Nurses who continue their education and earn a bachelor of science in nursing (BSN) degree have additional opportunities in community health, home care, care management and teaching.

## THE NURSING PROGRAM

The Pierce College Nursing Program prepares students to become Registered Nurses and provides students with the opportunity to become certified nursing assistants as a part of the coursework. In addition, the program is designed to articulate with local four-year universities that offer a BSN completion program. The curriculum includes a solid base in the natural and social sciences and provides a strong foundation in basic nursing skills, from which students then advance to more complex nursing concepts in the second year.

During the course of the program, students will receive experience in medical surgical nursing, family and community nursing, and mental health nursing in acute care, long-term, and community settings such as clinics and schools. Graduates receive an Associate degree in Nursing, then must pass the NCLEX-RN examination in order to be licensed as Registered Nurses in Washington State. Licensed graduates are qualified to be employed as entry-level nurses in hospitals, long-term care facilities, rehabilitation centers, clinics, health care provider's offices, and home care agencies. They are also able to plan and coordinate patient care.

The program includes classroom courses in nursing, as well as clinical nursing practice in an acute care setting where students apply theory attained in all previous courses, with a focus on the transition to the RN role. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings, during a preceptorship assignment. At the end of the course, students are expected to complete an NCLEX-RN prep course and achieve a passing score on a comprehensive NCLEX-RN predictive examination.

Clinical courses are taught at a variety of health care agencies in the Pierce County area and may occur days, evenings and Saturdays. All courses are taught by master's prepared nurse educators. The program is approved by the Washington State Nursing Care Quality Assurance Commission.

Selection for the RN pathway is competitive, and the program begins annually each winter quarter. Students who are selected begin a six-quarter program leading to an associate degree in nursing. The program seeks students who are committed to the profession of nursing. Before applying to our program, applicants should explore all facets of a nursing care, which may include but not be limited to, infection control, practice settings and the law as it pertains to nursing.

## REQUIREMENTS FOR ADMISSION

Applicants must meet general entrance requirements for Pierce College as well as the specific pre-nursing course requirements. Prerequisite courses may take at least one year of study and possibly longer if additional coursework must be completed prior to taking the prerequisite courses. Check with your college early to plan your course of study.

The application deadline for admission to the Nursing Program is set annually. Check the Nursing program Web site for up-to-date information at [www.pierce.ctc.edu/nursing](http://www.pierce.ctc.edu/nursing). No waiting list is established. The Admission Committee selects students in May and successful candidates are notified. Evaluation is based on each prerequisite science course being completed with a 3.0, other college prerequisite courses completed with a cumulative GPA of 3.0, designated tests, a personal statement, two recommendations, and observation, volunteer, or work experience in a nursing care setting. There are additional courses recommended for students planning to continue their education to earn a bachelor of science in nursing. It is recommended that the applicant make an appointment with an advisor to make sure the planned course of study meets the program's admission requirements.

Nursing students will have additional college expenses to cover uniforms, supplies and pre-licensure testing. Application packets and additional information are available online at [www.pierce.ctc.edu/nursing](http://www.pierce.ctc.edu/nursing) or by contacting the nursing program office at (253) 864-3272.

## TRANSFERABILITY

Graduates of the Pierce College Nursing Program who successfully pass the NCLEX examination for RN licensure may apply to the University of Washington-Tacoma to earn a bachelor of science in nursing degree. An articulation agreement is in place and students who plan to transfer should work closely with their Pierce College advisor to make sure that all requirements are met.

The pre-nursing course requirements will apply to other allied health fields or to an associate degree for transfer to a four-year institution should a student change fields or not be accepted into the nursing program.

## ■ ASSOCIATE IN NURSING (ADN) (PY ONLY)

### PREREQUISITES

#### Minimum qualifications:

The following must be completed with a grade of 3.0 (B) or higher and completed within the last ten years of application:

BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
BIOL& 260	Microbiology	5
CHEM& 121	Introduction to Chemistry	5
ENGL& 101	English Composition I	5

#### Transfer-Ready Requirements:

Must be completed with a grade of 2.0 (C) or higher:

MATH& 146	Introduction to Statistics	5
* World Language		10

\*or two years high school foreign language

#### Recommended Coursework:

Must be completed with a grade of 2.0 (C) or higher:

CHEM& 131	Intro to Organic and Biochemistry	6
HSCI 111	Nursing Assistant Training	5
PSYC& 200	Lifespan Psychology	5

Note: All courses have prerequisites that cannot be waived. Please work closely with an advisor.

## FIRST YEAR (37 CREDITS)

### Quarter I (13 credits)

HSCI 116	Pharmacology for Allied Health	4
NURS 111	Fundamentals of Nursing Practice	3
NURS 112	Fundamentals of Nursing Clinical Practice	3
NURS 114	Therapeutic Comm in Healthcare Settings	3

### Quarter II (12 credits)

NURS 121	Intro to Medical-Surgical/Psychiatric Nursing	4
NURS 122	Intro to Nursing Clinical Practice	5
NURS 125	Family Centered Nursing Care	3

### Quarter III (12 credits)

NURS 130	Intermediate Medical-Surgical/Psychiatric Nursing	6
NURS 132	Intermediate Nursing Clinical Practice	6

Or unencumbered Washington State LPN License 36 credits  
Or completed 1st year from accredited, comparable ADN program

## SECOND YEAR (44 CREDITS) / BRIDGE PROGRAM (45 CREDITS)

### Quarter IV (13/14 credits)

NURS 210	Advanced Topics in Nursing I	4
NURS 211	Advanced Nursing Clinical Practice	6
NURS 214	Adv. Concepts in Family Centered Nursing Care	3
NURS 217	PN Preparation Seminar	1
NURS 218	ADN Articulation Seminar (Bridge only)	1

### Quarter V (16 credits)

NURS 222	Professional Nursing Clinical Practice	5
NURS 223	Advanced Psychiatric Nursing	3
NURS 224	Professional Role Transition	3
TBD	Elective based on advisement	5

### Quarter VI (15 credits)

HSCI 235	Issues & Trends in Healthcare Management	4
NURS 230	Advanced Topics in Nursing II	3
NURS 233	Acute Care Nursing Practicum	8

**Total ADN Credits Required 81**

**Total Clock Hours 1320**

(theory, lab, clinical, preceptorship & service-connected learning)

**Total Credits including prerequisites 108**

**Total Clock Hours 1630**

(theory, lab, clinical, preceptorship & service-connected learning)

Each course must be completed with a minimum 2.7 GPA and all courses must be completed in the designated quarter.

**UNIVERSITY TRANSFER PROGRAM OPTION****■ ASSOCIATE IN PRE-NURSING DTA/MRP****STATEWIDE MAJOR READY PATHWAY (MRP) AGREEMENT**

This pathway is applicable to students planning to prepare for upper division Bachelor of Science, Nursing (entry-to-practice/basic BSN pathway) by completing a broad selection of academic courses. Many students transfer to the BSN program after completing the Associate Degree Nursing (ADN) program (RN to BSN pathway); however, this agreement is not applicable to and does not alter those ADN to BSN articulation agreements.

This document represents an agreement between the following baccalaureate institutions offering an entry-to-practice/basic BSN program and the community and technical colleges system. Baccalaureate institutions party to this agreement include: 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 degree transfers to WSU-ICN are admitted through EWU, not through the other consortium institutions. EWU participated in the development of this agreement.

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.\*
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.\*
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

\*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.

**A. BASIC REQUIREMENTS**

- **Communication Skills (10 credits)**

ENGL& 101	English Composition I	5
ENGL 103	Composition – Argumentation and Research	5
- **Quantitative/Symbolic Reasoning Skills (5 credits)**  
Intermediate Algebra proficiency is required
 

MATH& 146	Intro to Statistics	5
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Note: UW Seattle and Seattle University require 10 credits in quantitative/symbolic reasoning with the additional class in college algebra or precalculus (MATH& 141) (at UW Seattle, a class in Logic (PHIL 120) also serves for the additional class).

**B. DISTRIBUTION REQUIREMENTS****1. Humanities (HM) (15 credits)**

Consistent with the requirements in all DTA degrees — no more than 10 credits per discipline area, five credits maximum in world languages or ASL. No more than five credits of performance/skills classes are allowed.

CMST& 220	Public Speaking	5
	Humanities Electives (GER-HM)*	10

Note: In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the Humanities courses that best support or may be required as prerequisites to their nursing curriculum.

**2. Social Sciences (SS) (15 credits)**

PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5
	Sociology Elective (GER-SS)*	5

Note: 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.

**3. Natural Sciences (NS) (minimum of 35 credits with at least 25 credits lab-based)**

BIOL& 160	General Biology w/lab	5
BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
BIOL& 260	Microbiology	5
CHEM& 121	Intro to Chemistry	5
CHEM& 131	Intro to Organic and Biochemistry	6
NUTR& 101	Nutrition	5

Note: Introductory survey courses or review courses do not meet the content level expectations for these natural science requirements. Northwest University requires two 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. UW Seattle requires a minimum GPA of 3.0 for three out of the seven courses or 2.8 for four out of the seven.

**C. ELECTIVES (10 CREDITS)**

Five credits that meet the GER-CM, GER-QS, GER-HM, GER-NS or GER-SS designation as stated on Pierce AA degree lists. Up to five credits that are numbered 100 or above.\*

\*A curriculum that provides students with an understanding of and sensitivity to human diversity is encouraged (required by WSU). The elective credits in humanities, social science, quantitative/symbolic reasoning and natural science provide one opportunity for such a curriculum. See the choices in the WSU "Diversity Course Identification Guidelines" for possible course selection or select courses that include minority, non-western, ethnic or other "area" studies.

**Total Credits Required****90****Notes**

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 the several programs in Nursing.
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 ever 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 prerequisites specifically identified in the DTA requirements. UW Seattle and PLU, for example, each require 10 credits of a world language if the applicant has not completed two years of a single language in high school.

# Occupational Safety & Health

**PROFESSIONAL/TECHNICAL**

**Contact:** Ron May (FS)  
**Degree:** Occupational Safety & Health Technician Associate in Applied Science (AAS-T)  
**Certificate:** Construction Safety Technician  
 (See Construction Management for certificate details.)

This unique degree was developed as a joint program between Pierce College and Edmonds Community College. Both colleges offer a two-year Occupational Safety & Health Technician Associate of Applied Science-T Degree (AAS-T). Students at both colleges will participate in each course via online instruction or through ITV.

The AAS-T degree is designed to transfer to a BAS degree at Central Washington University. It can also transfer to BA programs at Evergreen State College, City University and University of Phoenix.

Occupational Safety and Health professionals work to prevent accidents and health hazards to workers, the community and the environment. They are employed in every industry, including public and private companies. Safety professionals work with physicians, engineers and management teams to eliminate work-related injuries and illness as well as respond to emergency preparedness and homeland security issues.

## ■ OCCUPATIONAL SAFETY & HEALTH TECHNICIAN ASSOCIATE DEGREE

### GENERAL EDUCATION REQUIREMENTS (53 CREDITS)

#### Communication (10 credits)

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

#### Quantitative Reasoning (5 credits)

MATH& 146	Intro to Statistics	5
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#### Humanities, Science & Social Science (25 credits)

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
BUS 240	Human Relations in the Work Place	5
CHEM& 110	Chemical Concepts w/lab (or CHEM& 121)	5
PSYC& 100	General Psychology	5

#### Select one:

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

#### Computer Requirement (5 credits)

CIS 130	Microcomputer Applications	5
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#### Management & Career Skills (7 credits)

CONST 260	Project Management	5
MNGT 198	Work Based Learning	3

### SAFETY & HEALTH REQUIREMENTS (45 CREDITS)

CONST 250	Safety and Accident Prevention	3
OSH 100	Intro to Occupational Health and Safety	5
OSH 110	Safety Management	5
OSH 140	Regulatory Environment	3
OSH 150	Workers Compensation and Risk Management	3
OSH 160	Incident Investigation	3
OSH 170	Training Techniques	5
OSH 190	Industrial Security	3
OSH 220	Industrial Hygiene	3
OSH 230	Ergonomics	3
OSH 240	Handling Hazardous Materials (40 hr. HAZWOPER)	4
PE 228	Standard First Aid and CPR for Health Care Prof	2

**Total Credits Required 95**

## Oceanography UNIVERSITY TRANSFER

**Faculty:** Ron May, Beth Norman, Robert Sager, Ted Wood (FS); Tom Bush (PY)

**Degree:** Associate of Arts (AA-DTA)  
Associate of Science (AS-T)

Courses offered in Oceanography provide an interdisciplinary scientific approach to the study of the biological, chemical, geological and physical parameters of the ocean.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and must check with the transfer institution regarding specific course needs and transferable credits. Pierce College offers an oceanography major with a general or biologic emphasis.

### ■ OCEANOGRAPHY MAJOR — GENERAL EMPHASIS

ATMOS 101	Introduction to Weather	5
BIOL& 160	General Biology w/lab	5
CHEM& 161-163	General Chemistry w/lab I-III	5 ea
GEOL& 101	Intro to Physical Geology	5
MATH& 146	Intro to Statistics	5
OCEA& 101	Intro to Oceanography	5
OCEA 170	Marine Biology	5

#### Recommended Math/Physics sequence:

MATH& 141-142	Precalculus I & II	5 ea
MATH& 151-153	Calculus I-III	5 ea
PHYS& 221-223	Engineering Physics I-III	5 ea

### ■ OCEANOGRAPHY MAJOR — BIOLOGIC EMPHASIS

BIOL& 211-213	Majors: Cellular/Animal/Plant	5 ea
CHEM& 161-163	General Chemistry w/lab I-III	5 ea
OCEA& 101	Intro to Oceanography	5
OCEA 170	Marine Biology	5

#### Recommended Math/Physics sequence:

MATH& 141-142	Precalculus I-II	5 ea
MATH& 151	Calculus I	5
PHYS& 121 -123	General Physics I-III	5 ea

## Occupational Therapy (Pre-)

See Health Professions.

## Office Technology

See Business Information Technology.

## Paraeducation PROFESSIONAL/TECHNICAL

**Faculty:** Greg Brazell (FS)

**Degree:** Associate in Paraeducation

Pierce College's Paraeducation program is designed for people already working as teaching assistants in school districts within the Pierce College service district. It provides the training necessary for them to achieve paraprofessional status.

This professional-technical program offers an associate degree in paraeducation, preparing students for employment as valuable members of instructional teams contributing meaningfully to learner-centered activities. Positions include education assistant, guidance specialist, instructional aide, transitional specialist, playground assistant, special education assistant, teacher aide and tutor. Coursework covers the Washington State Competencies and Skill Standards for Paraeducators.

### ■ ASSOCIATE IN PARAEDUCATION

#### PARAEDUCATION PROFESSIONAL COURSES (25 CREDITS)

EDUC 130	Technology in Education	3
EDUC& 202	Intro to Education	5
EDUC& 204	Exceptional Child	5
EDUC 230	Curriculum and Instruction: Support Strategies	3
PARED 110	Issues, Roles and Responsibilities of Paraeducator	2
PARED 130	Classroom and Behavior Management	3
PARED 210	Observation/Assessment/Recordkeeping	3

#### Communications (10 credits)

ENGL& 101	English Composition I	5
ENGL 103	Composition — Argumentation and Research	5

#### Computational Skills (5 credits)

Any course that satisfies the quantitative/symbolic reasoning skills requirement for the AA Degree or any course which satisfies the computational requirements for an Associate in Technology Degree.

#### Humanities (15 credits)

Humanities course	5
Humanities course	5

#### Select one:

CMST& 101	Introduction to Communication	5
CMST 210	New Media Presentation	5
CMST& 220	Public Speaking	5

#### Natural Sciences (15 credits)

Must include at least one laboratory course.

#### Select one:

HSCI 119	Human Health and Disease	5
HSCI 140	Contemporary Health Science Problems	5
HSCI 151	Personal and Community Health	5
HSCI 210	Wellness	5
NUTR& 101	Nutrition	5
<i>and</i>		
Natural science		5
Natural science		5

#### Human Relations (15 credits)

ANTH& 206	Cultural Anthropology	5
PSYC& 100	General Psychology	5

#### Select one:

BUS 240	Human Relations in the Workplace	5
SOC& 101	Intro to Sociology	5

#### PRACTICUM & ELECTIVES (10 CREDITS)

EDUC 190	Education Practicum	5
PSYC& 200	Lifespan Psychology	5

**Total Credits Required 94**

## Paralegal Studies — See *Legal Studies*.

## Parenting

See *Early Childhood Education and/or Foster Parent Education*.

## Personal Trainer

See *Diagnostic Health & Fitness Technician/Instructor*.

## Philosophy UNIVERSITY TRANSFER

**Faculty:** Emily Kulbacki (FS)  
**Degree:** Associate of Arts (AA-DTA)

Philosophy involves both a body of knowledge and the active, critical and speculative inquiry into such areas as the meaning of human existence, the nature of reality, human knowledge and its justifications, and the pursuit of acceptable grounds for human conduct. Philosophy courses at Pierce are designed not only for students who plan to transfer as philosophy majors to four-year institutions, but also as service courses for students in other disciplines and as personal enrichment courses for those who have an interest in philosophical questions and in the development of methods and skills for determining one's own answers.

Students interested in pursuing a major in philosophy should first consult the general distribution requirements for their chosen transfer institution and fulfill as many of the requirements as possible. Students whose philosophical interests lie in a certain area (such as philosophy of science, political philosophy, philosophy of social science, aesthetics, etc.) should acquaint themselves with those disciplines. If completing an AA degree, the student should also ensure that degree requirements are met.

All philosophy majors should take at least a representative sample of the following courses, working closely with an advisor to determine those that best meet their specific educational needs. In addition, most baccalaureate programs in philosophy require the study of at least one foreign language from among the following: French, German, Latin or Ancient Greek.

### ■ PHILOSOPHY MAJOR — GENERAL EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

CMST& 220	Public Speaking	5
ENGL 107	Composition — Writing About Literature	5
HIST& 126	World Civilizations I	5
HIST& 127	World Civilizations II	5
HIST& 128	World Civilizations III	5
PHIL& 101	Intro to Philosophy	5
PHIL& 106	Intro to Logic	5
PHIL 150	Intro to Ethics	5

### ■ PHILOSOPHY MAJOR — VALUES EMPHASIS (ETHICS, AESTHETICS)

The following courses should be taken, in addition to courses required for the AA-DTA degree:

ANTH& 100	Survey of Anthropology	5
ART 105	Intro to Art	5
ENGL 103	Composition — Argumentation & Research	5
ENGL& 114	Intro to Poetry	5
MUSC& 105	Music Appreciation	5
PHIL& 101	Intro to Philosophy	5
PHIL& 106	Intro to Logic	5
PHIL 110	Intro to Bioethics	5
PHIL 150	Intro to Ethics	5
PHIL 155	Ethics in Business	5
PHIL 210	Philosophy of Western Religion	5
PSYC& 100	General Psychology	5

### ■ PHILOSOPHY MAJOR — LINGUISTICS AND EPISTEMOLOGICAL EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

ANTH& 206	Cultural Anthropology	5
ENGL 240	Intro to Linguistics	5
PHIL& 101	Intro to Philosophy	5
PHIL& 106	Intro to Logic	5
PHIL 150	Intro to Ethics	5

## Physical Education UNIVERSITY TRANSFER

See also *Diagnostic Health & Fitness Technician/Instructor*.

**Faculty:** Steve Crain, Lisa Murray (FS)  
**Degree:** Associate of Arts (AA-DTA)

Pierce College offers a variety of activities to meet students' needs and interests in the areas of fitness, aquatics and lifetime and team sports. Students interested in careers in teaching and/or coaching should work towards the Associate of Arts degree for transfer to a four-year college or university. The following sequence of courses will assist in meeting requirements of most four-year institutions, but students must check with transfer institutions regarding specific requirements and transferable credits.

### ■ PHYSICAL EDUCATION TRANSFER

BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
ENGL& 101	English Composition I	5

#### ADDITIONAL RECOMMENDED COURSES

BIOL& 160	General Biology w/lab (prereq. to BIOL& 241)	5
CHEM& 100	Preparatory Chemistry (prereq. to BIOL& 241)	5
NUTR& 101	Nutrition	5
PE 104-199	Physical Education Activity	2-3
PE 228	First Aid and CPR for Health Care Professionals	2
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

Choose one or both:  
 CMST& 101 Introduction to Communication  
 CMST& 220 Public Speaking

## Physical Therapy (Pre-)

See *Health Science*.

## Physics UNIVERSITY TRANSFER

**Faculty:** Chad Ellington, Les Uhrich (FS); Marlene Ignacio (PY)  
**Degree:** Associate of Arts (AA-DTA)  
 Associate of Science (AS-T)

The courses in physics are concerned with the laws and properties of matter and deal with the topics of mechanics, energy, sound, heat, light, electricity and magnetism. A major in Physics would serve as a basis for work in one of these areas in industry, government or teaching. The courses in physics find applications in many related areas, among them chemistry, biological sciences, engineering, geophysics, astronomy, oceanography, meteorology, Environmental sciences and mathematics.



## PHYSICS MAJOR

Students planning to transfer as physics majors should complete AS-T or AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits.

PHYS& 221	Engineering Physics I	5
PHYS& 222	Engineering Physics II	5
PHYS& 223	Engineering Physics III	5
ENGR& 224	Thermodynamics	5
MATH& 151	Calculus I	5
MATH& 152	Calculus II	5
MATH& 153	Calculus III	5
MATH 205	Linear Algebra	5
MATH 224	Multivariate Calculus	5
CHEM& 161	General Chemistry w/lab I AND	5
CHEM& 162	General Chemistry w/lab II	5

*(or 10 credits of physical science, not physics or math)*

## Political Science UNIVERSITY TRANSFER

**Faculty:** Dr. Nancy McMahan (FS);  
Dr. John Lucas, Chris Vanneson (PY)  
**Degree:** Associate of Arts (AA-DTA)

Political science is the systematic study of how societies organize to decide what to do and how to do it. The analysis of group decision-making extends over time and over group size, from committees to international institutions. The courses presented at Pierce College are lower division prerequisites for acceptance as a political science major in all of Washington's colleges and universities. Students should also complete AA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits.

### POLITICAL SCIENCE MAJOR

POLS& 101	Intro to Political Science	5
POLS& 202	American Government	5
POLS& 203	International Relations	5

Students planning to transfer as political science majors should also consider choosing among the following courses to fulfill requirements for the AA-DTA degree.

#### RECOMMENDED COURSES

##### Communications Skills

ENGL& 101	English Composition I	5
ENGL 107	Composition – Writing About Literature	5

##### Computational Skills

MATH& 146	Intro to Statistics	5
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##### Humanities

CMST& 102	Intro to Mass Media	5
CMST& 220	Public Speaking	5
HIST& 156-158	History of United States I-III	5-15
PHIL& 101	Intro to Philosophy	5

##### Social Science (two disciplines plus POLS)

CJ 112	Criminal Justice in America	5
POLS& 200	Introduction to Law	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

##### Select one:

ANTH& 206	Cultural Anthropology	5
GEOG 207	Economic Geography	5

##### Natural Science (three disciplines, including one lab course)

ANTH&205	Biological Anthropology	5
GEOG 205	Intro to Physical Environment	5
OCEA& 101	Intro to Oceanography	5

##### Choose one:

GEOL& 101	Intro to Physical Geology or	5
GEOL& 110	Environmental Geology	5

## Pre-Law — See Legal Studies.

## Programming — See Computer Information Systems.

## Psychology UNIVERSITY TRANSFER

**Faculty:** Dr. JoAnne Geron, Dr. Thomas Link, R. Martin Lobdell (FS);  
Dr. Joanne Bates, Leon Khalsa.(PY)  
**Degree:** Associate of Arts (AA-DTA)

Psychology is the study of human and animal behavior, which forms a basis for making inferences about mental processes. It involves the study of mental states and processes, human behavior, and human nature and society. Pierce College's psychology program prepares students for transfer to four-year institutions as psychology majors; helps prepare students for vocational certification or licensure in disciplines related to and supported by psychological training; and provides courses that contribute to the personal growth and well-being of students who seek more knowledge of themselves and the world around them.

Students planning to transfer as psychology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. Up to 30 psychology credits may be accepted, depending on the transfer institution. Often, psychology majors are best served by gaining a strong background in anatomy and physiology, philosophy, sociology and anthropology well as in psychology. Students are strongly urged to work closely with faculty advisors to plan an overall program of study that best meets their transfer needs and career goals.

### PSYCHOLOGY MAJOR

The following courses are recommended as part of the requirements for the AA-DTA degree:

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
BIOL& 160	General Biology w/lab	5
MATH& 141	Precalculus I	5
MATH& 146	Intro to Statistics	5
PHIL& 101	Intro to Philosophy	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

##### Choose one:

ANTH& 100	Survey of Anthropology or	5
ANTH& 206	Cultural Anthropology	5

##### Choose one:

ENGL 103	Composition – Argumentation & Research	5
ENGL 107	Composition – Writing about Literature	5

##### Choose one:

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

##### AND one or two of the following PSYCH courses:

PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYC& 220	Abnormal Psychology	5
PSYC 230	Intro to Personality	5



## Pupil Transportation Supervision PROFESSIONAL/TECHNICAL

**Faculty:** Rick Hogan (PY)

**Certificate:** Pupil Transportation Supervision

The Certificate in Pupil Transportation Supervision enables public and private transportation employees to prepare for advancement to supervisory and senior management positions. The certificate is endorsed by the Washington Association of Pupil Transportation and includes up to nine credits of course work specific to the field of pupil transportation. The remaining 25 credits are drawn from traditional college courses that can apply directly to the college's Associate in Business professional/technical degree.

### ■ CERTIFICATE IN PUPIL TRANSPORTATION SUPERVISION

#### CORE REQUIREMENTS (34 CREDITS)

ACCT 101	Survey of Accounting	5
* BUS 105	Business English I	5
BUS 240	Human Relations in the Workplace	5
MNGT 283	Principles of Supervision and Leadership	5
MNGT 295	Human Resource Management	5

\*\* PUPIL TRANSPORTATION COURSES (9 CREDITS) **9**

**Total Credits Required 34**

\*Requires 2.0 GPA in lower level English or placement recommendation at ENGL 099.

\*\*Courses must be specific to student transportation and approved by Pierce College NAPT and state association courses may be acceptable. Check with Pierce College.

## Reading/College Success

**Faculty:** Lori Griffin (FS); Jeff Pisetzner (PY)

Offered through structured classes or arranged lab format, the Reading and College Success (formerly Study Skills) programs offer students a flexible way to increase their reading comprehension and gain invaluable study skills. The Reading program offers a varied level of instruction from skill development to speed reading. The College Success program allows students to explore such topics as test and note taking strategies, time management, and career planning. Classes are offered both daytime and evening.

COLLG 101	Listening Skills
COLLG 104	Study Techniques I
COLLG 105	Study Techniques II
COLLG 106	Study Techniques III
COLLG 107	Study Skills for Math and Science
COLLG 110	College Success
COLLG 111	TRIO College Success
COLLG 112	College Transfer Planning
READ 055	Reading Skills Improvement
READ 075	Reading Tactics
READ 101	College Reading
READ 102	Speed Reading
READ 103	Accelerated Reading

## Real Estate PROFESSIONAL/TECHNICAL

Also see course descriptions for Real Estate offerings or call (253) 840-8450.

### ■ REAL ESTATE CERTIFICATE

+ BUS 107	Business Mathematics	5
+ CIS 130	Microcomputer Applications	5
+ ENGL& 101	English Composition 1 (OR BUS 105)	5
MNGT 182	Creative Sales	5
MNGT 284	Small Business Planning	5
REAL 125	Washington Real Estate Fundamentals	6
REAL 135	Principles of Appraising	3
REAL 160	Real Estate Practices	3
REAL 205	Real Estate Brokerage Management	3
REAL 260	Real Estate Law	3

**Total Credits Required 43**

+Prerequisite required

Real Estate classes are offered online or correspondence through Continuing Education.

Note: Applicants for real estate/appraisal licenses must pass license exams and meet current requirements set by Washington State Dept. of Licensing.

### ■ REAL ESTATE APPRAISAL CERTIFICATE

#### REAL ESTATE APPRAISAL (45 CREDITS)

+ CIS 130	Microcomputer Applications	5
+ ENGL& 101	English Composition 1	5
+ MATH& 107	Math in Society	5
MNGT 284	Small Business Planning	5
REAL 125	Washington Real Estate Fundamentals	6
REAL 135	Principles of Appraising	3
REAL 235	Appraisal Procedures	3
REAL 240	Residential Appraisal Series	5
REAL 250	Residential Appraisal/Sales/Income Approach	3
REAL 260	Real Estate Law	5

+Prerequisite required

Real Estate classes are offered online or correspondence through Continuing Education.

Note: Applicants for real estate/appraisal licenses must pass license exams and meet current requirements set by Washington State Dept. of Licensing.

**Total Credits Required 45**

## Retail Management, Sales

See Business – Professional/Technical.

## Social Service-Mental Health

### PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

**Faculty:** Dr. Denise Arnold (FS)

**Degrees:** Associate in Social Service/Mental Health

Associate of Arts (AA-DTA) & Certificate in SS-MH

**Certificate:** Social Service/Mental Health

The Social Service/Mental Health Program prepares students for service and employment in the human services. Human service professionals help clients meet their diverse human social needs. Their work routinely involves interviewing, counseling, crisis intervention, assessment, outreach, coordination and community development.

Entry level workers, who are also known as beginning level professionals or paraprofessionals, are employed in a variety of settings: group homes, halfway houses, community mental health centers, family and youth service agencies, correctional institutions, work release programs, congregate care facilities and psychiatric hospitals. Clients include children, young adults, ethnic minorities, families, juvenile delinquents, senior citizens, prisoners, released criminal offenders, crime victims, and people who are disabled, mentally ill, abused, developmentally disabled, homeless, and chemically dependent.

The program at Pierce College integrates a solid academic background with specialized coursework that familiarizes students with the knowl-

edge, values and skills they will need to succeed with clients and in the professional community.

The Associate of Arts & Certificate in Social Service/Mental Health is geared to students who wish to pursue a four-year degree and is excellent preparation for those planning to earn a higher degree in social work, social services, occupational therapy, special education, psychology, sociology, criminal justice or other social service fields. The Associate in Social Service/Mental health degree prepares graduates for immediate employment in entry level positions.

The Certificate in Social Service-Mental Health is designed to prepare students for careers in Social Services and Mental Health. It is an excellent complement to the Pierce College AA-DTA degree for those going on in higher education. For those who already have college degrees but lack formal human service training, it provides a solid career foundation.

For those interested in the correctional mental health field, see our offerings under CRIMINAL JUSTICE.

### ■ ASSOCIATE IN SOCIAL SERVICE/MENTAL HEALTH

#### SOCIAL SERVICE FOUNDATION (29 CREDITS)

HSSA& 101	Intro to Addictive Drugs	3
HSSA 121	Psychotropic Medications	3
HSSA 255	Intro to Co-occurring Disorders	3
PSYC& 220	Abnormal Psychology	5
SSMH 202	SSMH Field Experience	5
	Electives approved by SSMH advisor	10

#### RELATED INSTRUCTION (23-25 CREDITS)

##### Communications (10 credits)

ENGL& 101	English Composition I	5
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Select one:

ASL& 121	American Sign Language I	5
CMST& 101	Introduction to Communication	
CMST& 220	Public Speaking	

##### Computational Skills (3-5 credits)

Any course meeting AA QS requirement (5); or BUS 103 – Computational Math (3); or BUS 107 – Business Math (5)

##### Human Relations (10 credits)

PSYC& 100	General Psychology	5
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Select one:

ANTH& 106	American Mosaic	5
ANTH& 206	Cultural Anthropology	
SOC& 101	Intro to Sociology	

#### SOCIAL SERVICE/MENTAL HEALTH CORE (38 CREDITS)

PSYC 215	Group Experience	5
SOC 280	Sociology of Social Work	5
SSMH 100	Intro to Human Services	5
SSMH 170	Mental Health Interviewing and Assessment	5
SSMH 201	SSMH Field Experience	5
SSMH 210	Self-Care for Care Givers	3
SSMH 215	Law and Ethics in Social Services	5
	Electives (Approved by advisor)	2

Select one:

SSMH 185	Identity and the Family	3
SSMH 230	Abuse in the Family	

**Total Credits Required 90-92**

\*Students must earn minimum grade of 2.0 in all SSMH courses to earn SSMH associate degree.

### ■ ASSOCIATE OF ARTS (AA-DTA) WITH CERTIFICATE IN SOCIAL SERVICE/MENTAL HEALTH

#### GENERAL EDUCATION REQUIREMENTS (60 CREDITS)

All GER elective courses must be chosen from the approved lists on the AA-DTA degree requirement sheet. All other AA-DTA degree requirements also must be fulfilled.

##### Communications (10 credits)

ENGL& 101	English Composition I	5
	CM GER Elective (ENGL 103 recommended)	5

##### Social Science (15 credits)

Choose 2 or more disciplines:

PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

Select one:

ANTH& 206	Cultural Anthropology or	5
* ECON 110	Survey of Economics	

\*ECON 110 recommended for transfer to social work at UW

##### Natural Science (15 credits)

Choose 2 or more disciplines – lab class required:

BIOL 118	Hum Anatomy and Physiology for Non-Sci Mjrs	5
	NS GER Elective	5

Select one:

HSCI 119	Human Health and Disease	5
HSCI 210	Wellness	
NUTR& 101	Nutrition	

##### Humanities (15 credits)

Choose 2 or more disciplines:

	HM GER Electives	10
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Select one:

ASL& 121	American Sign Language I	5
CMST& 101	Introduction to Communication	
CMST& 220	Public Speaking	

##### Quantitative Skills (5 credits)

	QS GER Electives (MATH& 146 recommended)	5
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#### SOCIAL SERVICE/MENTAL HEALTH CORE/CERTIFICATE (36 CREDITS)

PSYC 215	Group Experience	5
SOC 280	Sociology of Social Work	5
SSMH 100	Intro to Human Services	5
SSMH 170	Mental Health Interviewing & Assessment	5
SSMH 201	SSMH Field Experience	5
SSMH 210	Self Care for Care Givers	3
SSMH 215	Law and Ethics in Social Services	5

Select one:

SSMH 185	Identity and the Family	3
SSMH 230	Abuse in the Family	

**Total Credits Required 96**

### ■ CERTIFICATE IN SOCIAL SERVICE/MENTAL HEALTH

#### CORE REQUIREMENTS

PSYC 215	Group Experience	5
SOC 280	Sociology of Social Work	5
SSMH 100	Intro to Human Services	5
SSMH 170	Mental Health Interviewing and Assessment	5
SSMH 201	SS/MH Field Experience	5
SSMH 210	Self Care for Care Givers	3
SSMH 215	Law and Ethics in Social Services	5

Select one:

SSMH 185	Identity and the Family	3
SSMH 230	Abuse in the Family	

**Total Credits Required 36**

\*Students must earn minimum grade of 2.0 in all SSMH courses to earn SSMH certificate.

## Sociology UNIVERSITY TRANSFER

**Faculty:** Dr. Alan Kemp, Dennis Morton (FS); Leon Khalsa (PY)  
**Degree:** Associate of Arts (AA-DTA)

Sociology is the study of society and human interaction. It deals with human relationships, development in groups, processes of social behavior and social institutions such as the family, religion, and the economy. Courses in sociology are designed to stimulate critical and constructive attitudes toward society, to train persons in sociologically related career fields, and to help students become better prepared to handle the problems of a rapidly changing world.

Students planning to transfer as sociology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. The following courses are recommended, although sociology majors should work closely with faculty advisors to plan an overall program of study.

### ■ SOCIOLOGY MAJOR

The following courses are recommended as part of the core AA-DTA requirements or as electives:

ANTH& 100	Survey of Anthropology (or ANTH& 104 or 106)	5
BIOL& 160	General Biology w/lab	5
ENGL& 101	English Composition I	5
ENGL 103	Composition – Argumentation and Research	5
HIST& 126	World Civilizations I OR	5
HIST& 127	World Civilizations II OR	
HIST& 128	World Civilizations III	
MATH& 141	Precalculus I	5
MATH& 146	Intro to Statistics	5
PSYC& 100	General Psychology	5
PSYC 210	Social Psychology	
SOC& 101	Intro to Sociology	5
SOC& 201	Social Problems	5
SOC 211	Marriage and the Home	5
SOC 212	Sociology of Death	5
SOC 220	Gender Roles in Society	5
SOC 280	Sociology of Social Work	5

## Speech — See Communication Studies.

## Study Skills — See Reading/College Success.

## Supervision & Management

See Business – Professional/Technical.

## Technical Support

See Computer Information Systems.

## Theatre — See Drama.



## Veterinary Technology

### PROFESSIONAL/TECHNICAL

**Faculty:** Markiva Contris, LVT; Salvador Hurtado, DVM (FS)  
**Degree:** Associate in Veterinary Technology  
**Web site:** [www.pierce.ctc.edu/vet-tech](http://www.pierce.ctc.edu/vet-tech)

At this time, Pierce College is one of three colleges in Washington which offers the Associate in Veterinary Technology degree. This two-year program is designed to prepare students to assist veterinarians in all aspects of animal care including small and large animal practice, zoos, research laboratories and industry. Following successful completion of the National and State Board examinations, graduates can expect a challenging and rewarding career.

The Veterinary Technology program is a special admissions program and the number of students accepted is limited by the physical and financial resources of the college. Selection into the program is based on the satisfactory completion of admissions requirements. Candidates with the highest total scores will be notified of their acceptance status the month of May preceding the fall quarter for which they applied. See [www.pierce.ctc.edu/vet-tech](http://www.pierce.ctc.edu/vet-tech).

All candidates must have:

- College level Biology (i.e. BIOL& 100, 5 cr)
- College level Chemistry (i.e., CHEM& 100, 5 cr)
- College level Intermediate Algebra (i.e., MATH 098, 5 cr)
- College level English (i.e. ENGL& 101, 5 cr)
- College level Medical Terminology (i.e., BTECH 150, min. 3 cr)  
*(Above courses may require prerequisites based upon placement scores.)*
- Grade of 2.0 or better for each program prerequisite class
- Program test
- Recommendation/Reference Form and Discussion Topics Form
- Veterinary hospital experience

**Many laboratory sessions require lifting, bending, and restraining animals. This is physically demanding and a necessary part of the curriculum.** If you have any physical limitations that would prevent you from doing this work, please make an appointment with the director of the program.

**APPLY EARLY**

Because the Veterinary Technology courses are offered in sequence, students may enter the program Fall Quarter only. Deadline for submitting the Admissions form, the \$40 non-refundable application fee, and other required documents is April 15th preceding the fall quarter in which you plan to enter the program. The selection process is competitive; therefore, not all applicants will be accepted. Because of the special admission requirements for the program, applications for admission submitted via the Web are not accepted. The application packet and forms can be accessed through the Veterinary Technology Web site: [www.pierce.ctc.edu/vet-tech](http://www.pierce.ctc.edu/vet-tech).

**ACCREDITATION**

The Veterinary Technology program at Pierce College has been approved by the Washington State Veterinary Medical Association, Washington State Association of Veterinary Technicians, and is accredited by the American Veterinary Medical Association.

**■ ASSOCIATE IN VETERINARY TECHNOLOGY (FS ONLY)**

**FIRST YEAR**

Fall Quarter (15 credits)

* VT 100	Intro to Veterinary Technology	2
VT 101	Animal Nursing I	4
VT 107	Medical Dosage for VT	2
VT 110	Ward Care Laboratory I	1
VT 125	Animal Anatomy and Physiology I	6

**Winter Quarter (17 credits)**

CHEM 119	Chemistry for VT	6
VT 104	Animal Nursing II	4
VT 111	Ward Care Laboratory II	1
VT 123	Large Animal Nursing	3
VT 126	Animal Anatomy and Physiology II	3

**Spring Quarter (14 credits)**

VT 105	Animal Nursing III	3
VT 112	Ward Care Laboratory III	1
VT 122	Vet Clinical Pathology and Parasitology	5
VT 150	Intro to Clinical Microbiology	5

**SECOND YEAR**

Fall Quarter (17 credits)

VT 220	Public Health & Sanitation	4
VT 222	Hematology	4
VT 223	Applied Equine Techniques	3
VT 230	Anesthesiology and Intensive Care	4
VT 250	Radiology for VT	2

**Winter Quarter (18 credits)**

VT 215	Animal Hospital and Office Procedures	4
VT 224	Veterinary Clinical Lab Principles	4
VT 240	Animal Diseases	3
VT 251	Pharmacology for VT	3
VT 252	Special Techniques and Projects	4

**Spring Quarter (14 credits)**

VT 233	Veterinary Clinical Practice (Externship)	14
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**Total Credits Required 95**

*\*VT 100 is open to all interested students, not just to those enrolled in the Veterinary Technology program.*

# Web Programming

See Computer Information Systems.

# Word Processing

See Business Information Technology.

# World Languages UNIVERSITY TRANSFER

**Faculty:** Dr. Thérèse Mirande (FS); Victoria Mayorga (Spanish), Janina Starr (ASL) (PY)

**Degree:** Associate of Arts (AA-DTA)

Foreign language study includes learning to speak, read and write a language and an exposure to the culture or cultures that use that language. It also includes the development of an understanding of how a language is structured and of problem-solving abilities using that structure.

Pierce College's World Languages department offers both European and Asian languages, as well as American Sign Language. Most courses offered are 3-quarter sequences at the introductory level. These courses meet the entrance and graduation requirements for foreign languages of most four-year programs. Students should verify requirements with their intended transfer institution. Intermediate level courses are available depending on demand, primarily in Spanish.

Advanced placement is available to students with prior experience in the language. Interested students should contact the department.

Students planning to transfer as foreign language majors or minors or in area studies should complete AA-DTA requirements to be admitted with junior standing and should contact the appropriate department of the transfer institution regarding specific requirements and transferable credits.

## ■ FOREIGN LANGUAGE — WESTERN EUROPEAN LANGUAGE OR AREA STUDY MAJORS

Students wishing to major in Western European languages or area studies may find the following courses particularly useful.

ANTH& 100	Survey of Anthropology
ART 145	History of Art — Contemporary
ENGL 140	English Grammar
ENGL 240	Intro to Linguistics
HIST& 127, 128	World Civilizations II, III
HUM& 116-118	Humanities I-III
INTS 107	Intro to International Studies
INTS 140	Contemporary Issues in International Studies

## ■ FOREIGN LANGUAGE — ASIAN LANGUAGE OR AREA STUDY MAJORS

ANTH& 100	Survey of Anthropology
ART 145	History of Art — Contemporary
ENGL 140	English Grammar
ENGL 240	Intro to Linguistics
HIST& 127, 128	World Civilizations II, III
HIST 270	Intro to the Far East
HIST 280	Intro to Chinese Civilization
INTS 107	Intro to International Studies
INTS 140	Contemporary Issues in International Studies





# COURSE DESCRIPTIONS



An alphabetical listing  
of courses offered at Pierce College,  
by program of study.



## ■ ACCOUNTING (ACCT)

### ACCT 101 (5) Survey of Accounting

Fundamental theories and concepts of accounting. Emphasizes applications of accounting information to various career programs, such as management, CIS, etc.

### ACCT 170 (5) Practical Accounting I

*Prereq: MATH 051 or MATH 054 with a 2.0 grade or better or placement into MATH 060*  
Theory and practice of keeping adequate accounting records, and the use of various journals, ledgers and accounts. Offered through the accounting lab, self-paced, continuous entry.

### ACCT 171 (5) Practical Accounting II

*Prereq: ACCT 170 or ACCT & 201 with a 2.0 grade or better*  
Theory and practice of keeping adequate records, use of special journals, controlling accounts and subsidiary ledgers, periodic adjustments, closing procedures and preparation of financial statements. Offered through the accounting lab, self-paced, continuous entry.

### ACCT 172 (5) Practical Accounting III

*Prereq: ACCNT 171 or ACCT & 201 with a grade of 2.0 or better*  
Corporate and partnership accounting. Cash flow statement, financial statement analysis and accounting principles. Offered through accounting lab, self-paced, continuous entry.

### ACCT 173 (3) Practical Cost Accounting

*Prereq: ACCNT 172 or ACCT & 201 with a grade of 2.0 or better*  
An introduction to job order, process cost and standard cost accounting for the occupational student. Offered through the accounting lab, self-paced, continuous entry.

### ACCT 175 (2) Practical Accounting Simulations

*Prereq: ACCT & 202*  
A course in doing accounting simulations. Course is intended for students in the Associate in Accounting degree program who elect to take Principles of Accounting classes instead of Practical Accounting. Also useful for students who want hands-on practice in doing accounting work. Offered through the accounting lab, self-paced, continuous entry.

### ACCT 179 (5) Federal Income Tax Preparation

Federal income tax law and preparation with primary emphasis on individual income tax.

### ACCT 180 (5) Accounting Systems

*Prereq: CIS 110 or 121, and BTECH 111, and ACCT 171 or ACCT & 201, or permission of instructor*  
Introduction to accounting systems and computerized processing of accounting data. Students will learn about the flow of accounting data and documents in a business, the management and processing of the data in both a manual and computerized system and the preparation of output reports.

### ACCT & 201 (5) Principles of Accounting I (formerly BUS 210)

*Prereq: MATH 098*  
First accounting course required of students transferring to a four-year school to obtain a bachelor's degree in business administration. Introduction to basic accounting concepts and procedures. Primary emphasis on the balance sheet and income statements in a single proprietorship.

### ACCT & 202 (5) Principles of Accounting II (formerly BUS 220)

*Prereq: ACCT & 201*  
Second accounting course typically required of students transferring to a four-year school to obtain a bachelor's degree in Business Administration. Covers partnerships, bonds, corporations, cash flow statements and financial statement analysis.

