Professional/Technical Careers
University Transfer
Adult Education

possibilities realized.

Pierce College
Your Community College Serving Greater Pierce County
## Academic Calendars

### 2008-09

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Details</th>
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| **Fall Quarter** | Sept. 24 Instruction begins  
Oct. 31 All District Day*  
Nov. 11 Veterans Day*  
Nov. 26 RPD Day*  
Nov. 27-28 Thanksgiving Holiday**  
Dec. 9 Instruction ends  
Dec. 10-12 Final exams |
| **Winter Quarter** | Jan. 5 Instruction begins  
Jan. 19 Martin Luther King Day**  
Feb. 16 President’s Day**  
Mar. 17 Instruction ends  
Mar. 18-20 Final exams |
| **Spring Quarter** | Mar. 30 Instruction begins  
May 8 In-Service Day*  
May 25 Memorial Day**  
June 9 Instruction ends  
June 10-12 Final exams |
| **Summer Quarter** | June 22 Instruction begins  
July 3 Holiday**  
July 16 Instruction ends – Term 1  
July 20 Instruction begins – Term 2  
Aug. 13 Instruction ends |

### 2009-10

<table>
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<th>Quarter</th>
<th>Details</th>
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</table>
| **Fall Quarter** | Sept. 23 Instruction begins  
Oct. 30 All District Day*  
Nov. 11 Veterans Day*  
Nov. 25 RPD Day*  
Nov. 26-27 Thanksgiving Holiday**  
Dec. 8 Instruction ends  
Dec. 9-11 Final exams |
| **Winter Quarter** | Jan. 4 Instruction begins  
Jan. 18 Martin Luther King Day**  
Feb. 15 President’s Day**  
Mar. 16 Instruction ends  
Mar. 17-19 Final exams |
| **Spring Quarter** | Mar. 29 Instruction begins  
April 30 All District/In-Service Day*  
May 31 Memorial Day**  
June 8 Instruction ends  
June 9-11 Final exams |
| **Summer Quarter** | June 21 Instruction begins  
July 5 Holiday**  
July 6 No classes*  
July 15 Instruction ends – Term 1  
July 19 Instruction begins – Term 2  
Aug. 17 Instruction ends |

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

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

www.pierce.ctc.edu
possibilities realized.

Pierce College
Your Community College Serving Greater Pierce County
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. Upon request, this publication will be made available in alternate formats.
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**EFFECTIVE DATE OF CATALOG INFORMATION**
The information in this catalog is effective as of Fall Quarter 2008. Every effort is made to ensure the accuracy of the information at the time of publication. However, the college reserves the option to amend, revise or modify any provision of this catalog and to change, add or withdraw courses or programs without prior notification. Because of the possible necessity for changes, the provisions in this catalog should not be regarded as an irrevocable contract between the student and Pierce College.
Chancellor’s Message

The Colleges

Educational Choices

Educational Philosophy

Accreditation

Pierce College Foundation

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

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

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

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

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

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

The Colleges

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

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

PIERCE COLLEGE FORT STEILACOOM

At Pierce College Fort Steilacoom, learning takes place on a serene, 140-acre campus replete with its own lake, hiking trails and views of Mount Rainier. Unique educational facilities include an International House with global conferencing and digital design lab. The Olympic Building’s north wing houses state-of-the-art computer labs and is a wonderful place for students to study, reflect and socialize. The college is also home to the Milgard Child Development Center, where infants and children are nurtured in a compassionate, family-like atmosphere, and the Health Education Center, a fully-equipped recreation and fitness facility, and home to the Pierce College Raiders volleyball and basketball teams.

PIERCE COLLEGE PUYALLUP

Comprehensive programs are also available at Pierce College Puyallup, which occupies a beautifully wooded 85-acre site on Puyallup’s South Hill, commanding a spectacular view of Mount Rainier. The campus features a large, modern library and science building, state-of-the-art laboratories and spacious classrooms. Its College Center Building includes interior commons, dining area with cafeteria and coffee shop and high-tech computer labs. Also on campus is the Garnero Child Development Center, a family-centered facility aimed at developing whole-child health and wellness, and the new Health Education Center, a full-service fitness and recreation facility. Both colleges offer state-of-the-art childcare centers, as well as new health education centers housing educational and wellness programs and fitness and recreational space. At Fort Steilacoom, a new gymnasium allows Raiders Athletics the opportunity to host volleyball and basketball games.

