

PIERCE COLLEGE



2015-16

# CATALOG

*possibilities.* realized.



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/PierceCollegeDistrict

# PIERCE COLLEGE



*possibilities.* realized.

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## EFFECTIVE DATE OF CATALOG INFORMATION

The information in this catalog is effective as of Summer Quarter 2015. 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

District Mission

Educational Philosophy

Accreditation

Pierce College Foundation

Educational Choices



## Chancellor's Message

### Welcome to Pierce College!

Your possibilities here are limitless. And we are dedicated to helping you along your path of success.

We put students and their success at the center of all we do, offering quality education, beautiful college campuses, excellent student programming and services, and state-of-the-art technology. We strive to create a truly great experience in an environment that nurtures a variety of learning styles, with small class sizes and lots of individual attention. When we ask students why they chose Pierce College we usually hear that a friend or relative attended and recommended coming here.

Tens of thousands choose Pierce College each year, to earn an associate degree, get a head start on a bachelor's degree, or to upgrade job skills. We hope you join them. We're excited by the opportunity to get to know you, and to help you realize your possibilities.

Thank you,

A handwritten signature in black ink that reads "Michele L. Johnson". The signature is fluid and cursive.

Michele L. Johnson, Ph.D.

Chancellor and CEO

## The Colleges

Nearly 50 years ago, Pierce College began creating life-changing possibilities for students out of a makeshift building in Lakewood. Today, the college district encompasses two colleges in Lakewood and Puyallup, education centers at Joint Base Lewis-McChord, virtual education through its distance learning program, and extensive community education opportunities, as well as additional programs at sites throughout Pierce County.



### 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. The centerpiece of the college, the Cascade Building, has been transformed into a modern learning space with an expansive library and Welcome Center, while the college's newest building, the Rainier Science and Technology building, aligns with the highest standards for environmental sustainability. In Fall 2012, Pierce College unveiled its new Science Dome, the only 3D planetarium in the South Sound. The dome shows breathtaking images of the night sky and visually simplifies complicated scientific concepts. The college is also home to the Milgard Child Development Center, where infants and children are nurtured in a family-like atmosphere, and the Health Education Center, a fully equipped recreation and fitness facility.



### PIERCE COLLEGE PUYALLUP

Pierce College Puyallup 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, state-of-the-art laboratories and spacious classrooms. The college's newest addition is the Arts and Allied Health building, which features the only per-

forming arts center in East Pierce County. The theater provides an elegant location for plays, concerts and guest speakers, providing a critical arts space for students and the community. In addition, the building is home to the J. Mocerri Nursing Skills Lab, the centerpiece of Pierce's nursing program. The college also boasts the Garnero Child Development Center, a family-centered facility aimed at developing whole-child health and wellness, and the Health Education Center, a full-service fitness and recreation facility.

## District Vision, Mission, Values and Core Themes

Possibilities realized – that's Pierce College's vision for all of its students. This vision is supported by guiding values and an active mission. The mission is the conceptual framework that directs the district's programming, services and activities. The key tenets of the mission are represented in the district's core themes, and mission fulfillment is measured through the institutional outcomes and evidence-based indicators, including the five core abilities.

### VISION

*Possibilities realized: Innovative and engaged learners enriching our local and global communities.*

### MISSION

*Pierce College creates quality educational opportunities for a diverse community of learners to thrive in an evolving world.*

### VALUES

*\* Learning \* Integrity \* Respect \* Accountability  
\* Sustainability*

## Core Themes

### ACCESS

At Pierce College District, students will have access to comprehensive and affordable educational offerings and services.

### STUDENT LEARNING AND SUCCESS

Pierce College District students will experience quality, relevant learning that increases their knowledge, skills and abilities to maximize the potential for individual success whether transferring to a four-year institution or preparing directly for the workforce.

### EXCELLENCE

Pierce College District will ensure quality, sustainability and continuous improvement in all of its departments and programs.

### POSITIVE AND DIVERSE COLLEGE ENVIRONMENT

Pierce College District will promote an environment in which quality teaching and learning are fostered, decision-making is collaborative, and students and employees feel valued and respected.

### CONTRIBUTION TO THE COMMUNITY

Pierce College District will be a recognized leader in building and maintaining academic, industry and broad-based community partnerships to advance local educational opportunities and economic development.

## 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, students are given the opportunity to broaden their 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

Graduates will evaluate, analyze and synthesize information and ideas in order to construct informed, meaningful and justifiable conclusions.

### EFFECTIVE COMMUNICATION

Graduates will be able to exchange messages in a variety of contexts using multiple methods.

### INFORMATION COMPETENCY

Graduates will be able to seek, find, evaluate and use information and employ information technology to engage in lifelong learning.

### MULTICULTURALISM

Graduates will demonstrate knowledge of diverse ideas, cultures and experiences, and develop the ability to examine their own attitudes and assumptions in order to understand and work with others who differ from themselves.

### RESPONSIBILITY

Graduates will be able to critically examine the relationship between self, community and/or environments, and to evaluate and articulate potential impacts and consequences of choices, actions and contributions for the creation of sustainable systems.

## 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. The district's accreditation was most recently affirmed in 2014.

## Pierce College Foundation

The Pierce College Foundation's 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) 864-3260 or visit the Foundation website at [www.pierce.ctc.edu/foundation](http://www.pierce.ctc.edu/foundation).

## Achieving the Dream Leader College

Pierce College was selected as an Achieving the Dream Leader College, a national designation awarded to community colleges that commit to improving student success and closing achievement gaps. Achieving the Dream performed an extensive review of specified practice and performance activities. Pierce College has shown how data can inform policy and practice to help community college students achieve their goals, resulting in improved skills, better employability and economic growth for families and communities – and the nation as a whole.

## Educational Choices

Students planning to work toward a bachelor's degree or beyond can attend Pierce College for two years and transfer to a university with junior standing. Because class sizes are small at Pierce, students receive the personalized attention they need to 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 DIRECT TRANSFER DEGREES

Direct Transfer Degrees (DTAs) ensure that students who complete these degrees have satisfied the lower division general education/core requirements and lower division degree-related requirements for the baccalaureate institutions.

### 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.

### MAJOR READY PATHWAY (DTA/MRP) DEGREES

University transfer degrees are available in biology, business, construction management, pre-nursing and math education.

### ASSOCIATE OF SCIENCE (AS-T) DEGREES

The Associate of Science transfer (AS-T) degrees are designed to prepare students for upper division study. Students completing the AS-T degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the DTA associate degree and will be given junior status by the receiving institution. Students are responsible for checking specific major requirements of the baccalaureate institutions in the year prior to transferring.

**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.

### PROFESSIONAL/TECHNICAL DEGREES AND CERTIFICATES

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

### ASSOCIATE IN APPLIED SCIENCE - TRANSFER (AAS-T)

The AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor of applied science (BAS) degree. The AAS-T degree generally will not be accepted in preparation for bachelor of arts or bachelor of science degrees although the general education component of the degree will be accepted.

Degree and certificate requirements can be found in the PROGRAMS OF STUDY section of this catalog.

### AMERICAN HONORS

American Honors at Pierce College is a rigorous honors program which provides students with access to top universities around the country. Students accepted into the program take challenging coursework to prepare them for junior- and senior-level classes at some of the nation's top four-year colleges. American Honors maintains a transfer network of more than 30 leading four-year universities, providing students with a clear pathway to admission.

Students in the program will work with an assigned honors advisor who ensures the student stays on track by taking classes that optimize the chance of admission into the university of choice. Admission to the program is selective and assesses the holistic student, to include previous academic performance, character and determination. Applications are accepted on an ongoing basis, but space is limited.

Students interested in applying can do so by filling out a Pierce College application, as well as an American Honors application at [apply.americanhonors.org](http://apply.americanhonors.org). For more information, please visit [AmericanHonors.org](http://AmericanHonors.org).

## eLEARNING

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

eCampus: [pierce.instructure.com](http://pierce.instructure.com)

email: [distedu@pierce.ctc.edu](mailto:distedu@pierce.ctc.edu)

Toll-Free: 1-877-ELforMe • (253) 964-6244

Pierce College eLearning courses are a convenient option for students juggling work, family and school. eLearning courses are affordable and transferable, just like traditional courses. In addition to a large variety of classes that are held entirely online, Pierce College eLearning also has a growing list of hybrid courses, which combine reduced classroom hours with online learning. Another popular option is web-enhanced classes, which add an online component with a more traditional classroom experience. To learn more about Pierce College's eLearning options, go to [www.pierce.ctc.edu/el](http://www.pierce.ctc.edu/el).

## PIERCE OPEN PATHWAY

The Pierce Open Pathway (POP) is a university transfer degree with no textbook costs. Students who follow the pathway can earn an Associate of Arts direct transfer degree (AA-DTA) online using alternatives to traditional textbooks. POP courses feature low/no cost learning resources to support student learning and success. Currently the POP is open to all students through the program at Pierce College at JBLM. Interested students should contact their advisor for information about eligibility and registration.

## PIERCE COLLEGE AT JOINT BASE LEWIS-MCCHORD

Pierce College at Joint Base Lewis-McChord (JBLM) offers classes and student services at both Stone Education Center on Fort Lewis-Main and the McChord Education Center on McChord Field to meet the educational needs of active duty personnel, their family members, veterans and civilians. While following the Pierce College District calendar, Pierce College at JBLM offers nine-week face-to-face and six-week hybrid sessions, in contrast with the ten-week sessions at Pierce College Fort Steilacoom and Puyallup. Classes are held in the evenings, at lunch times, mornings, afternoons and on Saturdays to meet the needs of the military community.

In addition to face-to-face course options, Pierce College at JBLM offers a robust online program with seven entry points throughout the year to provide maximum flexibility for the military community. Online courses are nine weeks long. Several degree options, including the Associate of Arts-DTA, can be completed entirely in the online format. Starting Fall 2015, Pierce College at JBLM students can complete their online Associate of Arts-DTA with zero textbook costs (although some courses charge an additional \$5 resource fee).

Offices at Stone and McChord Education Centers provide full student support services, including advising, registration and testing. The Stone Education Center also offers VA, financial aid and access and disability advising on limited days of the week. Please call (253) 964-6567 to verify days and times.

### SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

Pierce College is an institutional member of Servicemembers Opportunity Colleges (SOC), an organization of hundreds 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 provide flexible academic residency requirements, maximize transfer of relevant course credits, offer credit for appropriate military training and experiences, and provide examinations such as CLEP and DSST. See "Earning Credits" in the ACADEMIC INFORMATION section of this catalog for more information.

## TRANSITIONAL EDUCATION

FS: (253) 964-6657

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 are to:

- Provide the support services necessary for retention and college success.
- Develop in each learner the skills, competencies and attitudes necessary for the attainment of personal, education and career goals.
- Create educational opportunities for pre-college learners.
- Respect the uniqueness of all by using services and teaching strategies for diverse learning styles.
- Integrate the following core abilities into the curriculum to prepare learners for the 21st century: effective communication, critical thinking/problem solving, information competency, multiculturalism and responsibility.

### ADULT BASIC EDUCATION†

Adult Basic Education (ABE) is for students who want to brush up on reading, writing and math, or who want to pursue a High School Diploma (PCAD) or General Educational Development (GED). Students who are under the age of 18 must submit a high school release form to enroll. Students must take a placement test to determine their level. Call (253) 964-6657 at Fort Steilacoom or (253) 840-8455 at Puyallup.

### ENGLISH AS A SECOND LANGUAGE‡

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, from those with very little English to those wishing to pursue academic degrees in the United States. Students must take a placement test to determine their level. Call (253) 964-7325 at Fort Steilacoom or (253) 840-8463 at Puyallup.

†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 visas may register for courses under Intensive English under the International Education programs.

### GED 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. 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 Pierce College Puyallup at (253) 840-8463. Tuition is \$25 for these classes. Waivers are available for those who qualify.

## INTERNATIONAL EDUCATION

Pierce College's International Education office provides admissions, orientation and support services, a four-level college-prep Intensive English Program, and cultural and social activities, such as the International Club and Conversation Partners, to international students at Fort Steilacoom and Puyallup. The office also promotes international and multicultural educational experiences for all students and community members in the district.

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

### STUDY ABROAD

Pierce College provides study abroad experiences in different locations around the world. Students interested in study abroad opportunities can contact the International Education office at (253) 964-6725 or go to [www.pierce.ctc.edu/international/studyabroad/](http://www.pierce.ctc.edu/international/studyabroad/) for the most current locations.

## WORKFORCE EDUCATION

Workforce Education supports the entry and re-entry of students and members of the Pierce County community into the workplace. Pierce College provides financial assistance to students through a variety of programs. Pierce also develops and funds educational and



training programs that meet the needs of local employers. Workforce Education programs bridge the skills gap, helping people find fulfilling careers to support themselves and their families, while building the local economy. For more information, visit [www.pierce.ctc.edu/dist/workforce/](http://www.pierce.ctc.edu/dist/workforce/), call (253) 964-6645, or visit the advising center at Pierce College Fort Steilacoom or Puyallup. Below is a summary of key programs:

#### PROFESSIONAL/TECHNICAL TRAINING PROGRAMS

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 the Programs of Study section of this catalog for a list of current training programs.

#### WORKER RETRAINING

Unemployed and dislocated workers may receive assistance to complete job training. Call (253) 964-6265 or visit [www.pierce.ctc.edu/dist/workforce/retraining](http://www.pierce.ctc.edu/dist/workforce/retraining) for details.

#### WORKFIRST/WORK-STUDY

Parents receiving DSHS/WorkFirst cash assistance may receive assistance to complete job training. WorkFirst participants may fulfill their work requirements through WorkFirst Work Study while attending school. Call (253) 964-6265 or visit [www.pierce.ctc.edu/dist/workforce/workfirst](http://www.pierce.ctc.edu/dist/workforce/workfirst) for details.

#### TRANSITION AND SUPPORT SERVICES

Career-related programs and advising are available for students transitioning toward the workplace.

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

#### JOB & CAREER CONNECTIONS/WORKSOURCE AFFILIATE

Pierce College is a partner in a statewide system that provides access to countywide employment information and services. Job & Career Connections maintains a job board and job seekers can use MyInterfase, ([http://www.myinterfase.com/pierce\\_ctc/student](http://www.myinterfase.com/pierce_ctc/student)) a free job-matching service linking registered users to a database of approved internship, work study, and job opportunities in the region. Call (253) 964-6265 or visit [pierce.ctc.edu/dist/workforce/connections](http://pierce.ctc.edu/dist/workforce/connections) for details.

#### BASIC FOOD EMPLOYMENT & TRAINING (BFET)

Students receiving Basic Food assistance through DSHS may be eligible for assistance while completing job training. BFET participants may fulfill their work requirements, and receive DSHS-sponsored childcare, while going to school. Call (253) 964-6265 or visit [www.pierce.ctc.edu/dis/workforce/bfet](http://www.pierce.ctc.edu/dis/workforce/bfet) for details.

#### DSHS PROGRAMS

Pierce College provides educational programs and/or staff development training for Rainier School and Western State Hospital. These programs are provided under a contract with the Washington State Department of Social and Health Services.

#### 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.

#### WESTERN STATE HOSPITAL

Basic Skills instruction is offered to patients on most wards at Western State Hospital. Patients may also work towards completion of a high school diploma, prepare for the GED, take computer literacy classes, and prepare for a future vocation. For more information, call (253) 756-2767.

#### COMMUNITY AND CONTINUING EDUCATION

Community and Continuing Education offers a wide variety of student-supported courses focusing on personal enrichment and professional development to meet the diverse needs of the

population served by Pierce College. Day, evening and weekend onsite courses are offered at a variety of locations across Pierce County. In addition, there are over 500 online courses available to individuals in the community. Offerings include:

Art and creativity	Language
Body, mind and health	Music and singing
Business certificates	New age
Career training	Photography
CATIA V5	Professional development
Computers and technology	Teacher training
Dance and fitness	Trade skills
Educator courses	Travel
Home and garden	

A schedule of course offerings is mailed four times a year to the community. For more information, visit the website at [www.PierceCE.com](http://www.PierceCE.com), call (253) 840-8452 or email to [CE-questions@pierce.ctc.edu](mailto:CE-questions@pierce.ctc.edu).

#### CUSTOMIZED CONTRACTED TRAINING

Invista Performance Solutions is a collaboration of four Pierce County community and technical colleges: Clover Park Technical College, Pierce College Fort Steilacoom, Pierce College Puyallup and Tacoma Community College.

Launched in September 2011, Invista Performance Solutions, a partnership of these colleges, operates as a single point of contact for regional business to access workforce development services. The mission is to assist companies and organizations to gain a competitive advantage in the global economy by increasing the skills of their workforce. Invista offers high quality training and learning solutions to meet and exceed client expectations.

Invista Performance Solutions is also a member of Global Corporate College and actively works with 45 colleges across the United States and internationally to serve companies and organizations with an expanded footprint. Invista Performance Solutions has a successful history of delivering high-quality facilitation, coaching, contract training and seminars that are personalized to the performance goals of each business served.

For more information visit the website at [www.invistaperforms.org](http://www.invistaperforms.org) or call (253) 583-8860.



### Central Washington University - Pierce County

A partnership with Central Washington University (CWU) offers Pierce College students a seamless transfer to a baccalaureate degree with CWU-Pierce County, located on the Pierce College Fort Steilacoom campus. Pierce College has also partnered with CWU to develop a Dual Admission Program, which gives Pierce College students access to resources at both Pierce College and CWU during their academic career. This allows students to be better prepared to transfer into a baccalaureate program. Additionally, the CWU \$150 admission application fee is waived. Find more information at [www.cwu.edu/admission/dual-admission](http://www.cwu.edu/admission/dual-admission).

Programs offered in Business Administration (Supply Chain Management); Education (Elementary (K-8), Middle Level Math, or Early Childhood); Information Technology & Administrative Management (Cybersecurity option); Interdisciplinary Studies (Social Sciences); Law & Justice; Psychology; and Social Services. Classes are delivered face-to-face, online or hybrid.

# START TO FINISH



Admissions

Financial Aid

Assessment

Orientation

Advising

College Success

Registration

Tuition and Fees

Veterans Education Benefits

## Admissions

FS: (253) 964-6501

PY: (253) 864-3254

### 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 Running Start or a successor program, may enroll at Pierce College. Students who are 16 or 17 years of age and do not meet the minimum admissions standards, must obtain written permission from the school district of residence before 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 underage admission exception. Students should begin the petition process at least 30 days prior to the start of the quarter they wish to attend by contacting the admissions office at Fort Steilacoom or Puyallup.

### SPECIAL ADMISSION PROGRAMS

Some programs, such as Dental Hygiene and Veterinary Technology at Pierce College Fort Steilacoom, Nursing at Pierce College Puyallup, and American Honors at both colleges have special admission requirements. These requirements are outlined in the PROGRAMS OF STUDY section.

### REQUIREMENTS FOR NON-U.S. CITIZENS

Students who are not U.S. citizens must present a Permanent Resident card, I-94, or other immigration documentation at the time of application or registration so that 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.

### PIERCE COLLEGE AT JOINT BASE LEWIS-MCCHORD ADMISSIONS

Enrollment at Pierce College at Joint Base Lewis-McChord (JBLM) is accepted in-person at our offices in the Stone and McChord Education Centers on JBLM, via fax, email or the GoArmyEd portal. For more information on how to enroll, please visit the Pierce College at JBLM website at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military).

### NEW STUDENTS

Students planning to attend Pierce College or apply for financial aid must submit an admissions form. There is a \$25 non-refundable admission fee for the general programs of study. The Dental Hygiene, Veterinary Technology and Nursing programs require additional non-refundable application fees.

No admissions form is required for enrollment in courses at Pierce College at JBLM, Community Education classes, or in the English as a Second Language (ESL) program, Adult Basic Education (ABE) or General Educational Development (GED) Programs.

For the Intensive English Program (IEP) designed for international students, there are additional requirements. See "International Students" in this section.

Admissions forms may be submitted at any time. Pierce begins sending quarterly welcome packets electronically on the following dates:

**Fall quarter:** Dec. 1 • **Winter quarter:** Sept. 1

**Spring quarter:** Jan. 1 • **Summer quarter:** March 1

### SUBMIT AN ADMISSIONS FORM:

- Apply online at [www.pierce.ctc.edu](http://www.pierce.ctc.edu).
- Application forms for admission consideration into the Dental Hygiene and Veterinary Technology programs must be submitted to the admissions office at Pierce College Fort Steilacoom. Applications for admission consideration into the Nursing program must be submitted to the nursing office at Pierce College Puyallup.

After submitting the admissions form, students will receive a welcome packet electronically indicating that their form is being processed. The packet includes general college information, as well as specific information about orientation, advising and registration.

### FORMER STUDENTS

Students who have previously enrolled in courses offered by Pierce College must submit an admissions form to the college where they plan to re-enroll. This will reactivate and update the student's records. Students will receive a welcome packet electronically, which includes information about orientation, advising and the registration process.

Students who have attended other colleges or universities during their absence from Pierce College and who would like credits transferred to Pierce College, are advised to read "Transferring Credits to Pierce College." An advisor may review transcripts from previous schools during an advising session.

### TRANSFER STUDENTS

Students transferring to Pierce College from another college or university must complete an admissions form and submit it to the college they plan to attend. When the form is received, a welcome packet will be sent electronically. This packet includes information about the advising and registration process.

### 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. Students with credits from other colleges or universities need to follow these steps to ensure their credits are transferred to Pierce:

- Submit admissions form to the college
- Contact the former school(s) and request that official transcripts be sent to the admissions office at Fort Steilacoom. Hand-carried transcripts are accepted only when 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
- Call the admissions office at Fort Steilacoom or Puyallup to make sure the transcript(s) has arrived
- Once it is verified that official transcript(s) is on file, and a student is currently enrolled in Pierce College classes, a Transfer Credit Evaluation form should be completed and returned to the admissions office at Fort Steilacoom or Puyallup. Upon receipt of this request, the evaluations office will evaluate credits and email the results to the student. Students attending classes at JBLM should check with the appropriate site for their evaluation procedure

Washington Community and Technical Colleges (CTCs) 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 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 college program for academically qualified junior and senior high school students. Students can simultaneously fulfill high school graduation requirements and earn college credits.

Running Start is available fall, winter and spring quarters. Students may enroll simultaneously in high school and college classes, or solely in college classes. College tuition for eligible classes is covered through Running Start.

For more information on the steps to get started, please visit the Running Start website at [www.pierce.ctc.edu/dist/runningstart](http://www.pierce.ctc.edu/dist/runningstart).

## INTERNATIONAL STUDENTS

International Students may enroll at Pierce College if they meet the college's admission criteria and the requirements of the U.S. Bureau of Citizenship and Immigration Services. Admissions and payment of tuition are conducted on a quarterly basis.

There is no English language requirement to enter Pierce College's Intensive English Program. Students can take an English-language placement test upon arrival.

### TWO-YEAR PROGRAM

Students intending to study for a two-year associate degree must have successfully completed high school in their home countries or have passed the equivalent examination. The English proficiency requirement for academic study at Pierce College can be met in several ways, including a minimum International TOEFL score of 61 on the iBT (174 on the computer-based test or 500 on the written test), or successful completion of Pierce College's Intensive English Program. See [www.pierce.ctc.edu/international/engproficiency](http://www.pierce.ctc.edu/international/engproficiency) for other ways to demonstrate proficiency in English.

Students who are 16 years of age or older who have not completed high school may enroll in the International High School Completion Program (Fast Track). Students who do not have adequate English proficiency must take Intensive English classes before beginning the Fast Track program. The college will evaluate each student's high school record and design an individual study plan. Students in the Fast Track program take classes that give them credit for both the AA-DTA degree and the Washington state high school diploma.

### INTERNATIONAL STUDENTS APPLYING OUTSIDE THE USA

Submit the following to the Pierce College Office of International Programs (<http://www.pierce.ctc.edu/international/apply>):

- A Pierce College International Student Application form
- International application fee of \$50
- Academic records: High school transcript (for high school completion applicants) or proof of high school graduation or university/college attendance (for Intensive English and academic program applicants)
- A current financial guarantee, such as a bank statement showing sufficient funds, or an Affidavit of Support and a bank statement from a sponsor
- For direct admission to academic programs, documentation of English proficiency as outlined at [www.pierce.ctc.edu/international/engproficiency](http://www.pierce.ctc.edu/international/engproficiency)

#### Email, fax or 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  
[internationalapp@pierce.ctc.edu](mailto:internationalapp@pierce.ctc.edu)  
[www.pierce.ctc.edu/international](http://www.pierce.ctc.edu/international)

### INTERNATIONAL TRANSFER STUDENTS IN THE USA

Students already studying in the United States at another institution must submit all the documents listed in the previous section. In addition, Pierce College requires a Transfer-In form. Students must

have their U.S. school complete the form and send it back to Pierce for review.

### DEADLINES/PROCEDURES – ALL INTERNATIONAL STUDENTS

For students applying from their home countries, Pierce College must receive all application materials by Aug. 15 for fall quarter, Nov. 15 for winter quarter, Feb. 15 for spring quarter, and May 15 for summer quarter.

For details on immigration regulations concerning international students, please contact International Education.

### HOST FAMILY PROGRAMS

Pierce College offers host family opportunities for international students. Contact the housing manager at [homestay@pierce.ctc.edu](mailto:homestay@pierce.ctc.edu) for additional information.

### INSURANCE

All international students are required to have medical insurance for the duration of their studies at Pierce. Students will purchase insurance through the college at the time of registration for classes. Students cannot enroll without insurance; see the website for details. <http://www.pierce.ctc.edu/international/insurance>.

### IMPORTANT FINANCIAL NOTE

Pierce College cannot provide financial assistance to international students. On-campus employment opportunities are extremely limited, and taking paid employment off-campus while in the USA on a student visa is not allowed.

## AIR FORCE ROTC STUDENTS

Air Force Reserve Officer Training Corps (AFROTC) is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. AFROTC classes are held on college campuses throughout the United States and Puerto Rico; students can register through normal course registration processes. AFROTC consists of four years of Aerospace Studies classes (Foundations of the USAF, Evolution of USAF and Space Power, Air Force Leadership Studies, and National Security Affairs/Preparation for Active Duty), and a corresponding Leadership Laboratory for each year (where students apply leadership skills, demonstrate command and effective communication, develop physical fitness, and practice military customs and courtesies). College students enrolled in the AFROTC program (known as "cadets") who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the Active Duty Air Force.

The AFROTC program is currently offered at the University of Washington, but they have a crosstown agreement that allows our students to enroll in AFROTC and become full-fledged cadet participants. For more information on AFROTC course descriptions, please review [www.washington.edu/students/crscat/aerosci.html](http://www.washington.edu/students/crscat/aerosci.html). For more information on the AFROTC program, please review <http://depts.washington.edu/afrotc/drupal/node/44>.

## Financial Aid

**District Website:** [www.pierce.ctc.edu/dist/financialaid](http://www.pierce.ctc.edu/dist/financialaid)

**District email:** [financialaid@pierce.ctc.edu](mailto:financialaid@pierce.ctc.edu)

**District Phone Number:** (253) 964-6544

Financial assistance may be available 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. Eligibility is determined through a careful assessment of the student's financial situation, taking into account personal and/or family income, assets, number of dependents, and the estimated cost of attending Pierce College.

## APPLYING FOR AID

Students begin the annual application process by completing either:

- The Free Application for Federal Student Aid (FAFSA) online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- OR
- The Washington Application for State Financial Aid (WASFA) online at: [www.readysetgrad.org/wasfa](http://www.readysetgrad.org/wasfa)

The FAFSA and WASFA applications are available each year in January and must be completed for the upcoming academic year that begins in July. Completing the FAFSA or WASFA is the first step of the application process; additional documents may be requested by the Financial Aid Office via student email.

Students are encouraged to apply early to maximize their financial aid awards. The student's financial aid file will not be considered complete and ready for processing until all requested documents are submitted to the Financial Aid Office. Students planning to attend summer and/or fall quarter 2015 should complete their financial aid file by May 1 to allow sufficient time for processing. Priority processing dates for all quarters are available online at [www.pierce.ctc.edu/dist/financialaid](http://www.pierce.ctc.edu/dist/financialaid).

If a student's file is not completed by the recommended submission date, the student's award may not be ready by the first day of the quarter. In that case, students must pay their own tuition and become eligible for reimbursement at a later time, depending upon financial aid eligibility. Students can also set up a Tuition Installment Plan (TIP) through the cashier's office.

Financial aid is awarded based on full-time enrollment (12 credits or more). If a student plans to enroll in fewer than 12 credits for any quarter, they must give the financial aid office advance written notification to allow revision of the aid award.

## TYPES OF FINANCIAL AID

### GRANTS AND SCHOLARSHIPS

- **Federal Pell Grant:** Awarded based on financial need. Students may receive the Pell Grant for a maximum of three (3) full-time (12 or more credits) quarters per academic year. The grant is prorated for less than full-time enrollment
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** Awarded based on exceptional financial need. The grant is available to students enrolled in six (6) credits or more per quarter.
- **Washington State Need Grant:** Awarded to eligible Washington State residents up to the cost of tuition. The grant is prorated for less than full-time enrollment. Students who have earned an AA or AAS/AAT degree in the past five (5) years are not eligible to receive the State Need Grant.
- **College Bound Scholarship:** Awarded in combination with other state financial aid to cover the average cost of tuition and fees. The scholarship is available to students who sign up by the end of the eighth grade and meet specific eligibility requirements. Information is available online at [www.wsac.wa.gov](http://www.wsac.wa.gov).
- **Pierce College Grants and Waivers:** Pierce College reserves a percentage of tuition revenue and offers these funds to Washington resident students in the form of institutional grants and tuition waivers. Pierce College offers the following institutional grants and waivers:
  - **Pierce College Grant:** Award to eligible Washington residents based on financial need. The grant is available to students enrolled in (3) credits or more per quarter.
  - **Pierce College Tuition Waiver:** Washington State Tuition Waivers provide tuition grants for a limited number of state residents.
  - Scholarships may be available from outside donors, academic departments and the Pierce College Foundation.

- Opportunity Grant Scholarships support certain professional/ technical programs and are need-based.

### EMPLOYMENT

- Federal College work-study programs allow students to work on or off campus with a non-profit agency for a maximum 19 hours weekly (40 hours during quarter breaks).
- State work-study programs allow students, with preference to Washington state residents, to work in private industry or business. Students may work for a maximum 19 hours weekly (40 hours during quarter breaks).

### LOANS

- Federal Stafford Loan/PLUS allows students to borrow directly from the U.S. Department of Education. Applications are available on the financial aid website. Students must first apply for financial aid using the FAFSA.
- Federal Perkins Loans are limited to students with the highest educational costs and exceptional need.

### SPECIAL FUNDING

Through the Worker Retraining/WorkFirst programs, financial assistance may be available to students who are:

- Receiving Washington state unemployment benefits, have received unemployment benefits in the past 24 months, have exhausted their unemployment benefits, or have been separated from active military service in the last 24 months.
- Parents receiving DSHS/WorkFirst cash assistance.

Contact the Workforce staff at (253) 964-6265 or [www.pierce.ctc.edu/dist/workforce](http://www.pierce.ctc.edu/dist/workforce) for information on special funding opportunities.

### AGENCY FUNDED STUDENTS

Students who expect to be funded by an outside agency, such as Boeing or Labor and Industries, need to ensure that vouchers for tuition and fees have been received by the cashier's office at the college they plan to attend before registration. Students need to initiate this process and contact the agency that will be providing their funding. Students must also arrange with the agency to charge books and supplies in the college bookstore.

## NOTIFICATION OF FINANCIAL AID

All notifications from Pierce College Financial Aid will be made via the student email system. Students should check this email regularly for important information.

## MAINTAINING AID ELIGIBILITY

When students accept financial aid they also accept responsibility for making Satisfactory Academic Progress (SAP). At the end of each quarter, student's SAP will be evaluated based on the following criteria:

1. The student completed the level of enrollment for which their aid was calculated and disbursed.
2. The student earned both a 2.0 cumulative and quarterly GPA.
3. The student is on track to complete their degree within 125 percent of their degree program length (e.g. 90 credit program must be completed before take more than 112 credits).

Failure to meet SAP standards will result in a loss of aid eligibility. For more information please review the entire SAP Policy online at: [http://www.pierce.ctc.edu/dist/financialaid/ref/files/SAP\\_Policy.pdf](http://www.pierce.ctc.edu/dist/financialaid/ref/files/SAP_Policy.pdf).

## WITHDRAWING FROM CLASSES

If a student withdraws from all their classes, whether officially or unofficially they may be responsible for repaying all or a portion of their financial aid. For more information visit the financial aid website.

## Assessment

FS: (253) 964-6521

PY: (253) 840-8343

JBLM: (253) 964-6606

Pierce's assessment program helps determine which level of course-work is suitable to meet a student's educational goals. Assessment in math, writing and reading are required for most students, depending on the course of study.

Students are encouraged to take advantage of pre-test review resources which can be found in the testing centers at each college and the military campuses.

Refer to the following websites for the current testing information and schedules. Fort Steilacoom and Puyallup campuses: [www.pierce.ctc.edu/dist/testing/](http://www.pierce.ctc.edu/dist/testing/). Pierce College at Joint Base Lewis-McChord: [www.pierce.ctc.edu/military/resources/testing](http://www.pierce.ctc.edu/military/resources/testing).

### PLACEMENT RECIPROCITY

- A student who qualifies for a specific level of pre-college math, English or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington Community and Technical College.
- A student who qualifies for entry into college-level math, English or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college.
- Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

For more information contact your advisor or the testing center.

### HIGH SCHOOL TRANSCRIPT PLACEMENT POLICY

Recent high school graduates may use their high school transcripts to determine initial placement into Pierce College math courses according to the following guidelines. Students are still required to take the COMPASS placement test and may use either measure to determine initial placement.

- 1) All high school courses used for placement must have been taken within the last two academic years, measured relative to the starting date of the course he/she wishes to take. For example, if a student wishes to enroll in MATH& 141 in Spring 2018 using a HS transcript for placement, then he/she must have completed Algebra II in either the 2015-2016 or 2016-2017 academic years.
- 2) All students wishing to use a high school transcript for placement must have received at least a B (3.0) grade in the last semester of the course they wish to use for placement. This grade must be posted on the student's transcript at the time the student registers for a math class at Pierce College.
- 3) A student wishing to use a high school transcript for placement must present an unofficial copy of his/her high school transcript to his/her advisor to provide evidence of successfully completing the prerequisite high school course.
- 4) Placement will be determined according to the following. The courses listed on the left represent the last math course the student successfully completed within the last two academic years in high school with a grade of B (3.0) or better in the last semester, and the courses listed on the right are the Pierce College courses in which the student is eligible to enroll.

Algebra I/Geometry	MATH 96
Alternative to Algebra II	MATH 96
Algebra II	MATH 107, 131, 141, 146, 147
Precalculus	MATH 148, 151

AP Calculus AB/BC\* MATH 148, 151

AP Statistics\* MATH 146

\* Students receiving a score of at least 3 on the AP exam should see their advisors regarding application for college credit.

### SMARTER BALANCED ASSESSMENT AGREEMENT

Washington's higher education institutions support the use of the Common Core State Standards as a basis for preparing K-12 students for successful participation in higher education and in the economic and civic future of our state.

Public higher education institutions in Washington also support the use of the Smarter Balanced Assessments to evaluate student learning, including readiness for entry-level college coursework in mathematics and English language arts.

To that end, the six public baccalaureate institutions and the community and technical college system have agreed to use 11th grade Smarter Balanced Assessment scores of level 3 or 4 to enroll first-year college students who have been admitted into entry-level college math and English courses without further placement testing.

In addition to the specific terms of the agreement, all of the institutions encourage students with college-ready scores in the 11th grade to take additional rigorous courses in 12th grade, including college-level courses for college credit.

They also encourage students not yet ready for college to continue to take rigorous courses, including the 12th grade transition courses currently being developed and piloted. The community and technical college system and some of the baccalaureate institutions are prepared now to use success in the transition course as evidence of readiness for college coursework, while other institutions will be awaiting outcome data on that work before exempting those students from placement testing.

This agreement is intended to use the Smarter Balanced Assessment as a way to help high school students avoid additional placement testing and prepare for college. However, students who feel this approach does not serve their needs may also choose other methods as defined by local colleges and universities to place into the appropriate level of college courses, including traditional placement tests, transcripts, or completing dual-enrollment, college-credit courses in high school. For example, a student who scores at a level 3 or 4 might wish to place into a higher-level of course than established under this agreement. In this case, the student might choose to pursue traditional placement testing.

This agreement is the result of extensive consultation among faculty members and committees within and among Washington's higher education institutions. Although the institutions started with different perspectives on readiness and placement, the agreement is a tribute to their unified commitment to support the Common Core State Standards and the Smarter Balanced Assessments.

The agreement applies to the high school graduating classes of 2016 through 2018 and will then be renewed or modified, based on the outcomes for students.

### Start to Finish

FS: (253) 964-6705

PY: (253) 840-8431

At Pierce College we support students from the beginning of their college journey through the completion of a degree or certificate with our pledge to advise and mentor each student from Start to Finish.

### New Student Orientation

New Student Orientation (NSO) **is required** for all new students seeking a degree or certificate from Pierce College. NSO sessions

are an easy, convenient way to get the information needed to begin as a student at Pierce College. This requirement may be waived by authorized personnel for certain circumstances and for exempted student populations. Sessions are offered on a regular basis. See the Advising website for a schedule of orientation sessions. [www.pierce.ctc.edu/dist/admissions/getstarted/nso](http://www.pierce.ctc.edu/dist/admissions/getstarted/nso)

## Advising

All new students who intend to pursue a degree or certificate at Pierce College Fort Steilacoom or Puyallup campuses will be assigned to an advisor in the Fort Steilacoom or Puyallup Advising Center. In an effort to provide the very best service to our students and prepare them to self-manage their education at Pierce, advisors will:

- Educate students in the culture of higher education
- Explore academic programs and careers
- Clarify goals
- Foster skills of independence (including taking personal responsibility, decision-making and planning for college)
- Evaluate academic skills based on previous work experience, learning and test scores
- Refer students to appropriate college and community resources
- Establish connections between the student and Pierce College

After meeting with an advisor in the Advising Center, students who intend to pursue a professional technical degree or certificate will be referred to a faculty mentor/advisor in their preferred program of study.

Students who intend to pursue a transfer degree at Fort Steilacoom or Puyallup campuses will work with their assigned advisor in the Advising Center until they have successfully met the Start-to-Finish benchmarks.

Faculty mentor/advisors will be available to students and will provide program-specific expertise regarding content, career pathways, and transfer requirements. Faculty mentor/advisors will also be available to assist students in course selection.

## College Success

Starting Summer quarter 2015 --- All students are required to successfully complete College Success (COLLG 110) during the first or second quarter of attendance.

If a student fails to enroll in a COLLG 110 class seven calendar days prior to the start of the student's second quarter of attendance, the student's schedule will be altered to meet the requirement.

College Success is designed to prepare students to navigate the college system and enhance opportunities for success. The course emphasizes college success strategies, self-assessment, goal-setting, career exploration, effective study habits, campus resources, and efficient use of online tools for learning, educational planning and enrollment.

Students who do not pass (earn below a 2.0 grade) COLLG 110 are required to re-take COLLG 110 the next quarter that they are enrolled. An administrative block will be placed on the student's record to ensure the student re-takes the course.

### EXCEPTIONS:

- Students who transfer in 30 or more credits with a cumulative GPA of a 2.0 or higher will not be required to take COLLG 110.
- Students enrolled in a certificate program that is fewer than 25 credits will not be required to take COLLG 110.
- Students who have a degree from a regionally accredited institution will not be required to take COLLG 110.

- Students who are matriculating at another institution and are attending Pierce for a quarter will not be required to take COLLG 110.
- Students who have successfully completed (2.0, C, P, or higher) an equivalent course at another institution can transfer the course and will not be required to take Pierce's COLLG 110. An unofficial transcript will suffice for the waiver of the requirement. Official transcripts will be required to formally transfer the credit.
- Students enrolled in a statewide Competency Based Education (CBE) program will not be required to take COLLG 110.
- Students who believe they should be exempted from COLLG 110 and do not meet any of the above exceptions can request an exemption through a Director of Advising and Entry Services.

## Registration

FS: (253) 964-6615

PY: (253) 840-8400

Registration priority is given to currently enrolled students. Registration times are 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.

Students who have informed the college that they are veterans (or spouses receiving veteran education benefits) will receive priority registration during their respective assigned period.

### ONLINE REGISTRATION

MyPierce ([www.pierce.ctc.edu/go/my Pierce](http://www.pierce.ctc.edu/go/my Pierce)) allows students at Puyallup and Fort Steilacoom to register for classes, make class changes (add or drop), find out their grades and registration times, and check their financial aid status by using a computer at home, work or on campus. For information about the system, call the registration office at either college.

### PIERCE COLLEGE AT JOINT BASE LEWIS-MCCHORD REGISTRATION

Registration for courses at Pierce College at Joint Base Lewis-McChord (JBLM) is available in person in the Stone and McChord Education Centers on JBLM, via fax to 253-964-6729 or via email to [milonlinereg@pierce.ctc.edu](mailto:milonlinereg@pierce.ctc.edu). Active-duty Army students using tuition assistance submit enrollment requests through the GoArmyEd portal system. For current course offerings and additional information on how to enroll, visit the website at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military).

### LATE REGISTRATION

Students 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 or at Joint Base Lewis-McChord) of the instructional quarter. Specific dates for the Fort Steilacoom and Puyallup locations are published each quarter in the eSchedule. Registration after the 10th day (eighth day for summer or at Joint Base Lewis-McChord), with the exception of continuous-entry or late-starting classes, must be petitioned through the registration office and a non-refundable late enrollment fee will be charged. For courses at Joint Base Lewis-McChord, submit petitions to the Fort Lewis Office at Stone Education Center.

## 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. Students will not be permitted to register or change their schedule if a block is on their student record.

## CHANGING A SCHEDULE AFTER REGISTRATION

The dates for adding or dropping classes at Fort Steilacoom and Puyallup are available at [www.pierce.ctc.edu/pubs/schedule/get-started](http://www.pierce.ctc.edu/pubs/schedule/get-started) each quarter. To add or drop a class, students must go online or complete a Schedule Change Form and submit it to the registration office. If a class is dropped before the 10th day of the quarter (eighth day for summer quarter or at Joint Base Lewis-McChord), no record of the class will appear on the student's 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 or at Joint Base Lewis-McChord), students 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 at [www.pierce.ctc.edu/pubs/schedule/getstarted](http://www.pierce.ctc.edu/pubs/schedule/getstarted). Students who follow this procedure to drop a class after the 10th day will receive a "W" grade for the course. Students who do not follow this procedure may receive a "0.0" (F) grade.

For courses at Joint Base Lewis-McChord, students must submit a Schedule Change Form at the Stone Education Center on Fort Lewis or the McChord Education Center.

Forms are also accepted via fax at 253-964-6729 or by email at [mlonlinereg@pierce.ctc.edu](mailto:mlonlinereg@pierce.ctc.edu). The dates for adding or dropping Military Program classes at Joint Base Lewis-McChord are available on the website at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military).

## AUDITING A COURSE

To audit a class, a student must register, pay tuition and/or fees and attend class regularly, but will not need to take examinations and will not receive credit for the course. Most classes offered by the college are open to audit. A student may change from credit to audit or audit to credit through the 10th day (eighth day in summer quarter or for courses at Joint Base Lewis-McChord) of the instructional quarter or term with permission of the instructor. Check the quarterly eSchedule for the specific date each quarter for classes at Fort Steilacoom or Puyallup. Check the Pierce College at JBLM website at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military) for the specific date each term for classes at Joint Base Lewis-McChord.

## INDEPENDENT STUDY

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

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.

## OFFICIAL WITHDRAWAL FROM THE COLLEGE

To officially withdraw from a class(es), students must go online or complete a Schedule Change Form and return it to the registration office by the last day to withdraw. Go to [www.pierce.ctc.edu/pubs/schedule/getstarted](http://www.pierce.ctc.edu/pubs/schedule/getstarted), for specific dates.

Students must initiate the request for all withdrawals. However, if an emergency occurs and a student is unable to come to the college, phoned or faxed withdrawals will be accepted. Call the registration office at (253) 964-6615 (FS) or (253) 840-8400 (PY).

## ADMINISTRATIVE WITHDRAWAL – UNMET PREREQUISITES

Pierce College reserves the right to administratively withdraw a student from any course for which they have not successfully fulfilled the prerequisite requirement. Students who met previous prerequisites at other institutions are required to provide documentation to an advisor or faculty member to verify successful completion and access for enrollment.

Students enrolled in a prerequisite course, prior to completion of that course, are allowed to register for the next course the following quarter. Students who do not achieve the required grade may be withdrawn immediately after grades are posted. Notification of withdrawal will be sent via student email.

## ADMINISTRATIVE WITHDRAWAL – NON - ATTENDANCE

Pierce College reserves the right to administratively withdraw registered students who fail to attend initial class sessions and fail to make arrangements for excused absences through the instructor or division dean. If a student does not make prior arrangements, the instructor may report the students as not attending, and the student will be dropped from the class.

If a student attends a class after being dropped, the student must follow the enrollment policy in effect at the time, which may include a requirement for the instructor's signature or the payment of a late fee, as applicable.

## Tuition and Fees

Tuition rates for Pierce College District are set annually by the state legislature and the State Board for Community and Technical Colleges. Tuition rates and fees are posted on the Pierce College website at [www.pierce.ctc.edu/dist/tuition](http://www.pierce.ctc.edu/dist/tuition).

Pierce 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 the most current information available.

Policies regarding tuition, tuition rates, student fees, technology fees, tuition/fee waivers, concurrent registration and refunds vary. This may include classes offered through the Competency-Based Education (CBE) program, JBLM and Continuing and Community Education.

### COMPREHENSIVE STUDENT FEE

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, transcripts, student kiosk maintenance and student ID production. This fee is refundable on the same basis as tuition.

### TECHNOLOGY FEE

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**

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

**PUYALLUP FITNESS AND RECREATIONAL FEE**

A student-approved fee of \$4.25 per credit is used to cover the costs of the 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 AND FEE WAIVERS**

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

**TUITION AND FEE REFUND POLICY**

Students must officially withdraw from a class to receive a refund. Tuition refunds for classes at Fort Steilacoom or Puyallup are made in accordance with the tuition and fee refund schedule available on the college website at [www.pierce.ctc.edu/dist/tuition/refunds](http://www.pierce.ctc.edu/dist/tuition/refunds).

- 100 percent refund if a student withdraws through the fifth calendar day of the instructional quarter or if the class is cancelled (summer quarter policy is different)
- 50 percent refund if a student withdraws from the sixth through the 20th calendar day of the instructional quarter (summer quarter policy is different)
- No refund if a student withdraws after the 20th calendar day of the quarter

Fee refunds for classes through Pierce College at Joint Base Lewis-McChord are made in accordance with the fee refund schedule available on the program website at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military).

- 100 percent refund for grounded courses if a student withdraws through the fifth calendar day of the instructional term or if the class is cancelled by the institution
- No refund for grounded courses if a student withdraws after the sixth day of the term
- No refund for online courses regardless of the date withdrawn

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 a student has an outstanding debt to the college, the college may offset that debt against any refunds due to the student.

**PROCEDURES FOR RECEIVING REFUNDS**

Student must initiate the request for all refunds. To initiate a refund, students may withdraw online or complete a Schedule Change form and return it to the registration office during the refund period. Refunds are made by check and will be mailed to the student or refunded back to the student's financial aid. Pierce College does not issue refunds of \$10 or less.

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

**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. Students are responsible for knowing the enrollment status requirements of any sponsoring agencies.

**RESIDENCY STATUS**

The state of Washington regulates residency determinations at Washington community colleges and public universities in accordance with RCW 28B.15.012-014. To be considered eligible for the lower resident tuition rate, a student (or his/her parent or legal guardian in the case of a dependent student) must:

- Be a U.S. citizen or have permanent resident immigration status in the U.S. for at least one year, or hold an eligible visa classification (A, E, G, I, J, K or H1);
- Be physically present in Washington for 12 continuous months prior to the beginning of the quarter;
- Have established a bona fide domicile 12 continuous months prior to the beginning of the quarter.

To determine if a bona fide domicile has been established, a variety of factors are considered. Simply living in Washington for 12 continuous months prior to the beginning of the quarter does not establish residency or a student's intent to become a permanent resident of Washington.

Residency questionnaire forms and information about state requirements for establishing residency are available from the admissions office at Fort Steilacoom or Puyallup. All information should be submitted to the college to which the student has applied.

Active-duty military and Washington State National Guard 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 Leave Earnings Statement (LES) each quarter to the registration office at either college.

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:

- Resided in Washington State for the three years immediately prior to receiving a high school diploma and completed their full senior year at a Washington high school.

or

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

and

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

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

All residency determinations are based upon Washington State 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 30 days is reviewed for the next quarter.

**Veterans Educational Benefits Office**

**FS: (253) 964-6505**

**PY: (253) 864-3194**

The Veterans Education Benefits Offices (VEBOs) at Fort Steilacoom (FS) and Puyallup (PY) provide assistance for students using GI Bill education benefits.

Students must designate a VA-approved program of study on their GI Bill benefit application in order to receive benefits, and only classes listed in the VA-approved curriculum will be funded. All of Pierce College's transfer associate degrees are VA-approved, and a list of VA-approved technical and certificate programs is available at either VEBO.

Students using GI Bill education benefits should contact the VEBO at the campus they will be attending the most. If the student is going to attend primarily through Pierce College's military sites, they should choose whichever VEBO (FS or PY) is most convenient.