### ACCT & 203 (5) Principles of Accounting III (formerly BUS 230)

*Prereq: ACCT & 201*  
An introduction into the field of managerial accounting. Survey of process and job order costs, budgeting, cash planning, capital budgeting, present value and other topics.

### ACCT 273 (5) Government Budget and Fund Accounting

*Prereq: ACCT 171 or ACCT & 201*  
Accounting practices for the growing not-for-profit segment of the economy (governmental units, educational institutions, hospitals, etc.) with a comparison to accounting for profit-making organizations.

### ACCT 275 (5) Payroll and Business Taxes

*Prereq: ACCT 170 or equivalent*  
Payroll preparations, payroll tax laws, accounting procedures and supplementary records. Preparation of required returns for federal and state payroll taxes and business taxes (includes manual and computerized payroll problems).

### ACCT 285 (5) Auditing and Advanced Analytical Techniques

*Prereq: ACCT 180 and CIS 136*  
A capstone class for majors in accounting. The course will utilize auditing techniques and concepts to solve problems in verifying the accuracy of accounting records. Computerized spreadsheet and audit programs will be utilized in solving problems in a team environment.

### ACCT 287 (3) Income Tax Practicum

Training in the preparation of the basic income tax forms and preparation of actual tax returns under the auspices of the VITA program.

## ■ ADULT BASIC EDUCATION (ABE)

Non-credit basic skills courses are offered for English, Math, Computers, Transitional, etc. See listing under PROGRAMS OF STUDY for more information.

## ■ ALCOHOLISM AND DRUG ABUSE (HSSA)

### HSSA & 101 (3) Introduction to Addictive Drugs (formerly ALCDA 111)

*Prereq: Must pass HSSA & 101 with a 2.0 and BIOL 118 or instructor permission*  
An orientation to chemical dependency and psychoactive drug abuse, including etiological theories of chemical dependency; effects of alcohol and other psychoactive drugs; and basic principles of prevention, intervention and treatment.

### HSSA 120 (3) Physiological Actions of Alcohol and Other Drugs

*Prereq: Must pass HSSA & 101 with a 2.0 and BIOL 118 or instructor permission*  
The interaction of alcohol and/or other drugs and the human body: absorption, distribution, metabolism, mechanism of action, peripheral and central nervous system effects, interactive effects among chemicals, and physiological consequences of chronic high dosage use.

### HSSA 121 (3) Psychotropic Medications

An introductory course designed to help chemical dependency counselors and social service workers gain an understanding of the basic characteristics of psychotic, mood and anxiety disorders; the use of psychotropic medications to treat these; and the interactive effects with alcohol and other drugs on psychotropic medications.

### HSSA 140 (5) Chemical Dependency and the Family

An overview of functional and dysfunctional families and the impact of chemical dependency and dysfunction on individuals and family systems. Course covers family therapy terms and theory, various types of abuse, Adult Children of Alcoholics (ACOA), birth order traits, co-dependency, parenting issues, treatment techniques and resources. Case analysis and application of concepts will be emphasized.

### HSSA 150 (3) Crisis Intervention

Theoretical and experiential introduction to working with people in crisis, stressful and emergency situations, and the utilization of constructive intervention techniques and resources. Suicide assessment is emphasized.

### HSSA 160 (3) Chemical Dependency Counseling and Assessment of the Adolescent

*Prereq: HSSA & 101; ALCDA 170 recommended*  
Effects of chemical dependency on the developing adolescent. Overview of assessment, intervention, prevention, counseling and treatment considerations.

### HSSA 170 (5) Counseling and Treatment of Chemical Dependency I - Individual

*Prereq: PSYC & 100, ENGL & 101 and minimum 2.0 in HSSA & 101 or instructor permission*  
Theoretical and experiential introduction of basic counseling skills for working with chemically dependent clients. Covers various counseling theories with emphasis on Motivational Interviewing and Stages of Change, treatment techniques, disclosure statements and resumes, professional boundaries and safety, and multicultural issues.

### HSSA 205 (1) HIV/AIDS, Air and Blood Borne Pathogens

*Prereq: HSSA & 101 or instructor permission*  
A course providing HIV/AIDS, Hepatitis, Tuberculosis and Sexually Transmitted Disease (STD's) information and skills training for chemical dependency professionals, including risk assessment and risk reduction, epidemiological trends, universal criteria and universal precautions, clinical effects of infection, and related counseling and treatment issues.

### HSSA 210 (5) Case Management Through Record keeping

*Prereq: ENGL & 101 and must pass HSSA 170 and HSSA 215 with a minimum 2.0, or instructor permission*  
Focus is on learning a systematized, problem-oriented record keeping system and how charting facilitates management of a patient's case while insuring quality care. Covers clinical record keeping skills (DAP, SOAP, treatment plans, TARGET, etc.) patient charting requirements, and governing laws. ASAM Patient Placement Criteria and the DSM will be used for treatment placement and planning and for assessment diagnosis.

### HSSA 215 (5) Law and Ethics for Chemical Dependency Professionals

*Prereq: Minimum 2.0 in HSSA 170 or instructor permission*  
Overview of law and ethics pertaining to the chemical dependency field. Covers how laws are created and factors that affect this process; how to research laws; requirements for chemical dependency professionals; confidentiality and patient records; mandatory reporting; standards of professional conduct; the Uniform Disciplinary Act; codes of ethics; personal ethics; professional boundaries; self-disclosure; impact of personal values and prejudices; and ethical decision making. Includes application to a variety of settings and situations.

### HSSA 220 (1) Special Problems in Chemical Dependency

### HSSA 221 (2) Special Problems in Chemical Dependency

### HSSA 222 (3) Special Problems in Chemical Dependency

*Prereq: Instructor permission*  
The study of variable problems within the context of the chemical dependency field.

### HSSA 225 (3) Alcohol/Drug Information School for Trainers

*Prereq: HSSA & 101 and HSSA 120*  
This course satisfies all DASA requirements to be certified as an ADIS instructor. The current ADIS curriculum, laws, cultural issues and American Disabilities Act, required paperwork and teaching techniques are covered.



### HSSA 255 (3) Introduction to Co-Occurring Disorders of Chemical Abuse and Mental Illness (COD)

Prereq: HSSA& 101 and PSYC& 100 recommended

History of mental health and substance abuse treatment. Exploration of the basics of multidisciplinary treatment planning and case management, advocacy, COD terminology, ethics, funding sources, personal boundaries, involuntary commitments, and theories of mental illness and chemical dependency as these apply to the mentally ill chemically abusing population in a treatment setting.

### HSSA 270 (5) Counseling and Treatment II – Group

Prereq: Minimum 2.0 in HSSA& 101 & HSSA 170 or instructor permission

Theoretical and experiential exploration of group leadership/membership skills emphasizing counseling approaches which are effective in treating the chemically dependent client. Includes a review of the theoretical foundations of group therapy and the knowledge competencies, skills and attitudes.

### HSSA 275 (3) Relapse Prevention

Prereq: HSSA 170 with a grade of 2.0 or better and have completed or be currently enrolled in HSSA 280 or instructor permission

An overview of what relapse prevention is, issues that negatively affect relapse-prone clients, plus skills and techniques for providing relapse prevention therapy.

### HSSA 280 (4) Supervised Field Experience in Chemical Dependency

Prereq: Registered counselor with WA Dept. of Health, 2.0 in HSSA 205 and HSSA 170

A career-related work experience within a DASA licensed facility enabling the student to apply vocational skills and knowledge to chemical dependency agency work while also accruing hours towards state certification. A minimum of 120 hours field work plus mandatory weekly seminar.

### ALCDA 281 (4) Supervised Field Experience in Chemical Dependency

Prereq: Registered counselor with WA Dept. of Health, completion of HSSA 280.

A career-related work experience within a DASA licensed facility enabling the student to apply vocational skills and knowledge to chemical dependency agency work while also accruing hours towards state certification. Minimum of 120 hours field work plus mandatory weekly seminar.

## ■ ANTHROPOLOGY (ANTH)

### ANTH& 100 (5) Survey of Anthropology • GER-SS

(formerly ANTHR 110)

Introduction to the study of people: A survey of physical anthropology, archaeology, social anthropology and linguistics.

### ANTH& 104 (5) World Prehistory • GER-SS (formerly ANTHR 105)

An archaeological interpretation of the lifeways of our human ancestors from 3 million years ago to the development of written records.

### ANTH& 106 (5) The American Mosaic • GER-SS (formerly ANTHR 104)

An exploration of multiculturalism in the United States examining various aspects of social identity including ethnicity, race, socioeconomic class, gender and sexuality. Current anthropological methods and approaches will be employed to enhance the understanding of diversity in U.S. American society.

### ANTH 107 (5) Archaeology of Ancient Civilizations • GER-SS

(formerly ANTHR 106)

A course on the archaeology of ancient civilizations. Students compare ancient civilizations of the New World and the Old World to investigate how complex societies differ, in structure and internal dynamics, from simpler societies. They address the issue of how and why complex societies arose in some areas and not in others, as well as why complex societies collapse.

### ANTH 108 (5) Fundamentals of Archaeology • GER-SS

(formerly ANTHR 225)

(Non-Quantitative version of ANTHR 230) Exploration of the methods and theories of contemporary archaeology. (Students cannot receive credit for both ANTH& 108 and ANTH& 204.)

### ANTH 165 (2-5) Cross Cultural Studies – Participatory Research

A course designed for students who participate in experiential cross-cultural research abroad. Students examine host country's cultural values, social institutions, and significant contemporary issues facing that country. Students discuss differences between U.S. American and host country's cultures, and examine the host country in a global context.

### ANTH 166 (2) Cross-Cultural Studies – Teaching from Experience

A course designed for International Students who participate in an international education program with K-12 instructors working in association with Pierce College. Students describe home countries' values and social institutions, as well as significant contemporary issues facing those countries. Students discuss U.S. American and home cultures as situated within a global context.

### ANTH 167 (5) Cross Cultural Studies – Life and Culture

A course designed for students who participate in study abroad programs. Students examine host country's cultural values, social institutions, and significant contemporary issues facing that country. Students discuss differences between U.S. American and host country's cultures, and examine the host country in a global context.

### ANTH 201 (5) Prehistoric Mesoamerica • GER-SS

An introduction to the indigenous civilizations of Mesoamerica. The cultures of the Aztecs, Maya, Olmecs and others are presented, including

their social, intellectual and technical achievements.

### ANTH& 205 (5) Biological Anthropology • GER-NS

(formerly ANTHR 210)

The course examines human biological variation, taking into account the complex interaction of biology, physiology, environment and culture. Major topics include evolution, genetics, scientific classification, nonhuman primates, the fossil record and modern human variation.

### ANTH& 206 (5) Cultural Anthropology • GER-SS

(formerly ANTHR 220)

Course explores human behavior and belief across cultures. Major topics include the concept of culture, ethnographic research, and the cross-cultural examination of subsistence and economic systems, divergent social roles and identity, family systems, religious belief, and the impacts of colonialism, modernization and globalization.

### ANTH& 204 (5) Archaeology • GER-SS/QS

(formerly ANTHR 230)

(Quantitative version of ANTHR 225) Prereq: Completion of MATH 095 or 098 or equivalent with a grade of 2.0 or better or test recommendation at level above MATH 98 A quantitative approach to the methods and theories of archaeology. (Students cannot receive credit for both ANTH& 204 and ANTH& 108.)

### ANTH& 210 (5) Indians of North America • GER-SS

(formerly ANTHR 250)

Lifestyle and cultures of the native peoples (American Indians) of North America from prehistory until the present. The course is organized around the cultural concept and could include the Northeast, Southeast, Southwest, Plains and Northwest Coast areas.

### ANTH& 236 (5) Forensic Anthropology • GER-NS

(formerly ANTHR 215)

A course designed to familiarize students with the forensic analysis of human remains. Theoretical and hands-on analyses of sex determination, age at death, biological ancestry, etc.

### ANTH 276 (3) Field Methods in Archaeology – Survey

(formerly ANTHR 234)

Field methods in archaeology: finding archaeological sites and artifacts.

### ANTH 277 (3) Field Methods in Archaeology – Excavation

(formerly ANTHR 235)

Field methods in archaeology: Excavating archaeological sites and artifacts.

### ANTH 278 (3) Field Methods in Archaeology – Preservation

(formerly ANTHR 236)

Field methods in archaeology: Protecting archaeological sites and artifacts.

### ANTH 240 (5) Women in Cross Cultural Perspectives • GER-SS

An introduction to the anthropology of gender. The course uses a global and comparative approach to explore the diversity of women's experiences and perspectives in relation to their bodies; in relation to men, children,

and other women; and in relation to their culture and society.

### ANTH& 216 (5) Northwest Coast Indians • GER-SS

(formerly ANTHR 260)

Analysis of life style, (kinship, marriage, religion, magic, economics, technology and life cycle) of the Northwest Coast Indians, from prehistoric times until the present.

## ■ ART (ART)

### ART& 100 (5) Art Appreciation • GER-HM (formerly ART 110)

A general introduction to a chronological look at the development of Western Art from cave painting to the end of the 20th Century. This class is for the non-art major and there are no prerequisites.

### ART 101 (5) Design, Beginning • GER-HM/Performance

A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value as vital elements in creative design.

### ART 102 (5) Design, Intermediate • GER-HM/Performance

Prereq: ART 101 or instructor permission

A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture, and value. Particular emphasis will be placed on color as an element of creative design.

### ART 103 (5) Design, Advanced • GER-HM/Performance

Prereq: ART 102 or instructor permission

A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value. Particular emphasis will be placed on color as an element of design. Application to a fine arts project will follow.

### ART 105 (5) Introduction to Art • GER-HM (formerly ART 100)

A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. Topics of: perception, aesthetics, creativity, elements of design, principles of design, role of the media, and a general chronological survey of the visual arts are investigated.

### ART 107 (5) Photography, Beginning • GER-HM/Performance

A course in photography for the beginning to moderately advanced students covering basic knowledge from the equipment operation to aesthetic consideration in the photographic process.

### ART 108 (5) Photography, Intermediate • GER-HM/Performance

A course in photography for the beginning to moderately advanced students covering basic knowledge from the equipment operation to aesthetic consideration in the photographic process.

**ART 109 (5) Photography, Advanced • GER-HM/Performance**

A course in photography for the beginning to moderately advanced student covering basic knowledge from the equipment operation to aesthetic considerations in the photographic process.

**ART 111 (5) Drawing, Beginning • GER-HM/Performance****ART 112 (5) Drawing, Intermediate • GER-HM/Performance**

*Prereq: ART 111 or instructor permission*

**ART 113 (5) Drawing, Advanced • GER-HM/Performance**

*Prereq: ART 112 or instructor permission*

A drawing sequence course to introduce the student to various approaches to drawing. The investigation of a variety of concepts, media, techniques and compositional considerations is employed to enable the student to gain as wide a knowledge of drawing as possible.

**ART 145 (5) History of Art – Contemporary • GER-HM**

A concise history of contemporary painting, sculpture, drawings, printmaking, photography, and mixed media from modern foundations through post-modern styles and related issues.

**ART 190 (5) Photography Workshop I • GER-HM/Performance**

*Prereq: ART 107, 108, 109 and instructor permission*

Photography for the moderately advanced student to achieve a refinement of photographic technique and skills.

**ART 191 (5) Photography Workshop II • GER-HM/Performance**

*Prereq: ART 190 or instructor permission*

Gives the moderately advanced and advanced student the skill of free visual expression within the photographic process.

**ART 192 (5) Photography Workshop III • GER-HM/Performance**

*Prereq: ART 191 or instructor permission*

Photography for the advanced student to refine photographic techniques and skills for free visual expression within the photographic processes.

**ART 201 (5) Painting, Beginning • GER-HM/Performance****ART 202 (5) Painting, Intermediate**

*Prereq: ART 201 or instructor permission*

**ART 203 (5) Painting, Advanced**

*Prereq: ART 202 or instructor permission*

A studio-laboratory course designed to develop within the student the desire to explore, to experiment and to evaluate painting. Painting offers basic instruction in the use of oil and acrylic media. Emphasis will be given to individual needs and interests.

**ART 204 (5) Watercolor, Beginning • GER-HM/Performance**

This course will survey and explore, through hands-on painting, a wide variety of watercolor approaches. Students will develop the ability to express themselves through this fascinating medium using various brush techniques, vivid washes and texturing methods – with particular attention to nature (landscape) rendering. Students will also gain an historical overview of the watercolor medium and understand some of its basic applications in art.

**ART 275 (5) Painting Workshop, Beginning • GER-HM/Performance**

*Prereq: ART 203 or instructor permission*

Painting workshop consists of lectures and studio application related to both traditional and contemporary painting. Students will be encouraged to explore painting medias and techniques. Emphasis on the relationship of media investigation and design concepts to painting.

**ART 276 (5) Painting Workshop, Intermediate • GER-HM/Performance**

*Prereq: ART 275 or instructor permission*

Intermediate painting workshop consists of lectures and studio application related to both traditional and contemporary painting. Students will be encouraged to explore a diversity of painting medias and techniques. Continued emphasis on the relationship of media investigation and design concepts to painting.

**ART 277 (5) Painting Workshop, Advanced • GER-HM/Performance**

*Prereq: ART 276 or instructor permission*

Advanced painting workshop consists of lectures and studio application related to both traditional and contemporary painting. Students will be expected to explore a diversity of painting medias and techniques. Increased emphasis on the relationship of media investigation and design concepts to painting.

**■ ASTRONOMY (ASTR)****ASTR& 100 (5) Survey of Astronomy • GER-NS**

An introduction to the history of astronomy and to scientific inquiry including basic concepts in observational astronomy, the solar system, stars, galaxies, and the origin of the universe. This is a non-lab course.

**ASTR& 101 (5) Introduction to Astronomy • GER-NS**

The methods and goals of scientific inquiry developed within the study of the planets, stars, galaxies and the cosmos. A historical perspective with theory, laboratory exercises and direct observations. Lab included.

**ASTR 105 (5) Survey of Astrobiology • GER-NS**

*(formerly ASTR 115)*

An introductory course that examines the interdisciplinary field of astrobiology. General principles of astronomy, chemistry, biology and geology as applied toward the search for life on other planetary bodies. Special emphasis on current data acquisition from NASA and other sources. Lab included.

**ASTR&110 (5) The Solar System • GER-NS**

*(formerly ASTR 150)*

Methods and goals of scientific inquiry developed within the study of Solar system including the planets, Sun, moons, asteroids and comets. Includes historical perspective, theories, laboratory exercises and direct observations. Lab included.

**ASTR& 115 (5) Stars, Galaxies and the Cosmos • GER-NS**

*(formerly ASTR 140)*

Methods and goals of scientific inquiry developed within the study of outer space including the life and death of stars, galaxies and clusters of galaxies and cosmology including the Big Bang. Includes historical perspective, theories, laboratory exercises, and direct observations. Lab included.

**■ ATMOSPHERIC SCIENCE (ATMOS)****ATMOS 101 (5) Introduction to Weather • GER-NS**

A study of Earth's atmosphere including the major elements and controls of weather and climate. Lab required.

**■ BIOLOGY (BIOL)****BIOL& 100 (5) Survey of Biology • GER-NS**

Emphasis on the study of cells, genetics, ecology, diversity of life and physiology in order to establish a foundation of understanding and respect of life. This course includes a laboratory.

**BIOL& 160 (5) General Biology w/lab • GER-NS**

*(formerly BIOL 101)*

*Prereq: Eligible for MATH 098 and ENGL& 101. Prior CHEM& 100 (or equivalent) recommended or concurrent enrollment in CHEM& 100.*

The science of life. Scientific methodology and evolution, ecological perspectives, current topics, cells, genetics, diversity of life and life physiology; reproduction and development. Lab included. For students preparing for allied health professions and for science majors.

**BIOL 118 (5) Human Anatomy and Physiology for Non-Science Majors • GER-NS**

A comprehensive study of the human body, its parts and how they work. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences.

**BIOL 120 (5) Human Anatomy and Physiology for Non-Science Majors with Lab • GER-NS**

A comprehensive study of the human body, its parts and how they work. A course appropriate for non-science majors or students beginning study in the life sciences. (Same as BIOL 118 only laboratory included.)

**BIOL& 211 (6) Majors: Cellular • GER-NS**

*(formerly BIOL 201)*

*Prereq: CHEM& 139 and CHEM& 161 (which may be taken concurrently) and a grade of 3.0 or better in high school biology. Also, BIOL& 160 with a grade of 2.0 or better is recommended. BIOL& 211 does not have to be taken in sequence with BIOL& 212 or 213.*

Principles of operation of living cells including metabolism, genetics, differentiation and micro-evolution. For science majors. Laboratory included.

**BIOL& 212 (5) Majors: Animals • GER-NS**

*(formerly BIOL 202)*

*Prereq: CHEM& 139 and CHEM& 161 (which may be taken concurrently) and a grade of 3.0 or better in high school biology. BIOL& 160 with a grade of 2.0 or better is recommended. BIOL& 212 does not have to be taken in sequence with BIOL& 211 or 213*

Examination and comparisons of the major animal phyla with emphasis on development, physiology, anatomy, taxonomy, adaptations, animal evolution and behavior. Laboratory included.

**BIOL& 213 (5) Majors: Plant • GER-NS**

*(formerly BIOL 203)*

*Prereq: CHEM& 139 and CHEM& 161 (which may be taken concurrently) and a grade of 3.0 or better in high school biology. BIOL& 160 with a grade of 2.0 recommended. BIOL& 213 does not have to be taken in sequence with BIOL& 211 or 212.*

Examination and comparison of the major non-animal eukaryotic kingdoms and divisions with emphasis on development, physiology, anatomy, taxonomy, plant evolution and adaptations. Laboratory included.

**BIOL& 241 (6) Human Anatomy and Physiology 1 • GER-NS**

*(formerly BIOL 240/241)*

*Prereq: BIOL& 160 with a grade of 2.0 or better and CHEM& 100 with a grade of 2.0 or better or instructor permission.*

First course of a two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of cells and tissues; integumentary, skeletal, muscular, nervous and sensory systems. Lab included.

**BIOL& 242 (6) Human Anatomy and Physiology 2 • GER-NS**

*(formerly BIOL 250/251)*

*Prereq: BIOL& 241 or instructor permission*

Second course of a two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of body organization and physiological processes of cardiovascular lymphatic (includes immunology), respiratory, digestive (includes metabolism), excretory, reproductive and endocrine systems. Lab included.

**BIOL& 260 (5) Microbiology**

• **GER-NS** (formerly MICRO 201)  
Prereq: BIOL& 160 and CHEM& 100 or instructor permission.

Diversity, structure, and physiology of beneficial and harmful microbes. Laboratory practice in identification of microbial species through culturing, staining and biochemical testing. Includes laboratory.

**BUSINESS (BUS)****BUS& 101 (5) Introduction to Business • GER-SS**

Basic background in general fields of business. An examination of the nature of for-profit and not-for-profit organizations in a free market economy. An overview of marketing, management, finance, production, economics, information systems and international commerce.

**BUS 103 (3) Computational Mathematics**

Prereq: MATH 051 or MATH 054, or placement into MATH 060

Covers fundamental math relationships, percentages, merchandising and banking procedures and the metric system. Offered through the accounting lab, self-paced, continuous entry. Students cannot receive credit for both BUS 103 and BUS 107.

**BUS 105 (5) Business English I**

Prereq: Grade of 2.0 or better in ENGL 098 or equivalent or placement recommendation of ENGL 099

A course designed to strengthen the student's writing skills through the study of grammar, sentence structure, paragraph development and punctuation. The student will enhance his/her business vocabulary while learning to compose clear and concise business documents.

**BUS 106 (3) Business English II**

Prereq: BUS 105 or ENGL& 101 with a grade of 2.0 or better

Further study and practice with the writing process to create effective business memoranda, letters and short reports. The student will continue to build a strong business vocabulary and fluency with punctuation rules.

**BUS 107 (5) Business Mathematics**

Prereq: MATH 051 or MATH 054 or placement in MATH 60.

Mathematics applications in banking, merchandising, inventory, depreciation and promissory notes. Introduction to simple statistics and the metric system. Offered through the accounting lab, self-paced, continuous entry. Students cannot receive credit for both BUS 107 and BUS 103.

**BUS 125 (5) Introduction to Business**

Offered through Extended Learning only  
Prereq: GED or High School Completion

Basic background in general fields of business. An examination of the nature of for-profit and not-for-profit organizations in the free market economy. An overview of marketing, management, finance, production, economics, information systems and international commerce.

**BUS 135 (5)****Introduction to E-commerce**

An introduction to the elements and issues of e-commerce. Topics include creating marketing strategies, choosing software and hardware, regulation issues, financial management and site design.

**BUS& 201 (5) Business Law**

• **GER-SS** (formerly LAW 206)

Introduction to the nature of law and the resolution of disputes in the court system, and overview of law typically relating to the operation of businesses from the perspectives of their owners, managers, employees, customers and suppliers; primary emphasis is on the law pertaining to various types of contracts.

**BUS 210 (5) Principles of Financial Accounting I**

See ACCT& 201.

**BUS 215 (3) International Business Communication**

Prereq: Grade of 2.0 or better in BUS 105, ENGL 099 or equivalent or placement recommendation of ENGL& 101

This class concentrates on use of a global perspective in oral and written communications. It deals with communicating abroad, as well as within cultural aspects of our north-west community. It recognizes the need for sensitivity to others differences and likenesses. The class will help prepare students to communicate within the ever-changing and shrinking world.

**BUS 220 (5) Principles of Financial Accounting II**

See ACCT& 202.

**BUS 230 (5) Principles of Managerial Accounting**

See ACCT& 203.

**BUS 240 (5) Human Relations in the Workplace • GER-SS**

This course considers how the needs of business or other formal organizations interact with individual needs, leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how human beings act in work situations.

**BUS 245 (5) Global Business: Introduction and Essentials**

This is designed to be the first course for the student who is interested in pursuing the study of international trade and culture.

**BUS 250 (5) Business Communications • GER-CM**

Prereq: Grade of 2.0 or better in BUS 105 or ENGL& 101 or instructor permission

Theory and practice in composing, evaluating, and analyzing written and oral business communications. Emphasizes effective writing of business letters and reports, the psychology of business writing, methods of research and oral reports.

**BUS 279 (5) Personal Finance and Money Management**

Offered through Military sites only

A practical course in managing personal finances. Course includes budgeting, home ownership, income tax, Investments, Insurance, wills and trusts.

**BUSINESS INFORMATION TECHNOLOGY (BTECH)****BTECH 085 (2) Keyboarding for the Computer**

Offered through Extended Learning only

Designed to teach the alphabet, symbol and number keys by touch to improve keyboarding speed and application.

**BTECH 104 (3) Dvorak Keyboarding**

Students will work with a DVORAK Internet Web site to learn to key the alphabet and common punctuation by touch using one-handed keyboarding. Speed and accuracy will be developed through proper keyboarding technique and practice. These keyboarding skills will then be applied to create memorandums, business letters and reports. Recommended for students with any physical disability of the hands.

**BTECH 111 (3) Keyboarding**

Students work with a computer keyboarding program learning to key the alphabet by touch. Optimum speed and accuracy are encouraged through proper keyboarding technique and practice. These keyboarding skills are applied to create basic letters, memos and reports.

**BTECH 112 (2) Keyboard Skillbuilding I**

Prereq: BTECH 111 with grade of 2.0 or better, or keyboarding skill at 20 wpm or higher or instructor permission.

Emphasis on improving keyboarding skills with a computer program that focuses on technique, speed and accuracy through planned drill and practice exercises.

**BTECH 113 (2) Keyboard Skillbuilding II**

Prereq: BTECH 112 with grade of 2.0 or better

Focuses on improving keyboarding skills from BTECH 112 with a computer program that allows student to continue building speed and accuracy through drill and practice.

**BTECH 115 A-B (1) Business Keyboarding**

Prereq: BTECH 115a with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission

Students use a computer keyboarding program to learn to keyboard by touch: (A) Key the Alphabet by Touch; (B) Key Number and Symbols by Touch.

**BTECH 116 A-D (1) Keyboard Skill Development**

Prereq: For BTECH 116A-BTECH 115A with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission. For BTECH 116B-D - BTECH 116A with grade of at least 2.0 or touch typing at 20 wpm, or instructor permission

Four one-credit courses that assist students with continuous development of keyboard speed, accuracy and technique: (A) Alphabet and technique improvement; (B) Alphanumeric and technique improvement; (C) Alphanumeric improvement; and (D) Further alphanumeric improvement.

**BTECH 117 A (1) Business Document Formatting**

Prereq: BTECH 115a with grade of at least 2.0 or touch typing at 15 wpm, or instructor permission

**BTECH 117 B (1) Business Document Formatting**

Prereq: BTECH 117a or instructor permission

Use word processing software to create basic and advanced business documents: (A) Format Basic Business Documents; (B) Format Advanced Business Documents.

**BTECH 118 A-B (1) PC Operating System**

Prereq: BTECH 115 A and B with a grade of 2.0 or better or type by touch at 15 wpm or instructor permission

Operating system fundamentals for the PC. Topics include the following: (A) Navigating and Customizing the Operating System; (B) Managing Files and Using Help; and (C) Using the Internet and Basic Applications.

**BTECH 120 (3) Introduction to Windows**

Prereq: BTECH 111 with a grade of 2.0 or type by touch at 15 wpm or instructor permission  
Fundamentals of using the Windows operating system. Topics include management of files, documents, and folders and use of the control panel to customize the computer and the Windows desktop.

**BTECH 135 (3) Electronic 10-Key Calculator**

Prereq: BUS 107 or BUS 103 recommended.

Use of the numeric keypad on the computer as well as the electronic 10-key calculator for solving office problems with an emphasis on 10-key speed.

**BTECH 145 (5) Records and Database Management**

Prereq: BTECH 120, type by touch at 20 wpm or instructor permission

Principles and procedures for records management including storage and retrieval using manual and computer database systems. Includes alphabetic, subject, numeric and geographic storage methods and control of records.

**BTECH 149 (2) Introduction to the Medical Office**

An interpersonal networking course for medical office students including discussion, guest speakers, and assignments related to topics such as the medical environment, medical staff, medical ethics and law, and the healthcare-related job market.

**BTECH 150 (5) Medical Terminology I**

Fundamentals of medical terminology, including prefixes, suffixes, root words, and basic rules, upon which the student will build a medical vocabulary. Includes basic anatomy and physiology for the medical office worker.

**BTECH 151 (5) Medical Terminology II (formerly Advanced Medical Terminology)**

Prereq: Grade of 2.0 or better in BTECH 150

A continuation of BTECH 150 that builds on the student's medical vocabulary by learning advanced terminology and body systems. Includes basic anatomy and physiology for the medical office worker.

**BTECH 200 A-E (1) Microsoft Word**

*Prereq: For BTECH 200A – BTECH 118A and B with grade of at least 2.0, touch typing at 25 wpm, instructor permission. For BTECH 200B-E – BTECH 200A or instructor permission.*

Students can work through all levels of Microsoft Word features: (A) Prepare and Edit Documents; (B) Enhance and Customize Documents; (C) Create Tables and Merge Documents; (D) Use Macros and Styles; and (E) Prepare and Protect Shared Documents.

**BTECH 201 (5) Professional Office Applications I**

*Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm, or instructor permission*

Introduces student to essential features of word processing, spreadsheets and personal information manager software. Word processing features include document and paragraph editing, text formatting, tabs and tables, use of graphics and insertion of headers/footers. Spreadsheet features include manipulation of worksheets, use of formulas, charts and enhanced formatting. Personal information management features may include e-mail, task, calendar and contact management.

**BTECH 202 (5) Professional Office Applications II**

*Prereq: Grade of 2.0 in BTECH 201 and BTECH 145, or instructor permission*

Introduces student to major features of database management and presentation software. Database program features. Includes the creation of tables, relationships, forms, queries and reports. The student will also build creative presentations with graphics and sound.

**BTECH 203 (5) Professional Office Applications III**

*Prereq: Grade of 2.0 in BTECH 202 or instructor permission*

Enhances student's skill with advanced features of word processing, spreadsheet, database, and presentation software. Student will work with the integration of these applications in an online environment.

**BTECH 205 (2) Office Procedures**

*Prereq: Type at 30 wpm; BTECH 120 or BTECH 118 A & B or instructor permission*

A course for students entering the office profession to learn and practice necessary skills for today's office including telephone communications, mail handling, processing travel documents, time management, and use of organizational tools.

**BTECH 210 A-E (1) Microsoft Excel**

*Prereq: For BTECH 210A: BTECH 200A with at least a 2.0 or instr. permission. For BTECH 210B-E: BTECH 210A with at least a 2.0 or instructor permission.*

Students can choose to work through one or more of these Excel features: (A) Prepare and Format Basic Worksheets; (B) Insert Formulas and Enhancements; (C) Create Charts and Diagrams; (D) Advanced Formatting and Functions; and (E) Interpret and Integrate Data.

**BTECH 220 A-E (1) Microsoft Access**

*Prereq: For BTECH 220A: BTECH 200A with at least a 2.0, or instructor permission. For BTECH 220B-E: BTECH 220A with at least a 2.0, or instructor permission*

Students can choose to work through one or more of these Access topics: (A) Create and Modify a Database; (B) Create Queries and Forms; (C) Create Reports, Charts and Web Pages; (D) Use Advanced Tables, Forms, Queries and Reports; and (E) Secure and Integrate Databases.

**BTECH 225 A-C (1) Microsoft Powerpoint**

*Prereq: For BTECH 225A: BTECH 200A with at least a 2.0, or instructor permission. For BTECH 225B-C: BTECH 225A with at least a 2.0, or instructor permission*

Students can choose to work through one or more of these PowerPoint topics: (A) Create and Modify a PowerPoint Presentation; (B) Format and Add Visual Elements; and (C) Customize and Share a Presentation.

**BTECH 226 A-C (1) Microsoft Outlook**

*Prereq: For BTECH 226A – BTECH 118A & B with grade of at least 2.0, touch typing at 25 wpm, instructor permission. For BTECH 226B-C – BTECH 226A or instr. permission.*

Students can choose to work through one or more of these Outlook topics: (A) Using E-Mail and the Calendar; (B) Managing Tasks, Calendar and the Inbox; and (C) Customizing and Integrating Outlook.

**BTECH 230 (5) Machine Transcription I**

*Prereq: Grade of 2.0 or better in BUS 106 and a word processing course, or instructor permission*

Fundamentals of transcribing dictated letters, memos, and other documents using a computer and transcription equipment. Course provides an opportunity to apply business English skills along with formatting techniques and proofreading skills to produce "mailable" documents.

**BTECH 231 (5) Machine Transcription II**

*Prereq: BTECH 230 with a grade of 2.0 or better*

Advanced transcribing techniques emphasizing increased speed and accuracy in the production of business documents. Students will be expected to produce finished documents applying proper business English skills and formatting techniques.

**BTECH 241 (5) Accounting for the Office Professional**

Bookkeeping procedures (the accounting cycle including payroll) utilized by administrative office professionals.

**BTECH 245 (3) Cooperative Work Experience****BTECH 246 (3) Cooperative Work Experience**

*Prereq: Permission from Business Information Technology advisor*

Emphasis on relating the skills and attitudes learned in college to the workplace. The students will work part-time in an office setting related to their chosen programs and discuss job-related issues with other students in an online environment.

**BTECH 248 (2) Business Information Technology Seminar I**

*Prereq: Enrollment in a Business Information Technology program or instructor permission*  
Provides student with job search strategies, including preparation of resumes, cover letters, practice with interviewing skills, creating a professional appearance and telephone techniques.

**BTECH 249 (2) Business Information Technology Seminar II**

*Prereq: Enrollment in an Business Information Technology program or instructor permission*  
A seminar course that emphasizes human relations skills such as leadership, assertiveness, handling of criticism, conflict resolution, office politics and diversity in the workplace.

**BTECH 250 (5) Medical Forms**

*Prereq: Grade of 2.0 or better in BTECH 150, or instructor permission*

Emphasis on the production of the many forms required for insurance billing, including: HCFA, UB-92, referrals and referral requests. Includes documentation guidelines, effective solutions for insurance claim disputes, posting of accounts receivable and report generation, financial, legal, and ethical issues of medical billing.

**BTECH 251 (5) Medical Transcription I**

*Prereq: Grades of 2.0 or better in OFFICE 151 and OFFICE 230, or instructor permission*

A beginning medical transcription course designed to familiarize users with basic medical reports used in a health care facility, the related terminology, appropriate formats for transcribing reports, and grammar and punctuation rules specific to dictated medical records.

**BTECH 252 (5) Medical Transcription II**

*Prereq: BTECH 251 with grade of 2.0 or better*

Intensive practice in transcribing medical dictation. Students use an extensive list of standard and contemporary terms in different medical specialties while transcribing dictation dictated by actual physicians in realistic surroundings.

**BTECH 253 (5) Medical Office Procedures**

*Prereq: Grade of 2.0 or better in BTECH 150, or instructor permission*

Basic procedures in the medical office with emphasis on the role of the administrative medical office professional including records management, bookkeeping, billing, collection procedures, and health insurance billing.

**BTECH 254 (5) CPT Coding (Current Procedural Terminology)**

*Prereq: Grade of 2.0 in BTECH 151*

Basic procedural coding for medical office and hospital billing. Students will learn the American Medical Association's Current Procedural Terminology (CPT) coding system and how to legally and ethically apply the system to various healthcare settings.

**BTECH 255 (5) ICD-9-CM Coding (International Classification of Diseases, 9th Revision, Clinical Modification)**

*Prereq: Grade of 2.0 in BTECH 151*

Basic diagnosis coding for medical office and hospital billing. Students will learn entry-level ICD-9-CM (International Classification of Diseases, 9th Revision, Clinical Modification) coding for healthcare facilities.

**BTECH 260 (5) Computer Applications for the Law Office**

*Prereq: BTECH 120, BTECH 201, or instructor permission*

Tips and techniques for using software typically found in the law office. Students will learn to use templates, macros, and word processing features that are particularly applicable to the preparation of legal documents. Internet strategies, spreadsheets, litigation support, and time and billing computer applications are also taught.

**■ BUSINESS MANAGEMENT (MNGT)****MNGT 130 (5) Customer Relationship Management**

Introduction to customer relationship management. Topics include customer behavior, customer assessment, effective communication, serving the customer in a diverse environment, and developing and maintaining a relationship with customers.

**MNGT 182 (5) Creative Sales**

Survey of the multiple aspects of selling including understanding characteristics of the customer, buying motives, prospecting, approaching the customer, presenting/demonstrating the product, handling objections, closing the sale, and developing and maintaining a relationship with the customer.

**MNGT 186 (5) Professional Development**

Provides practical skills and techniques for entering the world of professional employment. Participants will experience strategies for ongoing career planning as well as strategies to increase workplace effectiveness.

**MNGT 187 (5) Career Communication Skills**

*Prereq: MNGT 186*

Participants will learn the essentials for professional communication through career skills strategies, oral presentations, individual projects and group exercises.

**MNGT 188 (2) Career Success Skills for Leaders**

*Prereq: MNGT 186 & MNGT 187*

Participants problem-solve workplace challenges while implementing individual and group success strategies.

**MNGT 194 (5) Supervisory Training & Leadership Development**

Principles and techniques of supervision, training and development of personnel. Topics include motivation, leadership, planning, organization and communication.

**MNGT 198 (3) Work Based Learning**

Participants pursue an organized career path plan by obtaining work experience in their chosen career field.

**MNGT 275 (5) Introduction to Visual Promotion**

*Prereq: CIS 110*

Provides the student with a working knowledge of planning, creating and implementing visual promotion including advertising, print media, visual display and special promotions.

**MNGT 282 (5) Marketing**

A study of the business activities concerned with the flow of goods and services from producers to consumers.

**MNGT 283 (5) Principles of Supervision and Leadership**

Principles and practices of management, supervision and leadership as applied to for-profit and not-for-profit organizations. Realistic case problems in business are used to help the student apply principles to contemporary management problems.

**MNGT 284 (5) Small Business Planning**

Planning and organizing a small business to include developing a preliminary business plan.

**MNGT 293 (5) Retailing and Merchandising**

Fundamentals of retail buying and the management of retail inventories. Topics are important for the contemporary store-level merchant who is responsible for space productivity, inventory turnover and profitability.

**MNGT 295 (5) Human Resource Management**

Principles, methods and procedures in human resource management including job analysis, description and classification, employee morale and motivation, labor turnover, selection and placement, rating and promotion and compensation in conjunction with current government regulations.

**MNGT 296 (5) Current Trends in Human Resources**

Explores current human resource issues including local, state and federal labor laws; effective recruitment and selection techniques using behaviorally-anchored structured interview format; training and development strategies using competency-based individual development plans; 360-degree performance review; and how to write employee policy manuals and job descriptions.

**■ CHEMISTRY (CHEM)****CHEM& 100 (5) Preparatory Chemistry • GER-NS**

Introductory course in chemistry for students intending to take CHEM& 121 and 131. Discussion of basic chemical concepts including atomic structure, periodic properties, chemical bonding, and chemical nomenclature. Non-Lab course.

**CHEM& 121 (5) Introduction to Chemistry • GER-NS**

*(formerly CHEM 101)*

*Prereq: CHEM& 100, high school chemistry or instructor permission. MATH 095 or 098 or concurrent enrollment and recommended for ENGL& 101 on placement tests.*

An introduction to general chemistry for health professionals or as chemical background for further studies in chemistry. Topics include unit conversions, atomic structures, periodic properties, chemical bonds, basic stoichiometry, states of matter, solutions, equilibrium, acid/base chemistry and oxidation/reduction. Lab included.

**CHEM& 131 (6) Introduction to Organic/Biochemistry • GER-NS**

*(formerly CHEM 102)*

*Prereq: CHEM& 121*

Continuation of CHEM& 121. The course includes an introduction to organic functional groups and a study of carbohydrates, optical isomerism, lipids, proteins, enzymes, nucleic acids and metabolism. Lab included.

**CHEM& 110 (5) Chemical Concepts with lab • GER-NS**

*(formerly CHEM 105)*

The relationship of basic chemical concepts to issues in modern society will be discussed. Intended for non-science majors.

**CHEM 119 (6) Chemistry for Veterinary Technicians**

*Prereq: First year standing in the Veterinary Technology Program*

Features of atomic structure, chemical bonding, acid/base theory equilibrium as they apply to basic science. Lipids, proteins and carbohydrates will be discussed with special emphasis placed on metabolism. The importance of hormones and body fluids. Lab included.

**CHEM& 139 (5) General Chemistry Prep (non-lab) • GER-NS, QS**

*Prereq: MATH 098 or equivalent with grade of 2.0 or better or placement test score above MATH 098.*

Designed to introduce the science major student to mathematical and chemical principles needed for a successful experience in their science studies. Includes problem solving, graphs, calculator use, atomic structure, periodic properties, inorganic nomenclature, the mole, balancing equations and stoichiometry. Non-lab course.

**CHEM& 161 (5) General Chemistry with lab I • GER-NS**

*(formerly CHEM 140)*

*Prereq: CHEM& 139 and MATH& 141 (which may be taken concurrently) or inst. permission*

The first quarter of a three quarter sequence in general chemistry for science and engineering majors. The course covers measurements, significant figures, dimensional analysis, periodic properties, atomic structure, stoichiometry, thermochemistry and quantum theory. Lab included.

**CHEM& 162 (5) General Chemistry with lab II • GER-NS**

*(formerly CHEM 150)*

*Prereq: CHEM& 161 or instructor permission*

The second quarter of a three quarter sequence in general chemistry for science and engineering majors. Course covers bonding theory, molecular structure, states of matter, chemical reactions in solution, solutions, kinetics and an introduction to the second law of thermodynamics. Lab included.

**CHEM& 163 (5) General Chemistry with lab III • GER-NS**

*(formerly CHEM 160)*

*Prereq: CHEM& 162 or instructor permission*

The last quarter of a three quarter sequence in general chemistry for science and engineering majors. The course covers equilibrium, oxidation/reduction reactions, acids and bases, slightly soluble salts, entropy and free energy and electrochemistry. Lab included.

**CHEM& 261 (6) Organic Chemistry with lab I**

*(formerly CHEM 220)*

*Prereq: CHEM& 162 or equivalent with a grade of 2.0 or better or instructor permission*

The first quarter of a three-quarter sequence in organic chemistry for university transfer, designed for science majors, pre-medical, pre-dental and other pre-professional curricula. Structure, nomenclature, physical properties, reactions and synthesis of the main types of organic compounds. Lab included.

**CHEM& 262 (6) Organic Chemistry with lab II**

*(formerly CHEM 221)*

*Prereq: CHEM& 261 with a grade of 2.0 or better or instructor permission*

The second quarter of a three-quarter sequence in organic chemistry for university transfer, designed for science majors, pre-medical, pre-dental and other pre-professional curricula. Further discussion of the properties and transformations of organic molecules. Lab included.

**CHEM& 263 (6) Organic Chemistry with lab III**

*(formerly CHEM 222)*

*Prereq: CHEM& 262 with a grade of 2.0 or better or instructor permission*

The third quarter of a three quarter sequence in organic chemistry for university transfer, science majors, pre-medical, pre-dental and other pre-professional curricula. Further discussion of the properties and transformations of organic molecules, including bio-molecules. Lab included.

**■ CHINESE**

See *WORLD LANGUAGES*.

**■ COLLEGE SUCCESS (COLLG)****COLLG 101 (2) Listening Skills**

*(formerly STUDY 101)*

Covers important listening skills for academic, business, and personal situations. Provides opportunities to improve listening skills through practice.