PIERCE COLLEGE EXTENDED LEARNING

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

TOMORROW AND BEYOND

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

CASCADE CORE RENOVATION

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

RAINIER SCIENCE AND TECHNOLOGY BUILDING

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

ARTS AND ALLIED HEALTH BUILDING

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

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

University Transfer

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

UNIVERSITY TRANSFER DEGREES

• ASSOCIATE OF ARTS (AA-DTA)
A general liberal arts transfer degree. An AA — Option B is available for transfer to a specific school’s four-year program.

• ASSOCIATE OF SCIENCE (AS-T)
A degree for transfer to a four-year science program. Two options are available depending on your field of interest:
  • AS-T Track 1 for science pre-majors in biological and environmental resource sciences; geology and earth science; and chemistry.
  • AS-T Track 2 for science pre-majors in engineering, computer science, physics and atmospheric sciences.

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

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

Professional/Technical Degrees and Certificates

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

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

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

PROFESSIONAL/TECHNICAL OPTIONS

• ASSOCIATE IN TECHNOLOGY – SPECIFIC PROGRAM
For students completing one of Pierce College’s specific professional/technical programs. This degree denotes the program specialty. See the ACADEMIC INFORMATION section for specific program options.

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

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

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

Extended Learning Options

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

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

CONTINUING EDUCATION

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

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

A schedule of classes is published five times a year. If you would like to receive our bulletin, please call (253) 840-8452 or visit us online at www.pierce.ctc.edu/conted.
CUSTOMIZED CONTRACTED TRAINING
Throughout the year, continuing education provides specialized programs to area businesses, agencies and schools that have specific training needs for their employees. Training schedules are flexible, instructors are experts in their fields, and content is customized for individual companies. Cost is affordable, and there are state-funded grant programs available for qualifying organizations. Areas of training include team building, Lean quality systems, leadership/coaching skills, communication and language, health and safety, quality control, management and supervision, and customer sales and service. For more information about customized training options, call (253) 840-8451 or visit our business and industry Web site at www.pierce.ctc.edu/conted/business.

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

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

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

For details on how to get started as an international student at Pierce College, see “International Students” in the GETTING STARTED section of this catalog or visit www.pierce.ctc.edu/international.

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

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

Associate and certificate programs available include:

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

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

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

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

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

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

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

For more information on our military program, contact:
www.pierce.ctc.edu/military • 1-877-632-7698

Pierce College at Fort Lewis
E-mail: fllewiss@pierce.ctc.edu • (253) 964-6564/6567

Pierce College at McChord
E-mail: mchord@pierce.ctc.edu • (253) 964-6606/6709

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

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

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

WORKFORCE EDUCATION
Workforce Education supports the entry and re-entry of students and members of the Pierce County community into the workplace. We provide financial assistance to students through a variety of programs. We also develop and fund educational and training programs that meet the needs of local employers. Our programs bridge the skills gap, helping people to find fulfilling careers to support themselves and their families, and help build our local economy.

For more information, visit www.pierce.ctc.edu/workforce, call (253) 964-6645 or visit the advising center at Pierce College Fort Steilacoom. Below is a summary of our key programs:

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

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

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

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

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

SHORT-TERM TRAINING
Short-term training programs are offered at a variety of locations and are generally designed to be completed within ten to 16 weeks.

Contact our workforce advisors at (253) 964-6265 for information on any of the following short-term programs:

- **Corrections:** This 20-credit certificate program offered five times per year prepares students for correctional work at a federal, state, county, city or private facility. (253) 964-6407

- **Medical Services Representative:** This program provides industry-related employability skills, professional development, computer applications, basic skills and business and office communication skills to prepare students for entry-level employment. (253) 864-3256

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

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

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

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

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

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

WESTERN STATE HOSPITAL
Basic skills instruction is offered to patients on most wards at Western State Hospital. A patient who resides at the hospital may also take coursework towards completion of a high school diploma, prepare for the GED and/or take vocational courses. More information about this program may be obtained by contacting Deanne Gilmur at (253) 756-2767.