- Selected programs of study at Pierce College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.
- Pierce College does not and will not provide any commission, bonus or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

**PAYMENT OF VA EDUCATIONAL BENEFITS**

Depending on the student's funding status, payment of benefits may be made directly to the student or both to the student and to the college. The student should be prepared to meet the cost of tuition, fees, books and other expenses themselves prior to receiving any payments from the VA.

It is the responsibility of the student to stay in contact with the VEBO to ensure the continuation of benefits on a quarterly basis. This also includes changes to the student's enrollment status, such as adding and dropping classes.

All VA benefit checks are mailed directly to the student's residence or directly deposited into the bank account of the student's choice. Generally, payments are made at the end of each month of school attendance for as long as the student is enrolled and making satisfactory academic progress.

Information about credit/quarter requirements for benefits is also available at either VEBO (FS or PY).

# ACADEMIC INFORMATION



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## 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. Pierce recommends that students work with a faculty or academic advisor to plan the credit load that best meets their specific needs and educational goals.

Pierce College has established credit load guidelines to help students succeed. During fall, winter and spring quarters at the Fort Steilacoom or Puyallup campuses, the maximum credit load is 22 credits; during summer quarter, it is 18 credits. High school completion students receiving VA benefits may carry 20 credits during summer quarter. For Pierce College at Joint Base Lewis-McChord the maximum credit load in any term is 18 credits.

Students considering credit overloads should consult with their advisor. All approvals for a credit overload must be annotated on the student's registration form and bear the signature of the student's advisor, Director of Advising and Entry Services or Dean.

### RECORDING OF CREDIT

#### Credits Awarded for College-Level Examination Program (CLEP), DSST, Advanced Placement (AP) and Credit by Examination

Pierce College awards credit for non-traditional learning based on results of national tests, such as College-Level Examination Program (CLEP), DSST and Advanced Placement (AP) as appropriate to the student's program at Pierce College. Students who achieve the American Council on Education (ACE) recommended credit-granting scores on these examinations may earn credit for Pierce College degrees and certificates. Credit will be issued in accordance to the equivalent course or degree distribution area. Exam credits with no equivalency may be awarded as elective credit. ACE recommended credits for each exam are listed in semester hours. However, credits will be converted and awarded as 5 quarter hours for each 3 semester hour.

#### CLEP AND DSST

CLEP and DSST testing is available through Pierce College at Joint Base Lewis-McChord National Test Centers. Administrative registration and testing fees may apply. For additional information on which examinations are offered, which exams are accepted for credit, testing hours, fees and test preparation, visit the Pierce College National Test Center website at <http://www.pierce.ctc.edu/military/resources/testing>.

#### ADVANCED PLACEMENT

The Advanced Placement (AP) program is sponsored by the college Board and consists of college-level courses and examinations for high school students. Pierce College accepts credit for work done in this program in accordance with standards set by the SBCTC as well as the instructional divisions of the college. Students who receive AP scores of 3, 4, or 5 in the approved subject areas will be granted AP credit at Pierce College. AP credits will be awarded as "P" grades on the Pierce College transcript and may be used to fulfill pre-requisite and degree requirements. AP credit may be earned in any of the following subject areas: art, English, history, foreign language (French, German or Spanish), mathematics (calculus, computer science and statistics), music theory, political science, psychology and science (biology, chemistry or physics). Students may request transcription of AP credits after completing fifteen (15) college level credits (courses numbered 100 or higher) at Pierce College with a 2.0 or higher grade point average. No fees apply.

#### CREDIT BY EXAMINATION

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

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

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

### PRIOR LEARNING ASSESSMENT

<http://www.pierce.ctc.edu/go/pla>

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, training program, occupational or professional certification, or for linking employment credentials with education credentials. Credit is granted for college-level learning which can be demonstrated and documented.

Academic departments are responsible for outlining a PLA process that reflects 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 of having prior learning recognized by the college, the student should first consult with their advisor, who will 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 for PLA policies and further information on how these assessments apply to specific disciplines.

### CREDITS EARNED THROUGH WORK EXPERIENCE

Current on-the-job work experience, if related to academic or professional/technical studies, may enable students to obtain credit for their experience in a 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. 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 from which they are seeking credit.

### PORTFOLIO ASSESSMENT

Portfolio assessment awards credit on the basis of knowledge mastered for specific courses at the discretion of each department. Appropriate faculty members 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 the process. Not all departments

use portfolio assessment. Students should check with the specific department from which they are seeking credit for details on policies, guidelines and fees.

**CREDITS AWARDED FOR PLA**

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.

**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, students must submit a resume of their VISTA, Peace Corps or AmeriCorps experience to the evaluations office for review.

The credit granted may apply to any Pierce College degree and will be granted after the student has 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.

Once a student has completed basic and advanced training of at least 120 days in Armed Forces training school, they become eligible for five credits. For each 24 days of reserve service (summer camps and weekend active duty for training) beyond the initial basic and advanced training, the student becomes 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 the student has 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 approximately 1900 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.

Pierce College is a military-friendly institution with flexible policies that allow mobile servicemembers and their families to complete degrees rather than just accumulate course credit. By our SOC agreement, students in SOC programs:

- Have a reduced academic residency, requiring only 15 quarter hours be completed at Pierce College.
- Are awarded credit for experience in their Military Occupational Specialty (MOS) or Air Force Specialty (AFSC) and service schools. Credits may apply to degree requirements, when appropriate.
- Are awarded credits for non-traditional learning based on results achieved on national tests, such as CLEP and DSST. Credits may apply to degree requirements, when appropriate.
- 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**

**DUAL CREDIT PROGRAM**

Pierce College has agreements with several school districts to award credit for some professional/technical courses taken in 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) 583-8803 or (253) 583-8816.

**Grading System and Academic Standards**

Pierce College’s grading system is designed to provide a permanent record reflecting student 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 the student record. The letter equivalent and/or explanation of the grade appear 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 of a student’s academic achievement. Specific decimal grades may be required to meet a class prerequisite, maintain good academic standing, receive credit toward a degree, and meet various program-specific requirements.

NUMERIC GRADE	LETTER GRADE EQUIVALENT
4.0 - 3.9	A
3.8 - 3.5	A-
3.4 - 3.2	B+
3.1 - 2.9	B
2.8 - 2.5	B-
2.4 - 2.2	C+
2.1 - 1.9	C
1.8 - 1.5	C-
1.4 - 1.2	D+
1.1 - 1.0	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.
- I† **Incomplete:** 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. An “I” or “Z” grade on a transcript after one year (four quarters) will be automatically converted to a “0.0” without instructor input.
- NC† **No Credit:** Faculty-initiated grade (for example, if student appears on the class roster but never attends class). This grade is not computed in the grade point average and cannot be changed.
- P/NP† **Pass/No Pass:** Not computed in GPA.
- R† **Repeated Course:** The “R” shows beside the lower grade received and only the higher of the two grades is computed in the GPA.
- S† **Satisfactory:** Indicates the student is making satisfactory progress but has not completed all the competencies for

a given level of instruction. No credit is awarded. The "S" grade is used only for ABE and ESL classes numbered under 100. Courses with "S" grade designators cannot be applied toward any degree or certificate program.

- W†** **Withdrawal:** Student-initiated by following official withdrawal procedures.
- WE†** **Excused withdrawal:** Issued when a student has been withdrawn due to extenuating circumstances beyond the student's control, and must be approved by Pierce College.
- Y†** **In-progress:** 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.
- Z†** **In-progress:** Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses. The 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. An "I" or "Z" grade on a transcript after one year (four quarters) will be automatically converted to a "0.0" without instructor input.

†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
	Total 18 credits	53.9 grade points

**53.9 grade points divided by 18.0 credits = 2.99 GPA**

## PASS/NO PASS

Students may take courses for pass/no pass credit if the courses are not in the student's field of major or in the required distribution of credits for Pierce College's degrees. Courses taken as pass/no pass may only be used as general elective credit for AA-DTA and AS-T degrees. Courses that are prerequisites for other courses should not be taken pass/no pass with the exception of ABE/ESL courses.

The student and instructor must sign a pass/no pass contract before the last instructional day of the quarter with the exception of ABE/ESL courses. Pass/no pass grades are not computed in the GPA and no credits are attached. "NP" is assigned when minimum standards of the class are not met.

Students may withdraw from a class being taken pass/no pass by following the same procedures as for any other class.

## REPEATING A COURSE

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

Students planning to transfer should be aware that the policies of other colleges and universities vary as to which of the grades is used in computing the 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 dean, if the faculty member cannot be contacted.

Grade changes will be accepted and posted to a student 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.

An "I" or "Z" grade on a transcript after one year (four quarters) will be automatically converted to a "0.0" without instructor input.

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 the student's record.

## WITHDRAWAL WITH APPROVED EXCUSE

An "Excused Withdrawal" (or "withdrawal with approved excuse" or "hardship withdrawal") refers to a specific "grade" recorded for a course for which a student has withdrawn due to extenuating circumstances beyond the student's control and which have been reviewed/approved by Pierce College.

In order to qualify for the issuance of a Withdrawal with an Approved Excuse ("WE") grade, a student must satisfy all of the following conditions:

- The coursework of the course cannot have been fully completed. "Completed" is typically demonstrated by the completion, whether successfully or not, of a final assessment (e.g. final exam, paper, etc.).
- Extenuating circumstances beyond academic performance in the course must be demonstrated and will often require some form of documentation. Extenuating circumstances include, but are not limited to, serious medical conditions, serious family emergencies, military deployment, the student's death, and other severe/catastrophic circumstances.
- Generally, students have up to one year from the end of a course to submit a request for an Excused Withdrawal. Appeals and exceptions to this condition must be documented.
- Generally, an Excused Withdrawal is only approved for all currently enrolled courses, except in unique circumstances wherein a student can demonstrate the extenuating circumstance(s) directly impacted the student's ability to complete the requirements of a specific course(s) (e.g. a broken leg related to a dance performance course). Considerations for different modalities may also be considered.
- An Excused Withdrawal can be an option regardless of the amount of the course and coursework that has been completed, so long as the all components of the course have not been attempted (e.g. completed the final exam/assessment would disqualify the Excused Withdrawal as an option).
- Depending on the reasons for withdrawal, a student who is granted an Excused Withdrawal for medical reasons may not be permitted to return until s/he presents a statement from a medical provider showing that s/he is medically ready to return to the rigors of academic work.

## GRADE REPORT

Quarterly grades are accessible via <http://www.pierce.ctc.edu/go/mypierce>, on the Pierce College website or student kiosks located at each college. Grades will be withheld if students 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 a student's record when one year (four quarters) has elapsed from the time the grade was issued.

## 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 the military site at Joint Base Lewis-McChord. 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 at Fort Steilacoom at (253) 964-6622 or at Puyallup at (253) 840-8401.

## 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 college-level 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 a student 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 a student's 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/term will be considered academically deficient. Students will be notified via their Pierce College Gmail account of their status and given information about available resources and possible interventions to support their success.

Students who remain academically deficient for three quarters/terms will be placed on a dismissal status and given an opportunity to appeal. Students who choose not to appeal will be dismissed for one calendar year, which equates to four quarters.

## Graduation

To graduate with a degree or certificate from Pierce College, at least 25 of the 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 required 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. Students must have a cumulative college-level grade point average of 2.0 or higher for all degrees and/or certificates; this includes the entire Pierce College transcript and any credits accepted toward a program from other institutions.

Students are advised to apply for graduation by submitting a Degree and Diploma Application 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 the results of the official evaluation emailed in time to register for remaining requirements.

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

For more information about graduation evaluations, please contact the evaluations office at (253) 964-6678 or by email at [evaluations@pierce.ctc.edu](mailto:evaluations@pierce.ctc.edu).

Students attending Pierce College at JBLM can find the deadline dates for submitting Degree and Diploma Applications on the Pierce College at JBLM website at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military). Students completing degrees will be invited to attend the graduation ceremony sponsored by Army Education Services; invitations are sent by email. Students are encouraged to also attend the Pierce College graduation ceremony in June each year.

Pierce College reserves the right to automatically award degrees and certificates completed without student application.

## COMMENCEMENT CEREMONY

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

The commencement ceremony is held annually 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. Students and their families are encouraged to participate in this special occasion. Participation in the commencement ceremony does not imply a degree has been awarded. Students 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.

## 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 website ([www.pierce.ctc.edu/go/myperce/](http://www.pierce.ctc.edu/go/myperce/)). To change a name, the student must provide specific evidence showing that their name has officially changed. For more information, contact the registration office at either college.

## TRANSCRIPTS

### PIERCE COLLEGE TRANSCRIPTS

A transcript is a copy of a student's educational record. Upon written request, the college will release transcripts of work completed at Pierce.

Transcripts are released only if a student has met all financial obligations to the college and if they have signed an authorization for release of the records. Transcript request forms are available at either college, sites within the Pierce College District, or on Pierce College's website ([www.pierce.ctc.edu](http://www.pierce.ctc.edu)). Requests may be submitted via mail or fax. 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 the student, or copied or forwarded to a third party. To have credits from another institution officially transferred to Pierce, a student must complete a Transfer Credit Evaluation form. See "Transferring Credits to Pierce College" in the START TO FINISH section of this catalog for more information.

## Student Rights and Responsibilities/ Code of Conduct

<http://www.pierce.ctc.edu/about/policy/studentrr>

Students are encouraged, through free inquiry and free expression, to develop their capacity for critical judgment and to engage in a 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.

The student is in the unique position of being a member of the community at large, having the rights and responsibilities of any citizen, and of being a member of the college community. Admission to Pierce College carries with it the expectations that students shall conduct themselves as responsible members of the Pierce College community, observe the standards of conduct, respect the rights, privileges and property of other members of the academic community, maintain a high standard of integrity and honesty, and not interfere with legitimate college business appropriate to the pursuit of academic goals.

The student's success is dependent on the 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 rules and regulations to ensure the orderly conduct of the affairs of the district. These rules and regulations, if violated, may result in student discipline in accordance with the procedures established in the student code of conduct.

The Student Rights and Responsibilities/Student Code of Conduct Policy is available online at <http://www.pierce.ctc.edu/about/policy/studentrr>. Copies are also available in the offices of the Dean of Student Success at each college, the Dean of Student Success at the JBLM military campuses, and Student Life offices.

The Student Code of Conduct is currently under revision. Refer to [www.pierce.ctc.edu/about/policy/studentrr](http://www.pierce.ctc.edu/about/policy/studentrr) for the most up-to-date version.

## STUDENT GRIEVANCES

<http://www.pierce.ctc.edu/about/policy/grievance>

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 ombudsperson 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 dean, supervisor or site director. The division dean, 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 dean, supervisor or site director is not satisfactory, the student may request a formal hearing before the Grievance Review Committee.

The Student Grievance Procedure is available on the Pierce College website at [www.pierce.ctc.edu/about/policy/grievance](http://www.pierce.ctc.edu/about/policy/grievance). Copies of the procedure are also available in the offices of the Dean of Student Success, division offices and the Student Life offices at each college.

The Student Grievance procedure is currently under revision. Refer to [www.pierce.ctc.edu/about/policy/grievance](http://www.pierce.ctc.edu/about/policy/grievance) for the most up-to-date version.

## FINAL COURSE GRADE APPEAL

[www.pierce.ctc.edu/about/policy/ref/files/grade\\_appeal-1-19-2011.pdf](http://www.pierce.ctc.edu/about/policy/ref/files/grade_appeal-1-19-2011.pdf)  
[www.pierce.ctc.edu/about/policy/ref/files/grade\\_appeal\\_petition.doc](http://www.pierce.ctc.edu/about/policy/ref/files/grade_appeal_petition.doc)

Procedures are established for a student to appeal a final grade. Students who believe they have been awarded final course grades improperly by members of the faculty may appeal those grades. Only final course grades may be appealed. The grade appeal process encompasses informal, formal and appeal steps. Formal grade appeals must be initiated by a student within 30 instructional days, not including summer quarter, following the official posting of the grade by the college to the student's academic record.

The grade appeal procedure is available on the Pierce College website at [www.pierce.ctc.edu/about/policy/ref/files/grade\\_appeal-1-19-2011.pdf](http://www.pierce.ctc.edu/about/policy/ref/files/grade_appeal-1-19-2011.pdf). Copies of the procedure are also available in the Offices of the Vice Presidents, Division Offices, the Judicial Affairs Office, and the Student Life Offices at each college and at the Pierce College at JBLM sites.

## STUDENT RIGHTS

### STUDENT RIGHTS FOR EQUAL OPPORTUNITY/NOTICE OF NON-DISCRIMINATION

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 which 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

#### Pierce College Puyallup

Vice President for Learning and Student Success

### 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:

- 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.

- 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.
- 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:

- 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.
- 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; or 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.
- Disclosure of education records to officials of another school in which a student seeks or intends to enroll.
- Other disclosures permissible without written consent include disclosure to: comply with a judicial order or 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 in 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; and in connection with an emergency such as suicide risk, to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

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.

To file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA contact: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

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

## STUDENT HOLIDAY FOR FAITH AND CONSCIENCE

Per RCW 28C.18.068, Pierce College students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

Students' grades may not be adversely impacted by absences authorized under this policy. Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours. Use of any portion of a class period or day is considered a whole day of absence.

### STUDENT PROCEDURES

- All absences under this policy must be approved by the office of the Vice President for Learning and Student Success or the Executive Director of Pierce College at JBLM in advance of the absence. The college will not authorize an absence for a student after the absence occurs without exceptional and compelling circumstances.
- If the student's desired absence date is on a day when a test was scheduled or an assignment was due, the professor may require that the student take the test or submit the assignment before or after the regularly assigned date.
- If a student fails to notify any of their professors of an authorized absence, the professor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.

See [www.pierce.ctc.edu/dist/forms/conscience\\_procedures.pdf](http://www.pierce.ctc.edu/dist/forms/conscience_procedures.pdf) for complete information and forms

## 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 on Pierce College property or as part of Pierce College activities. 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 Director of Pierce College at JBLM for cases reported at the military 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 the Pierce College Student Rights and Responsibilities/Student Code of Conduct Policy (WAC 132K-126) and related procedures.

## ANNUAL SECURITY REPORT

The Pierce College District Annual Security Reports, prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), are available online at <http://www.pierce.ctc.edu/studentlife/safety/>. You may also request paper copies at the Campus Safety offices located on both main campuses, and at the education centers located on Joint Base Lewis-McChord. The reports contain policy statements which address Pierce College policies, procedures and programs concerning safety and security. Some examples of these are policies addressing security and access, drugs and alcohol, and response to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the college, and on public property immediately adjacent to the campus.

## Inter-College Reciprocity Policy

### RECIPROCITY OF INDIVIDUAL COURSES:

If a student transfers an individual course that meets Communication Skills, Quantitative Skills or Distribution Requirements at another institution for a specific transfer degree, that course will be accepted at Pierce College for a similar degree, even if that course does not have an exact equivalent at Pierce College.

### RECIPROCITY OF DISTRIBUTION AREAS/SPECIFIC REQUIREMENTS:

Pierce College will accept an entire Distribution, Communication Skills, Quantitative Skills, or other requirements for a transfer degree if the student:

- Has met the residency credit at the sending college and meets Pierce College's policy on continuous enrollment.
- Has met the entire Communication Skills, Quantitative Skills or Distribution Requirements of a transfer degree, according to the sending institution's degree criteria.

- Has maintained a cumulative college-level grade point average (GPA) of 2.0 or better at the sending college.

Pierce College agrees to consider the requirement area met if these conditions are met. It is the student's responsibility to initiate the reciprocity process and to gather the appropriate documentation as needed. Students interested in initiating the reciprocity process should contact their advisor or go to the advising webpage for more specific information.

## Transfer Rights and Responsibilities

### STUDENT RIGHTS AND RESPONSIBILITIES

- Students have the right to clear, accurate and current information about transfer admission requirements, transfer admission deadlines, degree requirements and transfer policies that include course equivalencies.
- Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
- Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its credit transfer decisions.
- Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
- Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
- Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
- When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.
- Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

### COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

- Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with the institutional missions.
- Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
- Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing (electronic or paper).

## WASHINGTON 45

Washington 45 is a list of courses that satisfy general education core requirements at all universities in the state. Students may take any course from the list below and know it will satisfy core requirements at all public and private four-year colleges.

The list of Washington 45 courses does not replace the Direct Transfer Agreement and completion of these courses will not guarantee admission to a four-year college. Students who transfer Washington 45 courses must still meet the receiving institution's admission requirements.

- **Communications (5 CREDITS)**  
ENGL& 101 or ENGL& 102
- **Quantitative and Symbolic Reasoning (5 CREDITS)**  
MATH& 107, MATH& 148 or MATH& 151
- **Humanities (10 CREDITS)**  
PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111 or HUM& 101.  
For colleges that use history as a humanities course:  
HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147 or HIST& 148
- **Social Science (10 CREDITS)**  
PSYC& 100, SOC& 101, POLS& 101, POLS& 202. For colleges that use history as a social science course: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147 or HIST& 148
- **Natural Science (10 CREDITS)**  
BIOL& 100, BIOL& 160, ASTR& 100, ASTR& 101, CHEM& 105, CHEM& 110, CHEM& 121, CHEM& 161, CHEM& 162, ENV&S& 100, ENV&S& 101, PHYS& 121 or GEOL& 101

## Academic Calendar 2015-16

*For Fort Steilacoom and Puyallup campuses only. Pierce College at Joint Base Lewis-McChord quarters begin on the same date but finals and end dates may vary. Refer to the program website at [www.pierce.ctc.edu/military](http://www.pierce.ctc.edu/military).*

### FALL QUARTER

Sept 21	Instruction begins
Nov 11	Veterans Day*
Nov 25	RPD Day*
Nov 26-27	Thanksgiving**
Dec 3	Instruction ends
Dec 7-9	Final exams

### WINTER QUARTER

Jan 4	Instruction begins
Jan 18	Martin Luther King Jr. Day**
Feb 15	Presidents Day**
Feb 16	All District Day*
Feb 26	RPD Day*
March 17	Instruction ends
March 21-23	Final exams

### SPRING QUARTER

April 4	Instruction begins
May 6	District In-Service Day*
May 30	Memorial Day**
June 14	Instruction ends
June 15-17	Final exams
June 17	Graduation

### SUMMER QUARTER

TBA

*\*No classes, college open*

*\*\*Holiday, college closed*

This calendar is subject to change. Please verify dates with the colleges. Emergency closure due to inclement weather and other emergencies will be relayed to major local radio and TV stations. Information is also available at [www.schoolreport.org](http://www.schoolreport.org).

**For updated information on events and activities, go to [www.pierce.ctc.edu/studentlife/calendars](http://www.pierce.ctc.edu/studentlife/calendars).**

# PROGRAMS OF STUDY



Common Course Numbering

Degree and Certificate Requirements

Degree Outcomes

University Transfer Degrees

Professional/Technical Degrees and Certificates

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



Students who have taken any Pierce classes before summer quarter 2008 must check the Pierce CCN Crosswalk to ensure they do not enroll in 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, LAW 205 was American Legal Systems. LAW 205 has now changed to POLS& 200, Intro to Law. If a student takes POLS& 200 in summer 2008 and LAW 205 in 2006, they would have repeated the class and only one can be used toward graduation.)

CCN does not affect how courses transfer to four-year colleges and universities. 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 still transfer under the Direct Transfer Agreement. It is recommended that students check with the receiving institution, as the transferability of individual courses is the sole prerogative of the receiving school.

Student transcripts will contain a statement that alerts others to the Washington state Common Course Numbering change.

Please contact the advising center at either college or a faculty advisor, or go online to [www.pierce.ctc.edu/dist/degree/ref/files/ccn.pdf](http://www.pierce.ctc.edu/dist/degree/ref/files/ccn.pdf) for additional information.

## Degree and Certificate Requirements

### GENERAL INFORMATION

#### QUARTER SYSTEM

Pierce College's academic year is divided into quarters. Fall, winter and spring quarters are ten weeks in length; summer, eight weeks. The academic calendar for 2015-16 is on page 26.

#### COURSE NUMBER SYSTEM

- 001-099 Adult Basic Education (ABE), English as a Second Language (ESL), General Education Development (GED) and high school completion
- 042-099 Developmental or pre-college level courses designed to help students succeed in subsequent college-level courses. These 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

Students 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. Students who do not fulfill the requirements in that period must meet the requirements currently in effect for their degree. All prior credit that has been evaluated as equivalent to current requirements will be counted toward their fulfillment. Alternately, a student may choose to meet current degree requirements.

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

#### CHANGES IN PROGRAM

Official changes in the student's program of study or change of advisor require approval. Students should meet with their advisor

to discuss options. An official program change will establish an “official starting date” for the new program and preserve a full six-year period to complete the program under current requirements.

#### DISCONTINUED PROGRAMS

If a degree or certificate is discontinued, students will be permitted to finish the program, to the extent the college finds possible, provided the student fulfills the requirements within three years of when the program is discontinued. 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.

## Degree Outcomes

### ■ ASSOCIATE OF ARTS (AA-DTA), ASSOCIATE OF SCIENCE - TRANSFER (AS-T), DIRECT TRANSFER AGREEMENT/MAJOR READY PATHWAY (DTA/MRP)

General Education at Pierce College prepares graduates to live and work in a dynamically changing world by emphasizing whole student development through fundamental areas of knowledge and the college five core abilities.

### ■ PROFESSIONAL-TECHNICAL DEGREE/CERTIFICATE PROGRAMS

Professional/technical education at Pierce College prepares graduates to live and work in a dynamically changing world by emphasizing program professional competencies, related instruction, fundamental areas of knowledge, and the college five core abilities.

#### CORE ABILITIES OUTCOMES

##### CRITICAL, CREATIVE AND REFLECTIVE THINKING

Graduates will be able to question, search for answers and meaning, and develop ideas that lead to action.

##### RESPONSIBILITY

Graduates will be able to respond by examining the relationship between self, community and environments, evaluating potential impacts and consequences of actions, and making choices and contributions based on that examination and evaluation.

##### INFORMATION COMPETENCY

Graduates will be able to seek, find, evaluate and use information and employ information technology to engage in lifelong learning.

##### EFFECTIVE COMMUNICATION

Graduates will be able to exchange messages in a variety of contexts using multiple methods.

##### MULTICULTURALISM

Graduates will demonstrate knowledge of diverse ideas, cultures and experiences and the ability to examine their own attitudes and assumptions in order to engage others with civility and empathy.

#### FUNDAMENTAL AREAS OF KNOWLEDGE OUTCOMES

##### COMMUNICATION

Graduates identify, analyze, and evaluate rhetorical strategies in their own and other's writing in order to communicate effectively.

##### HUMANITIES

Graduates acquire skills to critically interpret, analyze and evaluate forms of human expression, and create and perform as an expression of the human experience.

##### SOCIAL SCIENCES

Graduates use social science research methods and/or theory in order to analyze and interpret social phenomena.

##### NATURAL SCIENCES

Graduates use the scientific method to analyze natural phenomena and acquire skills to evaluate authenticity of data/information relative to the natural world.

##### QUANTITATIVE AND SYMBOLIC REASONING

Graduates utilize mathematical, symbolic, logical, graphical, geometric, or statistical analysis for the interpretation and solution of problems in the natural world and human society.

## University Transfer Degrees

University Transfer Degrees ensure that students who complete these degrees have satisfied the lower division general education/core requirements and lower division degree related requirements for the baccalaureate institutions.

All students are required to successfully complete College Success (COLLG 110) during the first or second quarter of attendance. College Success is designed to prepare students to navigate the college system and enhance opportunities for success. The course emphasizes college success strategies, self-assessment, goal-setting, career exploration, effective study habits, campus resources, and efficient use of online tools for learning, educational planning and enrollment.

### ■ ASSOCIATE OF ARTS (AA-DTA)

The Associate of Arts degree (AA-DTA) is designed for students who plan to transfer to four-year institutions after completing the first two years of study at Pierce College. 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.

Pierce College's AA-DTA degree meets the Inter-College Relations Commission's 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 the courses taken at Pierce College 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 College. For students who have not decided on a transfer institution, advisors can help plan a well-balanced program that will best meet transfer needs.

Specific questions concerning transfer can be directed to a faculty advisor, the advising centers, or to an admissions office at the four-year institution of choice. Transfer information for four-year institutions in Washington state is available in the advising centers.

More than 90 credits may be earned at Pierce College, but no more than 90 quarter credits may apply to a 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 General Transferable Elective (GTE) credits, and 15 General Elective credits.
- ENGL& 101 - English Composition I - required
- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the last 45 credits must be earned at Pierce College
- Cumulative college-level grade point average (GPA) of 2.0 or higher is required
- 1.5 grade (C-) or better for all Core Requirement and GTE courses is required unless prerequisites state otherwise
- "Pass" (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

### AA-DTA CORE REQUIREMENTS LIST (60 CREDIT MINIMUM)

Course	Title	Credits
<b>COMMUNICATION SKILLS (10 CREDITS)</b>		
ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argumentation and Research	5
ENGL 107	Composition III: Writing About Literature	5
ENGL& 235	Technical Writing	5
JOURN 102	Intro to Newswriting	5

### QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Students must meet stated math prerequisite before enrolling.

MATH& 107	Math in Society	5
MATH 114	Applied Algebra, Geometry and Trigonometry	5
* MATH& 131	Math for Elem Educ 1: Number Systems and Problem Solving	5
* MATH& 132	Math for Elem Educ 2: Geometry and Statistics	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Introduction to Statistics	5
MATH 147	Business Precalculus	5
MATH& 148	Business Calculus	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
PHIL& 120	Symbolic Logic	5

\* for education majors

### HUMANITIES (15 CREDITS)

Select from at least **three** disciplines. No more than **five** credits from performance/skills courses and no more than **five** credits are allowed in world language to satisfy the humanities requirement.

ART& 100	Art Appreciation	5
ART 105	Intro to Art	5
ART 145	History of Art (Contemporary)	5
ART 243	History of Art-Ancient World Through Middle Ages	5
ART 244	History of Art-Renaissance Through Rococo	5
ART 245	History or Art-The Modern World	5
ASL& 121-123	American Sign Language I-III	5
ASL& 221-223	American Sign Language IV	5
CMST&101	Intro to Communications	5
CMST& 102	Intro to Mass Media	5
CMST 105	Intercultural Communication	5
CMST& 220	Public Speaking	5
CMST& 230	Small Group Communication	5
DRMA& 101	Intro to Theatre	5
DRMA 160	Intro to Film and 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 204	The Bible as Literature	5
ENGL 205	Intro to Mythology	5
ENGL 207	Native American Literature	5
ENGL 210	Intro to American Literature	5
ENGL 214	Screenwriting I	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& 244-246	American Literature I-III	5
ENGL 249	Creative Writing: Special Projects	5
ENGL 264	Literature of U.S. Slavery/Abolition	5
ENGL 265	American Literature-Humor/Satire	5
ENGL 266	Women Writers-International Mosaic	5
FRCH& 121-123	French I-III	5
GERM& 121-123	German I-III	5
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 109	American Thought and Culture: The Harlem Renaissance	5
HUM 161-164	Western Thought and Culture I-IV	5
HUM 204	American Popular Culture	5
HUM 209	The Civil Rights Movement: From the Ground Up	5
HUM 210	American Cinema and Society	5
HUM 212	Great Directors and Auteurs	5
HUM 215	World Cinema	5
HUM 240	World Religions	5
JAPN& 121-123	Japanese I-III	5
JOURN 103	Intro to Feature Writing	1-5
JOURN 125	The Documentary: A Social Force	5
KREA& 121-123	Korean I-III	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

**AA-DTA CORE REQUIREMENTS LIST - CONTINUED**

Course	Title	Credits	Course	Title	Credits
MUSC 106	World Music	5	HIST 280	Intro to Chinese Civilization	5
MUSC& 141-143	Music Theory I-III	5	HIST 284	Intro to the Balkans	5
MUSC& 241-243	Music Theory IV-VI	5	HIST 287	History of Japan Since Antiquity	5
PHIL& 101	Intro to Philosophy	5	INTS 107	Intro to International Studies	5
PHIL 110	Intro to Bioethics	5	INTS 140	Contemporary Issues in International Studies	5
PHIL& 115	Critical Thinking	5	INTS 150	Contemporary Rebel, Secessionist and Terrorist Organizations	5
PHIL 150	Intro to Ethics	5	INTS 164	Border and Genocidal Conflicts of the Modern World	5
PHIL 210	Philosophy of Western Religion	5	POLS& 101	Intro Political Science	5
PHIL 220	Introduction to Eastern Philosophy	5	POLS& 200	Introduction to Law	5
PHIL 230	Contemporary Moral Problems	5	POLS& 202	American Government	5
PHIL 238	Philosophy of Human Rights	5	POLS& 203	International Relations	5
RUSS& 121-123	Russian I-III	5	POLS 208	U.S. Campaigns and Elections	5
SPAN& 121-123	Spanish I-III	5	POLS 230	State and Local Government	5
<b>HUMANITIES PERFORMANCE/SKILLS (5 CREDITS MAXIMUM)</b>			PSYC& 100	General Psychology	5
ART 101-103	Design	5	PSYC& 180	Human Sexuality	5
ART 107-109	Photography	5	PSYC& 200	Lifespan Psychology	5
ART 111-113	Drawing	5	PSYC 201	Psychology of Personal Growth	5
ART 115	Three-Dimensional Drawing	5	PSYC 210	Social Psychology	5
ART 150	Printmaking Beginning	5	PSYC& 220	Abnormal Psychology	5
ART 201-203	Painting	5	PSYC 230	Introduction of Personality	5
ART 204	Watercolor, Beginning	5	SOC& 101	Intro to Sociology	5
ART 211	Beginning Sculpture	5	SOC& 201	Social Problems	5
DRMA 170-172	Technical Film and Theatre	5	SOC 211	Family and Intimate Relations	5
DRMA 260-262	Acting for Stage and Digital Film	5	SOC 212	Death, Dying and Bereavement	5
DRMA 280-285	Production Practicum	1-3	SOC 220	Gender Roles in Society	5
MUSC 126-127	Class Guitar	1	<b>NATURAL SCIENCES (15 CREDITS)</b>		
MUSC 140, 240	College Choir	1-2	Choose at least <b>one</b> laboratory science – indicated by an <b>L</b> – and from <b>three</b> different disciplines.		
MUSC 144, 244	Concert Choir	2.5	ANTH& 205	Biological Anthropology	5
MUSC 145, 245	Jazz Choir	2.5	<b>L</b> ANTH& 236	Forensic Anthropology	5
MUSC 147, 247	Chamber Choir	2.5	ASTR& 100	Survey of Astronomy	5
MUSC 150, 250	College Band	1	<b>L</b> ASTR& 101	Intro to Astronomy	5
MUSC 154, 254	College Orchestra	1	<b>L</b> ASTR 105	Survey of Astrobiology	5
MUSC 157, 257	Jazz Band	1-2	<b>L</b> ASTR& 110	The Solar System	5
MUSC 160-168	Private Instruction	0.5	<b>L</b> ASTR& 115	Stars, Galaxies and Cosmos	5
MUSC 260-268	Private Instruction	0.5	<b>L</b> ATMOS 101	Intro to Weather	5
MUSC 170-173	Ensemble (Instrumental)	1	<b>L</b> BIOL& 100	Survey of Biology	5
MUSC 270-273	Ensemble (Instrumental)	1	<b>L</b> BIOL& 160	General Biology w/Lab	5
MUSC 174, 274	Vocal Ensemble	1	BIOL& 170	Human Biology: Anatomy & Physiology	5
MUSC 181	Beginning Class Piano	1	<b>L</b> BIOL& 175	Human Biology w/Lab: Anatomy & Physiology	5
MUSC 182	Intermediate Class Piano	1	<b>L</b> BIOL& 211	Majors Cellular	5
MUSC 183	Advanced Class Piano	1	<b>L</b> BIOL& 212	Majors Animal	5
<b>SOCIAL SCIENCES (15 CREDITS)</b>			<b>L</b> BIOL& 213	Majors Plant	5
Select from at least <b>three</b> disciplines.			<b>L</b> BIOL& 241	Human Anatomy and Physiology 1	6
ANTH& 100	Survey of Anthropology	5	<b>L</b> BIOL& 242	Human Anatomy and Physiology 2	6
ANTH& 104	World Prehistory	5	<b>L</b> BIOL& 260	Microbiology	5
ANTH& 106	American Mosaic	5	CHEM& 100	Preparatory Chemistry	5
ANTH 107	Archaeology of Ancient Civilizations	5	<b>L</b> CHEM& 110	Chemical Concepts w/Lab	5
ANTH& 204	Archaeology	5	<b>L</b> CHEM& 121	Intro to Chemistry	5
ANTH& 206	Cultural Anthropology	5	<b>L</b> 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	<b>L</b> CHEM& 161-163	General Chemistry w/Lab I-III	5
ANTH 240	Women in Cross Cultural Perspectives	5	<b>L</b> CHEM& 261-263	Organic Chemistry w/Lab I-III	5
BUS& 101	Intro to Business	5	ENGR 101	Intro to Engineering	5
BUS& 201	Business Law	5	ENVS& 100	Survey of Environmental Science	5
CJ& 105	Corrections in America	5	ENVS 150	Environmental Issues	5
CJ 112	Criminal Justice in America	5	<b>L</b> ENVS 155	Applied Environmental Methods	5
CJ 202	Concepts of Criminal Law	5	GEOG 205	Physical Geography	5
ECED& 105	Intro to Early Childhood Education	5	<b>L</b> GEOG 210	Physical Geography	5
ECON 110	Survey of Economics	5	<b>L</b> GEOL& 101	Intro Physical Geology	5
ECON& 201	Microeconomics	5	<b>L</b> GEOL& 103	Historical Geology	5
ECON& 202	Macroeconomics	5	<b>L</b> GEOL 107	Earth Systems Science	5
EDUC& 115	Child Development	5	<b>L</b> GEOL& 110	Environmental Geology	5
GEOG 100	Intro to Geography	5	<b>L</b> GEOL& 115	Geology National Parks	5
GEOG 150	Europe, The Americas, Australia/New Zealand	5	<b>L</b> GEOL& 120	Volcanoes	5
GEOG 160	Africa, Middle East and Asia	5	<b>L</b> GEOL 283	Regional Geology	5
GEOG 200	Human Geography	5	MATH& 107	Math in Society	5
HIST& 126-128	World Civilizations I-III	5	MATH 114	Applied Algebra, Geometry and Trigonometry	5
HIST& 156-159	History of US I-IV	5	MATH& 141	Precalculus I	5
HIST 168	Vietnam War as History	5	MATH& 142	Precalculus II	5
HIST 175	A Brief History of Global Leadership	5	MATH& 146	Introduction to Statistics	5
HIST& 214	Pacific NW History	5	MATH 147	Business Precalculus	5
HIST 260	History of Russia and Soviet Union	5	MATH& 148	Business Calculus	5
HIST 265	History of Latin America Since 1810	5	MATH& 151	Calculus I	5
HIST 266	History of Europe Since 1870	5	MATH& 152	Calculus II	5
HIST 270	Intro to the Far East	5	MATH& 153	Calculus III	5
HIST 272	Survey of Middle East History	5			
HIST 277	The Cold War	5			

MATH 205	Linear Algebra	5
MATH 224	Multivariate Calculus	5
MATH 238	Differential Equations	5
■ NSCI 150	Nature	5
■ NSCI 160	Environmental Biology	5
NUTR& 101	Nutrition	5
■ OCEA& 101	Intro to Oceanography	5
■ OCEA 170	Marine Biology	5
PHIL& 120	Symbolic Logic	5
■ PHYS& 110	Physics Non-Science Majors	5
■ PHYS& 114-116	General Physics I-III	5
■ PHYS& 221-223	Engineering Physics I-III	6
■ PS 101	Intro to Physical Science	5

**GENERAL TRANSFERABLE ELECTIVES (15 CREDITS)**

A minimum of 15 credits must be earned from the approved General Transferable Elective (GTE) list. Courses taken for a pass/no pass grade, independent study, or cooperative work experience/work-based learning courses do not apply to the GTE area. Select from:

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

**GTE APPROVED COURSES BY DEPARTMENT**

**ACCOUNTING:** Only ACCT& 201, ACCT& 202 and ACCT& 203

**ANTHROPOLOGY:** All

**ART:** All except those listed as HM-Performance courses

**ASTRONOMY:** All

**ATMOSPHERIC SCIENCE:** All

**BIOLOGY:** All

**BUSINESS:** Only BUS& 101 and BUS& 201

**CHEMISTRY:** All

**COMMUNICATION STUDIES:** All

**COMPUTER SCIENCE:** CS 201D and CS 202D

**CRIMINAL JUSTICE:** Only CJ 102, 112, 115, 120, 140, 150, 200, 202, 215, 227, 245 and CJ& 105

**DIGITAL DESIGN:** Only 140 and 170

**DRAMA:** All except 255 and those listed as HM-Performance courses

**EARLY CHILDHOOD EDUCATION:** ECED& 105

**ECONOMICS:** All

**EDUCATION:** EDUC& 115, EDUC 190, EDUC& 202, EDUC& 203 and EDUC& 204

**ENGINEERING:** All

**ENGLISH:** All except 104, 145, 250, 256 and 257

**ENVIRONMENTAL SCIENCE:** All

**GEOGRAPHY:** All

**GEOLOGY:** All

**HISTORY:** All

**HUMANITIES:** All

**INTERDISCIPLINARY STUDIES:** All except 292

**JOURNALISM:** Only 102, 103 and 125

**MATHEMATICS:** All

**MUSIC:** All except 107, 108, 109 and those listed as HM-Performance courses

**NATURAL SCIENCE:** All

**NUTRITION:** All

**OCEANOGRAPHY:** All

**PHILOSOPHY:** All

**PHYSICAL SCIENCE:** All

**PHYSICS:** All

**POLITICAL SCIENCE:** All

**PSYCHOLOGY:** All except 192

**SOCIAL SERVICE/MENTAL HEALTH:** Only HSSA& 101 and SSMH 100

**SOCIOLOGY:** All

**WORLD LANGUAGES:** All

**GENERAL ELECTIVES (15 CREDITS)**

Maximum of 15 credits of courses numbered 100 and above may be applied to this area. Credits may include physical activity (three credits maximum), cooperative education, courses taken under the P/NP option, independent study, etc. COLLG 110 - College Success required.

See Degree Outcomes on page 29.

**■ 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. Contract forms, policies and procedures are available in the advising centers.

**GENERAL DEGREE REQUIREMENTS**

- Complete an AA-Option B contract that must be approved by an authorized representative of the senior institution and Pierce College. Candidates must submit a signed copy of the Option B contract to the evaluations office, at least two quarters prior to graduation. The degree is awarded upon successful completion of the contract requirements.
- Minimum of 90 credits must be completed, as authorized for transfer by the four-year institution's representative and must meet the institution's general distribution and departmental requirements for entrance.
- 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 courses unless prerequisites state otherwise.
- Minimum of 25 of the last 45 credits must be earned at Pierce College.

**■ DIRECT TRANSFER AGREEMENT/MAJOR READY PATHWAY (DTA/MRP) DEGREES**

In addition to the general AA-DTA Degree, Pierce College offers transfer degrees in specific areas. These include biology, business, construction management, pre-nursing and math education.

**■ ASSOCIATE OF SCIENCE - TRANSFER (AS-T) DEGREE**

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. See Degree Outcomes on page 29.

**■ 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**

- Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AS-T degree
- ENGL& 101 - English Composition I - required
- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the last 45 credits must be earned at Pierce College
- Cumulative college-level grade point average (GPA) of 2.0 or higher is required
- 1.5 grade (C-) or higher is required for all coursework, unless prerequisites state otherwise
- "Pass" (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

**GENERAL REQUIRED COURSES (30 CREDITS)**

**COMMUNICATIONS (5 CREDITS)**

ENGL& 101	English Composition I	5
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**QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)**

MATH& 151	Calculus I	5
MATH&152	Calculus II	5

**HUMANITIES AND SOCIAL SCIENCES (15 CREDITS)**

A maximum of five credits under the humanities/performance/skills area may be used. See AA-DTA distribution list.

Humanities	5
Social Science	5
Humanities or Social Science	5



**SCIENCE PRE-MAJOR REQUIREMENTS (35-38 CREDITS)**

CHEM& 161	General Chemistry w/Lab I	5
CHEM& 162	General Chemistry w/Lab II	5
CHEM & 163	General Chemistry w/Lab III	5
Select one:		
MATH& 146	Introduction to Statistics	5
MATH& 153	Calculus III	5
Select one of the following sequences*:		
BIOL& 211-213	Majors: Cellular/Animal/Plant	15
PHYS& 114-116	General Physics I-III	15
PHYS& 221-223	Engineering Physics I-III	18

\*Students should check with the receiving institution to determine which sequence is appropriate.

**ADDITIONAL SCIENCE REQUIREMENTS (15-18 CREDITS)**

Courses in physics, geology, organic chemistry, biology or mathematics normally taken by science majors (not for general education), preferably in a two- or three-quarter sequence, chosen with the help of an advisor.

**LIST OF APPROPRIATE COURSES:**

BIOL& 241	Human Anatomy and Physiology 1	5
BIOL& 242	Human Anatomy and Physiology 2	5
BIOL& 211-213	Majors: Cellular/Animal/Plant	15
CHEM& 261-263	Organic Chemistry w/Lab I-III	18
GEOL& 101	Intro Physical Geology	5
GEOL& 103	Historical Geology	5
GEOL& 110	Environmental Geology	5
GEOL 220	Earth Resources and the Environment	5
MATH& 146	Introduction to Statistics	5
MATH& 153	Calculus III	5
MATH 205	Linear Algebra	5
MATH 224	Multivariate Calculus	5
MATH 238	Differential Equations	5
Select one series:		
PHYS& 114-116	General Physics I-III	15
or		
PHYS& 221-223	Engineering Physics I-III	18

**GENERAL ELECTIVES (10 CREDITS)**

College-level courses numbered 100 and above. Remaining credits may include prerequisites for pre-major courses (e.g., pre-calculus), meet additional major coursework, or specific general education or other university requirements, as approved by the advisor. A maximum of three physical activity (PE) credits can be applied to this degree. COLLG 110 - College Success required.

**TOTAL CREDITS 90-96**

**Notes**

- Students completing this Associate of Science Transfer 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.
- Courses taken 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.
- Students should be advised that some baccalaureate institutions require physics with calculus.
- Biology majors should select organic chemistry or physics for the Science Pre-Major Requirements.
- Pre-calculus cannot be used to satisfy the mathematics requirement.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
- Sequences should not be broken up between institutions (e.g., the typical three-quarter physics sequence should be taken entirely at one institution).

**■ ASSOCIATE OF SCIENCE (AS-T) DEGREE TRACK 2**

*For science pre-majors in engineering, computer science, physics and atmospheric sciences*

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AS-T degree
- ENGL& 101 - English Composition I - required
- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the last 45 credits must be earned at Pierce College

- Cumulative college-level grade point average (GPA) of 2.0 or higher is required
- 1.5 grade (C-) or higher is required for all coursework, unless prerequisites state otherwise
- "Pass" (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

**GENERAL REQUIRED COURSES (30 CREDITS)**

**COMMUNICATIONS (5 CREDITS)**

ENGL& 101	English Composition I	5
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**QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)**

MATH& 151	Calculus I	5
MATH&152	Calculus II	5

**HUMANITIES AND SOCIAL SCIENCES (15 CREDITS)**

Courses listed in more than one category may be used only once. A maximum of five credits under the humanities performance/skills area may be used. See AA-DTA distribution list.

Humanities	5
Social Science	5
Humanities or Social Science	5

**SCIENCE PRE-MAJOR REQUIREMENTS (28 CREDITS)**

CHEM& 161	General Chemistry w/Lab I	5
PHYS& 221	Engineering Physics I	6
PHYS& 222	Engineering Physics II	6
PHYS& 223	Engineering Physics III	6
Select one:		
MATH& 146	Intro to Statistics	5
MATH& 153	Calculus III	5

**ADDITIONAL SCIENCE REQUIREMENTS (20 CREDITS)**

The remaining credits should be planned with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student selects to attend.

For Engineering disciplines, these credits should include a design component consistent with ABET accreditation.

**LIST OF APPROPRIATE COURSES:**

CHEM& 162	General Chemistry w/Lab II	5
CHEM& 163	General Chemistry w/Lab III	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 205	Linear Algebra	5
MATH 224	Multivariate Calculus	5
MATH 238	Differential Equations	5

**GENERAL ELECTIVES (15 CREDITS)**

Minimum of 10 credits that satisfy Pierce's AA-DTA core requirements, i.e., Communication (CM), Quantitative/Symbolic Reasoning (QS), Humanities (HM), Social Sciences (SS) or Natural Sciences (NS). See AA-DTA section for specific classes. Maximum of five credits of any college-level course numbered 100 or higher. Maximum of three physical education activity credits may be used only in this area. COLLG 110 - College Success required.

**TOTAL CREDITS 93**

**Notes**

- Students completing this Associate of Science Transfer degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the DTA associate degree and will be given junior status by the receiving institution.
- Courses taken 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.
- Students should be advised that some baccalaureate institutions require physics with calculus.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
- Sequences should not be broken up between institutions (e.g., the typical three-quarter physics sequence should be taken entirely at one institution).

## Professional/Technical Degrees and Certificates

### ASSOCIATE IN APPLIED SCIENCE - TRANSFER (AAS-T)

The AAS-T is built upon the technical courses required for job preparation, but also includes a college-level general education component, common in structure for all such degrees. AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in the bachelor of applied science (BAS) degree. The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees although the general education component of the degree will be accepted in transfer.

### 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.

Students must successfully complete a minimum of 90 quarter credits or their equivalent, including all specific requirements of an approved professional/technical program. Physical education activity courses will not fulfill this requirement.

- 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

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

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

Complete the course(s) identified as the Human Relations course(s) in the curriculum guide for the specific degree.

### 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 required 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. A cumulative college-level GPA of 2.0 or higher is required.

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.