**COLLG 104 (2) Study**

**Techniques I** *(formerly STUDY 104)*

Designed to teach methods and processes for success in college. Topics include learning style application, memory reading techniques and time management skills.

**COLLG 105 (2) Study**

**Techniques II** *(formerly STUDY 105)*

Introduces methods and processes for success in college. Topics include note-taking, test-taking, diversity and critical thinking.

**COLLG 106 (3) Study**

**Techniques III** *(formerly STUDY 106)*

Teaches methods and processes for success in college. Topics include writing, health and career planning.

**COLLG 107 (2) Study Skills for Math and Science**

*(formerly STUDY 107)*

Interactive class designed to support development of personal and academic skills for success in math and science classes. Topics include dealing with math and science anxiety, self-awareness of preferred learning styles, confronting word problems, and making one's own study sessions more productive. Some sections may be program specific.

**COLLG 110 (3) College Success**

*(formerly EDUC 110)*

This course is designed to motivate students to increase their academic skills and techniques, to suggest strategies for success in college, and to give the students general information regarding resources and procedures.

**COLLG 111 (5) TRIO College Success**

*(formerly EDUC 111)*

*Prereq: Permission of TRIO staff*

Designed to introduce TRIO program students to the skills and tools needed to become a successful college student. Topics include team building and problem solving, study skills, understanding the higher education system, career exploration, budget and time management, and online learning styles, communication skills (oral, written, electronic), and self awareness. Student cannot receive credit for both COLLG 110 and 111 toward degree requirements.

**COLLG 112 (2) College Transfer Planning**

*(formerly EDUC 112)*

*Prereq: COLLG 110 or COLLG 111*

Interactive capstone course designed for students who have already taken COLLG 110 or COLLG 111, to support development of personal and academic skills required for success at a four-year school. Topics include networking, mentoring, overcoming personal life challenges, expanding and expounding on a previous exploration in self awareness and values clarification, and personal preparation for transition to a four-year college.

## ■ COMMUNICATION STUDIES (CMST)

### CMST& 101 (5) Introduction to Communication • GER-HM (formerly SPCH 100)

An investigation into communication theory including verbal and non-verbal communication. Communication barriers and processes will be studied. The student will also make presentations before the class.

### CMST& 102 (5) Introduction to Mass Media • GER-HM (formerly JOURN 101)

An analysis of structure, trends and the technology of American mass media industries, including print media, and how they impact individuals, shape society and influence culture.

### CMST 105 (5) Intercultural Communication • GER-HM (formerly SPCH 105)

The examination of the effects of culture upon the process of communication. Using theory and skill development, students are prepared to communicate effectively both within and across cultures. The course gives students the opportunity to analyze their own, and others – intercultural communication through experiential and interviewing formats. The course emphasis includes the influence of culture on non-verbal communication, language, perception, intercultural relationship development and intercultural conflict.

### CMST 210 (5) New Media Presentation • GER-HM (formerly SPCH 210)

An interactive speech presentation class with an emphasis on digital media as an integral part of the presentation. Each presentation will focus on specific technology including video, audio and computer presentation programs. The primary emphasis will be on training students to speak to groups successfully by integrating specific software and hardware into the presentation.

### CMST& 220 (5) Public Speaking • GER-HM (formerly SPCH 110)

A beginning course in public speaking emphasizing speech organization, audience analysis, speech delivery, speech writing. Frequent presentations before the class in which the student will be given the opportunity to explore his/her own speech capabilities.

### CMST& 230 (5) Small Group Communication • GER-HM (formerly SPCH 115)

Understanding the principles and processes of oral communication within groups. The course uses theory with practice in participating in group presentations and meetings. The course will examine group presentation skills, group problem solving, critical listening, leadership, conflict management, group roles and group development. The focus is to prepare the student for effective group communications at work, socially and in the community.

## ■ COMPUTER (CMPTR)

### CMPTR 104 (1) Beginning Keyboarding

Develop touch control of the alphabetic keyboard and demonstrate proper keyboarding techniques. (Course only offered through the PierceWorks Program.)

**CMPTR 105 (1) Windows, etc.**  
Basic introduction to the Windows operating system. Also learn file management and E-mail.

### CMPTR 106 (2) MS Word Competency

*Prereq: Windows, etc; or instructor permission*  
Basic Word usage; formatting, manipulating documents, tool usage, templates, headers and footers and more.

### CMPTR 107 (1) Quality Results from the Web

Internet research and database usage. Learn search techniques, information retrieval and management, and evaluation of sources.

### CMPTR 108 (1) PowerPoint Pizazz

Create and enhance professional presentations, including slide layouts, formatting, graphics, transitions and animation.

### CMPTR 111 (1) Microsoft Excel, Beginning

*Prereq: Intro to Windows or equivalent.*  
Learn to create, modify, save and print worksheets; create formulas; move and copy data; format cells, columns and the worksheet appearance.

### CMPTR 112 (1) Microsoft Excel, Intermediate

*Prereq: Introduction to Windows and Microsoft Excel Beginning or equivalent.*  
Learn to create, modify and format charts and graphs; add graphics and use drawing tools; sort information in a list using the Data Sort command.

### CMPTR 115 (1) Microsoft Word, Beginning

*Prereq: Intro to Windows 98 or equivalent.*  
Create, edit, save and print documents using Microsoft Word; apply character, paragraph and page formatting; set and modify tabs; create tables; use proofing tools.

### CMPTR 116 (1) Microsoft Word, Intermediate

*Prereq: Introduction to Windows or equivalent and Microsoft Word Beginning.*  
Create columns, sections, and tables; merge documents and data sources; use styles and templates; run and edit macros.

### CMPTR 131 (1) Introduction to Personal Computers

Introduction to personal computer terminology, hardware components and software; hands-on practice using the Windows operating system; word processing; spreadsheets; Internet browser software.

### CMPTR 137 (1) Introduction to Windows

Learn to navigate within the Windows environment; customize the desktop; locate, create, and save files and file folders; share data between applications; use control panel to change properties and settings.

## ■ COMPUTER INFORMATION SYSTEMS (CIS)

### CIS 080 (1) Computer Basics

*Offered through Extended Learning*  
Explores computer capabilities and how the computer can be adapted to individual and workplace needs.

### CIS 103 (2) Online Learning: Getting Started

*Prereq: Regular access to the Internet; familiarity with Web and E-mail*

Through an introductory online experience, the student will learn about how online courses work and the personal preparation required for successful learning online. Topics covered include technical preparation, navigating the online course environment, online relationships, and how online learning differs from face-to-face instruction. The class will help students identify when and how online learning is best incorporated in to their educational activities.

### CIS 110 (3) Introduction to Microcomputer Business Applications

*Prereq: Keyboarding proficiency of 35 wpm or better.*

An abbreviated version of CIS 121 designed specifically for non-CIS/DDSGN majors. Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Lab assignments using current microcomputer-based application programs allow the student to interact with computer technology, hardware and Internet.

### CIS 121 (5) Introduction to Computer Information Systems

*Prereq: Keyboarding proficiency of 35 wpm or better*

Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Students will develop an understanding of personal computers and emphasize their use as both stand-alone and networked systems. Current microcomputer-based application programs and higher-level programming language exercises and lab assignments allow each student to interact with computer technology, hardware, Internet and concepts of common application programs.

### CIS 122 (5) Structured Program Design

*Prereq: CIS 121 (with a 2.0 or above); MATH 098 (with a 2.0 or above)*

Introduction to the concepts of computer program analysis, design, and development using modern structured programming methodologies and techniques. Involves structure charts, pseudocode, and flowcharts. Common computer program techniques of documentation, testing and validation, and implementation using the systems development life cycle (SDLC) model, and lab assignments to allow the student to interact with computer technology, hardware and concepts.

### CIS 123 (5) Introduction to Object Oriented Programming (OOP)

*Prereq: CIS 122*

Introduction to Object Oriented Programming (OOP). Application of the concepts of Inheritance, polymorphism, Interfaces and abstract classes. Addresses classes, objects and methods utilizing top down design, model-view-controller, and other maintainability/modularization/and reusability techniques. Techniques for effective program coding; testing and establishing error handling techniques.

### CIS 130 (5) Microcomputer Applications

*Prereq: CIS 110 or 121*

Learn four of the most popular software applications used for word processing, spreadsheet, database management and presentation purposes.

### CIS 134 (5) Computer Operating Systems

*Prereq: CIS 121 with a 2.0 grade or better*

Introduction to the function and use of command line and graphical user interface (GUI)-based microcomputer operating systems. A combination of classroom discussion and hands-on lab exercises provides practical knowledge and experience in various operating system features.

### CIS 136 (3) Spreadsheet Applications

*Prereq: CIS 110 or CIS 121 and MATH 098*

The fundamental concepts of spreadsheets (electronic worksheets). Topics will include creation and manipulation of spreadsheets, conversion to charts and graphs, and creation of macros.

### CIS 140 (5) Technical Support Practices and Procedures

*Prereq: CIS 130, CIS 134 and CIS 150*

Introduction to technical support practices and procedures. Discussion of the difference in the levels and roles of technical support, technical support organization and structure, user support services including individual and group training, and liability of support services. Learn escalation and forwarding of customer support requests for services, report processing, and automated help desk tools. Addresses implementation of hardware and software accommodations and accommodation strategies. Includes practices with technical support laboratory.

### CIS 150 (5) Computer Installation and Troubleshooting

*Prereq: CIS 121*

An introduction to the installation and interfacing of computer hardware and software including a variety of computer components. Troubleshooting and correction of problems encountered in computer operation of both hardware and software.

### CIS 155 (3 or 5) Special Topics in Information Systems Technology

*Prereq: Instructor permission only*

Detailed coverage of a selected computer topic of current interest. Sample topics may include computer languages, hardware and software development strategies.

**CIS 185 (5) Visual Basic Programming***Prereq: CIS 122*

Addresses Dot Net objects using unified modeling language; classes and applying objects within an assembly; web services concepts and Active Server Pages; complex window forms to interface within desktop applications using controls and events including menu and keyboard handling; Window Forms that access data from various back end databases and program threads.

**CIS 201** — See CS& 131 or 141.**CIS 202** — See CS 202.**CIS 215 (5) Introduction to Web Programming***Prereq: CIS 121*

Addresses web forms utilizing HTML; dynamic client-side web forms that utilize JavaScript; server-side code that can receive, process, and return data from the client-side; relevant object models and creation of multiple forms to move data; web forms that utilize techniques such as cascading style sheets; separation of the presentation and application layers; error handling; Simple Object Access Protocol (SOAP) and Universal Discovery, Description, and Integration (UDDI).

**CIS 216 (5) Web Services***Prereq: CIS 122 and 215*

Addresses web services framework issues such as HTTP, TCP/IP, XML, SOAP, WSDL, and UDDI; required development environment; projects that implement the individual pieces of web services; data types; perform exception handling; debugging utilizing the tools of the specific products; discovery of web services; state management; caching and application events.

**CIS 217 (5) Server Side Web Development using C# or Java***Prereq: CIS 216*

Addresses web form components and web control fundamentals; web application creation, validation and rich controls using C# and Java; state management within a moderately complex application; tracing, logging, and error handling within an application; ADO.NET associated with datalist, datagrid, repeater, and other data access controls; access to/through files, streams, and email; component based programming and custom controls; caching and performance tuning.

**CIS 230 (5) Network Operating Systems***Prereq: CIS 265 with a 2.0 grade or better*

Implementation of the network operating system environment. Analysis of protocols and sub protocols in workgroup and server-based topologies with emphasis on features, advantages, disadvantages and security. Addresses architecture, implementation, installation and maintenance of network operating system using UNIX/Linux. Practical application in a network laboratory.

**CIS 250 (5) COBOL I***Prereq: CIS 122*

An introduction to the design and programming of elementary and intermediate structured programs in COBOL using programming tools such as pseudocode and hierarchy charts.

**CIS 251 (5) COBOL II***Prereq: CIS 250*

The design and programming of intermediate and advanced structured COBOL programs with an emphasis on arrays, tables, file maintenance and advanced debugging aids.

**CIS 260 (5) Database Management Systems***Prereq: CIS 122 and CIS 130*

Concepts and theory of database management systems (DBMS) including the analysis and design of relational database systems.

**CIS 261 (5) SQL (Structured Query Language)***Prereq: CIS 122*

Introduction to Structured Query Language (SQL), the industry-standard language for storing, retrieving, displaying, and updating data in a relational database. Includes detailed coverage of the Oracle-specific PL/SQL procedural extension.

**CIS 262 (5) Database Administration, Backup and Recovery***Prereq: CIS 260, CIS 261*

Learn the key tasks and functions required of a database administrator in a production environment. Gain experience creating and implementing a database, managing data, expanding the size of the database, implementing basic security and data integrity measures, and granting data access privileges to individual users.

**CIS 263 (5) Database Performance Tuning and Network Administration***Prereq: CIS 262*

Project-oriented class with emphasis on system support, tuning, problem diagnosis, and problem resolution.

**CIS 265 (5) Data Communications and Networks***Prereq: CIS 134 with a 2.0 grade or better*

An introduction to data communication and network terminology, operating concepts, network design, hardware and software. Reviews the Open System Interconnection (OSI) model as well as other major data communication models and the various specifications and standards for data communications hardware and software. Addresses the advantages and disadvantages of various network systems and their availability, flexibility and performance. Participate in the design of a data communications network.

**CIS 266 (5) Local Area Networks***Prereq: CIS 265 with a grade of 2.0 or better*

Implementation of workgroup-based hardware and software components of Local Area Networks (LAN) systems. Covers installation and configuration of workstation, client operating system software and network hardware including media, topologies, access methods, and protocols. Reviews present and future LAN trends, alternatives, security, and planning strategies and LAN management considerations. Includes examination of LAN interconnection using bridges, routers, switches, and gateways as well as LAN segmentation, VLAN, and subnetting. Practical application in a network laboratory.

**CIS 267 (5) Network Administration Practices and Procedures***Prereq: CIS 230 and CIS 266, each with a 2.0 grade or better*

Practices and procedures for installing and administering a network operating system software for a server-based centrally administered Local Area Network (LAN). Script generation, user/group security configuration/privileges, back-up and recovery operations, network resource allocation and control, troubleshooting, failure recovery, fault tolerance covered. Practical application in a tolerance covered. Practical application in a network laboratory.

**CIS 269 (5) Advanced SQL Programming and Tuning***Prereq: CIS 261*

An advanced course in Structure Query Language (SQL). Develop script files, stored procedures, and PL/SQL units. Diagnose and tune for performance problems.

**CIS 270 (5) C Programming Language***Prereq: CIS 122*

An introduction to C Programming Language including its development history and philosophy. Emphasis on programming.

**CIS 271 (5) Introduction to C++***Prereq: CIS 122 and 270, MATH 098 with grade of 2.0 or better, or instructor permission.*

An introduction to the C++ programming language; problem-solving and programming techniques; syntax and semantics through arrays, text files; and programming projects to include its development history and philosophy. Emphasis on programming.

**CIS 272 (5) Advanced C++ Programming***Prereq: CIS 271 and MATH 098 with grade of 2.0 or better, or instructor permission.*

Advanced C++ programming language, problem-solving and programming techniques; syntax and semantics through arrays, text files; and programming projects to include its development history and philosophy. Emphasis on programming.

**CIS 280 (5) Systems Analysis and Design***Prereq: CIS 122 and CIS 130*

A systematic approach to defining needs, creating specifications, and designing information systems. Structured systems analysis and design techniques will be used to develop and document effective computer-based information systems group projects. Students will create and present project plans using currently available project management application software.

**CIS 285 (5) Advanced Visual Basic***Prereq: CIS 122 and CIS 185*

An advanced course in the Visual Basic programming language. Develop Windows software within the systems development life cycle (SDLC) methodology. Covers arrays and controls, SQL, ActiveX controls, DLLs, data validation, animation, error-trapping, reporting, and security issues.

**CIS 286 (5) Application Development***Prereq: CIS 122 and CIS 185*

Addresses component programming through the development of completed applications; availability, scalability, and secure enterprise system programming; clustering and server farms; enterprise caliber data objects, classes, and methods within an application; and effective error handling.

**CIS 290 (5) Supervised Internship***Prereq: CIS/DDSGN majors in their final quarter before graduation*

Capstone course allows the student to gain relevant experience working in a local business environment. Requires 250 hours of supervised work including associated resume preparation, job interviews, and internship documentation.

**COMPUTER NETWORK ENGINEERING (CNE)****CNE 101 (2) DOS for Network Users***Prereq: CIS 121 with a grade of at least 2.0*

Introduction to the use of the MS-DOS operating system in a Windows/Network environment. Develop an understanding of the inner workings of personal computer components. Interface with personal computer at the command-line level is emphasized.

**CNE 110 (5) Basic Electronics***Prereq: CIS 121; ENGL 101; MATH 098 (or equivalent) with grades of 2.0 or better*

A beginning course in electronics emphasizing basic circuits, components, AC and DC sources, solid state devices and digital circuits and techniques.

**CNE 210 (5) MicroProcessors***Prereq: CNE 110 with grade of at least 2.0*

Microcomputer/microprocessor basics, the 80XXX microprocessor family, introduction to assembly language programming, expanded programming, the program instruction set, and memory segmentation. Provides knowledge of specific terminology, facts, ways and means of dealing with classifications, categories, and principles of processors, motherboards and memory.

**CNE 218 (5) Managing a Windows 2000 Network Environment***Prereq: CNE 232 with a 2.0 grade or better*

Performance-based course designed around the job-related tasks a network professional must perform to implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows 2000 operating system. Tasks are generally performed in medium to large organizations, spanning two to 100 physical locations by using LANs, Intranets and/or Internet.

### CNE 220 (5) Networking Technologies

*Prereq: CIS 121; ENGL& 101; MATH 098 (or equivalent) with grade of at least 2.0 in all courses.*

General introduction to current networking technology for local area networks (LANs), wide area networks (WANs), and the Internet. Focuses on contemporary network topologies, services, transmission media, and protocols. Discussion includes the Open Systems Interconnection (OSI) reference model and Institute of Electrical and Electronic Engineers (IEEE) standards.

### CNE 230 (3) Computer and Network Operating Systems

*Prereq: CNE 220 with a grade of at least 2.0*

Introduction to the functions and operating methods of a variety of operating systems for stand-alone and network computing. Focus is on current industry standard systems of MS-DOS, Windows family, UNIX, and Novell. Proprietary and special purpose OS/NOS discussed in less detail.

### CNE 231 (5) Implementing Windows Client Operating System

*Prereq: CIS 266 with a 2.0 grade or better*

This course is to provide individuals who are new to Microsoft Windows client operating system with the knowledge necessary to understand and identify the tasks involved in supporting Windows server products. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Windows-based environment.

### CNE 232 (5) Managing and Maintaining a Microsoft Windows Server

*Prereq: CNE 231 with a 2.0 grade or better*

Install and configure Windows on stand-alone and client computers in a workgroup or domain. Install and configure Windows Server to create File, Print, Web and Terminal servers.

### CNE 233 (5) Maintaining a Microsoft Windows Server Environment

*Prereq: CNE 232 with a 2.0 grade or better*

Performance-based course designed around the job-related tasks a support professional must perform in order to be proficient in a Microsoft networked server environment. Emphasis is based on remote connectivity and client-based services.

### CNE 234 (5) Implementing a Microsoft Windows Server Network Infrastructure

*Prereq: CNE 233 with a 2.0 grade or better*

Professional support class for installation, configuration, management and support of a network infrastructure using Microsoft Windows Server products.

### CNE 235 (5) Implementing and Maintaining Microsoft Windows Server Network Infrastructure: Network Services

*Prereq: CNE 233 with a 2.0 grade or better*

Professional support class for installation, configuration, management and support of a network services using Microsoft Windows Server products.

### CNE 236 (5) Planning and Maintaining a Windows Server Network Infrastructure

*Prereq: CNE 233 with a 2.0 grade or better*

Design a Microsoft Windows Server network infrastructure that supports required network applications. Solutions based on Dynamic Host Configuration Protocol (DHCP), Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP) will be contrasted and evaluated for applicability.

### CNE 237 (5) Planning, Implementing and Maintaining a Microsoft Server Active Directory Infrastructure

*Prereq: CNE 234 with a 2.0 grade or better*

Install, configure, and administer Windows Active Directory directory services. Course also focuses on implementing Group Policy and performing those Group Policy-related tasks that are required to centrally manage users and computers.

### CNE 238 (5) Designing Security for a Windows Network

*Prereq: CNE 237 with a 2.0 grade or better*

Design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Secure the specific areas of: Local Network Users; Remote Users and Offices; Private and Public Networks; and Partner Organizations.

### CNE 239 (5) Update Support Skills from Windows NT to Windows 2000

*Prereq: CNE 272 with a 2.0 or better*

Performance-based course designed around the job-related tasks a support professional must perform using new or modified features in the Windows 2000 operating system. Updates skills and knowledge from Windows NT to Windows 2000-based networks.

### CNE 240 (5) Computer Hardware Troubleshooting

*Prereq: CNE 210 with a grade of at least 2.0; CIS 150 recommended*

An introduction to the installation and interfacing of hardware including storage, and peripheral devices including multimedia, memory, and video. Troubleshooting and conflict resolution/correction of problems in computer operation relating to hardware components will be included.

### CNE 245 (5) Computer Software Troubleshooting

*Prereq: CNE 230 with a grade of at least 2.0; CIS 150 recommended*

Training in the installation and interfacing of software including operating systems, application programs, diagnostics, memory, and computer environmental controls. Software troubleshooting and conflict resolution/correction of problems in computer operation relating to software components will be included.

### CNE 250 (5) NetWare Administration

*Prereq: CNE 220 with a grade of at least 2.0*

Training in management and administration of networks, to address the issues of security, procedures and documentation, user support, printing, and file server organization. Includes administrative tools necessary to setup, manage, and use basic network services including security and E-mail.

### CNE 251 (5) Unix Administration

*Prereq: CNE 220 with a 2.0 grade or better*

Training in management and administration of networks to address the issues of security, procedures and documentation, user support, printing and file server organization. Includes administrative tools necessary to setup, manage and use basic network services including security and E-mail.

### CNE 252 (5) Implement and Support NT 4.0 Workstation

*Prereq: CNE with a grade of at least 2.0*

Intensive course focusing on knowledge and skills necessary to install and configure Microsoft NT Workstation operating system version 4.0. Provides positive hands-on experience with installation and configuration, as well as observation of basic configuration features of the system.

### CNE 253 (5) Deploying and Managing Microsoft Internet Security and Acceleration Server

*Prereq: CIS 236 with a 2.0 grade or better*

Provides Information Technology students with the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment.

### CNE 254 (5) Fundamentals of Network Security

*Prereq: CIS 266 with a 2.0 grade or better*

Provides students with the knowledge and skills to begin supporting network security within an organization. Students who complete this course will be able to identify security threats and vulnerabilities, and help respond to and recover from security incidents.

### CNE 255 (5) NetWare Advanced Administration

*(formerly LAN Server Administration)*

*Prereq: CNE 250 with a grade of at least 2.0.*

Training in advanced administration skills such as tuning the network and server for better performance and managing complex tree structures. Instruction on how to oversee a complex NetWare networking environment, including Novell Directory Services partitioning and replication, time synchronization strategies and integrating with prior NOS versions.

### 256 (5) Unix Advanced Administration

*Prereq: CNE 251 with a 2.0 grade or better*

Training in advanced administration skills such as tuning the network and server for better performance and managing complex tree structures. Instruction on how to oversee a complex Unix networking environment, including Unix Directory Services partitioning and replication, time synchronization strategies and integrating with prior NOS versions.

### CNE 257 (5) Implement and Support Windows NT 4.0 Server

*Prereq: CNE 252 with a grade of at least 2.0*

Intensive course focusing on knowledge and skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows NT Server 4.0 in a simple computing environment. Training will focus on homogeneous LANs which include one or more servers, a single domain, and single location. Consideration will be given to file- and print-sharing capabilities.

### CNE 260 (5) NetWare Installation and Configuration

*Prereq: CNE 255 with a grade of at least 2.0*

Install and configure a NetWare network, focusing on Novell Directory Services (NDS) configuration. Includes scenarios for upgrading, migrating, and installing to implement a different design of the NDS tree structure.

### CNE 261 (5) Unix Installation and Configuration

*Prereq: CNE 256 with a 2.0 grade or better*

Install and configure a Unix network, focusing on Unix Directory Services (NDS) configuration. Includes scenarios for upgrading, migrating, and installing to implement a different design of the NDS tree structure.

### CNE 262 (5) Supporting Windows NT 4.0 Core Technologies

*Prereq: CNE 257 with a grade of at least 2.0*

Intensive course focusing on skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows NT 4.0 Content primarily of interest in a complex environment -- such as capacity planning on a server and a network, multiple domain management, and trust relationships.

### CNE 265 (3) NetWare Directory Services Design and Implementation

*(formerly Network Technical Support)*

*Prereq: CNE 260 with a grade of at least 2.0*

Create and complete a NetWare Directory Services (NDS) design strategy and implementation schedule using templates which can be transferred to the workplace. Course will identify critical factors and expectations for designing a NetWare network, to include determining pre-optimization and clean-up strategies for implementation.

### CNE 266 (3) UDS Design and Implementation

*Prereq: CNE 261 with a 2.0 grade or better*

Create and complete a Unix Directory Services (UDS) design strategy and implementation schedule using templates which can be transferred to the workplace. Course will identify critical factors and expectations for designing a Unix network; to include determining pre-optimization and clean-up strategies for implementation.

### CNE 267 (5) Internetworking with Microsoft TCP/IP on Windows NT 4.0

*Prereq: CNE 262 with a grade of at least 2.0*

Intensive course focusing on knowledge and skills necessary to setup, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Windows NT 4.0. Special emphasis is given to DHCP Manager, HOSTS/LMHOSTS, SNMP, connectivity, monitoring and optimization.

### CNE 270 (3) Data Communications Technology

Instruction in the theories and practices in data communication, particular product and technology implementation. Training in the basic concepts of linkage between two communications traditions, LAN and telephony management. Capabilities, capacities, strengths, and weaknesses of variety of signaling and cabling techniques discussed.



**CNE 272 (5) Supporting Windows NT 4.0 Server – Enterprise Technology**

*Prereq: CNE 267 with a grade of at least 2.0*  
Intensive course focusing on knowledge and skills necessary to design, implement and support the Windows NT Server network operating system in a multidomain enterprise environment. Training will focus on directory services, server analysis and optimization, network analysis and optimization, and troubleshooting.

**CNE 277 (5) Implementing and Supporting Microsoft Internet Information Server 4.0**

*Prereq: CNE 272 with a grade of at least 2.0*  
Intensive course focusing on knowledge and skills necessary to install, configure and implement all components of Internet Information Server 9IIS. Includes training in procedures to establish and maintain a Web site/server.

**CNE 280 (5) NetWare Service and Support** (formerly *Network Design and Implementation*)

*Prereq: CNE 265 with a grade of at least 2.0*  
Focus on the prevention, diagnosis, and resolution of hardware-related problems which are common to computer networks utilizing the NetWare network operating system. Teaches practical skills to allow optimization of hardware resources in relation to NetWare networking products.

**CNE 281 (3) Integrating Windows NT** (formerly *Internet and TCP/IP and 2 credits*)

*Prereq: CNE 280 with a grade of at least 2.0*  
Fundamentals of Windows NT networking and techniques to integrate Windows NT with a NetWare network. Includes basics of NT registry and administrative utilities to manage the NT environment.

**CNE 282 (5) NetWare Products**

*Prereq: CNE 280 and CNE 281*  
An introduction to managing NetWare printing environments that support network printers attached to file servers, workstations or dedicated print servers and use of third-party print server hardware and software. Hands-on experience installing, configuring and managing internet working products.

**CNE 284 (5) Unix Service and Support**

*Prereq: CNE 266 with a 2.0 grade or better*  
Focus on the prevention, diagnosis, and resolution of hardware-related problems which are common to computer networks utilizing the Unix network operating system. Teaches practical skills to allow optimization of hardware resources in relation to Unix networking products.

**CNE 285 (3) Integrating Windows Server with Unix**

*Prereq: CNE 284 with a 2.0 grade or better*  
Fundamentals of Windows Server networking and techniques to integrate Windows Servers with a Unix network. Includes basics of Windows Server registry and administrative utilities to manage the Windows environment.

**CNE 290 (5) Supervised Internship**

*Prereq: CNE majors only*  
Supervised work experience of 25 hours per week in a network support environment (250 hours).

**COMPUTER SCIENCE (CS)****CS& 131(5) Computer Science I – C++ • GER-QS,NS**

(formerly *CIS 201B*)  
*Prereq: CIS 122 with a grade of 2.0 or better and MATH 098 or equivalent with a grade of 2.0 or better (or placement test score above Math 098) or instructor permission*  
An introduction to computer science using a high level language; problem solving and programming techniques; syntax and semantics through arrays, text files; programming projects (ACM CSI).

**CS& 141 (5) Computer Science I – JAVA • GER-QS,NS**

(formerly *CIS 201C*)  
*Prereq: CIS 122 with a grade of 2.0 or better and MATH 098 or equivalent with a grade of 2.0 or better (or placement test score above Math 098) or instructor permission*  
An introduction to computer science using a high level language; problem solving and programming techniques; syntax and semantics through arrays, text files; programming projects (ACM CSI).

**CS 202 (5) Computer Science II • GER-QS,NS**

*Prereq: CIS 201 or CS& 131 or CS& 141*  
Algorithms, data structures, applications, computer systems, social implications (ACM CS2).

**CONSTRUCTION MANAGEMENT (CONST)****CONST 101 (3) Introduction to Construction Industry**

Construction processes are introduced, including industry terminology, business practices (estimating/bidding, scheduling, project management, field operations), and career pathways.

**CONST 140 (3) Blue Print Reading**

Introduction to construction drawings with emphasis on reading, interpreting and communicating the content of the documents.

**CONST 150 (3) Construction Documents**

Construction documents and their use as a tool to manage the construction process.

**CONST 160 (3) Materials and Methods**

The technical aspects of construction systems, including the procedures and methods for masonry, steel, wood and concrete construction. Recent trends in construction materials are also covered.

**CONST 180 (5) Building Codes**

A study of the application and administration of electrical, plumbing and mechanical codes in the construction industry.

**CONST 200 (3) Estimating I**

*Prereq: CONST140 or instructor permission*  
A comprehensive introduction to construction estimating and bidding, including basic concepts, procedures, terminology and pricing techniques. Covers work issues and costs connected with the major components of a construction projects.

**CONST 201 (3) Estimating II**

*Prereq: CONSTR 200*  
Continuance of Estimating I with an increasingly in-depth analysis of pricing and bidding strategies. Course includes a detailed analysis of bid types, the use of estimating software, the developing productivity of labor, using contingencies and allowances, and ethics in the profession of estimating and bidding.

**CONST 230 (5) Scheduling**

*Prereq: CONSTR 200*  
Principles of scheduling to control and manage a construction project. Critical path planning techniques by determining durations of individual project activities and their sequence relationships to each other. Resource and cash flow analysis schedule loading. Use of scheduling software.

**CONST 250 (3) Safety and Accident Prevention**

Construction industry standards for accident prevention, hazard identification, and compliance responsibility are emphasized in conjunction with an overview of Occupational Safety and Health Act and other related federal and state legislative requirements.

**CONST 260 (5) Project Management Start to Finish**

*Prereq: CONST 230*  
Project organization, documentation, and control methods utilized to manage all facets of a project from start to completion.

**COOPERATIVE EDUCATION (COOP)****COOP 150-153 (1-8) Cooperative Education**

*Prereq: Employment In an approved occupation and concurrent enrollment In COOP 160-163*  
A Work Based Learning experience incorporating an educational component as it relates to the individual student work experience.

**COOP 160-163 ((1) Seminar: Cooperative Education**

*Prereq: Currently employed and concurrent enrollment In COOP 150-153*  
A Work Based Learning seminar that enhances the work experience by presenting appropriate solutions to job related issues.

**CRIMINAL JUSTICE (CJ)****CJ 102 (5) Introduction to Criminal Law** (formerly *CJ 105*)

Basic introduction to the elements of criminal law and justice in the United States.

**CJ 112 (5) Criminal Justice in America • GER-SS** (formerly *CJ 110*)

An examination of the Criminal Justice process with specific emphasis on structures, functions and actors of U.S. state and federal courts.

**CJ 115 (5) Juvenile Justice System**

A critical examination of the agencies and decision-makers responsible for controlling juvenile crime and delinquency; the decisions they make and their impact upon crime, juveniles and the community.

**CJ 120 (5) Constitutional Rights • GER-SS**

An examination of the evolution and current judicial interpretation of the first, second, fourth, fifth, sixth, eighth and fourteenth amendments to the United States Constitution.

**CJ 126 (2) Community Partnership Program**

(formerly *CJ 101*)  
This is an opportunity for a local criminal justice agency to provide specific attention to historical background of the agency and employment practices to include mock or specific employment exams. This course will assist students in understanding specific practices and determine if this portion of the Criminal Justice system reflects their needs.

**CJ 130 (5) Criminal Justice Operational Skills**

*Prereq: CJ 112 or instructor permission*  
Practical applications in recognition and solution of frequently encountered criminal justice tasks and problems. Emphasizes use of information gathering, communications, problem resolution and decision-making skills.

**CJ 135 (3) Special Populations in Corrections**

An examination of special populations in corrections, their impact on the correctional system and the system's responsibilities to them.

**CJ 140 (5) Corrections in America • GER-SS**

A broad overview of the theories, practices, and employment prospects in the correctional field in the United States.

**CJ 145 (3) Case Management in Corrections**

An examination of correctional case management strategies and intervention techniques.

**CJ 150 (5) Police in America**

An examination of the history and roles of the police and the social, political, organizational, and legal environment within which the police perform those roles in modern United States of America.

**CJ 200 (5) Crime and Justice in America: Issues • GER-SS**

*Prereq: ENGL& 101*  
A seminar approach to contemporary issues relating to society's response to crime and criminals (the Criminal Justice System) through discussion of major issues in criminal and constitutional law, criminal justice policy, societal values and legal procedure.

**CJ 202 (5) Concepts of Criminal Law • GER-SS**

An analysis of the fundamental concepts of both the English Common Law and modern statutory criminal law and defenses.

**CJ 205 (5) Investigative Technology**

The use of technical equipment and scientific methods to assist in crime detection.

**CJ 215 (5) Drugs and Society • GER-SS**

An examination of American drug use and drug traffic and their impact upon the individual and society.

**CJ 220 (2) Special Topics in Criminal Justice****CJ 221 (3) Special Topics in Criminal Justice****CJ 222 (4) Special Topics in Criminal Justice****CJ 223 (5) Special Topics in Criminal Justice**

A critical examination of the written materials and practical applications relevant to current/critical issues in Criminal Justice and their impact on the criminal justice system and society. The specific topic(s) vary from quarter to quarter.

**CJ 224 (5) Victimology and Advocacy**

An overview of current victim issues, laws, resources, treatments, recovery and advocacy for victims of crime and other social problems

**CJ 225 (3) Victim Issues**

An overview of current victim issues, the development of laws that impact victims and resource access for victims.

**CJ 226 (5) CJ Response to Terrorism**

A course designed to familiarize students with the basics of terrorism, the history, laws and recent issues and criminal justice responses to terrorism in the 21st Century.

**CJ 227 (5) Funding and Prevention for Crime and Justice**

A course designed to familiarize students with the basics of the grant funding process for social programs (state and federal), and how to develop a prevention idea into a program that can be funded and measured.

**CJ 245 (5) Introduction to Investigation and Evidence**

*Prereq: CJ 112*

A survey of basic investigative methods and the rules controlling the admissibility of evidence in the criminal courts.

**CJ 250-255 (3-8) Criminal Justice Work Based Learning**

*Prereq: Program Coordinator/Instructor Approval Required*

On the job experience in a criminal justice agency that allows students to apply first hand criminal justice theories to practice.

**CJ 260 (5) Law Enforcement Operational Skills: Explorer Cadet**

*Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCIC/WASIC checks required.*

A course designed to familiarize students with operational procedures, expectations and competencies of local law enforcement agencies through participation in an approved Law Enforcement Explorer/Cadet program.

**CJ 261 (10) Law Enforcement Operational Skills: Reserve**

*Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCIC/WASIC checks required.*

A course designed to familiarize students with operational procedures, expectations and competencies needed to obtain "Reserve" status through participation and successful completion participation of an approved Law Enforcement Reserve academy/program.

**CJ 262 (10) Law Enforcement Operational Skills: Officer**

*Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCIC/WASIC checks required.*

Practical application of knowledge skills, and abilities necessary to serve effectively as an entry level "Law Enforcement Officer." "Law Enforcement Agency sponsorship and Criminal Justice.

**DENTAL HYGIENE (DHYG)****DHYG 102 (3) Dental Imaging I**

*Prereq: Enrollment in Dental Hygiene Program*

A basic course in dental radiology which includes the production and processing of x-rays, the study of biological effects, and the application of clinical radiographic techniques.

**DHYG 103 (2) Preventive Dentistry I**

*Prereq: Enrollment in Dental Hygiene Program*

Study of the basic principles of dental deposits, dental diseases, prevention, plaque control, and motivation techniques.

**DHYG 104 (3) Biological Structures I**

*Prereq: Enrollment in Dental Hygiene Program*

This course provides a comprehensive study of the anatomy, embryology, and histology of the tissues and structures on the head and neck relevant to the practice of dental hygiene.

**DHYG 106 (1) Medical Emergencies in Dental Practice**

*Prereq: Enrollment in Dental Hygiene Program*

The prevention, diagnosis and treatment of medical emergencies in the dental office setting.

**DHYG 107 (2) Introduction to Restorative Dentistry I**

*Prereq: Enrollment in Dental Hygiene Program*

Study and demonstrate dental assisting skills and duties. Understand the basic physical mechanical properties of dental materials.

**DHYG 108 (3) Fundamentals of Dental Hygiene I**

*Prereq: Enrollment in Dental Hygiene Program*

First in a series of seven courses, Fundamentals of Dental Hygiene I, II, III, IV, V, VI, and VII, to develop knowledge and comprehension of introductory or beginning dental hygiene theory and practice.

**DHYG 109 (4) Dental Hygiene Practice I**

*Prereq: Enrollment in Dental Hygiene Program*

First in a series of seven courses, Dental Hygiene Practice I, II, III, IV, V, VI, and VII, facilitating the growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 108.

**DHYG 112 (2) Dental Imaging II**

*Prereq: Enrollment in Dental Hygiene Program*

Emphasis is placed on extraoral radiographs, extra-oral and intraoral photography, and radiographic interpretation with clinical applications.

**DHYG 113 (1) Preventive Dentistry II**

*Prereq: Enrollment in Dental Hygiene Program*

Study in the basic principles of dental deposits, dental diseases and their prevention, basics of plaque control, and motivation techniques.

**DHYG 114 (2) Biological Structures II**

*Prereq: Enrollment in Dental Hygiene Program*

Builds on the foundation of DHYG 104 by expanding the knowledge base in the anatomy, embryology, and histology of the head and neck. Focus will be on fetal development relevant to dentally related structures and the tissues of the dentition.

**DHYG 115 (2) General Pathology**

*Prereq: Enrollment in Dental Hygiene Program*

An introduction to the mechanisms of diseases and to characteristics of diseases encountered in the practice of dental hygiene.

**DHYG 117 (2) Introduction to Restorative Dentistry II**

*Prereq: Enrollment in Dental Hygiene Program*

Allows students to develop knowledge and skills used in the manipulation and placement of dental restorations.

**DHYG 118 (2) Fundamentals of Dental Hygiene II**

*Prereq: Enrollment in Dental Hygiene Program*

Second of a series of seven courses, Fundamentals of Dental Hygiene I, II, III, IV, V, VI, and VII, to further develop knowledge and comprehension of basic dental hygiene theory and practice. Students will apply theory and processes for developing a dental hygiene diagnosis, dental hygiene treatment plan, and delivery of patient care and treatment. New knowledge and skills include principles of abrasives and coronal polishing, use and care of dental handpieces, introduction of basic instrumentation for scaling procedures and instrument sharpening, patient case type classification, dental hygiene treatment planning and sequencing, and identification and maintenance of removable dental appliances.

**DHYG 119 (6) Dental Hygiene Practice II**

*Prereq: Enrollment in Dental Hygiene Program*

Second in a series of seven courses, Dental Hygiene Practice I - VII, facilitating the further growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 118.

**DHYG 121 (3) Introduction to Periodontology II**

*Prereq: Enrollment in Dental Hygiene Program*

An overview of periodontal disease recognition and therapy for the dental hygienist. Content includes an introduction to non-surgical periodontal therapy, root morphology, and periodontal instrumentation.

**DHYG 122 (3) Pharmacology for Dental Hygienists**

*Prereq: Enrollment in Dental Hygiene Program*

The general pharmacology and therapeutic actions of drugs used and encountered in dental and dental hygiene practice.

**DHYG 123 (1) Preventive Dentistry III**

*Prereq: Enrollment in Dental Hygiene Program and successful completion of DENT 103 and 113.*

Emphasis on effective communication with patients as well as co-workers. Students will be given the opportunity to develop their own style of presenting patient education while learning motivation techniques.

**DHYG 125 (2) Oral Pathology**

*Prereq: Enrollment in Dental Hygiene Program*

An introduction to oral pathologic processes, the recognition of oral diseases and oral manifestations of commonly encountered systemic diseases, and their considerations to the practice of dental hygiene.

**DHYG 127 (2) Introduction to Restorative Dentistry III**

*Prereq: Enrollment in Dental Hygiene Program*

Application of knowledge and skills used in the placement and finishing of dental amalgam and composite restorations.

**DHYG 128 (2) Fundamentals of Dental Hygiene III**

*Prereq: Enrollment in Dental Hygiene Program*

Third in a series of seven courses, Fundamentals of Dental Hygiene I - VII, to further develop knowledge and comprehension of dental hygiene theory and practice and for application to patients in a clinical setting.

**DHYG 129 (6) Dental Hygiene Practice III**

*Prereq: Enrollment in Dental Hygiene Program*

Third in a series of seven courses, Dental Hygiene Practice I - VII, facilitating the further growth of introductory to developing clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 128.

**DHYG 162 (1) Dental Imaging III**

*Prereq: Enrollment in Dental Hygiene Program*

This course is a continuation of Dental Imaging I and II and is designed to familiarize students with the advancing technology in dental imaging, specifically the utilization of digital radiography and intraoral video imaging in dental and dental hygiene care.

**DHYG 164 (2) Health Professions Team Building**

*Prereq: Enrollment in Dental Hygiene Program or instructor permission*

The purpose of this course is to develop behavioral skills and strategies that will assist health care professionals to interact and communicate effectively in a variety of professional settings.

**DHYG 166 (3) Local Anesthesia Science and Technique**

*Prereq: Enrollment in Dental Hygiene Program*

The science and technique of administering safe and effective local anesthetic to the dental patient.

**DHYG 167 (1) Introduction to Restorative Dentistry IV**

*Prereq: Enrollment in Dental Hygiene program*  
Continuation of preclinical laboratory course in the placement and finishing of amalgam and composite restorations on adult teeth. Introduction in the placement and finishing of amalgam restorations for the primary dentition.

**DHYG 168 (1) Fundamentals of Dental Hygiene IV**

*Prereq: Enrollment in Dental Hygiene Program*

The fourth of a series of seven courses (Fundamentals of Dental Hygiene I, II, III, IV, V, VI, and VII), this course builds on fundamentals of dental hygiene theory and practice laid out in previous courses. This course serves as a seminar to clinical course DENT 169 to develop skills in dental hygiene diagnosis, dental hygiene treatment planning, and delivery of patient care to periodontally involved patients. Students will use digital imaging and computer assisted tools to expand their case portfolios. Satisfies state mandated HIV/AIDS curriculum for dental hygiene licensure in Washington.

**DHYG 169 (6) Dental Hygiene Practice IV**

*Prereq: Enrollment in Dental Hygiene Program*

Fourth in a series of seven courses (Dental Hygiene Practice I - VII), this course facilitates the further growth of developing clinical skills required for the safe and effective practice of dental hygiene.

**DHYG 231 (2) Advanced Periodontology I**

*Prereq: Enrollment in the Dental Hygiene Program and successful completion of DENT 121*  
A continuation of DHYG 111 and 121, focused on advanced, scientific methods and technology used in dental hygiene examination, diagnosis and treatment of patients with periodontal diseases

**DHYG 232 (1) Nutrition for Dental Hygienists**

*Prereq: Enrollment in Dental Hygiene Program*

Scientific effects of food in the human organism plus the role of nutrients in preventive dentistry, nutritional education, and counseling for dental hygienists.

**DHYG 233 (2) Gerodontology/ Special Needs**

*Prereq: Enrollment in Dental Hygiene Program and successful completion of DENT 103 and 113.*

Acquaints the student with the psychosocial and physical changes in the aging process and of special needs patients, and how these changes relate to oral health care treatment and maintenance.

**DHYG 234 (2) Fundamentals of Restorative Dentistry I**

*Prereq: Enrollment in Dental Hygiene Program*  
Restorative operations, manipulation, techniques and procedures of modern dental materials, endodontics and temporary crowns for the dental hygienist.

**DHYG 236 (1) Nitrous Oxide Sedation**

*Prereq: Enrollment in Dental Hygiene Program*  
This course provides a comprehensive study of the proper diagnosis and use of nitrous oxide sedation for the dental office.

**DHYG 237 (2) Clinical Restorative Dentistry I**

*Prereq: Enrollment in Dental Hygiene Program*  
Beginning clinical instruction and practice in the placement and finishing of amalgam and tooth colored restorations.