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

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

THE FIVE CORE ABILITIES

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

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

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

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

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

Accreditation

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

Pierce College Foundation

The Pierce College Foundation mission is to acquire private funding for the district, to provide enhancements to college programs, to improve access for students and to make the colleges to the community. The generosity of donors makes a difference every day in the lives of students throughout the Pierce College District. For more information about the Foundation, or to make a donation, please call (253) 864-3262 or visit the Foundation Web site at www.pierce.ctc.edu/foundation.
Admissions
Tuition & Fees
Financial Aid
Assessment
Advising
Registration
Student Orientation
Veterans Services
Admissions

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

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

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

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

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

REQUIREMENTS FOR NON-U.S. CITIZENS
If you are not a U.S. citizen, you must present your Permanent Resident card, I-94 or other immigration documentation when you plan to attend. (See "Transferring Credits to Pierce College," below.) Your transcripts from previous schools may be reviewed by your advisor during your advising session.

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

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

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

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

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

SUBMIT AN ADMISSIONS FORM:
1. Apply online on our Web site at www.pierce.ctc.edu, or fill out a paper Pierce College admissions form, available at either college, at high school counselors' offices, at many community service agencies and on our Web site.
2. Mail or bring the admissions form to the college where you plan to enroll for your first quarter of study. If using the online admissions option, submit your form to one Pierce College campus only to avoid processing difficulties and duplications. Please note: Because of special admission requirements, Web admissions forms are not accepted for international students or for the Dental Hygiene and Veterinary Technology programs.

Application forms for admission consideration into the Dental Hygiene and Veterinary Technology programs must be mailed to the admissions office at the Fort Steilacoom college. Applications for admission consideration into the Nursing program must be mailed to the nursing office at the Puyallup college.
3. If you have attended other colleges or universities and would like credits transferred to Pierce College, request that official transcripts be forwarded to the college you plan to attend. (See “Transferring Credits to Pierce College,” below.) After you submit the admissions form, a welcome packet will be sent to you when processing of forms begins for the quarter for which you are applying. The packet will include general college information as well as specific information about advising and registration.

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

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

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

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

1. Submit admissions form to the college you will be attending.
2. Contact your former school(s) and request that official transcripts be sent to the college you plan to attend (to the admissions office at Fort Steilacoom or the evaluations office at Puyallup). We accept hand-carried transcripts as long as they are sealed in official letterhead envelopes from the issuing institution. Copied or faxed transcripts cannot be accepted as official. Transcripts may also be sent electronically by the issuing institution.
3. Call the admissions office at Fort Steilacoom or the evaluations office at Puyallup to make sure your transcript(s) has arrived.
4. Once you have verified that your official transcripts are on file, you should complete a "Transfer Credit Evaluation Form” and...
return it to the evaluations office at Fort Steilacoom or Puyallup. Upon completion of this request, the evaluations office will evaluate your credits and mail the results to you. Students attending at the military extension sites should check with the appropriate site for their evaluation procedure (ftlewis@pierce.ctc.edu — (253) 964-6567 or mccord@pierce.ctc.edu — (253) 964-6606).

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

■ RUNNING START STUDENTS

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

1. Take the COMPASS or ASSET assessment to determine eligibility. Students must place into ENGL& 101 to take all courses with the exception of courses requiring college-level math placement. To take courses requiring college-level math placement, students must place into college-level math (MATH& 107, MATH& 141, MATH& 146, MATH 156) AND READ 101. Students may inquire about testing by calling testing centers at Fort Steilacoom (253) 964-6521 or Puyallup (253) 840-8343. Photo identification must be provided along with the testing fee. Students must provide their social security number or go to the admissions office to obtain an identification number prior to taking the COMPASS.

2. Have a cumulative high school GPA of 2.00 or higher.

3. Complete the required pre-enrollment paperwork with the high school counselor. The form must be completed by the student’s high school counselor and specify which classes the student needs to complete at Pierce College in order to fulfill high school graduation requirements (excluding home-schooled students).

4. Home-schooled students must complete annually a “Running Start Enrollment Request for Home-Based Instruction” form signed by a school district official. Pre-enrollment forms must be completed quarterly by parents.