*Student Learning Outcomes for individual professional/technical degrees and certificates available at <http://www.pierce.ctc.edu/dist/proftech/list>.*

### 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. Certificates will not be awarded with less than the required total credits. Approved course substitutions must be submitted in writing to the college evaluations office.

## ACCOUNTING PROFESSIONAL/TECHNICAL

**Faculty:** Suzanne Lozono (FS), Ken Kwok (PY)

**Degree:** Associate in Accounting

**Certificate:** 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 a 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.

*Professional/technical program competencies can be found on the Pierce College website at <http://www.pierce.ctc.edu/proftech/>.*

### ASSOCIATE IN ACCOUNTING

*Some Accounting classes are only offered at the Puyallup Campus*

#### GENERAL REQUIREMENTS (25 CREDITS)

##### COMMUNICATIONS (10 CREDITS)

Select one:

BUS 105	Business English I	5
* ENGL& 101	English Composition I	5

Select one:

* CMST& 101	Intro to Communication	5
* CMST& 220	Public Speaking	5

##### COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Select one:

BUS 107	Business Mathematics	5
* MATH 147	Business Precalculus	5

##### HUMAN RELATIONS AND LEADERSHIP (10 CREDITS)

MNGT 194	Principles of Leadership	5
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Select one:

BUS 240	Human Relations in the Workplace	5
* PSYC& 100	General Psychology	5
* SOC& 101	Intro to Sociology	5

#### ACCOUNTING REQUIREMENTS (42 CREDITS)

##### INTRODUCTORY CLASSES (17 CREDITS)

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 and Fund Accounting	5
ACCT 275	Payroll and Business Taxes	5
ACCT 285	Auditing and Advanced Analytical Techniques	5

**BUSINESS REQUIREMENTS (24-26 CREDITS)**

BUS& 201	Business Law	5
COLLG 110	College Success	3
CIS 136	Spreadsheet Applications	3
** BTECH 115A-B	Business Keyboarding	2
** BTECH 116A-B	Keyboard Skill Development	2
<i>(BTECH 115A-B and 116A-B may be waived if typing proficiency is at least 30 wpm)</i>		
** BTECH 136	Ten-Key Mastery	1
<i>(BTECH 136 may be waived if proficiency on 10-key is demonstrated)</i>		
BTECH 145	Records and Database Management	5
Select one:		
* CIS 121	Intro to Computer Information Systems	5
CIS 110	Intro to Microcomputer Business Applications	3

**ELECTIVES (5 CREDITS)**

BTECH 116C-D	Keyboard Skill Development	2
ECON 110	Survey of Economics	5
* ECON& 201	Microeconomics	5
* ECON& 202	Macroeconomics	5
MNGT 283	Principles of Management	5
MNGT 284	Small Business Planning	5
Any introductory word processing class		3
Any 100-299 college course		5

**Total Credits Required 91-93**

*\*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 the Associate in Business – DTA degree.*  
*\*\*If waived, choose electives to meet total credits required.*

**■ CERTIFICATE IN PRACTICAL ACCOUNTING**

*Some Accounting classes are only offered at the Puyallup campus*

It is recommended that students entering the program have basic typewriting or keyboarding skills, or enroll during the first quarter in BTECH 116A-B.

**GENERAL REQUIREMENTS (13-15 CREDITS)**

BUS 107	Business Mathematics	5
BTECH 116A-B	Keyboard Skill Development	2
<i>(BTECH 116A-B may be waived if typing proficiency is at least 30 wpm)</i>		
Select one:		
BTECH 136	Ten-Key Mastery	1
<i>(BTECH 136 may be waived if proficiency on 10-key is demonstrated)</i>		
CIS 136	Spreadsheet Applications	3
Select one:		
BUS 105	Business English I	5
ENGL& 101	English Composition I	5

**INTRODUCTORY CLASSES (12 CREDITS)**

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
And one of the following:		
ACCT 179	Federal Income Tax Preparation	5
ACCT 273	Government Budget/Fund Accounting	5
ACCT 275	Payroll and Business Taxes	5

**Total Credits Required 35-37**

**BASIC EDUCATION FOR ADULTS (BEaA)**

Basic Education 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), High School Completion (HSC), Pierce College Adult Diploma (PCAD), General Education Development (GED) and Integrated Basic Education and Skills Training (I-BEST).

Students enrolled in ABE and ESL courses will earn S/P/NP grades.

*Student Learning Outcomes available at [www.pierce.ctc.edu/dist/basicskills/outcomes](http://www.pierce.ctc.edu/dist/basicskills/outcomes). Note: this section does not apply to international students on F-1 visas. International students interested in high school completion must contact international education.*

**■ PIERCE COLLEGE ADULT DIPLOMA (PCAD)**

Pierce College Adult Diploma (PCAD) program offers a flexible curriculum based on student credit needs that helps students achieve their goals. Regardless of how long it has been since a student's education was interrupted, students can get back on track, earn college credit, and obtain a Washington State High School Diploma. Classes are available mornings, afternoons, or evenings. All classes meet four times per week M-Th.

A high school diploma requires 20 high school credits, including the completion of Pierce College's required courses of College Success and an ITRANS college transitional class in English, reading or math. Graduates from Pierce College's high school program will have developed college-ready skills.

This program is for adults who are age 21 or older. However, students who are 19 or 20 years old are welcomed to take classes, but the high school credits that are earned will not appear on Pierce's transcripts until the student turns 21.

Students who are 16-18 yr old will need a release from their high school to enroll in the GED program.

New students need to meet with a high school completion adviser to evaluate their transcripts (transcripts can be unofficial to enter the program, however, official high school transcripts must be on file before a high school diploma can be issued). After meeting with the advisor, the student will attend an orientation and be scheduled for the state required CASAS testing. Students are then enrolled in classes based on their skills assessment results.

For questions, more information, or to start your enrollment process, please call:

- Fort Steilacoom - (253) 964-6657
- Puyallup - (253) 840-8463

**■ ADULT BASIC EDUCATION**

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

Adult Basic Education (ABE) allows adults to improve their skills in reading, writing, math, and workplace and computer fundamentals in order to advance in a current job, become more employable or continue into professional technical or college programs. ABE classes are offered during the day or evening on campus or in the community.

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

**Faculty:** Julie Sandeno, Sandra Stevens (FS), Sabine Burghagen (PY)

The English as a Second Language (ESL) program provides courses in English reading, writing, speaking, listening, computer technology and job readiness skills, with special emphasis on developing communication capabilities and improving language proficiency necessary for Pierce College Adult Diploma classes, I-BEST programs, professional technical, Transitional Education classes, and college programs. The courses also include workplace basics and computer literacy for students to improve their employment opportunities. The classes are offered during the day or evenings at both colleges and at sites within the community. Students who are on B-1, B-2, F-1, J-1 or M-1 Visas must register for courses listed under Intensive English/International Education.

**■ GENERAL EDUCATION DEVELOPMENT (GED)**

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

The GED consists of four tests: Language Arts, Math, Science and Social Science. Students can take PCAD classes to review topics in specific subject matter to increase skills prior to taking the tests. Once students are ready to take the test go to [www.gedtestingservice.com](http://www.gedtestingservice.com) to schedule and pay.

**■ 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:

- 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.

- Any student under the age of 19 must obtain a release from the school district where he or she would normally be attending high school.

#### REGISTRATION PROCEDURE

- Make an appointment with an advisor. Fort Steilacoom: (253) 912-3743 or Puyallup: (253) 864-3318
- 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, staff will help students obtain transcripts.

#### REQUIREMENTS

- All students must meet Pierce College High School and Washington state credit requirements.
- Any student who began high school in 2004 or later must take and pass the Washington State Assessment 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 schooled students must provide transcripts and test documentation per Washington state and Pierce College requirements.

Students fulfill their high school requirements by taking appropriate college classes.

### ■ INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (I-BEST)

Pierce College Integrated Basic Education and Skills Training (I-BEST) is open to all Pierce College Adult Diploma (PCAD), Adult Basic Education (ABE), General Education Development (GED), English as a Second Language (ESL), and pre-college level adult learners. I-BEST programs provide high 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 Early Childhood Education, 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 lifelong learning

For more information, call (253) 964-6691

## ANTHROPOLOGY/ARCHAEOLOGY

**Faculty:** Dr. Mary L. 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:

**Sociocultural Anthropology:** the description and analysis of living cultures

**Archaeology:** the description and analysis of past cultures

**Anthropological Linguistics:** dealing with the totality of world languages

**Biological Anthropology:** examining human beings as biological organisms

Students planning to transfer as anthropology majors should complete the 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& 102	Composition II: Argumentation and Research	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 FOCUS

ANTH& 106	American Mosaic	5
ANTH 240	Women in Cross-Cultural Perspective	5
PSYC& 100	General Psychology	5
and/or		
SOC& 101	Intro to Sociology	5
GEOG 200	Human Geography	5
or		
GEOG 100	Introduction to Geography	5
MATH& 146	Introduction to Statistics	5
* ANTH& 210	Indians of North America	5
* ANTH& 216	Northwest Coast Indians	5

### ARCHAEOLOGY FOCUS

ANTH& 104	World Prehistory	5
ANTH 107	Archaeology of Ancient Civilizations	5
GEOG 200	Human Geography	5
GEOG 210	Physical Geography	5
GEOL& 101	Introduction to Physical Geology	5
MATH& 146	Introduction to Statistics	5
* ANTH& 210	Indians of North America	5
* ANTH& 216	Northwest Coast Indians	5

### BIOLOGICAL ANTHROPOLOGY FOCUS

BIOL& 160	General Biology w/lab	5
BIOL& 241	Human Anatomy and Physiology I	6
CHEM& 121	Introduction to Chemistry	5
MATH& 151	Calculus I	5
PSYC& 100	General Psychology	5
and/or		
SOC& 101	Intro to Sociology	5
GEOG 200	Human Geography	5
or		
GEOG 100	Introduction to Geography	5
ANTH& 236	Forensic Anthropology	5
BIOL& 260	Microbiology	5
GEOL& 101	Physical Geology	5
* ANTH& 104	World Prehistory	5

## ART

**Faculty:** David Roholt (FS)

**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

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
ART 105	Introduction to Art	5

ART 107-109	Photography (Beginning/Intermediate/Advanced)	5
ART 111-113	Drawing (Beginning/Intermediate/Advanced)	5
ART 201-203	Painting (Beginning/Intermediate/Advanced)	5

## ASTRONOMY

**Faculty:** Hillary Stephens (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 College 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-DTA 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

**Faculty:** 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	15
MATH& 141	Precalculus I	5
MATH& 151-153	Calculus I-III	15
PHYS& 221-223	Engineering Physics I-III	18
GEOL& 101	Introduction to Physical Geology	5
GEOG 205	Physical Geography	5
ENVS& 100	Survey of Environmental Science	5
OCEA& 101	Introduction to Oceanography	5
Computer Sciences and Programming		5
Electives in the Earth Sciences and Geography		5

## BIOLOGY UNIVERSITY TRANSFER

**Faculty:** Barry Putman (FL); Mary Bath-Balogh, Robert Johnson (FS); Dr. Dale Blum, Joseph Cates-Carney, Scott Sweet (PY)

**Degrees:** Associate of Arts (AA-DTA)  
 Associate of Science (AS)  
 Associate in Biology (DTA/MRP)

Pierce College's Biology and Natural Sciences Department offers courses for students planning to transfer to four-year institutions or to complete associate degree requirements in other programs, and for those who have a personal interest in these areas for elective credit. Biology major transfer students should complete the AS-Track 1 or Associate in Biology (DTA/MRP) requirements. Students should also check with the transfer institution regarding specific requirements and transferable credits.

See Degree Outcomes on page 29.

## ■ ASSOCIATE IN BIOLOGY DTA

### GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit
- College cumulative GPA of at least 2.0
- ENGL& 101 - English Composition I - required
- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the last 45 credits must be earned at Pierce College
- 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
- "Pass" (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits obtained may be used in one category only

### GENERAL REQUIRED COURSES

#### COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101	English Composition I	5
Select one:		
ENGL& 102	Composition II: Argumentation and Research	5
ENGL 107	Composition III: Writing about Literature	5

#### QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Intermediate algebra proficiency leading to a pre-calculus math course is required. Intermediate algebra proficiency may be demonstrated by successful completion of a calculus and/or statistics course for which intermediate algebra is a prerequisite.

Select one:

MATH& 151	Calculus I	5
MATH& 146	Introduction to Statics*	5

\*Statistics may substitute for Calculus I at some institutions; students are encouraged to check with the transfer institution early in their decision process to confirm requirements.

#### HUMANITIES (15 CREDITS)

Credits selected must be from at least **two** disciplines. No more than **ten** credits per discipline, **five** credits maximum in world languages or American Sign Language, and no more than **five** credits in performance skills courses are allowed. See AA-DTA list for appropriate classes.

#### SOCIAL SCIENCES (15 CREDITS)

Credits selected must be from at least **two** disciplines. See AA-DTA list for appropriate classes.

#### NATURAL SCIENCES (30 CREDITS)

A full year sequence at a single college is the best preparation for the baccalaureate biology degree.

BIOL& 211-213	Majors: Cellular/Animal/Plant	15
CHEM& 161-163	General Chemistry w/lab I-III	15

#### GENERAL ELECTIVES (15 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, (e.g., CHEM& 261-263) or specific general education or other university requirements, as approved by the advisor. A maximum of three physical activity (PE) credits can be applied to this degree. COLLG 110 - College Success required.

#### Total Credits Required

**90**

#### Notes

- Admission application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for transfer admission.
- Certain schools may have additional "university-specific requirements that are not prerequisites to admission to the Biology major but will need to be completed prior to graduation. Contact with advisors from individual schools for institutional requirements is highly recommended since this DTA may not meet every institution-specific graduation requirements.
- Certain schools may have additional "university-specific" requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements.
- 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 and social science courses that best support or may be required as prerequisites to their Biology curriculum.
- Students should check with the transfer institution prior to taking any further biology courses beyond the one-year sequence. Some colleges require all continuing biology courses be taken at the 300 level.

**BUSINESS UNIVERSITY TRANSFER****Faculty:** Tom Phelps, Blake Sorem (FS); Steve Jones (PY)**Degree:** Associate in Business (DTA/MRP)**■ ASSOCIATE IN BUSINESS (DTA/MRP)**

This transfer degree ensures that a student who completes the Associate in Business – DTA/MRP degree will have satisfied the lower division general education 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 and 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.

This degree can be earned in one of three ways. In addition to the traditional classroom-based format, students can also earn the degree online or through our new competency-based education program.

**ONLINE ASSOCIATE IN BUSINESS - DTA/MRP DEGREE**

In order to meet the changing needs of our students, Pierce College now offers the Associate in Business – DTA/MRP degree entirely online. The requirements for the online degree are the same as the traditional program, but with added flexibility. Students enroll and complete classes during the traditional academic quarters.

**COMPETENCY-BASED BUSINESS TRANSFER DEGREE**

The Associate in Business – DTA/MRP degree can also be earned through Pierce's Competency Based Education (CBE) program, which is completely online and self-paced. Students work through competencies, taking advantage of prior experience in work or life where appropriate. There is a formal application to the program and students enroll in six-month terms. Along with instructors, a completion coach is dedicated specifically to assist students with progress toward the degree. Many of these courses will make greater use of free or low-cost textbooks available to students online. For more information, visit [www.pierce.ctc.edu/dept/business/competencybasedprograms](http://www.pierce.ctc.edu/dept/business/competencybasedprograms) or email [cbe@pierce.ctc.edu](mailto:cbe@pierce.ctc.edu).

See Degree Outcomes on page 29.

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 earned credits in courses numbered 100 or above
- ENGL& 101 - English Composition I - required
- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the 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, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

**GENERAL REQUIRED COURSES****COMMUNICATION SKILLS (10 CREDITS)**

To meet current EWU requirements, the second English Composition course must be equivalent to EWU's English 201 - College Composition: Analysis, Research, and Documentation.

Must include a least **five** credits of English composition. Remaining credits may be used for an additional composition course or designated writing courses or courses in basic speaking skills (e.g. speech, rhetoric, or debate).

ENGL& 101 English Composition I

5

Select one:

ENGL& 102	Composition II: Argumentation and Research	5
ENGL 107	Composition III: Writing About Literature	5

**QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)**

Students must meet stated math prerequisites.

MATH 147	Business Precalculus	5
MATH& 148	Business Calculus	5

**HUMANITIES (15 CREDITS)**

Selected from at least **two** disciplines. No more than **10** credits allowed from any **one** discipline. Nor more than **five** credits in world language at the 100 level. No more than **five** credits in performance/skills courses are allowed. See AA-DTA list for appropriate classes.

Students pursuing an international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major.

Students are encouraged to include a speech or oral communication course (not small group communication.)

**SOCIAL SCIENCES (15 CREDITS)**

Selected from at least **two** disciplines. No more than **10** credits allowed from any **one** discipline. See AA-DTA list for appropriate classes.

* ECON& 201	Microeconomics	5
* ECON& 202	Macroeconomics	5
	Other Social Science	5

**NATURAL SCIENCES (15-18 CREDITS)**

Selected from at least two disciplines. No more than **10** credits allowed from any **one** discipline. At least **10** credits in physical, biological and/or earth sciences. Shall include at least **one** laboratory course indicated by an **L**. MATH& 146 is required.

Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.

ANTH& 205	Biological Anthropology	5
<b>L</b> ANTH& 236	Forensic Anthropology	5
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& 170	Human Biology: Anatomy & Physiology	5
<b>L</b> BIOL& 175	Human Biology w/Lab: Anatomy & Physiology	5
<b>L</b> BIOL& 211	Majors Cellular	5
<b>L</b> BIOL& 212	Majors Animal	5
<b>L</b> BIOL& 213	Majors Plant	5
<b>L</b> BIOL& 241	Human Anatomy and Physiology 1	6
<b>L</b> BIOL& 242	Human Anatomy and Physiology 2	6
<b>L</b> BIOL& 260	Microbiology	5
CHEM& 100	Preparatory Chemistry	5
<b>L</b> CHEM& 110	Chemical Concepts w/Lab	5
<b>L</b> CHEM& 121	Intro to Chemistry	5
<b>L</b> CHEM& 131	Intro to Organic/Biochemistry	6
CHEM& 139	General Chemistry Prep	5
<b>L</b> CHEM& 161-163	General Chemistry w/Lab I-III	5
<b>L</b> CHEM& 261-263	Organic Chemistry w/Lab I-III	5
ENGR 101	Intro to Engineering	5
ENVS& 100	Survey of Environmental Science	5
ENVS 150	Environmental Issues	5
<b>L</b> ENVS 155	Applied Environmental Methods	5
GEOG 205	Physical Geography	5
<b>L</b> GEOG 210	Physical Geography	5
<b>L</b> GEOL& 101	Intro Physical Geology	5
<b>L</b> GEOL& 103	Historical Geology	5
<b>L</b> GEOL 107	Earth Systems Science	5
<b>L</b> GEOL& 110	Environmental Geology	5
<b>L</b> GEOL& 115	Geology National Parks	5
<b>L</b> GEOL& 120	Volcanoes	5
<b>L</b> GEOL 283	Regional Geology	5
<b>L</b> NSCI 150	Nature	5
<b>L</b> NSCI 160	Environmental Biology	5
NUTR& 101	Nutrition	5
<b>L</b> OCEA& 101	Intro to Oceanography	5
<b>L</b> OCEA 170	Marine Biology	5

PHIL& 120	Symbolic Logic	5
PHYS& 110	Physics Non-Science Majors	5
PHYS& 114-116	General Physics I-III	5
PHYS& 221-223	Engineering Physics I-III	6
PS 101	Intro to Physical Science	5

**BUSINESS SPECIFIC COURSES/GTE (20 CREDITS)**

Universities with a lower division Business Law requirement: UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU and Whitworth. The following institutions do not require a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University.

International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.

* ACCT& 201	Principles of Accounting I	5
* ACCT& 202	Principles of Accounting II	5
* ACCT& 203	Principles of Accounting III	5
* BUS& 201	Business Law	5

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

**GENERAL ELECTIVES (5 CREDITS)**

Maximum of **five** credits of courses numbered 100 and above may be applied to this requirement. See notes below or check four-year information for appropriate elective course needed — e.g., a world language or computer course requirement. A maximum of three physical activity (PE) credits can be applied to this degree. COLLG 110 - College Success required

For institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective university course equivalent to UW (all campuses): Management Information Systems - MIS 250, Gonzaga: Management Information Systems - BMIS 235, PLU: Computer Applications - CSCE 120, either an equivalent course or skills test, SPU: Spreadsheet - BUS 1700 or equivalent course skills test.

**Total Credits Required 90-93**

**Notes**

- Minimum grade-point average requirements are established by each institution. Meeting the minimum requirements does not guarantee admission. Business programs are competitive and may require a higher GPA overall, a higher GPA in a selected subset of courses or a specific grade in one or more courses.
- Students who enrolled prior to Fall 2012 have a two-year grace period to transfer.
- Other college-level courses, of which a maximum of 15 credits may be in college-level courses as defined by the community college and the remainder shall be fully transferable as defined by the receiving institution. Where appropriate, preparation courses for the major should be included in this course work.

**BUSINESS PROFESSIONAL/TECHNICAL**

**Faculty:** Dr. Paul Gerhardt (FS), Linda Saarela (PY)

**Degree:** Associate in Business

- Certificates:** Business
- Customer Service
  - Entrepreneurship
  - Fashion Merchandising
  - Human Resource Management
  - Marketing
  - Retail Management
  - Sales
  - Social Media Marketing Management
  - Supervision and Management

**Short**

- Certificates:** Human Resource Management
- Marketing
  - Sales
  - Supervision and Management

**■ ASSOCIATE IN BUSINESS**

The Associate in Business program offers a flexible curriculum that provides a balanced background in business with areas of specialization. This degree has a Business Management focus offering a broad range of classes to strengthen management skills and increase opportunities for advancement. A marketing specialization offers training and experience in sales, promotion, and marketing on the internet. Retail/Fashion Merchandising

focuses on apparel design and construction, textiles and retailing. Students focusing on Small Business/Entrepreneurship can acquire new skills to use in operating their own small business. Human Resource Management emphasizes a working knowledge of managing and 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 (primarily at Fort Steilacoom) and evening (primarily at Puyallup) hours. This degree will transfer to The Evergreen State College in Tacoma and Olympia, Brandman University (Organizational Leadership Program), Western Governors University, City University, Central Washington University (ITAM program) and DeVry University. Students should contact an academic advisor and talk to Business Department faculty about transfer options and certificates.

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

Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech](http://www.pierce.ctc.edu/proftech).

**GENERAL REQUIRED COURSES (10 CREDITS)**

Select one:

*+ ENGL& 101	English Composition I	5
*+ BUS 105	Business English I	5

Select one:

*+ BUS 107	Business Mathematics	5
*+ MATH& 107	Math in Society	5
*+ MATH& 146	Introduction to Statistics	5

**BUSINESS CORE (41-43 CREDITS)**

COLLG 110	College Success	3
BUS& 101	Intro to Business	5
*+ BUS 240	Human Relations in the Workplace	5
BUS 250	Business Communications	5
*+ MNGT 130	Customer Relationship Management	5
MNGT 283	Principles of Management	5

Select one:

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

Select one:

CIS 130	Microcomputer Applications	5
BTECH 210A-E	Microsoft Excel: Basic Worksheet	5
BTECH 220A-E	Microsoft Access: Create & Modify	5

Select one:

** CIS 110	Intro to Microcomputer Business Applications	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)**

Select one:

ECON 110	Survey of Economics	5
ECON& 201	Microeconomics	5

**ACCOUNTING (5-10 CREDITS)**

Select one:

ACCT 101	Survey of Accounting	5
ACCT& 201/202	Principles of Accounting I and II	10

**AREA OF FOCUS**

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

**BUSINESS MANAGEMENT (25 CREDITS)**

MNGT 182	Creative Sales	5
MNGT 194	Principles of Leadership	5
MNGT 282	Principles of Marketing	5
MNGT 284	Small Business Planning	5
MNGT 295	Human Resource Management	5

**HUMAN RESOURCE MANAGEMENT (25 CREDITS)**

ACCT 275	Payroll and Business Taxes	5
MNGT 194	Principles of Leadership	5
MNGT 276	Employment Law: Human Resource Legal Issues	5
MNGT 295	Human Resource Management	5
MNGT 296	Current Trends in Human Resources	5

**MARKETING (25 CREDITS)**

BUS 135	Introduction to Online Marketing	5
MNGT 182	Creative Sales	5
MNGT 275	Intro to Visual Promotion	5
MNGT 282	Principles of Marketing	5
MNGT 293	Retailing and Merchandising	5

**RETAIL/FASHION MERCHANDISING (30 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 282	Principles of Marketing	5
MNGT 293	Retailing and Merchandising	5

**SMALL BUSINESS/ENTREPRENEURSHIP (30 CREDITS)**

ACCT 275	Payroll and Business Taxes	5
MNGT 182	Creative Sales	5
MNGT 194	Principles of Leadership	5
MNGT 276	Employment Law: Human Resource Legal Issues	5
MNGT 284	Small Business Planning	5
MNGT 295	Human Resource Management	5

**PROJECT MANAGEMENT (25 CREDITS)**

BUS 260	Project Management I - Planning	5
BUS 261	Project Management II - Managing	5
MNGT 194	Principles of Leadership	5
MNGT 182	Creative Sales	5
MNGT 295	Human Resource Management	5

**Total Credits Required 99-111**

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

**■ CERTIFICATE IN BUSINESS**

**COURSE REQUIREMENTS (53 CREDITS)**

COLLG 110	College Success	3
† ACCT& 201	Principles of Accounting I	5
† ACCT& 202	Principles of Accounting II	5
BUS& 101	Introduction to Business	5
† CIS 121	Intro to Computer Information Systems	5
† ECON& 201	Microeconomics	5
† ECON& 202	Macroeconomics	5
*† ENGL& 101	English Composition I	5
*† MATH& 146	Introduction to Statistics	5
Select one:		
BUS& 201	Business Law	5
POLS& 200	Introduction to Law	5
Select one:		
* BUS 240	Human Relations in the Workplace	5
* PSYC& 100	Introduction to Psychology	5

**Total Credits Required 53**

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

**■ CERTIFICATE IN CUSTOMER SERVICE**

**COURSE REQUIREMENTS (46-48 CREDITS)**

COLLG 110	College Success	3
* 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	Principles of Marketing	5
Select one:		
** CIS 110	Intro to Micro Business Applications	3
** CIS 121	Intro to Computer Information Systems	5
*Select one:		
*† BUS 105	Business English I	5
*† ENGL& 101	English Composition I	5

**Total Credits Required 46-48**

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

**■ CERTIFICATE IN ENTREPRENEURSHIP**

**COURSE REQUIREMENTS (51-53 CREDITS)**

COLLG 110	College Success	3
ACCT 101	Survey of Accounting	5
ACCT 275	Payroll and Business Taxes	5
*† BUS 107	Business Mathematics	5

* MNGT 130	Customer Relationship Management	5
MNGT 182	Creative Sales	5
MNGT 282	Principles of Marketing	5
MNGT 284	Small Business Management	5
MNGT 295	Human Resource Management	5

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

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

**Total Credits Required 51-53**

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

**■ CERTIFICATE IN FASHION MERCHANDISING**

**COURSE REQUIREMENTS (56-58 CREDITS)**

COLLG 110	College Success	3
FASH 160	Intro to Fashion Merchandising	5
FASH 162	Fashion Design & Clothing Construction Analysis	5
FASH 163	Consumer Textiles	5
MNGT 182	Creative Sales	5
MNGT 186	Professional Development	5
MNGT 275	Intro to Visual Promotion	5
MNGT 293	Retailing and Merchandising	5
ACCT 101	Survey of Accounting	5
*† BUS 107	Business Mathematics	5

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

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

**Total Credits Required 56-58**

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

**■ CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

**COURSE REQUIREMENTS (56-58 CREDITS)**

COLLG 110	College Success	3
ACCT 101	Survey of Accounting	5
† ACCT 275	Payroll and Business Taxes	5
*† BUS 107	Business Math	5
* BUS 240	Human Relations in the Workplace	5
MNGT 276	Employment Law: Human Resource Legal Issues	5
MNGT 283	Principles of Management	5
MNGT 295	Human Resource Management	5
MNGT 296	Current Trends in Human Resources	5

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

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

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

**Total Credits Required 56-58**

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

**■ CERTIFICATE IN MARKETING**

In addition to the requirements listed below, students are encouraged to take ACCT 101.

**COURSE REQUIREMENTS (46-48 CREDITS)**

COLLG 110	College Success	3
*† BUS 107	Business Mathematics	5
* MNGT 130	Customer Relationship Management	5
MNGT 182	Creative Sales	5
MNGT 275	Intro to Visual Promotion	5
MNGT 282	Principles of Marketing	5
MNGT 293	Retailing and Merchandising	5

Select one:		
BUS& 101	Introduction to Business	5
BUS 245	Global Business	5

Select one:		
** CIS 110	Intro to Micro Business Applications	3



** CIS 121	Intro to Computer Information Systems	5
Select one:		
*† BUS 105	Business English I	5
*† ENGL& 101	English Composition I	5
<b>Total Credits Required</b>		<b>46-48</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.

<b>COURSE REQUIREMENTS (51-53 CREDITS)</b>		
COLLG 110	College Success	3
*† BUS 107	Business Mathematics	5
* MNGT 130	Customer Relationship Management	5
MNGT 182	Creative Sales	5
MNGT 275	Intro to Visual Promotion	5
MNGT 282	Principles of Marketing	5
MNGT 284	Small Business Management	5
MNGT 293	Retailing and Merchandising	5
Select one:		
** CIS 110	Intro to Micro Business Applications	3
** CIS 121	Intro to Computer Information Systems	5
Select one:		
*† BUS 105	Business English I	5
*† ENGL& 101	English Composition I	5
Select one:		
* BUS 240	Human Relations in the Workplace	5
MNGT 186	Professional Development	5
<b>Total Credits Required</b>		<b>51-53</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.

<b>COURSE REQUIREMENTS (46-48 CREDITS)</b>		
COLLG 110	College Success	3
*† BUS 107	Business Mathematics	5
MNGT 182	Creative Sales	5
MNGT 186	Professional Development	5
MNGT 282	Principles of Marketing	5
MNGT 283	Principles of Management	5
Select one:		
* MNGT 130	Customer Relationship Management	5
MNGT 293	Retailing and Merchandising	5
Select one:		
BUS& 101	Introduction to Business	5
MNGT 284	Small Business Planning	5
Select one:		
** CIS 110	Intro to Micro Business Applications	3
** CIS 121	Intro to Computer Information Systems	5
Select one:		
*† BUS 105	Business English I	5
*† ENGL& 101	English Composition I	5
<b>Total Credits Required</b>		<b>46-48</b>

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

**■ CERTIFICATE IN SOCIAL MEDIA MARKETING**

<b>COURSE REQUIREMENTS (39 CREDITS)</b>		
COLLG 110	College Success	3
BUS& 101	Introduction to Business	5
BUS 134	Introduction to Social Media	5
BUS 135	Introduction to Online Marketing	5
MNGT 136	Online Selling and Web Usability	5
MNGT 137	Independent Contracting	3
MNGT 138	Information Design for Business	5
MNGT 139	Social Media Digital Content for Business	5
MNGT 141	Professional Portfolio	3
<b>Total Credits Required</b>		<b>39</b>

**■ CERTIFICATE IN SUPERVISION AND MANAGEMENT**

<b>COURSE REQUIREMENTS (51-53 CREDITS)</b>		
COLLG 110	College Success	3
ACCT 101	Survey of Accounting	5
BUS& 101	Introduction to Business	5
*† BUS 107	Business Mathematics	5
* BUS 240	Human Relations in the Workplace	5
MNGT 186	Professional Development	5
MNGT 194	Principles of Leadership	5
MNGT 283	Principles of Management	5
Select one:		
MNGT 276	Employment Law: Human Resource Legal Issues	5
MNGT 295	Human Resource Management	5
Select one:		
** CIS 110	Intro to Micro Business Applications	3
** CIS 121	Intro to Computer Information Systems	5
Select one:		
*† BUS 105	Business English I	5
*† ENGL& 101	English Composition I	5
<b>Total Credits Required</b>		<b>51-53</b>

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

**SHORT CERTIFICATES**

**■ SHORT CERTIFICATE HUMAN RESOURCE MANAGEMENT**

<b>COURSE REQUIREMENTS (30 CREDITS)</b>		
ACCT 101	Survey of Accounting	5
† ACCT 275	Payroll and Business Taxes	5
* BUS 240	Human Relations in the Workplace	5
MNGT 276	Employment Law: Human Resource Legal Issues	5
MNGT 295	Human Resource Management	5
MNGT 296	Current Trends in Human Resources	5
<b>Total Credits Required</b>		<b>30</b>

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

**■ SHORT CERTIFICATE IN MARKETING**

<b>COURSE REQUIREMENTS (30 CREDITS)</b>		
*† BUS 107	Business Mathematics	5
* MNGT 130	Customer Relationship Management	5
MNGT 182	Creative Sales	5
MNGT 275	Intro to Visual Promotion	5
MNGT 282	Principles of Marketing	5
MNGT 293	Retailing and Merchandising	5
<b>Total Credits Required</b>		<b>30</b>

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

**■ SHORT CERTIFICATE IN SALES**

<b>COURSE REQUIREMENTS (25 CREDITS)</b>		
*† BUS 107	Business Mathematics	5
* MNGT 130	Customer Relationship Management	5
MNGT 182	Creative Sales	5
MNGT 282	Principles of Marketing	5
Select one:		
* BUS 240	Human Relations in the Workplace	5
MNGT 283	Principles of Management	5
MNGT 293	Retailing and Merchandising	5
<b>Total Credits Required</b>		<b>25</b>

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

**■ SHORT CERTIFICATE IN SUPERVISION AND MANAGEMENT**

<b>COURSE REQUIREMENTS (25 CREDITS)</b>		
* BUS 240	Human Relations in the Workplace	5
MNGT 186	Professional Development	5
MNGT 187	Career Communication Skills	5
MNGT 283	Principles of Management	5
Select one:		
MNGT 276	Employment Law: Human Resource Legal Issues	5
MNGT 295	Human Resource Management	5
<b>Total Credits Required</b>		<b>25</b>

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

# BUSINESS INFORMATION TECHNOLOGY

## PROFESSIONAL/TECHNICAL

**Faculty:** Amy Warren, Luann Wolden (FS); Karen Scott, Tiffanie Maule (PY)

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

**Certificates:** Office Assistant  
Medical Office Assistant  
Medical Billing and Coding  
Integrated Business Technology

Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech](http://www.pierce.ctc.edu/proftech).

## ■ ASSOCIATE IN GENERAL OFFICE

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 (48-49 CREDITS)

COLLG 110	College Success	3
BTECH 116A-D	Keyboard Skill Development	4
BTECH 117A	Format Basic Business Documents	1
BTECH 117B	Format Advanced Business Documents	1
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 205	Office Procedures	3
BTECH 241	Accounting for the Office Professional (or ACCT 101)	5
BTECH 245	Cooperative Work Experience I	3
BTECH 246	Cooperative Work Experience II	3

Select both:

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

or select:

MNGT 186	Professional Development	5
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Select 15 credits from the following:

BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Outlook	1-3

### GENERAL REQUIREMENTS (45 CREDITS)

BUS& 101	Introduction to Business	5
* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 107	Business Math	5
BUS 135	Introduction to Online Marketing	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
** HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2

**Total Credits Required 93-94**

\*Meets related instruction requirements for professional/technical programs

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

## ■ ASSOCIATE IN OFFICE MANAGEMENT

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 (48-49 CREDITS)

COLLG 110	College Success	3
BTECH 116A-D	Keyboard Skill Development	4
BTECH 117A	Format Basic Business Documents	1

BTECH 117B	Format Advanced Business Documents	1
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 205	Office Procedures	3
BTECH 241	Accounting for the Office Professional (or ACCT 101)	5
BTECH 245	Cooperative Work Experience I	3
BTECH 246	Cooperative Work Experience II	3

Select both:

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

or select:

MNGT 186	Professional Development	5
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Select 15 credits from the following:

BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Outlook	1-3

### GENERAL 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 Management	5
MNGT 295	Human Resource Management	5

**Total Credits Required 91-92**

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

## ■ ASSOCIATE IN INTERNATIONAL BUSINESS

In seaport regions, there is a heavy dependence on international trade. Assistants in this field develop cultural understanding with required skills in a foreign language, anthropology and international business communication. Students develop computer skills including word processing, spreadsheets and databases.

### BTECH REQUIREMENTS (45-46 CREDITS)

COLLG 110	College Success	3
BTECH 116A-D	Keyboard Skill Development	4
BTECH 117A	Format Basic Business Documents	1
BTECH 117B	Format Advanced Business Documents	1
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 241	Accounting for the Office Professional (ACCT 101)	5
BTECH 245	Cooperative Work Experience I	3
BTECH 246	Cooperative Work Experience II	3

Select both:

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

or select:

MNGT 186	Professional Development	5
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Select 15 credits from the following:

BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Outlook	1-3

### GENERAL REQUIREMENTS (48 CREDITS)

Foreign Language (same language)	15	
* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 107	Business Math	5
BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5
Select one:		
ANTH& 106	American Mosaic	5
ANTH& 206	Cultural Anthropology	5
Select one:		
GEOG 100	Intro to Geography	5
GEOG 200	Human Geography	5

**Total Credits Required 93-94**

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

**■ ASSOCIATE IN MEDICAL BILLING AND CODING**

For students wishing to complete an Associate degree, the Medical Billing and Coding Associate prepares students for employment as medical billers, patient account representatives, medical claims reviewers, medical office administrators, and other medical support positions. Graduates are able to code and bill accurately, ethically and assertively, to optimize reimbursement, research and explain coverage, and handle all components of claims processing. Students are also prepared to sit for national certification upon completion of this degree. As this degree prepares students to return to the workforce, students who intend to transfer to a four-year institution should work closely with an advisor and complete AA-DTA requirements.

**BTECH REQUIREMENTS (69 CREDITS)**

COLLG 110	College Success	3
BTECH 116A-B	Keyboard Skill Development	4
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 149	Intro to the Medical Office	5
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 245	Cooperative Work Experience I	3
BTECH 246	Cooperative Work Experience II	3
BTECH 250	Medical Forms and Referral Management	5
BTECH 254	CPT Coding	5
BTECH 255	ICD-9-CM Coding	5
BTECH 256	Advanced Coding & Reimbursement	5
BTECH 257	Electronic Health Records	5

Select 10 credits from the following:

BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 145	Records and Database Management	5
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Outlook	1-3

**GENERAL REQUIREMENTS (32 CREDITS)**

* BUS 105	Business English I	5
* BUS 106	Business English II	5
* BUS 107	Business Math	5
BIOL& 170	Human Biology: Anatomy & Physiology (or BIOL& 175)	5
* MNGT 130	Customer Relationship Management	5
MNGT 186	Professional Development	5
** HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2

**Total Credits Required 101**

*\*Meets related instruction requirements for professional/technical programs  
\*\*Valid First Aid/CPR card satisfies this requirement*

**■ ASSOCIATE IN ADMINISTRATIVE ASSISTANT MEDICAL OFFICE**

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 (60-61 CREDITS)**

COLLG 110	College Success	3
BTECH 116A-D	Keyboard Skill Development	4
BTECH 117A	Format Basic Business Documents	1
BTECH 117B	Format Advanced Business Documents	1
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 149	Intro to the Medical Office	5
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 245	Cooperative Work Experience I	3
BTECH 246	Cooperative Work Experience II	3
BTECH 250	Medical Forms and Referral Management	5
BTECH 257	Electronic Health Records	5

Select both:

BTECH 248	Business Info Technology Seminar I	2
BTECH 249	Business Info Technology Seminar II	2

or select:

MNGT 186	Professional Development	5
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Select 10 credits from the following:

BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Office	1-3

**GENERAL REQUIREMENTS (35 CREDITS)**

* 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 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5
BIOL& 170	Human Biology: Anatomy & Physiology (or BIOL& 175)	5
** HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2

**Total Credits Required 95-96**

*\*Meets related instruction requirements for professional/technical programs.  
\*\*Valid First Aid/CPR card satisfies this requirement*

**■ CERTIFICATE IN OFFICE ASSISTANT**

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 (29-30 CREDITS)**

COLLG 110	College Success	3
BTECH 116A-D	Keyboard Skill Development	4
BTECH 117A	Format Basic Business Documents	1
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 245	Cooperative Work Experience I	3

Select both:

BTECH 248	Business Info Technology Seminar I	2
BTECH 249	Business Info Technology Seminar II	2

or select:

MNGT 186	Professional Development	5
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Select 8 credits from the following:

BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Outlook	1-3

**GENERAL REQUIREMENTS (23 CREDITS)**

* BUS 105	Business English I	5
* BUS 106	Business English II	3
* BUS 107	Business Math	5
BUS 250	Business Communications	5
* MNGT 130	Customer Relationship Management	5

**Total Credits Required 52-53**

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

**■ CERTIFICATE IN MEDICAL OFFICE ASSISTANT**

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 (50-51 CREDITS)**

COLLG 110	College Success	3
BTECH 116A-D	Keyboard Skill Development	4
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 149	Intro to the Medical Office	5
BTECH 150	Medical Terminology I	5

BTECH 245	Cooperative Work Experience I	3
BTECH 250	Medical Forms and Referral Management	5
BTECH 257	Electronic Health Records	5
Select both:		
BTECH 248	Business Info Technology Seminar I	2
BTECH 249	Business Info Technology Seminar II	2
or select:		
MNGT 186	Professional Development	5
Select 10 credits from the following:		
BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Office	1-3
<b>GENERAL REQUIREMENTS (25 CREDITS)</b>		
* 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
* MNGT 130	Customer Relationship Management	5
** HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2
<b>Total Credits Required</b>		<b>75-76</b>

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

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

### ■ CERTIFICATE IN MEDICAL BILLING AND CODING

Students in the program learn diagnosis and procedural coding and prepare for employment as medical billers, patient account representatives, medical claims reviewers, and a variety of other medical support positions. Graduates are able to code and bill accurately, ethically and assertively, to optimize reimbursement, research and explain coverage, and handle all components of claims processing. The certificate is designed to “step” into the Associate in Medical Office Assistant or Medical Billing and Coding Associate degrees. Students who intend to transfer to a four-year institution should work closely with an advisor and complete AA-DTA requirements.

#### BTECH REQUIREMENTS (56 CREDITS)

COLLG 110	College Success	3
BTECH 116A-D	Keyboard Skill Development	4
BTECH 136	Ten-Key Mastery	1
BTECH 145	Records and Database Management	5
BTECH 149	Intro to the Medical Office	5
BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
BTECH 245	Cooperative Work Experience I	3
BTECH 250	Medical Forms and Referral Management	5
BTECH 254	CPT Coding	5
BTECH 255	ICD-9-CM Coding	5
BTECH 257	Electronic Health Records	5
Select 5 credits from the following:		
BTECH 118A-C	PC Operating System (or BTECH 120)	1-3
BTECH 200A-C	Microsoft Word	1-3
BTECH 210A-C	Microsoft Excel	1-3
BTECH 220A-C	Microsoft Access	1-3
BTECH 225A-C	Microsoft PowerPoint	1-3
BTECH 226A-C	Microsoft Outlook	1-3
<b>GENERAL REQUIREMENTS (17 CREDITS)</b>		
* BUS 105	Business English I	5
* BUS 107	Business Math	5
BIOL& 170	Human Biology: Anatomy & Physiology (or BIOL& 175)	5
** HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2
<b>Total Credits Required</b>		<b>73</b>

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

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

### ■ CERTIFICATE IN INTEGRATED BUSINESS TECHNOLOGY

This four-quarter program provides a customized pathway for Levels 5 and 6 English as a Second Language (ESL) students and Levels 3-6 Adult Basic Education (ABE) and General Education Development (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.

#### BTECH REQUIREMENTS (36 CREDITS)

COLLG 110	College Success	3
BTECH 115A-B	Business Keyboarding	2
BTECH 116A-D	Keyboard Skill Development	4
BTECH 117A	Business Document Formatting	1
BTECH 120	Intro to Windows (or BTECH 118A-C)	3
BTECH 136	10-Key Data Entry	1
BTECH 145	Records and Database Management	5
BTECH 205	Office Procedures	3
BTECH 245	Cooperative Work Experience I	3
BUS 103	Computational Mathematics	3
BUS 105	Business English I	5
Select 3 credits from the following:		
BTECH 200A-B	Microsoft Word	2
BTECH 210A-B	Microsoft Excel	2
BTECH 225A-B	Microsoft PowerPoint	2
BTECH 226A	Microsoft Outlook	1
<b>Total Credits Required</b>		<b>36</b>

## CHEMISTRY

**Faculty:** Megan Hess; Ted Wood (FS); Katherine Olsen, Lee West (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, complete an associate degree, prepare for nursing, dental hygiene or veterinary technology programs, as well as those who desire elective credits in natural science.

### CHEMISTRY MAJOR

This program does not necessarily qualify a student for an AA-DTA degree; general distribution requirements must be met. 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	6
PHYS& 222	Engineering Physics II	6
PHYS& 223	Engineering Physics III	6

## COLLEGE SUCCESS

**Faculty:** Amber Baillon, Irene Brewer (FS); Jeff Pisetzner (PY)

Offered through structured classes or arranged lab format, the College Success program offer students a flexible way to gain invaluable study skills in such topics as test and note-taking strategies, time management and career planning. Classes are offered both daytime and evening.

Student Learning Outcomes available at [www.pierce.ctc.edu/dist/basicskills/outcomes](http://www.pierce.ctc.edu/dist/basicskills/outcomes).

COLLG 107	Study Skills for Math and Science
COLLG 110	College Success
COLLG 111	TRIO College Success
COLLG 112	College Transfer Planning

## COMMUNICATION/THEATRE/FILM

**Faculty:** Patrick Daugherty, Fred Metzger (FS);  
Nikki Poppen-Eagan, Joshua Potter (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 and public address. Pierce College's curriculum provides a basic background to enable students to determine their preferred focus upon transferring to a four-year 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 requirements of 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 MAJOR

The following courses are recommended, in addition to other courses required for the AA-DTA degree. See a Communication/Theatre/Film advisor for specifics.

BUS& 101	Introduction to Business	5
CMST& 102	Intro to Mass Media	5
CMST& 220	Public Speaking	5
DRMA 160	Intro to Film and Video	5
DRMA 170	Technical Film and Theatre	5
GEOG	One course	5
JOURN 102	Intro to Newswriting	5
POLS	One course	5
SOC	One course	5

### RHETORIC AND PUBLIC ADDRESS EMPHASIS

ART	One course	5
CMST& 101	Introduction to Communications	5
CMST& 220	Public Speaking	5
ENGL 107	Composition III: 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	5

### INTERPERSONAL COMMUNICATION EMPHASIS

ANTH& 100	Survey of Anthropology	5
ANTH& 206	Cultural Anthropology	5
ART or MUSC	One course	5
CMST& 101	Introduction to Communications	5
CMST 105	Intercultural Communication	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

**Faculty:** James Johnson (JBLM); Ciaran Bloomer,  
Donna Pagoria (PY); Sam Scott (FS)

**Degree:** Associate in Computer Network Engineering  
Associate in Database Management and Design  
Associate in Health Informatics and Integrated  
Technology

**Certificate:** Certificate in Computer Systems Administration  
Certificate in Healthcare Database Management and  
Design

The Computer Information Systems (CIS) department offers three distinct computer career programs – computer network engineering, health information technology, and database management and design. All three programs are offered at the Puyallup campus. Computer Network Engineering is also offered at Joint Base Lewis-McChord.

### ■ ASSOCIATE IN COMPUTER NETWORK ENGINEERING

The Computer Network Engineering (CNE) program, offered at Pierce College Puyallup and JBLM, 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.

*Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).*

### CORE REQUIREMENTS (50 CREDITS)

CIS 121	Introduction to Computer Information Systems	5
CIS 122	Structured Program Design	5
CIS 134	Microcomputer Operating Systems	5
CIS 150	Installation and Troubleshooting	5
CIS 265	Computer Data Communications and Networks	5
CNE 231	Windows Client Operating Systems	5
CNE 232	Manage Windows Server	5
CNE 240	Computer Hardware Troubleshooting	5
CNE 251	UNIX Administration	5
CNE 290	Networking Internship (in chosen track)	5

### RELATED INSTRUCTION (25 CREDITS)

BUS 240	Human Relations in the Workplace	5
ENGL& 101	English Composition 1	5
ENGL& 235	Technical Writing	5
MATH& 107	Math in Society	5
Select one:		
CMST& 101	Introduction to Communications	5
CMST& 220	Public Speaking	5

### MICROSOFT NETWORKING TRACK (30 CREDITS)

CNE 235	Implement and Maintain Windows Server Infrastructure: Network Infrastructure	5
CNE 237	Plan, Implement and Maintain Active Directory Infrastructure	5
CNE 238	Designing Security for a Windows Network	5
CNE 246	Windows Server Applications Infrastructure	5
CNE 247	Windows Server Enterprise Administration	5
CNE 254	Fundamentals of Network Security	5

The following course may be taken in lieu of Microsoft Track course above at the discretion of the Program Advisor or Coordinator:

CNE 253	Deploy and Maintain ISA Server	5
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**Total Credits Required 105**

**CERTIFICATE IN COMPUTER SYSTEMS ADMINISTRATION****CNE CORE REQUIREMENTS (35 CREDITS)**

CIS 121	Introduction to Computer Information Systems	5
CIS 134	Microcomputer Operating Systems	5
CIS 265	Data Communications and Networks	5
CNE 231	Windows Client Operating System	5
CNE 232	Management Windows Server	5
CNE 251	UNIX Administration	5
CNE 254	Fundamentals of Network Security	5

**BUSINESS REQUIREMENTS (15-18 CREDITS)**

* MATH& 107	Math in Society	5
Select one:		
* MNGT 130	Customer Relationship Management	5
BUS 240	Human Relations in the Workplace	5
Select both:		
* BUS 105	Business English I and	5
* BUS 106	Business English II	3
or		
* ENGL& 101	English Composition I	5

**Total Credits Required 50-53***\*Meets related instruction requirements for professional/technical programs.***ASSOCIATE IN DATABASE MANAGEMENT AND DESIGN**

Pierce College offers the Associate in Database Management and Design at the Puyallup campus. 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 administrator (DBA), database developer, IT business analyst, data analyst and application analyst positions. For parallel degrees in the health care industry see the Associate and Certificate degrees in Health Information Technology.