**DHYG 238 (3) Fundamental of Dental Hygiene V**

*Prereq: Enrollment in Dental Hygiene Program*  
Fifth in a series of seven to continue to provide and develop information in basic dental hygiene theory and practice.

**DHYG 239 (7) Dental Hygiene Practice V**

*Prereq: Enrollment in Dental Hygiene Program*  
Fifth in of a series of seven courses (Dental Hygiene Practice I, II, III, IV, V, VI, and VII), this course further develop the students' skill base and introduce additional basic dental hygiene theory and practice. Students will continue to apply developed skills in providing more advanced direct patient care.

**DHYG 241 (1) Advanced Periodontology II**

*Prereq: Enrollment in Dental Hygiene Program*  
Expands the dental hygienist's knowledge of current treatment modalities and techniques for the periodontal patient. The content includes information on advanced and experimental therapies

**DHYG 243 (3) Community Dental Health**

*Prereq: Enrollment in Dental Hygiene Program*  
Principles of dental public health theory and practice, including epidemiology, biostatistics, prevention and control of dental disease, and community oral health education.

**DHYG 244 (1) Fundamentals of Restorative Dentistry II**

*Prereq: Enrollment in Dental Hygiene Program*  
Continuation of laboratory course in the placement and finishing of amalgam restorations.

**DHYG 246 (2) Extramural Dental Hygiene Practice I**

*Prereq: Enrollment in Dental Hygiene Program*  
Clinical dental hygiene in extramural clinic and community facilities.

**DHYG 247 (2) Clinical Restorative Dentistry II**

*Prereq: Enrollment in Dental Hygiene Program*  
Intermediate clinical practice of restorative dentistry for the Dental Hygienist.

**DHYG 248 (3) Fundamentals of Dental Hygiene VI**

*Prereq: Enrollment in Dental Hygiene Program*  
Dental hygiene patient management techniques and treatment planning. Development of leadership skills as a dental office team member.

**DHYG 249 (7) Dental Hygiene Practice VI**

*Prereq: Enrollment in Dental Hygiene Program and successful completion of DENT 109, 119, 129, 169, 239*

Develops the students' clinical skill base and introduces additional basic dental hygiene theory and practice.

**DHYG 253 (1) Community Dental Health Practice**

*Prereq: Enrollment in Dental Hygiene Program*  
A course incorporating dental public health field experiences and the development and implementation of community oral health services.

**DHYG 254 (1) Fundamentals of Restorative Dentistry III**

*Prereq: Enrollment in Dental Hygiene Program*  
Techniques, case planning and issues in general practice dentistry and the dental specialties. Utilization of the dental hygienist in the dental specialty fields.

**DHYG 256 (2) Extramural Dental Hygiene Practice II**

*Prereq: Enrollment in Dental Hygiene Program*  
Clinical dental hygiene in extramural clinic and community facilities with increasingly complex treatment plans.

**DHYG 257 (2) Clinical Restorative Dentistry III**

*Prereq: Enrollment in Dental Hygiene Program*  
Advanced clinical practice of restorative dentistry for the dental hygienist.

**DHYG 258 (3) Fundamentals of Dental Hygiene VII**

*Prereq: Enrollment in Dental Hygiene Program*  
Dental hygiene professionalism topics and strategies for obtaining a dental hygiene position in today's job market.

**DHYG 259 (7) Dental Hygiene Practice VII**

*Prereq: Enrollment in the Dental Hygiene Program and successful completion of DENT 109, 119, 129, 169, 239*

Continue to develop the basic application of advanced dental hygiene theory and practice with new patient experiences that simulate an authentic work place.

**DEVELOPMENTAL DISABILITIES TECHNOLOGY (DD)**

*Courses are offered through Extended Learning only.*

**DD 110 (3) Working with People with Developmental Disabilities**

An introduction to instruction in working with people with developmental disabilities. Areas of focus include teaching techniques; non-aversive behavioral intervention; communication (Signing Exact English); dignity issues; lifting techniques; and working with people who are blind and/or deaf.

**DD 115 (3) Systematic Guidelines for Teaching People with Developmental Disabilities**

The application of teaching techniques and data recording systems when assisting adolescents or adults with developmental disabilities.

**DD 184 (3) Teaching Language for the DD**

Expressive and receptive language including speech, sign language and use of identification cards for all levels of developmentally disabled.

**DD 250 (2) Effective Supervision**

Principles and techniques of supervising people who are developmentally disabled. This course includes communication, personal growth, stress management, and providing a safe work environment.

**DIGITAL DESIGN (DDSGN)****DDSGN 110 (5) Introduction to Graphic Design and Rich Media**

*Prereq: CIS 121 or Instructor permission*  
Overview of the graphic design and interactive media field. Introduction to terminology, changes, and trends, in the business and industry. Discussion of various media, such as image manipulation, computer illustration, web design, digital video, animation, and ethics.

**DDSGN 120 (5) Production Management**

This course will trace the production flow from creation to implementation for design projects. Specific content will include stages of analysis and development, principles of task management and contract writing.

**DDSGN 121 (3) Layout Design and Publishing**

*Prereq: CIS 121 or instructor permission*  
Class explores and implements layout theory and design processes to create production projects using publishing production techniques.

**DDSGN 130 (5) Graphic Design II**

*Prereq: DDSGN 110 or DDSGN 120 or instructor permission*  
Concept development in visual communication problem solving involving letter forms, illustrative material and typography. Principles of selection, organization and production techniques are introduced.

**DDSGN 140 (5) Fundamentals of 3D Modeling and Animation**

*Prereq: CIS 121 or instructor permission*  
Introduction to the resources and applied procedures necessary to produce high quality 3D products and animation for publication through print and electronic media.

**DDSGN 141 (5) Advanced 3D Modeling and Animation**

*Prereq: DDSGN 140*  
Advanced exposure to resources and applied procedures necessary to produce high quality 3D models and animation for publication through electronic and print media.

**DDSGN 150 (5) Web Design and CSS**

*Prereq: CIS 121 or Instructor permission*  
Develop skills necessary for effective delivery of content via the Internet. Students develop web sites using digital design programming, interactive techniques and associated tools. Students are also introduced to basic principles of site management, business strategies and information architecture.

**DDSGN 160 (5) Fundamentals of Digital Photography***Prereq: DDSGN 110, 120*

Beginning language, concepts and issues of nonlinear editing systems. Learn how to input and manipulate images into the computer through scanning, photo CD and digital photography.

**DDSGN 161 (5) Advanced Adobe Photoshop***Prereq: DDSGN 160 or instructor permission*

Advanced production techniques in Adobe Photoshop. Class explores and implements digital imaging theory and processes to enhance and retouch photographs and create new works of art.

**DDSGN 170 (5) Fundamentals of Video Production and DVD Authoring***Prereq: DDSGN 110 or DDSGN 120 or instructor permission*

Production techniques to integrate video, still images, sound, and music into various digital formats. Class explores and implements interface theory and authoring techniques for video DVDs.

**DDSGN 210 (5) Fundamentals of Multimedia Authoring Systems***Prereq: DDSGN 110-170*

Projects in basic design of interactive projects. Use of authoring software to integrate still images, video, music and sound.

**DDSGN 220 (5) Integrated Digital Design I***Prereq: DDSGN 110-210*

First quarter of a capstone sequence integrating all aspects of interactive digital design into the development of an individual interactive project from concept to final production.

**DDSGN 230 (5) Integrated Digital Design II***Prereq: DDSGN 110-220 (or concurrently with DDSGN 220)*

Second course in a sequence integrating all aspects of digital design into an individual print-based and interactive portfolio project from concept to final production. The course will also provide a forum for occupation-related topics.

**■ DRAMA (DRMA)***(formerly Theatre)***DRMA& 101 (5) Introduction to the Theatre Arts • GER-HM***(formerly THTR 150)*

Overview of theater aspects: dramatic literature, theater history, scene design, stage lighting, styles of acting and directing, and play discussions.

**DRMA 160 (5) Introduction to Film and Video • GER-HM**

Introduction to and exploration of the world of movies (film history, filmmaking, techniques and film direction). The social and economic influences of the American film will also be addressed.

**DRMA 165 (5) Digital Movie Making I**

Introduction to film production as it relates to digital media. The emphasis will be on the creative process rather than the ever-changing technology. A five- and ten-minute film will be required by the end of the course.

**DRMA 166 (5) Digital Movie Making II***Prereq: DRMA 165 with a grade of 2.0 or better*

Introduction to film production as it relates to digital media. The emphasis will be on the creative process rather than the ever-changing technology. A ten- and thirty-minute film will be required by the end of the course.

**DRMA 167 (5) Digital Movie Making III***Prereq: DRMA 166 with a grade of 2.0 or better*

Introduction to film production as it relates to digital media. The emphasis will be on the creative process rather than the ever-changing technology. A fifteen- and a sixty-minute film will be required by the end of the course.

**DRMA 170 (5) Technical Film and Theatre I**

Introduction to behind the scenes activities of stagecraft/digital film: stage/digital film terminology, stage/digital film organization, tool familiarity, safety and scenery construction.

**DRMA 171 (5) Technical Film and Theatre II**

Behind the scenes training for stage and digital film with emphasis on stage and digital film design.

**DRMA 172 (5) Technical Film and Theatre III**

Behind the scenes training for stage and digital film with emphasis on stage and digital film lighting.

**DRMA 255 (10) Shakespeare Festival***(same as ENGL 250)*

To familiarize the student with Shakespearean drama, elements of drama, and elements of the theater. Student must attend the Oregon Shakespeare Festival in Oregon.

**DRMA 260 (5) Acting for Stage and Digital Film I • GER-HM/Performance**

Introduction to the methods employed in acting for the contemporary stage and digital film.

**DRMA 261 (5) Acting for Stage and Digital Film II**

Acting for the stage and digital film with emphasis on movement and voice development.

**DRMA 262 (5) Acting for Stage and Digital Film III**

Acting for the stage and digital film with emphasis on styles of acting.

**DRMA 280-285 (1-3) Production Practicum I – VI**

Provides those involved in the creative/performance aspect of a Pierce College theatre/film production with credit for their effort. The class offers flexibility for students to participate in several different areas of a Pierce College theatre/film production.

**■ EARLY CHILDHOOD EDUCATION (ECE)****ECE 101-109 (3) Parent and Child***Prereq: Parent participates with child. Department permission.*

Participation of parents with children three through five years of age in a child-study laboratory for the purpose of parent education in child growth and development. Course components include observation, lecture and discussion sessions and leadership development opportunities.

**ECE 110 (2) S.T.A.R.S. State Basic Training for Child Care Providers**

Course explores Washington State Child Care Licensing requirements for developmentally appropriate practices including children's environments, curricular applications, guidance and discipline, health safety, nutrition, and family partnerships. Meets requirements of the Washington State Training and Registry System twenty-hour basic training.

**ECE 111 (5) Intro to Early Childhood Education • GER-SS**

A study of the theories and principles in the growth and development of young children. Surveys programs, issues, trends relating to the care and education of young children, including state and federal legislation.

**ECE 112 (5) Planning the Young Child's Learning Environment**

A study of developmentally appropriate equipment, materials and practices for the indoor and outdoor learning environments. Methods and procedures for implementing curriculum, guidance, discipline and evaluation.

**ECE 115a,b,c (1) Guiding the Behavior of Young Children**

This course is designed to introduce students to strategies that are developmentally appropriate for guiding children in an early childhood environment. The strategies include techniques for guiding children's behavior, strengthening relationship-focused care, and understanding cultural relevance. Students also learn to individualize to meet the needs of children. Using research, theory and practice, students develop action plans for classroom management, indirect and direct guidance strategies, communication skills for promoting positive behaviors and intervention techniques for mistaken behaviors.

**ECE 121 a, b (1) Parent and Child - Volunteer Leadership***Prereq: Concurrent enrollment in ECE 101-109 or 125-127 or 141-149, dept. permission*

Parent participation serving on the Board of non-profit cooperative preschool, managing the daily business and finances of the non-profit. Course components include the practical experience of running the preschool, discussions and lectures. Pass/No pass grading system used.

**ECE 125-127 (2) Parent and Toddler***Prereq: Parent participates with toddler. Department permission.*

Participation of parents with children twelve to twenty-four months of age in a child-study laboratory for the purpose of parent education in child growth and development. Course components include observation, lecture and discussion sessions. Pass/No Pass grading system used.

**ECE 131-139 (1) Parent and Child***Prereq: Parent participates with child. Department permission.*

Participation of parents with children three through five years of age in a child-study laboratory for the purpose of parent education in child growth and development. Course components include observation, lecture and discussion sessions and leadership development opportunities.

**ECE 140a-f (1) Parent and Child***Prereq: Child is enrolled in campus Child Development Center, Department permission*

Participation of parents with children from infancy through five years of age in a campus Child Development Center for the purpose of forming collaborative relationships between the center and the family to support and understand the growth and development of individual children. Course components include supported explorations, dialogue sessions and collaborative classroom interactions. Pass/No Pass grading system used.

**ECE 141-149 (2) Parent and Child***Prereq: Parent participates with child. Department Permission.*

Participation of parents with children 18-36 months of age in a child-study laboratory for the purpose of parent education in two year old growth and development. Course components include observation, lecture and discussion sessions.

**ECE 161 (5) Mathematics for Early Childhood Education***Prereq: MATH 051 with a grade of at least 2.0 or placement test score above MATH 051 or instructor permission*

A course for early childhood educators focusing on math concepts appropriate for young children. Topics include patterns, sequencing, classifying, number systems and computation, functions, geometry, measurement, and basic concepts from statistics and probability. Interactive, activity-based methods are used guided by national mathematics education standards. Emphasizes conceptual understanding, connections among topics, and communication of mathematical thinking.

**ECE 202 (5) Math/Science for Children***Prereq: ECE 111 AND one of the following: ECE 205, 213, 215*

A study of the cognitive development of young children and its application to mathematics and science conceptual development. Research, planning, and assessment of math and science curriculum and its application to the young child's learning environment.

**ECE 205 (5) Music for Young Children**

Methods of presenting developmentally appropriate music experiences to young children including listening, creative movement, singing, and rhythm activities. A study of culturally diverse materials and techniques to encourage the child's creativity.

**ECE 210 (3) Curriculum Development and Application**

*Prereq: ECE 111, 112, 202, 205, 213, and 215 with minimum grades of 2.0 and dept. permission. Must be taken concurrently with ECE 220.*

The development and evaluation of appropriate practices, learning materials, and experiences for the individual and group needs of children within the laboratory setting. Current teaching theories/theorists (Piaget, Vygotsky, Gradner, Bloom) are planned for application in the laboratory. Current observation and assessment models evaluated and synthesized into a usable tool for a young child's learning environment.

**ECE 211 (3) Introduction to Special Education**

An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

**ECE 212 (5) Survey of Special Education/Early Intervention**

An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs. Studies early intervention and its life long value to physical, cognitive, social, and emotional growth and development.

**ECE 213 (5) Literature for Young Children**

A study of the historical background and types of literature available for young children. Includes methods and materials for sharing diverse literature and developmentally appropriate selections with children based upon cognitive and psychosocial theories.

**ECE 215 (5) Art for Children**

A study of creative art experiences for children. Providing theories, techniques and curriculum design in offering developmentally appropriate art media to children.

**ECE 220 (5) Nursery School Practicum**

*Prereq: ECE 111, 112, 202, 205, 213, and 215 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECE 210.*

Designed for the student's participation in planning and implementing a developmentally appropriate classroom under qualified supervision in the Pierce College nursery school laboratory facility. Includes experiences in lead teaching, team building, and application of curriculum with young children.

**ECE 222 (2) Child Care Work Based Learning**

*Prereq: ECE 111, 112, department permission and one of the following: ECE 205, 213, 215* Designed for students to observe and participate under qualified supervision in childcare centers throughout the community.

**ECE 223 (2) Special Education Work Based Learning**

*Prereq: ECE 111, 112, department permission and one of the following: ECE 205, 213, 215* Designed for students to observe and participate under qualified supervision in special education programs throughout the community.

**ECE 224 (2) Head Start / ECEAP Work Based Learning**

*Prereq: ECE 111, 112, department permission and one of the following: ECE 205, 213, 215*

Designed for students to observe and participate under qualified supervision in Head Start or Early Childhood Education and assistance programs throughout the community.

**ECE 230 (5) Parent-School Partnerships**

*Prereq: ECE 111 or department permission* Methods of building parent education and involvement partnerships. Provides exploration of personal identity and values in relationship to teacher-parent communication, team building, conferencing and social service referrals.

**ECE 240 Nutrition, Health and Safety for Young Children**

Nutrition, health, and safety practices and procedures appropriate for use when teaching young children. Includes state and local regulations concerning abuse and neglect, emergencies, disease-poison prevention, healthy classroom environments, and self-care.

**ECE 256-260 (1-5) Early Childhood Field Experience**

*Prereq: ECE 111, department permission, and criminal background check required.* Supervised field experience in early childhood and/or elementary educational programs.

**ECONOMICS (ECON)****ECON 110 (5) Survey of Economics • GER-SS**

An overview of both microeconomics and macroeconomics. Topics include: (1) organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; fiscal and monetary policies; (2) supply and demand; production; market structures; determination of prices in a market economy; and income distribution.

**ECON& 201 (5) Micro Economics • GER-SS, QS (formerly ECON 212)**

*Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement test score above MATH 098.*

Study of scarcity; the allocation of resources; supply and demand; production; market structures; determination of output and prices with emphasis on a market economy; labor and capital markets; role of government in a market economy; comparative advantage; international trade; and distribution of income.

**ECON& 202 (5) Macro Economics • GER-SS (formerly ECON 213)**

*Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement in MATH & 141 or higher*

Study of the organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; the business cycle and long run growth; national income accounting; aggregate supply and aggregate demand; government spending, taxation, and the budget deficit/surplus; fiscal policy; the monetary system, the Federal Reserve Banking System; monetary policy; interest rates; and international trade.

**EDUCATION (EDUC)****EDUC 110, 111, 112**

See COLLEGE SUCCESS.

**EDUC 130 (3) Technology in Education**

Expose students to traditional classroom teaching aids, computer-assisted instructional methods, and assistive technology equipment designed to support students with disabilities.

**EDUC 190 (1-5) Education Practicum (formerly EDUC 202)**

An introduction to field experience in education that includes classroom observations and seminar discussions..

**EDUC& 202 (5) Introduction to Education (formerly EDUC 201)**

An introduction to teaching: historical, organizational, legal, ethical, philosophical and social foundations of public education.

**EDUC& 204 (5) Exceptional Child (formerly EDUC 215)**

Introduction to programs for exceptional students. Includes federal guidelines, assessment requirements and procedures, and models of service delivery.

**EDUC 220 (3) Learning Styles of Culturally Diverse Students**

Familiarizes elementary and secondary teachers with the learning styles of culturally diverse students: Asian Americans, African Americans, Alaska/American Natives, and Hispanics.

**EDUC 230 (3) Curriculum and Instruction: Support Strategies**

Students will learn strategies to accelerate student learning of reading, writing and mathematics. Special attention will be given to the development of effective communication, multicultural education and the delineation of the paraeducator role and responsibilities in curriculum design and instruction.

**ELECTRICAL APPRENTICE (APEL)**

*Courses are offered through Extended Learning/Contracted programs only.*

**APEL 101 (10) Construction Electrician I**

*Prereq: Approval by Southwest Washington Electrical Joint Apprenticeship Training Committee*

Lecture instruction to provide a theoretical background for the on-the-job training of first-year construction electrician apprentices.

**APEL 102 (10) Construction Electrician I**

*Prereq: APEL 101 and approval of S.W.W.A.E.J.A.T.C.*

Lecture instruction to provide a theoretical background for on-the-job training of first-year construction electrician apprentices.

**APEL 103 (7) Construction Electrician I**

*Prereq: Successful completion of APEL 102 and approval of S.W.E.J.A.T.C.*

Lecture instruction for first-year construction electrician apprentices.

**APEL 104 (6) Low Energy/Sound and Communications I**

Lecture instruction to provide a theoretical background for the on-the-job training of first-year low energy electrical apprenticeship.

**APEL 105 (6) Low Energy/Sound and Communications I**

*Prereq: APEL 104 and approval of S.W.E.J.A.T.C.* Lecture instruction on basic electronics for first-year low voltage electrical apprentices.

**APEL 106 (4) Basic Electronics for Low Voltage Systems**

*Prereq: APEL 105 and approval of S.W.E.J.A.T.C.* Lecture instruction to provide a theoretical background for the on-the-job training of first-year low voltage electrical apprenticeship.

**APEL 107 (6) Low Energy/Sound and Communication II**

*Prereq: Successful completion of APEL 106 and approval of S.W.E.J.A.T.C.*

Instruction for second-year low voltage electrical apprentices.

**APEL 108 (6) Low Energy/Sound and Communication II**

*Prereq: APEL 107 and approval of S.W.E.J.A.T.C.* Lecture instruction on basic electronics for second-year low voltage electrical apprentices.

**APEL 109 (4) Low Energy/Sound and Communications II**

*Prereq: Successful completion of APEL 108 and approval of S.W.E.J.A.T.C.*

Instruction for second-year low voltage electrical apprentices.

**APEL 111 (5) Residential Wireman I**

*Prereq: Approval by Southwest Washington Electrical Joint Apprenticeship Training Committee*

Classroom instruction for first-year residential wireman apprentices.

**APEL 112 (5) Residential Wireman I**

*Prereq: APEL 111 and approval of S.W.E.J.A.T.C.* Lecture instruction for first-year residential wireman apprentices.

**APEL 113 (4) Residential Wireman I**

*Prereq: Successful completion of APEL 112 and approval by S.W.E.J.A.T.C.*

Lecture instruction for first-year residential wireman apprentices.

**APEL 114 (5) Residential Wireman II**

*Prereq: Successful completion of APEL 113 and approval by S.W.E.J.A.T.C.*

Classroom instruction for second-year residential wireman apprentices.

**APEL 115 (5) Residential Wireman II**

*Prereq: Successful completion of APEL 114 and approval of S.W.E.J.A.T.C.*

Classroom instruction for second-year residential wireman apprentices.

**APEL 116 (4) Residential Wireman II**

*Prereq:* Successful completion of APEL 115 and approval of S.W.E.J.A.T.C.  
Lecture instruction for second-year residential wireman apprentices.

**APEL 117 (6) Low Energy/Sound and Communications III**

*Prereq:* APEL 109 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of third year low energy electrical apprenticeship.

**APEL 118 (6) Low Energy/Sound and Communications III**

*Prereq:* APEL 117 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of third year low energy electrical apprenticeship.

**APEL 119 (6) Low Energy/Sound and Communications III**

*Prereq:* APEL 118 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of third year low energy electrical apprenticeship.

**APEL 121 (10) Construction Electrician II**

*Prereq:* APEL 102 and approval of S.W.W.A.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of second-year construction electrician apprentices.

**APEL 122 (10) Construction Electrician II**

*Prereq:* APEL 121 and approval of S.W.W.A.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of second-year construction electrician apprentices.

**APEL 123 (6) Construction Electrician II**

*Prereq:* APEL 122 and approval of S.W.E.J.A.T.C.  
Lecture instruction for second-year construction electrician apprentices.

**APEL 131 (10) Construction Electrician III**

*Prereq:* APEL 123 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of third-year construction electrician apprentices.

**APEL 132 (10) Construction Electrician III**

*Prereq:* APEL 131 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of third-year construction electrician apprentices.

**APEL 133 (6) Construction Electrician III**

*Prereq:* APEL 132 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of third-year construction electrician apprentices.

**APEL 141 (10) Construction Electrician IV**

*Prereq:* APEL 132 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of fourth-year construction electrical apprentices.

**APEL 142 (10) Construction Electrician IV**

*Prereq:* APEL 141 and approval of S.W.E.J.A.T.C.  
Lecture instruction for fourth-year construction electrical apprentices.

**APEL 143 (6) Construction Electrician IV**

*Prereq:* APEL 142 and approval of S.W.E.J.A.T.C.  
Lecture instruction for fourth-year construction electrical apprentices.

**APEL 151 (10) Construction Electrician V**

*Prereq:* APEL 142 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical base for on the job training of fifth-year construction apprentices.

**APEL 152 (10) Construction Electrician V**

*Prereq:* APEL 151 and approval of S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for on-the-job training of fifth-year construction electrician apprentices.

**APEL 153 (10) Construction Electrician V**

*Prereq:* APEL 152 and approval by S.W.E.J.A.T.C.  
Lecture instruction to provide a theoretical background for the on-the-job training of fifth-year construction electrician apprentices.

**ENGINEERING (ENGR)**
**ENGR 101 (5) Introduction to Engineering • GER-NS**

Introduction to the engineering profession: explore different fields of engineering and the design process. Includes design projects, strategies for creativity in problem solving, group skills, oral presentations. Devise an academic plan based on transfer requirements. Develop study and academic skills. Guest speakers.

**ENGR& 114 (5) Engineering Graphics (formerly ENGR 110)**

*Prereq:* CIS 121 or instructor permission  
Introduces the student to Computer-Aided Drafting (CAD) stressing the competent use of micro-computers, plotters, digitizers, software and other related materials. The class will accommodate multilevel approaches to CAD. Each student will be assigned a project that utilizes CAD tailored to the student's particular field of interest.

**ENGR 142 (5) Computer Programming (C++) for Engineers**

*Prereq:* MATH& 141 with grade of 2.0 or better  
Fundamentals of computer programming with emphasis on solving engineering problems. C/C++ language implementation. Syntax, variables, statements, control structures, loops, functions, data structures, files, pointers, memory use. Procedural and object-oriented programming. Objects, inheritance, polymorphism.

**ENGR& 214 (5) Statics (formerly ENGR 210)**

*Prereq:* MATH& 152 and PHYS& 221 or instructor permission  
Introduction to the principles of Statics. Analysis of two and three dimensional force systems; free-body diagrams and equilibrium equations; analysis of trusses, frames, and machines; centroids and distributed forces; friction application. Vector methods used throughout the course.

**ENGR& 215 (5) Dynamics (formerly ENGR 230)**

*Prereq:* ENGR& 214 and MATH& 152 and PHYS& 221 or instructor permission  
Introduction to the principles of Dynamics. Kinematics of particles and rigid bodies. Kinetics of particles and rigid bodies using equilibrium, work-energy, and impulse-momentum methods. Vector methods used throughout the course.

**ENGR& 224 (5) Thermodynamics (formerly ENGR 260)**

*Prereq:* PHYS& 221 and CHEM& 161 and MATH& 152 or permission of the instructor  
Introduction to the basic principles of Thermodynamics, properties, processes and equations of state. First law analysis of closed and open systems; energy interactions, work and heat, steady flow devices. Second law analysis of closed systems; heat engines, refrigeration, Carnot cycle, entropy and energy. Introduction to power cycles.

**ENGR& 225 (5) Mechanics of Materials (formerly ENGR 240)**

*Prereq:* ENGR& 214 and MATH& 152 and PHYS& 221, or instructor permission  
Introduction to the principles of Mechanics of Materials. Analysis of stress, strain, and deformation in solid materials. Development of the relationships between load, stress, and deformation in columns, shafts, and beams. Analysis and design of members under tension, compression, shear, torsion and bending.

**ENGLISH (ENGL)**
**ENGL 080 (5) Introduction to Applied Communication**

*Extended Learning Only*  
*Prereq:* Open to all with high school level coursework  
Prepares the student to write unified, coherent, grammatically correct paragraphs and essays.

**ENGL 090 (1-3) Spelling**

A 1-3 variable credit course designed to help students to learn basic spelling patterns, spelling rules and pronunciation in order to improve their spelling.

**ENGL 091 (1-3) Vocabulary**

A variable credit course designed for the pre-college level reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.

**ENGL 093 (1-3) Grammar Usage**

This is a variable credit mini-course is designed as a review of basic grammatical principles. The course emphasizes the application of these concepts in writing tasks.

**ENGL 094 (1) Sentence Combining**

This is a one-credit course designed to improve knowledge of sentence construction. Students are asked to identify the parts of sentences and to classify sentences by clause structure. Particular attention is paid to the improvement of writing style through sentence combining exercises.

**ENGL 095 (2-3) Paragraph Development**

*Prereq:* Intended for below college-level writer.  
This is a variable (2 or 3) credit course designed to improve a student's ability to organize and write paragraph-length compositions. The course focuses on the parts of the standard paragraph and on the organization patterns, which can be used to develop paragraphs.

**ENGL 096 (2) Grammar, Punctuation and Spelling**

Focuses on sentence structure, parts of speech, spelling and punctuation; taken in conjunction with ENGL 097 (normally over two consecutive quarters) and passed with a 2.0 or higher will fulfill the same requirements as ENGL 098 and can be used in place of it for credit and as a prerequisite for ENGL 099.

**ENGL 097 (3) Paragraph Composition**

*Prereq:* ENGL 096 with a grade of 2.0 or better  
Focuses on paragraphing skills and revision and has ENGL 096 as prerequisite; passed with a 2.0 or higher in conjunction with ENGL 096 (normally over two consecutive quarters) will fulfill the same requirements as ENGL 098 and can be used in place of it for credit and as a prereq. for ENGL 099.

**ENGL 098 (5) Basic Writing Skills**

The writing process: notetaking, outlining, grammar, sentence construction, classifying and expressing information in the form of sentences.

**ENGL 099 (5) Introduction to Composition**

*Prereq:* ENGL 097 or 098 with a grade of 2.0 or better or placement exam  
Writing skills emphasizing unity, coherence, and adequate development of the paragraph, grammar and the control of serious sentence faults.

**ENGL& 101 (5) English Composition I • GER-CM**

*Prereq:* ENGL 099 with a grade of 2.0 or better or placement exam.  
Writing and analyzing unified, coherent expository essays that support and develop a thesis; using the modes of development (the rhetorical devices) appropriately in compositions; recognize writing as a process; and incorporating secondary sources in essays using the MLA style of documentation.

**ENGL 103 (5) Composition – Argumentation and Research • GER-CM**

*Prereq:* ENGL& 101 with 2.0 grade or better  
Writing and analyzing argumentative essays that logically support and develop a claim (thesis); writing a research paper using the MLA or APA style of documentation; researching data using the latest research tools available, including electronic databases and the Internet; becoming information competent.

**ENGL 104 (1-3) College Vocabulary**

*Prereq:* Intended for college level reader/writer.  
A variable credit course designed for the college-level or upper-level pre-college reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.

**ENGL 105 (1-3) Writing I, II, III**

*Prereq: ENGL 099 with a 2.0 grade or better*  
A variable 1-3 credit course reviewing the basic principles involved in organizing essay-length compositions. It is intended for students who passed ENGL 099 with a 2.0 but feel they need more writing practice before attempting ENGL& 101 or for returning students who wish to review the principles of formal writing. (This course may not be repeated for credit.)

**ENGL 107 (5) Composition – Writing About Literature**

• GER-CM (formerly ENGL 102)  
*Prereq: ENGL& 101 with grade of 2.0 or better*  
Writing expository and argumentative essays based upon literary readings and studies.

**ENGL& 111 (5) Introduction to Literature • GER-HM**

(formerly ENGL 200)  
Literary works and techniques through analyses of representative fiction, drama and poetry emphasizing the relationship of content and expression through form.

**ENGL& 112 (5) Introduction to Fiction • GER-HM**

(formerly ENGL 201)  
Study and critical evaluation of the art of fiction writing using English and American novels and short stories as a basis.

**ENGL& 113 (5) Introduction to Poetry • GER-HM**

(formerly ENGL 203)  
Course designed to familiarize students with form, content and expression in poetry from ancient to contemporary times.

**ENGL& 114(5) Introduction to Dramatic Literature • GER-HM**

(formerly ENGL 202)  
Form and expression of great works of the theater from Ancient Greece to the present.

**ENGL 125 (5) Applied Communications**

*Offered through Extended Learning*  
Use the computer to write at least five essays about real-life problems and situations; develop information competency; learn various critical thinking skills, including perceiving, analyzing, and expressing a problem, seeking solutions; work in groups wherein students will have the opportunity to consider diverse points of view and gain experience articulating their own thought processes.

**ENGL 140 (5) English Grammar • GER-HM**

(formerly ENGL 112)  
A study of traditional grammar for students who have demonstrated proficiency in writing but who want to examine the theory, history and analysis of English syntax.

**ENGL 145 (5) Research for the 21st Century**

(formerly ENGL 113)  
*Prereq: Eligibility for ENGL& 101*  
This course develops a framework for research in the online environment and helps students to build skills and techniques for success as an online learner. Through a quarter-long research project on a global issue, participants will examine various strategies for locating, evaluating and applying information resources in the research process with attention to information issues like intellectual property, censorship and freedom of information.

**ENGL 149 (2) Library Research Methods**

(formerly ENGL 114)  
Introduction to the skills, concepts and strategies required to effectively use the library and information for academic success. Includes concepts required for effective research that can be applied in a variety of fields of study.

**ENGL 204 (5) The Bible as Literature • GER-HM**

A course designed to show the themes, structures and literary merits of the Bible.

**ENGL 205 (5) Introduction to Mythology • GER-HM**

A survey of mythologies from two or more cultures with some study of what myth is and how it informs literature. (Topics may vary.)

**ENGL 210 (5) Introduction to American Literature • GER-HM**

Celebrating the rich diversity of American voices, ENGL 210 focuses on the literary contributions of African Americans, Asian Americans, European Americans, Latinas/Latinos and Native Americans and introduces the literary genres of poetry, fiction, drama and essay as it explores the dominant themes that have shaped the American literary tradition.

**ENGL& 220 (5) Introduction to Shakespeare • GER-HM**

(formerly ENGL 234)  
To familiarize the student with Elizabethan England and the three major types of Shakespearean drama: comedy, history and tragedy.

**ENGL& 226 (5) British Literature I • GER-HM**

(formerly ENGL 211)  
To familiarize the student with the main types of literature written during the three specified periods in England: 800 to 1660.

**ENGL& 227 (5) British Literature II • GER-HM**

(formerly ENGL 212)  
To familiarize the student with the main types of literature written during a specified period in England: 1660 to 1832.

**ENGL& 228 (5) British Literature III • GER-HM**

(formerly ENGL 213)  
A study of representative works of literature, tracing ideas and trends in literary art from the late Romantic period through Victorian, Modern, Postmodern and Postcolonial literature.

**ENGL& 235 (5) Technical Writing • GER-CM**

(formerly ENGL 111)  
*Prereq: ENGL& 101 with grade of 2.0 or better*  
Learn the principles of organizing, developing and expressing technical information. Study rhetorical patterns common to scientific and technical disciplines. Also understand technical writing conventions as they apply to students during their academic careers.

**ENGL& 236 (5) Creative Writing I • GER-HM**

(formerly ENGL 231)  
A creative writing course which instructs in structure, form, and content of fiction, poetry and plays.

**ENGL& 237 (5) Creative Writing II • GER-HM**

(formerly ENGL 232)  
Writing short stories.

**ENGL&238 (5) Creative Writing III • GER-HM**

(formerly ENGL 233)  
Writing poetry.  
**ENGL 239 (5) World Literature • GER-HM**  
Explores the rich diversity of world cultures through fiction, poetry and drama.

**ENGL 240 (5) Introduction to Linguistics • GER-HM**

Scientific study of language; linguistic analysis on word and sentence structures and the study of meaning; related topics include language and society, language change, language acquisition and language teaching.

**ENGL& 244 (5) American Literature I • GER-HM**

(formerly ENGL 221)  
Survey of American literature from its early origins to the Civil War.

**ENGL& 245 (5) American Literature II • GER-HM**

(formerly ENGL 222)  
Survey of American literature from mid-nineteenth century to World War I.

**ENGL& 246 (5) American Literature III • GER-HM**

(formerly ENGL 223)  
Survey of twentieth century literature to the present.

**ENGL 249 (5) Creative Writing: Special Projects**

(formerly ENGL 245)  
Concentrates on producing original writings in a specific genre. Each quarter will focus on a particular genre such as screenwriting, science fiction, mystery, play writing or autobiography.

**ENGL 250 (10) Shakespeare Festival**

(same as THTR 255)  
Familiarizes students with Shakespearean drama, elements of drama and elements of the theater. Students must attend the Ashland, Oregon Festival.

**ENGL 264 (5) Literature of U.S. Slavery and Abolition • GER-HM**

(formerly ENGL 264)  
Study and analysis of slave narrative and other works written about and/or during the era of slavery in the United States, to provide a better understanding of the surrounding conditions and issues.

**ENGL 265 (5) American Literature: Comedy, Humor and Satire • GER-HM**

(formerly ENGL 224)  
Theory and practice of comedy, humor and satire. Concentration on American humor, its distinctive characteristics and importance in American Literature.

**ENGL 266 (5) Women Writers: International Mosaic • GER-HM**

(formerly ENGL 230)  
Emphasis on twentieth century women writers across the international spectrum.

**ENGLISH AS A SECOND LANGUAGE (ESL)**

Six levels of non-credit ESL courses are offered in Literacy, Reading, Writing, Speaking, Listening/Observing, Literacy Technology & Job Readiness. CASAS tests are given for placement in appropriate course. Contact Basic Skills office under the Transition Education Division for individual course offerings. See ESL listing under "Adult Basic Education" in the PROGRAMS OF STUDY section for more information.

**ENVIRONMENTAL SCIENCE (ENVS)**

Also see *Natural Science (NSCI)*.

**ENVS& 100 (5) Survey of Environmental Science • GER-NS**

(formerly ENVIR 101)  
A non-lab introductory science course designed to develop the ability to critically analyze environmental problems (non-lab).

**ENVS 105 (5) Environmental Geology**

—See *GEOL 105*.

**ENVS 140 (5) Western Water Problems • GER-NS**

Historical and contemporary exploration of the water resource and issues in the Western United States.

**ENVS 150 (5) Environmental Issues • GER-NS**

Topics of environmental concern covering a wide range of local, national and international case studies through an interdisciplinary investigation.

**ENVS 220 (5) Earth Resources and the Environment**

— See *GEOL 220*.

**FASHION MERCHANDISING (FASH)****FASH 160 (5) Introduction to Fashion Merchandising**

Survey of the fashion industry from early development to present. Students will analyze the interrelationships of the many different industries involved in the design, production, and distribution of all types of apparel and accessories.

**FASH 162 (5) Fashion Design and Clothing Construction Analysis**

Provides working knowledge of the design and construction skills valued in today's fashion marketplace. Students will develop the skills necessary to analyze, evaluate, and specify the quality of apparel design and production relative to consumer value.

**FASH 163 (5) Consumer Textiles**

Designed for those whose career direction will require knowledge of textiles as part of the professional prerequisites of the industry. Specific career fields include, but are not limited to, fashion merchandising, retailing, interior design, and fashion design. This study of textiles will provide in-depth information in the areas of fiber properties, yarn and fabric production, coloring, printing, finishing, and care/renovation of textiles.

## ■ FIRE COMMAND (FCA)

*Courses offered through Extended Learning programs only.*

### FCA 120 (3) Basic Fire Investigation

Explores a basic study of fire scene investigation procedures and techniques used to determine the origin and cause of fire. Included are reasons for accurately determining the origin and cause of fire, the systematic approach to fire scene examination, the chemistry of fire, determining the origin, major accidental and incendiary fire causes, scene sketching, scene photography and note taking. Other topics that will be covered are: basic scene security, major fire scene control, report writing, interviewing, and courtroom demeanor for the firefighter and investigator.

### FCA 132 (3) Technical Writing for Fire Service

This course is an introduction to developing the skills for clear writing, grammar, spelling and punctuation effective in any written work. Students will complete practical applications that will be used in fire service report writing.

### FCA 137 (5) Introduction to System Design

This course provides an overview of the types of building hazard categories, specific hazards, and methods used to choose the appropriate types and degrees of detection and suppression. Industry standards and variations will be discussed using NFPA codes. In addition, students will match environment to occupancy hazard classification and demonstrate knowledge of special hazard classification and systems

### FCA 152 (2) Building Construction

This course provides an overview of the engineering principles of building construction, characteristics of building classifications, fire and life safety devices and assemblies, fire loading, fire resistance and flame spread ratings. Special attention will focus on construction techniques and utilization of building construction knowledge for pre-planning fire potential, meeting competency standards defined by the NFPA.

### FCA 155 (3) Fire Instructor I

This course is an introduction to a fire instructor's duties as written by the requirements of the National Fire Protection Agency (NFPA) 1041, Standard for Fire Service Instructor Qualifications (2002). Students examine a basic study of elements that influence teaching and learning. Special attention is given to the Fire Service Training Instructor's relationship to student safety as well as the legal liabilities involved. Instruction will include discussion of techniques for preparing effective lessons using the psychology of learning. Other topics include: training aids, copyright law, learning theories, purposes and principles of testing and evaluation.

### FCA 157 (2) Public Information Officer

The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by NFPA 1035.

### FCA 160 (2) Tactics I

This course is a review and study of basic principles and methods utilizing fire department personnel, equipment and apparatus. Instruction will include knowledge of fire behavior factors common to fire incidents as well as tactical and operational considerations. Students will examine what incident managers must know to minimize or negate the effects of fire, heat, and smoke including identifying the Incident Management System (IMS), its basic components and explain how it can be used as a scene management tool.

### FCA 170 (1) Hazardous Materials Awareness

This course is a detailed look at the skills necessary to respond safely to hazardous materials emergencies. Derived from NFPA 472, *Standard for Professional Competence of Responders to Hazardous Materials Incidents*, 2002 Edition. This course will assist students with the proper techniques vital to managing all hazardous materials incidents that include: recognizing the presence of hazardous materials, protecting themselves, securing the area and calling for trained personnel

### FCA 175 (2) Fire Safety Officer

This course is an introduction to the duties as written by the requirements of the National Fire Protection Administration (NFPA) 1521, Standard for Fire Department Safety Officer, 2002 edition. Course elements are designed to enable the student to identify and analyze health and safety aspects relating to their role as Incident Safety Officer in both emergency and non-emergency situations.

### FCA 177 (3) Wildland Urban Interface

This course is designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements, in the wildland/urban interface. Instructional units include: interface awareness, size-up, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow-up and public relations, and firefighter safety in the interface

### FCA 180 (3) Fire Administration

This course is an introduction into relationships and issues in personnel administration within the context of fire-related organizations. Topics include human resource management, financial management, customer service, training and education, health and safety, laws and ethics.

### FCA 195 (4) Fire Officer I

*Prereq: FCA 270 - Hazardous Materials Operations*

This course is an introduction to a fire officer's duties as written by the requirements of the National Fire Protection Agency (NFPA) 1021, Standard for Fire Officer Professional Qualifications. Content includes leadership, supervisory and decision making practices, legal responsibilities, communication practices, report writing, workplace safety, quality assurance and pre-incident planning.

### FCA 205 (5) Testing H2O Systems

This course is an introduction to testing of water-based suppression systems principles. Performance outcomes will include, I&T of water-based fire protection systems, hydrant flow test, fire pump test and forward flow test of backflow preventers.

### FCA 255 (3) Fire Instructor II

*Prereq: FCA 155 - Fire Instructor*

Builds and expands on the skills learned in Fire Instructor I. This course is designed to provide the Fire Instructor with the next level of understanding for the training of personnel. This course is designed to train the participants to perform job and task analysis, develop goals and objectives, and develop a lesson plan along with the coordinating of training aids and student test and evaluation. Prepares the student for the requirements as written by the National Fire Protection Administration, (NFPA) 1041, Standard for Fire Service Instructor Qualifications (2002).

### FCA 259 (3) Legal Aspects of Fire Service

This course introduces the federal, state and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability and a review of relevant court cases.

### FCA 260 (2) Tactics II

*Prereq: FCA 160 - Tactics I*

This course will include planning, implementing and evaluating of basic and advanced fire tactics at the command officer level. Principle elements will include: Chain of command duties and responsibilities; mutual aid, common and special hazards by occupancy; planning, organizing, directing and controlling of emergency operations; overall strategy; tactics; resource requirements; available resources, fire loading and its impact and fire-ground communications.

### FCA 261 (2) Hazardous Material On-Scene Incident Commander

*Prereq: FCA 270 - Hazardous Materials Operations*

Examines regulatory issues, hazard analysis, multi-agency contingency planning, response personnel, multi-agency response resources, agency policies, procedures and implementation, public education and emergency information systems, health and safety, command post dynamics, strategic and tactical considerations, recovery and termination procedures, and program evaluation.

### FCA 262 (4) Disaster and Fire Defense Planning

This course examines concepts and principles of community risk assessment, planning and response to fires and natural disasters, including Incident Command System (ICS), mutual aid and automatic response, training and preparedness, communications, civil disasters, earthquake preparedness, and disaster recovery.

### FCA 265 (4) Fire Officer II

*Prereq: FCA 195 - Fire Officer I, FCA 155 - Instructor I*

This course is an introduction to a fire officer's duties as written by the requirements of the National Fire Protection Agency (NFPA) 1021, Standard for Fire Officer Professional Qualifications. Content includes interaction with government agencies, report writing, managing human resource, RMS, budgets, performance appraisal and exposure reports.

### FCA 270 (2) Hazardous Materials Operations

*Prereq: FCA 170 - Hazardous Materials Awareness*

This course meets National Fire Protection Administration (NFPA) 472, Standard for Competence of Responders to Hazardous Materials/ Weapons of Mass Destruction Incidents, 2002 edition requirements and expands on the awareness level to an operational ability to control, contain and confine hazardous materials. Course elements include basic skills needed to evaluate and work defensively at an incident involving the release of a hazardous material for the purpose of protecting persons, property and the environment from the effects of the release.