5. Meet with an advisor. Call for an appointment or walk-in times for Fort Steilacoom (253) 964-6705 or Puyallup (253) 840-8431.

6. You must attend a mandatory Pierce College Running Start Orientation Session after you have registered for classes or you will be withdrawn from your classes.

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

■ INTERNATIONAL STUDENTS

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

There is no English language requirement to enter Pierce College’s Intensive English Program (IEP). Please see “International Education” in the PROGRAMS OF STUDY section for more information about the IEP. The English proficiency requirement for academic or professional/technical study at Pierce College can be met in one of three ways: 1) a minimum International TOEFL score of 500 (or 174 on the computer-based test) or 61 on the IBT; 2) a Pierce College Institutional TOEFL score of 500 or higher; or 3) successful completion of Pierce College’s Intensive English Program.

INTERNATIONAL STUDENTS APPLYING FROM OUTSIDE USA

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

1. A Pierce College International Student Application form.

2. International application fee of $30.

3. Proof of high school graduation or the equivalent and official transcripts from the most recent high school, English language center or college.

4. An original and current financial guarantee: bank documentation showing sufficient funds for the student’s financial support while at Pierce College.

5. For college program applicants, documentation of English proficiency as outlined above.

Mail all materials to:

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

Telephone: (253) 964-7327
Fax: (253) 964-6256
E-mail: international@pierce.ctc.edu
World Wide Web: www.pierce.ctc.edu/international

INTERNATIONAL TRANSFER STUDENTS ALREADY IN USA

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

DEADLINES/PROCEDURES — ALL INTERNATIONAL STUDENTS

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

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

HOST FAMILY PROGRAM

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

INSURANCE

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

IMPORTANT FINANCIAL NOTE

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

TUITION RATE†

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

**Fort Steilacoom Tuition Table**
( Includes Comprehensive, Technology and Building fees )

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<th>Total Credit Hours</th>
<th>WA State Resident</th>
<th>U.S./Immigrant Non-Resident</th>
<th>Other Non-Resident</th>
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**Puyallup Tuition Table**
( Includes Comprehensive, Technology and Building fees )

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<th>U.S./Immigrant Non-Resident</th>
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</table>

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

OTHER FEES

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 and transcripts. 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 multi-purpose student recreation center for students at Pierce College Fort Steilacoom and is refundable on the same basis as tuition.

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

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

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

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

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

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

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

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

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

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

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

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

RESIDENCY STATUS

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

Individuals who are not residents of Washington but are citizens of the United States or Permanent Residents are eligible to pay a discounted amount for tuition. Individuals qualified for the exemption should be submitted to the college to which you have applied:

Fort Steilacoom or the registration office at Puyallup. All information should be submitted to the college to which you have applied:

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

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

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

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

1) a. Resided in Washington state for the three years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school, or
   b. Completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma,

and

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

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

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

RESIDENCY/CITIZENSHIP STATUS CHANGES

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

Financial Aid

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

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

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

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

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

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

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

APPLYING FOR AID

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

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

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

GRANTS AND SCHOLARSHIPS
These funds do not have to be repaid unless you withdraw from school during an academic term.
- Federal Pell Grant: A federal grant providing a “floor” of financial aid to which other aid is added as needed.
- Federal Supplemental Educational Opportunity Grant (SEOG): An additional source of federal grant aid for eligible students.
- Washington State Need Grant (WSNG): Partial grant support for eligible Washington state residents.
- Washington State Tuition Waiver (TW): Tuition grants for a limited number of state residents.
- Scholarships: Some scholarships from outside donors are available through the Financial Aid Office, your academic department, and Pierce College Foundation.
- Opportunity Grant Scholarship supports certain professional/technical programs. Need-based.

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

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

SPECIAL FUNDING
Through the worker retraining/WorkFirst programs, financial assistance may be available if you are:
- receiving unemployment benefits, have received unemployment benefits in the past 24 months, or have exhausted your unemployment benefits.
- a working parent with a small household income or receiving DSHS/WorkFirst cash assistance.
- a homemaker who now needs to financially support yourself and your family.
Contact the workforce development director at (253) 964-6265 for information on special funding opportunities.