**PREREQUISITES**

College level reading, math, and English; keyboarding 35 wpm; and CIS121. Participating students will also need a one-terabyte or larger removable hard drive and possess or have access to a current version of Microsoft Office Professional.

**RELATED INSTRUCTION (23 CREDITS)**

BUS 240	Human Relations in the Workplace	5
ENGL& 101	English Composition 1	5
MATH& 146	Introduction to Statistics	5
CMST& 220	Public Speaking	5
COLLG 110	College Success	3

**CIS CORE REQUIREMENTS (83 CREDITS)**

CIS 122	Structured Program Design	5
CIS 123	Introduction to Object Oriented Programming (OOP)	5
CIS 136	Spreadsheet Applications	3
CIS 185	Intermediate Object Oriented Programming (OOP)	5
CIS 210	Business Analysis	5
CIS 215	Client-side Web Development	5
CIS 216	Server-side Web Development	5
CIS 260	Database Management Systems	5
CIS 261	SQL (Structured Query Language)	5
CIS 262	Database Administration, Backup and Recovery	5
CIS 263	Database Performance Tuning & Network Admin.	5
CIS 265	Data Communications and Networks	5
CIS 269	Advanced SQL Programming & Tuning	5
CIS 275	Business Analytics/Intelligence	5
CIS 280	Systems Analysis and Design	5
CIS 290	Supervised Internship	5
CNE 232	Managing & Maintaining Windows Server	5

**Total Credits Required 106**

**Notes:** Students should be aware that certain past criminal and civil behavior may prohibit employment opportunities in some IT occupations. Students are encouraged to research these situations.

**ASSOCIATE IN HEALTH INFORMATICS AND INTEGRATED TECHNOLOGY**

Health care is the fastest growing market in the computer field. With the federal mandate to implement the electronic health record (EHR) and the paradigm shift in the industry to health informatics, the Health Information Management (HIM) field is rapidly evolving from paper-based medical records management to an increasingly electronic environment. To accommodate this migration, skill sets for HIM professionals are expanding to include a wide range of technical expertise in specialized areas, including relational database management, data communications, programming and systems analysis.

The Health Informatics and Integrated Technology (HIIT) and Healthcare Database Management & Design (HDMD) programs are designed for students interested in a non-clinical care IT profession in the health care industry that merges both the health care background with IT database and business analysis skills.

Students who successfully complete the HIIT degree could apply for IT positions such as junior database administrators (DBA), database developers, business analysts, data analysts and application analysts in the health care industry or similar positions in related industries. For a parallel non-health care degree, see the Associate in Database Management & Design under Computer Information Systems.

**PREREQUISITES**

College level reading, math, and English; keyboarding 35 wpm; and CIS121. Participating students will also need a one-terabyte or larger removable hard drive and possess or have access to a current version of Microsoft Office Professional.

**BTECH CORE REQUIREMENTS (15 CREDITS)**

BTECH 150	Medical Terminology I	5
BTECH 151	Medical Terminology II	5
Select one:		
BIOL& 170	Human Biology: Anatomy & Physiology	5
BTECH 257	Electronic Health Records	5

**RELATED INSTRUCTION (23 CREDITS)**

BUS 240	Human Relations in the Workplace	5
ENGL& 101	English Composition 1	5
MATH& 146	Introduction to Statistics	5
CMST& 220	Public Speaking	5
COLLG 110	College Success	3

**CIS CORE REQUIREMENTS (68 CREDITS)**

CIS 122	Structured Program Design	5
CIS 123	Introduction to Object Oriented Programming (OOP)	5
CIS 130	Microcomputer Applications	5
CIS 136	Spreadsheet Applications	3
CIS 210	Business Analysis	5
CIS 260	Database Management Systems	5
CIS 261	SQL (Structured Query Language)	5
CIS 262	Database Administration, Backup & Recovery	5
CIS 265	Data Communications & Networks	5
CIS 269	Advanced SQL Programming & Tuning	5
CIS 275	Business Analytics/Intelligence	5
CIS 280	Systems Analysis and Design	5
CIS 290	Supervised Internship	5
CNE 232	Managing & Maintaining Windows Server	5

**Total Credits Required 106**

**Notes:** Students should be aware that certain past criminal and civil behavior may prohibit employment opportunities in some health IT occupations. Students are encouraged to research these situations.

**CERTIFICATE IN HEALTHCARE DATABASE MANAGEMENT AND DESIGN****PREREQUISITES**

College level reading, math, and English; keyboarding 35 wpm; and CIS 121, CIS 122, CIS130, CIS 134, CIS 265 or HIIT Advisor- approved and documented IT industry experience. Participating students will also need a one-terabyte or larger removable hard drive and possess or have access to a current version of Microsoft Office Professional.

**BTECH CORE REQUIREMENTS (10 CREDITS)**

BTECH 150	Medical Terminology I	5
BTECH 257	Electronic Health Records	5

**CIS CORE REQUIREMENTS (30 CREDITS)**

CIS 210	Business Analysis	5
CIS 260	Database Management Systems	5
CIS 261	SQL (Structured Query Language)	5
CIS 262	Database Administration, Backup & Recovery	5
CIS 269	Advanced SQL Programming & Tuning	5
CIS 280	Systems Analysis and Design	5

**Total Credits Required 40**

**Notes:** Students should be aware that certain past criminal and civil behavior may prohibit employment opportunities in some health IT occupations. Students are encouraged to research these situations.

# CONSTRUCTION MANAGEMENT

**UNIVERSITY TRANSFER**

**Contact:** Dolores Kelley (FS)  
**Degrees:** Associate in Construction Management DTA/MRP

**■ ASSOCIATE IN CONSTRUCTION MANAGEMENT DTA/MRP**

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 quarter hours of transferable credit
- College cumulative GPA of at least 2.0
- ENGL& 101 - English Composition I - required
- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the last 45 credits earned at Pierce College
- 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
- "Pass" (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

See Degree Outcomes on page 29.

**GENERAL REQUIRED COURSES**

**COMMUNICATION SKILLS (10 CREDITS)**

CWU requires an equivalent to ENG 102 - Composition II: Reasoning and Research for program acceptance.

ENGL& 101	English Composition I	5
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Select one:

ENGL& 102	Composition II: Argumentation and Research	5
ENGL& 235	Technical Writing	5

**QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)**

Intermediate algebra proficiency is required.		
MATH& 151	Calculus I	5

**HUMANITIES (15 CREDITS)**

At least **five** credits other than speech and no more than **five** credits in world language, American Sign Language, and no more than **five** credits in performance/skills. See AA-DTA list for appropriate classes.

CMST& 220	Public Speaking	5
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**SOCIAL SCIENCE (15 CREDITS)**

WSU requires both ECON& 201 and ECON& 202. See AA-DTA list for appropriate classes.

BUS& 201	Business Law	5
Social Science Elective		
Select one:		
ECON& 201	Microeconomics	5
ECON& 202	Macroeconomics	5

**NATURAL SCIENCES (15-30 CREDITS)**

UW-Seattle requires MATH& 146 and General or Engineering Physics and ten additional quarter credits in natural sciences/math at the student's choice or see electives list. WSU requires MATH& 152 and General or Engineering Physics. CWU requires MATH& 152 and General Chemistry. EWU requires General Chemistry or CHEM& 161.

CHEM& 161	General Chemistry with Lab I	5
GEOL& 101	Intro to Physical Geology	5
MATH& 146	Introduction to Statistics	5
MATH& 152	Calculus II	5
PHYS& 114	General Physics I	5

PHYS& 115	General Physics II	5
PHYS & 221	Engineering Physics I	6
PHYS& 222	Engineering Physics II	6

**CONSTRUCTION MANAGEMENT COURSES (13-18 CREDITS)**

UW-Seattle requires ACCT&203 and **three** credits of Architectural CAD or Engineering graphics equivalent to ENGR& 111 or ENGR& 114 or ENGR& 121, a course that includes 3-D graphics such as AutoCAD or SolidWorks. WSU, CWU and EWU recommend three quarter credits of Architectural CAD or Engineering graphics. Students may select **three** credits for the recommended electives list that best fit their future university.

ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
Additional credits (depending on future institution)		3-8

**GENERAL ELECTIVES (20 CREDITS)**

COLLG 110	College Success	3
CONST 101	Introduction to Construction Industry	5
CHEM& 161	General Chemistry with Lab I	5
ENGR& 214	Statics	5
ENGR& 215	Mechanics of Materials	5
ENVS& 100	Survey of Environmental Science	5
ENVS 150	Environmental Issues	5
ENVS 155	Applied Environmental Methods	5
MATH& 141	Precalculus I	5
MATH& 142	Precalculus II	5
MATH& 146	Introduction to Statistics	5
MATH& 152	Calculus II	5
PHYS& 115	General Physics I	5
PHYS& 222	Engineering Physics II	6
Additional college-level courses, a maximum of three physical activity (PE) credits.		5

**Total Credits Required 93-113**

**Notes**

- Entry to Construction Management majors is selective; students typically require a higher minimum overall GPA than the minimum 2.0 for the general DTA. Students need to check criteria for selection by connecting with their future institution.
- 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, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

# CONSTRUCTION MANAGEMENT

**PROFESSIONAL/TECHNICAL**

**Contact:** Dolores Kelley (FS)  
**Degrees:** Associate in Construction Management  
**Certificate:** Certificate in Construction Management  
 Certificate Safety Technician

**■ ASSOCIATE IN CONSTRUCTION MANAGEMENT**

Responding to a critical workforce shortage in the building industry, Pierce College 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 in the 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.

Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).

**GENERAL COURSE REQUIREMENTS**

**COMMUNICATION SKILLS (10 CREDITS)**

*+ ENGL& 101	English Composition I	5
*+ ENGL& 235	Technical Writing	5

**COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS****(5 CREDITS)**

Select one:

*+ BUS 107	Business Mathematics	5
*+ MATH& 141	Precalculus I	5
*+ MATH& 142	Precalculus II	5
*+ MATH 147	Business Precalculus	5
*+MATH& 148	Business Calculus	5

**HUMAN RELATIONS (5 CREDITS)**

Select one:

* BUS 240	Human Relations in the Workplace	5
CMST& 101	Introduction to Communications	5
CMST& 230	Small Group Communications	5

**CONSTRUCTION MANAGEMENT REQUIREMENTS (46 CREDITS)**

+ CONST 101	Intro to Construction Management	5
+ CONST 140	Construction Drawings: Print Reading	5
+ CONST 150	Construction Documents	5
+ CONST 160	Materials and Methods	5
CONST 180	Building Codes	5
+ CONST 198	Work-Based Learning	3
+ CONST 200	Estimating	5
+ CONST 230	Scheduling and Planning	5
CONST 250	Construction Safety and Accident Prevention	3
+ CONST 260	Construction Project Management	5

**BUSINESS MANAGEMENT (10 CREDITS)**

Select two:

* MNGT 130	Customer Relationship Management	5
MNGT 182	Creative Sales	5
MNGT 283	Principles of Management	5
MNGT 284	Small Business Planning	5
MNGT 295	Human Resource Management	5

or select both:

BUS 260	Project Management I: Planning	5
BUS 261	Project Management II: Managing	5

**GENERAL REQUIREMENTS (28 CREDITS)**

COLLG 110	College Success	3
+ BUS& 201	Business Law	5
BTECH 200A	Prepare and Edit Documents	1
BTECH 200B	Enhance and Customize Documents	1
BTECH 210A	Prepare and Format Worksheets	1
BTECH 210B	Insert Formulas and Enhancements	1
BTECH 210C	Advanced Formatting and Functions	1

Select one:

ACCT 101	Survey of Accounting	5
+ ACCT& 201	Principles of Accounting I	5

Select one:

+ ACCT& 202	Principles of Accounting II	5
BUS& 101	Introduction to Business	5
ECON 110	Survey of Economics	5
+ ECON& 201	Microeconomics	5
+ ECON& 202	Macroeconomics	5

Select one:

ENVS& 100	Survey of Environmental Science	5
ENVS 155	Applied Environmental Methods	5
GEOL& 101	Intro to Physical Geology	5
GEOL& 110	Environmental Geology	5
+ PHYS& 110	Physics for Non-Science Majors	5

**Total Credits Required** 104\*Meets related instruction requirements for professional/technical programs.  
+Prerequisites required.**CONSTRUCTION MANAGEMENT CERTIFICATE****CORE REQUIREMENTS (61 CREDITS)**

* BUS 240	Human Relations in the Workplace	5
COLLG 110	College Success	3
+ CONST 101	Intro to Construction Management	5
+ CONST 140	Construction Drawings: Print Reading	5
+ CONST 150	Construction Documents	5
+ CONST 160	Materials and Methods	5
CONST 180	Building Codes	5
+ CONST 200	Estimating	5
+ CONST 230	Scheduling and Planning	5
CONST 250	Construction Safety and Accident Prevention	3
+ CONST 260	Construction Project Management	5

Select one:

BUS 250	Business Communication	5
* ENGL& 101	English Composition I	5

Select one:

*+ BUS 107	Business Math	5
*+ MATH 147	Business Precalculus	5
*+MATH& 148	Business Calculus	5

**Total Credits Required** 61\*Meets related instruction requirements for professional/technical programs.  
+Prerequisites required.**CONSTRUCTION SAFETY TECHNICIAN CERTIFICATE****Contact:** Dolores Kelley (FS)**GENERAL REQUIREMENTS (28 CREDITS)**

* BUS 240	Human Relations in the Workplace	5
COLLG 110	College Success	3
+ CIS 130	Microcomputer Applications	5
*+ ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

Select one:

BUS 107	Business Mathematics	5
MATH& 107	Math in Society	5
* MATH& 146	Introduction to Statistics	5

**SAFETY AND HEALTH REQUIREMENTS (35 CREDITS)**

+ CONST 140	Blueprint Reading	5
+ CONST 160	Materials and Methods	5
CONST 250	Safety and Accident Prevention	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

Select one:

OSH 291	OSH Internship	3
CONST 198	Work-Based Learning	3

**Total Credits Required** 63\*Meets related instruction requirements for professional/technical programs.  
+Prerequisites required.**VIRTUAL CONSTRUCTION FOR CONSTRUCTION MANAGEMENT CERTIFICATE****Contact:** Dolores Kelley (FS)

The Certificate in Virtual Construction for Construction Management is provided in response to the needs of the construction industry. A Building Information Model or BIM provides the contractor with the ability to analyze, in a collaborative digital environment, a facility's key physical and functional attributes before breaking ground. The BIM can improve the entire process from bidding, planning, controlling and commissioning.

The program is intended for individuals who have completed certificates or degrees in construction management or have work experience in construction management, estimating, scheduling, coordination and project supervision.

To meet the needs of working adults, courses are offered in the evenings. The curriculum introduces students to BIM tools and platforms, basic and intermediate modeling, project coordination using BIM tools and platforms and estimation and scheduling with BIM.

**CORE REQUIREMENTS (23 CREDITS)**

CONST 270	Introduction to Virtual Design and Construction	3
CONST 271	Basic Modeling	5
CONST 272	Intermediate Modeling	5
CONST 274	Model Based Collaboration	5
CONST 275	Model Integration: Estimation and Scheduling	5

**Total Credits Required** 23



# CRIMINAL JUSTICE PROFESSIONAL/TECHNICAL

**Faculty:** Teresa Carlo, Bobi Foster-Grahler (FS)  
**Degrees:** Associate in Criminal Justice  
**Certificates:** Corrections/Protection Officer and Correctional Careers  
 Criminal Justice  
 Forensic Technician  
 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, as well as 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, which are aligned within the Associate in Criminal Justice. See AA-DTA degree for details.

*Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).*

## ■ ASSOCIATE IN CRIMINAL JUSTICE (FS ONLY)

Students must earn a minimum grade of 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 grade of 1.5 in each core requirement and core elective. College-level reading skills, as determined by placement test, are required (or READ 101).

### GENERAL REQUIRED COURSES

#### COMMUNICATION SKILLS (10 CREDITS)

- \* ENGL& 101 English Composition I 5
- ENGL& 102 Composition II: Argumentation and Research 5

#### QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Select one:

- \* MATH& 107 Math in Society 5
- \* MATH& 146 Introduction to Statistics 5

*MATH& 146 is recommended for students transferring to a four-year institution.*

#### HUMANITIES (15 CREDITS)

Students planning to transfer to a four-year institution who lack two years of high school study of a single world language should take one quarter of a foreign language as a humanities elective. Four-year institutions may require three quarters.

- PHIL 150 Intro to Ethics 5
- + Elective (Journalism, world language or a course requiring a paper) 5

Select one:

- CMST& 220 Public Speaking 5
- CMST& 101 Introduction to Communications 5

#### SOCIAL SCIENCE (15 CREDITS)

- \* PSYC& 100 General Psychology 5
- SOC& 101 Intro to Sociology 5

Select one:

- POLS& 202 American Government 5
- POLS 230 State and Local Government 5

#### NATURAL SCIENCE (15 CREDITS)

- BIOL& 170 Human Biology: Anatomy & Physiology (or another biology course†) 5
- ANTH& 236 Forensic Anthropology 5
- + Elective (Course other than biology or anthropology that meets the AA-DTA distribution requirement) 5

#### CRIMINAL JUSTICE REQUIREMENTS (44 CREDITS)

- CJ 103 Criminal Justice: Success Seminar 1
- CJ& 105 Corrections in America 5
- CJ 112 Criminal Justice in America 5
- CJ 150 Policing in America 5
- CJ 200 Crime and Justice in America: Issues 5
- CJ 202 Concepts of Criminal Law 5

- \*\* CJ 252 Criminal Justice Work-Based Learning 5
- CJ 280 Criminal Justice Culminating Project 1
- INFO 102 Problem-Based Research Methods in Professional Technical Programs 2
- Criminal Justice Electives 10
- Total Credits Required 104**

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

*\*\*Prerequisites required.*

*†Requires Criminal Justice advisor approval.*

SOCAD military students may substitute five additional criminal justice elective credits with 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 Steilacoom campus. This certificate is designed to provide students with an inclusive view of the criminal justice system. The 44 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. It is a great building block for individuals who wish to earn an Associate in Criminal Justice and AA-DTA. 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. This certificate assists individuals in determining 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 (44 CREDITS)

- CJ 103 Criminal Justice: Success Seminar 1
- CJ& 105 Corrections in America 5
- CJ 112 Criminal Justice in America 5
- CJ 150 Policing in America 5
- CJ 200 Crime and Justice in America: Issues 5
- CJ 202 Concepts of Criminal Justice 5
- + CJ 252 Criminal Justice Work-Based Learning 5
- \*\* CJ 280 Criminal Justice Culminating Project 1
- INFO 102 Problem-Based Research Methods in Professional Technical Programs 2
- Criminal Justice Electives 10
- Total Credits Required 44**

*†Requires Criminal Justice advisor approval.*

*\*\*Prerequisites 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.

## ■ CORRECTIONS/PROTECTION OFFICER/CAREERS IN CORRECTIONS CERTIFICATE (FS ONLY)

Pierce College offers the Corrections/Probation Officer and 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 theories they learned.

The program is a great stepping stone to further education as all 24 credits for this certificate are transferable to the Associate in Criminal Justice; the entire 26 credits are transferable to the Associate of Arts-DTA, as well as many four-year college programs.

### COURSE REQUIREMENTS (24 CREDITS)

- CJ 103 Criminal Justice: Success Seminar 1
- CJ& 105 Corrections in America 5
- CJ 130 Criminal Justice Operational Skills 5

CJ 131	Security Practices	3
CJ 132	Correctional Practices	5
+ CJ 252B	Criminal Justice Work-Based Learning	5
<b>Total Credits Required</b>		<b>24</b>

*†Requires Criminal Justice advisor approval.*

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 TECHNICIAN CERTIFICATE**

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 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.

**COURSE REQUIREMENTS (44 CREDITS)**

*Students must earn a minimum grade of 2.0 in each course listed in order to obtain the certificate.*

* BIOL& 160	General Biology w/Lab	5
* CHEM& 110	Chemical Concepts w/Lab	5
CJ 103	Criminal Justice: Success Seminar	1
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
* CJ 280	Criminal Justice Culminating Project	1
INFO 102	Problem-Based Research Methods in Professional Technical Programs	2
* MATH& 142	Precalculus II	5
* PHYS& 114	General Physics 1	5
<b>Total Credits Required</b>		<b>44</b>

*\*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.

**■ CERTIFICATE FOR EXPLORER/CADET PRE-LAW ENFORCEMENT (FS ONLY)**

The certificate for explorer/cadet pre-law enforcement provides students with an overview of skills needed to perform the duties of a volunteer in law enforcement, a commissioned reserve law enforcement officer and a commissioned law enforcement officer. It also is an overview of the criminal justice system and major skills needed to succeed in law enforcement. These certificates include written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former law enforcement explorers or cadets, or reserve law enforcement employees looking for career or educational advancement. These certificates flow directly into the Associate in Criminal Justice and the AA-DTA degree, allowing students to continue to a four-year institution.

Students must earn a minimum grade of 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA-DTA while completing their Associate in Criminal Justice must earn a minimum overall GPA of 2.0 and earn a minimum grade of 1.5 in each core requirement and core elective.

**COURSE REQUIREMENTS (39 CREDITS)**

CJ 103	Criminal Justice: Success Seminar	1
CJ 112	Criminal Justice in America	5
CJ 150	Policing in America	5
CJ 200	Crime and Justice in America: Issues	5
* CJ 252	Criminal Justice Work-Based Learning (180 hours volunteering)	5
*+ CJ 260	Law Enforcement Operational Skills: Explorer/Cadet	5
** CJ 280	Criminal Justice Culminating Project	1
CMST& 220	Public Speaking	5

** ENGL& 101	English Composition I	5
INFO 102	Problem-Based Research Methods in Professional Technical Programs	2
<b>Total Credits Required</b>		<b>39</b>

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.

*†Explorer/Cadet will complete all elements of the on-site academy at a 70 percent 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.*

*\*\*Prerequisites required.*

**■ CERTIFICATE FOR RESERVE PRE-LAW ENFORCEMENT (FS ONLY)**

The certificate for reserve pre-law enforcement provides students with an overview of skills needed to perform the duties of a volunteer in law enforcement, a commissioned reserve law enforcement officer and a commissioned law enforcement officer. It also is an overview of the criminal justice system and major skills needed to succeed in law enforcement. These certificates include written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former law enforcement explorers or cadets, or reserve law enforcement employees looking for career or educational advancement. These certificates flow directly into the Associate in Criminal Justice and the AA-DTA degree, allowing students to continue to a four-year institution.

Students must earn a minimum grade of 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA-DTA while completing their Associate in Criminal Justice must earn a minimum overall GPA of 2.0 and earn a minimum grade of 1.5 in each core requirement and core elective.

**COURSE REQUIREMENTS (44 CREDITS)**

CJ 103	Criminal Justice: Success Seminar	1
CJ 112	Criminal Justice in America	5
CJ 150	Policing in America	5
CJ 200	Crime and Justice in America: Issues	5
* CJ 252	Criminal Justice Work-Based Learning (180 hours volunteering)	5
*+ CJ 261	Law Enforcement Operational Skills: Reserves	10
** CJ 280	Criminal Justice Culminating Project	1
CMST& 220	Public Speaking	5
** ENGL& 101	English Composition I	5
INFO 102	Problem-Based Research Methods in Professional Technical Programs	2
<b>Total Credits Required</b>		<b>44</b>

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.

*†Reserve Officers will complete all elements of the on-site academy at a 70 percent 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.*

*\*\*Prerequisites required.*

**■ CERTIFICATE FOR LAW ENFORCEMENT OFFICER (FS ONLY)**

The certificate for law enforcement officer provides students with an overview of skills needed to perform the duties of a volunteer in law enforcement, a commissioned reserve law enforcement officer and a commissioned law enforcement officer. It also is an overview of the criminal justice system and major skills needed to succeed in law enforcement. These certificates include written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former law enforcement explorers or cadets, or reserve law enforcement employees looking for career or educational advancement. These certificates flow directly into the Associate in Criminal Justice and the AA-DTA degree, allowing students to continue to a four-year institution.

Students must earn a minimum grade of 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA-DTA while completing their Associate in Criminal Justice must earn a minimum overall GPA of 2.0 and earn a minimum grade of 1.5 in each core requirement and core elective.

**COURSE REQUIREMENTS (44 CREDITS)**

CJ 103	Criminal Justice: Success Seminar	1
CJ 112	Criminal Justice in America	5
CJ 150	Policing in America	5
CJ 200	Crime and Justice in America: Issues	5

* CJ 252	Criminal Justice Work-Based Learning (180 hours volunteering)	5
*† CJ 262	Law Enforcement Operational Skills: Officer	10
** CJ 280	Criminal Justice Culminating Project	1
CMST& 220	Public Speaking	5
** ENGL& 101	English Composition I	5
INFO 102	Problem-Based Research Methods in Professional Technical Programs	2
<b>Total Credits Required</b>		<b>44</b>

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.

†Officers will complete all elements of the on-site academy at a 70 percent 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.

\*\*Prerequisites required.

## DENTAL HYGIENE PROFESSIONAL/TECHNICAL

**Faculty:** Monica L Hospenthal, R.D.H., M. Ed., Program Director;  
Kathy Bassett, R.D.H., M.Ed.; Mary Galagan, R.D.H., M.H.A.,  
Carolyn 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 and globally. An RDH is dedicated to the prevention and non-surgical treatment of oral diseases. RDH's work as clinicians, educators, advocates, etc. in private and public health settings. The profession attracts individuals interested in a licensed oral health profession that provides direct services to patients. Dental hygienists become eligible for licensure through successfully graduating from an accredited dental hygiene program and 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 (U.S.).

Acceptance into Pierce's program occurs once a year in fall quarter. The application deadline occurs in January each year. Pierce accepts 20 students each year at the Fort Steilacoom campus. Applicants to the program must not only meet the general entrance requirements of Pierce College, but all pre-dental hygiene program requirements to be eligible for acceptance consideration. Please see the department website for the exact application deadline and current dental hygiene program requirements: <http://www.pierce.ctc.edu/dept/denthyg/>.

The ADH transfers into most dental hygiene degree completion programs within the U.S. and may meet some entrance requirements to U.S. dental schools where courses and credits apply. Several degree completion programs are now available. In WA, Eastern Washington University (EWU) offers an Online Bachelor of Science in Dental Hygiene (BSDH) degree completion program. Pierce College ADH graduates typically articulate directly into the EWU BSDH program. For more information: <http://www.ewu.edu/cshe/programs/dental-hygiene/expanded-bs-in-dh.xml>. For other choices, please visit the American Dental Hygienists' Association website at: <http://www.adha.org/dental-hygiene-programs>. 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. Department of Education.

Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).

### PRE-DENTAL HYGIENE COURSES

Some 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. Please NOTE: Pre-dental hygiene courses NOT listed on our Transfer Guide as equivalent to the below Pierce College courses MUST HAVE a course transfer request form completed prior to the application deadline. A copy of the course transfer request must be submitted with the application to the dental hygiene program. You will find the course transfer request online at: <http://www.pierce.ctc.edu/dept/denthyg/exceptions/>.

BIOL& 241	Human Anatomy and Physiology w/Lab 1	6
BIOL& 242	Human Anatomy and Physiology w/Lab 2	6

BIOL& 260	Microbiology	5
CHEM& 121	Intro to Chemistry	5
CHEM& 131	Intro to Organic/Biochemistry	6
CMST 105	Intercultural Communication	5
ENGL& 102	Composition II: Argumentation and Research	5
NUTR&101	Nutrition	5
PSYC& 100	General Psychology	5
SOC& 201	Social Problems	5

Select one: 5  
 BUS 240 Human Relations in the Workplace  
 PHIL 230 Contemporary Moral Problems

Select one: 5  
 MATH& 107 Math in Society  
 MATH& 146 Introduction to Statistics

**Total Pre-Dental Hygiene Credits 68**

### Pierce College requirement beginning summer 2015:

For all students beginning prerequisites to the Dental Hygiene program at Pierce College, COLLG 110: College Success must be taken within the first two quarters of starting coursework. You may be exempt from this requirement. Check with your advisor for the latest information.

### ■ ASSOCIATE IN DENTAL HYGIENE: APPLICATION SUMMARY\*\* (FS ONLY)

Formal application to the Dental Hygiene Program must be made to the Admissions Office at the Fort Steilacoom campus by completing a Dental Hygiene Application (please refer to the website to access the application at <http://www.pierce.ctc.edu/dept/denthyg/site/>). There is a \$40\*\*\* non-refundable application fee.

As of this publication, the deadline for submitting the application is the fourth Friday in January preceding the fall quarter in which a student expects to enter the program. It is the applicant's responsibility to see that his/her file is accurate, complete and up-to-date. All pre-dental hygiene courses must be complete by the end of spring quarter in the year of entrance for the following fall quarter. Other deadlines are published each year on the program website. A minimum grade of 2.5 in each pre-dental hygiene course must be earned, as well as a cumulative 3.3 GPA for all pre-dental hygiene courses.

ENGL& 102, 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.

The applicant must submit the following documentation for initial application:

- Pierce College Admissions Form
- Proof of Payment Form
- Program Application Form
- Education Course Plan Form
- Course Transfer Request Forms, if applicable
- Extracurricular Form
- Official transcripts from high school and all colleges attended forwarded directly from the schools to the Office of Admissions at Fort Steilacoom and marked "Dental Hygiene Admissions." Only transcripts in sealed school envelopes sent with the application or hand carried in sealed school envelopes will be accepted.

**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 on the Dental Hygiene website.

\*\*Please visit the Dental Hygiene Department website at <http://www.pierce.ctc.edu/dept/denthyg/site/> for the most current application process, curriculum, costs, etc.

\*\*\*Subject to change

### EVALUATION OF CANDIDATES

Six separate categories create the basis for admission to the Dental Hygiene program. Please note that changes to the evaluation of candidate categories and/or percentages can occur. For the most current information, please visit our department website at <http://www.pierce.ctc.edu/dept/denthyg/site/>.

35%	Science, Math and English GPA
10%	Non-science GPA
20%	Health Science Reasoning Test score
5%	Extracurricular activities
15%	Space relations score
15%	Writing sample score

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 fourth 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

- Advance tuition deposit *paid by the deadline as requested* to show proof of intended enrollment. Failure to do so by the deadline will result in the offer of acceptance being rescinded.
- Physical examination
- Tuberculin test or chest x-ray and tetanus shot
- Eye examination
- Vaccination for Hepatitis B and current on CDC standard immunizations for the health care worker
- Dental examination with most dental work completed including preventive maintenance

If accepted, the applicant will enter the two-year, seven consecutive quarter program leading to an Associate in Dental Hygiene. Information on estimated cost, including books, instruments, equipment, lab fees, uniforms, etc., is published on the department website.

#### FIRST YEAR

##### FALL QUARTER (18 CREDITS)

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	Fundamentals of Restorative Dentistry I	2
DHYG 108	Fundamentals of Dental Hygiene I	3
DHYG 109	Dental Hygiene Practice I	4

##### WINTER QUARTER (17 CREDITS)

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	Fundamentals of Restorative Dentistry II	2
DHYG 118	Fundamentals of Dental Hygiene II	2
DHYG 119	Dental Hygiene Practice II	6

##### SPRING QUARTER (19 CREDITS)

DHYG 121	Intro to Periodontology I	3
DHYG 122	Pharmacology for Dental Hygiene	3
DHYG 123	Preventive Dentistry III	1
DHYG 125	Oral Pathology	2
DHYG 127	Fundamentals of Restorative Dentistry III	2
DHYG 128	Fundamentals of Dental Hygiene III	2
DHYG 129	Dental Hygiene Practice III	6

##### SUMMER QUARTER (14.5 CREDITS)

DHYG 161	Introduction to Periodontology II	2
DHYG 166	Local Anesthesia I	3
DHYG 167	Fundamentals of Restorative Dentistry IV	1
DHYG 168	Fundamentals of Dental Hygiene IV	1
DHYG 169	Dental Hygiene Practice IV	6.5
DHYG 236	Nitrous Oxide Sedation	1

#### SECOND YEAR

##### FALL QUARTER (19 CREDITS)

DHYG 207	Fundamentals of Restorative Dentistry V	2
DHYG 231	Advanced Periodontology	2
DHYG 232	Nutrition for Dental Hygiene	1
DHYG 233	Gerodontology/Special Needs	2
DHYG 237	Clinical Restorative Dentistry I	2
DHYG 238	Fundamentals of Dental Hygiene V	3
DHYG 239	Dental Hygiene Practice V	7

##### WINTER QUARTER (18 CREDITS)

DHYG 217	Fundamentals of Restorative Dentistry VI	1
DHYG 243	Community Dental Health	3
DHYG 246	Extramural Dental Hygiene Practice I	2
DHYG 247	Clinical Restorative Dentistry II	2
DHYG 248	Fundamentals of Dental Hygiene VI	2
DHYG 249	Dental Hygiene Practice VI	7
DHYG 266	Local Anesthesia II	1

##### SPRING QUARTER (16 CREDITS)

DHYG 227	Fundamentals of Restorative Dentistry VII	1
DHYG 253	Community Dental Health Practice	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** 121.5

**Total Required Program Contact Hours** 1865

**Total Credits incl. Pre-dental Hygiene courses** \*189.5

\*Minor curricular changes may occur during the two-year dental hygiene program to meet current accreditation standards.

## DIGITAL DESIGN PROFESSIONAL/TECHNICAL

**Faculty:** Brian Martin (FS)  
**Degree:** Associate in Digital Design  
**Web site:** [www.pierce.ctc.edu/digdesign](http://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 website at [www.pierce.ctc.edu/digdesign](http://www.pierce.ctc.edu/digdesign).

Professional/technical program competencies can be found on the Pierce College website at [www.pcd.edu/dept/digdesign/site/](http://www.pcd.edu/dept/digdesign/site/).

### ■ ASSOCIATE IN DIGITAL DESIGN

The DDSGN courses are offered at the Fort Steilacoom campus only.

#### RELATED INSTRUCTION (23 CREDITS)

* BUS 107	Business Mathematics	5
BUS 240	Human Relations in the Workplace	5
CMST& 220	Public Speaking	5
COLLG 110	College Success	3
Select one:		
* ENGL& 235	Technical Writing	5
* JOURN 102	Intro to News Writing	5
* JOURN 120	Intro to Broadcasting	5

#### DIGITAL DESIGN REQUIREMENTS (76 CREDITS)

ART 101	Basic Design, Beginning	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
** DDSGN 290	Supervised Internship	5

Select three from the following:

ART& 100	Art Appreciation	5
ART 111	Drawing, Beginning	5
ART 150	Printmaking, Beginning	5
ART 201	Painting, Beginning	5
DDSGN 131	Techniques in Adobe Illustrator	5
DDSGN 141	Advanced 3D Modeling and Animation	5
DDSGN 151	Web Design With WordPress	5
DDSGN 161	Advanced Photoshop	5
DDSGN 180	Fundamentals of 3D Game Design	5
DDSGN 211	Animation for the Web with Adobe Flash	5

**Total Credits Required** 99

Students entering the program must have CIS 121 or equivalent computer experience. Students looking to transfer to a four-year school must take ENGL& 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.  
 \*\*Students must earn a minimum of 2.0 in DDSGN 290 in order to obtain an Associate in Digital Design.

## DRAMA

**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 theatre arts and digital video. The department's philosophy is to offer a sequential program emphasizing "backstage" 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 is an excellent opportunity to collaborate with fellow theatre/film students, 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, and 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.

### DRAMA MAJOR

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 Communications	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	15
DRMA 260-262	Acting for Stage and Digital Film I-III	15
DRMA 280-283	Theatre Production Practicum	4
ENGL 107	Composition III: Writing About Literature	5
ENGL& 220	Intro to Shakespeare	5
MUSIC	Any lecture course	5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

#### TECHNICAL THEATRE EMPHASIS

ANTH& 100	Survey of Anthropology	5
ART 105	Intro to Art	5
CMST& 101	Intro to Communications	5
CMST& 102	Intro to Mass Media	5
DRMA& 101	Intro to the Theatre	5
DRMA 160	Intro to Film and Video	5
DRMA 165-167	Digital Movie Making I-III	15
DRMA 170-172	Technical Film/Theatre I-III	15
DRMA 280-285	Theatre Production Practicum	4
MUSC 107-108	Audio Production I-II	7.5
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

### 105 CREDIT OPTION

Take all of the technical theatre courses above and add DRMA 260, 261, and 262 during second year. See a Theatre advisor for critical planning.

#### FILMMAKING EMPHASIS

ANTH& 100	Survey of Anthropology	5
ART 107-109	Photography	15
CMST& 102	Intro to Mass Media	5
DRMA 160	Intro to Film and Video	5
DRMA 165-167	Digital Movie Making I-II	9
DRMA 170-172	Technical Film/Theatre I-III	15
DRMA 280-285	Theatre Production Practicum	3
ENGL 107	Composition III: Writing About Literature	5
ENGL& 236-238	Creative Writing I-III	15
MUSC 107-108	Audio Production I-II	7.5
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

**Faculty:** Dr. Krissy Kim, Leesa Thomas (FS)  
**Degrees:** Associate in Applied Science - Transfer (AAS-T) Degree  
 Early Childhood Education  
 Associate in Early Childhood Education  
**Certificate:** State Early Childhood Education  
**Short Certificate:** State Short Early Certificate of Specialization:  
 General  
 Infants and Toddlers  
 School Age Care  
 Family Child Care  
 Administration  
 State Initial Early Childhood Education

Early Childhood Education (ECE) 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, family child care homes, cooperative and private nursery schools or preschools, Head Start centers, Early Childhood Education Assistance Programs (ECEAP), and in programs for children with special needs.

The curriculum may also be applicable as an endorsement in Early Childhood Education (kindergarten-third grade) to students seeking a Bachelor of Arts in Education degree in Elementary Education. 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.

The Early Childhood Education program offers three associate degree programs. The Associate Degree in Early Childhood Education is designed to get you a job in an early childhood setting. The Associate in Applied Science-Transfer Degree (AAS-T) in Early Childhood Education is designed to get you a job in an early childhood setting and offers some limited transfer options to continue on to a bachelor's degree. Associate of Arts (AA-DTA) with electives in early childhood education is designed to allow you to transfer to most four-year state and private institutions and gives you some limited job options. Talk with your advisor about which degree is right for you. 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.

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 General Education Development (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.

Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).

## ■ ASSOCIATE IN APPLIED SCIENCE - TRANSFER DEGREE (AAS-T) EARLY CHILDHOOD EDUCATION

### GENERAL COURSE REQUIREMENTS (30 CREDITS)

#### COMMUNICATIONS (5 CREDITS)

ENGL& 101 English Composition I 5

#### QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

MATH& 131 Math for Elem Educ 1: Number Systems and Problem Solving 5

#### HUMANITIES (5 CREDITS)

Select one:

CMST& 101 Intro to Communications 5

CMST& 220 Public Speaking 5

#### SOCIAL SCIENCE (10 CREDITS)

PSYC& 100 General Psychology 5

Select one:

ANTH& 106 The American Mosaic 5

ANTH& 206 Cultural Anthropology 5

SOC& 101 Introduction to Sociology 5

SOC 211 Family and Intimate Relationships 5

#### NATURAL SCIENCE (5 CREDITS)

Choose a course that meets the Natural Science requirement for the AA-DTA 5

#### ECE REQUIREMENTS (66 CREDITS)

\* ECED& 105 Intro to Early Childhood Education 5

ECED& 107 Health, Safety and Nutrition 5

\* EDUC& 115 Child Development 5

ECED& 120 Practicum: Focus on Relationships 2

\* EDUC& 130 Guiding Behavior 3

EDUC& 150 Child, Family and Community 3

\* ECED& 160 Curriculum Development 5

\* ECED& 170 Environments for Young Children 3

\* ECED& 180 Language and Literacy Development 3

ECED& 190 Observation and Assessment 3

EDUC& 203 Exceptional Child 3

\* ECED 205 Music for Young Children 5

\* ECED 215 Art for Young Children 5

EDUC 223 Practicum: Focus on Special Education 2

\* ECED 225 Math/Science for Children 5

ECED 270 Planning and Assessment for Student Teaching 3

ECED 275 Early Childhood Student Teaching 5

ECED 280 Early Childhood Education Professional Portfolio 1

#### COLLEGE SUCCESS (3 CREDITS)

COLLG 110 College Success 3

**Total Credits Required 99**

\*Prerequisites for ECED 270/275. Must complete with a minimum grade of 2.0.

## ■ ASSOCIATE IN EARLY CHILDHOOD EDUCATION

### GENERAL COURSE REQUIREMENTS (30 CREDITS)

#### COMMUNICATIONS (5 CREDITS)

ENGL& 101 English Composition I 5

#### COMPUTATION SKILLS (5 CREDITS)

ECED 161 Mathematics for Early Childhood Education 5

#### HUMANITIES (5 CREDITS)

Select one:

CMST& 101 Intro to Communications 5

CMST& 220 Public Speaking 5

#### SOCIAL SCIENCE (10 CREDITS)

PSYC& 100 General Psychology 5

Select one:

ANTH& 106 The American Mosaic 5

ANTH& 206 Cultural Anthropology 5

SOC& 101 Introduction to Sociology 5

SOC 211 Family and Intimate Relationships 5

#### NATURAL SCIENCE (5 CREDITS)

Choose a course that meets the Natural Science requirement for the AA-DTA 5

#### ECE REQUIREMENTS (66 CREDITS)

\* ECED& 105 Intro to Early Childhood Education 5

ECED& 107 Health, Safety and Nutrition 5

\* EDUC& 115 Child Development 5

ECED& 120 Practicum: Focus on Relationships 2

\* EDUC& 130 Guiding Behavior 3

EDUC& 150 Child, Family and Community 3

\* ECED& 160 Curriculum Development 5

\* ECED& 170 Environments for Young Children 3

\* ECED& 180 Language and Literacy Development 3

ECED& 190 Observation and Assessment 3

EDUC& 203 Exceptional Child 3

\* ECED 205 Music for Young Children 5

\* ECED 215 Art for Young Children 5

EDUC 223 Practicum: Focus on Special Education 2

\* ECED 225 Math/Science for Children 5

ECED 270 Planning and Assessment for Student Teaching 3

ECED 275 Early Childhood Student Teaching 5

ECED 280 Early Childhood Education Professional Portfolio 1

#### COLLEGE SUCCESS (3 CREDITS)

COLLG 110 College Success 3

**Total Credits Required 99**

\*Prerequisites for ECED 270/275. Must complete with a minimum grade of 2.0.

## ■ STATE EARLY CHILDHOOD EDUCATION CERTIFICATE

### GENERAL EDUCATION REQUIREMENTS (10 CREDITS)

#### COMMUNICATIONS (5 CREDITS)

ENGL& 101 English Composition I 5

#### COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Select one:

ECED 161 Mathematics for Early Childhood Education 5

MATH& 131 Math for Elem Educ 1: Number Systems and Problem Solving 5

#### EARLY CHILDHOOD EDUCATION REQUIREMENTS (37 CREDITS)

ECED& 105 Intro to Early Childhood Education 5

ECED& 107 Health, Safety and Nutrition 5

EDUC& 115 Child Development 5

ECED& 120 Practicum: Focus on Relationships 2

EDUC& 130 Guiding Behavior 3

EDUC& 150 Child, Family and Community 3

ECED& 160 Curriculum Development 5

ECED& 170 Environments for Young Children 3

ECED& 180 Language and Literacy Development 3

ECED& 190 Observation and Assessment 3

**Total Credits Required 47**

## STATE SHORT EARLY CHILDHOOD EDUCATION CERTIFICATES

### ■ STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - GENERAL

#### COURSE REQUIREMENTS (20 CREDITS)

ECED& 105 Intro to Early Childhood Education 5

ECED& 107 Health, Safety and Nutrition 5

EDUC& 115 Child Development 5

ECED& 120 Practicum: Focus on Relationships 2

EDUC& 130 Guiding Behavior 3

### ■ STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - INFANTS AND TODDLERS

#### COURSE REQUIREMENTS (20 CREDITS)

ECED& 105 Intro to Early Childhood Education 5

ECED& 107 Health, Safety and Nutrition 5

EDUC& 115 Child Development 5

ECED& 120 Practicum: Focus on Relationships 2

ECED& 132 Nurturing Care - Infants and Toddlers 3

**■ STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - SCHOOL AGE CARE**

**COURSE REQUIREMENTS (20 CREDITS)**

ECED& 105	Intro to Early Childhood Education	5
ECED& 107	Health, Safety and Nutrition	5
EDUC& 115	Child Development	5
ECED& 120	Practicum: Focus on Relationships	2
EDUC& 136	School-Age Care Management	3

**■ STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - FAMILY CHILD CARE**

**COURSE REQUIREMENTS (20 CREDITS)**

ECED& 105	Intro to Early Childhood Education	5
ECED& 107	Health, Safety and Nutrition	5
EDUC& 115	Child Development	5
ECED& 120	Practicum: Focus on Relationships	2
ECED& 134	Family Child Care	3

**■ STATE SHORT EARLY CERTIFICATE OF SPECIALIZATION - ADMINISTRATION**

**COURSE REQUIREMENTS (20 CREDITS)**

ECED& 105	Intro to Early Childhood Education	5
ECED& 107	Health, Safety and Nutrition	5
EDUC& 115	Child Development	5
ECED& 120	Practicum: Focus on Relationships	2
ECED& 139	Administration of Early Learning	3

**■ STATE INITIAL EARLY CHILDHOOD EDUCATION CERTIFICATE**

**COURSE REQUIREMENTS (12 CREDITS)**

ECED& 105	Intro to Early Childhood Education	5
ECED& 107	Health, Safety and Nutrition	5
ECED& 120	Practicum: Focus on Relationships	2

**ECONOMICS**

**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.

**EMERGENCY MEDICAL SERVICES**

**Contact:** YuVonne Bailey  
**Certificate:** Emergency Medical Services

The field of Emergency Medical Services (EMS) involves a range of occupations in the medical and emergency services. It can serve as an entry to health careers such as Emergency Medical Technician (EMT), Paramedic, Nurse or other health professions. Basic EMT certification is often required for positions in fire departments, private ambulances and may be required for staff at correctional facilities and other security positions. The EMS program at Pierce College is designed for both civilian and military students. Some military students seek this training for their own educational benefits. In addition, units value this training because it enhances unit capabilities especially during deployment. For military students leaving the military, this training facilitates their transition into the civilian work force or into educational programs leading to careers in health care profession. For civilian students, completion of this course will enable you to be employed in many

different health care related fields referenced above. Pierce College's Emergency Medical Services Certificate (EMS) program prepares students for the National Registry of Emergency Medical Technicians (NREMT) certification examination, which results in an Emergency Medical Technician (EMT) certificate. Applicants must have a current CPR card, either through American Heart Association (Healthcare Provider) or Red Cross (Professional Rescuer) prior to starting the program. A list of CPR locations is available upon request. For more information, call (253) 964-6556.

*Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).*

**■ EMERGENCY MEDICAL SERVICES CERTIFICATE**

**EMERGENCY MEDICAL SERVICES REQUIREMENTS (44-48 CREDITS)**

EMT 210	Emergency Medical Technician I	5
EMT 211	Emergency Medical Technician II	5
EMT 212	Emergency Medical Technician III	5
BIOL& 170	Human Biology: Anatomy & Physiology	5
COLLG 110	College Success	3
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
MATH& 146	Introduction to Statistics	5
PSYC& 100	General Psychology	5

One of the following courses:

EMT 260	Emergency Medical Services	1-5
MNGT 130	Customer Relationship Management	5

**Total Credits Required 44-48**

**ENGINEERING**

**Faculty:** Roya Sabeti (PY)  
**Degree:** Associate of Arts (AA-DTA); AA -Option B  
 Associate of Science (AS-T) – Track 2

The Engineering program is primarily an engineering transfer program intended to meet requirements for entry into a four-year institution with junior standing. Students planning to transfer are encouraged to complete AS-T or AA-DTA degree requirements and should check with the transfer institution regarding specific course needs and transferable credits. The time needed to complete the program at Pierce may vary according to the requirements of the transfer institution and on the student's 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. AA-DTA and AS-T degree students should take as many of these courses as possible, in addition to meeting other degree requirements. Check with an 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	6
PHYS& 222	Engineering Physics II	6
PHYS& 223	Engineering Physics III	6

## ENGLISH

**Faculty:** Kristin Burnnemer, Michael Darcher, Heather Frankand, Denise Hartley, Leslie Michael, Vicki Scannell, Curt Warmington (FS); Erin Latona (JBLM); Courtney Edwards, Lisa Hurtado, Duncan McClinton, Ann Salak, Elizabeth Stevens, Corinna Wycoff (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 the 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 LAB

Offers English classes that provide high quality classroom instruction and increased one-on-one attention to the writing process. Three kinds of classes are offered:

#### DEVELOPMENTAL WRITING

These prepare students for college-level writing. Testing scores are used to place students in these classes.

ENGL 096	Grammar, Punctuation and 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& 102	Composition II: Argumentation and Research

#### SKILLS CLASSES

These are designed to help students with specific writing problems.