### FCA 272(3) Negotiation

This course introduces a critical skill needed for effective management. Negotiation explores the major concepts and theories of the psychology of bargaining and negotiation, and the dynamics of interpersonal and intergroup conflict and its resolution. Content includes basic elements of conflict and negotiation, the processes of communication, persuasion, and ethical judgment, external influences on negotiations and breakdowns in the negotiation process.

### FCA 274 (4) Occupational Safety and Health for Fire Service

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, emergency situations involving fire, EMS, hazardous materials and technical rescue.

### FCA 280 (4) Advanced Fire Administration

*Prereq: FCA 180 - Fire Administration*

This course introduces the student to the organization and management of fire departments preparing fire officers to be fire administrators. Instruction will include various components of the fire service organization, cultural differences, line and staff functions including personnel management, recruitment and hiring practices, legal aspects, disciplinary actions, communication skills, safety practices, budgetary practices and ethics.



**FCA 285 (3) Fire and Life Safety Educator**

This course prepares students in comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, or the environment. Course elements include: documenting, scheduling, selecting, presenting, developing, implementing and evaluating within a framework of instructional methodology and concepts. This course is an introduction to a public fire and life safety educator's duties as written by the requirements of the National Fire Protection Administration (NFPA) 1035, Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005).

**FCA 295 (4) Fire Officer III**

*Prereq: FCA 265 - Fire Officer II, FCA 255 - Fire Instructor II*

This course provides the basic tools for analyzing and evaluating budgets, programs, policies, personnel and management systems within the fire service organization. Data interpretation and planning are major elements addressed in this course. Enhancement of fire service leadership decision-making capabilities is the primary focus of this course. Prepares the student for the requirements as written by the National Fire Protection Administration, (NFPA) 1021, Standard for Fire Officer Professional Qualifications, 2003 edition.

**FOOD SERVICE MANAGEMENT (FSM)**

*Courses offered through Extended Learning programs only.*

**FSM 102 (5) Equipment, Facilities and Maintenance**

Creative planning for a merchandisable atmosphere at optimum cost.

**FSM 103 (5) Nutrition and Menu Planning**

Restaurant menu planning and nutritional considerations, with special emphasis on menu types and specializations.

**FSM 105 (3) Quantity Food Preparation: Entrees**

*Prereq: FSM 116*

This course introduces basic terminology, principles, and methods for preparation of meat/meat alternatives and entrees. Participants will practice their skills and techniques of quantity cooking in a kitchen facility.

**FSM 106 (5) Supervision and Management of Quantity Food Preparation II**

*Prereq: FSM 102, 103 or 105*

A study of food service supervision and management techniques with emphasis on advanced procedures in culinary arts.

**FSM 109 (5) Personnel and Human Relations**

Develop a knowledge of restaurant organizations, effective management techniques, employee motivation and training.

**FSM 110 (5) Food & Beverage Cost Analysis**

*Prereq: FSM 103*

Techniques of controlling foods, beverages, supplies and equipment in a food service establishment.

**FSM 112 (1) Introduction to Child Nutrition Program Management**

Provides an introduction to child nutrition program management, including the history and evolution of child nutrition programs, legislation, state and federal regulations, program requirements, funding, and the benchmarks of a quality program

**FSM 115 (1) Basic Nutrition**

For school food service workers and potential supervisors. Includes nutrition as related to meeting dietary goals, preschool through Grade 12, modifying recipes, promoting nutrition through school lunches.

**FSM 116 (1) Safety and Sanitation**

Basic food safety and sanitation practices for school personnel. Microbiology as it relates to foodborne illness and prevention, agar plates, accident prevention, proper use of thermometer, housekeeping and personal hygiene, transporting and serving techniques, and being prepared for health inspector.

**FSM 117 (1) Nutrition – Team Teaching**

Provides methodology and techniques for team teaching nutrition for school food service workers. Topics emphasized are: review of nutrition, definition, needs, and goals of Child Nutrition Programs, resources and teaching aids, integration into curriculum.

**FSM 118 (1) Healthy Edge**

This course provides child nutrition services personnel with the basic knowledge and skills to implement the Dietary Guidelines for Americans successfully and effectively in child nutrition programs, using a total team approach.

**FSM 121 (3) Quantity Food Production: Salads, Snacks and Sandwiches**

*Prereq: FSM 116 or instructor permission*

Provides the basic techniques for the ordering, preparing, handling, and storing of fresh produce and vegetables. Includes salad and sandwich preparation and presentation.

**FSM 130 (3) Child Nutritional Needs for Diverse Populations**

This course identifies special nutritional needs that must be considered when serving a diverse student population, including cultural, medical, physical, and developmental needs.

**FOREIGN LANGUAGE**

*See WORLD LANGUAGES.*

**FOSTER PARENT EDUCATION (PARNT)**

*Offered through Extended Learning only.*

**PARNT 100 (5) Introduction to Foster Parent Education**

Designed to empower foster parents with the basic knowledge and skills to provide quality foster care.

**PARNT 105 (3) Independent Living for Foster Teens**

Provides foster parents with skills needed to prepare foster teens to live independently.

**PARNT 106 (3) Behavior Management**

*Prereq: H.S., GED or instructor permission*

Exploration of constructive parenting practices, including finding ways to balance the need for nurture and structure. The focus is on learning to use behavior management skills as a way to prevent problems. Includes opportunities to explore how we can examine our own behavior as a way to understand the child's.

**FRENCH**

*See WORLD LANGUAGES.*

**GENERAL EDUCATIONAL DEVELOPMENT (GED)**

Non-credit GED courses are offered under Basic Skills through the Transitional Education Division. Courses offered are comprehensive Basic GED, Advanced GED, Educational Interview and individual subject areas, i.e. Math, English, Social Studies, English, Literature and Arts, and Science. See GED listing under "Adult Basic Education" in the PROGRAMS OF STUDY section for more information.

**GEOGRAPHY (GEOG)****GEOG 100 (5) Introduction to Geography • GER-SS**

Basic patterns of human occupancy of the earth; analysis of population, settlement, and resource-use problems; introduction to geographic theories pertaining to spatial organization, interaction, and environmental perception.

**GEOG 150 (5) Europe, The Americas, Australia/New Zealand • GER-SS**

An introduction to the rich variety of peoples, traditions, and landscapes in the geographic realms of Europe, Russia, North America, Middle America, South America and Australia New Zealand. Emphasis is on the origins and evolution of the diverse cultural heritages of these regions, their interactions with the world as a whole, and on present interaction between these peoples and their environments.

**GEOG 160 (5) Africa, Middle East and Asia • GER-SS**

An introduction to the rich variety of peoples, traditions, and landscapes in the geographic realms of Sub-Saharan Africa, North Africa, South West Asia, South Asia, East Asia, and South East Asia. Emphasis is on the origins and evolution of the diverse cultural heritages of these regions, their interactions with the world as a whole, and on present interaction between these peoples and their environments.

**GEOG 200 (5) Cultural Geography • GER-SS**

Patterns and systems of human occupancy of the world. Emphasis on cultural processes, dynamic change, functional relations, networks and diffusion models.

**GEOG 205 (5) Introduction to the Physical Environment****GER-NS,SS • Field Trip required**

Major atmospheric, hydrologic and geomorphic processes used to interpret the character, distribution and human significance of different natural and human-altered environments.

**GEOG 207 (5) Economic Geography • GER-SS**

The changing locations and spatial patterns of economic activity, including: the location of production in agriculture, manufacturing, mining, and goods and services; the economics of transportation; regional economic development, and the diffusion of technological innovations.

**GEOG 210 (5) Physical Geography • GER-NS**

The student will learn about the processes that produce natural physical landscapes and weather phenomena. The course should result in an enhanced appreciation of the landscapes of the world. Physical geography will introduce you to climatology, the science that deals with the study of the earth's weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well as soils. Lab included.

**GEOLOGY (GEOL)****GEOL& 101 (5) Introduction to Physical Geology • GER-NS**

A study of dynamic processes which have culminated in the present earth surface configuration. Field trip required. Lab included.

**GEOL& 103 (5) Historical Geology • GER-NS**

Study of earth formation through time. Includes field studies of time, rock and fossil relationships. Lab included.

**GEOL 107 (5) Earth Systems Science • GER-NS**

*(formerly GEOL 100)*

Introduction to the basic principles and processes in the evolution of the earth. Lab included.

**GEOL& 110 (5) Environmental Geology • GER-NS***(formerly GEOL 105)*

A study of the interaction of humans and the Earth, with emphasis on geologic hazards, waste disposal, pollution and geologic resources. Field trip required. Labs included.

**GEOL& 115 (5) Geology National Parks • GER-NS***(formerly GEOL 120)*

Introduces the student to basic geologic processes and history, using the variety of features preserved in our National Park and Monument system. Labs included. Field trips required.

**GEOL& 120 (5) Volcanoes***(formerly GEOL 282)*

The comparative study of shield and composite volcanoes, volcanic processes and hazards. Lab included. Field trips required.

**GEOL 140 (5) Principles of Field Mapping***Prereq: GEOL& 101 or instructor permission*

Interpretation of topographic, geologic and aerial photo maps with applications in constructing geologic and base maps from field data. Lab included.

**GEOL& 208 (5) Geology Pacific Northwest • GER-NS***Prereq: GEOL& 101 or GEOL& 103 or permission of instructor*

A study of the current geologic interpretations of the major rock formations and geologic structures of the Pacific Northwest. Includes study of mineral resources, environmental issues and fossils pertinent to Pacific Northwest Geology. Field trips required. Labs included.

**GEOL 220 (5) Earth Resources and the Environment • GER-NS***Prereq: GEOL& 101 or GEOG 210 recommended*

The study of earth resources, including geologic origin, environmental issues, mineral law, economics and uses. Field trips required. Labs included.

**GEOL 283 (5) Regional Geology**

Study of the geologic formations, structures, and geologic history that create the landscapes of a selected region. Labs and field trips included.

**GERMAN**

See *WORLD LANGUAGES*.

**HEALTH SCIENCE (HSCI)****HSCI 101 (3) Foundations of Allied Health**

Introductory course for students considering careers in allied health. Covers the basics of allied health care roles and responsibilities. Course includes state required AIDS/HIV curriculum, HIPPA training, customer service, medical terminology and documentation.

**HSCI 105 (5) School Health Care***Offered through Extended Learning*

Course will include infection control and safety, infectious diseases, common school health problems, and health issues specific to K-12 for school health care providers.

**HSCI 106 (5) School Health Care II***Offered through Extended Learning**Prereq: Successful completion of HSCI 105*

Examination of staff roles in a school health care setting; identification of symptoms of common childhood illnesses and procedures for handling these illnesses and other health-related issues.

**HSCI 111 (5) Nursing Assistant Training***Prereq: Reading placement test with a minimum score of READ 75*

Essentials of patient care in an extended care facility primarily designed for nursing assistants who must meet state certification requirements. Includes a minimum of seven hours of AIDS education.

**HSCI 114 (3) Therapeutic Communication in Healthcare Settings***Prereq: placed for ENGL& 101**Total Clock Hours: 30 (theory)*

The study of communicating with a diverse client population across the lifespan. Includes information management, interpersonal relationships, group process and effective techniques to work with clients and co-workers in a variety of settings.

**HSCI 116 (4) Pharmacology for Allied Health***Prereq: CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260**Total Clock Hours: 40 (theory)*

Administration of medication, types of drugs, routes of administration and related laws. Computation skills in dosage calculation are emphasized. Includes laboratory practice of computation, medication administration and the use of related technology.

**HSCI 119 (5) Human Health and Disease • GER-NS**

A systematic overview of human anatomy, physiology and pathology. Intended for anyone interested in understanding health and disease interrelationships. A laboratory course for non-science majors.

**HSCI 140 (5) Contemporary Health Science Problems • GER-NS**

Introduction to contemporary issues related to the impact of technology on human health, including reproductive manipulation, birth defects, nutrition, organ research, immunity to disease, inheritance, genes, eugenics, and euthenics. Laboratory course for non-science majors.

**HSCI 150 (3) Kinesiology**

An introductory course providing a basic understanding of the mechanical principles of human movement and how these mechanical principles relate to human health and performance.

**HSCI 151 (5) Personal and Community Health • GER-NS**

Contemporary issues and trends in modern human health.

**HSCI 152 (3) Nutrition and Exercise**

A course designed to familiarize the personal trainer with the fundamentals of exercise and nutrition for health assessment and health prescription.

**HSCI 153 (2) Essentials of Weight Management**

A course designed to familiarize the personal trainer with the fundamentals of weight management, exercise and nutrition from the personal trainer perspective.

**HSCI 154 (5) Essentials of Fitness Training**

A course designed to familiarize the personal trainer with the fundamentals fitness training and health prescription.

**HSCI 156 (5) Exercise Physiology for the Health and Fitness Professional**

A course designed to equip the personal trainer with the proper application of physiologic principles as they relate to exercise. Examines principles related to bioenergetics, nutrition, hormones, and the pulmonary, cardiovascular, hormone and neuromuscular systems.

**HSCI 157 (3) Client Care and Marketing for the Health and Fitness Professional**

A course designed to familiarize the personal trainer with the Personal Trainer/Client Relationship and concepts in basic fitness industry business and marketing.

**HSCI 158 (2) Athletic Training and Acute Injury Management**

A course designed to familiarize the personal trainer with guidelines and recommendations for preventing injuries, recognizing injuries and learning how to correctly manage a specific injury.

**HSCI 160 (5) Health Assessment and Fitness Testing***Prereq: HSCI 150, 154, 156, and BIOL 118 or instructor permission*

The course is designed to equip the health and fitness professional with health assessment and fitness testing techniques necessary for laboratory assessment and health prescription.

**HSCI 161 (5) Human Nutrition***See Nutrition.***HSCI 162 (5) Diagnostic Health and Fitness Technician Internship***Prereq: HSCI 150, 152, 153, 154, 157, 158, 160, BIOL 118 or instructor permission.*

A course designed to provide the health and fitness professional with practical field experience.

**HSCI 200 (5) Human Stress – Its Nature & Control • GER-NS**

Examines why human stress exists and identifies the causes and affects of stress while exploring specific strategies and techniques to control stress and use it for growth.

**HSCI 210 (5) Wellness • GER-NS**

A comprehensive study of human wellness including adequate fitness, nutrition, stress management, disease prevention, sexual wellness, spirituality, smoking cessation, substance abuse, weight control, cardiovascular endurance assessment, and metabolic pathways and systems. Lab included.

**HSCI 235 (4) Issues and Trends in Healthcare Management***Prereq: HSCI 114, HSCI 116**Total Clock Hours: 40 (theory)*

Management and leadership theories as applied to allied health settings. Explores challenges, issues and trends in healthcare to include skill building for managing care, leading groups, and resolving conflict within organizations. At the end of the quarter, the student will be expected to complete a professional healthcare management portfolio.

**HSCI 278 (8) Emergency Medical Technician – Basic***Offered at military sites through Extended Learning**Prereq: CPR Certification as AHA "Healthcare Provider" or Red Cross "Professional Rescuer"*

Learn and develop skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. The student will be capable of recognizing and assessing the nature and seriousness of a patient's condition or injuries.

**HISTORY (HIST)****HIST& 126 (5) World Civilizations I • GER-SS***(formerly HIST 101)*

Examines the growth and development of various civilizations from the Stone Age to 1100. Emphasis is on political, economic, religious and cultural similarities and differences among these civilizations.

**HIST& 127 (5) World Civilizations II • GER-SS***(formerly HIST 102)*

Examines the development and decline of various civilizations from the Renaissance to 1815. Emphasis is on the ideas which spawned religious, economic, political and scientific revolutions and their impact on various civilizations.

**HIST& 128 (5) World Civilizations III • GER-SS***(formerly HIST 103)*

Examines the development of the modern nation state from 1815 to the present. Emphasis is centered on political, economic, religious and social developments and their subsequent impact on Third World nations.

**HIST& 156 (5) History of U. S. I • GER-SS (formerly HIST 241)**

A survey of the economic, social, political and diplomatic history of the United States from the period of European expansion to 1840.

**HIST& 157 (5) History of U. S. II • GER-SS (formerly HIST 242)**

A survey of the economic, social, political and diplomatic history of the United States from 1840 to 1900.

**HIST& 158 (5) History of U. S. III • GER-SS (formerly HIST 243)**

A survey of the economic, social, political and diplomatic history of the United States from 1900 - present.

**HIST& 159 (5) History of U.S. IV • GER-SS**

A survey of the economic, social, political and diplomatic history of the United States from 1939 to the present.

**HIST 168 (5) Vietnam War as History • GER-SS**

An in-depth look at the historical lines of thought from three cultural perspectives which culminated in the Vietnam War. Emphasis is on the economic, religious and political aspects of each culture. Personal recollections and media accounts are also used.

**HIST 207 (5) Historical Study Abroad**

A historical overview of the economic, religious, social, legal, educational and artistic make up of a city, culture or country other than the United States.

**HIST& 214 (5) Pacific Northwest History • GER-SS (formerly HIST 264)**

History of Washington and the Pacific Northwest: exploration, settlement, economic development, growth of government and social institutions.

**HIST 230 (5) Concise History of Science and Technology • GER-SS**

A survey course emphasizing salient aspects of the evolution of science and technology and their impacts on society from prehistoric to modern times.

**HIST 260 (5) History of Russia and the Soviet Union • GER-SS**

Explore the development of the Russian State from 700 AD to the present. Emphasis is on the political, economic and religious ideas which shaped the Russian outlook and eventually culminated in the rise and fall of the Soviet Union.

**HIST 270 (5) Introduction to the Far East • GER-SS**

A survey of the major social, political and economic trends in the Far East with emphasis since 1840.

**HIST 272 (5) Survey of Middle East History • GER-SS**

A survey of Middle East history from the 5th Century A.D. to the present, including the development of the modern states after World War II.

**HIST 277 (5) The Cold War • GER-SS**

An in-depth look of the post-Second World War era from 1945 to 1989. Emphasis is on the political, economic, and religious aspects of the Cold War and its impact on emerging Third World nations.

**HIST 280 (5) Introduction to Chinese Civilization • GER-SS**

A survey of Chinese civilization from earliest time to today with major emphasis on political, social and economic history since 1912.

**HIST 284 (5) Introduction to the Balkans • GER-SS**

A survey course in the history of the Balkans, a region that cradles some of the world's oldest civilizations and forms a crossroads between Europe and Asia. Emphasis placed on post-1800 political, socioeconomic and cultural developments.

**■ HOMELAND SECURITY (HSEM))****HSEM 102 (5) Introduction to Homeland Security Emergency Management**

Designed to provide student with exposure to new and developing theories, practices, and technology in emergency management. Prepares homeland security professionals to implement protective measures without compromising individual rights and freedoms. Builds familiarity with the distinctive qualities of the various disasters one may face as a citizen leader or first responder.

**HSEM 110 (5) Homeland Security Incident Management**

This course introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). (Course will meet ICS 100/200 requirements.)

**HSEM 120 (5) All Hazards Emergency Planning**

This course is designed to introduce students in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), NIMS compliance, and contingency planning for areas such as Special Needs (Vulnerable Population) or Animal Sheltering are discussed. The Emergency Support Functions and other changes made by the National Response Plan and the State CEMP are discussed also.

**HSEM 130 (2) Technology in Emergency Management**

This course will cover the importance for emergency management professionals to understand the internet resources available and how to use them. It will provide overviews of WebEOC, using technology with training and exercises, reverse 911 notification systems, video conferencing/downlinks, GIS capabilities, etc.

**HSEM 160 (5) Emergency Response Awareness to Terrorism**

Prepares student to enter and advance in the field of emergency management through the acquisition of specialized knowledge of disaster planning, preparedness, emergency response, mitigating and recovery. Covers the new National Incident Management System (NIMS), Weapons of Mass Destruction (WMD) Awareness, Proper Protective Equipment (PPE), Operational Security (OPSEC), Decontamination Awareness and the new National Response Plan (NRP). Creates a solid foundation in planning.

**HSEM 210 (5) Training, Exercise Design and Evaluation**

This course is designed to introduce the student to the fundamentals of exercise design and to prepare you to design and conduct a small functional exercise for an organization. The course includes an overview of different learning styles, and effective methods for providing training to employees. Advantages and disadvantages of different training media and associated costs. It addresses: the value of conducting exercises, the components of a comprehensive exercise program, the exercise development process and tasks, organization of the design team, exercise documentation, the steps in designing an exercise, and the evaluation process based on the Homeland Security Exercise Evaluation Program. Students will design an exercise based upon a community's emergency plans and conduct an in class functional exercise.

**HSEM 220 (3) Developing and Managing Volunteer Resources**

The course provides procedures and tools for building and working with voluntary organizations. Topics include: Benefits and challenges of using volunteers; building a volunteer program; writing job descriptions; developing volunteers through recruitment, placement, training, supervision, and evaluation; coordinating with voluntary agencies and community-based organizations, and special issues including spontaneous volunteers, liability and stress.

**■ HUMAN DEVELOPMENT (HUMDV)****HUMDV 095 (3) Job Hunters**

Course includes job search strategies, researching labor market resources, preparing a resume, applications and cover letters and developing effective interviewing skills. *Offered through Extended Learning only.*

**HUMDV 100 (1) Effective Relationships**

This course provides students with group experiences emphasizing the affective domain of human growth. It focuses on the varied aspects of people's emotions, feelings, values, and the relationship of these to intellectual pursuit and making life more meaningful.

**HUMDV 101 (2) Personal Effectiveness Seminar**

Addresses issues of personal development for adults, including defining stress and anger, identifying personal triggers and responses, understanding change, and designing and implementing healthy coping strategies.

**HUMDV 102 (2) Human Potential Seminar**

Provides a set of experiences through which students learn to identify their potentialities, and to put these potentialities to work in their lives. It is designed to increase self-esteem, intra-personal awareness and interpersonal affectivity. The seminar takes place in a small group setting and involves structured group activities.

**HUMDV 103 (5-15) PierceWorks! Career Transition**

A 6-week career transition course to assist individuals with career development and human relations. This course empowers students to explore careers and career clusters and make informed educational and career decisions. Students analyze their own interests, skills, personality, and attributes and use this information in the career selection process. Students use interest inventories and computer software to explore career opportunities available to them and link personal interests with related career fields. Activities enable students to increase self-awareness and develop the skills necessary to successfully plan for postsecondary education and the workplace. Basic job search skills include contacting employers, writing, and practicing interview skills. An emphasis is placed on developing skills necessary for success in the workforce. These employability skills include such areas as: teamwork, dependability, punctuality, attitude and interpersonal relationship skills.

**HUMDV 105 (2) Community Responsibility**

Encourages student awareness of responsibilities in promoting a safe, orderly and healthy community. *Offered through Extended Learning only.*

**HUMDV 106 (3) Life Skills for the Twenty-First Century**

Students explore ideas and applications related to living and working in the twenty-first century.

**HUMDV 110 (7) Transition Issues for Offenders**

Addresses transition issues for adult offenders, including communication skills, healthy relationships, living single, parenting skills, work relations and healthy lifestyles. *Offered through Extended Learning only.*

**HUMDV 115 (3) Victim Awareness**

Addresses recidivism issues of adult offenders, including identifying victims, recognizing feelings toward victims and the impact of crime upon those victims, families and the community as a whole. *Offered through Extended Learning only.*

**HUMDV 120 (3) Human Relations**

*Prereq: GED or High School Diploma*  
Survey of workplace skills, including communication, team building, problem solving and leadership. Emphasis on concepts of attitudes, perception, motivation and ethics.

**HUMDV 125 (2) Life Skills: Choosing a Major**

*(formerly PSYCH 106)*  
Course involves learning new techniques that help bridge personal transitions in life and in college, including the research of careers best suited for the individual which result in personal decision-making.

**HUMDV 126 (2) Life Skills: Stress Management**

*(formerly PSYCH 106)*  
Course involves learning new techniques that help bridge personal transitions in life and in college, including learning to manage stress to remain balanced and healthy.

**HUMDV 127 (2) Life Skills:  
Assertiveness Training***(formerly PSYCH 106)*

Course involves learning new techniques that help bridge personal transitions in life and in college. Including the practice of techniques that build personal strength and character within interactions with others.

**HUMANITIES (HUM)***(formerly HUMAN)***HUM& 101 (5) Introduction to  
Humanities • GER-HM***(formerly HUMAN 201)**Prereq: Eligibility for ENGL& 101*

Exposes students to works in the literary, performing, and visual arts. Students identify common themes in the arts, analyze works representing diverse perspectives, and investigate the political, social, and historical contexts of works. A broader understanding is encouraged through the exploration and synthesis of outside sources using research methods.

**HUM 105 (5) Black Thought and  
Culture • GER-HM**

Beginning with African traditions and closing with a look at contemporary issues, this course will examine the cultural heritage of African Americans in relation to their language, literature, fine arts, music, religion and philosophy.

**HUM 106 (5) Ethnic Thought  
and Culture • GER-HM**

A comparative study of art, literature, and music representing various ethnic groups in America, and investigation of various issues surrounding ethnic identities.

**HUM 107 (5) Latin American  
Thought and Culture • GER-HM**

Examines Latin America through the lens of the humanities. Students will explore the literature, film, music and art of Latin America and how it has been shaped by cultural and geographical diversity, domestic and international politics, religion, social structure and economics. Team work and research skills will be developed.

**HUM 108 (2) Asian Thought and  
Culture**

A general study of Asian culture and society, past and present.

**HUM& 116 (5) Humanities I****• GER-HM** *(formerly HUMAN 101)*

A survey of Western cultural ideas and expression from ancient times through the Middle Ages. Topics include art, architecture, music, literature, philosophy and religions.

**HUM& 117 (5) Humanities II****• GER-HM** *(formerly HUMAN 102)*

A survey of Western cultural ideas and expression from the Early Renaissance through the 17th Century. Topics include art, architecture, music, literature, philosophy and religions.

**HUM& 118 (5) Humanities III****• GER-HM** *(formerly HUMAN 103)*

A survey of Western cultural ideas and expression from the 18th Century through modern times. Topics include art, architecture, music, literature, philosophy and religions.

**HUM 120 (5) Introduction to  
Folklore • GER-HM**

This course introduces students to the discipline of folklore through an exploration of its history, its subject matter and its methods. Case studies and research will focus on contemporary folk life and the study of living people.

**HUM 140 (5) Conversations  
in Conflict Studies***Prereq: ENGL 099 and READ 075 or placement at college level English and Reading*

Takes a critical look at the tensions and dynamics of race, ethnicity, gender, and sexual orientation in our society. Class discussion, speakers and topical literature will form the activities.

**HUM 204 (5) American Popular  
Culture • GER-HM**

This course examines various theories of popular culture and applies these theories to various aspects of American culture, such as mass media, sports, fashion and cultural stereotypes.

**HUM 210 (5) American Cinema  
and Society • GER-HM**

Explores the relationship between the themes, major genres, and production of Hollywood cinema, and American social, political, and economic history from the early 1900s to the present.

**HUM 212 (5) Great Directors and  
Auteurs • GER-HM**

Course examines the role of the director as "author" (auteur) of the film and the several competing theories about what film authorship entails. This class also explores the works, stylistic expressions and filmic choices of major world directors such as Alfred Hitchcock, Francis Ford Coppola, Steven Spielberg, Ousmane Sembene, Stanley Kubrick, Ingmar Bergman, and Francois Truffaut. An additional emphasis is placed on analyzing the changing role of the director from Hollywood's studio system heyday to today's independent filmmaking practices.

**HUM 215 (5) World Cinema  
• GER-HM**

World Cinema examines the films and film-making practices of countries around the world. This class explores such topics as the impact of technical changes and production standards on filmmaking. A additional emphasis will be placed on analyzing cinematic choices in many world cinema movements such as German Expressionism, Italian Neo-Realism, British Social Realism, The French New Wave, and the phases of Third World Cinema.

**HUM 240 (5) World Religions  
GER-HM**

Survey of the world's five major religions: Hinduism, Buddhism, Islam, Judaism, and Christianity. Exploration of the basic tenets, origins and evolution of each religion; reflection on the influence they have had on history, culture and the arts.

**INTERDISCIPLINARY  
STUDIES (INTS)****INTS 107 (5) Introduction to  
International Studies • GER-SS**

An introduction to global issues emphasizing the integrated and increasingly interdependent nature of the world, including: historical, political, economical, environmental and philosophical issues.

**INTS 115 (2) AIDS and Drug  
Awareness Training**

AIDS and drug awareness is designed to acquaint students with epidemiology, etiology, transmission, prevention, counseling, legal and ethical issues, cultural-social-psychological issues, and resources to deal with the AIDS and drug problems.

**INTS 140 (5) Contemporary  
Issues in International Studies  
• GER-SS**

Contemporary issues facing a visiting foreign professor's homeland, including but not limited to: historical, geographical, demographic, political, economic, environmental and social/cultural issues.

**INTERNATIONAL  
EDUCATION (IE)**

Non-credit and/or below-college level Intensive English and TOEFL Prep courses are offered through our International Education program. See "International Education" in PROGRAMS OF STUDY section for information.

**INTERPRETER  
LANGUAGE TRAINING  
(INTP)****INTP 101 (5) Introduction to  
Language Interpreting**

Introduction to interpreting as a career. Outlines the role and responsibilities of interpreters, the various interpreting environments, and the significance of cultural factors in the field.

**INTP 105 (3) Ethics of  
Interpreting**

An exploration of the ethics, protocols, and legal aspects of interpreting, including certification requirements. Intended for those pursuing a career in interpreting.

**INTP 197 (3) Practicum in  
Language Interpreting**

*Prereq: Completion of all coursework for CLI with 2.0 minimum GPA AND DSHS certification AND concurrent registration in INTP 198; INTP 213 & 205 may be taken concurrently*  
Capstone work experience in language interpreting. Student may opt to focus on a particular area of interest.

**INTP 198 (2) Seminar in  
Language Interpreting***Prerequisites, if any Concurrent registration in INTP 197*

Capstone course which supports and develops the practicum experience for students completing the Certificate in Language Interpreting.

**INTP 205 (3) Vocabulary  
Integration***Prereq: Min. 5 credits of specialized vocabulary, such as medical, legal, etc. AND INTP 212*

Skill development in interpreting using specialized vocabulary. Students will use prior vocabulary, and build bilingual vocabulary and research skills in order to expand that vocabulary to adapt to a variety of work situations.

**INTP 211(5) Interpreting Skills I***Prereq: Admission to the CLI program or instructor permission*

Skills and practice in non-technical sight, sequential and simultaneous interpreting. Students will learn to effectively communicate messages from one language to another while preserving meaning across language boundaries. Intended for speakers with a high level of ability in English and at least one other language.

**INTP 212(5) Interpreting Skills II***Prereq: 2.0 minimum in INTP 211*

Skills and practice in technical sight, sequential and simultaneous interpreting with increasingly complex and diverse materials. Focus is on social service, medical and legal interpretation. Students will prepare and test for the DSHS Interpreter Certification.

**INPT 213 (5) Interpreting  
Skills III***Prereq: 2.0 minimum in INPT 212 and prior completion or concurrent enrollment in INTP 205.*

Skills and practice in technical sight, sequential and simultaneous interpreting with increasingly complex and diverse materials. Integration of cultural and cross-cultural skills into interpretation. Familiarization with the environments in which interpreters work. Introduction to interpreting in a wider variety of situations.

**JAPANESE**See *WORLD LANGUAGES*.**JOURNALISM (JOURN)****JOURN 101 (5) Introduction to  
Mass Media**– See *Communication Studies*.**JOURN 102 (5) Introduction to  
News Writing • GER-CM***Prereq: ENGL& 101 with grade of 2.0 or better*

A study of the basic forms and styles of various newswriting techniques and mechanics. Writing exercises in basic newswriting, as well as work in news gathering, interview techniques, copy assimilation, copy editing, headline writing and other roles of the reporter.

**JOURN 103 (1-5) Introduction to  
Feature Writing • GER-HM***Prereq: JOURN 102*

A study of the basic forms and styles of various newswriting techniques and mechanics. Writing exercises in basic newswriting, as well as work in news gathering, interview techniques, copy assimilation, copy editing, headline writing and other roles of the reporter.

**JOURN 110 (5) Publications Design**

Prereq: Basic computer literacy and Microsoft Word recommended

An introduction to the basics of designing and producing documents for such publications as newsletters, magazines, and tabloid newspaper pages through the use of basic desktop publishing and digital imaging software.

**JOURN 111/211abc (1-5) College Newspaper: Reporting and Editing**

Practical experience in producing the college newspaper. Students may pursue specialty areas of interest such as writing, copyediting, desktop publishing, market research, advertising.

**JOURN 112/212abc (1-5) Newspaper Photojournalism**

Practical experience in shooting, developing photos for the school newspaper. Students should already have a basic working knowledge of photography.

**JOURN 120 (5) Introduction to Broadcasting**

A comprehensive study of the styles and techniques of radio and television broadcasting with an emphasis on writing for the media.

**JOURN 125 (5) The Documentary: A Social Force**

Throughout history, the documentary film has been a major social force that has moved us, amused us, manipulated us and inspired us. Using viewings and group discussions, this class examines the history and genres of the non-fiction film and the social impact of modern documentaries.

**JOURN 210 (5) Photojournalism**

Prereq: 35 mm. camera

A study of news photos and great photojournalists. Students will evaluate photos, including their own, develop photo essays, and learn how to present the photos in an attractive layout. Access to a camera is required.

**JOURN 211abc (1-5) College Newspaper: Reporting and Editing**

– See JOURN 111.

**JOURN 212abc (1-5) Newspaper Photojournalism**

– See JOURN 212.

**KOREAN**

See WORLD LANGUAGES.

**LEGAL STUDIES (LAW)****LAW 205 (5) American Legal System**

– See POLS& 200.

**LAW 206 (5) Business Law**

– See BUS& 201.

**MATHEMATICS (MATH)****MATH 042 (3) Fractions, Decimals & Percents**

Fundamental operations using whole numbers, fractions, decimals, ratios, proportions, and percents with their applications.

**MATH 051 (5) Fundamentals of Arithmetic**

Prereq: Satisfactory placement test score or Instructor permission

Fundamental operations with whole numbers, fractions and decimals. Solve problems including percent, ratio and proportion, measurement and geometric figures. Introduction to signed numbers, measures of center, and interpretation of basic data graphs.

**MATH 052 (5) Applied Arithmetic**

Offered through Extended Learning only

Fundamental operations with whole numbers, fractions and decimals. Solve problems including percent, ratio, and proportion, measurement and geometric figures.

**MATH 054 (5) Prealgebra**

Prereq: Satisfactory placement test score or MATH 051 with a grade of at least 2.0 or instructor permission.

Review operations with fractions, decimals and percents; operations with signed numbers. Simplify algebraic expressions. Solve linear equations. Solve a variety of application problems. Introduce square roots, exponents, and coordinate graphing. Determine area, perimeter, and volume. Calculate statistical measures of center; interpret graphs.

**MATH 058 (3) Introduction to Algebra I**

Prereq: Satisfactory placement test score or MATH 051 or MATH 054 with a grade of at least 2.0 or instructor permission

Basic operation with numeric polynomials expressions; solving linear equations, linear inequalities, applications.

**MATH 059 (2) Introduction to Algebra II**

Prereq: MATH 058 with a grade of at least 2.0 or instructor permission

Linear graphs, system of linear equations, applications.

**MATH 060 (5) Introduction to Algebra**

Prereq: Satisfactory placement test score or MATH 051 or MATH 054 with a grade of at least 2.0 or instructor permission

Basic operations with numeric and polynomial expressions; solving linear equations, linear inequalities, systems of linear equations and quadratic equations; linear graphs; applications.

**MATH 069 (5) Applied Algebra**

Offered through Extended Learning only

Prereq: Satisfactory completion of MATH 052 or instructor permission

Perform basic operations with polynomials, rational, and radical expressions. Solve linear and quadratic equations and graph linear equations.

**MATH 095 (5) Intermediate Algebra with Modeling**

Prereq: Satisfactory placement test score or MATH 059 or MATH 060 with a grade of at least 2.0 or instructor permission

Intermediate algebra taught in context, focusing on the use of linear, quadratic power, and exponential functions to model and help solve problems encountered in the real world. Applications may be drawn from the social sciences, biology, ecology, economics, or other disciplines. Technology is used to enhance understanding of algebraic concepts. This course serves as an alternative to MATH 098 (Intermediate Algebra) for students who need only MATH& 107, MATH& 146, or selected other quantitative skills courses.

**MATH 098 (5) Intermediate Algebra**

Prereq: Satisfactory placement test score or MATH 059 or MATH 060 with a grade of at least 2.0 or instructor permission

Function concepts and graphs; rational and radical expressions; solving quadratic, rational, radical, absolute value and exponential equations; applications.

**MATH 100 (3) Mathematics for the Trades**

Offered through Extended Learning

College mathematics including basic algebra, plane geometry, triangle trigonometry, linear and quadratic equations, logarithms, functions, and graphing with emphasis on solving real-world problems faced by workers in the trades.

**MATH& 107 (5) Math in Society • GER-NS, QS**

Prereq: MATH 095 or 098 or equivalent, with a grade of at least 2.0 or placement test score above MATH 098

Contemporary mathematics applied to a variety of fields. Instructor chosen topics will focus on graphical and formula derived solutions, statistics, applied problems, and communicating solutions. Topics may include management science, statistics, social choice, patterns and financial applications.

**MATH 114 (5) Applied Algebra, Geometry and Trigonometry • GER-NS, QS**

Prereq: MATH 098 or equivalent with at least 2.0 or placement test scores above MATH 098

Linear, quadratic, logarithmic, exponential, and trigonometric functions and their applications. Interpretation and display of information using rectangular, polar, and logarithmic coordinate systems. Right triangle and unit circle trigonometry. Vector operations using real and complex numbers. Solutions to systems of linear equations.

**MATH& 141 (5) Precalculus I • GER-NS, QS (formerly MATH 121)**

Prereq: MATH 098 or equivalent with a grade of at least 2.0 or placement test scores above MATH 098

Families of functions, their properties, graphs and applications. Functions include: polynomial, rational, exponential, logarithmic functions and combinations of these. Solve related equations and inequalities. Data analysis, introductory mathematical modeling. Develop competency with a graphing calculator.

**MATH& 142 (5) Precalculus II • GER-NS, QS (formerly MATH 122)**

Prereq: MATH& 141 with a grade of at least 2.0 or instructor permission

Families of trigonometric functions, their inverses, properties, graphs and applications. Trig equations and identities. Laws of sines and cosines. Systems of equations. Polar coordinates and graphs. Elementary vector operations.

**MATH& 146 (5) Introduction to Statistics • GER-NS, QS**

(formerly MATH 281)

Prereq: MATH 095 or 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098

Introduction to the analysis of data using descriptive statistics, probability, and inferential statistics. Topics include: data collection methods; measures of center and variation; graphical presentation of data; probability; binomial and normal distributions; confidence intervals; hypothesis tests of one and two parameters, using the normal, Student-t, and chi-square distributions; linear correlation and regression.

**MATH& 148 (5) Business Calculus • GER-NS, QS**

(formerly MATH 157)

Prereq: MATH& 141 or 156 with a grade of at least 2.0 or instructor permission.

Concise course in calculus. Differential and integral calculus of functions with an emphasis in social science, business, and economics applications.

**MATH& 151 (5) Calculus I**

• GER-NS, QS (formerly MATH 124)

Prereq: MATH& 141 and MATH& 142 with a grade of at least 2.0 or instructor permission

Families of algebraic and transcendental functions and their derivatives. Limits, including indeterminate forms. Applications of differential calculus. Anti-derivatives.

**MATH& 152 (5) Calculus II**

• GER-NS, QS (formerly MATH 125)

Prereq: MATH& 151 with a grade of at least 2.0 or instructor permission.

Fundamental Theorem of Calculus. Definite and indefinite integrals. Methods of integration. Applications of integration. Improper integrals. Introduction to first order differential equations.

**MATH& 153 (5) Calculus III**

• GER-NS, QS (formerly MATH 126)

Prereq: Completion of MATH& 152 with a grade of 2.0 or higher or instructor permission

Sequences and series. Vectors and geometry of space. The calculus of vector functions and parametric surfaces. Polar, cylindrical and spherical coordinates.

**MATH 156 (5) Finite Mathematics • GER-NS, QS**

Prereq: MATH 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098

Linear, polynomial and rational function models. Exponential and logarithmic functions. Mathematics of finance, matrices, linear programming, set operations, and probability.

**MATH 170 (5) Structure of Elementary Mathematics 1: Number Systems • GER-QS**

*Prereq: MATH 095 or MATH 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 98 and eligible for ENGL& 101 and READ 101*

The first of three courses for prospective elementary teachers focusing on the mathematics underlying modern elementary school math. Topics include: number systems, models for operations, problem-solving techniques, and a variety of Instructional approaches. Emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

**MATH 171 (5) Structure of Elementary Mathematics 2: Geometry and Measurement • GER-QS**

*Prereq: MATH 170 with a grade of at least 2.0 or instructor permission*

This is the second of three courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include geometry, measurement, and numeric and algebraic concepts. A variety of applications are included. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

**MATH 172 (5) Structure of Elementary Mathematics 3: Statistics and Probability • GER-QS**

*Prereq: MATH 170 with a grade of at least 2.0 or instructor permission*

This is the last of three courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include algebraic and numeric topics, functions, and graphs; collection, display, analysis, and interpretation of data; probability of simple and compound events; and making and testing conjectures using statistics and probability. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

**MATH 205 (5) Linear Algebra • GER-NS,QS**

*Prereq: MATH 224 with a grade of 2.0 or higher or instructor permission.*

Applications and techniques of Linear Algebra, including solving systems of equations, vector spaces, matrix operations, linear transformations, eigenvalues, eigenvectors, and characteristic polynomials. Introduction to appropriate technology and elementary proofs.

**MATH 210 (5) Discrete Math • GER-NS,QS**

*Prereq: MATH& 142 with a grade of 2.0 or higher or instructor permission or placement test score above MATH& 142*

Discrete mathematical structures centered around elementary logic, methods of proof, set theory, basic counting, mathematical induction, recursion, and their applications in computer science.

**MATH 224 (5) Multivariate Calculus • GER-NS**

*Prereq: MATH& 153 with a grade of 2.0 or better or instructor permission*

Functions of several variables. Partial derivatives, multiple integrals, and their applications. Vector analysis including vector fields, line and surface integrals, Green's theorem, Stokes' theorem, and the Divergence theorem.

**MATH 238 (5) Differential Equations • GER-NS,QS**

*Prereq: MATH 205 and 224 with a grade of 2.0 or higher instructor permission*

First and second order differential equations with applications to the sciences and engineering. An introduction to higher order equations. Laplace Transform. Systems of linear differential equations. Topics at the discretion of the instructor include numerical methods, phase plane analysis, and series solutions to differential equations.

**■ MICROBIOLOGY (MICRO)**

**MICRO 110** – See VT 150.

**MICRO 201 (5) General Microbiology • GER-NS**  
– See BIOL& 260.

**■ MILITARY SCIENCE (MSCI)**

*Army ROTC courses held in conjunction with Pacific Lutheran University.*

**MSCI 111 (2) Basic Officership I**

*Prereq: Instructor permission*

An introduction to the officership environment. Includes an introduction to military science; influential legislation and ROTC, roles of the Army, and special programs associated with ROTC.

**MSCI 112 (2) Military Communication Skills**

*Prereq: Instructor Permission*

Development of written and oral communication skills for the military leader. Practical application through student participation, presentations, and writing projects.

**MSCI 113 (5) Introduction to Military Operations**

*Prereq: Instructor permission*

Highlights management and control of lower-echelon units, tactical movement/deployment and communications.

**MSCI 211 (2) Introduction to Leadership**

*Prereq: Instructor permission*

An introduction to Army values and leadership dimensions and basic fundamentals of Army map reading for second-year military science students. Two labs included.

**MSCI 212 (2) Leadership and Teamwork I**

*Prereq: Instructor permission*

Through a series of films, books, essays and discussions, the student is introduced to troop-leading procedures and planning, and explores military value sets and ethics practiced within the profession of arms. Includes Leadership and Field Training Exercises.

**MSCI 213 (2) Leadership and Teamwork II**

*Prereq: Instructor permission*

Through a series of classroom simulations, participants are evaluated on their potential as leaders and managers. Includes organizational behavior, leadership theories, management competencies, communication skills and physical fitness. Includes three (3) Leadership Labs and one (1) Field Training Exercise (Spring).

**MSCI 217 (1) Army Conditioning**

*Prereq: Instructor permission*

A fitness program for students to assist them in achieving the Army standard of physical fitness. Required prior to attendance at camps, air assault or airborne schools.

**■ MUSIC (MUSC)**

(formerly MUSIC)

**MUSC 100 (5) Introduction to Rock & Roll • GER-HM**

Focuses on Rock and Roll as a language of music from a listener's perspective. Listening skills are exercised and become the vehicle through which specific rock music concepts are examined. Some social, biographical, and historical data covered. No musical previous experience necessary.

**MUSC 102 (5) American Popular Music • GER-HM**

(formerly MUSIC 105)

Discover the roots of American popular music through a survey of popular song, blues, jazz, country and rock and roll styles, and the historical and social elements that impacted their development. Current popular music trends will be studied as extensions of or responses to past styles.

**MUSC 103 (5) Introduction to Jazz • GER-HM**

A general survey course designed to introduce students to jazz music from the following periods: ragtime, the blues, New Orleans Dixieland, Chicago Dixieland, stride piano, boogie-woogie, swing, bebop, cool, hard bop, funky, third stream, free jazz, fusion, neoclassicism, Latin jazz. Relevant cultural, biographical, and historical data is covered that pertains to jazz music and its performance. Listening skills are exercised and become the vehicle through which specific jazz music concepts are examined. No previous music experience is necessary or expected.