ENGL 090	Spelling
ENGL 093	Grammar Usage
ENGL 104	College Vocabulary

### ENGLISH MAJOR

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
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& 102	Composition II: Argumentation and 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
MUSC& 105	Music Appreciation	5
PHIL& 101	Intro to Philosophy	5
PSYC& 100	General Psychology	5

## PIERCE COLLEGE ENDORSEMENT FOR WRITTEN COMMUNICATION

**Faculty:** Duncan McClinton

Students may earn an endorsement for written communication by completing a total of twenty-three credits in composition studies. The endorsement is awarded upon completion of a final capstone course, in which students generate a portfolio, showcasing what they believe is their best college writing.

#### CORE COURSES (10 CREDITS)

Must be completed with a grade of 2.0 or better.

ENGL& 101	English Composition I	5
and select one of the following:		
ENGL& 102	Composition II: Argumentation and Research	5
ENGL 107	Composition III: Writing About Literature	5
ENGL& 235	Technical Writing	5

#### ELECTIVE COURSES (10 CREDITS)

Must be completed with a grade of 2.0 or better. Complete an additional ten credits (two classes) from the remaining composition courses. Courses may not be repeated for credits.

ENGL& 102	Composition II: Argumentation and Research	5
ENGL 107	Composition III: Writing About Literature	5
ENGL& 235	Technical Writing	5

#### CAPSTONE COURSE (3 CREDITS)

Must be completed with a grade of 3.0 or better.

ENGL 256	Portfolio Writing	3
<b>Total Credits Required</b>		<b>23</b>

## ENGLISH AS A SECOND LANGUAGE

See Adult Basic Education

## ENVIRONMENTAL SCIENCE

**Faculty:** Nicholas Allemdinger, Megan Hess, Beth Norman, Ted Wood (FS)  
Tom Bush, Nicholas (Max) Handler (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 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



# FIRE COMMAND AND ADMINISTRATION

## PROFESSIONAL/TECHNICAL

**Contact:** Robert Lord (FS)  
**Degree:** Associate in Fire Command and Administration

The Fire Command and Administration degree requires students to be currently working in fire service. The two-year Associate degree was developed as a collaborative program between Pierce College and Bates Technical College. Courses are shared between the two colleges and are offered exclusively online.

The Fire Command and Administration associate degree is designed for 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 senior leadership positions leading to chief executive management positions, as well as to fulfill discipline-specific certification requirements for the International Fire Service Accreditation Congress (IFSAC).

Students must earn a minimum grade of 2.0 in each FCA course to complete the Fire Command and Administration degree.

*Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).*

## ■ ASSOCIATE IN FIRE COMMAND AND ADMINISTRATION

### GENERAL REQUIREMENTS (28 CREDITS)

BUS 107	Business Math	5
COLLG 110	College Success	3
CMST& 101	Intro to Communications	5
ENGL& 101	English Composition I	5
PS 101	Intro to Physical Science	5
PSYC& 100	General Psychology	5

### FIRE COMMAND AND ADMINISTRATION REQUIREMENTS (51 CREDITS)

FCA 120	Basic Fire Investigation	3
FCA 132	Technical Writing for Fire Service	3
FCA 155	Fire Service Instructor I	3
FCA 157	Public Information Officer	2
FCA 160	Fire Tactics I	2
FCA 173	Fire Service and Response to Terrorism	5
FCA 180	Fire Administration	5
FCA 195	Fire Officer I	4
FCA 259	Legal Aspects of Fire Service	3
FCA 260	Basic ICS/NIMS	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

### 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

\*Emergency Medical Technician - Basic  
**Total Credits Required 93**

*\*Valid Basic Emergency Medical Technician Certification would satisfy as an elective. Please contact the coordinator for more information.*

# GENERAL EDUCATION DEVELOPMENT (GED)

See Adult Basic Education

# GEOGRAPHY

**Faculty:** Nicholas Allemdinger (FS), Chris Vanneson (PY)  
**Degree:** Associate of Arts (AA-DTA)

Geography is an integrating and synthesizing discipline. It is a bridge 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, and cartographic skills, as well as Geographic Information Systems.

There are no prerequisites for geography classes at Pierce College. Course options include:

GEOG 100	Intro to Geography
GEOG 150	Europe, The Americas, Australia/New Zealand
GEOG 160	Africa, Middle East and Asia
GEOG 200	Human Geography
GEOG 205	Intro to the Physical Environment
GEOG 207	Economic Geography
GEOG 210	Physical Geography – Lab

# GEOLOGY

**Faculty:** Beth Norman (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 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

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	15
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	15
PHYS& 221-123	Engineering Physics I-III	18

# HEALTH PROFESSIONS

**Faculty:** Mary Bath-Balogh, Robert Johnson, Lisa Murray (FS)  
 Dr. Dale Blum, Joseph Cates-Carney, Dr. Scott Sweet (PY)  
**Degrees:** Associate of Arts (AA-DTA)  
 Associate of Science (AS-T)

Coursework for health professions can be incorporated within a variety of transfer degree options. These options include, but are not limited to:

Pre-Chiropractic	Pre-Dentistry
Pre-Medical Technology	Pre-Medicine
Pre-Naturopathy	Pre-Nutrition
Pre-Occupational Therapy	Pre-Osteopathy
Pre-Pharmacy	Pre-Physician's Assistant/Medex
Pre-Physical Therapy	Pre-Veterinary Medicine

Students considering a health career program need to be aware that licensure and hiring may be affected if the graduate has engaged in 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.

## HIGH SCHOOL COMPLETION

See Adult Basic Education

## HISTORY

**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 humankind.

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 at 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 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	15
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 College.

## HOMELAND SECURITY EMERGENCY MANAGEMENT

### UNIVERSITY TRANSFER and PROFESSIONAL/TECHNICAL

**Contact:** Robert Lord (FS)  
**Degree:** Associate in Technology Homeland Security Management  
Associate of Arts (AA-DTA)

**Certificate:** Homeland Security Management

The Homeland Security Emergency Management (HSEM) Associate degree and certificate program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain

practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in government, private industry and non-profit sectors. 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 crises.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism; mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management degree will develop the students' competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomic and cultural diversity issues.

*Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/dept/hsem/outcomes](http://www.pierce.ctc.edu/dept/hsem/outcomes).*

### ■ ASSOCIATE IN TECHNOLOGY - HOMELAND SECURITY EMERGENCY MANAGEMENT

*Students must earn a minimum grade of 2.0 in each course to earn this degree.*

#### GENERAL REQUIREMENTS (40 CREDITS)

##### COMMUNICATIONS (10 CREDITS)

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

##### QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

MATH& 146	Introduction to Statistics	5
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##### SOCIAL SCIENCES (10 CREDITS)

PSYC& 100	General Psychology	5
Select one:		
HIST& 158	History of United States III	5
POLS& 101	Intro to Political Science	5
POLS& 203	International Relations	5
POLS 230	State and Local Government	5

##### HUMANITIES (5 CREDITS)

Select one:		
CMST& 101	Intro to Communication	5
CMST& 102	Intro to Mass Media	5
CMST 105	Intercultural Communications	5
CMST& 220	Fundamentals of Public Speaking	5
CMST& 230	Small Group Communication	5

##### NATURAL SCIENCES (10 CREDITS)

Select two:		
ATMOS 101	Intro to Weather	5
ENVS& 100	Survey of Environmental Science	5
ENVS 150	Environmental Issues	5
GEOG 210	Physical Geography	5
GEOL& 110	Environmental Geology	5

##### HSEM CORE REQUIREMENTS (44-48 CREDITS)

COLLG 110	College Success	3
* HSEM 102	Introduction to Emergency Management	5
* HSEM 110	Basic Incident Command System/National Incident Management System	2
* HSEM 120	All Hazards Emergency Planning	3
* HSEM 130	Technology in Emergency Management	3
* HSEM 157	Public Information Officer	2
* HSEM 160	Emergency Response Awareness to Terrorism	5
* HSEM 180	Public Administration	3
* HSEM 190	Special Topics in HSEM**	1-5
HSEM 200	Emergency Operations Center	2
HSEM 210	Exercise Design and Evaluation	3
HSEM 220	Developing and Managing Volunteer Resources	2
HSEM 230	Disaster Recovery and Response	2
HSEM 240	HSEM Work-Based Learning	5
HSEM 250	Homeland Security Law and Ethics	3

##### HSEM ELECTIVES (15 CREDITS)

BTECH 200A-E	Microsoft Word	1-5
BTECH 210A-E	Microsoft Excel	1-5
BTECH 225A-C	PowerPoint	1-3
BUS 250	Business Communications	5
CJ 105	Corrections in America	5
CJ 112	Criminal Justice in America	5
CJ 120	Constitutional Rights	5
CJ 150	Policing in America	5

CJ 226	Criminal Justice Response to Terrorism	5
ENGL& 102	Composition II: Argumentation and Research	5
HSEM 190	Special Topics in HSEM**	1-5
INTS 150	Contemporary Rebellion, Secessionist and Terrorist Organizations	5
MNGT 186	Professional Development	5
MNGT 283	Principles of Management	5
OSH 100	Introduction to Occupational Safety & Health	5
OSH 110	Safety Management	5
OSH 190	Industrial Security	3
OSH 240	Handling Hazardous Materials	4

\* Indicates HSEM certificate (24 - 28 credits) Students must earn a minimum grade of 2.0 in each HSEM course to obtain this degree.

\*\*HSEM 190 - Special Topics has a different topic each quarter (represented by changing letter designation) and may be repeated. The first time applies towards the Core Requirements and additional HSEM 190 courses apply toward electives.

**Total Credits Required 99-103**

Note: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many homeland security and emergency management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

**■ HOMELAND SECURITY EMERGENCY MANAGEMENT CERTIFICATE**

Students must earn a minimum grade of 2.0 in each course to earn this certificate.

**COURSE REQUIREMENTS (24-28 CREDITS)**

HSEM 102	Intro to Homeland Security Emergency Management	5
HSEM 110	Basic Incident Command System/National Incident Management System	2
HSEM 120	All Hazards Emergency Planning	3
HSEM 130	Technology in Emergency Management	3
HSEM 157	Public Information Officer	2
HSEM 160	Emergency Response Awareness to Terrorism	5
HSEM 180	Public Administration	3
HSEM 190	Special Topics in HSEM**	1-5

\*\*HSEM 190 - Special Topics has a different topic each quarter (represented by changing letter designation) and may be repeated.

**Total Credits Required 24-28**

Note: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and emergency management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

**HUMANITIES**

**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. Ethnic Thought and Culture, Black Thought and Culture, Latin American Thought and Culture courses explore specialized areas. Introduction to Folklore, American Popular Culture, American Cinema and Society, and World Religions complete the rich cultural course offerings.

**INFORMATION STUDIES**

**Faculty:** Emma Clausen, Rachel Goon, Laurie Schuster, Emily Wood (FS); Kathy Swart, Beth Thoms (PY)

The Information Studies department offers courses designed to help students understand the nature of information, as well as how individuals gather, engage and interact with it. Courses focus on research skills to meet the academic needs of community college students, those intending to transfer to a university, as well as for professional, lifelong learning or personal needs. Courses show students how to access, evaluate and use information and information systems and technologies, and to consider the impact of information in contemporary society through the examination of information issues and information-seeking behavior.

**INTEGRATED BASIC SKILLS**

See Adult Basic Education.

**INTENSIVE ENGLISH PROGRAM**

**Faculty:** Mishelle Pasinato, Andrea Whittemore (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 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.

All IEP courses are non-credit and non-transferable, and will not count toward 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 11/21/31/41	Intensive English Reading/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

Student Learning Outcomes available at [www.pierce.ctc.edu/international/iep-outcomes](http://www.pierce.ctc.edu/international/iep-outcomes).

**JOURNALISM**

**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-DTA 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. The courses recommended below 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	Microeconomics	5
ENGL& 102	Composition II: Argumentation and 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

## KINESIOLOGY AND HEALTH

### PROFESSIONAL/TECHNICAL

<b>Faculty:</b>	Lisa Murray (FS)
<b>Degree:</b>	Associate in Applied Science - Transfer Degree (AAS-T)
<b>Kinesiology</b>	
<b>Certificate:</b>	Personal Training Athletic Coaching

Personal Training as practiced by a Personal Trainer, Fitness Trainer, Personal Fitness Trainer, Fitness Professional or Exercise Professional is emerging as one of the fastest growing professions in the United States. The job outlook for this profession is expected to grow much faster than average. Baby boomers (approximately 78 million Americans born from 1946 -1964) are the first generation in the U.S. that grew up exercising and now they are reaching retirement age; they have the time and desire to begin or continue exercising into their 70s and beyond. Pierce College's AAS-T Kinesiology Degree and one-year Personal Training Certificate and Athletic Coaching Certificate are designed for students seeking the academic preparation to pursue national certifications and employment in the health and fitness/coaching industries.

Students will obtain skills in health risk stratification, health and physical fitness assessments, interpretation of results and counseling, constructing appropriate exercise prescriptions, and motivational strategies to help healthy individuals and those with medically controlled diseases.

As the profession of personal training continues to evolve and grow, more and more employment opportunities become available. Pierce College provides an excellent foundation of formal academic training for a variety of areas other than personal fitness training, such as kinesiology, nutrition, exercise science, physical education, physical and occupational therapy, athletic training, coaching, wellness coaching and health promotion. Further education and/or certification may be required.

Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).

### ■ ASSOCIATE IN APPLIED SCIENCE - TRANSFER DEGREE (AAS-T) KINESIOLOGY

*The KINS courses are offered at the Fort Steilacoom campus only.*

#### CORE REQUIREMENTS (46 CREDITS)

##### COLLEGE SUCCESS (3 CREDITS)

COLLG 110	College Success	3
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##### COMMUNICATION SKILLS (5 CREDITS)

ENGL& 101	English Composition I	5
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##### QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

MATH& 107	Math in Society	5
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##### HUMANITIES (5 CREDITS)

CMST& 220	Public Speaking	5
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##### SOCIAL SCIENCE (10 CREDITS)

PSYC& 100	General Psychology	5
BUS& 101	Intro to Business	5

##### NATURAL SCIENCE (11 CREDITS)

BIOL& 241	Human Anatomy and Physiology 1	6
NUTR& 101	Nutrition	5

##### HEALTH SCIENCE (7 CREDITS)

HSCI 210	Wellness	5
HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2

##### GENERAL REQUIREMENTS (48 CREDITS)

BUS 240	Human Relations in the Workplace	5
KINS 155	Anatomy and Physiology for the Health and Fitness Professional	6
KINS 250	Kinesiology	5

KINS 252	Nutrition and Exercise	3
KINS 253	Essentials of Weight Management	2
KINS 254	Essentials of Fitness Training	5
KINS 256	Exercise Physiology for the Health and Fitness Professional	5
KINS 257	Client Care and Marketing for the Health and Fitness Professional	3
KINS 258	Athletic Training and Acute Injury Management	3
KINS 259	Special Populations Care for the Health and Fitness Professional	3
KINS 260	Health Appraisal and Fitness Assessment	3
KINS 262	Internship	5

### PHYSICAL EDUCATION (2 CREDITS)

Students are required to complete two (2) one credit Physical Education courses.

**Total Credits Required 96**

### ■ PERSONAL TRAINING CERTIFICATE

*The KINS courses are offered at the Fort Steilacoom campus only.*

#### GENERAL REQUIREMENTS (44 CREDITS)

KINS 155	Anatomy and Physiology for the Health and Fitness Professional	6
KINS 250	Kinesiology	5
KINS 252	Nutrition and Exercise	3
KINS 253	Essentials of Weight Management	2
KINS 254	Essentials of Fitness Training	5
KINS 256	Exercise Physiology for the Health and Fitness Professional	5
KINS 257	Client Care and Marketing for the Health and Fitness Professional	3
KINS 258	Athletic Training and Acute Injury Management	3
KINS 259	Special Populations Care for the Health and Fitness Professional	3
KINS 260	Health Appraisal and Fitness Assessment	3
KINS 262	Internship	5

### PHYSICAL EDUCATION (1 CREDIT)

Students are required to complete a one credit Physical Education course.

**Total Credits Required 44**

### ■ ATHLETIC COACHING CERTIFICATE

*The KINS courses are offered at the Fort Steilacoom campus only.*

#### GENERAL REQUIREMENTS (43 CREDITS)

KINS 155	Anatomy and Physiology for the Health and Fitness Professional	6
KINS 250	Kinesiology	5
KINS 252	Nutrition and Exercise	3
KINS 253	Essentials of Weight Management	2
KINS 256	Exercise Physiology for the Health and Fitness Professional	5
KINS 258	Athletic Training and Acute Injury Management	3
KINS 260	Health Appraisal and Fitness Assessment	3
KINS 261	Principles of Coaching	2
KINS 262	Internship	5
KINS 263	Applied Sport Psychology	5
KINS 264	Drugs in Sport	3

### PHYSICAL EDUCATION (1 CREDIT)

Students are required to complete a one credit Physical Education course.

**Total Credits Required 43**

### ■ HEALTH/PHYSICAL EDUCATION

<b>Faculty:</b>	Lisa Murray (FS)
<b>Degree:</b>	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 toward the AA-DTA 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.

There is a **three** credit maximum for PE activity courses in the DTA degrees.

**RECOMMENDED COURSES**

BIOL& 160	General Biology w/Lab	5
BIOL& 241	Human Anatomy and Physiology 1	6
BIOL& 242	Human Anatomy and Physiology 2	6
CHEM& 100	Preparatory Chemistry	5
CMST& 220	Public Speaking	5
ENGL& 101	English Composition I	5
HSCI 210	Wellness	5
HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2
NUTR& 101	Nutrition	5
PE 119-271	Physical Education Activity	1-2
PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5

**MATHEMATICS**

**Faculty:** Chad Bemis, Sharon Camner, Pete Kaslik, Rajesh Lal, David Lippman, Tom Phelps, Melonie Rasmussen (FS) Deb Falcioni, Phyllis Fikar, Tony Granata, Marlene Ignacio, Tom McCollow, Roya Sabeti, Ph.D., Larry Wiseman (PY)

**Degree:** Associate of Arts (AA-DTA)  
Associate in Math Education – DTA

**Website:** [www.pierce.ctc.edu/math](http://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 of Science (AS-T) 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 assists in the development of critical thinking and reasoning skills that can be used to solve problems in a variety of applications.

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.) In addition to the regular classroom format, some of these courses are offered in the Math Lab and as distance learning courses for students who prefer these options. The Math Lab also makes it possible for students to complete more than one course in a quarter for the cost of one. The majority of eLearning/distance learning courses in mathematics require a proctored exam that can be taken at any college/university or military testing center. You will need to discuss this with your instructor.

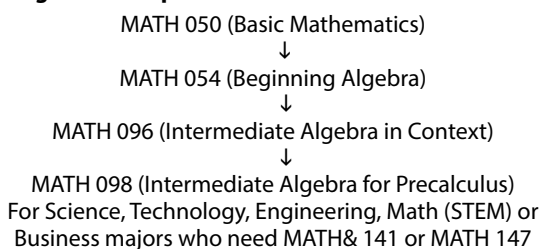
College-level mathematics courses at Pierce College include the study of contemporary math, elementary math education, math for business, statistics, precalculus, differential and integral calculus, and more advanced courses in multivariate calculus, linear algebra and differential equations. Each course includes examples of applications taken from many fields of study. Most of these courses require the use of graphing calculators. The graphing calculator rental program rents TI-73, TI-83, and TI-89 calculators for a nominal fee through the library.

Students completing MATH 096 (Intermediate Algebra in Context) or MATH 098 (Intermediate Algebra for Precalculus) have a range of choices to satisfy the quantitative skills requirement for the AA-DTA degree. 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.

**Math Course Sequence - Getting Started**

Initial placement in the sequence depends on COMPASS placement test scores, transfer courses (as applicable), and High School Transcripts (if completed within 2 years of admission).

**Pre-College Level Sequence:**



**College Level Quantitative Skills (QS) Math Course Options:**

COURSE	PREREQUISITE
MATH& 107: Math & Society	MATH 096 or MATH 098
MATH 114: Applied Algebra, Geometry, Trig (only available at military sites)	MATH 098
MATH& 141: Precalculus I	MATH 098
MATH 147: Business Precalculus	MATH 098
MATH& 131: Math for Elem Educ I	MATH 096 or MATH 098
MATH& 146: Intro to Statistics	MATH 096 or MATH 098

**MATHEMATICS MAJOR**

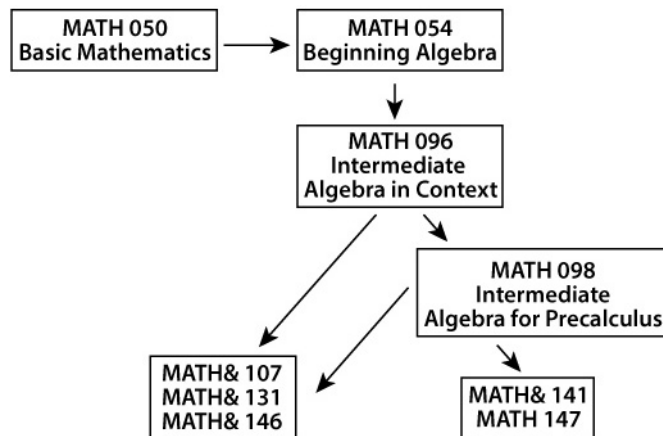
The following courses should be taken in addition to courses required for the AA-DTA degree:

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 an advisor for specific recommendations.

**MATH COURSE PATTERN**

Your placement score will determine where you start.



After completing MATH 096 with a grade of 2.0 or better, choose one of the following Quantitative Reasoning courses: MATH& 107, MATH& 146, or MATH& 131. MATH& 141 and MATH 147 require additional algebra skills and require completion of MATH 098. Choose the course that fits your program of study. Sample programs are listed for each course. See your advisor and math instructor if you have questions. See next page.

<b>MATH&amp; 107</b> <b>Math in Society</b> Prereq: MATH 096 or 098	<b>MATH&amp; 146</b> <b>Statistics</b> Prereq: MATH 096 or 098	<b>MATH 147</b> <b>Business Precalculus</b> Prereq: MATH 098
<i>Sample Programs:</i> -Some Education programs -Fine Arts -Humanities -Liberal Arts -Prof/Tech Programs: Early Childhood Ed Criminal Justice Dental Hygiene	<i>Sample Programs:</i> -Social Sciences -Nursing -Business -Accounting -Some Computer Info. Systems (CIS) -Some Prof/Tech Programs	<i>Sample Programs:</i> -Business -Accounting
<b>MATH&amp; 141</b> <b>Precalculus</b> Prereq: MATH 098	<b>MATH&amp; 131</b> <b>Math Elem Education 1</b> Prereq: MATH 096 or 098	
<i>Sample Programs:</i> -Math -Sciences -Engineering -Prof/Tech Programs: Computer Network Engineering (CNE)	<i>Sample Programs:</i> -Elementary Education	

*Sample Programs:*  
 -Math  
 -Sciences  
 -Engineering  
 -Prof/Tech Programs:  
 Computer Network Engineering (CNE)

**MATH LAB**

Courses offered in the Math Lab format provide students personalized instruction in pre-college-level mathematics courses. Classes meet in a computer lab and instruction will be computer based, with videos and exercises individualized for each student. The instructor and classroom tutor will provide individual assistance. Daily attendance at the registered hour is expected. Additional open lab hours may be available; check the e-schedule quarterly. This class is recommended for students who work well independently and are interested in accelerating through the material quickly. Students will have the opportunity to complete more than one class worth of material during the quarter with no additional tuition costs.

**COURSES OFFERED THROUGH THE MATH LAB:**

- MATH 050 Basic Mathematics
- MATH 054 Beginning Algebra
- MATH 098 Intermediate Algebra

**MATH EDUCATION UNIVERSITY TRANSFER**

**Faculty:** Chad Bemis, Sharon Camner, Pete Kaslik, Rajesh Lal, David Lippman, Tom Phelps, Melonie Rasmussen (FS) Deb Falcioni, Phyllis Fikar, Tony Granata, Marlene Ignacio, Tom McCollow, Roya Sabeti, Ph.D., Larry Wiseman (PY)  
**Degree:** Associate in Math Education – DTA

The Associate in Math Education - DTA/MRP is designed for students who want to become secondary math teachers. The courses offered within this focus meet the lower division requirements of Washington State four-year institutions. Students are encouraged to work closely with a faculty advisor in selecting, planning and completing educational goals, and should coordinate with the institution to which they intend to transfer.

See Degree Outcomes on page 29.

**ASSOCIATE IN MATH EDUCATION – DTA/MRP**

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 quarter hours of transferable credit
- College cumulative GPA of at least 2.0
- ENGL& 101 - English Composition I - required
- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the last 45 credits must be earned at Pierce College
- 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise

- “Pass” (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

**GENERAL COURSE REQUIREMENTS**

**COMMUNICATION SKILLS (10 CREDITS)**

ENGL& 101	English Composition I	5
Select one:		
ENGL& 102	Composition II: Argumentation and Research	5
ENGL 107	Composition III: Writing about Literature	

**QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)**

MATH& 151	Calculus I	5
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**HUMANITIES (15 CREDITS)**

At least **two** disciplines. No more than **five** credits in world language and no more than **five** credits in performance/skills courses are allowed.

CMST& 220	Public Speaking	5
Humanities (HM) electives		10

**SOCIAL SCIENCES (15 CREDITS)**

Credits selected must be from at least **two** disciplines. PSYC& 200 strongly recommended.

PSYC& 100	General Psychology	5
Multicultural elective by advisement		5
Social Science elective		5

**NATURAL SCIENCES (15 CREDITS)**

At least **ten** credits in physical, biological and/or earth sciences (i.e., physics, chemistry, geology or biology).

MATH& 152	Calculus II	5
Natural Science elective with lab		5
Natural Science elective		5

**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

**EDUCATION REQUIREMENTS (8-10 CREDITS)**

EDUC 190	Education Practicum	3-5
EDUC& 202	Intro to Education	5

**GENERAL ELECTIVES (10 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. A maximum of three physical activity (PE) credits can be applied to this degree. COLLG 110 - College Success required.

<b>Total Credits Required</b>	<b>93-100</b>
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**Notes**

- Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would by completing the direct transfer associate degree and will be given junior status by the receiving institution.
- 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, cultural diversity and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

**MUSIC**

**Faculty:** Dr. Kenneth Owen (PY)  
**Degree:** Associate of Arts (AA-DTA)

Pierce College makes music accessible to everyone with a wide range of music courses, instruction and performance opportunities.

Music majors can build their knowledge and performance skills while earning an AA-DTA degree with an emphasis in music at Pierce College. This degree transfers to four-year colleges and universities. Courses are available in: beginning and advanced theory, music appreciation, class piano and guitar. Private lessons are also available.

In addition to music courses, Pierce College provides students and community members the opportunity to participate in several performing groups, which give quarterly concerts and sometimes participate in local and regional festivals. Each group offers credit toward an associate degree. However, participation is not limited to students or music majors; all students and members of the community are invited to perform in Concert Band (MUSC150/250), Jazz Band (MUSC157/257), Concert Choir (MUSC144/244), Jazz Choir (MUSC145/254), and Orchestra (MUSC154/254).

Pierce College offers music facilities at both the Fort Steilacoom and Puyallup colleges, allowing students access to a wide range of technology and music spaces.

Music scholarships may be available. Scholarships are talent-based and require an audition. Auditions are held throughout the year and may vary depending on departmental needs.

### MUSIC MAJOR

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
MUSC 182	Intermediate Class Piano	1
MUSC 183	Advanced Class Piano	1
MUSC& 241	Music Theory IV	5
MUSC& 242	Music Theory V	5
MUSC& 243	Music Theory VI	5

### RECOMMENDED COURSES

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 160-168	Private Instruction	0.5
MUSC 260-268	Private Instruction	0.5

## NURSING UNIVERSITY TRANSFER

**Director:** Emily Mize, Ph.D., RN  
**Faculty:** Ronda Durano, MN, RN, Tiffany Smith, MN, RN, Elizabeth Webber, MSN, RN (PY)  
**Degree:** Associate in Pre-Nursing DTA/MRP  
**Website:** 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, 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.

See Degree Outcomes on page 29.

### ■ 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.

Due to high interest and limited space in BSN programs, admission to all BSN programs is highly competitive with many qualified applicants finding themselves on waiting lists for admission

### GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit
- College cumulative GPA of at least 2.0
- ENGL& 101 - English Composition I - required

- COLLG 110 - College Success required during the first or second quarter of attendance
- Minimum of 25 of the last 45 credits must be earned at Pierce College
- 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
- "Pass" (P) grades, independent study and cooperative work experience/work-based learning credits may be used for general elective credits only
- Once a course has been successfully completed, credits earned may be used in only one category

### GENERAL COURSE REQUIREMENTS

#### COMMUNICATION SKILLS (10 CREDITS)

Northwest University and Walla Walla College require that the second English composition class be a research writing class.

ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argumentation and Research	5

#### QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

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

Intermediate Algebra proficiency is required.

MATH& 146	Introduction to Statistics	5
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#### HUMANITIES (15 CREDITS)

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.

See the humanities choices in the WSU "Diversity Course Identification Guidelines" for possible selection or choose courses that include minority, non-western, ethic or other "area" studies. Selected from at least two disciplines.

No more than **10** credits allowed from any **one** discipline. No more than **five** credits in world language at the 100 level. No more than **five** credits in performance/skills courses are allowed.

CMST& 220	Public Speaking	5
	Humanities Electives	10

#### SOCIAL SCIENCES (15 CREDITS)

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 the junior year.

See the sociology choices in the WSU "Diversity Course Identification Guidelines" for possible selection or choose courses that include minority, non-western, ethnic or other "area" studies.

PSYC& 100	General Psychology	5
PSYC& 200	Lifespan Psychology	5

Select one:

SOC& 101	Intro to Sociology	5
SOC& 201	Social Problems	5
SOC 211	Family and Intimate Relations	5
SOC 212	Death, Dying and Bereavement	5
SOC 220	Gender Roles in Society	5

#### NATURAL SCIENCES (38 CREDITS WITH AT LEAST 25 LAB-BASED)

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 junior year.

At the time of application when some of the course work may not yet be completed, UW-Seattle requires a minimum GPA of 3.0 for three out of the seven courses or 2.8 for four out of the seven.

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

**ELECTIVES (10 CREDITS)**

Five credits that meet the CM, QS, HM, NS or SS designation as stated on the AA-DTA degree lists. Up to five credits that are numbered 100 or above. A maximum of three physical activity (PE) credits can be applied to this degree. COLLG 110 - College Success required.

**Total Credits Required****93****Notes**

- Admissions application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for admission to transfer.
- 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.
- 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 advisor from individual schools for institutional requirements is highly recommended since this DTA may not meet every institution-specific graduation requirement. NU, for example requires Old Testament and New Testament in the summer prior to beginning nursing classes.
- 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, for example, requires 10 credits of a world language if the applicant has not completed two years of a single language in high school; PLU requires a year of a world language at the college level, if two years of high school world language has not been completed.

**NURSING PROFESSIONAL/TECHNICAL**

**Director:** Emily Mize, Ph.D., RN  
**Faculty:** Ronda Durano, MN, RN, Tiffany Smith, MN, RN, Elizabeth Webber, MSN, RN (PY)  
**Degree:** Associate in Nursing (ADN)  
**Website:** [www.pierce.ctc.edu/nursing](http://www.pierce.ctc.edu/nursing)

**■ ASSOCIATE IN NURSING (ADN)**

The Pierce College Nursing Program prepares students to become Registered Nurses and provides students with the opportunity to become not only a Certified Nursing Assistant but also a Nurse Technician during the program. The program is designed to articulate with local four-year universities that offer a BSN completion program. The curriculum builds on prerequisite courses 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 receive experience in medical surgical, maternal-newborn, pediatric 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. Registered Nurses plan and coordinate patient care.

Clinical courses are taught at a variety of health care agencies in the Pierce County area and may occur days, evenings and Saturdays. Most courses are taught by master's prepared nurse educators. The program is approved by the Washington State Nursing Care Quality Assurance Commission, and accredited by the Accrediting Commission on Education in Nursing.

Selection for the RN pathway is competitive, and the program begins each fall. The course of study is six quarters (fall, winter, and spring) over two academic years with the interim summer off so the student can gain experience as a nurse technician.

*Professional/technical program competencies can be found on the Pierce College website at <http://www.pierce.ctc.edu/proftech/>.*

**REQUIREMENTS FOR ADMISSION**

Applicants must meet general entrance requirements for Pierce College as well as the specific pre-nursing course requirements. Prerequisite courses typically take one to two years depending on the number of credits taken per quarter. Some nursing prerequisite courses may have prerequisites. Check with the college early to plan a specific course of study.

The application deadline for admission to the Nursing Program is set annually. Check the nursing program website 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 early spring and successful candidates are then notified. Evaluation is based on each prerequisite science course and ENGL& 101 being completed with a 3.0 or higher, other college prerequisite courses completed with a 2.0 or higher, designated tests, a personal statement, two recommendations, essays which are scored according to a faculty established rubric.

Prospective students who have proof of unencumbered Washington State LPN license or Certificate of Completion from a Washington State approved practical nurse training program may apply on a space available basis to enter the program in the fourth quarter of the program. This LPN-RN bridge program is limited in space and the student must take assessment tests and a specific LPN-RN bridge course at Pierce College. Please see the nursing advisor for more information.

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. The pre-nursing advisor's number is (253) 840-8355.

Nursing students will have additional college expenses, including 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 or St. Martins University 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 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 be completed within the last seven years of the date of the student's application.

All courses have pre-requisites that cannot be waived. Please work closely with a pre-nursing advisor.

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
* PSYC& 200	Lifespan Psychology	5

**Pierce College Requirement beginning summer 2015:**

For all students beginning college courses and pre-nursing prerequisites at Pierce College, COLLG 110: College Success must be taken within the first two quarters of starting coursework at Pierce College. You may be exempt from this requirement. Check with your advisor for the latest information.

**TRANSFER-READY REQUIREMENTS**

Must be completed with a grade of 2.0 (C) or higher:

MATH& 146	Introduction to Statistics	5
** World Language 121 and 122		10

**RECOMMENDED COURSEWORK**

Must be completed with a grade of 2.0 (C) or higher:

CHEM& 131	Intro to Organic and Biochemistry	6
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\* The 10-year limitation on ENGL& 101 and PSYC& 200 may be waived if the course was completed as part of a degree from an accredited institution of higher learning.



\*\* No time limit on the World Language requirement. Two years of the same high school world language will also satisfy this requirement. Native speakers can satisfy this requirement following UW guidelines. See a Nursing advisor for details.

**FIRST YEAR ( 37 CREDITS)**

**QUARTER I (11 CREDITS)**

HSCI 114	Therapeutic Communication in Healthcare Setting	3
NURS 111	Fundamentals of Nursing Practice	3
NURS 112	Fundamentals of Nursing Clinical Practice	3
HSCI 116	Pharmacology for Allied Health	2

**QUARTER II (12 CREDITS)**

NURS 121	Intro to Medical-Surgical/Psychiatric Nursing	4
NURS 122	Intro to Nursing Clinical Practice	5
NURS 125	Family Nursing	3

**QUARTER III (14 CREDITS)**

HSCI 117	Pharmacology for Allied Health II	2
NURS 130	Intermediate Medical-Surgical/Psychiatric Nursing	6
NURS 132	Intermediate Nursing Clinical Practice	6
<b>Total Credits (Quarters I, II, III)</b>		<b>37</b>

**SECOND YEAR (39 CREDITS)**

**QUARTER IV (13 CREDITS - ADN STUDENTS (17 CREDITS-BRIDGE))**

NURS 210	Advanced Topics in Nursing	4
NURS 211	Advanced Nursing Clinical Practice	6
NURS 214	Adv. Concepts in Family Centered Nursing Care	3
NURS 218	ADN Articulation Seminar (Bridge only)	4

**QUARTER V (14 CREDITS)**

NURS 222	Professional Nursing Clinical Practice	5
NURS 223	Advanced Psychiatric Nursing	3
NURS 224	Professional Role Transition	3
NURS 230	Advanced Topics in Nursing II	3

**QUARTER VI (12 CREDITS)**

HSCI 235	Issues and Trends in Health Care Management	4
NURS 233	Acute Care Nursing Practicum	8
<b>Total Credits (Quarters IV, V, VI)</b>		<b>39</b>
<b>Total Credits</b> (Quarters I-VI) includes theory, lab, preceptorship and service-connected learning		<b>76</b>
<b>Total Credits</b> including prerequisites		<b>129</b>

Each ADN course must be completed with a minimum grade of 2.7 and all courses must be completed in the designated quarter.

**NURSING ASSISTANT CERTIFIED**

**Contact:** Emily Mize (PY) - Nursing Office (253) 864-3272

This comprehensive training course provides basic awareness of the role of the nursing assistant in nursing care and development of the skills necessary to provide that care. The first part of the NAC coursework consists of nursing assistant theory and skills lab. Upon successful completion of these two courses, student progress to the clinical portion of the program where they practice knowledge and skills learning in a long-term care setting with patients. Student must successfully complete a background check prior to the beginning of the courses. The three courses prepare the student to take the written and skills portion of the Nursing Assistant exam. Successful completion of the exam enables the person to be employed as a Certified Nursing Assistant or Nursing Assistant Certified.

Nursing Assistants are qualified to work under the direction of Registered Nurses and Licensed Practical Nurses, and to assist in the care of patients and residents in hospitals, clinics, skilled nursing facilities (long-term care and rehab) and assisted living facilities. This includes, but is not limited to, maintaining a safe environment for the client, providing assistance with activities of daily living as needed, restorative care, communicating with clients, and basic concepts of care.

Prerequisite: Students need to score a minimum of 85 on the college reading assessment test.

Students who need additional support with basic skills (reading, writing, math or English language) may want to consider the two-quarter I-BEST NAC program. During the first quarter, students are introduced to NAC terminology through lessons designed to improve their basic skills and increase their success in the NAC training the following quarter.

The NAC program is one quarter in length and is 12 credits. All skills necessary will be taught and practiced in the skills lab course. Evening hours are available for additional skills practice.

NAC 101	Nursing Assistant Theory	7
NAC 105	Nursing Assistant Skills Lab	3
NAC 107	Nursing Assistant Clinical	2
<b>Total Credits Required</b>		<b>12</b>

Student Learning Outcomes available at [www.pierce.ctc.edu/dept/nac/outcomes](http://www.pierce.ctc.edu/dept/nac/outcomes)

**OCCUPATIONAL SAFETY AND HEALTH**

**PROFESSIONAL/TECHNICAL**

**Contact:** Larry Price (FS)  
**Degree:** Associate in Applied Science (AAS-T) Degree  
 Occupational Safety and Health Technician  
**Certificate:** Construction Safety Technician Certificate

This unique degree was developed as a joint program between Pierce College and Edmonds Community College. Both colleges offer a two-year Occupational Safety and Health Technician Associate of Applied Science-T Degree (AAS-T). Students at both colleges participate in each course via online instruction.

The AAS-T degree is designed to transfer to a BAS degree at Central Washington University. It can also transfer to BA programs at The 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.

Professional/technical program competencies can be found on the Pierce College website at <http://www.pierce.ctc.edu/proftech/>.

**■ ASSOCIATE IN APPLIED SCIENCE - TRANSFER DEGREE (AAS-T) OCCUPATIONAL SAFETY AND HEALTH TECHNICIAN**

**GENERAL REQUIREMENTS (53 CREDITS)**

**COMMUNICATION (10 CREDITS)**

ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5

**QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)**

MATH& 146	Introduction to Statistics	5
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**HUMANITIES, SOCIAL SCIENCE AND SCIENCE (20 CREDITS)**

BIOL& 170	Human Biology: Anatomy & Physiology	5
CHEM& 110	Chemical Concepts w/Lab (or CHEM& 121)	5
PSYC& 100	General Psychology	5
Select one:		5

CMST& 101	Introduction to Communications
CMST& 220	Public Speaking

**COMPUTER REQUIREMENT (5 CREDITS)**

CIS 130	Microcomputer Applications	5
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**MANAGEMENT AND CAREER SKILLS (13 CREDITS)**

BUS 240	Human Relations in the Workplace	5
BUS 260	Project Management I: Planning	5
OSH 291	OSH Internship	3

**SAFETY AND HEALTH REQUIREMENTS (42 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	4
HSCI 228	CPR for the Professional Rescuer with First Aid and Blood Borne Pathogens	2

**ADDITIONAL SAFETY AND HEALTH REQUIREMENTS (4-7 CREDITS)**

BUS 261	Project Management II: Managing	5
COLLG 110	College Success	3
OSH 155	Special Topics in OSH - I	2
OSH 255	Special Topics in OSH - II	1-3
CONST 140	Construction Drawings: Print Reading	5
CONST 160	Materials and Methods	5
HSEM 102	Introduction to Homeland Security Emergency Management	5
HSEM 120	All Hazards Emergency Planning	3
<b>Total Credits Required</b>		<b>99-102</b>

**CONSTRUCTION SAFETY TECHNICIAN CERTIFICATE****Contact:** Dolores Kelley, Larry Price (FS)**GENERAL REQUIREMENTS (28 CREDITS)**

* BUS 240	Human Relations in the Workplace	5
COLLG 110	College Success	3
+ CIS 130	Microcomputer Applications	5
*+ ENGL& 101	English Composition I	5
ENGL& 235	Technical Writing	5
Select one:		
* BUS 107	Business Math	5
MATH& 107	Math in Society	5
MATH& 146	Introduction to Statistics	5

**SAFETY AND HEALTH REQUIREMENTS (35 CREDITS)**

CONST 140	Blueprint Reading	5
CONST 160	Materials and Methods	5
CONST 250	Construction Safety and Accident Prevention	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
Select one:		
OSH 291	OSH Internship	3
CONST 198	Work-Based Learning	3
<b>Total Credits Required</b>		<b>63</b>

+Prerequisites required.

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

**OCEANOGRAPHY****Faculty:** Beth Norman, 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 biology 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	15
GEOL& 101	Intro to Physical Geology	5
MATH& 146	Introduction to Statistics	5
OCEA& 101	Intro to Oceanography	5
OCEA 170	Marine Biology	5
Recommended math/physics sequence:		
MATH& 141-142	Precalculus I and II	15
MATH& 151-153	Calculus I-III	15
PHYS& 221-223	Engineering Physics I-III	18

**OCEANOGRAPHY MAJOR - BIOLOGY EMPHASIS**

BIOL& 211-213	Majors: Cellular/Animal/Plant	15
CHEM& 161-163	General Chemistry w/Lab I-III	15
OCEA& 101	Intro to Oceanography	5
OCEA 170	Marine Biology	5
Recommended math/physics sequence:		
MATH& 141-142	Precalculus I-II	15
MATH& 151	Calculus I	5
PHYS& 114-116	General Physics I-III	15

**PIERCE COLLEGE ADULT DIPLOMA**

See Adult Basic Education

**PHILOSOPHY****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-DTA 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 III: 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& 120	Symbolic 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& 102	Composition II: Argumentation and Research	5
ENGL& 114	Intro to Poetry	5
MUSC& 105	Music Appreciation	5
PHIL& 101	Intro to Philosophy	5
PHIL& 120	Symbolic Logic	5
PHIL 150	Intro to Ethics	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
PHIL& 101	Intro to Philosophy	5
PHIL& 120	Symbolic Logic	5
PHIL 150	Intro to Ethics	5

# PHYSICAL THERAPIST ASSISTANT

**Program Advisor Pierce College:**

Lisa Murray (253) 964-6482

**Program Advisor Whatcom Community College:**

David Knapp (360) 383-3080, dknapp@whatcom.ctc.edu

Pierce College has partnered with Whatcom Community College (WCC) to provide Pierce County students a designed pathway into the WCC online/hybrid Physical Therapist Assistant (PTA) program. Students can meet with a Pierce College advisor to develop an education plan to identify the necessary prerequisites for application to the PTA program. The program advisor will assist students with all steps of the application process. Students have the option to complete all prerequisites at Pierce College. Once students have been admitted to the PTA program, they will become a student at WCC, completing all coursework online and attending labs one weekend per month in Bellingham.

## PHYSICS

**Faculty:** Hillary Stephens (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 the topics of mechanics, energy, sound, heat, light, electricity and magnetism. A major in physics would serve as a basis for work in industry, government or teaching in one of those areas. The courses in physics find applications in many related areas, including 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

**Faculty:** 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-DTA 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& 102	Composition II: Argumentation and Research	5

#### QUANTITATIVE/SYMBOLIC REASONING SKILLS

MATH& 146	Introduction 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 AND 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

Select one:

GEO& 101	Intro to Physical Geology	5
GEO& 110	Environmental Geology	5

## PRE-LAW

**Faculty:** Dr. John Lucas (PY)

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

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). Since 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, is usually 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. Students should contact the appropriate transfer institution regarding transferability of credits and specific institutional, including departmental, requirements.

## PROJECT MANAGEMENT

**Contact:** Dr. Paul Gerhardt, Advising (FS) Betty Boushey, PMP, Project Management Course Information

**Certificate:** Project Management Short Certificate  
Project Management Long Certificate

Every type of industry employs project managers. Project management core competencies are transferable. Competencies include planning, organizing and managing resources so that the project may be successfully completed. Pierce courses use the internationally recognized project management best practices from the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK Guide). The core project management courses (BUS 260 and BUS 261) are offered online.

The courses and certificates are designed to accommodate a variety of students who are interested in improving their employability and options for promotion by developing expertise in project management competencies.

- Not familiar with project management? You will receive a solid introduction to the profession.

- Already working on projects? You will be able to immediately apply globally recognized project management skills.
- Significant work experience? You will be able to refine your knowledge of Project Management standards and their application in the workplace.
- Students are expected to work and think like professional project managers and apply project management concepts in a class project simulation.
- Students should contact an academic advisor and talk to department faculty in your major about transfer options and certificates.

Professional/technical program competencies can be found on the Pierce College website at <http://www.pierce.ctc.edu/proftech/>.

## PROJECT MANAGEMENT CERTIFICATE

### COURSE REQUIREMENTS (28-30 CREDITS)

BUS 107	Business Math	5
+ BUS 240	Human Relations in the Workplace	5
** BUS 260	Project Management I: Planning	5
** BUS 261	Project Management II: Managing	5
Select one:		
+ BUS 105	Business English I	5
+ ENGL& 101	English Composition I	5
Select one:		
* CIS 110	Intro to Microcomputer Business Applications	3
* CIS 121	Intro to Computer Information Systems	5

**Total Credits Required** **28-30**

+Meets related instruction requirements for professional/technical programs.

\*Minimum of 35 wpm keyboarding required

\*\*Prerequisite required

## SHORT PROJECT MANAGEMENT CERTIFICATE

### COURSE REQUIREMENTS (10 CREDITS)

* BUS 260	Project Management I: Planning	5
* BUS 261	Project Management II: Managing	5

**Total Credits Required** **10**

\*Prerequisite required

## PSYCHOLOGY

**Faculty:** Dr. JoAnne Geron, Dr. Thomas Link (FS); Sandra Croswaite, Leon Khalsa-Maulen (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

### RECOMMENDED COURSES:

PSYC& 100	General Psychology	5
Two of the following:		
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
* PSYC 210	Social Psychology	5
* PSYC& 220	Abnormal Psychology	5
* PSYC 230	Intro to Personality	5

\*Check with the transfer institution for its preference/transferability of more than two 200 level psychology courses.

The following courses are recommended as part of the requirements for the AA-DTA degree:

### COMMUNICATION SKILLS

ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argumentation and Research	5

### QUANTITATIVE/SYMBOLIC REASONING SKILLS

** MATH& 146	Introduction to Statistics	5
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\*\*For UW Seattle - see their requirements

### SOCIAL SCIENCE (THREE DISCIPLINES)

PSYC& 100	General Psychology	5
SOC& 101	Introduction to Sociology	5
SOC 211	Family and Intimate Relationships	5
ANTH& 100	Survey of Anthropology	5
ANTH& 106	The American Mosaic	5
ANTH& 206	Cultural Anthropology	5

### HUMANITIES (THREE DISCIPLINES)

PHIL& 101	Intro to Philosophy	5
CMST& 101	Introduction to Communications	5
HUM 105	Black Thought and Culture	5
HUM 106	Ethic Thought and Culture	5
HUM 107	Latin American Thought and Culture	5
HUM 109	American Thought and Culture: The Harlem Renaissance	5

### NATURAL SCIENCE (THREE DISCIPLINES, INCLUDING ONE LAB COURSE)

BIOL& 170	Human Biology: Anatomy & Physiology	5
BIOL& 175	Human Biology w/Lab: Anatomy & Physiology	5
BIOL& 160	General Biology w/Lab	5
NUTR& 101	Nutrition	5
Natural Science of your choice		5

## READING

**Faculty:** Irene Brewer (FS); Jeff Pisetzner (PY)

Offered through a learning lab format, the reading program provides students a personalized way to increase their reading comprehension. Students receive reading instruction at various levels. Classes are offered both daytime and evening.

Student Learning Outcomes available at [www.pierce.ctc.edu/dist/basicskills/outcomes](http://www.pierce.ctc.edu/dist/basicskills/outcomes)

READ 055	Reading Development	
READ 075		Reading Tactics
READ 080	Improving Reading Skills	
READ 090	Advanced Reading Skills	
READ 101	College Reading	

## SOCIAL SERVICE/MENTAL HEALTH

### PROFESSIONAL/TECHNICAL

**Faculty:** Dr. Denise Arnold (FS)

**Degrees:** Associate in Social Service/Mental Health

**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 and 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 knowledge, values and skills they will need to succeed with clients and in the professional community.

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 continuing their higher education. For those who already have college degrees but lack formal human service training, it provides a solid career foundation.

*Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).*

**■ ASSOCIATE IN SOCIAL SERVICE/MENTAL HEALTH**

**GENERAL REQUIREMENTS (23-25 CREDITS)**

**COMMUNICATIONS (10 CREDITS)**

ENGL& 101	English Composition I	5
Select one:		
CMST& 101	Introduction to Communications	5
CMST& 220	Public Speaking	5

**COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (3-5 CREDITS)**

Any course meeting the AA-DTA QS requirement (5) or		
BUS 103	Computational Math or	3
BUS 107	Business Math	5

**HUMAN RELATIONS (10 CREDITS)**

PSYC& 100	General Psychology	5
Select one:		
ANTH& 106	American Mosaic	5
ANTH& 206	Cultural Anthropology	5
SOC& 101	Intro to Sociology	5

**SOCIAL SERVICE/MENTAL HEALTH CORE (72 CREDITS)**

**SOCIAL SERVICE FOUNDATION (18 CREDITS)**

HSSA& 101	Intro to Chemical Dependency	3
PSYC& 220	Abnormal Psychology	5
SSMH 202	Social Service Mental Health Field Experience 2	5
Select one:		
BIOL& 100	Survey of Biology	5
BIOL& 160	General Biology w/Lab	5
BIOL& 170	Human Biology: Anatomy & Physiology	5

**SOCIAL SERVICE MENTAL HEALTH COURSES (45 CREDITS)**

COLLG 110	College Success	3
SSMH 100	Intro to Human Services	5
SSMH 170	Mental Health Interviewing and Assessment	5
SSMH 201	Social Service Mental Health Field Experience 1	5
SSMH 210	Self-Care for Care Givers	3
SSMH 215	Law and Ethics in Social Services	5
12 Electives approved by SSMH advisor		12
<i>(Any psychology, sociology, multicultural course or course related to career path)</i>		
Select one:		
SSMH 185	Identity and Values in the Family	3
SSMH 230	Abuse in the Family	3

**PSYCHOLOGY COURSES (5 CREDITS)**

Select one:		
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYC 201	Psychology of Personal Growth	5
PSYC 210	Social Psychology	5
PSYC 215	Group Experience	5
PSYC 230	Intro to Personality	5

**SOCIOLOGY COURSES (5 CREDITS)**

Select one:		
SOC& 201	Social Problems	5
SOC 211	Family and Intimate Relationships	5
SOC 212	Death, Dying and Bereavement	5
SOC 220	Gender Roles in Society	5

**Total Credits Required 95-97**

*\*Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH associate degree.*

**■ ASSOCIATE OF ARTS (AA-DTA) WITH OPTIONAL CERTIFICATE IN SOCIAL SERVICE/MENTAL HEALTH**

**GENERAL REQUIREMENTS (60 CREDITS)**

**COMMUNICATIONS (10 CREDITS)**

ENGL& 101	English Composition I	5
CM GER Electives (ENGL& 102 recommended)		5

**QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)**

QS GER Electives (MATH& 146 recommended)	5
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**HUMANITIES (15 CREDITS)**

Select from three disciplines:		
HM GER Electives	10	
Select one:		
CMST& 101	Introduction to Communications	5
CMST& 220	Public Speaking	5

**SOCIAL SCIENCE (15 CREDITS)**

PSYC& 100	General Psychology	5
SOC& 101	Intro to Sociology	5
Select one:		
ANTH& 206	Cultural Anthropology	5
* ECON 110	Survey of Economics	5

*\*ECON 110 recommended for transfer to social work at UW*

**NATURAL SCIENCE (15 CREDITS)**

Select from three disciplines - lab class required:		
NS GER Electives	10	
Select one:		
BIOL& 100	Survey of Biology	5
BIOL & 160	General Biology w/Lab	5
BIOL& 170	Human Biology: Anatomy & Physiology	5

**SOCIAL SERVICE/MENTAL HEALTH CORE/CERTIFICATE (36 CREDITS)**

**PSYCHOLOGY COURSES (5 CREDITS)**

Select one:		
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYC 201	Psychology of Personal Growth	5
PSYC 210	Social Psychology	5
PSYC 215	Group Experience	5
PSYC& 220	Abnormal Psychology	5
PSYC 230	Intro to Personality	5

**SOCIOLOGY COURSES (5 CREDITS)**

Select one:		
SOC& 201	Social Problems	5
SOC 211	Family and Intimate Relationships	5
SOC 212	Death, Dying and Bereavement	5
SOC 220	Gender Roles in Society	5

**SOCIAL SERVICE MENTAL HEALTH COURSES (26 CREDITS)**

SSMH 100	Intro to Human Services	5
SSMH 170	Mental Health Interviewing and Assessment	5
SSMH 201	Social Service Mental Health Field Experience 1	5
SSMH 210	Self-Care for Care Givers	3
SSMH 215	Law and Ethics in Social Services	5
Select one:		
SSMH 185	Identity and Values in the Family	3
SSMH 230	Abuse in the Family	3
<b>Total Credits Required</b>		<b>96</b>

**■ CERTIFICATE IN SOCIAL SERVICE/MENTAL HEALTH**

**SOCIAL SERVICE MENTAL HEALTH COURSES (26 CREDITS)**

SSMH 100	Intro to Human Services	5
SSMH 170	Mental Health Interviewing and Assessment	5
SSMH 201	Social Service Mental Health Field Experience 1	5
SSMH 210	Self Care for Care Givers	3
SSMH 215	Law and Ethics in Social Services	5
Select one:		
SSMH 185	Identity and Values in the Family	3
SSMH 230	Abuse in the Family	3

**PSYCHOLOGY COURSES (5 CREDITS)**

Select one:		
PSYC& 100	General Psychology	5
PSYC& 180	Human Sexuality	5
PSYC& 200	Lifespan Psychology	5
PSYC 201	Psychology of Personal Growth	5
PSYC 210	Social Psychology	5
PSYC 215	Group Experience	5
PSYC 230	Intro to Personality	5

**SOCIOLOGY COURSES (5 CREDITS)**

Select one:

SOC& 101	Intro to Sociology	5
SOC& 201	Social Problems	5
SOC 211	Family and Intimate Relationships	5
SOC 212	Death, Dying and Bereavement	5
SOC 220	Gender Roles in Society	5

**Total Credits Required** 36

\*Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH certificate.

**SOCIOLOGY****Faculty:** Dr. Alan Kemp (FS); Leon Khalsa-Maulen, Daniel Suh (PY)**Degree:** Associate of Arts (AA-DTA)

Sociology is the study of society and human interaction. It deals with human relationships, development in groups, and 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& 106	The American Mosaic	5
ANTH& 206	Cultural Anthropology	5
BIOL& 160	General Biology w/Lab	5
ENGL& 101	English Composition I	5
ENGL& 102	Composition II: Argumentation and Research	5
HIST& 126-128	World Civilizations I-III	5
MATH& 141	Precalculus I	5
MATH& 146	Introduction to Statistics	5
PSYC& 100	General Psychology	5
PSYC 210	Social Psychology	5
SOC& 101	Intro to Sociology	5
SOC& 201	Social Problems	5
SOC 211	Family and Intimate Relationships	5
SOC 212	Death, Dying and Bereavement	5
SOC 220	Gender Roles in Society	5

**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)

Pierce College is one of five colleges in Washington to offer 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 practices, 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. The selection process is competitive; therefore, not all applicants will be accepted. Candidates with the highest total scores will be notified of their acceptance status in late May (Tier I applicants) or early September (Tier II applicants) preceding the fall quarter for which they applied. See [www.pierce.ctc.edu/vet-tech](http://www.pierce.ctc.edu/vet-tech).

Professional/technical program competencies can be found on the Pierce College website at [www.pierce.ctc.edu/proftech/](http://www.pierce.ctc.edu/proftech/).

All candidates must have the following courses, these courses may require prerequisites based upon placement scores.

- College-level biology (i.e. BIOL& 100, 5 credits)
- College-level chemistry (i.e., CHEM& 100, 5 credits)
- College-level intermediate algebra (i.e., MATH 096, 7 credits or MATH 098, 5 credits)
- College-level English (i.e. ENGL& 101, 5 credits)
- College-level medical terminology (i.e., BTECH 150, min. 3 credits)
- Grade of 2.0 or better for each program prerequisite course
- Program assessment 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 a student has any physical limitations that would prevent them from doing this work, they are advised to 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 15 preceding the fall quarter in which the student plans to enter the program. Because of the special admission requirements for the program, applications for admission submitted online are not accepted. The application packet and forms can be accessed through the Veterinary Technology website at [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 and the Washington State Association of Veterinary Technicians, and is accredited by the American Veterinary Medical Association.

Student Learning Outcomes available at [www.pierce.ctc.edu/dept/vettech/outcomes](http://www.pierce.ctc.edu/dept/vettech/outcomes)

**■ ASSOCIATE IN VETERINARY TECHNOLOGY (FS ONLY)**

**Starting in summer 2015**, all new Pierce College students will be required to take COLLG 110 - COLLEGE SUCCESS within the first two quarters of starting coursework at Pierce College. Select students may be exempt from this requirement, including some students transferring in to Pierce College.

**FIRST YEAR****FALL QUARTER (17 CREDITS)**

* VT 100	Intro to Veterinary Technology	2
VT 101	Animal Nursing I Lecture	2
VT 102	Animal Nursing I Lab	2
VT 107	Medical Dosage for VT	2
VT 110	Ward Care Laboratory I	1
VT 125	Animal Anatomy and Physiology I	6
VT 160	Applied Behavior Techniques I	2

**WINTER QUARTER (16 CREDITS)**

VT 104	Animal Nursing II	5
VT 111	Ward Care Laboratory II	1
VT 123	Large Animal Nursing	4
VT 126	Animal Anatomy and Physiology II	3
VT 155	Nutrition and Complementary Therapies	2
VT 161	Applied Behavior Techniques II	1

**SPRING QUARTER (15 CREDITS)**

VT 105	Animal Nursing III	3
VT 112	Ward Care Laboratory III	1
VT 150	Clinical Microbiology and Public Health	6
VT 162	Applied Behavior Techniques III	1
VT 166	Hematology for VT	4

**SECOND YEAR****FALL QUARTER (15 CREDITS)**

VT 230	Anesthesiology	4
VT 250	Radiology for VT	3
VT 251	Pharmacology for VT	3
VT 266	Veterinary Clinical Pathology and Parasitology	5

**WINTER QUARTER (16 CREDITS)**

VT 215	Animal Hospital Office Procedures	2
VT 224	Veterinary Clinical Laboratory Principles	2
VT 240	Animal Diseases	3
VT 260	Emergency and Critical Care	3
VT 265	Clinical Techniques Laboratory	6

**SPRING QUARTER (14 CREDITS)**

VT 233	Veterinary Clinical Practice (Clinics)	14
<b>Total Credits Required</b>		<b>93</b>

*\*VT 100 is open to all interested students, not just to those enrolled in the Veterinary Technology program.*

**WORLD LANGUAGES**

**Faculty:** Janina Starr (PY)  
**Degree:** Associate of Arts (AA-DTA)

Foreign language study includes learning to speak, read and write a language, and gaining 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 European and Asian languages, as well as American Sign Language. Most courses are three-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.

**WESTERN EUROPEAN LANGUAGE 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
HIST& 127	World Civilizations II
HIST& 128	World Civilizations III
INTS 107	Intro to International Studies
INTS 140	Contemporary Issues in International Studies

**ASIAN LANGUAGE MAJORS**

ANTH& 100	Survey of Anthropology
ART 145	History of Art – Contemporary
HIST& 127	World Civilizations II
HIST& 128	World Civilizations 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





## ■ 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 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 CIS 121, and BTECH 111, and ACCT 101 or ACCT& 201, or instructor permission

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

Prereq: MATH 096 or MATH 098 with a grade of at least 2.0

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

Prereq: ACCT& 201 with a grade of at least 2.0

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

Prereq: ACCT& 202 with a grade of at least 2.0

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& 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 101 or ACCT& 201 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 AARP Tax-Aide program.

## ■ AMERICAN SIGN LANGUAGE (ASL)

### ASL& 121 (5) American Sign Language I • GER-HM

A beginning course in American Sign Language using conversational methods. This includes vocabulary related to exchanging personal information, day-to-day common activities, describing family relationships, and providing basic directions. Basic grammar, finger-spelling, numbers 1-100, the fundamentals of spatial agreement, and an introduction to the deaf culture and its history are also introduced.

### ASL& 122 (5) American Sign Language II • GER-HM

Prereq: ASL& 121 with grade of 2.0 or better; or one year HS equivalent or instructor permission

In ASL& 122, students will continue developing their sign skills while building on vocabulary, enhancing number skills, learning more about classifiers, increasing fluency and incorporating non-manual grammatical markers and non-manual signals with more ease. They will be introduced to basic story telling using these new skills and techniques as well as learn more about deaf culture and grammar.

### ASL& 123 (5) American Sign Language III • GER-HM

Prereq: ASL& 122 with a grade of 2.0 or better; or 2 years high school equivalent or instructor permission

ASL& 123 focuses on vocabulary development, increasing expressive and receptive skills, and developing story telling techniques. This focus includes more advanced use of classifiers, expansion of detail, and introduction to deaf expressions and idioms, additional grammatical features, and a continued study of the deaf culture.

### ASL& 221 (5) American Sign Language IV • GER-HM

Prereq: ASL& 123 with a grade of 2.0 or better; or 3 years HS equivalent; or instructor 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.

### ASL& 222 (5) American Sign Language V • GER-HM

Prereq: ASL& 221 with a grade of 2.0 or better; or 4 years HS equivalent plus placement in ENGL& 101 or instructor permission

The importance of signing with sufficient grammatical accuracy and vocabulary is emphasized. Emphasis is placed on participating effectively in formal and informal conversations on familiar and unfamiliar topics. There will be many opportunities to develop a stronger acceptance and appreciation of the diverse regional aspects of ASL and expand on personal application of the language.

### ASL& 223 (5) American Sign Language VI • GER-HM

Prereq: ASL& 222 with a grade of 2.5 or better; plus placement in ENGL& 101 or instructor permission

In ASL& 223, emphasis is placed on receptive and expressive

skill development including discourse structures used in discussing a variety of topics, spontaneous conversations and story-telling. The course will encourage vocabulary review, clear articulation of the language, continued practice of grammar structures, exposure to a variety of signing styles, and a deeper cultural awareness about interacting effectively in the deaf community.

## ■ ANTHROPOLOGY (ANTH)

### ANTH& 100 (5) Survey of Anthropology • GER-SS

A survey of biological anthropology, archaeology, cultural anthropology and linguistic anthropology.

### ANTH& 104 (5) World Prehistory • GER-SS

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

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

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 167 (2-5) 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.

### ANTH& 204 (5) Archaeology • GER-SS

Introduction to archaeological method and theory.

**ANTH& 205 (5) Biological Anthropology • GER-NS**

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, non-human primates, the fossil record and modern human variation.

**ANTH& 206 (5) Cultural Anthropology • GER-SS**

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& 210 (5) Indians of North America • GER-SS**

Lifeways and cultures of North American Indians from prehistory until the present. The course is organized around the culture area concept, and could include the Northeast, Southeast, Southwest, Plains, Arctic, Subarctic, Plateau, Great Basin, California and the Northwest Coast.

**ANTH& 216 (5) Northwest Coast Indians • GER-SS**

Exploration of the culture and lifeways of Indians of the Northwest Coast Culture Area, past and present.

**ANTH& 236 (5) Forensic Anthropology • GER-NS**

A course designed to familiarize students with the forensic analysis of human remains. Theoretical and hands-on analyses of human remains within a medicolegal context.

**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.

**■ ART (ART)****ART& 100 (5) Art Appreciation • GER-HM**

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**

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 105 (5) Introduction to Art • GER-HM**

A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. Topics include 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**

Prereq: Basic knowledge of computers and manually controlled digital camera required

Photography for the beginning student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

**ART 108 (5) Photography, Intermediate • GER-HM/Performance**

Prereq: ART 107 or instructor permission and basic knowledge of computers and manually controlled digital camera required

Photography for the intermediate student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

**ART 109 (5) Photography, Advanced • GER-HM/Performance**

Prereq: ART 108 or instructor permission and basic knowledge of computers and manually controlled digital camera required

Photography for the advanced student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

**ART 111 (5) Drawing, Beginning • GER-HM/Performance**

An entry-level drawing sequence course that provides a framework for addressing a variety of themes, materials and techniques. This is an exploratory course that focuses on the observation and representation of three-dimensional form on a two-dimensional surface. Exercises and assignments will be explained through lecture, demonstration written sequential instruction, and historical/contemporary examples.

**ART 112 (5) Drawing, Intermediate • GER-HM/Performance**

Prereq: ART 111 or instructor permission

This intermediate course is an extension of the fundamentals of representational drawing. This course is designed to allow the serious student to develop skills as a draftsman and broaden capabilities for personal expression.

**ART 113 (5) Drawing, Advanced • GER-HM/Performance**

Prereq: ART 112 or instructor permission

This course builds upon the foundation of contemporary and classical approaches to drawing in artworks involving the figure. Students will acquire basic competence in structural studies including proportions, mass and basic surface anatomy. Curriculum will concentrate on realistically rendering specific features, mood and expression in portraiture.

**ART 115 (5) 3-Dimensional Design • GER-HM/Performance**

A non-computer hands on sculpture studio lab course that introduces the student to various approaches to constructing three-dimensional forms.

**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 150 (5) Printmaking, Beginning • GER-HM/Performance**

A studio/lab course covering the various basic processes of fine art printmaking. Students will learn how to make mutable original prints from personally designed compositions. The

methods used to create artwork will include the Intaglio print processes such as dry-point, monotype and solar plate. The Relief system will be emphasized by the completion of woodcuts and lino-cuts. Students will leave the class with several editions of prints and a basic knowledge of hand-pulled printmaking practices.

**ART 201 (5) Painting, Beginning • GER-HM/Performance**

An introductory course exploring the fundamental concepts and techniques of painting with acrylic media. Assignments will be approached primarily through investigation of content, composition, color theory, paint mixing and application. This is a studio-laboratory course with intensive in-class experience supplemented by lectures, demonstrations and critiques.

**ART 202 (5) Painting, Intermediate • GER-HM/Performance**

Prereq: ART 201 or instructor permission

An intermediate course expanding on the principles of representational painting, compositional aesthetics and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

**ART 203 (5) Painting, Advanced • GER-HM/Performance**

Prereq: ART 202 or instructor permission

An advanced course expanding on the principles of representational painting, compositional aesthetics and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

**ART 204 (5) Watercolor, Beginning • GER-HM/Performance**

A studio laboratory course that will explore the elements of a wide variety of watercolor techniques. Students will develop the ability to express themselves using various methods applicable to transparent and opaque watercolor approaches as sources for artistic invention. Pupils will also gain a historical overview of water soluble based media and explore an assortment of its applications in the visual arts.

**ART 211 (5) Beginning Sculpture • GER-HM/ Performance**

A studio lab course that introduces students to materials, processes, and tools for the creation and consideration of sculptural design, with an emphasis on the use of non-hazardous and sustainable materials.

**ART 243 (5) History of Art-Ancient World Through the Middle Ages • GER-HM**

A concise chronological history of paintings, sculpture, drawings and architecture from the dawn of recorded art to the gothic movement and related issues.

**ART 244 (5) History of Art-Renaissance Through Rococo • GER-HM**

A concise chronological history of paintings, sculpture, drawings, printmaking and architecture from the early Renaissance of the 15th century to the Neoclassical style of the middle mark of the 19th century and related issues.

**ART 245 (5) History of Art-The Modern World • GER-HM**

A concise history of architecture, painting, sculpture, drawing, printmaking, photography and mixed media from modern foundations through post-modern styles and related issues.

**■ 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**

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**

Methods and goals of scientific inquiry developed within the study of the 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**

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 controls of weather and climate. Course discussions and labs will cover essential topics in meteorology including solar radiation, temperature, air pressure, wind, clouds, precipitation, and severe weather. Environmental issues including global climate change will also be discussed. Appropriate for non-science and science majors. Lab included.

**■ 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**

Prereq: Completed MATH 096 with a 2.0 or eligible for MATH 098 AND ENGL& 101. Completed CHEM& 100 with a 2.0 grade or better or CHEM& 139 or concurrently enrolled in CHEM& 121 or CHEM& 161 or beyond

The science of life. Scientific methodology and evolution, ecological perspectives, cells, biotechnology, genetics, diversity of life, metabolism and life and reproduction. Lab included. For students preparing for allied health professions and for science majors.

**BIOL& 170 (5) Human Biology : Anatomy & Physiology • GER-NS (formerly BIOL 118)**

Prereq: College level reading, by COMPASS score of successful completion of READ 075

A comprehensive study of the human body, its structure and its function. A non-laboratory course

appropriate for non-science majors or for students beginning study in life sciences.

**BIOL& 175 (5) Human Biology w/Lab: Anatomy & Physiology • GER-NS (formerly BIOL 120)**

Prereq: College level reading, by COMPASS score of successful completion of READ 075

A comprehensive study of the human body, its structure and its function. A laboratory course appropriate for non-science majors or for students beginning study in life sciences.

**BIOL& 211 (5) Majors: Cellular • GER-NS**

Prereq: BIOL& 160 with a minimum grade of 2.0 is required; CHEM& 139 or CHEM& 121 with a minimum grade of 1.5, or instructor permission

Structure and function of living cells including metabolism, genetics, differentiation and microevolution. For science majors. Lab included.

**BIOL& 212 (5) Majors: Animals • GER-NS**

Prereq: BIOL& 160 with a minimum grade of 2.0 is required; CHEM& 139 or CHEM& 121 with a minimum grade of 1.5, or instructor permission

Examination and comparisons of the major animal taxa with emphasis on development, physiology, anatomy, taxonomy, adaptations, and behavior. Examination and evidence for evolution. Lab and/or field excursions included.

**BIOL& 213 (5) Majors: Plant • GER-NS**

Prereq: BIOL& 160 with a minimum grade of 2.0 is required; CHEM& 139 or CHEM& 121 with a minimum grade of 1.5, or instructor permission

Examination and comparison of the major non-animal eukaryotic kingdoms and divisions with emphasis on development, physiology, anatomy, taxonomy, plant evolution and adaptations. Introduction to ecosystems, population and community ecology. Lab included.

**BIOL& 241 (6) Human Anatomy and Physiology 1 • GER-NS**

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 includes in-depth study of cell physiology; microscopy; histology; human bone and bone marking identification; basic dissection techniques; cat and human musculature; and nervous and sensory function tests.

**BIOL& 242 (6) Human Anatomy and Physiology 2 • GER-NS**

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 includes cardiovascular system of the cat and human, human hematology, urinalysis, immunology, respiratory, digestive (including chemistry) and reproductive systems.

**BIOL& 260 (5) Microbiology • GER-NS**

Prereq: BIOL& 160 and CHEM& 100 or instructor permission

Diversity, structure and physiology of beneficial and harmful microbes. Lab practice in identification of microbial species through culturing, staining and biochemical testing. Lab included.

**■ 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 054 with a 2.0 or higher

Covers fundamental math relationships, percentages, merchandising and banking procedures and the metric system. 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 054 with a 2.0 or higher

Mathematics applications in banking, merchandising, inventory, depreciation and promissory notes. Introduction to simple statistics and the metric system. Students cannot receive credit for both BUS 107 and BUS 103.

### **BUS 134 (5) Introduction to Social Media**

Students explore emerging social media technologies and processes and study their application in a variety of contemporary organization and business settings. Students will explore how businesses evaluate and use social media as well as how to use and author content for online tools such as blogs, microblogs, collaboration mechanisms, podcasts, RSS-feeds, video, bookmarking and other emerging web technologies. The course will also study how to use these technologies to monitor conversations on the Internet, engage online communities, identify influencers and establish thought leadership.

### **BUS 135 (5) Introduction to Online Marketing**

How organizations use online marketing strategies including websites, media sharing, social media networking, search engine optimization, and online advertising to market goods and services.

### **BUS& 201 (5) Business Law • GER-SS**

Prereq: ENGL& 101 or BUS 105, with a 2.0 grade or better or instructor permission

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 240 (5) Human Relations in the Workplace**

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 for the student interested in pursuing the study of international trade and culture.

### **BUS 250 (5) Business Communications**

Prereq: grade of 2.0 or better in BUS 105 or ENGL& 101

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 260 (5) Project Management I: Planning**

Prereq: grade of 2.0 or better in BUS 105 or ENGL& 101

Introduces project management best practices from the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK Guide). Introduces the framework, terminology and concepts for project management and the tools and techniques to build a project plan. Part one of two-part series.

### **BUS 261 (5) Project Management II: Managing**

Prereq: BUS 260

Introduces the fundamentals of Microsoft Project 2010 (or future releases). Develop competence with project management tools and techniques based on best practices from the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK Guide). Introduce the tools and techniques to manage the project from execution to closing. Part two of a two-part series.

### **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 104 (3) Dvorak Keyboarding**

Prereq: Instructor permission only

Students will 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 that requires one-handed typing.

### **BTECH 111 (3) Keyboarding**

Students work with a computer keyboard to learn how 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 using word processing software.

### **BTECH 112 (2) Keyboard Skillbuilding I**

Prereq: BTECH 111 with grade of 2.0 or better, or type by touch at 20 wpm or instructor permission

First of two courses emphasizing improved keyboarding technique in order to increase 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

Second of two courses emphasizing improved keyboarding technique to continue building speed and accuracy through drill and practice.

### **BTECH 115 A-B (1) Business Keyboarding**

Prereq: None for BTECH 115A. For BTECH 115B: 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-B (1) Business Document Formatting**

Prereq: For BTECH 117A: BTECH 115A with grade of at least 2.0 or touch typing at 20 wpm, or instructor permission. For BTECH 117B: 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-C (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 or BTECH 115A and BTECH 115 B with a grade of 2.0 or type by touch at 15 wpm and 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**

BUS 107 or BUS 103 recommended

Students learn to use the 10-key calculator to solve basic to more advanced business math problems. Students also use the computer's numeric keypad with an emphasis on speed and accuracy.

### **BTECH 136 (1) Ten-Key Mastery**

Learn to input data by touch on the computer keyboard ten-key pad. Focus will be on speed, accuracy, and proper technique when keying numeric data.

### **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 146 (2) Filing Review**

Principles and procedures for manual storage and retrieval of records in medical and general business offices are reviewed in this course. Included are alphabetic, subject, numeric and geographic filing systems.

### **BTECH 149 (5) 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**

Prereq: Grade of 2.0 or better in BTECH 150

A continuation of BTECH 150 to build on the student's medical vocabulary by learning advanced terminology and body systems. Includes basic anatomy and physiology for the medical office worker.

### **BTECH 156 (3) Records Management**

Prereq: BTECH 146 or instructor permission

Principles and practices for effective records management including storage, retrieval, the life cycle of a record, and overall control of records. Emphasis is placed on changes in the volume of information, the need for compliance to government regulations and advances in technology.

### **BTECH 200 A-E (1) Microsoft Word**

Prereq: For BTECH 200A: BTECH 118A and BTECH 118B 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 management 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 email, task, calendar and contact management.

### **BTECH 202 (5) Professional Office Applications II**

Prereq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission

Introduces student to major features of database management and presentation software. 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 120, touch typing at 30 wpm 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 (3) Office Procedures**

Prereq: BTECH 200A, BTECH 210A and BTECH 111 or BTECH 115A, 115B and 117A or instructor permission

A course designed for students who wish to learn and practice necessary skills for employment in today's office. Students receive instruction in telephone communications, use of electronic information software, processing travel and meeting documents, time management and use of personal productivity software.

### **BTECH 210 A-E (1) Microsoft Excel**

Prereq: For BTECH 210A: BTECH 200A with at least a 2.0 or instructor 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 instructor permission

Students can choose to work through one or more of these Outlook topics: (A) Using email 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 105 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

Further practice of advanced transcribing techniques with an emphasis on 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 Fundamentals**

Fundamental theories and concepts of accounting. Emphasizes applications of accounting information to various career programs such as business management, accounting, computer information systems and office professions.

### **BTECH 244 (3) Medical Office Simulation**

Prereq: Permission from a Business Information Technology Instructor

A capstone service learning course primarily focused on the cumulative application of skills of a medical office assistant including professional networking for future employment.

### **BTECH 245 (3) Cooperative Work Experience I**

Prereq: Permission from a Business Information Technology Instructor

Emphasis on relating and applying the skills and attitudes learned in college to the workplace. Students complete a 90-hour internship, working part time in an office setting related to their chosen Business Information Technology program(s). The students regularly discuss job-related issues. Professional liability insurance required for this course. See instructor for more information.

### **BTECH 246 (3) Cooperative Work Experience II**

Prereq: Completion or concurrent enrollment in BTECH 245

Students work in an office setting related to their chosen Business Information Technology program(s). Emphasis continues from BTECH 245 on practicing the skills and attitudes learned in their college courses. Professional liability insurance required for this course. See instructor for more information.

### **BTECH 248 (2) Business Information Technology Seminar I**

Prereq: Enrollment in a Business Information Technology program

Provides student with job search strategies, including preparation of resumes, cover letters, interviewing strategies, professional appearance and telephone techniques.

### **BTECH 249 (2) Business Information Technology Seminar II**

Prereq: Enrollment in a Business Information Technology program

A seminar course for students in the Business Information Technology program emphasizing human relations skills to include leadership, assertiveness, handling criticism, conflict resolution, office politics and diversity in the workplace.

### **BTECH 250 (5) Medical Forms and Referral Management**

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: CMS-1500, UB-92, referrals and referral requests. Includes documentation guidelines and completion of medical claim forms for (including, but not limited to): Medicare, Medicaid, private insurance, Worker's Compensation, Labor and Industries.

### **BTECH 251 (5) Medical Transcription I**

Prereq: Grades of 2.0 or better in BTECH 150 or instructor permission

This is a sequential course involving skills in word processing/machine transcription of medical records for health care

facilities, including transcription of various types of medical reports, formatting of medical reports and use of medical references.

### **BTECH 252 (5) Medical Transcription II**

Prereq: BTECH 251 with grade of 2.0 or better

A continuation of BTECH 251, this course will give students intensive practice in transcribing medical dictation while encouraging students to meet progressively more demanding accuracy and productivity standards.

### **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, book-keeping, billing, collection procedures, and health insurance billing.

### **BTECH 254 (5) CPT Coding**

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**

Prereq: Grade of 2.0 in BTECH 151

Basic procedural 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 257 (5) Electronic Health Records**

Prereq: BTECH 120 or BTECH 118A-C or CIS 130

This course will prepare students for the management of health information through the use of electronic health records. Students will complete common work tasks and practice data entry while creating a variety of electronic medical records (EMRs) in both inpatient and outpatient settings using training software. The course will also provide background on existing and evolving government-driven standards and regulations as they apply to the healthcare environment.

### **BTECH 260 (5) Computer Applications for the Law Office**

Prereq: BTECH 120, BTECH 201 or BTECH 200 A & B, 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, time and billing computer applications are also taught.

### **BTECH 261 (5) Legal Theory I**

Prereq: BTECH 201 or BTECH 200A, 200B, 210A, 210B, and 225A with a grade of 2.0 or instructor permission

Legal theory, vocabulary and forms used in preparation of estate planning documents, probate, adoption and guardianship pleadings.

### **BTECH 262 (5) Legal Theory II**

Prereq: BTECH 261

A second course in a sequence focusing on terminology, procedures, theory and specialized document preparation relating to the history of law, the American Judicial System, sources of law, court systems and pleadings in civil and criminal cases.

## **BUSINESS MANAGEMENT (MNGT)**

### **MNGT 130 (5) Customer Relationship Management**

Introduction to customer relationship management. Topics include customer behavior, customer assessment, and effective communication, serving the customer in a diverse environment and developing and maintaining a relationship with customers.

### **MNGT 136 (5) Online Selling and Web Usability**

Students will explore the concepts of website usability, create a foundation in user-centered design, information visualization, and concepts of interactive design and understand the role of users, business and technology. They will study the evolution of usability, map out the design process and consider design concepts such as navigation, presentation, etc. Students will also identify and explore methods and tools typically used by businesses to test and analyze website usability and online user behavior.

### **MNGT 137 (3) Independent Contracting**

An introduction to running one's own business. Students will explore the techniques and responsibilities for successfully managing an independent career.

### **MNGT 138 (5) Information Design for Business**

Students will explore techniques and strategies for effective technical writing and writing for the web. They will look at how the use of typography, color, layout and design components influence the design of marketing pieces. They will learn the basic principles of information design for business and marketing and analyze how users read and process information on the web. They will study the pioneers of information design. The class will evaluate a variety of software and web applications used for web design, graphics creation and video editing. Students will create a multi-media marketing piece.

### **MNGT 139 (5) Social Media Digital Content for Business**

Students will explore the creation of effective and engaging digital content including the tools, strategies and characteristics required to help consumers take action. They will look at the advantages and constraints of different types of communication mediums, and issues of ownership and copyright. They will explore software applications and apply fundamental graphic and information design principles to create effective marketing content. They will create a marketing portfolio.

### **MNGT 141 (3) Professional Portfolio**

This course is a portfolio creation experience. Students will choose a portfolio platform and assemble and present a broad-based selection of significant student work for evaluation by the instructor and peers during the term of the course. A final professional portfolio will be presented for appraisal by industry experts and faculty and evaluated based on student performance and professional development. The final portfolio will reflect the depth and breadth of a student's educational growth over time and demonstrate mastery and application of the knowledge, skills and abilities developed while in a program of study. Portfolios may include, but are not limited to class projects, journals, writing samples, publishable scholarship, professional projects, multi-media presentations, annotated bibliographies and artistic endeavors.

### **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. Students will experience strategies for ongoing career planning as well as strategies to increase workplace effectiveness.

### **MNGT 187 (5) Career Communication Skills**

Students will learn the essentials for professional communication through career skills strategies, oral presentations, individual projects and group exercises.

### **MNGT 194 (5) Principles of Leadership**

Principles and techniques of leadership and supervision including leadership and motivation theory and application, strategic planning, team development, workplace diversity and conflict management.

### **MNGT 198 (3) Work-Based Learning**

Prereq: MNGT 186 and MNGT 187

Students will pursue an organized career path plan by obtaining work experience in their chosen field. This course is for the Associate in Business Professional Technical degree students only.

### **MNGT 275 (5) Introduction to Visual Promotion**

Provides the student with a working knowledge of planning, creating and implementing visual promotion including advertising, print media, visual display and special promotions.

### **MNGT 276 (5) Employment Law: Human Resource Legal Issues**

Overview of major common employment-related laws, workplace legal issues, statutory and regulatory concepts governing the employment relationship, and development of skills supporting legal actions pertaining to that relationship.

### **MNGT 278 (5) Introduction to Labor Management Relations**

An overview of the elements and relationships which characterize workplace interactions between the workforce and management in the modern business organization.

### **MNGT 282 (5) Principles of Marketing**

A study of the business activities concerned with the flow

of goods and services from producers to consumers.

### **MNGT 283 (5) Principles of Management**

Principles and practices of management as applied to for-profit and not-for-profit organizations. Real world scenarios 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**

Prereq: MNGT 295

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 CHEM& 131. Discussion of basic chemical concepts including atomic structure, periodic properties, chemical bonding, and chemical nomenclature.

### **CHEM& 110 (5) Chemical Concepts with Lab • GER-NS**

The relationship of basic chemical concepts to issues in modern

society will be discussed. Intended for non-science majors.

### **CHEM& 121 (5) Intro to Chemistry • GER-NS**

Prereq: CHEM& 100, high school chemistry or instructor permission. MATH 096 or MATH 098 or concurrent enrollment in MATH 098 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 covered 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) Intro to Organic/Biochemistry • GER-NS**

Prereq: CHEM& 121

Continuation of CHEM& 121. The course includes an introduction to organize functional groups and a study of carbohydrates, optical isomerism, lipids, proteins, enzymes, nucleic acids, and metabolism. Lab included.

### **CHEM& 139 (5) General Chemistry Prep • GER-NS**

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**

Prereq: CHEM& 139 and MATH& 141 (which may be taken concurrently) or instructor 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, fundamentals of atomic structure, stoichiometry, reactions, gas laws, thermochemistry, and an introduction to solutions. Lab included.

### **CHEM& 162 (5) General Chemistry with Lab II • GER-NS**

Prereq: CHEM& 161 or instructor permission

The second quarter of a three-quarter sequence in general chemistry for science and engineering majors. The course covers bonding theory, molecular structures, states of matter, quantum theory, periodic properties, atomic

structure, intermolecular forces and an introduction to the second law of thermodynamics. Lab included.

### **CHEM& 163 (5) General Chemistry with Lab III • GER-NS**

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 kinetics, 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 • GER-NS**

Prereq: CHEM& 163 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 • GER-NS**

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 • GER-NS**

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.

## **■ COLLEGE SUCCESS (COLLG)**

### **COLLG 107 (2) Study Skills for Math and Science**

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**

This course is designed to enhance student success and transition into college. It emphasizes self-assessment, goal-setting, effective study habits, campus resources and education planning. Additional topics include diversity, team building, academic honesty, career development and the use of online tools to aid in academic success.

### **COLLG 111 (5) TRiO College Success**

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 on-line 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**

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.

### **COLLG 120 (2) Overcoming Math Anxiety**

Designed to teach methods and processes for success in college. Topics include how the brain learns, learning styles, development of an awareness of math abilities and math anxieties and how to deal with those, self-care and study techniques.

## **■ COMMUNICATION STUDIES (CMST)**

### **CMST& 101 (5) Introduction to Communications • GER-HM**

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**

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**

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 conflict management.

### **CMST& 220 (5) Public Speaking • GER-HM**

A beginning course in public speaking that emphasizes speech organization, audience analysis, organization and delivery. Frequent presentations will be made before the class in which the student will be given the opportunity to explore his/her speaking capabilities.

### **CMST& 230 (5) Small Group Communication • GER-HM**

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, listening, leadership, conflict management, group role and group development. The focus is to prepare the student for effective group communications at work, socially and in the community.

## **■ COMPUTER (CMPTR)**

### **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.

## **■ COMPUTER INFORMATION SYSTEMS (CIS)**

### **CIS 103 (2) Online Learning: Getting Started**

Prereq: Regular access to the Internet; familiarity with Web and email

Through an introductory online experience, the student will learn about how courses work and the personal preparation required for successful learning. Topics covered include technical preparation, navigating the course environment, 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 into their educational activities.

### **CIS 110 (3) Introduction to Microcomputer Business Applications**

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**

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 and MATH 096 or MATH 098 with a 2.0 or above or instructor permission

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)**

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 CIS121 each with a grade of at least 2.0 or instructor permission

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 or instructor permission

Introduction to the function and use of command line and graphical user interface (GUI)-based computer 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**

This course introduces basic spreadsheet design and development. Topics will include creation and manipulation of spreadsheets, conversion to charts and graphs, and creation of macros.

### **CIS 150 (5) Computer Installation and Troubleshooting**

Prereq: Instructor permission only

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 185 (5) Intermediate Object Oriented Programming (OOP)**

Prereq: CIS 123 with a grade of at least a 2.0 or instructor permission

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 210 (5) Business Analysis**

Prereq: CIS 130 with 2.0 or higher and BUS 240, other Human Relations course; or instructor permission

A study of the Business Analyst profession and generally accepted best practices. This course addresses analysis of the business environment, definition of stakeholder needs and recommendation for IT solutions that enable the organization to achieve its goals.

### **CIS 215 (5) Client-Side Web Development**

Prereq: CIS 121 or instructor permission

Addresses Web forms utilizing HTML; dynamic client-side Web forms that utilize JavaScript and JQuery; server-side code that can receive, process and return Extensible Markup Language (XML) 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 Representational State Transfer (REST).

### **CIS 216 (5) Server-Side Web Development**

Prereq: CIS 122 and CIS 215 or instructor permission

This course covers the fundamental concepts of server-side Web development using ASP.NET, through practical application Topics will include using session state, connecting Web pages to a database, and using error handling.

### **CIS 260 (5) Database Management Systems**

Prereq: CIS 122 or CIS 123, and CIS 130, each with 2.0 or above, or instructor permission.

Concepts, theory, analysis and design of relational database management systems (RDBMS). This project-based class explores Entity Relationship modeling and database design fundamentals. Practical application includes case study analysis within the health-care industry and comparison to other industries as applicable.



**CIS 261 (5) Structured Query Language**

Prereq: CIS 122 or CIS 123, and CIS 260, each with 2.0 or better (may be taken concurrently); or instructor permission. Introduction to Structured Query Language (SQL), the industry-standard language for storing, retrieving, displaying, and updating data in a relational database. Includes an introduction to extensions to standard SQL such as a procedural language extension such as Procedural Language-SQL PL/SQL or Transact-SQL (T-SQL).

**CIS 262 (5) Database Administration Backup and Recovery**

Prereq: CIS 260 and 261, each with 2.0 or above, or instructor permission

This course addresses the key tasks and functions required of a database administrator in a production environment. Students will 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 Design, Performance, Tuning and Administration**

Prereq: CIS 262 and CIS 280 each with 2.0 or better or instructor permission

Project-oriented capstone course with emphasis on database design, system support, tuning, administration, problem diagnosis, and problem resolution.

**CIS 265 (5) Data Communications and Networks**

Prereq: CIS 134 with a grade of at least 2.0 or instructor permission

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 at least 2.0 or instructor permission

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 269 (5) Advanced SQL Programming and Tuning**

Prereq: CIS 261 with 2.0 or better; or instructor permission

An advanced course in Structure Query Language (SQL). Students will develop script files, stored procedures, and procedural language units, as well as diagnose and tune performance problems.

**CIS 275 (5) Business Analytics/Intelligence**

Prereq: CIS 262, CIS 136, and MATH& 146 or instructor permission

Practical application developing business intelligence (BI) solutions, including data cleansing, Extract Transform Load (ETL), and Data Warehouse implementation. BI tools will be used for reporting (SSRS), integration (SSIS), and analysis (SSAS). Cubes and marts will be created to feed presentation layers for dashboards and Key Performance Indicators (KPIs) providing needed user analytics.

**CIS 280 (5) Systems Analysis and Design**

Prereq: CIS 210 with 2.0 or above; or instructor permission

This course introduces students to a systematic approach to defining needs, creating specifications and designing information systems. Course discussion and hands-on case studies in the healthcare industry with comparison to other industries, as applicable, provides practical knowledge and experience. Waterfall and agile systems analysis and design techniques will be used to develop and document effective computer-based information systems projects. Students will also learn project management standards and create project plans using currently available project management application software.

**CIS 290 (5) Supervised Internship**

Prereq: CIS and HIIT majors only

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 231 (5) Implementing Windows Client Operating Systems**

Prereq: CIS 265 with a grade of at least 2.0 or instructor permission

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 a Windows Server to create File, Print, Web and Terminal Servers.

**CNE 235 (5) Implementing and Maintaining Microsoft Windows Server Network Infrastructure: Network Services**

Prereq: CNE 232 with a grade of at least 2.0 or instructor permission

Professional support class for installation, configuration, management and support of network services using Microsoft Windows Server products.

**CNE 237 (5) Planning, Implementing and Maintaining a Microsoft Server Active Directory Infrastructure**

Prereq: CNE 232 with a grade of 2.0 or better or instructor permission

Install, configure and administer Windows Active 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 232 with a 2.0 grade or better or instructor permission

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 240 (5) Computer Hardware Troubleshooting**

Prereq: CIS 150 recommended with a grade of 2.0 or better

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 246 (5) Windows Server Applications Infrastructure**

Prereq: CNE 232 with a 2.0 grade or better or instructor permission

This course teaches the student the skills and knowledge necessary to design, plan and configure Windows Server Applications.

**CNE 247 (5) Windows Server Enterprise Administration**

Prereq: CNE 232 with a 2.0 grade or better or instructor permission

This course teaches the student the skills and knowledge necessary to design, plan and administer an enterprise-wide Microsoft Windows Server Infrastructure.

**CNE 251 (5) Unix Administration**

Prereq: CIS 265 with a 2.0 grade or better or instructor permission

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 email.

**CNE 253 (5) Deploying and Managing Microsoft Internet Security and Acceleration Server**

Prereq: CNE 232 with a 2.0 grade or better or instructor permission

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 265 with a grade of at least 2.0 or instructor permission

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 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 201D (5) Computer Science I - C#**

Prereq: CIS 122 or instructor permission, and MATH 098 with a grade of 2.0 or better or test recommendation at level above MATH 098

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 CS1).

**CS 202D (5) Computer Science II - C#**

Prereq: CS 201D or instructor permission. Continuation of CS 201D: Algorithms, data structures, applications, computer systems, social implications (ACM CS2)

**CONSTRUCTION MANAGEMENT (CONST)****CONST 101 (5) Introduction to Construction Management**

Prereq: ENGL 099 with a grade of 2.0 or better or placement into ENGL& 101, MATH 054 with a grade of 2.0 or better or placement into MATH 096. Completion of BTECH 200A, B or instructor permission.

Construction management processes are introduced, including industry terminology, business practices, estimating/bidding, scheduling, project management, field operations and career pathways.

**CONST 140 (5) Construction Drawings: Print Reading**

Prereq: ENGL 099 with a grade of 2.0 or better or placement into ENGL& 101, MATH 054 with a grade of 2.0 or better or placement into MATH 096. Completion of BTECH 200A, B or instructor permission

Introduction to construction drawings with emphasis on reading, interpreting and communicating the content of the documents.

**CONST 150 (5) Construction Documents**

Prereq: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission

Construction documents and their use as a tool to manage the construction process.

**CONST 160 (5) Materials and Methods**

Prereq: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission

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.

**CONST 198 (3) Work-Based Learning**

Prereq: Enrollment in the Construction Management program and instructor permission

Participants will pursue an organized career path plan by obtaining construction management work experience in their chosen area of interest.

**CONST 200 (5) Estimating**

Prereq: CONST 150 and CONST 160, with a 2.0 or better and completion of BTECH 210 A, B, C 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 project.

**CONST 230 (5) Scheduling and Planning**

Prereq: CONST 200

Principles of scheduling and planning to control and manage a construction project.

**CONST 250 (3) Construction 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) Construction Project Management**

Prereq: CONST 230

Project organization, documentation and control methods utilized to manage all facets of a project from start to completion.

**CONST 270 (3) Introduction to Virtual Design and Construction**

Prereq: CONST 101, CONST 140, CONST 150, and CONST 160 all with a grade of 2.0 or better or instructor/program coordinator permission

Virtual Design and Construction (VDC)\Building Information Modeling (BIM) are introduced. Students will gain an understanding of how these construction management processes improve the coordination and control of a construction project.

**CONST 271 (5) Basic Modeling**

Prereq: CONST 270 with a grade of 2.0 or better or instructor/program coordinator permission

Students are introduced to

various BIM tools, BIM platforms and basic model modification and creation.

**CONST 272 (5) Intermediate Modeling**

Prereq: CONST 271 with a minimum grade of 2.0 or instructor/coordinator permission

Students will learn intermediate to advanced model creation from the focus of a general or specialty contractor.

**CONST 274 (5) Model Based Collaboration**

Prereq: CONST 272 with a minimum grade of 2.0 or instructor/program coordinator permission

Students will use the building model and other building information modeling (BIM) tools and platforms for project collaboration and management of project information.

**CONST 275 (5) Model Integration: Estimation and Scheduling**

Prereq: CONST 274 with a minimum grade of 2.0 or instructor/program coordinator permission

Students will learn to use BIM tools and platforms to manage, schedule and control construction projects.

**COOPERATIVE EDUCATION (COOP)****COOP 150-153 (1-8) Cooperative Education**

Prereq: Currently employed 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**

Basic introduction to the elements of criminal law and justice in the United States.

**CJ 103 (1) Criminal Justice: Success Seminar**

An introduction to the elements needed to be successful in the two-year and certificate(s) programs at Pierce College. This course will prepare students for the intricacies of Pierce College and prepare them for their culminating portfolio project.

**CJ& 105 (5) Corrections in America • GER-SS (formerly CJ 140)**

A study of the theories and practices in the correctional field in the United States. Surveys programs,

issues, trends relating to the corrections field, including state and federal legislation and employment prospects.

**CJ 112 (5) Criminal Justice in America • GER-SS**

An examination of the Criminal Justice system with specific emphasis on the theories and principles of criminology; programs, issues, trends relating to criminal justice system; structures, functions, actors of the U.S., state and federal courts; and the impact of state and federal legislation.

**CJ 115 (5) Juvenile Justice System**

A historical and ideological examination of the juvenile justice system in the United States: analysis of policies, practices, laws, treatments, rights, current research, partner agencies and their impact upon crime, juveniles, and the community.

**CJ 120 (5) Constitutional Rights**

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. Compare and contrast the basic principles and theoretical foundations of Constitutional Law versus Restorative Justice.

**CJ 129 (1) Applied Correctional Wellness**

Prereq: Must be enrolled in the Correction/Protection Officer and Correctional Careers Program.

An introductory course designed to build the physical requirements for work in correctional facilities through the application of personal wellness plans. This is a pass/fail graded course.

**CJ 130 (5) Criminal Justice Operational Skills**

Prereq: Instructor permission

Identification of practical applications for solutions to frequently criminal justice tasks and problems. Emphasizes use of information gathering, communications, problem solving and decision-making skills.

**CJ 131 (5) Security Practices**

Prereq: Student must be enrolled in the Corrections/Protection Officer and Correctional Careers Program taught at the Fort Steilacoom campus.

A critical examination of the written policies and practical applications relevant to security practices in local, state and federal detention centers. This class requires multiple detention center tours. Students must pass criminal history checks. This class is only taught at the

Fort Steilacoom campus as part of the Corrections/Protection Officer and Correctional Careers Program.

### **CJ 132 (5) Correctional Practices**

Prereq: Successful completion of the first session of the Corrections/Protection Officer and Correctional Careers Program. Criminal History checks are required to enter into the program.