**MUSC& 105 (5) Music Appreciation • GER-HM**

(formerly MUSIC 101)

A general survey course designed to introduce students to music from the following periods: Medieval, Renaissance, Baroque, Classical, Romantic, and Twentieth Century. Relevant cultural, biographical, and historical data are covered that pertains to music and its performance. Listening skills are exercised and become the vehicle through which specific classical music concepts are examined. No previous music experience necessary or expected.

**MUSC 107 (2.5) Audio Production I: Beginning**

An introductory, hands-on course that covers the basics of midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

**MUSC 108 (2.5) Audio Production II: Intermediate**

*Prereq: MUSC 107*

An intermediate, hands-on course that covers midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

**MUSC 109 (2.5) Audio Production III: Advanced**

*Prereq: MUSC 107 and 108*

An advanced, hands-on course that covers midi sequencing, code synchronization, sound reinforcement, microphone construction and application, signal processing equipment, analog multi-track recording and digital multi-track recording.

**MUSC 126 (1) Beginning Class Guitar • GER-HM/Performance**

A performance course designed for the beginning guitarist. No prior experience expected. Students must furnish their own guitar.

**MUSC 127 (1) Intermediate Class Guitar • GER-HM/Performance**

*Prereq: MUSC 126: Beginning Class Guitar (or equivalent)*

A performance course designed for the intermediate guitarist. MUSC 126 (Beginning Class Guitar) or the equivalent required. Students must furnish their own guitar.

**MUSC 140/240 ABC (2) College Choir • GER-HM/Performance**

A non-auditioned vocal performance group that provides an opportunity to rehearse and perform choral literature. Quarterly concerts required. Non-music major participation encouraged.

**MUSC& 141(5) Music Theory I • GER-HM (formerly MUSIC 110)**

A music theory course intended to facilitate the acquisition of music literacy and related ear-training skills. In addition, it covers the fundamentals of theory such as key and time signatures, intervals, simple chord construction, and the basics of four-part writing. This is the first course in the traditional college-level music theory sequence. No previous musical experience or knowledge is required. Concurrent enrollment in MUSC 181 is strongly recommended.

**MUSC& 142 (5) Music Theory II • GER-HM (formerly MUSIC 112)**

*Prereq: MUSC& 141 or the equivalent*

A music theory course designed to strengthen music literacy skills and to facilitate an understanding of intermediate principles regarding chords, chord progressions, figured bass, four-part writing skills, melody, and related ear-training skills. It is the second course in the traditional college-level music theory course. Concurrent enrollment in MUSC 182 or the equivalent is strongly recommended.

**MUSC& 143 (5) Music Theory III • GER-HM** (formerly MUSIC 114)

*Prereq:* MUSC& 142 or the equivalent  
Strengthens music literacy skills and facilitates an understanding of more advanced principles regarding chords, chord progressions, figured-bass, melody, part-writing, and related ear-training skills. This is the third course in the traditional college-level music theory sequence. Concurrent enrollment in MUSC 183 or the equivalent is strongly recommended.

**MUSC 144/244 ABC (2.5) Concert Choir • GER-HM/Performance**

An non-auditioned vocal performance group geared towards providing the experienced singer with an opportunity to rehearse and perform choral literature. Quarterly concerts a requirement. Non-music major participation encouraged.

**MUSC 145/245 ABCD (2.5) Jazz Choir • GER-HM/Performance**

*Prereq:* Department permission  
Performance, selection and evaluation of vocal jazz/pop music. Performances required.

**MUSC 146/246 ABC (2.5) Vocal Jazz Lab • GER-HM/Performance**

*Prereq:* Audition Required  
A medium-size vocal jazz performing group established to provide the experienced vocalist and instrumentalist with an opportunity to rehearse and perform jazz literature. Non-music major participation is encouraged.

**MUSC 150/250 ABCD (1) College Band • GER-HM/Performance**

*Prereq:* Contact Instructor  
A large performance group open to all students with experience in reading and performing instrumental band literature. Non-music major participation encouraged

**MUSC 154/254 ABCD (1) College Orchestra**

*Prereq:* Contact Instructor  
A large performance group open to all students with experience reading and performing orchestra literature. Non-music major participation encouraged.

**MUSC 157/257 ABCD (1, 1.5, or 2) Jazz Band • GER-HM/Performance**

*Prereq:* Contact Instructor  
A jazz instrumental performing group established to provide the experienced instrumentalist an opportunity to rehearse and perform selected jazz literature. Non-music major participation encouraged.

**MUSC 160-168/260-268 ABCD (0.5) Private Instruction: Improvisation, Brass,**

**Woodwinds, Percussions, Voice, Orchestral Strings, Keyboard and Plectrum Strings • GER-HM/Performance**  
(formerly MUSIC 130-138/MUSIC 230-238)

An individual instruction course geared towards advancing all levels of student music performance in improvisation, brass, woodwinds, percussion, voice, orchestral strings, keyboard, and plectrum strings.

**MUSC 169/269 (0.5) Private Instruction: Midi Sequencing and Notation Software • GER-HM/Performance**

(formerly MUSIC 139/239)  
An individual instruction course geared towards advancing all levels of student music skills in notational software and midi sequencing.

**MUSC 170/270 ABCD (1) Brass Ensemble • GER-HM/Performance**

A small performance group open to all students with experience in reading and performing brass ensemble literature (I.E. Brass Quartets). Outside performances required. Outside performances required. Student self-initiative is a vital component of success in this class.

**MUSC 171/271 ABCD (1) Woodwind Ensemble • GER-HM/Performance**

A small performance group open to all students with experience in reading and performing woodwind ensemble literature (I.E. Flute Trios, Woodwind Quintets). Student self-initiative is a vital component of success in this class.

**MUSC 172/272 ABCD (1) Percussion Ensemble • GER-HM/Performance**

A small performance group open to all students with experience in reading and performing percussion ensemble literature. Outside performances required. Student self-initiative is a vital component of success in this class.

**MUSC 173/273 ABCD (1) String Ensemble • GER-HM/Performance**

A small performance group open to all students with experience in reading and performing string ensemble literature (i.e., String Quartet). Outside performances required. Student self-initiative is a vital component of success in this class.

**MUSC 174/274 ABCD (1) Vocal Ensemble • GER-HM/Performance**

A small performance group open to all students with experience in reading and performing vocal ensemble literature (i.e., Madrigals). Outside performances required. Student self-initiative is a vital component of success in this class.

**MUSC 180 (2) Careers in Music**

An examination of the music business system that includes songwriting, publishing, copyright, business affairs, the record industry, music in broadcasting and film, and career planning and development.

**MUSC 181 (1) Beginning Class Piano • GER-HM/Performance**

(formerly MUSIC 120)  
Basic introduction to playing the piano by establishing good reading habits and rhythmic orientation. Building a strong technical background and learning basic fundamentals of music theory.

**MUSC 182 (1) Intermediate Class Piano • GER-HM/Performance**

(formerly MUSIC 121)  
*Prereq:* MUS 181 or instructor permission  
A continuation of MUSIC 120 by establishing better reading habits and rhythmic orientation. Building a stronger technical background and learning more fundamentals of music theory.

**MUSC 183 (1) Advanced Class Piano • GER-HM/Performance**

(formerly MUSIC 122)  
*Prereq:* MUSC 182 or instructor permission  
To increase music reading ability and keyboard technical skills. Prepare students for the piano proficiency test required for a music degree in a four year institution.

**MUSC& 241 (5) Music Theory IV • GER-HM** (formerly MUSIC 210)

*Prereq:* MUSC& 143 or equivalent  
The purpose of this course is to enable students to acquire music literacy, theory, and related ear-training skills. MUSC& 241 is the fourth of six courses in the traditional music theory sequence at the college level. Piano skills equal to or above the intermediate level (MUSC 182) are highly recommended.

**MUSC& 242 (5) Music Theory V • GER-HM** (formerly MUSIC 212)

*Prereq:* MUSC& 241  
To strengthen music literacy skills, to facilitate an understanding of more advanced principles regarding chords, chord progressions, melody, and related ear-training skills. Fifth course in the traditional college-level music theory sequence. Designed for, but not limited to, the student intending to transfer to a four-year college or university as a music major. Piano skills equal to or above the intermediate level (MUSC 182) are highly recommended.

**MUSC& 243 (5) Music Theory VI • GER-HM** (formerly MUSIC 214)

*Prereq:* MUSC& 242  
The sixth of six in a series of courses designed to explore, both aurally and visually, advanced harmonic and related practices in classical music. Typically, this course is taken by students intending to transfer to a four-year institution as a music major or minor.

**MUSC 240 (2) College Choir**

– See MUSC 140.

**MUSC 244 (2.5) Concert Choir**

– See MUSC 144.

**MUSC 245 (2.5) Jazz Choir**

– See MUSC 145.

**MUSC 246 (2.5) Vocal Jazz Lab**

– See MUSC 146.

**MUSC 250 (1) College Band**

– See MUSC 150.

**MUSC 254 (1) College Orchestra**

– See MUSC 154.

**MUSC 257 (1, 1.5 or 2) Jazz Band**

– See MUSC 157.

**MUSC 260-268 (0.5) Private Instruction: Improvisation, Brass, Woodwinds, Percussions, Voice, Orchestral Strings, Keyboard and Plectrum Strings**

– See MUSC 160-168.

**MUSC 269 (0.5) Private Instruction: Midi Sequencing and Notation Software**

– See MUSC 169.

**MUSC 270 (.5) Brass Ensemble**

– See MUSC 170.

**MUSC 271 (.5) Woodwind Ensemble**

– See MUSC 171.

**MUSC 272 (.5) Percussion Ensemble**

– See MUSC 172.

**MUSC 273 (.5) String Ensemble**

– See MUSC 173.

**MUSC 274 (.5) Vocal Ensemble**

– See MUSC 174.

**NATURAL SCIENCE (NSCI)****NSCI 150 (5) Nature • GER-NS**

The emphasis of the course (which varies with the instructor) is to identify the major life forms around the PNW including native and introduced species, and their adaptations to the environment. The course's study will enhance one's scientific and personal enjoyment of the observation of nature for the recreational or professional naturalist. Includes lab and field studies..

**NSCI 160 (5) Environmental Biology • GER-NS**

*Prereq:* High school biology or instructor permission  
Interrelationship of humans, animals, plants, soil, water and air. Application to contemporary environmental problems. Field trips with lab work included.

**NURSING (NURS)****NURS 112 (3) Fundamentals of Nursing Clinical Practice**

*Prereq:* Admission to the Associate Degree Nursing program  
*Total Clock Hours:* 80 (20 - lab & 60 - clinical)  
Application of basic nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. Concepts of the Roy Adaptation Model are used to guide developing nursing practice.

**NURS 121 (4) Introduction to Medical-Surgical/Psychiatric Nursing**

*Prereq:* HSCI 114, HSCI 116, NURS 111 & 112  
*Total Clock Hours:* 40 (theory)  
Introduction to basic medical concepts in nursing practice, according to the Roy Adaptation Model Physiological Mode. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the musculoskeletal, integumentary, sensory, and gastrointestinal systems. Roy's Role Function Mode will be explored in order to understand introductory concepts in Psychiatric Nursing.

**NURS 122 (5) Introduction to Nursing Clinical Practice**

Prereq: HSCI 114, HSCI 116, NURS 111 & 112  
Total Clock Hours: 140 (20 - lab, 30 - service-connected learning & 90 - clinical)

Application of basic nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for clients throughout the lifespan. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. The introduction to medication administration will also be covered. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

**NURS 125 (3) Family Centered Nursing Care**

Prereq: HSCI 114, HSCI 116, NURS 111 & 112  
Total Clock Hours: 30 (theory)

Introduction to basic medical concepts in family-centered nursing care, according to the Roy Adaptation Model Physiological and Role Function Modes. The principles necessary for the care of clients in a variety of settings throughout the lifespan is explored, focusing on care of the well mother and child and pediatric clients. Course also includes death and dying at different life stages and caring for geriatric clients within the community.

**NURS 130 (6) Intermediate Medical-Surgical/Psychiatric Nursing**

Prereq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 121, NURS 122, NURS 125  
Total Clock Hours: 60 (theory)

Intermediate medical concepts in medical-surgical/psychiatric nursing practice, according to the Roy Adaptation Model. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the hematologic, urinary, and endocrine systems, with special attention to the peri-operative client. Roy's Self-Concept Mode will be explored.

**NURS 132 (6) Intermediate Nursing Clinical Practice**

Prereq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 121, NURS 122, NURS 125  
Total Clock Hours: 180 (30 service-connected learning & 150 clinical)

Application of intermediate nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. Methods of safe medication administration will be practiced. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community in a variety of settings.

**NURS 210 (4) Advanced Topics in Nursing I**

Prereq: Year 1 of nursing program, or Current LPN License  
Total Clock Hours: 40 (theory)

Advanced medical concepts in medical-surgical/psychiatric nursing practice, according to the Roy Adaptation Model Physiological Mode. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the respiratory, cardiovascular, and neurological systems, with special attention to fluid and electrolyte/acid-base balance. Roy's Interdependence Mode will be explored.

**NURS 211 (6) Advanced Nursing Clinical Practice**

Prereq: Year 1 of nursing program, or Current LPN License  
Total Clock Hours: 180 (30 - service-connected learning & 150 - clinical)

Application of advanced nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Students will also provide care for obstetric clients in a variety of birthing environments. Includes roles and responsibilities of the nurse (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

**NURS 214 (3) Advanced Concepts in Family Centered Nursing Care**

Prereq: Year 1 of nursing program, or Current LPN License  
Total Clock Hours: 30 (theory)

Advanced medical concepts in nursing practice, according to the Roy Adaptation Model Physiological and Psychosocial Modes. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the complex pediatric and obstetric client, to include reproductive health.

**NURS 217 (1) Practical Nurse Preparation Seminar (Optional)**

Prereq: Year 1 of nursing program  
Total Clock Hours: 10 (theory)

The study of nursing law, ethics and the practical nurse role. Employment-seeking strategies and guidance on NCLEX (national licensure exam) preparation are included. Required for the student desiring to take the NCLEX exam to become a licensed practical nurse.

**NURS 218 (1) ADN Articulation Seminar (Bridge Students only)**

Prereq: Acceptance into Bridge, or Second Year of ADN Program  
Total Clock Hours: 20 (lab)

Articulation course for Bridge Students. Reviews nursing concepts taught in the first year of the nursing program with a focus on performance of practical nursing skills in simulated skills lab. Examines essential components of the Nursing Process according to the Roy Adaptation Model.

**NURS 222 (5) Professional Nursing Clinical Practice**

Prereq: NURS 210, 211 & 214  
Total Clock Hours: 150 (30 - service-connected learning & 120 - clinical)

Application of advanced nursing skills, in the classroom laboratory and a variety of clinical settings, while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Roy Adaptation Model are used to guide nursing practice in a variety of community settings.

**NURS 223 (3) Advanced Psychiatric Nursing**

Prereq: NURS 210, NURS 211, NURS 214  
Total Clock Hours: 30 (theory)

Nursing theory and professional care for clients diagnosed with a mental illness. Explore legal, ethical and cultural issues pertaining to caring for this special population, utilizing the Roy Adaptation Model as a guide.

**NURS 224 (3) Professional Role Transition**

Prereq: NURS 210, NURS 211, NURS 214  
Total Clock Hours: 30 (theory)

Synthesis of advanced nursing concepts in nursing practice, according to the Roy Adaptation Model Physiological and Psychosocial Modes. Nursing law, ethical responsibilities and cultural awareness will be explored. Basic leadership skills in working with groups and critical thinking strategies are emphasized, with a focus on self-care to optimize professional performance. The service-connected learning project will culminate in a student teaching project at the end of the quarter.

**NURS 230 (3) Advanced Topics in Nursing II**

Prereq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224  
Total Clock Hours: 30 (theory)

Advanced medical concepts in medical-surgical/psychiatric nursing practice, according to the Roy Adaptation Model Physiological Mode. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing advanced medical and psychological disorders in the acute care setting. Special focus is on nursing in critical care, telemetry, oncology, neonatal intensive care unit, and emergency departments as well as other specialized settings. Nursing during a catastrophic event is also discussed.

**NURS 233 (8) Acute Care Nursing Practicum**

Prereq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224  
Total Clock Hours: 230 (20 - lab, 60 - clinical, & 150 - preceptorship)

Clinical nursing practice in an acute care setting where students apply theory attained in all previous courses. Focus is on transition to the RN role. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings, during a preceptorship assignment. At the end of the course, students will also be expected to complete an NCLEX-RN prep course, and achieve a passing score on a comprehensive NCLEX-RN predictive examination.

**■ NUTRITION (NUTR)****NUTR& 101 (5) Nutrition**

• GER-NS (formerly HSCI 161)

Introduction to the role of nutrition in human health with respect to essential nutrients, factors that affect eating habits, food advertising, nutrition and disease and establishing a healthy lifestyle.

**■ OCCUPATIONAL SAFETY AND HEALTH (OSH)****OSH 100 (5) Introduction to Occupational Safety and Health**

Overview of occupational safety and health, including introduction to regulatory agencies, financial and human impact of occupational injuries/illnesses, and workers compensation. Covers basic safety terminology and how to access safety information and resources. Focuses on the role of responsibility of the Safety and Health employee.

**OSH 110 ((5) Safety Management**

Concepts and measurements of reactive versus proactive safety practices. Students will learn the major on-the-job hazards in the workplace, and how to collect and evaluate data to identify safety and health trends. Students will also learn how to respond to safety data gathered, by developing site-specific programs, policies, and procedures.

**OSH 140 (3) Regulatory Environment**

Introduction to regulatory bodies and overview to Occupation Safety and Health Agency (OSHA), Washington Industrial Safety and Health Act (WISHA), Environmental Protection Agency (EPA), Department of Transportation (DOT), Mine Safety and Health Administration (MSHA) regulations. History and political evolution of the regulatory environment; how violations are penalized, and how a regulatory agency performs a formal inspection.

**OSH 150 (3) Workers Compensation & Risk Management**

Overview of risk manager role and current analysis methods. History and evolution of the workers compensation system, the Access and Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and Washington State Disability Act will be explored. Covers business insurance and claims process, transfer/assumption/assessment of risk, and lines of insurance.

**OSH 155 (2-5) Special Topics in Safety and Health I**

Course will cover current issues and industry-specific topics in safety and health.

**OSH 160 (3) Incident Investigation**

This course covers methods and documentation required for incident investigation. Overview of supervisor role in incident investigation, methods of review, action, and follow up to prevent recurrence. Includes overview of record-keeping system.



**OSH 170 (5) Training Techniques**

Overview of different learning styles, and effective methods for providing training to employees. Advantages and disadvantages of different training medias and associated costs. Opportunities to provide training to other class members on selected safety topics and use different training methodologies.

**OSH 190 (3) Industrial Security**

Overview of the All Hazards Approach to industrial security. Site-specific vulnerability assessments, development of Emergency Action Plans, loss prevention, industrial security, history of terrorism/terrorist threats, workplace violence the National Incident Management System (NIMS) will be introduced.

**OSH 220 (3) Industrial Hygiene**

Basics of industrial hygiene programs and relationship to company safety plan. Addresses chemical absorption into the body, physical/airborne hazards; sampling techniques; how to identify/apply hazard control techniques; and using Material Safety Data Sheet (MSDS).

**OSH 230 (3) Ergonomics**

Overview of the history and evolution of ergonomics in the workplace. Ergonomic risk factors, terminology, engineering solutions, applications of the principles of body mechanics, and communication of basic ergonomic concepts and solutions.

**OSH 240 (4) Handling Hazardous Materials**

Overview of regulations on hazard recognition, protective equipment, biological/radiological toxicology, monitoring decontamination. Includes 40 hours of OSHA required safety training/certification for workers/supervisors. This "hands-on" course covers all regulations. Site simulations are conducted.

**OSH 255 (2-5) Special Topics in Safety and Health II**

Course will cover current advanced issues and industry-specific topics in safety and health.

**OCEANOGRAPHY (OCEA)**

(formerly OCEAN)

**OCEA& 101 (5) Introduction to Oceanography • GER-NS**

An introduction to physical, chemical, geological and biological processes in the ocean through classroom, lab and field experience. Lab Included.

**OCEA 170 (5) Marine Biology • GER-NS**

Prereq: BIOL& 160 or OCEA& 101 recommended

Introduction to the plant and animal life in the sea. Includes adaptations, behavior, habitats, diseases, interrelationships, and identification of marine organisms. A laboratory course with field trips during some lab periods.

**OCEA 286 (5) Coral Reefs**

Prereq: OCEA& 101

The study of coral reefs including oceanic, biologic, and environmental processes. Lab included.

**OFFICE TECHNOLOGY (OFFCE)**

See BUSINESS INFORMATION TECHNOLOGY (BTECH).

**PARAEDUCATION (PARED)**

Courses offered through Extended Learning at off-campus sites.

**PARED 101 (3) Conflict Resolution in a K-12 School System**

Methods of resolving conflicts will be presented, including active listening skills.

**PARED 110 (2) Issues, Roles and Responsibilities of the Paraeducator**

Address the roles and responsibilities of paraeducators in the instructional setting. Current issues, including supervision, guidelines, role clarification, federal and state legislation, job responsibilities, ethics, professionalism, and confidentiality will be covered with special attention given to federal mandates.

**PARED 115 (1) Orientation to Paraeducation Apprenticeship**

This course will serve as an introduction to the purpose and responsibilities of the participants in the apprenticeship program.

**PARED 116 (1) Student Records and the Law**

This course provides an overview of school district policies and procedures for student records, student attendance, and record retention requirements.

**PARED 117 (1) Test Administration and Scoring**

Prereq: Instructional Assistant Apprenticeship Program

Course is designed to provide instructional assistants with proper testing administration skills for standardized testing.

**PARED 130 (3) Classroom and Behavior Management**

An introduction to the management of children's behavior in the classroom. Explores a variety of approaches used to maintain order in the classroom.

**PARED 140 (3) Legal, Health and Safety Issues**

Overview of legal, health, and safety issues in public schools, including Public Law 504, HIV/AIDS privacy issues, and documentation.

**PARED 210 (3) Observation, Assessment and Record Keeping**

Techniques in observation, test administration, and record keeping in the public school. Ethical consideration and legal responsibilities included.

**PARALEGAL STUDIES (LEGAL)****LEGAL 160 (3) Career Orientation and Ethics**

Prereq: Enrollment in, or permission of the Director of the Paralegal Studies program  
Survey of occupations in law available to non-lawyers and review of professional ethics applicable thereto.

**LEGAL 161 (2) Paralegal Workplace**

Prereq: Enrollment in, or permission of the director of the Paralegal Studies program.  
Practical considerations in obtaining and maintaining work as a paralegal.

**LEGAL 260 (5) Administrative Law**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Nature and functions of administrative agencies and basic concepts of administrative law; techniques for obtaining information and preparing documentation necessary to initiate and maintain actions before and on behalf of administrative agencies.

**LEGAL 262 (5) Criminal Procedure**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Basic criminal law concepts and techniques for obtaining and organizing information and preparing documentation necessary to initiate, maintain, and defend against criminal prosecutions.

**LEGAL 263 (5) Environmental Law**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Basic concepts of environmental law and techniques for obtaining and organizing information, and preparing documentation necessary to maintain actions pertaining to environmental regulation.

**LEGAL 264 (5) Torts**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Basic concepts of tort law and techniques for obtaining information, and preparing documents necessary to maintain and defend against tort actions.

**LEGAL 265 (5) Civil Litigation**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Paralegal skills in all areas of civil litigation, including client and witness interviews, pleading preparation, and trial, investigation, and appeal procedures.

**LEGAL 266 (5) Estate Planning and Probate**

Prereq: Enrollment in or permission of, the coordinator of the Paralegal Studies program.  
Estate planning concepts, preparation of estate planning documents, and handling probates.

**LEGAL 267 (5) Research and Writing**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Introduction to legal research and writing. Emphasizes development of the knowledge and skills necessary to create basic legal research strategies, perform the related research, and communicate the findings in memoranda and briefs.

**LEGAL 268 (5) Real Estate Transactions**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Principles of real property substantive law; preparation of various documents pertaining to the transfer of real property, including techniques for gathering necessary information; and overview of litigation involving real property interests and leases.

**LEGAL 269 (5) Domestic Relations**

Prereq: Enrollment in, or permission of coordinator of the Paralegal Studies program.  
Basic concepts of domestic relations law, review of agencies operating in the domestic relations area, and techniques for obtaining information and preparing documentation necessary to expedite dissolution and adoption proceedings.

**LEGAL 270 (5) Business Organizations**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
The nature of business organizations, analysis of law pertaining to business organizations, and preparation of documents required to create, maintain, and terminate business organizations.

**LEGAL 271 (5) Bankruptcy and Collections**

Prereq: Enrollment in or permission of the coordinator of the Paralegal Studies program.  
Characteristics of, and applications for, Federal and State debtor-creditor devices and proceedings, encompassing bankruptcy, judgments, and liens.

**LEGAL 273 (5) Legal Interviewing and Investigation**

Prereq: Enrollment in or permission of the coordinator of the Paralegal Studies program.  
Preliminary case evaluation, strategies, and techniques for interviewing clients and witnesses and investigating cases, and preparation of an analytical evidentiary report.

**LEGAL 275 (5) Alternative Dispute Resolution**

Prereq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.  
Nature and mechanics of, and law and typical rules pertaining to, major alternative dispute resolution approaches; techniques for obtaining and organizing information and preparing documentation for submission of matters to alternative dispute resolution.

**LEGAL 276 (5) Employment Law**

Prereq: Enrollment, or permission of the coordinator of the Paralegal Studies program  
Overview of major common law, statutory, and regulatory concepts governing the employment relationship, and development of skills supporting legal actions pertaining to that relationship.

**LEGAL 280-282 (2) Paralegal Internship**

Prereq: Minimum GPA of 3.0 and completion of at least three legal specialty electives.  
Provides students with the opportunity, prior to completion of an Associate in Paralegal Studies degree, to gain experience as an intern in a private law firm or the legal department of a corporation or government agency.

## ■ PHILOSOPHY (PHIL)

### PHIL& 101 (5) Introduction to Philosophy • GER-HM

(formerly PHIL 100)

Humanities—perennial problems concerning the individual and his/her pursuits; the physical world; and the social, political and/or religious experiences of human beings. Alternative methods, theories and solutions explored.

### PHIL& 106 (5) Introduction to Logic • GER-QS,NS (formerly PHIL 120)

Prereq: MATH 095 or 098 or equivalent or placement test score above MATH 098.

Elementary symbolic logic. Analysis of deductive arguments and definitions of such logical concepts as implication, validity and consistency. The relationship of logical symbolism to language.

### PHIL 110 (5) Introduction to Bioethics • GER-HM

An introduction to the major ethical issues concerning genetics, biotechnology and modern medicine, including stem cells, cloning, designer babies, genetically modified plants and foods, gene patents, genetic tests and gene therapy.

### PHIL 115 (5) Introduction to Critical Thinking • GER-HM

An introductory survey of the primary elements of reasoning. Helps students develop their thoughts in a clear, logical fashion in order to analyze and evaluate their own reasoning and that of others, and to make decisions and solve problems rationally. Students learn these skills by applying them to real-life situations and a variety of media, such as conversations, television presentations, political speeches, editorials, and other writings on various topics.

### PHIL 150 (5) Introduction to Ethics • GER-HM

Studies personal and social moral concerns; examines approaches toward meaningful and valuable conduct; emphasizes current moral issues. Typical analysis of the distinction between good and evil, right and wrong; examines the appeals to custom, theology, reason, human nature and happiness as standards for solution to moral problems.

### PHIL 155 (5) Ethics in Business • GER-HM

This course examines ethical issues that arise in the business world including professional and organizational issues. Helps students identify and solve these issues using traditional and contemporary ethical theory and the case study method. Some issues covered in this course: sexual harassment, corporations as moral entities, rights of employees and ethics in a global economy.

### PHIL 210 (5) Philosophy of Western Religion • GER-HM

An introduction to the theoretical orientations, central concepts, basic problems and classical arguments of western philosophy of religion.

### PHIL 230 (5) Contemporary Moral Problems • GER-HM

Examines major moral issues modern society currently faces. For example: abortion, euthanasia, war, sexual morality, discrimination, capital punishment and nuclear deterrence.

## ■ PHYSICAL EDUCATION (PE)

### PE 104 (1) Beginning Golf

Instruction and practice in the fundamentals of grip, stance, swing, use of the various clubs, rules, scoring, and the etiquette of the game of golf. Some class sessions held at the driving range in addition to actual course play.

### PE 105 (1) Intermediate Golf

A sequence course designed to develop more advanced golf skills learned primarily through actual play on the golf course.

### PE 108 (1) Beginning Tennis

Service, forehand ground strokes, backhand ground strokes, beginning net play, singles strategy.

### PE 109 (1) Intermediate Tennis

A sequence course designed to develop intermediate tennis skills involving ground stroke vs. volley techniques, intermediate serves, doubles play and intra-class competition.

### PE 119 (1) Cycling

An introduction to cycling, (both road & mountain bike), designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

### PE 125 (1) Lifestyle Fitness

An exercise class designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in the fitness facility and pool as well as walking, running, inline skating and cycling in and around the natural environment of Pierce College.

### PE 126 (1) Hard Core

This is a challenging core fitness workout using balance, coordination, stability and control. Stability balls, free weights, bands, Bosu and Pilates techniques used.

### PE 127 (1) Power Step

High-energy music combined with non-stop fun choreography and interval training makes this the perfect way to rev-up your cardio training and improve your power and endurance. This class provides a moderate to high intensity workout and will daily give you a challenge while burning calories!

### PE 128 (1) Power Pump and Toning

A whole body group workout that firms muscles in need of a tune-up by working with hand weights, barbells, exercise balls, BOSU balls and floor mats all choreographed to music.

### PE 129 (1) Cardio Pump

Cardio Pump combines a high energy cardio workout with creative choreography using hand weights, bands and floor work designed to sculpt your abs and shrink the glutes while burning fat!

### PE 131 (1) Body Conditioning

A self-paced and independent fitness program designed and monitored during class seminars that improves cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition using both aerobic and anaerobic exercises.

### PE 132 (1) Jogging

Progressive running program to improve cardio-vascular endurance and to build stamina important in performing every day skills and activities, as well as fat percentage and improve overall health.

### PE 133 (1) Beginning Aerobics

An introduction to step aerobic exercise designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

### PE 134 (1) Intermediate Aerobics

An intermediate class in step aerobic exercise designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

### PE 135 (1) Advanced Aerobics

An advanced class in step aerobic exercise designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

### PE 137 (1) Aqua Aerobics

Exercise in the pool using the resistance of the water to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

### PE 138 (1) Intermediate Aqua Aerobics

Intermediate level exercise in the pool using the resistance of the water to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

### PE 150 (1) Swing Dance

Beginning swing dance skills designed to improve cardiovascular endurance, self esteem, social confidence and motor skills.

### PE 153 (1) Beginning Salsa

Beginning Salsa dance skills designed to improve cardiovascular endurance, self esteem, social confidence and motor skills.

### PE 154 (1) Intermediate Salsa

Prereq: PE 153 or instructor permission

Intermediate Salsa dance skills designed to introduce more challenging dance combinations, individual footwork technique, and the foundational elements Latin styling while improving cardiovascular endurance, self esteem, social confidence and motor skills.

### PE 156 (1) Latin Dance Styling and Choreography for the Follow

Styling and choreography skills for the Latin dance "follow." This course is designed to improve the dancer's presentation, footwork and general style while performing various Latin dances as well as improving cardiovascular endurance, self esteem, social confidence and motor skills.

### PE 157 (1) Hip Hop

Hip Hop combines a high energy cardio workout with creative urban dance choreography using isolation of shoulders, ribs and hips to create both solo and group dance activity and performance.

### PE 158 (1) Zumba

Zumba combines a high energy cardio workout with creative dance choreography using the Latin rhythms found in cumbia, salsa, samba and merengue music.

### PE 159 (1) Yoga-Pilates

Yoga-Pilates combines the benefits of both yoga and Pilates in one workout to improve strength and flexibility and to help reduce stress.

### PE 164 (1) Basic Basketball Skills

Instruction and practice in the basic performance skills of shooting, passing, dribbling, footwork, rebounding, defense, and the coordination of individual offensive and defensive techniques into play patterns.

### PE 165 (1) Advanced Basketball Skills

Instruction and practice in the application of individual offensive and defensive skills into team basketball. Emphasis on man defense and attack including fast break. Course progresses from two-vs-two and three-vs-three to the five man game.

### PE 166 (2) Advanced Baseball Skills

Prereq: Instructor Permission

Develop greater skills in all aspects of playing baseball including strategy, fundamentals and improved fitness.

### PE 190-192 (1) Independent Fitness Activities

An independent physical activity course designed to meet the needs and interest of students who are unable to participate in any of the structured physical education courses offered at Pierce College.

### PE 228 (2) First Aid and CPR for the Health Care Professional

Training and certification, (including adult, child and infant CPR and first aid), in cardiopulmonary resuscitation and immediate care for victims of injuries or sudden illness.

## ■ PHYSICAL SCIENCE (PS)

### PS 101 (5) Introduction to Physical Science • GER-NS

Prereq: High School algebra or MATH 060 with grade of at least 2.0 or instr. permission.

An introductory course for non-science majors covering the concepts of physics, chemistry, earth science, and astronomy. Lab included.

## ■ PHYSICS (PHYS)

### PHYS& 100 (5) Physics for Non-Science Majors • GER-NS (formerly PHYS 101)

*Prereq:* MATH 098 with a grade of 3.0 or better or MATH 060 with a grade of at least 2.0 or instructor permission. A survey course for non-science majors that develops an awareness and appreciation of the physical environment by looking at everyday experiences and relating them to the principles and laws in physics. Lab included.

### PHYS 111 (2) Preparation for General Physics

*Prereq:* MATH 098 with a grade of 3.0 or better or MATH& 141 with a grade of 2.0 or better or instructor permission.

An introductory course to prepare students for General Physics, including scientific notation, conversion factors, solution of physics equations, units and dimensions, and vectors.

### PHYS& 121 (5) General Physics I • GER-NS (formerly PHYS 114)

*Prereq:* MATH 114 or MATH& 142 or PHYS 111 with a grade of 2.0 or better or instructor permission.

An introductory algebra based course in mechanics including study of motion, force, work, energy, momentum, collision and rotational motion. Lab included.

### PHYS& 122 (5) General Physics II • GER-NS (formerly PHYS 115)

*Prereq:* PHYS& 121 with a grade of at least 2.0. An introductory algebra based course presenting the topics of heat, thermodynamics, waves, sound, light and optics. Lab included.

### PHYS& 123 (5) General Physics III • GER-NS (formerly PHYS 116)

*Prereq:* PHYS& 121 with a grade of at least 2.0. Physics course dealing with electricity and magnetism. Lab included.

### PHYS 120 (3) Data and Error Analysis in the Science Laboratory

*Prereq:* MATH& 141 with a grade of at least 2.0 or instructor permission. Graphical and analytical techniques in data processing and error analysis for beginning students in science laboratories. Useful for students in any science dealing with exact methods of measurements such as chemistry, physics and geology.

### PHYS& 221 (5) Engineering Physics I • GER-NS

*(formerly PHYS& 121)*  
*Prereq:* H.S. Physics or PHYS& 121 with a grade of at least 2.0 and concurrent registration in or previous completion of MATH& 152 or instructor permission. Calculus-based course in mechanics including motion, force, work, energy, momentum, torque, moment of inertia and equilibrium. Lab included.

### PHYS& 222 (5) Engineering Physics II • GER-NS

*(formerly PHYS& 122)*  
*Prereq:* PHYS& 221 and MATH& 152 with grades of at least 2.0 in both. Calculus-based course dealing with the topics of fluid mechanics, heat, thermodynamics, waves, sound and light.

### PHYS& 223 (5) Engineering Physics III • GER-NS

*(formerly PHYS 123)*  
*Prereq:* PHYS& 221 and MATH& 152 with grades of at least 2.0 in both. Calculus-based course that studies electricity and magnetism. Lab included.

## ■ POLITICAL SCIENCE (POLS)

### POLS& 101 (5) Intro to Political Science • GER-SS

*(formerly POLS 201)*  
A comparative analysis of the various forms of government and politics in the world together with an introduction to the terms and concepts of political science.

### POLS& 200 (5) Introduction to Law • GER-SS (formerly LAW 205)

Introduction to the nature of law and the operation of the legal system; includes discussion of representative substantive law and analysis of the interaction between legal institutions and interest groups.

### POLS& 202 (5) American Government • GER-SS

A description and analysis of the institutions, processes, and ideas that make up the American political and governmental systems.

### POLS& 203 (5) International Relations • GER-SS

Designed to develop the ability to identify the terms and concepts common to international relations; analyze the problems inherent in a multipolar, interdependent nation-state political system; and evaluate the ways in which the various global actors attempt to deal with these problems.

### POLS 208 (5) U.S. Campaigns and Elections • GER-SS

This course will explore various features of political campaigns and elections in America. Topics include: voter behavior, public opinion, the role of money, media and interest groups in campaigns, and the relationship of elections to policy outcomes.

### POLS 210 (5) United States Federal Indian Policy • GER-SS

*Prereq:* ENGL& 101, POLS& 202, and placement at college level reading (or READ 101) or instructor permission. Course will examine the relationship between Native Americans and the U.S. government from a policy perspective. Specifically the politics, economics, geography, demographics, and social effects of the implementation of policy by the U.S. government towards Native Americans.

### POLS 230 (5) State and Local Government

Politics and policy making at the state and local level in the United States federal system.

## ■ PSYCHOLOGY (PSYC)

*(formerly PSYCH)*

### PSYC& 100 (5) General Psychology • GER-SS

*(formerly PSYCH 110)*  
Scientific study of animal behavior and experience. Both biological and social basics of behavior are covered with emphasis on heredity, neurology, motivation, emotion, perception, cognition, learning and intelligence.

### PSYC 102 (4) Career and Life Skills

Provides students with appropriate social, workplace, and problem solving skills necessary to research and identify a vocation that meets their personal and professional goals. Includes aptitude and interest testing, application strategies, and resume/cover letter development.

### PSYC 104 (3) Human Relations and Life Skills (formerly PSYCH 100)

Assists to develop life skills and to implement personal achievement goals. Strong focus on self-development and goal setting.

### PSYC 105 (1) Human Relations/ Human Values Seminar

Group experience designed to emphasize the affective domain of human growth. Focuses on varied aspects of people's emotions, feelings, values, and the relationship of these to intellectual pursuits and making life more meaningful.

### PSYC 106 (2) Human Relations Seminar

– See HUMDV 125, 126, 127.

### PSYC 119 (2) Disabilities in Society

*Prereq:* Instructor permission. Examines the rights and responsibilities of individuals with disabilities as guided by the Americans with Disabilities Act. Provides opportunities for leadership, self-advocacy, team-building and community maintenance skills.

### PSYC 140 (3) Job Search Strategy

Tools and techniques to prepare the student to obtain employment. Includes goal setting, vocational planning, job search information, completing labor market surveys, and interview techniques.

### PSYC 163 (3) Behavioral Psychology I

*Offered through Extended Learning*  
A study of behavioral techniques. Focus is on the techniques of increasing wanted behavior and decreasing unwanted behavior.

### PSYC 164 (3) Behavioral Psychology II

*Offered through Extended Learning*  
*Prereq:* PSYC 163 or instructor permission. Focus is on stimulus response chains and the process of natural consequences.

### PSYC& 180 (5) Human Sexuality (formerly PSYCH 225)

Human sexual behavior covering the psychological, biological and sociological aspects of human sexuality.

### PSYC& 200 (5) Lifespan Psychology • GER-SS

*(formerly PSYCH 205)*  
*Prereq:* PSYC& 100. A lifespan study of human growth and development, providing a broad understanding of the human life cycle through contributions of psychology, anthropology, sociology, biology, and medicine.

### PSYC 201 (5) Psychology of Personal Growth • GER-SS

The study of personality, adjustment and the application of psychological principles to problems met by normal people in everyday life.

### PSYC 210 (5) Social Psychology • GER-SS

*Prereq:* PSYC& 100. A survey of the effects of social influence on an individual's thoughts and/or behaviors.

### PSYC 215 (5) Group Experience

Small group theory and practice applicable to working with both in-patient and out-patient agency settings. Designed to further develop the student's ability to lead counseling groups in the social service/mental health professions.

### PSYC& 220 (5) Abnormal Psychology • GER-SS

*(formerly PSYCH 235)*  
*Prereq:* PSYC& 100. A study of the history, etiology, diagnosis and treatment of abnormal behavior.

### PSYC 230 (5) Intro to Personality • GER-SS

*Prereq:* PSYC& 100. A survey of contemporary personality theory, assessment and change

### PSYCH 270 (5) Theories of Counseling & Interviewing

*Prereq:* PSYCH& 100. Theories, methods and techniques of counseling and interviewing.

## ■ READING (READ)

### READ 055 (3-4) Reading Development

Designed to prepare students for college level reading through vocabulary development, identification of main ideas, and drawing inferences.

### READ 075 (3 or 5) Reading Tactics

*Prereq:* READ 055 or placement recommendation. Reading Tactics focuses on refining reading comprehension methods, vocabulary development, and learning study skills necessary for success in college level courses.

### READ 101 (3-5) College Reading

*Prereq:* READ 075 or placement recommendation. Designed to improve a student's critical reading skills, comprehension, vocabulary and speed needed for college reading.

### READ 102 (2) Speed Reading

Designed to improve reading speed while maintaining comprehension through the use of skimming and scanning techniques and vocabulary building.

**READ 103 (2) Accelerated Reading**

Focuses on a variety of techniques to increase reading speed.

**REAL ESTATE (REAL)**

Offered through Extended Learning.

**REAL 120 (3) Real Estate Purchase & Sale Agreements (Home Study)**

Prereq: Real Estate License or instructor/instructor permission

A course for new licensees that primarily relates to preparation of the purchase and sale agreement, including the elements that will result in a binding legal document for each transaction. Meets requirements of RCW 18.85.095.(3)

**REAL 125 (6) Washington Real Estate Fundamentals**

Course is accepted for 60 clock hours prior to the application for state licensing examination (WAC 308-124H-035). Provides students with real estate vocabulary, concepts, laws, and information needed to successfully complete the examination.

**REAL 135 (3) Principles of Appraising**

Introductory course required for appraiser licensing and certification. The course will include the following: methods of assigning value, economic principles impacting appraisals, forms of ownership, appraisal tasks, principle of supply and demand, replacement and reproduction costs, depreciation, and the principles of sales comparison approach and the income capitalization approach. Course will also explore methods for resolving discrepancies between value indicators and will examine emerging issues in the appraisal of real property.

**150 (3) Introduction to Real Estate Property Management**

Prereq: R.E. license or instructor permission

Introduction to functions in residential property management, property analysis, vacancy and rental surveys, maintenance, rental and operating policies, tenant relationships, financial result analysis, and the Washington Landlord Tenant Act, RCW 59.18.

**REAL 160 (3) Real Estate Practices**

Prereq: Real Estate License

Explore agency relationships, listings and pricing techniques, in-depth analysis of the purchase and sale agreements, and methods of accurately estimating closing costs for buyer and seller. Property management, fair housing laws, and government considerations, environmental issues, and commercial real estate sales and leasing will also be covered.

**REAL 205 (3) Real Estate Brokerage Management (Home Study)**

Prereq: Real Estate License

Required prior to application for real estate broker's licensing examination. Practical administration of brokerage, including managerial functions, with special emphasis on budgeting, managing sales, advertising, sales training, and market analysis. Meets requirements of RCW 18.85.090, 18.85.140, 18.85.215, and WAC 308-124H-036.

**REAL 210 (3) Real Estate Business Management**

Prereq: Real Estate License

Course required prior to application for broker's licensing examination. Topics include: starting and financing a service-oriented business, developing a business plan, examining factors impacting the site selection process, designing an ergonomically-safe office, listing technology and communication equipment, preparing a marketing plan, summarizing the phases of fiscal management, and recruiting, hiring, and training office staff and affiliated licensees.

**REAL 235 (3) Appraisal Procedures**

Prereq: REAL 135 or instructor permission

Class meets the guidelines developed by the Appraisal Qualification Board for basic appraisal procedures. Students will apply the principles learned in "Principles of Appraising" by developing form reports, and also relating this same information to narrative reports. This course includes an overview of approaches to value; valuation procedures; property descriptions; and residential application. Newly adopted Fannie Mae forms will be used in this course.

**REAL 240 (5) Residential Appraisal Series**

Prereq: REAL 135 & 235.

This five-credit course is designed to meet Washington State pre-licensing educational requirements for appraisers. Topics include: Section 1: Residential Market Analysis and Highest and Best Use (15 hours), Section 2: Residential Appraiser Site Valuation and Cost Approach (15 hours) and Section 3: Residential Appraiser Report Writing and Case Studies (15 hours). Case Study Projects (5 hours).

**REAL 250 (3) Residential Appraisal Sales Comparison and Income Approaches**

Prereq: REAL 135 & 235

This three-credit course is designed to meet the Washington State pre-licensing educational requirements for appraisers in Residential Sales Comparison and Income Approaches (30 hours).

**REAL 260 (3 or 5) Real Estate Law**

Prereq: Real Estate License

Required course for broker's licensing examination, introducing the legal system, forms of ownership, title and transfer theory, agency law and contract law. Course includes review of laws impacting the real estate industry.

**RUSSIAN**

See WORLD LANGUAGES.

**SIGN LANGUAGE**

See WORLD LANGUAGES.

**SOCIAL SCIENCE (SOCS)****SOCS 210 (3) Student Leadership Development**

Prereq: Instructor permission

Experiences for campus student leaders, encompassing practice and leadership style.