An extension of interpersonal communications that includes conflict resolution for the corrections/protection field.

### **CJ 144 (5) Corrections Special Population and Case Management**

An examination of specific correctional populations, their impact on the correctional systems and current correctional case management practices, theories, public policies, strategies and techniques.

### **CJ 150 (5) Policing in America**

An examination of the history, philosophy and current practices of policing, including the social, political, organizational and legal environments where the police perform their roles in the United States of America.

### **CJ 200 (5) Crime and Justice in America: Issues**

Prereq: ENGL& 101

This course examines issues of social justice and privilege (race, gender, class, sexual orientation, etc.) and the effect upon self, clients, systems and public policy.

### **CJ 202 (5) Concepts of Criminal Law • GER-SS**

An analysis of the fundamental concepts of both English Common Law and current statutory criminal law and defenses. To include: scope and nature of law; classification of offense; acts and intents and elements of major criminal statutes.

### **CJ 205 (5) Investigative Technology**

An analysis of the history of crime science investigations, practical use of technical equipment and scientific methods to assist in crime detection. This includes fingerprint identification, fingerprinting, casting, sketching and crime scene photography.

### **CJ 215 (5) Drugs and Society**

An analysis of political and social conditions, drug trafficking, laws and current treatment philosophies regarding drug use, abuse, addiction and recovery.

### **CJ 220-223 (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 226 (5) Criminal Justice 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 Program Development for Crime Prevention**

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 the laws governing the admission of evidence, federal rules of evidence, requirements for presenting and ensuring the reliability of various types of evidence (such as witness competence, questioning, objections, best evidence requirements for documents, exceptions, exclusions, etc.). Analysis of case decisions on the collection and presentation of evidence in criminal trials, and the application of laws to the law enforcement profession.

### **CJ 250-255 (3-8) Criminal Justice Work-Based Learning**

Prereq: Program coordinator or instructor approval required

On the job experience in a criminal justice agency that allows students to apply 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. Professional liability insurance required for this course. See instructor for more information.

### **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 of an approved Law Enforcement Reserve academy/program. Professional liability insurance required for this course. See instructor for more information.

### **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 approval required. Professional liability insurance required for this course. See instructor for more information.

### **CJ 280 (1) Criminal Justice Culminating Project**

Prereq: Must have taken or currently completing all core Criminal Justice courses prior to this course. Successful completion of BTECH 225A or proficiency in PowerPoint demonstrated prior to registration. Instructor permission is required.

Students will complete and deliver to the college and industry personnel their culminating portfolio project which demonstrates student learning of all outcomes (FAK, PTO, and CAO) for all specified criminal justice degree(s) or certificate(s).

## **■ DENTAL HYGIENE (DHYG)**

### **DHYG 102 (3) Dental Imaging I**

Prereq: Enrollment in Dental Hygiene Program

An introductory course in dental radiology, the first in a two course series. Includes the history and principles of dental radiology, study of biological effects and patient safety, recommendations for dental radiographic examinations, evaluation and interpretation of dental radiographs, and clinical, digital intro-oral dental 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) Fundamentals of Restorative Dentistry I**

Prereq: Enrollment in Dental Hygiene Program

First in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of introductory dental assisting skills and addressing the basic physical and 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-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 and successful completion of DHYG 108

First in a series of seven courses, Dental Hygiene Practice I-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 and successful completion of DHYG 102

Second in a two course series focused on continued development of dental imaging techniques. Includes dental extra-oral and intro-oral photography, intra-oral video imaging, advanced radiographic interpretation and evaluation to assist in treatment planning, techniques for special populations, oral cancer screening techniques and dental imaging film exposing, processing, and mounting techniques.

**DHYG 113 (1) Preventive Dentistry II**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 103

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 and successful completion of DHYG 104

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 the recognition of characteristics of diseases encountered in the practice of dental hygiene.

**DHYG 117 (2) Fundamentals of Restorative Dentistry II**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 107

Second in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing dental assisting skills and beginning skills in the manipulation and placement of dental amalgam restorations on the adult dentition in a pre-clinical setting.

**DHYG 118 (2) Fundamentals of Dental Hygiene II**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108

Second in a series of seven courses, Fundamentals of Dental Hygiene I - VII, to further develop knowledge and comprehension of introductory dental hygiene theory and practice and for application to patients in a clinical setting.

**DHYG 119 (6) Dental Hygiene Practice II**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109

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 I**

Prereq: Enrollment in Dental Hygiene Program

First in a series of three courses, DHYG 121, 161 and 231, introducing the dental hygienist to the basic science and introductory components for assessing and evaluating the periodontal health of individuals. 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 DHYG 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) Fundamentals of Restorative Dentistry III**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 117

Third in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of beginning to developing skills in the placement and finishing of dental amalgam restorations and an introduction to the knowledge and skills needed to place and finish composite restorations on the adult dentition in a pre-clinical setting.

**DHYG 128 (2) Fundamentals of Dental Hygiene III**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108 and DHYG 118

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 and successful completion of DHYG 109 and DHYG 119

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 161 (2) Introduction to Periodontology II**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 121

Second in a series of three periodontology courses, DHYG 121, 161 and 231, providing the dental hygienist information on recognition and therapy of periodontal diseases. Content includes non-surgical periodontal therapy and the associated complications and variations to treatment.

**DHYG 166 (3) Local Anesthesia I**

Prereq: Enrollment in Dental Hygiene Program, successful completion of DHYG 104, DHYG 114 and DHYG 122

This course provides the fundamentals of dental local anesthesia delivery. Students will be introduced to the physiology and pharmacology of dental local anesthesia, elements of pre-anesthesia patient assessment, and devices and injection techniques commonly used in dentistry. Students will practice common injection techniques and experience the effects of a variety of local drugs in lab situations.

**DHYG 167 (1) Fundamentals of Restorative Dentistry IV**

Prereq: Enrollment in Dental Hygiene program and successful completion of DHYG 127

Fourth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition, the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting

**DHYG 168 (1) Fundamentals of Dental Hygiene IV**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 128

This is the fourth of a series of seven courses, Fundamentals of Dental Hygiene I-VII. The intent of this course is to expand the student's knowledge of personal, professional and community issues related to HIV

disease as outlined in the core curriculum of the Washington State AIDS Omnibus ACT. This course is specifically designed to satisfy state mandated HIV/AIDS curriculum as outlined in WAC 246-12-270 for dental hygiene licensure.

**DHYG 169 (6.5) Dental Hygiene Practice IV**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109, 119 and 129

Fourth in a series of seven courses Dental Hygiene Practice I-VII, facilitates the further growth of developing clinical skills required for the safe and effective practice of dental hygiene.

**DHYG 207 (2) Fundamentals of Restorative Dentistry V**

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 167

Fifth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing to competent skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition and introductory skills for the primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as an introductory exploration of advanced techniques and procedures of modern dental materials, endodontic and pedodontic dentistry.

**DHYG 217 (1) Fundamentals of Restorative Dentistry VI**

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 207

Sixth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of competent skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition and primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as treatment planning for the restorative patient.

**DHYG 227 (1) Fundamentals of Restorative Dentistry VII**

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 217

Seventh in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of competent skills in the role of a restorative dental hygienist, including utilization of the dental hygienist in dental specialty fields and restorative case treatment planning.

**DHYG 231 (2) Advanced Periodontology**

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 121 and DHYG 161

A continuation of DHYG 121 and 161, 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) Gerontology/Special Needs**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 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 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 and successful completion of DHYG 167

First in a series of three courses, Clinical Restorative Dentistry I, II, III providing a culmination of the information and skills learned in didactic and laboratory settings of Fundamentals of Restorative Dentistry I-IV transferred to beginning clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

**DHYG 238 (3) Fundamentals of Dental Hygiene V**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 168

Fifth in a series of seven courses, Fundamentals of Dental Hygiene I - VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting.

**DHYG 239 (7) Dental Hygiene Practice V**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 169

Fifth in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of developing to competent clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 238 and DHYG 231.

**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 246 (2) Extramural Dental Hygiene Practice I**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 239

Clinical dental hygiene in extramural clinic and community facilities.

**DHYG 247 (2) Clinical Restorative Dentistry II**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 207 and DHYG 237

Second in a series of three courses, Clinical Restorative Dentistry I-III, with further growth to developing clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

**DHYG 248 (2) Fundamentals of Dental Hygiene VI**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 238

Sixth in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting. Introductory leadership skills to further develop competence as an integral dental team member.

**DHYG 249 (7) Dental Hygiene Practice VI**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 239

Sixth in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of developing to competent clinical skills required for the safe and effective practice of dental hygiene.

**DHYG 253 (1) Community Dental Hygiene 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 256 (2) Extramural Dental Hygiene Practice II**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 249

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 and successful completion of DHYG 217 and 247

Third in a series of three courses, Clinical Restorative Dentistry I-III, with further growth to competent clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

**DHYG 258 (3) Fundamentals of Dental Hygiene VII**

Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 248

Seventh in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting. Development of introductory career strategies, practice management skills and further development of leadership skills.

**DHYG 259 (7) Dental Hygiene Practice VII**

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 249

Seventh in a series of seven courses, Dental Hygiene Practice I-VII, facilitates the further growth of competent clinical skills required for the safe and effective practice of dental hygiene.

**DHYG 266 (1) Local Anesthesia II**

Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 166

This course builds on the foundations of Local Anesthesia I. Students will be introduced to supplemental and alternative injection techniques, computerized and specialized injection devices, and new drugs and other technologies for use in dentistry. Students will practice new injection techniques and

experience a variety of specialty dental injection devices in lab situations.

**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 (3) 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 instructor permission

Concept development in visual communication problem solving involving letter forms, illustrative material and typography. Basic principles of selection, organization and production techniques are introduced.

**DDSGN 131 (5) Techniques in Adobe Illustrator**

Prereq: DDSGN 110 or instructor permission

Production techniques in Adobe Illustrator. Class explores and implements vector imaging theory using fundamental concepts and processes to create works of art for print and the Web. A graphic tablet is recommended.

**DDSGN 140 (5) Fundamentals of 3D Modeling and Animation**

Prereq: CIS 121 or instructor permission

Introduction to the theories and techniques necessary to produce high-quality 3D images and animation for publication through print and electronic media. Course looks at the history of the 3D industry, design philosophy and other vital elements of creative 3D design and animation.

**DDSGN 141 (5) Advanced 3D Modeling and Animation**

Prereq: DDSGN 140

Advanced exposure to resources and applied procedures necessary to produce high quality 3D products and animation for publication through electronic 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 151 (5) Web Design with WordPress**

Prereq: CIS 121 or equivalent computer experience

Develop skills necessary to implement and maintain a web site using WordPress, a Content Management System (CMS). Students will install and modify templates, create efficient site navigation using menus, organize a site using components and enhance a site with plugins. Students are also introduced to basic principles of site management, business strategies and information architecture.

**DDSGN 160 (5) Fundamentals of Digital Photography and Adobe Photoshop**

Prereq: CIS 121 or instructor permission

Introduction to visual concepts, image capture and functions of digital cameras. Explores the techniques and applications of correcting, manipulating and outputting digitized photographic images and digital artwork utilizing Adobe Photoshop.

**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**

Prereq: CIS 121 or instructor permission

Production techniques utilizing current and historical elements of design and composition theory to integrate digital video, still images, sound, and music into various digital formats. Class explores and implements interface theory and authoring techniques for Video DVDs.

**DDSGN 180 (5) Fundamentals of 3d Game Design**

Prereq: CIS 121 or equivalent computer experience. 3D modeling experience recommended

Learn how to make high quality 3D video games using Unity 3D. Students will learn game development design principles and practices. Learn how to create, acquire, modify and integrate assets such as sounds, music and 3D models all while learning how to build interactive 3D worlds.

**DDSGN 210 (5) Fundamentals of Interactive Media**

Prereq: DDSGN 110-170

Projects in basic design of interactive media. Use of software to integrate still images, 2D animation, music, sound and video into interactive presentations.

**DDSGN 211 (5) Animation for the Web with Adobe Flash**

Prereq: CIS 121 or instructor permission

Development of a variety of techniques to create Web animations using Adobe Flash. Student will create Web banners, interactive photo galleries and character animation. Course explores different animation theories and techniques and analyzes their impact on an audience.

**DDSGN 220 (5) Integrated Digital Design I**

Prereq: DDSGN 110-210 or instructor permission

First course in a sequence integrating all aspects of digital design into an individual print-based and interactive portfolio 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.

**DDSGN 290 (5) Supervised Internship**

Prereq: Digital Design Majors

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 experience documentation.

**■ DRAMA (DRMA)****DRMA& 101 (5) Introduction to the Theatre • GER-HM**

This course provides an overview of theatre including dramatic literature, theatre 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**

This is an introductory class in making movies using the digital format. Storytelling, filming, editing and presentation will be covered.

**DRMA 166 (5) Digital Movie Making II**

Prereq: DRMA 165 with a grade of 2.0 or better

This is an intermediate class in making movies using the digital format. Storytelling, filming, editing, and presentation will be covered.

**DRMA 167 (5) Digital Movie Making III**

Prereq: DRMA 166 with a grade of 2.0 or better

This is an advanced class in making movies using the digital format. Storytelling, filming, editing and presentation will be covered.

**DRMA 170 (5) Technical Film and Theatre I • GER-HM/Performance**

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 • GER-HM/Performance**

An intermediate course in 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 • GER-HM/Performance**

Behind-the-scenes training for stage and digital film with emphasis on stage and digital film design.

**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 • GER-HM/Performance**

Acting for the stage and digital film with emphasis on movement and character development.

**DRMA 262 (5) Acting for Stage and Digital Film III • GER-HM/Performance**

Acting for the stage and digital film with emphasis on styles of acting.

**DRMA 280-285 (1-3) Production Practicum I – VI • GER-HM/Performance**

Prereq: Instructor permission required for 2 and 3 credit hours

Provides students 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 (ECED)**

See Education (EDUC) for additional Early Childhood Education courses

**ECED 102 a-f (1) Parent and Child (formerly ECE 140D)**

Prereq: Child is enrolled in campus Child Development Center and 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.

**ECED 103 a-f (1) Parent and Child (formerly ECE 131)**

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.

**ECED 104 a-f (2) Parent and Child** (formerly ECE 141)

Prereq: Parent participates with child, and 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.

**ECED& 105 (5) Introduction to Early Childhood Education • GER-SS** (formerly ECE 111)

Explore the foundations of Early Childhood Education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action.

**ECED& 107 (5) Health, Nutrition and Safety** (formerly ECE 240)

Develop knowledge and skills to ensure good health, nutrition and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting and available community resources.

**ECED& 120 (2) Practicum: Focus on Relationships** (formerly ECE 222)

Prereq: ECED& 105 or concurrent enrollment

In an early learning setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development.

**ECED& 132 (3) Infants and Toddlers**

Examine the unique developmental needs of infants and toddlers. Study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers and culturally relevant care.

**ECED& 134 (3) Family Child Care**

Learn the basics of home/family child care program management. Topics include: licensing requirements; business management; relationship building; health, safety and nutrition; guiding behavior and promoting growth and development.

**ECED& 139 (3) Administration of Early Learning**

Develop administrative skills required to develop, open, operate, manage and assess early childhood education and care programs. Explore techniques

and resources available for Washington State licensing and NAEYC standard compliance.

**ECED& 160 (5) Curriculum Development** (formerly ECE 213)

Investigate learning theory, program planning and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8).

**ECED 161 (5) Mathematics for Early Childhood Education**

Prereq: MATH 050 with a grade of at least 2.0 or placement test score above MATH 050 or instructor permission

A course for early childhood educators focusing on math concepts essential for teachers of 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.

**ECED& 170 (3) Environments for Young Children** (formerly ECE 112)

Design, evaluate and improve indoor and outdoor environments which ensure quality learning, nurturing experiences and optimize the development of young children.

**ECED& 180 (3) Language and Literacy Development** (formerly ECE 213)

Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

**ECED& 190 (3) Observation and Assessment** (formerly ECE 224)

Prereq: EDUC& 115 or concurrent enrollment

Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings.

**ECED 205 (5) Music for Young Children** (formerly ECE 205)

A general introduction to music as applied to the physical development of young children. Explores theories, techniques, cultural influences and curriculum design.

**ECED 212 (3) Survey of Special Education** (formerly ECE 212)

An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

**ECED 215 (5) Art for Young Children** (formerly ECE 215)

A general introduction to the arts as applied to the development of young children. Explores developmental theories, techniques and curriculum design in offering a wide variety developmentally appropriate art media to children.

**ECED 225 (5) Math/Science for Children** (formerly ECED 202)

Prereq: ECED& 105 AND one of the following: ECED 205 or ECED 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.

**ECED 256-260 (1-5) Early Childhood Field Experience**

Prereq: ECED& 105, department permission, and criminal background check required

Supervised field experience in early childhood educational programs. Professional liability insurance required for this course. See instructor for more information.

**ECED 270 (3) Planning and Assessment for Student Teaching** (formerly ECED 210)

Prereq: ECED& 105, ECED& 115, EDUC& 130, ECED& 160, ECED& 170, ECED& 180, ECED 205, ECED 215 and ECED 225 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECED 275

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, Gardner, 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.

**ECED 275 (5) Early Childhood Student Teaching** (formerly ECED 220)

Prereq: ECED& 105, ECED& 115, ECED& 170, ECED& 180, ECED& 160, EDUC& 130, ECED 205, ECED 215 and ECED 225 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECED 270

Designed for the student's participation in planning and implementing a developmen-

tally 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.

**ECED 280 (1) Early Childhood Education Professional Portfolio** (formerly ECE 280)

Prereq: must be taking or have completed all core Early Childhood Education courses prior to this course. Instructor permission is required

This course is a culmination of the student's Early Childhood Education curriculum resulting in the creation of an individualized professional portfolio.

**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) Microeconomics • GER-SS**

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) Macroeconomics • GER-SS**

Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement in MATH 098 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)

See Early Childhood Education (ECED) for additional courses

### EDUC& 115 (5) Child Development • GER-SS

Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional and cognitive development of children, reflective of cross-cultural and global perspectives.

### EDUC& 130 (3) Guiding Behavior (formerly ECE 112)

Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance and enhancing group experiences.

### EDUC& 136 (3) School Age Care

Develop skills to provide developmentally appropriate and culturally relevant activities and care, specifically: preparing the environment, implementing curriculum, building relationships, guiding academic/social skill development and community outreach.

### EDUC& 150 (3) Child, Family, and Community (formerly ECE 230)

Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

### EDUC 190 (3-5) Education Practicum

An introduction to field experience in education that includes classroom observations and seminar discussions.

### EDUC& 202 (5) Introduction to Education

An introduction to teaching: historical, organizational, legal, ethical, philosophical and social foundations of public education.

### EDUC& 203 (3) Exceptional Child (formerly ECE 212)

An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

### EDUC 223 (2) Practicum: Focus on Special Education (formerly ECE 223)

Prereq: EDUC& 203 or concurrent enrollment

Designed for students to observe and participate under qualified supervision in programs for young children

throughout the community with a focus on special education.

### EDUC 280 (3-5) ESL Field Experience

A field experience in teaching English to speakers of other languages that includes classroom observations and seminar discussions.

## ■ EMERGENCY MEDICAL TECHNICIAN (EMT)

### EMT 210 (5) Emergency Medical Technician I

Prereq: CPR Certification as AHA "Health-care Provider" or Red Cross "Professional Rescuer"

Applies the fundamental principles of the Emergency Medical Service (EMS) system, safety/well-being of the Emergency Medical Technician (EMT), medical/legal and ethical issues to the provision of emergency care. The student will be capable of applying evidence-based decision making when assessing the nature and seriousness of a patient's condition or injuries.

### EMT 211 (5) Emergency Medical Technician II

Prereq: Successful completion of or current enrollment in EMT 210

Emergency Medical Technician (EMT) students begin to differentiate the treatment between medical and trauma emergencies and use medical assessment to deduce nature of illness and routes of transmission for infectious disease. Students demonstrate cognitive/practical understanding in group and individual evaluations.

### EMT 212 (5) Emergency Medical Technician III

Prereq: Successful completion of EMT 211 or current enrollment in EMT 210 or EMT 211

Emergency Medical Technician students apply knowledge-based treatment to patients that are responsive/unresponsive using scenarios in monitored lab settings. Students differentiate between "Unaltered Mental Status" and "Altered Mental Status" to assess the nature and seriousness of a patient's condition or injuries. Skills learned in class labs are utilized by students in an Emergency Department rotation. Students are evaluated for cognitive and practical competency based on National Registry of Emergency Medical Services requirements.

### EMT 221 (3) Emergency Medical Technician Refresher

Prereq: Certified Emergency Medical Professional

National Standard focused EMT-Refresher for Certified Emergency Medical Professionals

to demonstrate cognitive and practical competency in topics required for National Registry.

### EMT 260 (1-5) Emergency Medical Services

Prereq: TBD based on course content

Applies principles of the Emergency Medical Services (EMS) systems to meet specific educational requirements of military unit, civilian organization, state agency or group of individuals. Typical courses could include: EMS content required by DSHS for facility staff; courses to prepare EMT's to become certified Evaluators or Senior Emergency Services Instructors (SEI); selected EMS topics for military units; and EMS management content.

## ■ ENGINEERING (ENGR)

### ENGR 101 (5) Introduction to Engineering • GER-NS

Prereq: MATH 096 or instructor permission

Introduction to the engineering profession and the design process. Introduction to graphical communication, engineering materials, structures, problem solving and computer applications. Includes lab activities, teamwork, field trips and a design project.

### ENGR& 114 (5) Engineering Graphics

Prereq: CIS 121 or instructor permission

An introduction to Computer Aided Design (CAD) using Auto-Cad. Students create engineering drawings using various projections and views, and manage the associated computer files. Includes engineering graphics topics of sketching, dimensioning and projection methods. Includes a design project.

### 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

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

Prereq: ENGR& 214, 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

Prereq: PHYS& 221, CHEM& 161 and MATH& 152 or instructor permission

Introduction to the 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 work potential. Introduction to power cycles.

### ENGR& 225 (5) Mechanics of Materials

Prereq: ENGR& 214, 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 090 (1-3) Spelling

The improvement of spelling skills. Students will learn how to spell a variety of challenging words while learning tactics to improve their spelling skills with future vocabulary as well.

### 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 096 (2) Grammar, Punctuation and Spelling

Focuses on sentence structure, grammar, spelling and punctuation; when 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, the prerequisite for ENGL 099.

### ENGL 097 (3) Paragraph Composition

Prereq: ENGL 096 with a grade of 2.0 or better or instructor permission

Developing the writing process: emphasis on sentences and paragraphs. When taken in conjunction with ENGL 096 (normally over two consecutive quarters), and passed with a 2.0 or higher, will fulfill the same requirements as ENGL 098, the prerequisite for ENGL 099.

### ENGL 098 (5) Basic Writing Skills

Prereq: Satisfactory placement test score

Building upon the structure of sentences, paragraphs and essays, introduces students to the processes of reading and writing effective academic essays.

### ENGL 099 (5) Introduction to Composition

Prereq: Satisfactory placement test score or ENGL 096 and 097 or ENGL 098 with a grade of 2.0 or better

An introduction to college-level composition focusing on effective strategies for reading and writing academic essays, the writing process, sentence structure, grammar and mechanics.

### ENGL& 101 (5) English Composition I • GER-CM

Prereq: Satisfactory placement test score or 2.0 or higher in ENGL 099

Writing and analyzing unified, coherent expository essays that support and develop a thesis; using the modes of development (the rhetorical devices) appropriately in compositions; to recognize writing as a process; and incorporating secondary sources in essays using the MLA style of documentation.

### ENGL& 102 (5) Composition II: Argumentation and Research • GER-CM (formerly ENGL 103)

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 data bases and the Internet; becoming information competent.

### ENGL 104 (1-3) College Vocabulary

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 107 (5) Composition III: Writing About Literature • GER-CM

Prereq: ENGL& 101 with grade of 2.0 or better

Writing expository and argumentative essays based upon literary readings and studies.

### ENGL& 111 (5) Intro to Literature • GER-HM

Literary works and techniques through analyses of representative fiction, drama and poetry emphasizing the relationship of content and expression through form.

### ENGL& 112 (5) Intro to Fiction • GER-HM

Introduction to the literary genre of fiction, including short stories and novels.

### ENGL& 113 (5) Intro to Poetry • GER-HM

Course designed to familiarize students with form, content and expression in poetry from ancient to contemporary times.

### ENGL& 114 (5) Intro to Dramatic Literature • GER-HM

Form and expression of great works of the theater from Ancient Greece to the present.

### ENGL 145 (5) Research for the 21st Century

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 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 207 (5) Native American Literature • GER-HM

Native American Literature: its themes, issues, symbols, application to personal, family and regional cultures.

### 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 214 (5) Screenwriting I • GER-HM

A writer's workshop focused on outlining, structuring, formatting and writing a screenplay to meet the standards of the American film industry for feature film. The course will cover plotting a story, developing characters and scene creation. Students will complete a story outline (Treatment) and two acts of a feature film, or an outline of a feature length script and an entire twenty to thirty minute short.

### ENGL& 220 (5) Intro to Shakespeare • GER-HM

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

To familiarize the student with the main types of literature written during a specified period in England: 800 to 1660.

### ENGL& 227 (5) British Literature II • GER-HM

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

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

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

A creative writing course which instructs in structure, form and content of fiction, poetry and plays.

### ENGL& 237 (5) Creative Writing II • GER-HM

Writing short stories.

### ENGL&238 (5) Creative Writing III • GER-HM

Writing poetry.

### ENGL 239 (5) World Literature • GER-HM

Explores the rich diversity of world cultures through fiction, poetry and drama.

### ENGL& 244 (5) American Literature I • GER-HM

Survey of American literature from its early origins to the Civil War.

### ENGL& 245 (5) American Literature II • GER-HM

Survey of American literature from mid-nineteenth century to World War I.

### ENGL& 246 (5) American Literature III • GER-HM

Survey of twentieth century literature to the present.

### ENGL 249 (5) Creative Writing: Special Projects • GER-HM

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

Familiarizes students with Shakespearean drama, elements of drama and elements of the theater. Students must attend the Ashland, Oregon Festival.

### ENGL 256 (3) Advanced Composition - Portfolio

Prereq: ENGL& 101, & 102, 107, and 235 with a 2.0 or better

Advanced study in rhetoric concentrating on the revision process in writing and editing. Required capstone course for student completion of Pierce College's Written Communication Endorsement.

### ENGL 257 (3) Advanced Creative Writing

Prereq: ENGL& 236 and ENGL& 237 or ENGL& 238 with a 2.0 or better

Advanced study in creative writing concentrating on the workshop process, portfolio building and submitting/presenting work.

**ENGL 264 (5) Literature of U.S. Slavery and Abolition • GER-HM**

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**

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: Voices from the International Mosaic • GER-HM**

Emphasis on twentieth century women writers across the international spectrum.

**ENVIRONMENTAL SCIENCE (ENVS)****ENVS& 100 (5) Survey of Environmental Science • GER-NS**

An introductory non-lab natural science course designed to develop the ability to critically analyze environmental concepts and issues. The course will cover essential topics in scientific analysis, ecosystems, pollution, population, urbanization, natural resources and other environmental issues. Field trip required.

**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**

An interdisciplinary investigation of topics of environmental concern covering a wide range of local, national, and international case studies.

**ENVS 155 (5) Applied Environmental Methods • GER-NS**

Environmental science course involving field work in regional parks and natural areas as well as field trips to area restoration sites. Topics will cover Pacific Northwest ecosystems, restoration ecology, native and invasive species of plants and animals, including adaptations to their environment, water quality, ecology and biogeography. Appropriate for non-science and science majors. Field trips required. Lab included.

**ENVS 180 a-b (2) Seminar in Sustainability**

This seminar is an interdisciplinary approach to studying sustainability led by faculty from diverse disciplines. The course will examine and explore the three core dimensions of sustainability (environment, economy and society) with respect to one or more major sustainability-related issues. Students will complete assigned readings and participate in weekly seminars. Throughout the quarter, students may be required to participate in various sustainability-related activities: watching films and online lectures, listening to speakers, attending field trips and other events. The course will be presented with a different focus each time and may be taken twice.

**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, care and renovation of textiles.

**FIRE COMMAND (FCA)****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 National Fire Protection Association (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 National Fire Protection Association (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. 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 the-

ories, 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 National Fire Protection Association (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 National Fire Protection Association (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 173 (5) Fire Service and Response to Terrorism**

Explores the many aspects of terrorist attacks from actions taken prior to an incident to operations at the scene and afterward. Provides fire service with comprehensive strategic and tactical information pertaining to prevention, preparedness, recognition, response and recovery from terrorist attacks. Special emphasis on explosive, chemical, biological, radiological and nuclear incidents. Other topics include Personal Protective Equipment (PPE), incident management, technical and mass decontamination, special operational considerations and lessons learned from actual global incidents.

**FCA 175 (2) Fire Safety Officer**

This course is an introduction to the duties as written by the requirements of the National Fire Protection Association (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

This course is an introduction to a fire officer's duties as written by the requirements of the National Fire Protection Association (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 (3) 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

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.

**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) Basic Incident Command System/National Incident Management System**

Prereq: FCA 160

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).

**FCA 261 (2) Hazardous Material On-Scene Incident Commander**

Prereq: FCA 270

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 155 and FCA 195

This course is an introduction to a fire officer's duties as written by the requirements

of the National Fire Protection Association (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

This course meets National Fire Protection Association (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

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 Association (NFPA) 1035, *Standard for Professional Qualifications for Public Fire and Life Safety Educator (2005)*.

**FCA 295 (4) Fire Officer III**

Prereq: FCA 255 and FCA 265

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 Association, (NFPA) 1021, *Standard for Fire Officer Professional Qualifications, 2003 edition*.

**■ FRENCH (FRCH)****FRCH& 121 (5) French I • GER-HM**

The first quarter of a sequential beginning course in spoken and written French language.

**FRCH&122 (5) French II • GER-HM**

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**

Prereq: FRCH& 122 with a grade of 2.0 or better, or 2 years high school French plus placement in ENGL& 101; or instructor permission

Continuation of FRCH& 122 stressing speaking, reading, writing and understanding the French language.

## ■ GEOGRAPHY (GEOG)

### **GEOG 100 (5) Introduction to Geography • GER-SS**

Introduction to Geography introduces the student to the basic principles, concepts and methods used in geography. The course introduces students to the principles and practices of the science of geography. Students will study the basic concepts of the following sub-fields of geography. The Earth Science Tradition: Cartography, Physical Geography and the Geography of Natural Resources. Culture-Environment Tradition: Population Geography, Cultural Geography and the Geography of Spatial Behavior. The Locational Tradition: Economic Geography, Urban Geography and the Human Impact on the Environment.

### **GEOG 150 (5) The Americas, Australia, Europe and 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, Australia and 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) Human Geography • GER-SS**

An examination of the relationships between humans and their environments. Introduces basic concepts in human geography relating to economic activities, landscapes, languages, migrations, nations, regions, and religions. Serves as the basis for further course work in cultural, economic, political, population and urban geography.

### **GEOG 205 (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. Non-lab course.

### **GEOG 207 (5) Economic Geography**

The changing locations and spatial patterns of economic activity, including: production in agriculture, manufacturing and services; spatial economic principles of trade, transportation, communications and corporate organization; regional economic development, and the diffusion of technological innovation. Topics include international trade, colonialism, industrial capitalism, advanced capitalism and the globalization of labor markets.

### **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 minerals, rocks and the dynamic processes that shape the earth's surface over time, including earth's tectonics, volcanism, earthquakes, landslides, streams and coastlines. Special topics such as resources or climate change may be included. Appropriate for non-science and science majors. Field trip required. Labs included.

### **GEOL& 103 (5) Historical Geology • GER-NS**

A study of the development and interactions of the earth's crust, life, oceans and atmosphere through geologic time, in order to provide perspective on

present-day global environmental concerns. Includes studies of the formation and break-up of supercontinents, global climate change; fossils, dinosaurs and other mass extinctions, and meteor impact effects. Appropriate for non-science and science majors. Field trip required. Lab included.

### **GEOL 107 (5) Earth Systems Science • GER-NS**

An introductory earth science course that covers essential topics in geology, meteorology, oceanography and astronomy. The focus is on the system connections, connections and interrelationships between the four earth science disciplines. Special emphasis will be placed on examples from the Pacific Northwest. Appropriate for non-science and science majors. Field trip required. Lab included.

### **GEOL& 110 (5) Environmental Geology • GER-NS**

A study of the interaction of humans and the Earth, with emphasis on geologic hazards such as earthquakes, volcanic activity, landslides and flooding; resources such as energy, water and minerals; disposal of wastes and pollution. Appropriate for non-science and science majors. Field trip required. Labs included.

### **GEOL& 115 (5) Geology of National Parks • GER-NS**

Introduces the student to basic geologic processes and history, using the variety of features preserved in our National Park and Monument system. Appropriate for non-science and science majors. Lab included. Field trips required.

### **GEOL& 120 (5) Volcanoes • GER-NS**

A study of volcanos, volcanic processes and volcanic hazards. Appropriate for non-science and science majors. Field trips required. Lab included.

### **GEOL& 208 (5) Geology of Pacific Northwest • GER-NS**

Prereq: GEOL& 101 or GEOL& 103 or instructor permission.

A study of the development of the Pacific Northwest, including pertinent rock formations, structures, mineral resources, environmental issues and fossils. Appropriate for non-science and science majors. Field trips required. Labs included.

### **GEOL 220 (5) Earth Resources and the Environment • GER-NS**

Prereq: GEOL& 101 or instructor permission

The study of Earth's resources, including geologic origin, environmental issues, mineral law, economics and uses. Appropriate

for non-science and science majors. Field trips required. Lab included.

### **GEOL 283 (5) Regional Geology • GER-NS**

Study of the geologic formations, structures and geologic history that create the landscapes of a selected region. Appropriate for non-science and science majors.

## ■ GERMAN (GERM)

### **GERM& 121 (5) German I • GER-HM**

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**

Prereq: GERM& 121 with a grade of 2.0 or better; or 1 year high school 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**

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, writing and understanding German.

## ■ HEALTH SCIENCE (HSCI)

### **HSCI 114 (3) Therapeutic Communication in Healthcare Settings**

Prereq: Placement for ENGL& 101

An overview 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 health care settings.

### **HSCI 116 (2) Pharmacology for Allied Health I**

Prereq: CHEM& 121, BIOL& 241, BIOL& 242 and BIOL& 260

Therapeutic use of medications, drug classifications, routes of administration and related laws. Computations skills in dosage calculation are emphasized. Includes classroom practice of medication computations, discussion of medication administration and use of technology.

### **HSCI 117 (2) Pharmacology for Allied Health II**

Prereq: CHEM& 121, BIOL& 241, BIOL& 242, BIOL& 260 and HSCI 116

This course is a continuation of Pharmacology I. The basics of

clinical pharmacology principles are expanded. Medications used for treatment of conditions which affect the respiratory, circulation, neurosensory and acid-base balance are presented.

#### **HSCI 119 (5) Human Health and Disease**

A systematic overview of human anatomy, physiology and pathology. Intended for anyone interested in understanding health and disease inter-relationships. A lab course for non-science majors.

#### **HSCI 140 (5) Contemporary Health Science Problems**

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. Lab course for non-science majors.

#### **HSCI 151 (5) Personal and Community Health**

Contemporary issues and trends in modern human health.

#### **HSCI 180 (2) An Introduction to "Stay Active and Independent for Life" (SAIL)**

This course is designed to equip the health and fitness professional with the knowledge and skills necessary to establish and lead a fitness program for older adults, with an emphasis on preventing falls in older adults.

#### **HSCI 200 (5) Human Stress – Its Nature and Control**

Examines human stress, its causes, consequences and benefits, while exploring specific strategies and techniques to control stress and use it for growth.

#### **HSCI 210 (5) Wellness**

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 228 (2) CPR for the Professional Rescuer, with First Aid and Blood Borne Pathogens**

Course designed to teach those with a duty to act the skills needed to respond appropriately to breathing and cardiac emergencies. National American Red Cross sponsored course: CPR for the Professional Rescuer including Adult/Child CPR/AED and Infant CPR, First Aid and Blood Borne Pathogens meeting the Occupational Safety and

Health Administration (OSHA) standard with American Red Cross Certification. Meets the Health Care Provider level of certification.

#### **HSCI 235 (4) Issues and Trends in Health Care Management**

Prereq: HSCI 114 and HSCI 116

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. Course includes student completion of a professional healthcare management portfolio.

### **■ HISTORY (HIST)**

#### **HIST& 126 (5) World Civilizations I • GER-SS**

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**

Examines the growth and development 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**

Examines the growth and development of the modern nation state from 1815 to the present. Emphasis is centered on political, economic, religious and social developments in major civilizations and their impact on a regional and global scale.

#### **HIST& 156 (5) History of U. S. I • GER-SS**

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**

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**

A survey of the economic, social, political and diplomatic history of the United States from 1900 to the 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 issues leading up to and sustaining American involvement in Vietnam. This examination involves historical, economic, political, religious and social issues from a number of different cultural perspectives.

#### **HIST 175 (5) A Brief History of Global Leadership • GER-SS**

This class is a brief history of global leadership. Emphasis is placed on post -1850 political, socioeconomic, scientific and cultural developments that leaders faced in America, Europe, Mesoamerica, Africa and Asia.

#### **HIST& 214 (5) Pacific Northwest History • GER-SS**

History of Washington and the Pacific Northwest: exploration, settlement, economic development, growth of government and social institutions.

#### **HIST 260 (5) History of Russia and the Soviet Union • GER-SS**

Explore the development of the Russian State from 700 A.D. 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 265 (5) History of Latin American Since 1810 • GER-SS**

The course will examine the historical development, cultural milieu and elements of the geography of all nations in Mesoamerica, the Caribbean and South America. The regional and chronological approaches will be used when dwelling on issues, such as revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

#### **HIST 266 (5) History of Europe Since 1870 • GER-SS**

The course will examine the development, cultural milieu and elements of the geography of all nations in Europe. The regional and chronological approaches will be used when dwelling on issues such as wars, revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

#### **HIST 267 (5) History of Africa Since 1800 • GER-SS**

The course will examine the development, cultural milieu and elements of the geography of all nations in Africa. The

regional and chronological approaches will be used when dwelling on issues such as revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

#### **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 on developments since the early 1800's.

#### **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 the major aspects in the development of Chinese civilization from antiquity to the present day.

#### **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.

#### **HIST 287 (5) History of Japan Since Antiquity • GER-SS**

This course is an introduction to the history, geography, culture and present position of Japan in the international community. Cardinal developments in a broad range of human activities will be covered in a chronological order.

### **■ HOMELAND SECURITY (HSEM)**

#### **HSEM 102 (5) Introduction to Emergency Management**

Prereq: This is a required first course to enter the HSEM degree program. Must earn a 2.0 or better before taking other HSEM courses

Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices and lessons learned through recent years; requirements of NFPA® 1600, Standard

on Emergency Management and exposure to new and developing theories, practices and technology in emergency management.

### **HSEM 110 (2) Basic Incident Command System/National Incident Management System**

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 (3) All Hazards Emergency Planning**

Prereq: HSEM 102

This course is designed to introduce students to 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), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as special needs (vulnerable populations) or animal sheltering are included.

### **HSEM 130 (3) Technology in Emergency Management**

Prereq: HSEM 102

This class provides a detailed overview of the technology used in the field of emergency management and how it is applied. Students will learn how to utilize technology in emergency planning, response, recovery and mitigation efforts. They will uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include: Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing, downlinks, Geographic Information System (GIS) and Global Positioning System (GPS) capabilities.

### **HSEM 157 (2) Public Information Officer**

This 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.

### **HSEM 160 (5) Emergency Response Awareness to Terrorism**

Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas and how to deal effectively with threats and the consequences of attacks. Students will gain insight into the key players involved in emergency management, local and state issues and interacting and working with FEMA and other federal agencies. Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoiding communication and leadership collapse.

### **HSEM 180 (3) Public Administration**

This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power and the theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as Hurricane Katrina efforts and Homeland Security.

### **HSEM 190 (1-5) Homeland Security Emergency Management Special Topics**

Prereq: HSEM 102, must have completed 12 HSEM credits or HSEM Program Coordinator approval

Special topics will be developed for areas outside the usual course offerings in the Homeland Security Emergency Management degree. Topics developed will focus on a specific current issue or concept in the areas of homeland security or emergency management.

### **HSEM 200 (2) Emergency Operations Center**

Prereq: HSEM 102 and HSEM 110

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources and interface with on-scene responders within Incident Management Systems. Topics include EOC

design, preparing, staffing and operating, jurisdictional setting and the critical link between Incident Management Systems and emergency management operations.

### **HSEM 210 (3) Exercise Design and Evaluation**

Prereq: HSEM 102 and HSEM 120 or program coordinator approval

This course provides participants with the knowledge and skills to develop, conduct, evaluate and report effective exercises that test a community's operations plan and operational response capability. Throughout the course, participants will learn about topics including exercise program management, design and development, evaluation and improvement planning. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).

### **HSEM 220 (2) Developing and Managing Volunteer Resources**

Prereq: HSEM 102

This course will focus on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways which benefit both parties. The focus of the course is on maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting, training and motivating volunteers and maintaining a successful program. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of an integrated emergency management system.

### **HSEM 230 (2) Disaster Response and Recovery**

Prereq: HSEM 102 and HSEM 120 or program coordinator approval

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem-based learning by analyzing actual disaster events and applying the theories, principals and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

### **HSEM 240 (5) Homeland Security Emergency Management Work-Based Learning**

Prereq: HSEM 102 and requires HSEM program coordinator approval

Provides students real world experiences in homeland security and emergency management. Students learn to work within time constraints and are exposed to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum.

### **HSEM 250 (3) Homeland Security Law and Ethics**

Prereq: HSEM 102

This course is designed to give the student an overview of various statutes, regulations, constitutional law and common law associated with Homeland Security. This course examines emergency response, weapons of mass destruction, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002 and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

## **■ HUMAN DEVELOPMENT (HUMDV)**

### **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 to select a career. 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 126 (2) Life Skills: Stress Management**

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.

## **■ HUMAN SERVICES SUBSTANCE ABUSE**

-see Social Service Mental Health

### **HSSA& 101 (3) Introduction to Chemical Dependency**

An orientation to chemical dependency and psychoactive drug abuse, including etiological theories of chemical dependency; history of alcohol and other psychoactive drugs; and basic principles of prevention, intervention and treatment.

## **■ HUMANITIES (HUM)**

### **HUM& 101 (5) Introduction to Humanities • GER-HM**

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 109 (5) American Thought and Culture: The Harlem Renaissance • GER-HM**

A study of the black American cultural movement of the late 1920's and 1930's known as the Harlem Renaissance through examination of the history, politics, philosophy, literature, music, visual arts, dance and theatre of the movement within the American context.

### **HUM 120 (5) Introduction to Folklore • GER-HM**

Introduction to Folklore offers an overview of folklore as a discipline of academic study. The class focuses in depth on a few genres of folkloric materials to provide an understanding of how folklorists approach the study of folklore. The course utilizes a variety of learning activities including small group work, class seminars, lectures, quizzes and independent research.

### **HUM 161 (5) Western Thought and Culture I: The Classical World • GER-HM**

A survey of western cultural ideas and expressions from early Aegean civilization to the 5th century. Topics include history, geography, culture, philosophy, religion, art, architecture and literature of the Greco-Roman world.

### **HUM 162 (5) Western Thought and Culture II: The Middle Ages • GER-HM**

A survey of western cultural ideas and expressions from the fall of the western Roman Empire to the early Florentine Renaissance. Topics include history, geography, culture, philosophy, religion, art, architecture, literature and music of the Middle Ages.

### **HUM 163 (5) Western Thought and Culture III: Birth of the Modern World • GER-HM**

A survey of western cultural ideas and expressions from the Italian Renaissance to the 18th century. Topics include history, geography, culture, philosophy, religion, science, art, architecture, literature, and music from the 15th-18th centuries.

### **HUM 164 (5) Western Thought and Culture IV: The Modern World • GER-HM**

A survey of western cultural ideas and expressions from the 18th century through postmodernism. Topics include history, geography, culture, philosophy, religion, science and technology, art, architecture, literature and music from the French Revolution to the postmodern era.

### **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 209 (5) The Civil Rights Movement: From the Ground Up • GER-HM**

This course offers students a broad multicultural understanding of the American Civil Rights Movement through the Humanities: art, film, photography, oral histories, literature, theater and music of the reform era. The course highlights the experiences and impact of local activists and organizations through the arts, presenting the movement from a "ground-up" perspective rather than a "top-down" to enhance students' civic and multicultural literacy.

### **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**

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**

Examines the films and filmmaking practices of countries around the world. This class explores such topics as the impact of technical changes and production standards on filmmaking. An 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.

## **■ INFORMATION STUDIES (INFO)**

### **INFO 100 (1) Online Research Skills**

Introduction to Internet research using online library resources and the free Web. Students will learn how search engines work, how to develop search strategies, how to use criteria to evaluate sources and the impact of emerging web technologies on society.

### **INFO 101 (2) Research Essentials**

Prereq: Eligibility for ENGL& 101

Introduction to the essential skills, concepts and strategies for college-level research. Students will learn how to effectively access, use and evaluate information resources, including books, periodicals, databases and the Internet. Information strategies will be examined through the lens of information seeking behavior. Students will also explore Information issues and theories such as information flow, censorship, intellectual freedom and bias and perspective.

### **INFO 102 (2) Problem Based Research Methods in Professional/Technical Programs**

Introduction to the essential skills, concepts and strategies for academic and professional research. Using problems and topics encountered by professionals, students will learn how to effectively access, use and evaluate information resources. This course is intended for majors in professional/technical programs.

## **■ 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, economic, environmental and philosophical issues.

### **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, geographi-

cal, demographic, political, economic, environmental and social/cultural issues.

### **INTS 150 (5) Contemporary Rebel, Secessionist, and Terrorist Organizations • GER-SS**

This course will cover major rebel, separatist, guerrilla and terrorist movements and organizations in the modern world. The emphasis will be not only on their origins and current status but also on efforts that are undertaken to bring about a peaceful resolution to the conflicts that have caused them.

### **INTS 164 (5) Border and Genocidal Conflicts in the Modern World • GER SS**

This course will examine the origins and evolution of many devastating conflicts in recent history. The teaching methodology will be based on combining the regional and chronological approaches and the intensive use of current articles in periodicals from all over the world.

## ■ JAPANESE (JAPN)

### **JAPN& 121 (5) Japanese I • GER-HM**

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**

Prereq: JAPN& 121, one year of high school 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**

Prereq: JAPN& 122, two years of high school 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.

## ■ JOURNALISM (JOURN)

### **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 news-writing, 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: Instructor permission and JOURN 102 with a 2.0 or better

A study and practice of the form and style of writing feature stories for the college newspaper. Students will serve as staff writers for The Pioneer and generate and/or receive feature story assignments for publication. This course is a sequel to JOURN 102.

### **JOURN 105 (5) Student Newspaper Leadership**

A study and practice of production and leadership skills needed to edit and produce a student newspaper, including but not limited to design concepts; desktop publishing via Adobe InDesign; website publishing via WordPress; AP style; policy and process; the basics of news, news style and the news market; and elements of libel and news ethics.

### **JOURN 111/211abc (1-5) College Newspaper: Reporting and Editing**

Prereq: instructor permission required

Practical experience in producing the college newspaper. Students may pursue specialty areas of interest such as writing, copy-editing, desktop publishing, market research and advertising.

### **JOURN 112/212abc (1-5) College Newspaper Photojournalism**

Practical experience in shooting and developing photos for the school newspaper. Students should already have a basic working knowledge of photography.

### **JOURN 120 (5) Introduction to Broadcasting**

Prereq: ENGL& 101 with grade of 2.0 or better

A study of the styles and techniques of Internet broadcasting with an emphasis on webcasts and podcasts with various delivery platforms. Techniques include but are not limited to video production (shooting, editing, microphone, lighting); motion graphics (such as titles and animated maps) and audio editing.

### **JOURN 125 (5) The Documentary: A Social Force • GER-HM**

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 or digital equivalent

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.

## ■ KINESIOLOGY (KINS)

### **KINS 155 (6) Applied Anatomy and Physiology for the Health and Fitness Professional**

An introductory course with lab designed to foster in the health and fitness professional student the knowledge, skills and capabilities necessary for advanced coursework in the Diagnostic Health and Fitness Technician Program. Course covers basic anatomy and physiology with an emphasis on its relationship to exercise, performance and health. Laboratory course required for certificate and degree candidates.

### **KINS 250 (5) Kinesiology**

Prereq: KINS 155

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.

### **KINS 252 (3) Nutrition and Exercise**

A course designed to familiarize the health and fitness professional with the fundamentals of exercise and nutrition for health assessment and health prescription.

### **KINS 253 (2) Essentials of Weight Management**

A course designed to familiarize the health and fitness professional with the fundamentals of weight management, exercise and nutrition.

### **KINS 254 (5) Essentials of Fitness Training**

Prereq: KINS 155, KINS 250, KINS 253, KINS 256 and KINS 258

A course designed to familiarize the health and fitness professional with the fundamentals of fitness training and health prescription.

### **KINS 256 (5) Exercise Physiology for the Health and Fitness Professional**

Prereq: KINS 155, KINS 252 and KINS 253 or instructor permission

A course designed to equip the health and fitness professional with the proper application of physiologic principles as they relate to exercise. Examines principles related to bioenerget-

ics, nutrition, hormones, and the pulmonary, cardiovascular, hormone and neuromuscular systems.

### **KINS 257 (3) Client Care and Marketing for the Health and Fitness Professional**

A course designed to familiarize the health and fitness professional with the Personal Trainer/Client relationship and concepts in the fitness industry business and marketing.

### **KINS 258 (3) Athletic Training and Acute Injury Management**

Prereq: KINS 155 or instructor permission

A course designed to familiarize the health and fitness professional with guidelines and recommendations for preventing injuries, recognizing injuries and learning how to correctly manage a specific injury.

### **KINS 259 (3) Special Populations Care for the Health and Fitness Professional**

Prereq: KINS 155, KINS 250, KINS 254, KINS 256 and KINS 258 or instructor permission

A course designed to familiarize the health and fitness professional with the knowledge to identify and manage the health and fitness needs for chronic disease and special needs populations.

### **KINS 260 (3) Health Appraisal and Fitness Assessment**

Prereq: KINS 155, KINS 250, KINS 252, KINS 253, KINS 254 and KINS 256 or instructor permission

The course incorporates current industry standards for health appraisal and fitness assessment techniques to optimize client safety during exercise participation.

### **KINS 261 (2) Principles of Coaching**

An introductory course designed to equip the health and fitness professional with the knowledge, skills and capabilities necessary for a career in coaching.

### **KINS 262 (5) Internship**

Prereq: KINS 155, KINS 250, KINS 252, KINS 253, KINS 254, KINS 256, KINS 257, KINS 258, KINS 259 and KINS 260 or instructor permission

A course designed to provide the health and fitness professional with practical field experience.

### **KINS 263 (5) Applied Sport Psychology**

A course designed to equip the health and fitness professional with the knowledge and skills in applied sport psychology necessary for a career in coaching.



**KINS 264 (3) Drugs in Sports**

An introductory course designed to equip the coaching professional with the knowledge, skills and capabilities necessary for dealing with various drugs and purported ergogenic aids associated with a career in coaching.

**■ KOREAN (KREA)****KREA& 121 (5) Korean I • GER-HM**

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**

Prereq: KREA& 121 or instructor permission

Continuation of KREA& 121 stressing speaking, reading, writing and understanding the Korean language.

**KREA& 123 (5) Korean III • GER-HM**

Prereq: KREA& 122 or instructor permission

Continuation of KREA& 122 stressing speaking, reading, writing and understanding the Korean language.

**■ MATHEMATICS (MATH)****MATH 050 (5) Basic Mathematics**

Prereq: Satisfactory placement test score or instructor permission

Operations and applications with whole numbers, fractions, decimals and integers. Order of operations. Converting among number representations; placing numbers in order. Basic applications, including use of percent and geometry. Study strategies.

**MATH 054 (5) Beginning Algebra**

Prereq: Satisfactory placement test score or MATH 050 with a grade of at least 2.0 or instructor permission

Operations with fractions, decimals, percents and signed numbers. Simplify algebraic expressions. Solve linear equations. Solve a variety of application problems. Square roots, exponents and coordinate graphing. Determine area, perimeter, and volume. Calculate statistical measures of center and interpret graphs.

**MATH 096 (7) Intermediate Algebra in Context**

Prereq: Satisfactory placement test score or MATH 054 with a grade of at least 2.0 or instructor permission

This course integrates numeracy, proportional reasoning, algebraic skills and functional

reasoning. Students will represent quantitative relationships in multiple ways in order to solve problems from a variety of authentic contexts. Linear and exponential functions, along with logarithms and radicals will be studied and applied. Modeling and interpreting quantitative data is emphasized.

**MATH 098 (5) Intermediate Algebra**

Prereq: Satisfactory placement test score or MATH 060 or MATH 096 with a grade of at least 2.0 or instructor permission

Algebraic skills, concepts and applications. Simplifying and operating with polynomial, rational and radical expressions. Use of quadratic, rational, and radical models to solve problems encountered in the real world. Solving quadratic, rational, radical and absolute value equations and systems of linear equations. Function concepts and graphs.

**MATH& 107 (5) Math in Society • GER-NS, QS**

Prereq: MATH 096 or 098 or equivalent, with a grade of at least 2.0 or satisfactory placement test score

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 a 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 & 131 (5) Math for Elem Educ 1: Number Systems and Problem Solving • GER-QS**  
*(formerly MATH& 171)*

Prereq: MATH 096 or MATH 098 or equivalent with a grade of at least 2.0 or satisfactory placement test score and eligible for ENGL& 101 and READ 101

The first of two 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& 132 (5) Math for Elem Educ 2: Geometry and Statistics • GER-QS**  
*(formerly MATH& 172 and MATH& 173)*

Prereq: MATH & 131 with a grade of at least 2.0 or instructor permission

This is the second of two courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include geometry, measurement, probability and descriptive statistics. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

**MATH& 141 (5) Precalculus I • GER-NS, QS**

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**

Prereq: MATH& 141 with a grade of at least 2.0, satisfactory placement test score or instructor permission

Families of trigonometric functions, their inverses, properties, graphs and applications. Trigonometric 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**

Prereq: MATH 096 or 098 or equivalent with a grade of at least 2.0 or satisfactory placement test score

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 147 (5) Business Precalculus • GER-NS, QS**

*(formerly MATH 147/MATH 156 Finite Mathematics)*

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& 148 (5) Business Calculus • GER-NS, QS**

Prereq: MATH& 141 or 147 with a grade of at least 2.0 or instructor permission

Concise course in calculus. Differential and integral calculus of non-trigonometric functions with an emphasis in social science, business, and economics applications.

**MATH& 151 (5) Calculus I • GER-NS, QS**

MATH& 142 with a grade of at least 2.0 or satisfactory placement test score 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**

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**

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 205 (5) Linear Algebra • GER-NS, QS**

Prereq: MATH& 153 with a grade of 2.0 or higher or instructor permission. MATH 224 recommended

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 224 (5) Multivariate Calculus • GER-NS, QS**

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 or 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.

## **■ MUSIC (MUSC)**

### **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 previous musical experience necessary.

### **MUSC 102 (5) American Popular Music • GER-HM**

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 and 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**

A general survey course designed to introduce students to art music from the following periods: Medieval, Renaissance, Baroque, Classical, Romantic

and Twentieth Century. Relevant cultural, biographical and historical data that pertain to art music and its performance are covered. Listening skills are exercised and become the vehicle through which specific classical art music concepts are examined. No previous music experience necessary or expected.

### **MUSC 106 (5) World Music • GER-HM**

Examines select cultures from different areas around the world. Exercises listening skills and explores music concepts as well as engaging with issues such as diversity, cultural differences and the many societal motivations for writing, performing and preserving music. No musical experience necessary.

### **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 or equivalent

A performance course designed for the intermediate guitarist. Students must furnish their own guitar.

### **MUSC 140/240 ABC (1-2) 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**

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**

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**

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 ABCD (2.5) Concert Choir • GER-HM/Performance**

Prereq: Audition may be required

A non-auditioned vocal performance group geared toward 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 required

Performance, selection and evaluation of vocal jazz/pop music. Performances required.

### **MUSC 147/247 ABCD (2.5) Chamber Choir • GER-HM/Performance**

Prereq: Audition and/or instructor permission

An auditioned vocal performance group geared toward providing more experienced singers that read music with an opportunity to rehearse and perform choral literature appropriate to their stage of education. Quarterly concerts are a requirement.

### **MUSC 150/250 ABCD (1) College Band • GER-HM/Performance**

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 • GER-HM/Performance**

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**

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: Arranging, Improvisation, Brass, Woodwind, Percussion, Voice, Orchestral Strings, Keyboard and Plectrum Strings • GER-HM/Performance**

Prereq: For MUSC 160/260: MUSC& 143

An individual instruction course geared toward advancing all levels of student music performance in arranging, improvisation, brass, woodwind, percussion, voice, orchestral strings, keyboard and plectrum strings.

### **MUSC 170/270 ABCD (1) Brass Ensemble • GER-HM/Performance**

Prereq: Department permission required

A small performance group open to all students with experience in reading and performing brass ensemble literature (i.e. Brass Quartets). 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**

Prereq: Department permission required

A small performance group open to all students with experience in reading and performing woodwind ensemble literature (i.e. Flute Trios, Woodwind Quintets). Outside performances required. Student self-initiative is a vital component of success in this class.

**MUSC 172/272 ABCD (1)  
Percussion Ensemble  
• GER-HM/Performance**

Prereq: Department permission required

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**

Prereq: Department permission required

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**

Prereq: Department permission required

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 181 (1) Beginning Class Piano • GER-HM/Performance**

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**

Prereq: MUSC 181 or instructor permission

A continuation of MUSC 181 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**

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**

Prereq: MUSC&amp; 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**

Prereq: MUSC&amp; 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**

Prereq: MUSC&amp; 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.

**■ NATURAL SCIENCE (NSCI)****NSCI 150 (5) Nature • GER-NS**

The emphasis of the course is to identify the major life forms found in a specific area or region including native and introduced species, and their adaptations to the environment. The course focuses on the observation of nature for both scientific and recreational purposes. Includes lab and field studies.

**NSCI 160 (5) Environmental Biology • GER-NS**

Inter-relationship of humans, animals, plants, soil, water and air. Application to contemporary environmental problems. Field trips with lab.

**■ NURSING (NURS)****NURS 111 (3) Fundamentals of Nursing Practice**

Prereq: Admission to the Associate Degree Nursing program

Introduces basic concepts in nursing practice according to the Nursing Process Model. Students will practice and demonstrate use of the nursing process, assessment skills and use of health care equipment. Upon completion, students will be able to demonstrate beginning competence in caring for individuals with common alterations in health.

**NURS 112 (3) Fundamentals of Nursing Clinical Practice**

Prereq: Admission to the Associate Degree Nursing program and NURS 111

Application of basic nursing skills 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 Nursing Process Model are used to guide developing nursing practice.

**NURS 113 (3) Nursing Success Seminar**

Prereq: Admission to the Associate Degree Nursing program

Provide new nursing students with tools for success for the nursing program to include the introduction to medical terminology, med math basics, APA writing, introduction to presentation formats, study tips and strategies for answering NCLEX (National Council Licensure Exams) style questions.

**NURS 121 (4) Introduction to Medical-Surgical/Psychiatric Nursing**

Prereq: HSCI 114, HSCI 116 and NURS 112

Introduction to basic medical concepts in nursing practice, according to the Nursing Process Model. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the musculoskeletal, sensory and endocrine systems. The Nursing Process 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, NURS 112 and NURS 121

Application of basic nursing skills in the classroom laboratory and long term care setting, while assuming responsibility for clients throughout the lifespan. Includes roles and responsibilities of the nurse,

nursing theory, critical thinking, the nursing process and an introduction to related technology. The application of medication administration skills will also be covered. Concepts of the Nursing Process Model are used to guide developing nursing practice to individuals in the community.

**NURS 125 (3) Family Nursing**

Prereq: Admission to the Associate Degree Nursing program

Introduction to basic medical concepts in family centered nursing care, according to the Nursing Process Model. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the well mother and child and pediatric clients. Course also includes the life stages and caring for the 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 and NURS 132

Intermediate medical concepts in medical-surgical/psychiatric nursing practice, according to the Nursing Process 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.

**NURS 132 (6) Intermediate Nursing Clinical Practice**

Prereq: HSCI 114, HSCI 116, NURS 111, NURS 121, NURS 122, NURS 125 and NURS 130

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.

**NURS 210 (4) Advanced Topics in Nursing**

Prereq: Year one in the nursing program, or NURS 218 with current LPN license

Advanced medical concepts in medical-surgical nursing practice will be explored. 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.

**NURS 211 (6) Advanced Nursing Clinical Practice**

Prereq: Year one of the nursing program, or NURS 218 and current LPN license

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 Nursing Process 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 one of the nursing program, or current LPN license

Advanced medical concepts in nursing practice, according to the Nursing Process. 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 obstetric, neonatal and pediatric clients to include reproductive health.

**NURS 217 (1) Practical Nurse Preparation Seminar**

Prereq: Year one of nursing program

The study of nursing law, ethics and the practical nurse role. Employment-seeking strategies and guidance on NCLEX-PN (National Licensure Exam for Practical Nursing) preparation are included. Required for the student desiring to take the NCLEX-PN exam to become a practical nurse.

**NURS 218 (4) ADN Articulation Seminar**

Prereq: Admission as a Bridge student into the 4th quarter of the nursing program

Articulation course for Licensed Practical Nurse (LPN) Bridge students. Examine essential components of the Nursing Process and review nursing concepts taught in the first year of the nursing program with a focus on performance of nursing skills in simulated skills lab.

**NURS 222 (5) Professional Nursing Clinical Practice**

Prereq: NURS 210, NURS 211, NURS 214 and concurrent enrollment in NURS 223 and NURS 224

Application of advanced nursing skills 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 Nursing Process are used to guide nursing practice in a variety of community settings.

**NURS 223 (3) Advanced Psychiatric Nursing**

Prereq: NURS 210, NURS 211, and NURS 214

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 Nursing Process as a guide.

**NURS 224 (3) Professional Role Transition**

Prereq: NURS 210, NURS 211, and NURS 214

Synthesis of advanced nursing concepts in nursing practice, according to the Nursing Process Model. 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, NURS 230, NURS 233 and NURS 235

Advanced medical concepts in medical/surgical/psychiatric nursing practice. 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 on providing nursing care in critical care, telemetry, oncology, neonatal intensive care units and emergency departments as well as other specialized settings. The nursing role in disaster preparedness and 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, NURS 230 and NURS 235

Clinical nursing practice in an acute care setting where students apply theory attained in all previous courses. Focus is on transition to the Registered Nurse (RN) role. Concepts of the Nursing Process Model are used to guide nursing practice development in a variety of health care settings during a preceptorship assignment. At the end of the course, students will also be expected to complete the National Council on State Boards of Nursing Licensing Examination

(NCLEX) preparation classes and take an NCLEX-RN predictor test.

**■ NURSING ASSISTANT CERTIFIED (NAC)****NAC 101 (7) Nursing Assistant Theory**

Prereq: Reading placement test with a minimum of 85. Admission into NAC course. See Pre-Nursing Advisor for application.

Introduction to the role, scope and practice of the Nursing Assistant. Student will learn patient and resident rights, communication skills, infection control principles and safety principles. Concepts learned will be applied in the nursing lab.

**NAC 105 (3) Nursing Assistant Lab**

Prereq: Successful completion of NAC 101. Up-to-date immunizations. Successful completion of appropriate background check.

Concepts and principles learned in theory will be applied in the nursing skills lab. Important skills are communication, safe care and transferring, appropriate bathing, feeding and personal care of residents. Emphasis is on safety, risk and hazard reduction and resident-centered care.

**NAC 107 (2) Nursing Assistant Clinical**

Prereq: Successful completion of NAC 101 and NAC 105. Up-to-date immunizations; current American Heart Association Health-Care Provider CPR card.

Knowledge and skills learned in theory and lab are applied in the clinical area with patients and residents, primarily in long-term care facilities. In addition, important practices to be learned and applied are time management, prioritization in changing patient situations, team and interpersonal communication, and appropriate documentation.

**■ NUTRITION (NUTR)****NUTR& 101 (5) Nutrition • GER-NS**

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 and 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 by developing site-specific programs, policies and procedures.

**OSH 140 (3) Regulatory Environment**

Introduction to regulatory bodies and overview of Occupational 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, claims process, transfer, assumption, assessment of risk and lines of insurance.

**OSH 155 (2) Special Topics in OSH - I**

Topics covered will vary or rotate depending on current events and changes in the field of Occupational Safety and Health. Sample topics include: workplace violence, transportation safety, medical surveillance, health epidemics, agriculture safety, etc.

**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 media 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 and development of Emergency Action Plans, loss prevention, industrial security, history of terrorism and terrorist threats and 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 and airborne hazards; sampling techniques; how to identify and 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 and radiological toxicology, monitoring decontamination. Includes 40 hours of OSHA required safety training and certification for workers and supervisors. This hands-on course covers all regulations. Site simulations are conducted.

**OSH 255 (1-3) Special Topics in OSH II**

Topics covered will vary or rotate depending on current events and changes in the field of Occupational Safety and Health, sample topics include workplace violence, transportation safety, medical surveillance, health epidemics, agriculture safety, etc.

**OSH 291 (3) OSH Internship**

Prereq: Enrollment in the Occupational Safety and Health Program and instructor permission

Participants will obtain and participate in an occupational safety and health extramural work experience in their chosen area of interest.

**■ OCEANOGRAPHY (OCEA)****OCEA& 101 (5) Introduction to Oceanography • GER-NS**

Oceanography is the exploration and investigation of all aspects of the marine environment. Topics include the geology of the sea floor and coastlines, the dynamics of waves, currents, tides, diversity of life in the ocean, salinity and human impacts on the marine environment. Appropriate for non-science and science majors. Field trips required. Labs included.

**OCEA 170 (5) Marine Biology • GER-NS**

Prereq: BIOL& 160 or OCEA& 101 recommended

An introduction to the plant and animal life found in estuarine and marine ecosystems and environments. Topics include lifestyles, adaptation, habitats, diseases, effects of pollution, interrelationships and taxonomic identification of marine organisms. Field trip required. Labs included.

**■ PHILOSOPHY (PHIL)****PHIL& 101 (5) Introduction to Philosophy • GER-HM**

An introduction to the important problems and figures of philosophy. Students will examine concepts related to knowledge, reality and value. Questions posed may include: Do we have free will? What can we know? Is the mind distinct from the body?

**PHIL 110 (5) Introduction to Bioethics • GER-HM**

An introduction to the major ethical issues concerning genetics, biotechnology and modern medicine, including ethical issues surrounding stem cell research, human and animal cloning, genetically modified plants and gene therapy.

**PHIL& 115 (5) Critical Thinking • GER-HM (formerly PHIL 115)**

An informal, non-symbolic introduction to logic and critical thinking emphasizing real-life examples, natural language applications and the informal logical fallacies.

**PHIL& 120 (5) Symbolic Logic • GER-QS, NS (formerly PHIL& 106)**

Prereq: MATH 096 or equivalent with a 2.0 or higher or placement test score above MATH 096. College level reading and writing recommended

Introduction to modern symbolic logic emphasizing sentence logic with translation and proofs and quantificational logic with translation and proofs.

**PHIL 130 (2) Introduction to Systems Thinking**

First in a series of courses on systems thinking. The world contains a multitude of systems such as biological, educational, governmental, economic and cultural. Learn the fundamentals of these systems, their behaviors and impacts.

**PHIL 131 (3) Integrated Systems Thinking**

Prereq: PHIL 130

Integrated Systems Thinking examines a particular system, issue or ideological construct from a variety of disciplines. Key interdisciplinary fields include arts, humanities, math, sciences and social sciences.

**PHIL 150 (5) Introduction to Ethics • GER-HM**

An introduction to the study of morality. Helps students understand and analyze competing ethical claims based on happiness, duty, human nature and custom. Questions include: What makes right actions right? Why should I care about the welfare of others? Are morals a product of culture or could there be universal moral values?

**PHIL 210 (5) Philosophy of Western Religion • GER-HM**

An introduction to the central concepts, basic problems and classical arguments of ethical monotheism (Christianity, Judaism and Islam). Explores such issues as God, faith, reason, the problem of evil and the possibility of immorality and miracles.

**PHIL 220 (5) Introduction to Eastern Philosophy • GER-HM**

An introductory survey of the main philosophies in India, China and Japan. Helps students understand the philosophical similarities between these systems, especially as they relate to self, reality, value, knowledge and religion.

**PHIL 230 (5) Contemporary Moral Problems • GER-HM**

This course introduces students to the most urgent moral problems of our day. It will provide students with an introduction to ethical theories and their application to contemporary moral

problems. Topics covered may include just war, privacy rights, capital punishment, animal rights, cloning, environmental issues including sustainability, abortion and euthanasia.

**PHIL 238 (5) Philosophy of Human Rights • GER-HM**

Introduces students to the major issues concerning human rights. Are there human rights? Are human rights universal or are they culturally determined? Do future people have rights? Are minority rights exceptions to or different from human rights?

**■ PHYSICAL EDUCATION (PE)****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 121 (1) Spin**

Spin is a high energy stationary bike workout that enhances cardiovascular endurance and muscular strength. Participants select personal intensity levels during the workout through body position and bike tension. Class features include 45 minute cardio ride, including warm-up and cool-down, followed by stretching.

**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 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 are 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 129 (1) Cardio Pump**

Combines a high energy cardio workout with creative choreography using hand weights,

bands and floor work designed to enhance the muscular tone of all major muscle groups of the body 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, to build stamina important in performing everyday skills and activities, to lower fat percentage and to improve overall health.

#### **PE 139 (1) Yoga-Special Topics**

Yoga Special Topics is a diverse approach to the modern practice of Yoga with varying topics being introduced. It includes yoga, dance and yoga sculpt in practical workouts to reduce stress while improving strength and flexibility.

#### **PE 140 (2) Total Fitness**

Total Fitness is a current approach to establishing and promoting physical fitness for better health. Combination lecture and lab, stressing the importance of life-long fitness. Course will include individual assessment and self-evaluation, development of exercise prescription and implementation of program.

#### **PE 153 (1) Beginning Salsa**

Beginning Salsa dance skills designed to improve cardiovascular endurance, self-esteem, social confidence and motor skills.

#### **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**

An exercise practice that takes you through a series of poses in coordination with the breath designed to improve one's flexibility, balance, muscular strength and endurance as well as awareness of the mind and body connection.

#### **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**

Develop greater skills in all aspects of playing baseball, including strategy, fundamentals and improved fitness.

#### **PE 167 (1) Court Sports**

A fun introduction to volleyball, pickle ball and badminton.

#### **PE 168 (1) Indoor Soccer**

Indoor soccer skills.

#### **PE 169 (1) Volleyball**

A fun introduction to volleyball.

#### **PE 170 (1) Introduction to Weight Training**

An introduction to weight training to build muscular strength and endurance.

#### **PE 171 (1) Soccer**

An introduction to soccer skills utilizing both indoor and outdoor facilities.

#### **PE 175 (1) Mixed Martial Arts for Fitness**

An introduction to mixed martial arts for fitness focusing on the fundamentals of grappling, striking and submission skills.

#### **PE 185 (1) Naturally Fit**

A health and fitness class designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition by utilizing the "nature gym" afforded us in the outdoor environment. Students achieve this goal by utilizing the varied fitness resources available both in and around the natural environment of Pierce College and in the Health Education Center to become "Naturally Fit".

#### **PE 190-192 (1) Independent Fitness Activities**

An independent physical activity course for students who are unable to participate in physical education courses located at Pierce College. This course meets once every four weeks for a seminar to assess the student's progress in an "off-campus" physical activity course. The student must arrange and pay for the "off-campus" course, and have a certified instructor who supervises course activities. Students must attend all three seminars and complete the "off-campus" activities to be successful in PE 190-192.

#### **PE 225 (1) Intermediate Lifestyle Fitness**

An exercise class designed to build upon and further improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in the Health Education Center as well as walking, running, inline skating and cycling in and around the natural environment of Pierce College.

#### **PE 226 (1) Advanced Hard Core**

Prereq: PE 126 or instructor permission

This is an advanced core fitness workout using balance, coordination, stability and control. Stability balls, free weights, bands, Bosu and Pilates techniques are used.

#### **PE 231 (1) Intermediate Body Conditioning**

A self-paced and independent fitness program designed to build upon and improve fitness and health. This course is monitored during three class seminars designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition using both aerobic and anaerobic exercises.

#### **PE 232 (1) Intermediate Jogging-Walking**

Intermediate jogging-walking is a class designed to build upon and improve basic running and walking skills and further improve cardio-vascular endurance and to build stamina important in performing every day skills and activities, as well as lower fat percentage and improve overall health.

#### **PE 253 (1) Advanced Salsa**

Prereq: PE 153 or instructor permission

An Advanced Salsa course designed to introduce advanced level steps in salsa and further improve upon fundamental skills learned in Beginning Salsa.

#### **PE 259 (1) Intermediate Yoga-Pilates**

Intermediate Yoga-Pilates builds on the basic concepts of Yoga-Pilates in order to build upon the benefits of both yoga and Pilates in one workout to improve strength and flexibility and to help reduce stress.

#### **PE 268 (1) Intermediate Indoor Soccer**

A course designed to build upon and improve existing indoor soccer skills.

#### **PE 269 (1) Intermediate Volleyball**

A course designed to build upon and improve existing volleyball skills.

#### **PE 270 (1) Intermediate Weight Training**

A course designed to build upon and improve weight training skills to build muscular strength and endurance.

#### **PE 271 (1) Intermediate Soccer**

A course designed to build upon and improve existing outdoor soccer skills.

### ■ PHYSICAL SCIENCE (PS)

#### **PS 101 (5) Introduction to Physical Science • GER-NS**

Prereq: High School algebra or MATH 096 with grade of at least 2.0 or instructor permission

An introductory course for non-science majors covering the concepts of physics, chemistry, earth science and astronomy. Lab included.

### ■ PHYSICS (PHYS)

#### **PHYS& 110 (5) Physics for Non-Science Majors • GER-NS** (formerly PHYS& 100)

Prereq: High school algebra or MATH 096 with 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 (4) 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, unit conversions, solving linear, quadratic, systems of equations, exponential and logarithmic equations, solving inequalities, graphing, trigonometry, vectors and error analysis.

#### **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& 114 (5)  
General Physics I • GER-NS***(formerly PHYS& 121)*

Prereq: MATH&amp; 142 or PHYS 111 with a grade of 2.0 or better or instructor permission

The first quarter of a three-quarter algebra-based sequence in physics. The course covers topics in mechanics, including kinematics of motion, force, work, energy, momentum, kinematics and dynamics of rotation and static equilibrium. Lab included.

**PHYS&115 (5)  
General Physics II • GER-NS***(formerly PHYS& 122)*

Prereq: PHYS&amp; 114 with a grade of at least 2.0

The second quarter of a three-quarter sequence in algebra-based physics dealing with the topics of properties of solids, fluid mechanics, heat, thermodynamics, vibrations, waves, sound and optics. Lab included.

**PHYS&116 (5)  
General Physics III • GER-NS***(formerly PHYS& 123)*

Prereq: PHYS&amp; 114 with a grade of at least 2.0

The third quarter of a three-quarter sequence in algebra-based physics dealing with the topics of electric forces and fields, electric potential, capacitance, current, resistance, electrical power, direct current circuits, magnetism, electromagnetic induction and alternating current circuits. Lab included.

**PHYS& 221 (6) Engineering  
Physics I • GER-NS**

Prereq: High School physics or PHYS&amp; 114 with a grade of at least 2.0 and concurrent enrollment in or previous completion of MATH&amp; 152 or instructor permission

The first quarter of a three-quarter sequence in calculus-based physics for science and engineering students. The course covers topics in mechanics, including kinematics of motion, force, work, energy, momentum and kinematics and dynamics of rotation. Lab included.

**PHYS& 222 (6) Engineering  
Physics II • GER-NS**

Prereq: PHYS&amp; 221 and MATH&amp; 152 with grades of at least 2.0 in both

The second quarter of a three-quarter sequence in calculus-based physics for science and engineering students dealing with the topics of equilibrium of rigid bodies, properties of solids, gravity, fluid mechanics, heat, thermodynamics, waves, sound and light. Lab included.

**PHYS& 223 (6) Engineering  
Physics III • GER-NS**

Prereq: PHYS&amp; 221 and MATH&amp; 152 with grades of at least 2.0 in both

The third quarter of a three-quarter sequence in calculus based physics for science and engineering students dealing with the topics of electric fields, Gauss's Law, electric potential, capacitance, current, resistance, direct current circuits, magnetic fields, electromagnetic induction and alternating current circuits. Lab included.

**■ POLITICAL SCIENCE  
(POLS)****POLS& 101 (5) Introduction to  
Political Science • GER-SS**

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**

Prereq: ENGL&amp; 101 or BUS 105 with a 2.0 grade or better or instructor permission

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 multi-polar, 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 230 (5) State and Local  
Government • GER-SS**

This course looks at the different levels of government in the United States system, with emphasis on the state and local level, including their power, structure and how they interact.

The constitution and politics of the government in Washington state will receive particular attention.

**■ PSYCHOLOGY (PSYC)****PSYC& 100 (5) General  
Psychology • GER-SS**

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& 180 (5) Human  
Sexuality • GER-SS**

Human sexual behavior covering the psychological, biological and sociological aspects of human sexuality.

**PSYC 192 (3) Career  
Development: Theory and  
Application**

Rooted in psychological career development theories, students will study and apply theoretical approaches of self and career exploration. Additional application will include cognitive processes, adjustment theory and developmental factors that enable and affirm a decision-making process necessary to research, discern and identify career and/or vocational paths that are consistent with results. Career development theories will include personality, trait-factor, developmental and social-family of origin. Class includes administration and professional interpretation of APA endorsed personality, values and interest assessments.

**PSYC& 200 (5) Lifespan  
Psychology • GER-SS**

Prereq: PSYC&amp; 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, love and relationships, self-actualization and the application of psychological principles to problems met by normal people in everyday life.

**PSYC 210 (5) Social  
Psychology • GER-SS**

Prereq: PSYC&amp; 100

Social psychology surveys how people are affected by the world around them. Social influence includes obedience, conformity and sales and negotiation strategies. Social relations includes stereotyping, love and liking.

Social thinking includes identity, how we think about ourselves and how we explain the world.

**PSYC 215 (5) Group  
Experience**

Prereq: PSYC&amp; 100 or SSMH 100 or SSMH 170 or instructor permission

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. Active listening, group dynamics and group theory in psychology.

**PSYC& 220 (5) Abnormal  
Psychology • GER-SS**

Prereq: PSYC&amp; 100

A study of the history, etiology, diagnosis and treatment of abnormal behavior.

**PSYC 230 (5) Intro to  
Personality • GER-SS**

Prereq: PSYC&amp; 100

A survey of contemporary personality theory, assessment and change.

**■ READING (READ)****READ 055 (1-4) Reading  
Tactics**

Prereq: Compass placement

Designed to prepare students for college-level reading through vocabulary development, recognizing ideas both stated and implied, and other strategies for comprehension.

**READ 075 (1-5) Reading  
Tactics**

Prereq: Compass Test, completion of previous level with at least a 2.0 or instructor assessment

Reading tactics focus on improving and refining reading comprehension methods, expanding vocabulary and learning the skills necessary for success in college-level courses.

**READ 080 (5) Improving  
Reading Skills**

Prereq: COMPASS Placement or instructor permission.

Read and develop strategies for making meaning from various materials in academic and workplace environments, as well as read for personal enrichment.

**READ 090 (5) Advanced Read-  
ing Skills**

Prereq: COMPASS placement, completion of READ 080 with a 2.0 or better, instructor permission.

Transition to college-level reading through developing a variety of reading skills for academic and career purposes as well as personal enrichment.

**READ 101 (1-3) College Reading**

Prereq: Compass test, completion of READ 075 with a 2.0 or better or instructor permission

Designed to improve a student's critical reading skills, comprehension, vocabulary and speed needed for success in college courses, programs of study and the workplace.

**RUSSIAN (RUSS)****RUSS& 121 (5) Russian I • GER-HM**

The first quarter of a first-year sequential course to give the student the ability to speak, read, write and understand Russian.

**RUSS& 122 (5) Russian II • GER-HM**

Prereq: RUSS& 121 or 1 year high school Russian or instructor permission

Continuation of RUSS& 121 stressing speaking, reading, writing and understanding Russian.

**RUSS& 123 (5) Russian III • GER-HM**

Prereq: RUSS& 122 or 2 years high school Russian or instructor permission

The third quarter of a first year sequential course to give the student the ability to speak, read, write and understand the Russian language and culture.

**SOCIAL SERVICE/ MENTAL HEALTH (SSMH)****SSMH 100 (5) Introduction to Human Services**

A survey of social service field history, philosophy, theory and exploration of career paths, values, education and skills needed.

**SSMH 125 (4) Observation and Intervention Skills**

Behavioral observation and recording techniques, report formats, interview styles, basic behavior management and referral techniques.

**SSMH 170 (5) Mental Health Interviewing and Assessment**

Prereq: SSMH 100 or instructor permission; SSMH 215 recommended

Introduction to helping skills and interpersonal communication, specifically basic communications, interviewing and assessment skills, as used in community mental health settings.

**SSMH 185 (3) Identity and Values in the Family**

Exploration of the formation of identity, values and self-concept in a family context, including exploration of personal family history, cultural and attitudinal factors.

**SSMH 201 (5) Social Service-Mental Health Field Experience 1**

Prereq: Instructor permission and SSMH 100, 101, 170 or 215

A career-related work experience, under qualified supervision, introducing the student in application of professional and technical knowledge, values and skills as preparation for employment in the social service-mental health field. Completion of 120 hours of field work is required.

**SSMH 202 (5) Social Service-Mental Health Field Experience 2**

Prereq: Instructor permission and SSMH 100, 101, 170, or 215

A career-related work experience, under qualified supervision, introducing the student in application of professional and technical knowledge, values and skills as preparation for employment in the social service-mental health field. Completion of 120 hours of field work is required.

**SSMH 203 (5) Social Service-Mental Health Field Experience 3**

Prereq: Instructor permission and SSMH 100, 101, 170 or 215

A career-related work experience, under qualified supervision, introducing the student in application of professional and technical knowledge, values and skills as preparation for employment in the social service-mental health field. Completion of 120 hours of field work is required.

**SSMH 210 (3) Self-Care for Caregivers**

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 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**

An introduction to sociology, the study of society and human interaction. Includes, but is not limited to, the systematic, or scientific, study of social phenomena, developing one's "sociological imagination," and exploring human relationships within the context of today's rapidly changing world.

**SOC& 201 (5) Social Problems • GER-SS**

A critical exploration of social problems using key sociological perspectives and research strategies. Includes exploration of cross-cultural and historical dimensions. Also looks into the influence of societies on the creation of social problems as well as the effects of social problems on these same societies and their social institutions.

**SOC 211 (5) Family and Intimate Relationships • GER-SS**

A sociological exploration of family, marriage and intimate relationships. The family is explored as a social institution shaped by cultural and historical factors. Topics surveyed include attraction, dating, love, commitment choices, parenting, communication, conflict and divorce. Students will learn about diverse forms of modern families and research findings on how to enhance family relationships.

**SOC 212 (5) Death, Dying and Bereavement • GER-SS**

A sociological exploration of death, dying and bereavement. Includes, but is not limited to, the study of our "death system," practices of the funeral service industry; the role of the health care system; traumatic death; facing death; care of the dying; bereavement, grief, and mourning; legal and ethical issues; practical matters; and belief in life after life.

**SOC 220 (5) Gender Roles in Society • GER-SS**

A sociological exploration of sex and gender in contemporary society, including an examination of the influences of biology and socialization. Also includes an exploration of the influence of sex and gender on self-concept and social opportunities. Explores historical and cross-cultural dimensions. Examines the influence of gender identity and sexual orientation on the lived experience of individuals.

**SPANISH (SPAN)****SPAN& 121 (5) Spanish I • GER-HM**

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**

Prereq: SPAN& 121 grade of 2.0 or better, 1 year of high school 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**

Prereq: SPAN& 122 with a grade of 2.0 or better; or 2 years of high school Spanish plus placement in ENGL& 101; or instructor permission

A continuation of first-year Spanish stressing speaking, writing, reading and understanding Spanish.

**SPAN& 221 (5) Spanish IV • GER-HM**

Prereq: SPAN& 123 or 3 years of 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.

**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.

**VT 101 (2) Animal Nursing I Lecture**

Prereq: First-year standing in the Veterinary Technology program

Discussion of the handling and restraint of small animals in medical nursing. Clinical applications of veterinary nursing care. Discussion of the administration of medication as related to nursing care of the hospitalized animal.

**VT 102 (2) Animal Nursing I Lab**

Prereq: First year standing in the Veterinary Technology program

The handling and restraint of small animals in medical nursing. Administration of medication as related to nursing care of the hospitalized animal.



**VT 104 (5) Animal Nursing II**

Prereq: First-year standing in the Veterinary Technology 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 Veterinary Technology program

Basic care and treatment of exotic pet species with an overview of common medical problems and their management.

**VT 107 (2) Medical Dosage for Veterinary Technicians**

Prereq: First-year standing in the Veterinary Technology program

A course designed to help the Veterinary Technology student determine accurate veterinary medicine dosage calculations and conversions.

**VT 110-112 (1) Ward Care Laboratory I-III**

Prereq: First-year standing in the Veterinary Technology program

Practical experience in daily animal care for professional, stable and ward facilities. Procedures include cleaning and sanitizing of holding facilities, supplying proper nutrition, maintaining patient medical records and administering treatments.

**VT 123 (4) Large Animal Nursing**

Prereq: First-year standing in the Veterinary Technology program

Large animal husbandry techniques and procedures for basic restraint and treatment of horses and food animals.

**VT 125 (6) Animal Anatomy and Physiology I**

Prereq: First-year standing in the Veterinary Technology 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 the Veterinary Technology program

Continuation of VT 125 to study animal body structure and function by including additional major body systems.

**VT 150 (6) Clinical Microbiology and Public Health**

Prereq: First-year standing in the Veterinary Technology program

Veterinary Technology course that introduces the student to microorganisms of clinical importance in veterinary medicine. Emphasis will be placed on zoonoses and public health as it applies to veterinary medicine and the veterinary technician.

**VT 155 (2) Nutrition and Complementary Therapies**

Prereq: First-year standing in the Veterinary Technology program

Overview of small animal nutrition with emphasis placed on therapeutic diets, age-related dietary needs and sound nutritional recommendations. Survey of common complementary therapies used in veterinary medicine with emphasis placed on different cultures and traditions, discerning fact from fiction and the veterinary technician's role in complementary therapy practice.

**VT 160 (2) Applied Behavior Techniques I**

Prereq: First-year standing in the Veterinary Technology program

Introductory course in a series of three courses on canine and feline behavior. The student will work to socialize and train program dogs and cats while learning about common behavioral problems and solutions seen in the veterinary field.

**VT 161 (1) Applied Behavior Techniques II**

Prereq: First-year standing in the Veterinary Technology program

Continuing practical experience in canine and feline behavior. This is a second course in a three-course series. The student will apply techniques learned in VT 160 on topics such as common behavioral problems/solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

**VT 162 (1) Applied Behavior Techniques III**

Prereq: First-year standing in the Veterinary Technology program

Culminating course in practical experience in canine and feline behavior. This is the third course in a three-course series. The student will apply techniques learned in VT 160 and VT 161 on topics such as common behavioral problems and solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

**VT 166 (4) Hematology for Veterinary Technicians**

Prereq: First-year standing in the Veterinary Technology program

Study of blood formation, including recognition of normal and abnormal blood cells from domestic and exotic animals, and accurate performance of Complete Blood Counts (CBC).

**VT 215 (2) Animal Hospital Office Procedures**

Prereq: Second-year standing in the Veterinary Technology program

Veterinary Technology course offering a broad view of typical veterinary clinic office procedures.

Emphasis placed on the role of a veterinary technician in various professional settings.

**VT 222 (4) Hematology for Veterinary Technicians**

Prereq: Second-year standing in the Veterinary Technology 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 224 (2) Veterinary Clinical Laboratory Principles**

Prereq: Second-year standing in the Veterinary Technology program

Lecture course covering advanced laboratory principles and techniques in hematology, urinalysis, cytology, bacteriology and parasitology.

**VT 230 (4) Anesthesiology**

Prereq: Second-year standing in the Veterinary Technology program

Small animal anesthesia techniques focusing on agents, administration and management of the anesthetized patient.

**VT 233 (14) Veterinary Clinical Practice**

Prereq: Second-year standing in the Veterinary Technology program

Practical field experience with weekly seminar.

**VT 240 (3) Animal Diseases**

Prereq: Second-year standing in the Veterinary Technology program

Lecture course covering the fundamentals of animal disease, including etiology, nursing care and laboratory procedures which apply to the particular disease syndrome.

**VT 250 (3) Radiology for Veterinary Technicians**

Prereq: Second-year standing in the Veterinary Technology program

A course emphasizing radiography focusing on basic machine structure, fundamental radiographic techniques, correct animal patient restraint and handling and achievement of technical quality. Includes a discussion of small animal, large animal and exotic animal techniques, plus an overview of alternative imaging technologies.

**VT 251 (3) Pharmacology for Veterinary Technicians**

Prereq: Second-year standing in the Veterinary Technology program

Introduction to the pharmacology of commonly used drugs in veterinary medicine. Drugs are grouped by category based on their target organ systems. The indication, mechanism of action, pharmacokinetics and adverse effects of each drug are discussed.

**VT 260 (3) Emergency and Critical Care**

Prereq: Second-year standing in the Veterinary Technology program

Overview of common small animal emergencies and the role the veterinary technician plays in the management of these patients.

**VT 265 (6) Clinical Techniques Laboratory**

Prereq: Second-year standing in the Veterinary Technology program

Advanced laboratory principles and techniques for veterinary technicians.

**VT 266 (5) Veterinary Clinical Pathology and Parasitology**

Prereq: Second-year standing in the Veterinary Technology program

Clinical laboratory course covering the most common diagnostic laboratory tests conducted in veterinary hospitals. Procedures discussed include fecal examination, urinalysis, blood chemistry test, cytology, infectious disease test and necropsy. Common animal parasites and their life cycles are covered in detail.

# APPENDIX



Personnel

Glossary

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## Personnel

### ■ FULL-TIME FACULTY & ADMINISTRATION

#### AIGNER, SCOTT

Assistant Professor, Art; (PY); B.A., M.A., Eastern Illinois University; M.F.A. Ohio State University

#### ALLMENDINGER, NICHOLAS

Assistant Professor, Earth Science/Geography (FS); B.S., M.S., Ph.D., Geology, University of Delaware; B.A.; Geography, University of Delaware

#### ARNOLD, DENISE L.

Professor/Coordinator, Social Service/Mental Health (FS); B.A., University of Washington; MHR, University of Oklahoma; Ph.D., Gonzaga University

#### BAILLON, AMBER

Assistant Professor, College Success; B.A., St. Norbert College; M.S., Miami University

#### BAKER, DIANA R.

Manager, Workforce Job Connections; B.A., Pacific Lutheran University

#### BARIA, JOANN W.

Vice President for Workforce, Economic and Professional Development; B.S., M.S., University of North Texas

#### BASSETT, KATHY B.

Professor, Dental Hygiene (FS); B.S.D.H., Eastern Washington University; Graduate Certificate, City University; M.Ed., Lesley College; R.D.H.

#### BATH-BALOGH, MARY

Professor, Biological Sciences (FS); B.A., B.S., M.S., University of Washington

#### BEMIS, CHAD

Assistant Professor, Mathematics (FS); B.A., M.A. Mathematics, California State University Sacramento

#### BENEDETTI, BRIAN B.

Director, Marketing and Communications; B.A., Central Washington University; M.Ed., Lesley University

#### BENSON, KELLY K.

Dean, Student/Enrollment Services, Pierce College Military Program; BS, Central Washington University; MPA, Washington State University Vancouver

#### BERGSTROM, TEAH C.

Professor/Coordinator, Adult Basic Education (PY); B.A., Western Washington University; M.A., City University

#### BLOOMER, CIARAN P.

Professor/Coordinator, Computer Network Engineering (PY); B.S., M.S., London University; M.S., University of Manchester Institute of Science and Technology

#### BLUM, DALE E.

Professor, Biological and Health Science (PY); B.A., M.S., Ph.D., University of Washington

#### BRANSFORD, DEBORAH

Associate Professor, Faculty Counselor (FS); A.A. Edmonds Community College; B.A., M.A., University of Washington; M.S.C. Oklahoma State University; MHCL, LPC, NCC

#### BRAZELL, GREGORY C.

Director, Center for Engagement and Learning (CEAL); B.A., Central Washington University; M.A., Lesley University

#### BREWER, IRENE C.

Associate Professor/Coordinator, Reading/College Success (FS); B.A., Eastern Washington University; B.A., Western Washington University; M.Ed., Lesley University

#### BROOKS, EVELYN M.L.

Coordinator, PierceWorks!; B.S., Southern Illinois University; M.A., Chapman University

#### BROXSON, THOMAS A.

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#### BURGHAGEN, SABINE

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#### BRUNNEMER, KRISTIN C.

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#### BURKHOLDER, BRET G.

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#### BUSH, THOMAS A.

Professor, Earth Sciences (PY); B.S., University of Washington; M.S., Washington State University

#### CABLE, SUSAN A.

Director, Workforce Development (FS); A.A., Allan Hancock College; B.A., Chapman College

#### CALDWELL, LESLEY

Assistant Professor, Technical Services/Systems Librarian (FS); B.S., M.S., University of Texas

#### CAMPBELL, MATTHEW

Vice President, Learning and Student Success (PY); B.A. Political Science; University of Delaware, M.Ed., Educational Leadership and Policy Studies, University of Washington; Ed.D., Educational Leadership and Policy Studies, Temple University

#### CAMNER, SHARON M.

Professor, Mathematics (FS); B.S., University of Dayton; M.S., Ohio State University

#### CARLO, TERESA A.

Professor, Criminal Justice (FS); B.S., State University of New York College at Oswego; M.S., Eastern Kentucky University

#### CATES-CARNEY, JOSEPH

Associate Professor, Human Biology/Health Science (PY); B.A., Seattle University; B.S., N.D. Bastyr University

#### CAVALLUZZI, MARTY R.

President, Pierce College Puyallup; A.A., Orange Coast College; B.S., Fisheries, Humboldt State; M.A., Ph.D. Marine Science, The College of William and Mary University

#### CLAUSEN, EMMA L.

Assistant Professor, Library; B.A. University of Dubuque; M.S., University of Illinois at Urbana, Champaign

#### COLEMAN, LINDA E.

Associate Professor, Basic Skills (WSH); B.A., University of Maryland; M.Ed., Gallaudet University; Ed.D. Pepperdine University

#### CONTRIS, MARKIVA V.

Professor, Veterinary Technology (FS); Associate in Veterinary Technology, Pierce College; B.A., Western Washington University

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Director, Student Life (PY); A.A., Pierce College; B.A., University of Washington, Tacoma; M.Ed., Western Washington University

#### COX, CAMERON

Director, Student Life (FS); B.A., William Jessup University; M.A., Geneva College

#### CRERAR, LINDA G.

Director, Homeland Security/CE; B.A., Evergreen State College; M.ABS, Whitworth College

#### CROSWAITE, SANDRA J.

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#### DARCHER, MICHAEL J.

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#### DAUGHERTY, HENRY P.

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#### DEMING, ELS E. E.

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#### DURANO, RHONDA

Assistant Professor, Nursing (PY); A.A. Big Bend Community College; B.S.N., M.A., Nursing, University of Washington, Tacoma

#### EDWARDS, COURTNEY

Assistant Professor, English (PY); B.A., English, Appalachian State University; M.A., English (Rhetoric/Composition), Western Carolina University

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#### FRANKLAND, HEATHER

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#### GARCIA, ROSE A.

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#### GERHARDT, PAUL

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#### GILCHRIST, DEBRA L.

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#### GORSKI, HOLLY M.V.

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Director, WSH, Special Funded; B.A., North Park University; M.Ed., Lesley University

**MARTIN, BRIAN J.**

Professor/Coordinator, Digital Design (FS); B.A., M.S., Eastern Washington University

**MAULE, TIFFANIE**

Assistant Professor, Business Information Technology (PY); B.A., Interdisciplinary Child Development, Western Washington University

**MAY, RONALD H.**

Instructional Dean; B.S., M.S., University of Idaho

**MBUJA, ELYSIA**

Assistant Professor, Biology (FS); B.S., M.Ed., Arizona State University; M.S., University of Nebraska

**MCCLINTON, J. DUNCAN**

Professor, English (PY); A.A.S., Whatcom Community College; B.A., M.A., Central Washington University

**MCCOLLOU, THOMAS J.**

Professor, Mathematics (PY); B.A.Ed., M.A., Arizona State University

**MCGINNIS, RACHELLE L.**

CE Program Developer/Manager; B.A., Pacific Lutheran University; M.A., Chapman University

**MCPHEE, SUSAN J.**

Manager, Access and Disability Services (FS); A.A., Peninsula College; B.A., Western Washington University; M.A., Seattle University

**MESA, MICHAEL D.**

Manager, Access and Disability Services; B.A., University of Washington

**METZGER, FREDERICK G.**

Professor/Coordinator, Communication/Theatre/Film (FS); B.A., Marymount College; M.A., University of Northern Colorado

**MEULBLOK, MARY C.**

Manager, International Student Services (FS); B.A., Western Washington University

**MICHAEL, LESLIE**

Professor, English (FS); B.S., University of Wisconsin-Stout; M.A., Idaho State University

**MILLER, JEANETTE M.**

Manager, Basic Food and Employee Training; B.A., University of Washington, Tacoma

**MILLER-GALAZ, MICHELLE**

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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 Quarterly 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.

**eSchedule:** The web publication listing course offerings and registration information for a specific quarter, used in planning the courses you will take for that quarter.

**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 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 course; for instance, "GEOG 200."

**Course title:** The descriptive name of a specific course; for instance, the course title for GEOG 200 is "Human 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 a quarter hour.

**Credit by examination:** 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.

**E-schedule:** The Web publication listing course offerings and registration information for a specific quarter, used in planning the courses you will take for that quarter.

**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.

**Intercollege Relations Commission (ICRC):** A voluntary organization working to improve transfer among higher education institutions in the state of Washington.

**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 a 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.*

**Quarterly bulletin:** The publication mailed to all households in the Pierce College district each quarter announcing the beginning of class registration for the upcoming quarter and providing information on how to get started at Pierce and where to find information online. It also includes the latest news about the college.

**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 website.

**Technology degree:** Awarded for successful completion of a specified professional/technical program.

**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) and Associate of Science (AS)).

**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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The 2015-16 Catalog was produced by Pierce College District Marketing and Communication Department in collaboration with Instructional Services in July 2015.  
 The information in this catalog is effective as of Fall Quarter 2015

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