**SOCIAL SERVICE-MENTAL HEALTH (SSMH)****SSMH 100 (5) Introduction to Human Services**

An introduction to the social service field. To include ethics, job requirements, case management, referral systems, and current theories and issues in the field.

**SSMH 120 (5) Introduction to Correctional Mental Health**

Prereq: Instructor permission

Introduction to correctional mental health including characteristics of mentally ill offenders; techniques for system/behavior management, impact of MIO's on staff and prison setting, and basic treatment planning.

**SSMH 121 (2) Basic Psychopharmacology in Mental Health**

An introductory course designed to help human service workers understand the psychiatric uses of psychotropic medications in mental health. Includes discussion of side effects and interactions.

**SSMH 125 (4) Observation and Intervention Skills**

(same as DD 125)

Offered through Extended Learning

Behavioral observation and recording techniques, report formats, interview styles, basic behavior management and referral techniques.

**SSMH 145 (3) Social Service Team Building**

This course explores the range of organizations and institutions that interface within the social service network, and the relationships within that network. Methods to foster cooperation, collaboration, and teamwork among each of the players in the system is explored.

**SSMH 155 (3) Family Disruption**

Exploration of the impact of disruption in the family when a child experiences losses, with emphasis on disruptions when a child is placed in foster care, residential treatment, or other alternative living or treatment arrangements. The dynamics of attachment, separation, loss, and grief are examined.

**SSMH 170 (5) Mental Health Interviewing and Assessment**

Prereq: SSMH 100 or instructor permission;

SSMH 215 recommended

Introduction to helping skills and interpersonal communication as used in community mental health settings. Students will learn basic communications, interviewing, and assessment skills as used in community

mental health settings.

**SSMH 185 (3) Identity and the Family**

Exploration of the formation of identity, values, and self-concept in a family context. Personal family history as well as cultural and attitudinal factors are explored.

**SSMH 190 (3) Behavior Management in the Family**

Explores theories of behavior management in the family. Emphasis is on learning to foster and create a positive climate, to prevent behavior problems and manage their impact when problems occur.

**SSMH 201 (5) Social Service-Mental Health Field Experience**

Prereq: SSMH 100, 101, 170, 215 or instructor permission

**SSMH 202 (5) Social Service-Mental Health Field Experience**

Prereq: SSMH 201

**SSMH 203 (5) Social Service-Mental Health Field Experience**

Prereq: SSMH 202

A career-related work experience, under qualified supervision, enabling the student to apply professional/technical knowledge, values, and skills as preparation for employment in the social service-mental health field. Minimum of 120 hours field work plus mandatory seminar.

**SSMH 210 (3) Self-Care for Care Givers**

This course helps the professional care provider master personal self-care techniques. The student will learn to identify and plan strategies to cope with the multiple stresses inherent when giving care.

**SSMH 215 (5) Law and Ethics in Social Services**

This course explores the legal and ethical issues in social services. Includes: counselor regulation, confidentiality, client rights, involuntary commitment, rights and responsibilities of mental health professionals, mandatory reporting, child welfare, case law, and standards of conduct.

**SSMH 220 (1) Issues in Social Service-Mental Health****SSMH 221 (2) Issues in Social Service-Mental Health**

Prereq: Instructor Permission

**SSMH 222 (3) Issues in Social Service-Mental Health**

The study of variable issues within the context of the Social Service-Mental Health service environment.

**SSMH 230(3) Abuse in the Family**

A course designed to familiarize students with problems of abuse in the family. Examines types of abuse, definitions, frequency, views of causation, as well as approaches to intervention and prevention.

## ■ SOCIOLOGY (SOC)

### SOC& 101 (5) Introduction to Sociology • GER-SS

(formerly SOC 110)

Group life of people exploring, but not limited to, the scientific explanations of social phenomenon, diversity of cultures and social classes, Social institutions, and micro and macro explanations of peoples' social interactions.

### SOC& 201 (5) Social Problems • GER-SS (formerly SOC 230)

A critical review of socio-culturally defined problems facing our world on a micro and macro level.

### SOC 211 (5) Marriage and the Home • GER-SS

Personal relationships, interaction and social influence as they relate to preparation for marriage, family living and family problems in modern society. Sociological perspectives and theories.

### SOC 212 (5) Sociology of Death • GER-SS

A study of the meaning of death; the effects of death on the family; the rituals of death, dying and bereavement; the child and death; and rebuilding death disrupted systems.

### SOC 220 (5) Gender Roles in Society • GER-SS

A study of how gender roles are developed in society from the sociological perspective. Dimensions examined include the process of socialization, family, and social relationships, implications for self-concept, and social opportunities. The historical and cross-cultural aspects are reviewed.

### SOC 280 (5) Sociology of Social Work

A course designed to explore the field of social work from a sociological perspective.

### SOC 284 (3) Supervised Field Study

Prereq: 10 credits in Sociology including SOC& 101 and instructor permission

A continuing experience designed to supplement the learning of theoretical material through participation in the activities of a service oriented organization in the community. 12 hours field work per week.

### SOC 285 (5) Supervised Field Study

Prereq: SOC 284

A continuing experience designed to supplement the learning of theoretical material through participation in the activities of a service oriented organization in the community. 12 hours field work per week.

## ■ SPANISH

See WORLD LANGUAGES.

## ■ SPEECH

See COMMUNICATION STUDIES (CMST).

## ■ STUDY SKILLS

See COLLEGE SUCCESS (COLLG).

## ■ TECHNOLOGY (TECH)

Most technology classes are offered through Contracted Education and are not available at the Fort Steilacoom and Puyallup sites.

### TECH 107 (3) Blueprint Reading

Provides instruction in blueprint reading. Emphasis on maintenance facilities, including, but not limited to: mechanical, electrical, structural and architectural drawings of various facilities.

### TECH 108 (3) Defensive Driving Techniques & Radio Communications

Topics presented will be weather and road conditions, braking systems, safety equipment and its use, high speed driving rules, repairs, evacuation situations and procedures, preventive intervention techniques, FCC regulations, and emergency codes.

### TECH 109 (4) Facility Maintenance

Provides instruction in handling hazardous chemicals, use of ladders, weather proofing, roof systems and care, fire extinguisher use and maintenance, power equipment maintenance, plumbing and sewage systems, electrical systems, heating, ventilation and cooling, energy management systems, boiler maintenance and operations, and blueprint reading.

### TECH 113 (3) Fundamentals of Plumbing Maintenance

Introduction to plumbing maintenance, including Drain/Waste/Vent systems, rough-in and trim-out, and emergency repair techniques.

### TECH 116 (3) Basic Electricity

An overview of electrical theory and application. Topics include parts of a circuit, basic electrical components, DC and AC sources, types of circuits, resistance, inductance, capacitance, three-phase, distribution, code, and schematics.

### TECH 117 (3) Fundamentals of Construction Maintenance

Introduction to construction maintenance, including framing, trusses, interior and exterior siding, taping basics, and texturing operations.

### TECH 118 (3) Fundamentals of Electrical Maintenance

Introduction to electrical maintenance, including switches and devices, code requirements and application of electrical maintenance.

### TECH 119 (3) Fundamentals of Heating, Ventilation and Air Conditioning Maintenance

Introduction to preventive maintenance and repair of heating, ventilation and air-conditioning system.

### TECH 121 (1-5) Handling Hazardous Materials

Provides instruction in handling hazardous materials. Includes required standards, types of chemical hazards, material safety data sheets, and identification of workplace hazards.

### TECH 123 (2) Energy Management Systems

How to manage energy resources including electricity, natural gas, fuel oil, and water. Learn the difference between energy management and energy conservation. An examination of heating ventilation and air conditioning systems and their associated controls. Students will learn how to do an energy audit on a building.

### TECH 124 (3) Survey, Construction and Blueprint Reading

A survey of orthographic drafting, drafting conventions, scales, street and utility plan presentations and conventions, datums, elevations, sections, and descriptions and staking conventions.

### TECH 125 (2) Emergency Response Team: Search and Rescue

Overview of basic skills needed to respond to their community's immediate needs in the aftermath of a major disaster, when emergency services are not immediately available.

### TECH 126 (3) Introduction to Power Equipment

Includes safety programs, proper use of power tools, preventive and corrective maintenance, and simple repairs.

### TECH 135 (4) Potable Water Applied Problems

Prereq: Apprenticeship Program, Tacoma Public Utilities, Water Division

Application of mathematical principles to potable water problems.

### TECH 138 (4) Water Distribution

Survey course in water distribution system history, types, local, state and federal regulations, operating, and maintenance procedures.

### TECH 139 (4) Water Quality

A basic survey course in water quality including characteristics, criteria and standards, treatment processes and water quality system monitoring.

### TECH 140 (2) Basic Computer Applications

Learn the basic operations of personal computer systems, specific applications of Tacoma Public Utilities' database programs and their application to Tacoma Public Utilities.

### TECH 141 (5) Basic Water Hydraulics, Pumps and Pumping Systems

Prereq: Permission of City Tacoma - Water division Apprenticeship Committee

Overview of water hydraulics and their application to water transmission systems. Course will also include information on basic pump theory and practices.

## ■ THEATRE

See DRAMA.

## ■ VETERINARY TECHNOLOGY (VT)

### VT 100 (2) Introduction to Veterinary Technology

Survey of the veterinary medical profession and the role of the technician within the profession. Outlines job opportunities, ethics and husbandry terms for various species including breed identification and basic nutrition.

### VT 101 (4) Animal Nursing I

Prereq: First year standing in the VT program

The handling and restraint of small animals in medical nursing. Administration of medication and sample collection as related to nursing care of the hospitalized animal.

### VT 104 (4) Animal Nursing II

Prereq: First year standing in the VT program

Introduction to the preparation of the surgical patient, assisting the doctor in sterile surgery, pre and post-operative care of the patient, performing basic dental prophylaxis.

### VT 105 (3) Animal Nursing III

Prereq: First year standing in the VT program

Care and treatment of laboratory and exotic animals to include both research and private practice applications.

### 107 (2) Medical Dosage for Veterinary Technicians

Prereq: First year standing in the VT program

Medical Dosage is an individual study course designed to help the VT student develop an accurate method of dosage calculations and conversions.

### VT 110-112 (1) Ward Care Laboratory I-III

Prereq: First year standing in the VT program

Practical experience in daily animal care for professional, stable and ward facilities. This includes maintaining hospital patient records, cleaning and sanitizing holding facilities, supplying proper nutrition, handling post-surgical patients and treatments.

### VT 122 (5) Veterinary Clinical Pathology and Parasitology

Prereq: First year standing in the VT program

A lecture/laboratory course covering procedures needed for identifying internal and external parasites and blood parasites. Performing and interpreting urinalysis, conducting blood chemistry tests. Performing complete necropsy procedures, collecting tissue samples and perform other in-hospital diagnostic tests.

### VT 123 (3) Large Animal Nursing

Prereq: First year standing in the VT program

Lectures on large animal husbandry. Labs involve techniques and procedures in basic restraint and treatment of horses and farm animals.

### VT 125 (6) Animal Anatomy and Physiology I

Prereq: First year standing in VT program

Study of animal body structure and function beginning with cellular components and including selected major body systems.

### VT 126 (3) Animal Anatomy and Physiology II

Prereq: First year standing in VT program

Continuation of VT 125 to study animal body structure and function by including additional major body systems.

**VT 150 (5) Introduction to Clinical Microbiology**

*Prereq: First year standing in the Veterinary Technology program*

Veterinary Technology course that introduces the student to microorganisms of clinical importance in veterinary medicine.

**VT 215 (4) Animal Hospital and Office Procedures**

*Prereq: Second year standing in VT program*

Veterinary Technology course offering a broad view of typical vet clinic office procedures. Emphasis placed on the role of a veterinary technician in various professional settings.

**VT 220 (4) Public Health and Sanitation**

*Prereq: Second year standing in VT program*

Lectures on public health as it applies to veterinary medicine and the veterinary technician. Covers epidemiology, zoonosis, environmental public health including meat and food hygiene.

**VT 222 (4) Hematology for Veterinary Technicians**

*Prereq: Second year standing in VT program*

Study of blood formation, including recognition of normal and abnormal blood cells from domestic and exotic animals, and accurate performance of the CBC.

**VT 223 (3) Applied Equine Techniques**

*Prereq: Second year standing in VT program*

Advanced equine techniques commonly used in large animal practice, on breeding farms and at racetracks.

**VT 224 (4) Veterinary Clinical Laboratory Principles**

*Prereq: Second year standing in VT program*

Advanced laboratory principles and techniques in hematology, urinalysis, cytology, bacteriology and parasitology.

**VT 230 (4) Anesthesiology and Intensive Care**

*Prereq: Second year standing in VT program*

Practical laboratory techniques emphasizing proper use of anesthetic technique, intensive care and emergency procedures.

**VT 233 (14) Veterinary Clinical Practice (Externship)**

*Prereq: Second year standing in VT program*

Practical field experience with weekly seminar.

**VT 240 (3) Animal Diseases**

*Prereq: Second year standing in VT program*

Lecture course which covers the fundamentals of animal disease including etiology, nursing care and laboratory procedures which apply to the particular disease syndrome.

**VT 250 (2) Radiology for Veterinary Technicians**

*Prereq: Second year standing in VT program*

A study of radiography with emphasis on basic machine structure, fundamental radiographic techniques, correct animal patient handling, and achieving technical quality. Includes both small animal and large animal techniques.

**VT 251 (3) Pharmacology for Veterinary Technicians**

*Prereq: Second year standing in VT program*

An introduction to pharmacology in which various drugs are considered as they relate to physiological systems. Emphasis on pharmacodynamics, pharmacognosy, metrology, and posology rather than therapeutic aspects of pharmacology.

**VT 252 (4) Special Techniques and Projects**

*Prereq: Second year standing in VT program*

Selected assignments covering all technical procedures learned in the Veterinary Technology Program.

**WORLD LANGUAGES**

(formerly Foreign Language)

**AMERICAN SIGN LANGUAGE (ASL) (formerly SIGN)**
**ASL 111 (1) Introduction to American Sign Language I**

*Offered through Extended Learning*

Introductory course in beginning American Sign Language. Includes core vocabulary, numbers, parameters of a sign, non-manual Grammatical Markers, Non-manual Signals, pronouns, and finger spelling techniques.

**ASL 112 (1) Introduction to American Sign Language II**

*Offered through Extended Learning*

*Prereq: ASL 111 or permission of instructor*

Continuation of ASL 111 course content. Course will include additional core vocabulary and numbers, and will explore the different educational philosophies available for teaching deaf children. Students will be introduced to resources available to assist deaf children and adults.

**ASL& 121 (5) American Sign Language I • GER-HM**

(formerly SIGN 101)

A beginning course in American Sign Language (ASL) using conversational methods. Includes basic grammar, finger-spelling, vocabulary and an introduction to the deaf culture.

**ASL& 122 (5) American Sign Language II • GER-HM**

(formerly SIGN 102)

*Prereq: ASL& 121 with grade of 2.0 or better; or one year HS equivalent or instr. permission*

A continuation of American Sign Language I with an emphasis on grammar and developing stronger expressive and receptive skills. Includes an introduction to various types of numbers, use of classifiers, basic storytelling techniques and a broader cultural awareness.

**ASL& 123 (5) American Sign Language III • GER-HM**

(formerly SIGN 103)

*Prereq: ASL& 122 with a grade of 2.0 or better; or 2 years high school equivalent or instructor permission*

A continuation of American Sign Language II with a focus on vocabulary development and storytelling techniques. Includes more advanced use of classifiers, and introduction to deaf expressions, additional grammatical features and a continued study of the deaf culture.

**ASL& 221 (5) American Sign Language IV • GER-HM**

(formerly SIGN 201)

*Prereq: ASL& 123 with a grade of 2.0 or better; or 3 years HS equivalent; or instr. permission*

Emphasis is placed on receptive and expressive skill development and ASL fluency. Attention is given to correct formation of signs movement, rhythm, phrasing and clarity. This course includes intensive vocabulary building, a deeper understanding of ASL expressions, and proficiency in ASL grammar.

**CHINESE (CHIN)**

(formerly CHNSE)

**CHIN& 121 (5) Chinese I**

• GER-HM (formerly CHNSE 101)

The first quarter of a first-year sequential course to help the student acquire the ability to speak, read, and write Chinese.

**CHIN& 122 (5) Chinese II**

• GER-HM (formerly CHNSE 102)

*Prereq: CHIN& 121 or instr. permission*

The second quarter of a first-year sequential course designed to help the student acquire the ability to speak, read, and write Chinese.

**CHIN& 123 (5) Chinese III**

• GER-HM (formerly CHNSE 103)

*Prereq: CHIN& 122 or instr. permission*

The third quarter of a first-year sequential course designed to help the student acquire the ability to speak, read, and write Chinese.

**FRENCH (FRCH)**

(formerly FRNCH)

**FRCH & 121 (5) French I**

• GER-HM (formerly FRNCH 101)

The first quarter of a sequential beginning course in spoken and written French language.

**FRCH& 122 (5) French II**

• GER-HM (formerly FRNCH 102)

*Prereq: FRCH& 121 with a grade of 2.0 or better; or 1 year high school French plus placement in ENGL& 101 or instructor permission.*

Continuation of FRCH& 121 stressing speaking, reading, writing, and understanding the French language.

**FRCH& 123 (5) French III**

• GER-HM (formerly FRNCH 103)

*Prereq: FRCH& 122 with a grade of 2.0 or better; or 2 years high school French plus placement in ENGL& 101; or instr. permission.*

Continuation of FRCH& 122 stressing speaking, reading, writing and understanding the French language.

**FRCH& 221 (5) French IV**

• GER-HM (formerly FRNCH 201)

*Prereq: FRCH& 123 or 3 years high school French or instructor permission.*

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the French-speaking world. Specific cultural topics will vary at instructor's discretion.

**FRCH& 222 (5) French V**

• GER-HM (formerly FRNCH 202)

*Prereq: FRCH& 221, 4 years high school French or instructor permission.*

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the French-speaking world. Specific cultural topics will vary at instructor's discretion.

**FRCH& 223 (5) French VI**

• GER-HM (formerly FRNCH 203)

*Prereq: FRCH& 222, 5 years high school French or instructor permission.*

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the French-speaking world. Specific cultural topics will vary at instructor's discretion.

**GERMAN (GERM)**

(formerly GERMN)

**GERM& 121 (5) German I**

• GER-HM (formerly GERMN 101)

The first quarter of a first-year sequential course to give the student the ability to speak, read, write and understand the German language and culture.

**GERM& 122 (5) German II**

• GER-HM (formerly GERMN 102)

*Prereq: GERM& 121 with a grade of 2.0 or better; or 1 year H.S. German plus placement in ENGL& 101; or instructor permission*

Continuation of GERM& 121 stressing speaking, reading, writing and understanding German.

**GERM& 123 (5) German III**

• GER-HM (formerly GERMN 103)

*Prereq: GERM& 122, 2 years high school German plus placement in ENGL& 101 or GERM& 122, or instructor permission.*

Continuation of GERM& 122 stressing speaking, reading and writing.

**GERM& 221 (5) German IV**

• GER-HM (formerly GERMN 201)

*Prereq: GERM& 123, 3 yrs H.S. German or instructor permission*

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of Germans-speaking countries. Specific cultural topics will vary at instructor's discretion.

**GERM& 222 (5) German V**

• GER-HM formerly GERMN 202

*Prereq: GERM& 221, 4 years of H.S. German or instructor permission*

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of Germans-speaking countries. Specific cultural topics will vary at instructor's discretion.

**GERM& 223 (5) German VI**

• GER-HM formerly GERMN 203

*Prereq: GERM& 222, 5 years of H.S. German or instructor permission*

Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of Germans-speaking countries. Specific cultural topics will vary at instructor's discretion.

**JAPANESE (JAPN)**

(formerly JAPAN)

**JAPN& 121 (5) Japanese I**

• GER-HM (formerly JPNSE 101)

The first course of a first-year sequential course providing the student the ability to speak, read, write, and understand Japanese.

**JAPN& 122 (5) Japanese II**

• **GER-HM** (formerly JPNSE 102)  
Prereq: JAPN& 121, one year H.S. Japanese, or instructor permission

The second course of a first-year sequential course providing the student with the ability to speak, read, write, and understand Japanese.

**JAPN& 123 (5) Japanese III**

• **GER-HM** (formerly JPNSE 103)  
Prereq: JAPN& 122, two years of H. S. Japanese, or instructor permission

The third course of a first-year sequential course providing the student with the ability to speak, read, write, and understand Japanese.

**JAPN 130 (3) Conversational Japanese**

An exposure to the Japanese language through listening, speaking and autography recognition. Students will learn how to handle basic life skills in Japanese.

**JAPN 135 (2) Japanese Vocabulary**

This course is designed to build basic vocabulary for students traveling to Japan.

**■ KOREAN (KREA) (formerly KREA)****KREA& 121 (5) Korean I**

• **GER-HM** (formerly KOREAN 101)  
The first quarter of a first-year sequential course to give the student the ability to speak, read, write, and understand Korean.

**KREA& 122 (5) Korean II**

• **GER-HM** (formerly KOREAN 102)  
Prereq: KREA& 121 or instr. permission  
Continuation of KREA& 121 stressing speaking, reading, writing, and understanding the Korean language.

**KREA& 123 (5) Korean III**

• **GER-HM** (formerly KOREAN 103)  
Prereq: KREA& 122 or instr. permission  
Continuation of KREA& 122 stressing speaking, reading, writing, and understanding the Korean language.

**KREA& 221 (5) Korean IV**

• **GER-HM** (formerly KOREAN 201)  
Prereq: KREA& 123 or instr. permission  
The 1st quarter of a second-year Korean course stressing listening, speaking, reading, and writing.

**KREA& 222 (5) Korean V**

• **GER-HM** (formerly KOREAN 202)  
Prereq: KREA& 221 or instr. permission  
The 2nd quarter of a second-year Korean course stressing listening, speaking, reading, and writing.

**KREA& 223(5) Korean VI**

• **GER-HM** (formerly KOREAN 203)  
Prereq: KREA& 222 or instr. permission  
The 3rd quarter of the second-year Korean course stressing listening, speaking, reading and writing.

**■ RUSSIAN (RUSS) (**

formerly RUSSN)

**RUSS& 121 (5) Russian I**

• **GER-HM** (formerly RUSSN 101)  
The first quarter sequential course to give the student the ability to speak, read, write and understand Russian.

**RUSS& 122 (5) Russian II**

• **GER-HM** (formerly RUSSN 102)  
Prereq: RUSS& 121, 1 year high school Russian or instructor permission  
Continuation of RUSS& 121 stressing speaking, reading, writing and understanding.

**RUSS& 123 (5) Russian III**

• **GER-HM** (formerly RUSSN 103)  
Prereq: RUSS& 122, 2 years high school Russian or instructor permission  
Continuation of RUSS& 122 stressing speaking, reading, writing and understanding.

**RUSS& 221 (5) Russian IV**

• **GER-HM** (formerly RUSSN 201)  
Prereq: RUSS& 123 or 3 years H.S. Russian or instructor permission  
The first quarter of second-year Russian, stressing conversation, comprehension and writing.

**RUSS& 222 (5) Russian V**

• **GER-HM** (formerly RUSSN 202)  
Prereq: RUSS& 221, 4 years H.S. Russian or instructor permission  
Continuation of second-year Russian stressing Russian literature, conversation, and culture.

**RUSS& 223 (5) Russian VI**

• **GER-HM** (formerly RUSSN 203)  
Prereq: RUSS& 222, 5 years H.S. Russian or instructor permission  
To improve skills in reading, writing, speaking, and comprehending the Russian language through Russian literature.

**■ SPANISH (SPAN)****SPAN& 121 (5) Spanish I**

• **GER-HM** (formerly SPAN 101)  
A first-year sequential course to give the student the ability to speak, read, write and understand Spanish.

**SPAN& 122 (5) Spanish II**

• **GER-HM** (formerly SPAN 102)  
Prereq: SPAN& 121 grade of 2.0 or better, 1 year of H.S. Spanish plus placement in ENGL& 101; or instructor permission  
Second quarter of first-year Spanish stressing speaking, reading, writing and understanding Spanish.

**SPAN& 123 (5) Spanish III**

• **GER-HM** (formerly SPAN 103)  
Prereq: SPAN& 122 with a grade of 2.0 or better; or 2 years of H.S. Spanish plus placement in ENGL& 101; or instructor permission  
A continuation of first-year Spanish stressing speaking, writing, reading and understanding.

**SPAN& 221 (5) Spanish IV**

• **GER-HM** (formerly SPAN 201)  
Prereq: SPAN& 123 or 3 years high school Spanish or instructor permission  
Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor's discretion.

**SPAN& 222 (5) Spanish V**

• **GER-HM** (formerly SPAN 202)  
Prereq: SPAN& 221, 4 years H.S. Spanish or instructor permission  
Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor's discretion.

**SPAN& 223 (5) Spanish VI**

• **GER-HM** (formerly SPAN 203)  
Prereq: SPAN& 222, 5 yrs. H.S. Spanish or instructor permission  
Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor's discretion.







# PIERCE PERKS



An A to Z guide to learning resources,  
campus services and student life  
opportunities available at the colleges.



## Access & Disability Services

**FS: (253) 964-6526 (voice) • (253) 964-6228 (TTY)**  
**PY: (253) 840-8335 (voice) • (253) 840-8474 (TTY)**  
**Alternative format of college publications available upon request**

Pierce College seeks to provide a fully integrated learning experience for students with disabilities by addressing physical and attitudinal barriers and promoting a campus climate that is conducive to full participation.

Services and academic adjustments are designed to ensure that students with a disability have equal access to all college activities and programs. These adjustments include, but are not limited to: accessible facilities, guidelines for use of service animals, alternate formats of educational materials and testing procedures, sign language interpreters, readers and scribes. Assistive equipment offerings range from voice recognition systems to assistive learning devices. For the most current resources contact Access and Disability Services.

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act mandate that students with disabilities have equal access to all student services and educational programs. However, essential requirements of courses may not be modified.

Contacts with Access and Disability Services are confidential. Policies and procedures for services to students with disabilities are available at [www.pierce.ctc.edu](http://www.pierce.ctc.edu) or may be requested from the Access and Disability Services office or the Office of the Vice President for Learning and Student Success at each college.

## Assistance & Information

**FS: (253) 964-6501**  
**PY: (253) 840-8400**

The admissions office at Fort Steilacoom or the registration office at Puyallup is the place to go for information on admission, classes, instructors, advisors, college services and events, or for referral to a specific person or department for further assistance.

Another valuable information resource is the advising center, where you can get information on programs and courses offered through the college, degree and transfer program requirements, access to catalogs from other Washington colleges, help in selecting classes and referral to other sources as needed. Refer to the advising section in the GETTING STARTED section of this catalog for more information.

### EMERGENCY CAMPUS CLOSINGS

Pierce College classes may be canceled in case of snow, extreme cold or other emergency. For information about campus closures, check for announcements on the following television and radio stations, or on the Internet:

- TV stations: KING TV 5, KIRO-TV 7, KOMO TV 4, KCPQ 13.
- AM radio: KIRO (710), KBSG (1210), KCIS (630), KGY (1240), KIXI (880), KLAY (1180), KNWX (770), KOMO (1000), KRPM (1090).
- FM radio: KBKS (106.1), KBSG (97.3), KCMS (105.3), KGY (96.9), KIRO (100.7), KJR (95.7), KLSY (92.5), KMPS (94.1), KMTT (103.7), KPLU (88.5), KPLZ (101.5), KUBE (93.3), KUOW (94.9), KVTI (90.9), KXXO (96.1), KYCW (96.5), KZOK (102.5).
- Public Schools Emergency Closure System Web site: [www.schoolreport.org](http://www.schoolreport.org)

### VOTER REGISTRATION INFORMATION

Voter registration information is available in the registration office, student programs and library at Pierce College Fort Steilacoom and Pierce College Puyallup.

## Athletics

**FS: (253) 964-6613**  
**PY: (253) 840-8415**  
**[www.pierce.ctc.edu/athletics](http://www.pierce.ctc.edu/athletics)**

Raider Athletics at Pierce College provide the opportunity for students to participate in intercollegiate athletics in the highly competitive Northwest Athletic Association of Community Colleges (NWAACC), composed of 35 regional members.

The Raiders field teams for women in volleyball, basketball and fastpitch softball and for men in soccer, basketball and baseball. If you are interested in trying out for one of these teams, contact the athletics department at Fort Steilacoom or the office of student programs at Puyallup.

Admission to Raider athletic events is free with a student I.D. card. Schedule information may be obtained in the athletics department at Fort Steilacoom or the student programs office at Puyallup.

## Bookstore

**FS: (253) 964-6508**  
**PY: (253) 840-8411**

Owned and operated by Pierce College, the bookstores at Pierce College Fort Steilacoom and Pierce College Puyallup carry all required textbooks and a full line of school supplies for your class needs. The bookstores also have a selection of calculators, study aids, best-selling books, software, imprinted clothing, gift items, confections and cards for all occasions.

A mini-bookstore facility at McChord serves students at that site.

## Campus Safety

**FS: (253) 964-6751**  
**PY: (253) 840-8481**  
**[www.pierce.ctc.edu/safety](http://www.pierce.ctc.edu/safety)**

Pierce College does not tolerate criminal activities in its facilities or on its grounds. The college encourages staff, students and visitors to immediately report any such activities — including threats, harassment or family violence — to campus safety. Other services provided include lost and found, escort service, disabled vehicle service and building access with proper authorization.

Assistance with sudden illness, injury or other emergency while attending Pierce College is available through the campus safety office at either college.

## Child Care Assistance

**EVENING CHILD CARE PROGRAM**  
**FS: (253) 964-6691**

The Evening Child Care Program provides quality care to meet the needs of children whose parents are taking evening classes at Pierce College Fort Steilacoom. The program is designed to meet the physical, emotional, social and cognitive development of the children enrolled.

For a nominal fee, parents may enroll their children aged three years (toilet-trained) to eight years old. The program is available Monday through Thursday from 4:00 to 8:30 p.m. during Fall, Winter and Spring quarters. The program is closed during breaks and all holidays observed by the college. Children must be registered for the quarter. No drop-in care is available. Applications are available in the advising office.

## CHILD DEVELOPMENT CENTERS

**Milgard Child Development Center (FS): (253) 912-3680**

**Garnero Child Development Center (PY): (253) 864-3302**

The Pierce College Child Development Centers provide a place where the needs of the child come first. The centers provide a high quality early childhood program that nurtures the growth, development and education of children, students and their families while creating a model of quality early childhood education. The centers provide affordable, accessible child care in a quality early childhood environment that recognizes children, parents and staff as part of a campus-based learning community.

For more information about the centers and the application process, go to the Web site at [www.pierce.ctc.edu](http://www.pierce.ctc.edu), e-mail [children@pierce.ctc.edu](mailto:children@pierce.ctc.edu) or call the appropriate number listed above.



*Milgard Child Development Center (FS), top; Garnero Center (PY), bottom*

## Clubs & Organizations

**FS: (253) 964-6614**

**PY: (253) 840-8415**

Many opportunities are available to students seeking involvement in co-curricular and extracurricular activities. A wide variety of clubs and organizations address the needs of students with similar social, cultural, recreational, professional and academic interests. Officially recognized clubs are eligible for funding from the Associated Students and may use college facilities for meetings and special events. For information about joining a club or chartering a new club, contact the clubs coordinator in the student programs office at either college. or visit the Student Life Web site.

## Computer Centers

Computer labs at both colleges provide exceptional quality, service and cutting-edge computing resources to fulfill the academic needs of the Pierce College community.

### FORT STEILACOOM COMPUTER LABS

**(253) 964-6310**

The computer labs enable students to work on projects, accomplish computer-related academic assignments through software applications, the Internet and e-mail. The labs are located in the Olympic, Cascade and Sunrise buildings. All computers in our labs are connected to the Internet and to high-speed laser printers.

The primary computer lab is located in the Olympic building, room O301. Special-needs computers are located in the Cascade building, room C526. Students who prefer the use of Macintosh computers will find them in the Sunrise building, room SN112, and three are also available in SN121.

### DIGITAL DESIGN LAB – FORT STEILACOOM

The digital design lab is a state-of-the-art facility offering full digital design capabilities for hands-on experience. The lab has 27 PC and Macintosh computers with single and dual 19-inch flat panel monitors. A wide variety of digital design software and peripheral equipment is available, such as digital cameras, photo negative scanners and camcorders.

### PUYALLUP COMPUTER LABS

**(253) 840-8437**

The Computer Resource Center at Puyallup provides the combination of a large open lab (C272) with two integrated computer classrooms (C270/C274) supporting all instructional programs. These facilities are open for the use of students, faculty and staff. Qualified personnel are always available to provide assistance. The computer classrooms are also used as open labs when available.

Equipment consists primarily of IBM-compatible microcomputers. Color and laser printing are standard throughout the computer labs. Complete scanning services include optical character recognition. Some computer stations provide CD and DVD burning capabilities. A wide variety of software including word processing, database, spreadsheet and presentation programs is always available. In addition, various programming languages are installed as needed for coursework. All the facilities have unlimited access to the Internet and free e-mail.

## Dental Clinic

**FS: (253) 964-6694**

The Pierce College Dental Hygiene clinic, located at the Fort Steilacoom campus, provides low-cost preventive and restorative dental procedures to Pierce College students, families and the community.

Dental Hygiene students perform oral health assessments, x-rays, teeth cleanings, periodontal therapy, sealants, limited restorative procedures (tooth-colored and silver fillings) and fluoride treatments under the expert instruction and guidance of the Dental Hygiene faculty comprised of licensed dental hygienists and dentists.

To determine eligibility for services at the dental hygiene clinic, a preliminary examination must occur first that verifies whether your dental needs align with the learning needs of our students. For a preliminary examination appointment, please call (253) 964-6694.

Note that procedures typically take longer than in a private dental office due to the instructional and evaluative time required to ensure that the patient's treatment by our clinic is satisfactorily met.

## Employment/Career/Job Search Services

**Job Connections (FS): (253) 964-6651**  
**Job Connections (PY): (253) 864-3385**

The goal of Job Connections is to provide opportunities for students to explore career options and to make connections with:

### FUNDING/TRAINING

- Worker Retraining/WorkFirst — a collection of programs and services designed to provide training for people who are unemployed or underemployed. Financial assistance may be available if you are:
  - receiving unemployment benefits, have received unemployment benefits in the past 24 months, or have exhausted your unemployment benefits
  - a working parent with a small household income or receiving DSHS/WorkFirst cash assistance, or
  - a homemaker who now needs to financially support yourself and your family.
  - told that you will need additional training to remain employed.

Contact Workforce at (253) 964-6265.

### EMPLOYMENT

- WorkSource WA at [www.go2WorkSource.com](http://www.go2WorkSource.com) — Internet access to available jobs, job links and career links by occupation and/or location within Washington State.
- Job Board — Job search for students seeking employment with area employers.
- Work Study — Part-time employment opportunities for students receiving financial aid.

### SELF-DIRECTED ASSESSMENT

- WOIS (Washington Occupation Information System) — Self-directed career and labor market information utilizing computer software and printed materials includes information regarding job duties, work settings, wages, employment outlook, training required and school information.
- Workforce Explorer: Provides Washington labor market and job information, as well as economic, occupational, industry and regional reports. Go to: [www.workforceexplorer.com](http://www.workforceexplorer.com).

### OTHER SERVICES

- Résumé writing assistance, review and feedback.
- Informational handouts for how to complete résumés, interview tips and employment applications.
- Career library books and other printed material to provide career and labor market information.

## Fine Arts Gallery

**FS: (253) 964-6535**  
**[www.pierce.ctc.edu/art](http://www.pierce.ctc.edu/art)**

The Fine Arts Gallery on the fifth level of the Olympic building at Pierce College Fort Steilacoom presents monthly exhibits (October through May) of works by Pierce College art faculty, professional artists and area high school art students. The year concludes with the annual Pierce College student art competition and exhibit in May.



## Fitness Facilities/Recreation

**FS: (253) 964-6612**  
**PY: (253) 840-8472**

### FORT STEILACOOM FACILITIES

The Fort Steilacoom Health Education Center will open for recreational use to students, staff, faculty and the general public during the 2007-08 academic year. Activities to be offered include physical education classes, continuing education fitness classes, Raider Intercollegiate Athletics and intramurals. The facility will house an exercise area containing a variety of weight and cardio training machines, as well as a gymnasium for intercollegiate volleyball and basketball and for intramural sports. Adjacent to the Health Education Center is Fort Steilacoom Park, which offers an excellent area for jogging and walking.

### PUYALLUP FACILITIES

Various opportunities for fitness and recreational activities exist at Pierce College Puyallup. The College Center, adjacent to an outdoor multipurpose sports court, houses a newly furnished student lounge with a pool table, video games, air-hockey, foosball and ping-pong. Sport and game equipment may be checked out from the student programs office with a student ID card. Stop by room C210 in the College Center or call the number above for information.

The Health and Education Center at Puyallup focuses on student health and wellness. The facility includes state-of-the-art equipment that targets strength, functional and cardio exercise. It also includes an exercise room where a variety of physical education classes are offered, lockers, showers and a multipurpose classroom. Audio and visual gear offer students opportunities for music and television showings. Wireless technology is provided as well as furniture designed for comfort. Equipment for free check out includes medicine, stability and bosu balls; exercise and yoga mats; jump ropes; agility hurdles and ladders; and much more. Towels for day use are included in the \$15 consumable fee. The center is fully funded by student recreation and fitness center fees.



## Food Service

**FS: (253) 964-6546**  
**PY: (253) 840-8456**

The cafeterias at Pierce College Fort Steilacoom and Pierce College Puyallup include a professional food service company that provides a full line of hot foods, grill and deli specialties, snack items and beverages. An Espresso bar and snack and beverage vending machines are also available at various locations throughout the campuses.

## Health Insurance/Education

FS: (253) 964-6614  
PY: (253) 840-8415

### STUDENT HEALTH & DENTAL INSURANCE

Student Programs at Fort Steilacoom and Puyallup have information on health and dental insurance for uninsured students.

### HEALTH & WELLNESS INFORMATION

Health and wellness information and activities are offered through various credit and non-credit classes and through programs sponsored by student activities.

### AIDS AWARENESS & EDUCATION

Pierce College is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of chronic, communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the college takes appropriate measures to ensure a safe environment through educational services. At Pierce College Fort Steilacoom, AIDS education information is available in the Women & Family Services office and Student Programs. At Pierce College Puyallup, information is available in the health and wellness brochure rack in the College Center and Health and Education Center.

## Human Relations Instruction

FS: (253) 964-6705  
PY: (253) 840-8431

A variety of two- and three-credit human relations/personal development/business management courses are offered every quarter throughout the school year to help students with self-awareness, interpersonal and self-development skills. Some of the topics include assertiveness training, choosing a major, job search strategies, career planning, career skills development, stress management, coping with life's challenges, disabilities in society, goal setting and the masculine mystique.

In addition, free non-credit group workshops and seminars are offered every quarter through the Student Success series. General topics include time management, note-taking, test-taking strategies, test/math anxiety, transfer process and developing effective study habits.

## Library

FS: (253) 964-6547  
PY: (253) 840-8300  
[www.pierce.ctc.edu/library](http://www.pierce.ctc.edu/library)

We are proud that Pierce College Library was named the Community College Library of the Year for 2005 from the National Association of College and Research Libraries! The libraries at both colleges encourage individual research and the exploration of ideas by connecting students, staff, faculty and community with the information needed for teaching and learning and by providing high-quality instruction to enhance information access and understanding. Resources are available in a variety of formats including 90,000 books in print, 18,000 e-books online, 500 current periodicals, newspapers, maps, DVDs and videos, online databases, and much more.

The library's online catalog provides access to the collection at both college libraries, and students can access materials from both libraries through the college's courier service. If you need information

that is not available at Pierce College, we can help you borrow material from other libraries through interlibrary loan.

The library provides access to online databases useful for student research, including popular and academic periodicals, online e-books, national and local newspapers, statistics and encyclopedias. Access to the library's catalog and most databases is available 24/7 through the library's Web site at [www.pierce.ctc.edu/library](http://www.pierce.ctc.edu/library).

Library users are encouraged to ask for help. Library faculty members can give you individual assistance and instruction from the reference desk during most hours the library is open. Library faculty are available through instant messaging (IM) any time the library is open, or you may e-mail at your convenience. Use the icons and information on the library's homepage for access to these services. Classroom instructional sessions on library research also may be arranged. HUMAN 101 and ENGL 149 are research-related courses that are offered on a regular basis.

Individual carrels, group study rooms, casual lounge furniture and study tables accommodate a variety of needs. Carrels equipped with televisions, VCR and videocassette players are available for viewing. A Kurzweil reader that voices printed material and a Visual-Tek text enlarger are also available to help students with visual impairments.

Multimedia workstations in the libraries assist students in enhancing papers or projects with audio and video production. Instructional sessions can be provided on request.

## Multicultural Student Services

FS: (253) 964-6799  
PY: (253) 840-8472

Multicultural student services promotes the recruitment, retention and successful completion of educational programs for students of color. The office fosters a college climate embracing a multicultural curriculum, support services and student activities. Diversity adds value to the college community, and the multicultural student services programs serve as a catalyst for creating a deeper awareness of the benefits of a pluralistic society. The office is an advocate and dynamic change agent on behalf of students of color. The office influences the college environment by monitoring, developing and advocating for policies and procedures that are relevant to the needs of students of color. Moreover, the office assists students of color in developing skills necessary to assure college success and by creating a place that is safe, nurturing and welcoming.



Multicultural student services facilitates and implements success strategies for students of color. Some of the services include:

- promoting access and student success.
- providing academic advising, educational planning, career exploration and student programs that support students of color.
- maintaining a center as a focal point for services to students of color.
- assisting with financial aid and scholarship process.
- advising and supporting ethnic clubs.
- sponsoring leadership development activities.

## Music Performance Groups

**FS: (253) 964-6572**  
**PY: (253) 864-3202**

Several large music performance groups are open to students and community members. They include Concert Choir, Concert Band, Farwest Vocal Jazz Choir, Jazz Band and Concert Orchestra. On occasion, smaller groups are organized as student interests arise.

The larger performing groups present quarterly concerts and, on occasion, participate in collegiate and high school festivals. Humanities credit is available by enrolling in any of the above groups. Non-major participation is encouraged and welcomed. Some groups require auditions.

Those who wish more information on any of the music performing groups or other departmental information are encouraged to call the phone numbers above or visit the department's Web site: [www.pierce.ctc.edu/music](http://www.pierce.ctc.edu/music).

## Parking

**FS: (253) 964-6751**  
**PY: (253) 840-8481**  
**[www.pierce.ctc.edu/parking](http://www.pierce.ctc.edu/parking)**

Parking is available on both colleges. Special areas are reserved for employee, disabled, visitor, guest and carpool parking. Parking in unauthorized areas will result in a fine.

General parking for students is included in the comprehensive fee paid at the time of registration. Parking permits are required and may be obtained at the campus safety office at either college.

Only persons with state disabled license plates or hanging permits are allowed to park in parking areas for the disabled. Those with temporary disabilities may obtain permits to park in Access and Disability Services parking spaces. Contact the Access and Disability Services office at either college.

Students, employees and visitors must abide by all motor vehicle codes and other traffic laws of the state of Washington, Pierce County and Pierce College. Fines will be levied for violations. Traffic/parking citations may be appealed to the Parking Appeals Committee.

College maps with parking areas delineated are located in the Appendix. Additional information about parking is available from the campus safety office at either college.

## Public Transportation

**Pierce Transit — (253) 581-8000**  
**[www.piercetransit.org](http://www.piercetransit.org)**

Both colleges are conveniently served by Pierce Transit bus lines. Brochures about routes and schedules are available at the registration counters at either college. For additional information on special rate passes, carpools and vanpools, regional reduced fare permits and other route and schedule information, call Pierce Transit at the number shown above or visit their Web site.

## SLAM (Student Literary & Arts Magazine)

**FS: (253) 964-6408**  
**PY: (253) 840-8396**  
**[www.pierce.ctc.edu/studentlife/slam](http://www.pierce.ctc.edu/studentlife/slam)**

*SLAM*, the Student Literary and Arts Magazine, is an annual publication dedicated to showcasing the creative abilities of Pierce College district students through stories, poems, dramas, essays and works of art. Students also help determine the layout and design of the publication. The annual release for *SLAM* occurs in May. Copies are available free of charge in a variety of college locations.

Students wishing to submit works for consideration or participate in the publication's production should contact one of the numbers above.

## Student Activities

**FS: (253) 964-6614**  
**PY: (253) 840-8415**

Student activities are coordinated by a student team at each college. These boards plan cultural, social, educational, health and wellness and recreational events for the students of Pierce College. The calendar of activities and events includes speakers, musicians, comedians, dances, films, outings and tournaments on both campuses.

In addition, student programs help support campus clubs and organizations, theater productions, musical performances held by the college's vocal and instrumental music groups and athletics.

Students who serve on the activities boards gain experience in event planning, promotion, budget management and public relations. They also gain skills in communication, leadership, interpersonal relationships and teamwork. If you are interested in participating in student activities, contact the student programs office at either college or visit the Student Life Web site.

## Student Government

**FS: (253) 964-6614**  
**PY: (253) 840-8472**

Student government serves as the representative voice of the students of Pierce College. All Pierce College students may express opinions, interests and concerns regarding their educational experience through their elected representatives in student government.

Student government leaders develop and implement procedures and policies dealing with student affairs and work closely with faculty, staff and administrators to represent the students' perspective in the college governance process. Each college has an approved student constitution that governs the activity of student government and its programs and organizations. A copy of the constitution and bylaws is available in the student programs office of either college.

At Fort Steilacoom, student government officers are elected from the student body each spring. Members include a president, vice-president and five senators-at-large.

Puyallup student government includes a president, vice president for government concerns, vice-president of activities, two representatives, and a secretary/treasurer. Elections for representatives are held every fall. The president, vice presidents and secretary/treasurer are selected each spring.

You are encouraged to take part in the leadership opportunities this organization has to offer. Contact student government or student programs for more information or visit the Student Life Web site.

## Student Newspapers

**THE PIONEER, FS: (253) 964-6604**

**THE PUYALLUP POST, PY: (253) 840-8496**

By joining one of the college's newspaper staff, you can earn college journalism credits while you gain practical experience in writing and reporting, editing, photography, desktop publishing and advertising sales. Both student newspapers are designated public forums.

*The Pioneer*, Fort Steilacoom's award-winning student newspaper, is published every two weeks during fall, winter and spring quarters. All staff positions are paid, including freelance.

The *Puyallup Post* is published at Puyallup three times a quarter during fall, winter and spring quarters. The newspaper covers issues on the growing college to keep students, staff and faculty informed. The newspaper offers numerous opportunities for students to work or volunteer on the newspaper staff.

## Theatre/Film Productions

**FS: (253) 964-6535**

Auditions for theater productions are open to anyone who wants to benefit from an educational theater setting. Each production offers learning experiences for students and other volunteers in set design and construction, promotion, wardrobe, makeup, props, stage managing, lighting, sound and special effects, as well as acting. Both cast and crew have the opportunity to work with talented veterans as well as stage newcomers, under the guidance of highly trained directors and designers, with full backstage support.

Beginning Winter Quarter 2009, cast and crew will enjoy unique training opportunities afforded by the new Black Box theatre at Fort Steilacoom with state-of-the-art lighting and sound systems. Look for the Puyallup theatre to be completed in 2009.

Pierce College Theatre prides itself on presenting plays that are artistically challenging for technicians and actors, as well as exciting for audiences. Opportunities are also available for students to explore digital film production technology and make movies.

For more information on the Theater program, see the PROGRAMS OF STUDY section of this catalog.

## Transitional Education Centers

**Transitional Education Center (FS) — (253) 964-6657**

**Transitional Education Center (PY) — (253) 840-8463**

The program goals are based on the Pierce College mission to provide quality education to prepare learners to live and work successfully in an ever-changing world. The goals of the centers are:

- to provide the support services necessary for retention and college success.
- to develop in each learner the skills, competencies and attitudes necessary for the attainment of personal goals.
- to make possible educational opportunities for all learners.

- to respect the uniqueness of all and use services and teaching strategies for diverse learning styles.
- to integrate the following core abilities into the curriculum to prepare learners for the 21st Century: Effective Communication, Critical Thinking/Problem Solving, Information Competency, Multiculturalism, Responsibility.

The following services and programs are offered in the centers:

### ADULT BASIC EDUCATION<sup>1</sup> & GED PREPARATION

Adult Basic Education (ABE) is for students who want to brush up on their basic skills of reading, writing and math, or who want to pursue their GED but need some work on the basic foundations first. Students who are under the age of 18 need to have a high school release form in order to enroll. Students must take a placement test to determine their level. Call (253) 964-6714 (FS) or (253) 840-8463 (PY).

All state residents 19 years of age or older are eligible to take the GED test. Applicants under 19 may be tested providing they have completed a Request for Approval to Test for Certificate of Educational Competency signed by their high school's representative. Questions regarding eligibility and schedule for testing may be made through the testing center at either college or on the link from the Pierce College Web site.

### ENGLISH AS A SECOND LANGUAGE<sup>1</sup>

The English as a Second Language (ESL) program offers six levels of coursework in reading, writing, speaking and listening. Courses are appropriate for a range of students: those who have very little English to those who want to pursue academic degrees in the United States. Students must take a placement test to determine their level. Call (253) 964-7325 (FS) or (253) 840-8463 (PY).

### PRE-COLLEGE COURSES

Courses are offered in English, reading, math, spelling and grammar to help students succeed in subsequent college-level course work. These courses also serve as a means to transition from preparatory work to college-level and assist in the successful attainment of academic, career and life goals.

### COLLEGE-LEVEL COURSES

College-level courses are offered through the learning centers which provide academic alternatives to the structured classroom. Reading and study skills classes offer an opportunity for better preparation in other course work.

### MATH LAB

The Math Lab at Pierce College Fort Steilacoom provides instruction in basic math and introductory and intermediate algebra in a setting which meets the needs of students' schedules and diverse learning styles. Call (253) 964-6734.

### HIGH SCHOOL COMPLETION PROGRAM

The Pierce College High School Completion Program is for anyone, age 16 and up, whose high school education was interrupted. Based in the Transitional Education Center, students earn a diploma recognized by the state of Washington, while working in a lab or distance learning environment. Prospective students will meet with an advisor for an evaluation of their previous high school transcripts and create an individualized program of study. For enrollment at Fort Steilacoom, call (253) 964-7324. For enrollment at Puyallup, call (253) 840-8461.

<sup>1</sup>ABE and ESL programs at Pierce College cannot serve people on tourist visas (b-2) or student visas (F-1). Students on B-2 or F-1 may register for courses under Intensive English under the International Education programs.

## GED TESTING AND PREPARATION

Adults who have not completed high school may earn a Certificate of Educational Competency through the state of Washington with a satisfactory score on the General Educational Development (GED) Test. Pierce College is a testing center authorized by the GED Testing Service of the American Council on Education. For current information about test fees, contact the appropriate testing center — (253) 964-6439 (FS) or (253) 840-8455 (PY).

The college also offers GED test preparation courses each quarter. Classes focus primarily on math, writing and reading skills. For information on daytime or evening classes, contact Pierce College Fort Steilacoom at (253) 964-6657 or the Puyallup Learning Center at (253) 840-8463. There is a small tuition charge for these classes. Waivers are available for those who qualify.

## TRIO Student Support Services (SSS)

FS: (253) 912-3644

E-mail: [trio@pierce.ctc.edu](mailto:trio@pierce.ctc.edu)

[www.pierce.ctc.edu/edsupport/trio](http://www.pierce.ctc.edu/edsupport/trio)

TRIO Student Support Services (TRIO SSS) provides additional support to a select number of students (160) attending Pierce College Fort Steilacoom who are pursuing a transferable associate degree and intending to transfer to a four-year college upon completion. Services are free and include:

- Math review sessions for students testing into MATH 54/60-98.
- College classes, such as COLG 111: College Success.
- Scholarship and financial aid application assistance along with \$10,000 of TRIO scholarship funds awarded annually.
- Academic and transfer advising, including visits to local four-year colleges.

For additional information or to see if you qualify for TRIO services, please visit us at [www.pierce.ctc.edu/edsupport/trio](http://www.pierce.ctc.edu/edsupport/trio), stop by the Cascade building, room C425, or call us at the number above.

Funds are provided by a grant from the U.S. Department of Education through Aug. 31, 2010. Continuing funds dependent on grant funding.

## Tutoring

FS: (253) 964-6737

PY: (253) 840-3387

The Tutoring Centers at Pierce College provide students with free peer-tutoring for most course offerings. Students may choose which kind of tutoring they prefer: drop-in, subject-specific study groups, individually matched appointments or online "chat" and appointment-based Blackboard tutoring. Tutoring is provided by carefully selected, highly skilled and dedicated individuals and is designed to supplement classroom instruction, cultivate strong study skills to promote independent learners and support academic success.

Students wishing to become tutors must have a grade of 3.5 in the subjects they will tutor and maintain a 3.2 overall GPA. Tutoring positions are paid positions and do not require work-study eligibility.

The Tutoring Centers are located in the Academic Resource Center (ARC) in room L207 at the Puyallup campus, or the Academic Support Center (ASC) in C526 at the Fort Steilacoom campus. You can also visit the ARC and ASC Web sites for more information by going to [www.pierce.ctc.edu](http://www.pierce.ctc.edu).

## Women & Family Services

FS: (253) 964-6298 / (253) 964-6297 • SN115

Information, support and services are available for students and community members through this Student Success department. Staff help students learn about, select and succeed in educational programs and training opportunities available district-wide. Students may benefit from information on services/resources available within the college community and from connections to area agencies. Support specialists help students develop strategies for successful completion of programs and for making progress towards educational and employment goals. In-depth programs are available to assist students in clarifying interests, developing goals and transitioning from home to school and from school to work.

### LIFE TRANSITIONS PROGRAMS

(formerly *Displaced Homemaker Program*)

FS: (253) 964-6298 • (253) 964-6234

The Life Transitions Program provides career transition courses, specialized workshops and individualized help for county residents who are approaching the workforce after an extended period of time. *Workplace and Computer Fundamentals* and *PierceWorks!* are the two program options available to help students identify career interests, explore careers and plan the educational, training and employment steps needed to achieve long-term goals. Instruction in job search techniques and computer basics is also included. Homemakers (male or female) who now need to become the primary wage earner in their families due to changing personal circumstances and loss of financial support may benefit from program participation free of charge. Call for program information, eligibility details and start dates.

## Writing Assistance

FS: (253) 964-6252

PY: (253) 840-8435

The Writers' Center at Fort Steilacoom and the Puyallup Writing Center help student writers with all stages of the writing process and all writing tasks. Center advisors help with brainstorming, structuring, editing and format and are available for drop-in appointments. Call the center at either college for hours of operation. If the center is closed, you may leave a message and an advisor will return your call.





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# Personnel

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# Glossary

**AA:** Associate of Arts (formerly AAS). See *Transfer degree*.

**AAS:** Associate in Arts & Sciences. See *AA*.

**Academic:** Pertaining to a liberal arts program of study, as opposed to a professional or technical one. Used with degree, program or course.

**Academic standards:** The college's policy that requires students to maintain a certain minimum grade point average.

**Adding or dropping classes (courses):** Making changes in your schedule by enrolling in additional courses or withdrawing from them.

**Admission:** Permission to enroll in classes.

**Advising:** The process of determining with an advisor which courses you need to take to meet your educational goals.

**Advisor:** The faculty member or advising center staff person who helps you in the advising process.

**Application:** The process of applying for admission to the college or to a specific program of study; also the form you fill out to apply.

**Articulation agreement:** An agreement between the college and certain high schools or other colleges by which specific courses taken at one institution are allowed for automatic credit at the other institution.

**AS:** Associate of Science. See *Transfer degree*.

**Associate degree:** A 90-credit (or more, depending on the program) degree awarded by a community college. See *Transfer degree and Technology degree*.

**Audit:** Taking a class for information only and not for credit or a grade.

**Bachelor's degree or Baccalaureate degree:** A degree awarded by four-year colleges and universities to students who have completed a specified course of study.

**Bulletin:** See *Class bulletin*.

**Campus:** The main location where a college provides its educational programs and services.

**Catalog:** The official document containing course descriptions, degree requirements, policies and procedures, information about student services and general information about the college.

**Certificate:** Awarded for the successful completion of a specific short-term program of study in a professional/technical field.

**Class bulletin:** The publication listing course offerings and registration information for a specific quarter, used in planning the courses you will take for that quarter.

**Class schedule:** Same as *Class bulletin*.

**College-level course:** A course numbered 100 or above.

**Common Course Numbering (CCN):** A course numbering system instituted in Washington state to ensure that the same course at different Washington state community and technical colleges has the same course number and title.

**Concurrent enrollment:** Enrollment in more than one community college at a time.

**Continuing education:** Courses, seminars or workshops, usually non-credit, that don't apply to degrees but are taken for personal enrichment, professional development or general knowledge.

**Continuous enrollment course:** A course you may enroll in and begin at any time during the quarter.

**Cooperative education:** A program combining a specific program of study with employment related to that field of study, that allows college credit to be given for the work experience.

**Core classes or requirements:** Courses required by or applicable to a certain degree. See also *General education requirements*.

**Course:** A single subject of study taken for one quarter or other specified period of time. Sometimes called a class.

**Course abbreviation:** A shortened version of the name of a department; for instance, ENGL for "English" or VT for "Veterinary Technology."

**Course number:** The number used with the course abbreviation to refer to a specific courses; for instance, "GEOG 200."

**Course title:** The descriptive name of a specific course; for instance, the course title for GEOG 200 is "Cultural Geography."

**Credit or credit hour:** The unit of measurement for the amount of work and/or time required for a course. A five-credit class will usually meet five hours a week. Also known as quarter hour.

**Credit by exam:** A method by which you may receive credit for a course by passing an examination on the course content.

**Curriculum:** The group of courses you must complete to earn a specific degree or certificate.

**Day of instruction:** See *Instructional day*.

**Degree:** Awarded for the successful completion of a specific program of courses.

**Department:** A specific area of study in which the college offers classes. Also, the group of faculty members who teach that subject.

**Diploma:** Awarded for successful completion of high school or Pierce's adult high school completion program.

**Distribution requirements:** See *General educational requirements and Related instruction*.

**Division:** A group of related departments.

**Drop a course:** Withdraw from a course before the quarter has ended.

**DTA:** Direct Transfer Agreement.

**Elective:** A course you choose to take which is not a core or required course for your program.

**Emphasis:** Concentrated study in a specialized area within a professional/technical or academic program of study.

**Evaluation for graduation:** The official process of determining which of the courses you have taken to date apply to the degree or certificate you are planning to earn and which courses you still need to take for that degree or certificate.

**Evaluation of transfer credits:** An official determination as to what extent the courses taken at another college will be allowed for credit at Pierce. Also, the determination by a four-year college as to which of your Pierce College courses will be allowed for credit at that institution.

**Fee:** An extra charge, in addition to tuition, required for certain courses to cover lab supplies, equipment, computer use, etc. Also refers to the comprehensive student fee and technology fee.

**Financial aid:** Monetary assistance made available to students, based on financial need, from various government and private sources.

**Former student:** A student who has not registered for one or more quarters (excluding summer quarter) and returns to continue his or her studies.

**Full-time student:** A student registered for a minimum of 12 credits in any given quarter.

**GED (General Educational Development):** A program for adults who have not graduated from high school and want to earn a certificate of high school equivalency.

**General education requirements (GER):** A range of courses distributed across various academic areas, required for the AA degree, in order to develop breadth of knowledge outside the major field. Sometimes referred to as distribution requirements or core requirements.

**General transferable electives (GTE):** Designated courses that satisfy a portion of the AA degree requirements. Sometimes referred to as core electives.

**Grade:** A rating or evaluation of your achievement for a class or assignment.

**Grade points:** The number obtained by multiplying the numerical value of the grade you receive for a course by the number of credit hours earned in that course (e.g., if you earn a 3.3 grade in a 5-credit course, you earn 16.5 grade points).

**Grade point average (GPA):** The number obtained by dividing total grade points earned by total credit hours attempted in a quarter. Your cumulative grade point average is obtained by dividing total grade points on your record by total hours you have attempted.

**Independent study:** A course of study on a topic of interest to a student, designed with the help of an instructor and supervised by that instructor, and undertaken with departmental approval.

**Inquiry Personal Identification Number (PIN):** A five- or six-digit number based on a student's birth date that allows access to the Student Information Kiosk and the Touchtone Inquiry System.

**Instructional day:** The day on which instruction begins or ends for a particular quarter. Not necessarily the same as the first or last day a particular class meets for the quarter.

**Instructional quarter:** The period of time running from the first instructional day through the last instructional day of a quarter.

**International student:** A student who is a citizen of another country and is in the U.S. on a non-immigrant visa.

**Item number:** The unique number assigned to a particular section of a particular course being offered during a quarter. Used when registering for that course.

**Kiosk:** See *Student Information Kiosk*.

**Load or credit load:** The total number of credit hours you enroll in for a quarter.

**Major:** The subject area in which you choose to specialize.

**MRP:** Major Related Program.

**Nonresident student:** A student who has not lived in the state of Washington for at least one year before the initial quarter of study. See also *Resident student*.

**Ombudsman:** A person who investigates and attempts to resolve complaints and problems, as between employees and an employer or between students and a university.

**Online Registration:** See *Web registration*.

**Orientation:** A program that introduces new students to the college environment, explains various procedures, and describes the resources they can call on for help.

**Part-time student:** A student registered for fewer than 12 credits in any given quarter. See also *Full-time student*.

**Personal Identification Number (PIN):** See *Inquiry PIN and Registration PIN*.

**Pre-professional program:** A program designed to fulfill part of the requirements leading to study in a professional program or school.

**Prerequisite:** A requirement that must be met before you enroll in a particular course, usually a test score or completion of another course.

**Probation:** A status imposed due to low grades.

**Professional/technical:** Pertaining to a program of study intended to prepare you for employment in a certain field rather than for transfer to a four-year college or university. Used with degree, program or course. Also referred to as vocational.

**Program of study:** A group of courses leading to a particular degree or certificate.

**Quarter:** The designation for a school term. At Pierce, there are four: fall, winter, spring, summer).

**Quarter hour:** See *credit*.

**Registration:** The process of selecting, enrolling in and paying for courses.

**Registration Access Personal Identification Number (PIN):** A random six-digit number given to a student by an advisor each quarter that enables the student to register for classes.

**Related instruction:** A range of courses distributed across various areas, required for professional/technical degrees in order to develop breadth of knowledge outside the major field.

**Residence requirement:** The credits required to be taken at a college in order to fulfill degree requirements at that college. At Pierce, 25 of the final 45 credits must be taken in residence.

**Resident student:** A student who has lived in the state of Washington for at least one year immediately prior to the first day of instruction for a quarter.

**Returning student:** A student enrolling during consecutive quarters.

**Schedule:** The classes for which you are enrolled; or the days and times you are attending classes and labs. May also refer to all the course sections offered by the college during a quarter.

**Section:** A specific class with its own unique days, hours, location and instructor. A number of sections of a certain course may be offered during a quarter, with different days, times, locations and instructors.

**SID:** Student Identification Number, a number assigned to a student by Pierce College.

**Student Information Kiosk:** A computerized source of information that can be accessed through computer terminals located in the registration areas or the district's Internet site.

**Technology degree:** Awarded for successful completion of a specified professional/technical program.

**Touchtone Inquiry System:** A system that enables most students to check their grades, find out their registration times, or learn the status of their financial aid application from a touchtone phone.

**Transcript:** Your permanent record of courses taken, credits earned, grades achieved and degrees awarded at an educational institution.

**Transfer credits:** Credits earned at one college that are accepted toward a degree at another college.

**Transfer degree:** A degree intended to parallel the first two years of a bachelor's degree (e.g., the Associate of Arts (AA), Associate of Science (AS) and Associate in Business (ASB)).

**Tuition:** The amount of money you pay the college for the courses in which you enroll, set each year by the state legislature.

**University transfer degree:** See *Transfer degree*.

**Vocational:** See *Professional/technical*.

**Web registration:** A system allowing students to register for classes online from any computer with Internet access.

**Withdrawal from the college:** Officially dropping all classes for which you are enrolled for a quarter. See *Drop a course*.

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**PRODUCTION NOTES**

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# Campus Guides

## PIERCE COLLEGE FORT STEILACOOM

9401 Farwest Drive SW  
Lakewood WA 98498-1999

### DRIVING DIRECTIONS

From I-5, north or southbound, take the Gravelly Lake Drive exit (Exit 124) and turn west. Follow the directional signs to the college:

- Get in the left lane on Gravelly Lake Drive
- Turn left on Washington Boulevard (fourth light), which becomes Old Military Road
- Turn right on 112 St. SW. (second light)
- Turn left on Farwest Drive (one half-block, first left)
- Go about 1.5 miles to college on right.

### BUILDING CODES\*

**CAS CASCADE:** Registration, advising, financial aid, security, administration and faculty offices, cafeteria, student programs, dental hygiene

**INT INTERNATIONAL HOUSE**

**OLY OLYMPIC:** Early Childhood Education, art gallery, art and music departments, Central Washington University extension site, classrooms, computer lab

**HEF HEALTH EDUCATION CENTER:** Educational/wellness programs and fitness and recreational space

**MIL MILGARD CHILD DEVELOPMENT CENTER**







**SNR SUNRISE:** Classrooms, digital design lab

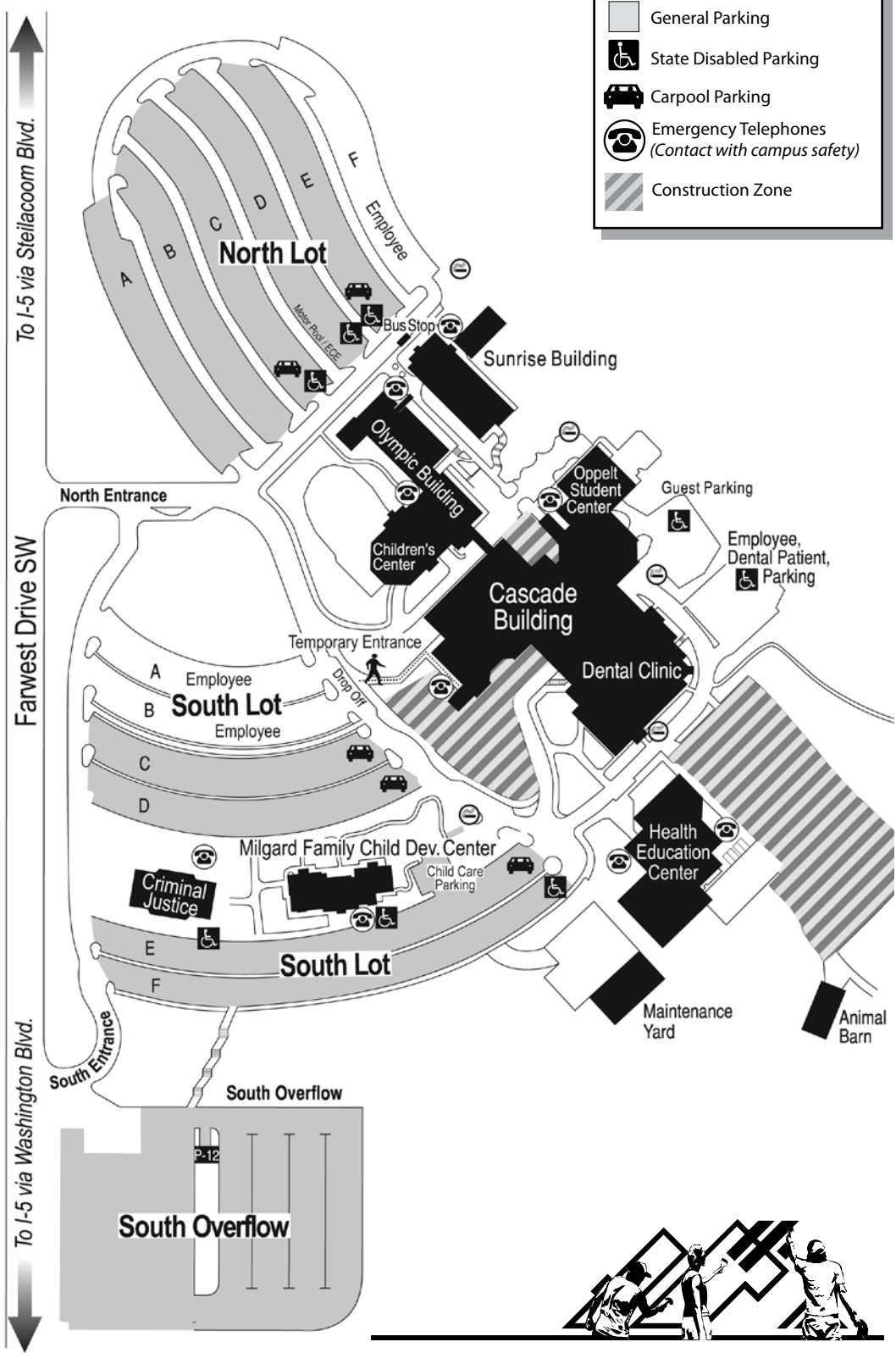
*\*See Construction Alert below for information on temporary relocations*

### NON-SMOKING CAMPUS

Pierce College Fort Steilacoom is a non-smoking campus with smoking in designated areas only.

**LEGEND**

-  Smoking Shelter. No smoking within 30 feet of any entrance to any building.
-  General Parking
-  State Disabled Parking
-  Carpool Parking
-  Emergency Telephones (Contact with campus safety)
-  Construction Zone



### CONSTRUCTION ALERT

The Fort Steilacoom campus continues to improve its facilities with a significant renovation to the Cascade Building. When completed, the renovation will provide a welcoming entrance, improvements to the Student Services area, a new Theatre, and expanded Library — all to better serve you! We ask for your patience while we continue this exciting project.



## PIERCE COLLEGE PUYALLUP

1601 39th Avenue SE  
Puyallup WA 98374-2222

### DRIVING DIRECTIONS

From I-5, north or southbound, take the Puyallup exit (Exit 127) onto Highway 512 and proceed eastbound:

- Take the South Hill/ Eatonville exit
- Turn right onto Meridian Street
- After the first light, merge into far left lane
- Turn left onto 37th Avenue, which becomes 39th Avenue
- Go approximately one mile to college on left

### BUILDING CODES

#### ADM GASPARD

**ADMINISTRATION BUILDING:** registration, advising and administrative offices

#### CTR COLLEGE CENTER

**BUILDING:** dining area with cafeteria/coffee shop, interior commons, bookstore, high-tech computer labs, Student Programs, newspaper and CNE program

#### HEC HEALTH EDUCATION

**CENTER:** Educational/wellness programs and fitness and recreational space

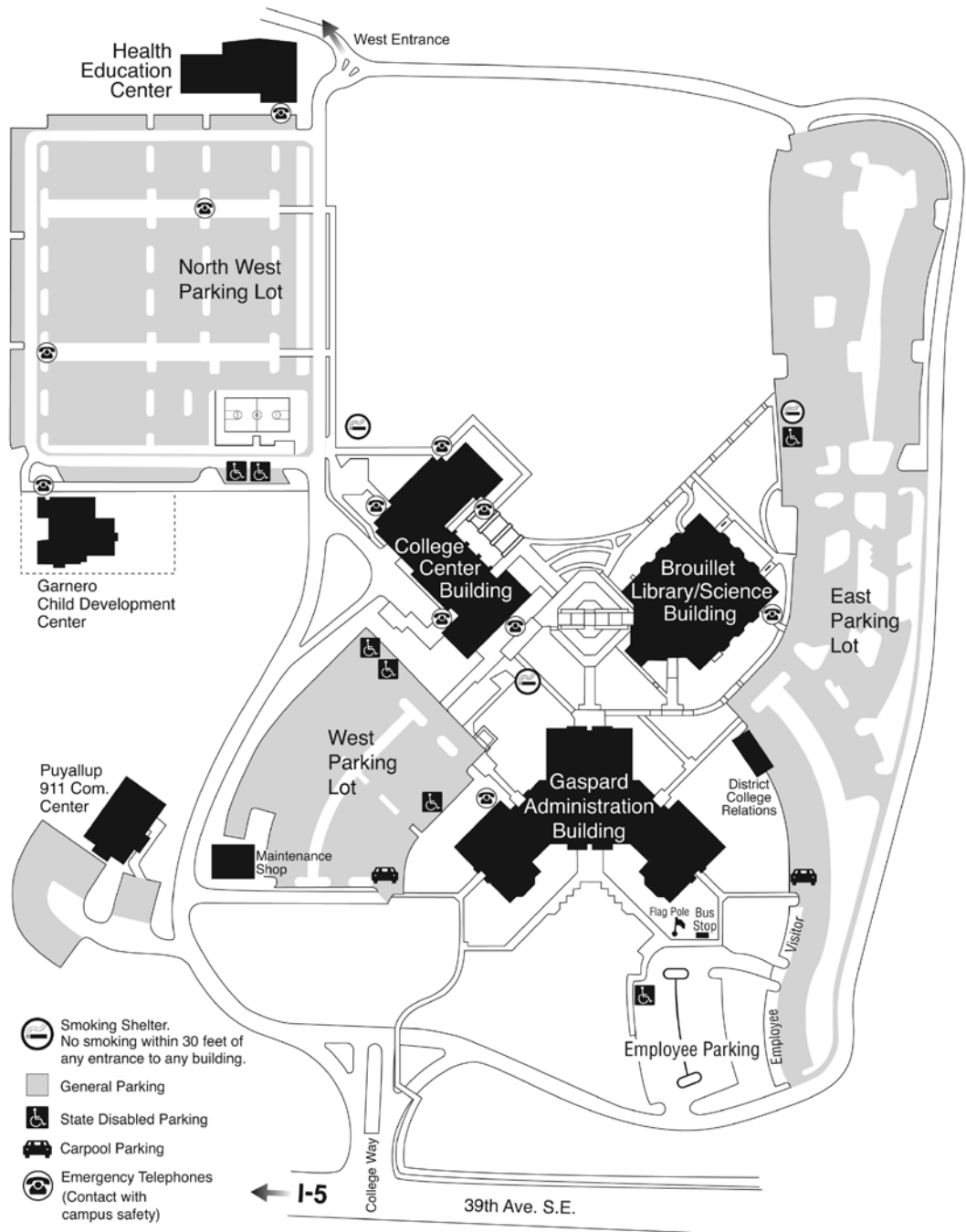
#### CDP GARNERO CHILD DEVELOPMENT CENTER

#### LSC BROUILLET LIBRARY/SCIENCE BUILDING:

library and science classrooms

### NON-SMOKING CAMPUS

Pierce College Puyallup is a non-smoking campus with smoking in designated areas only.



- Smoking Shelter. No smoking within 30 feet of any entrance to any building.
- General Parking
- State Disabled Parking
- Carpool Parking
- Emergency Telephones (Contact with campus safety)

### LEGEND

- Smoking Shelter. No smoking within 30 feet of any entrance to any building.
- General Parking
- State Disabled Parking
- Carpool Parking
- Emergency Telephones (Contact with campus safety)
- Construction Zone

## NOTES

# Web Directory



## WWW.PIERCE.CTC.EDU

DEPARTMENT	WEB SITE LOCATION
Access & Disability Services	<a href="http://www.pierce.ctc.edu/access">www.pierce.ctc.edu/access</a>
Admissions	<a href="http://www.pierce.ctc.edu/getstarted">www.pierce.ctc.edu/getstarted</a>
Adult Basic Education	<a href="http://www.pierce.ctc.edu/edsupport">www.pierce.ctc.edu/edsupport</a>
Advising	<a href="http://www.pierce.ctc.edu/advising">www.pierce.ctc.edu/advising</a>
Athletics	<a href="http://www.pierce.ctc.edu/athletics">www.pierce.ctc.edu/athletics</a>
Bookstore	<a href="http://www.pierce.ctc.edu/community/bookstore.php3">www.pierce.ctc.edu/community/bookstore.php3</a>
Campus Safety	<a href="http://www.pierce.ctc.edu/safety">www.pierce.ctc.edu/safety</a>
Career Information	<a href="http://www.pierce.ctc.edu/workforce">www.pierce.ctc.edu/workforce</a>
College Relations	<a href="http://www.pierce.ctc.edu/collegerelations">www.pierce.ctc.edu/collegerelations</a>
Computer Labs (FS)	<a href="http://www.pierce.ctc.edu/IT/CAC">www.pierce.ctc.edu/IT/CAC</a>
Computer Labs (PY)	<a href="http://www.pierce.ctc.edu/puylabs">www.pierce.ctc.edu/puylabs</a>
Continuing Education	<a href="http://www.pierce.ctc.edu/conted">www.pierce.ctc.edu/conted</a>
Dental Hygiene Clinic	<a href="http://www.pierce.ctc.edu/community/dental.php3">www.pierce.ctc.edu/community/dental.php3</a>
Distance Learning	<a href="http://www.pierce.ctc.edu/distance">www.pierce.ctc.edu/distance</a>
English as a Second Language	<a href="http://www.pierce.ctc.edu/edsupport">www.pierce.ctc.edu/edsupport</a>
Evaluations	<a href="http://www.pierce.ctc.edu/getstarted">www.pierce.ctc.edu/getstarted</a>
EWU at Pierce College	<a href="http://www.pierce.ctc.edu/Denthyg/ewu-bachelor">www.pierce.ctc.edu/Denthyg/ewu-bachelor</a>
Extended Learning	<a href="http://www.pierce.ctc.edu/extended">www.pierce.ctc.edu/extended</a>
Financial Aid	<a href="http://www.pierce.ctc.edu/financialaid">www.pierce.ctc.edu/financialaid</a>
Fine Arts Gallery	<a href="http://www.pierce.ctc.edu/art">www.pierce.ctc.edu/art</a>
Foundation	<a href="http://www.pierce.ctc.edu/foundation">www.pierce.ctc.edu/foundation</a>
GED Classes	<a href="http://www.pierce.ctc.edu/programs/ged_hsc.php3">www.pierce.ctc.edu/programs/ged_hsc.php3</a>
GED Testing	<a href="http://www.pierce.ctc.edu/getstarted">www.pierce.ctc.edu/getstarted</a>
High School Completion	<a href="http://www.pierce.ctc.edu/ged_hsc.php3">www.pierce.ctc.edu/ged_hsc.php3</a>
International Ed./Intensive English Prog.	<a href="http://www.pierce.ctc.edu/international">www.pierce.ctc.edu/international</a>
Library	<a href="http://www.pierce.ctc.edu/library">www.pierce.ctc.edu/library</a>
Military Program	<a href="http://www.pierce.ctc.edu/military">www.pierce.ctc.edu/military</a>
Multicultural Services	<a href="http://www.pierce.ctc.edu/edsupport">www.pierce.ctc.edu/edsupport</a>
Music	<a href="http://www.pierce.ctc.edu/music">www.pierce.ctc.edu/music</a>
Newspapers	<a href="http://www.pierce.ctc.edu/studentlife">www.pierce.ctc.edu/studentlife</a>
Parking	<a href="http://www.pierce.ctc.edu/safety">www.pierce.ctc.edu/safety</a>
Professional/Technical Education	<a href="http://www.pierce.ctc.edu/proftech">www.pierce.ctc.edu/proftech</a>
Registration/Records	<a href="http://www.pierce.ctc.edu/getstarted">www.pierce.ctc.edu/getstarted</a>
Running Start	<a href="http://www.pierce.ctc.edu/getstarted/highschool.php3">www.pierce.ctc.edu/getstarted/highschool.php3</a>
SLAM (Student Literary & Arts Mag.)	<a href="http://www.pierce.ctc.edu/studentlife/SLAM">www.pierce.ctc.edu/studentlife/SLAM</a>
Student Government	<a href="http://www.pierce.ctc.edu/studentlife">www.pierce.ctc.edu/studentlife</a>
Student Online Services (SOS)	<a href="http://www.pierce.ctc.edu/SOS">www.pierce.ctc.edu/SOS</a>
Student Programs	<a href="http://www.pierce.ctc.edu/studentlife">www.pierce.ctc.edu/studentlife</a>
Testing	<a href="http://www.pierce.ctc.edu/getstarted">www.pierce.ctc.edu/getstarted</a>
Theatre	<a href="http://www.pierce.ctc.edu/theatre">www.pierce.ctc.edu/theatre</a>
Transcripts	<a href="http://www.pierce.ctc.edu/getstarted">www.pierce.ctc.edu/getstarted</a>
TRIO Student Support Services	<a href="http://www.pierce.ct.edu/edsupport/trio">www.pierce.ct.edu/edsupport/trio</a>
Tutoring	<a href="http://www.pierce.ctc.edu/edsupport">www.pierce.ctc.edu/edsupport</a>
Veterans Services	<a href="http://www.pierce.ctc.edu/financialaid">www.pierce.ctc.edu/financialaid</a>
Women & Family Services	<a href="http://www.pierce.ctc.edu/edsupport">www.pierce.ctc.edu/edsupport</a>
Workforce Education	<a href="http://www.pierce.ctc.edu/extended">www.pierce.ctc.edu/extended</a>
Writer's Centers	<a href="http://www.pierce.ctc.edu/edsupport">www.pierce.ctc.edu/edsupport</a>

# College Directory



**WWW.PIERCE.CTC.EDU/EPHONE**

**A SEARCHABLE LISTING OF PHONE NUMBERS FOR DEPARTMENTS, DIVISIONS, OFFICES AND SERVICES**

## PIERCE COLLEGE FORT STEILACOOM

9401 Farwest Dr. SW, Lakewood WA 98498-1999

Department	Phone	E-mail
<b>Information</b>	<b>964-6500</b>	
Access & Disability Services	964-6526/6228 TTY	dssaccess@pierce.ctc.edu
Admissions	964-6501	admiss1@pierce.ctc.edu
Adult Basic Education	964-6657	
Advising	964-6705	advising@pierce.ctc.edu
Athletics	964-6612	athletic@pierce.ctc.edu
Bookstore	964-6508	bookstore@pierce.ctc.edu
Career Info/Job Connections	964-6651	jobconn@pierce.ctc.edu
Campus Safety	964-6751	security@pierce.ctc.edu
Cashier	964-6700	cashiering@pierce.ctc.edu
Child Development Center	912-3680	children@pierce.ctc.edu
Clubs & Organizations	964-6614	clubs@pierce.ctc.edu
Computer Labs	964-6310	
Continuing Education	964-6600	
Corrections Careers	964-6407	corrections@pierce.ctc.edu
Counselors	964-6525	
CWU at Pierce College	964-6636	
Dental Clinic	964-6694	dh@pierce.ctc.edu
Dental Hygiene	964-6695	dh@pierce.ctc.edu
<b>Division Offices</b>		
Arts & Humanities	964-6535	
Business	964-6680	
Science & Technology	964-6245	
Social Science	964-6679	
Transitional Education	964-6657	
English as a Second Language	964-7325	
Evaluations	964-6610	evaluations@pierce.ctc.edu
EWU at Pierce College	912-3642	
Financial Aid	964-6544	financialaid@pierce.ctc.edu
Fine Arts Gallery	964-6535	
Fitness Facilities	964-6612	
GED classes	964-6657	
GED Testing	964-6439	
High School Completion	964-7324	
International Ed./Intensive Eng.	964-7327	international@pierce.ctc.edu
Library	964-6547	
Math Lab	964-6734	
Music	964-6572	
Multicultural Services	964-6418	multicultural@pierce.ctc.edu
Orientation	964-6705	advising@pierce.ctc.edu
Outreach	912-3740	
Parking	964-6751	
<i>Pioneer, The</i> (newspaper)	964-6604	pioneer@pierce.ctc.edu
President's Office	964-6533	
Registration/Records	964-6615	reg1rec@pierce.ctc.edu
Running Start	964-6705	runningstart@pierce.ctc.edu
<i>SLAM</i> (Literary/Arts Magazine)	964-6408	
Student Government	964-6614	studgovt@pierce.ctc.edu
Student Programs/Activities	964-6614	studprog@pierce.ctc.edu
Testing	964-6521	testing@pierce.ctc.edu
Theatre	964-6535	
Transcripts ( <i>recording</i> )	964-6787	transpts@pierce.ctc.edu
Transitional Education Ctr.	964-6657	alc@pierce.ctc.edu
TRIO Student Support Services	912-3644	TRIO@pierce.ctc.edu
Tutoring	964-6737	tutoring@pierce.ctc.edu
Veterans Services	964-6505	vetmil-fs@pierce.ctc.edu
Veterinary Technology	964-6708	
Women & Family Services	964-6298	wfs@pierce.ctc.edu
Writers' Center	964-6252	

## PIERCE COLLEGE PUYALLUP

1601 39th Avenue SE, Puyallup WA 98374-2222

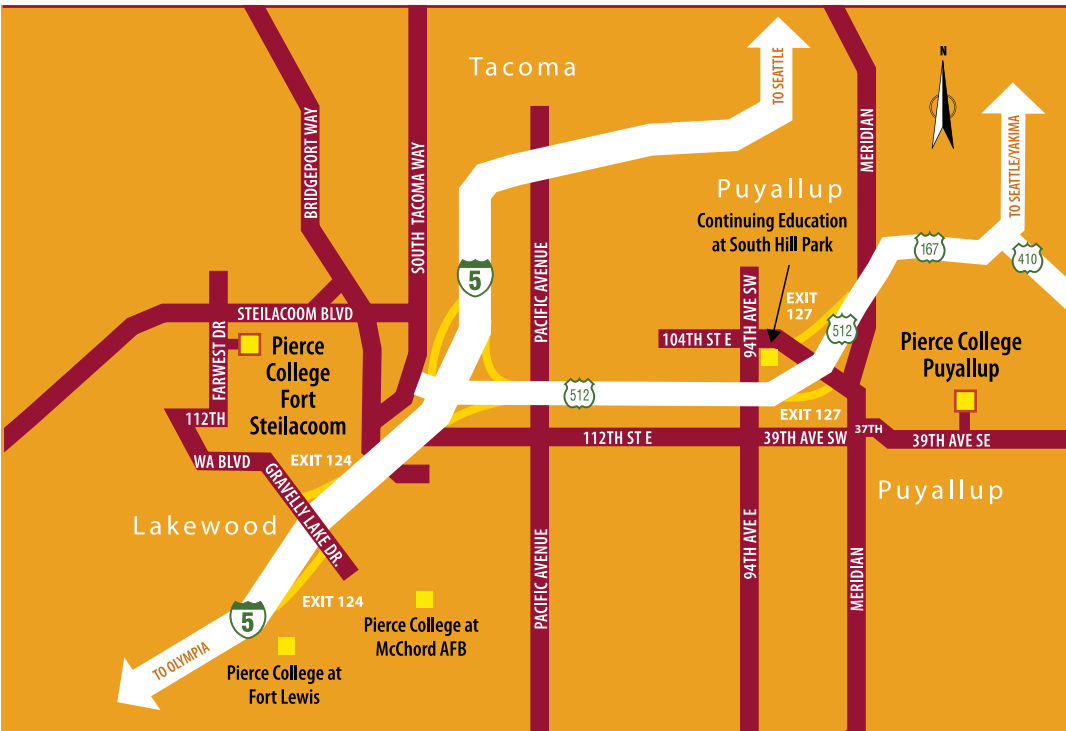
Department	Phone	E-mail
<b>Information</b>	<b>840-8400</b>	
Access & Disability Services	840-8335/8474 TTY	dssaccess@pierce.ctc.edu
Admissions	864-3292	puyadmis@pierce.ctc.edu
Adult Basic Education	840-8463	
Advising	840-8431	puyadvise@pierce.ctc.edu
Athletics	964-6612	athletic@pierce.ctc.edu
Bookstore	840-8411	bookstore@pierce.ctc.edu
Campus Safety	840-8481	security@pierce.ctc.edu
Career Info/Job Connections	840-8431	puycareer@pierce.ctc.edu
Cashier	840-8405	cashiering@pierce.ctc.edu
Clubs & Organizations	840-8415	puyclubs@pierce.ctc.edu
Child Development Center	864-3302	children@pierce.ctc.edu
Computer Labs	840-8437	
Continuing Education	840-8452	
Counselors	840-8443	
<b>Division Offices</b>		
Natural & Social Sciences	840-8333	
Business & Humanities	840-8330	
Transitional Education	864-3181	
English as a Second Language	840-8463	
Enrollment Verifications	840-8402	puyregis@pierce.ctc.edu
Evaluations	840-8322	puyevaluations@pierce.ctc.edu
Financial Aid	840-8398	puyfinancial@pierce.ctc.edu
Fitness Facilities	840-8472	
GED classes	840-8463	
GED testing	840-8455	
High School Completion	840-8461	
International Ed./Intensive Eng.	964-7327	international@pierce.ctc.edu
Library	840-8300	
Multicultural Services	840-8472	multicultural@pierce.ctc.edu
Music	864-3202	
Nursing	840-8355	
Orientation	840-8470	puyadmis@pierce.ctc.edu
Outreach	840-8470	puyadmis@pierce.ctc.edu
Parking	840-8481	
PierceWorks!	840-8428	piercewrks@pierce.ctc.edu
President's Office	840-8417	
<i>Puyallup Post, The</i> (newspaper)	840-8496	puypost@pierce.ctc.edu
Registration/Records	840-8400	puyregis@pierce.ctc.edu
Running Start	864-3210	puyadvise@pierce.ctc.edu
<i>SLAM</i> (Literary/Arts Magazine)	840-8396	
Student Government	840-8498	puystudgovt@pierce.ctc.edu
Student Programs/Activities	840-8415	puystudact@pierce.ctc.edu
Testing	840-8343	puytesting@pierce.ctc.edu
Transcripts	840-8400	transpts@pierce.ctc.edu
Transitional Education Center	840-8463	puyalc@pierce.ctc.edu
Tutoring	864-3387	puytutoring@pierce.ctc.edu
Veterans Services	864-3292	vetmil-py@pierce.ctc.edu
Writing Center	840-8435	
<b>DISTRICT OFFICES</b>		
Chancellor's Office	864-3100	
College Relations	864-3230	
Distance Learning	964-6244/1-877-DLforME (toll-free)	distedu@pierce.ctc.edu
Extended Learning	912-3602	
Foundation	864-3261	
Professional/Tech. Education	964-6645	proftech@pierce.ctc.edu
Worker Retraining	964-6265	workers@pierce.ctc.edu

## MILITARY EDUCATION CENTERS 1-877-632-7698 (toll-free)

Pierce College at Fort Lewis	964-6567	ftlewis@pierce.ctc.edu
Pierce College at McChord	964-6606	mchord@pierce.ctc.edu



# PIERCE COLLEGE



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9401 Farwest Drive SW  
Lakewood, WA 98498-1999  
(253) 964-6500

### PIERCE COLLEGE PUYALLUP

1601 39th Ave. SE  
Puyallup, WA 98374-2222  
(253) 840-8400

### PIERCE COLLEGE EXTENDED LEARNING

Fort Steilacoom Main Office  
(253) 912-3602



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