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

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

Advising

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

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

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

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

Registration

FS: (253) 964-6615
PY: (253) 840-8400

ONLINE REGISTRATION: www.pierce.ctc.edu/SOS

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

WEB (ONLINE) REGISTRATION
Pierce College’s Web Student Online Services (www.pierce.ctc.edu/SOS) allows students at Puyallup and Fort Steilacoom to register for classes, make class changes (add or drop), find out their grades, check their financial aid status and find out their registration times,
all by using a computer at home, work or on campus. If you have questions about the system, call the registration office at either college.

**LATE REGISTRATION**

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

**CONCURRENT REGISTRATION**

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

**REGISTRATION BLOCKS**

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

**CHANGING YOUR SCHEDULE AFTER REGISTRATION**

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

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

**OFFICIAL WITHDRAWAL FROM THE COLLEGE**

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

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

**ADMINISTRATIVE WITHDRAWAL**

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

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**Student Orientation**

**FS:** (253) 964-6705  
**PY:** (253) 840-8470

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

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**Veterans Services**

**FS:** (253) 964-6505  
**PY:** (253) 864-3292

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

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

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

**PAYMENT OF VA EDUCATIONAL BENEFITS**

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

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

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

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

**PAYMENT AT THE MILITARY SITES**

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

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

Common Course Numbering
Degree and Certificate Requirements
  University Transfer Degrees
  Professional/Technical Degrees and Certificates
Distance Learning
Earning Credits
Grading System and Standards
Graduation
Records/Transcripts
Standards, Academic
Student Rights and Responsibilities
Common Course Numbering (CCN)

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

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

FREQUENTLY ASKED QUESTIONS

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

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

I AM A NEW STUDENT WHO HAS NEVER TAKEN CLASSES AT PIERCE; DO I NEED TO USE THE COURSE CHANGE LIST AND CONTINUE READING?
Only if you have previously taken classes at another Washington State community or technical college or you are viewing any Pierce printed materials, such as curriculum sheets, catalog or degree info that may be dating prior to Summer 2008.

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

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

WHAT IF MY TRANSCRIPT SHOWS THE SAME COURSE NUMBER AND/OR TITLE HAVE CHANGED?
Pierce has created a master list of all courses that have changed — it’s called the Pierce College CCN Crosswalk. AA degree sheets and professional/technical curriculum will all be revised to match the new information listed here.

WHERE CAN I GET HELP OR ASK MORE QUESTIONS?
Please contact the advising center at your college, your faculty advisor, or you may go online to www.pierce.ctc.edu/go/ccn.
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## Common Course Numbering Crosswalk

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<td>SOC 225 DELETED-NO LONGER DUAL WITH PSYCH 225.</td>
<td></td>
</tr>
<tr>
<td>SPAN 101 SPANISH</td>
<td>SPAN 121 SPANISH</td>
</tr>
<tr>
<td>SPAN 102 SPANISH</td>
<td>SPAN 122 SPANISH</td>
</tr>
<tr>
<td>SPAN 103 SPANISH</td>
<td>SPAN 123 SPANISH</td>
</tr>
<tr>
<td>SPAN 201 INTERMEDIATE SPANISH I</td>
<td>SPAN 221 SPANISH</td>
</tr>
<tr>
<td>SPAN 202 INTERMEDIATE SPANISH II</td>
<td>SPAN 222 SPANISH</td>
</tr>
<tr>
<td>SPAN 203 INTERMEDIATE SPANISH III</td>
<td>SPAN 223 SPANISH</td>
</tr>
<tr>
<td>SPCH 100 SPEECH COMMUNICATION</td>
<td>CMST 101 INTRODUCTION TO COMMUNICATION</td>
</tr>
<tr>
<td>SPCH 110 PUBLIC SPEAKING</td>
<td>CMST 220 PUBLIC SPEAKING</td>
</tr>
<tr>
<td>SPCH 115 GROUP COMMUNICATION</td>
<td>CMST 230 SMALL GROUP COMMUNICATION</td>
</tr>
<tr>
<td>THTR 26 THEATRE</td>
<td>DRMA 101 INTRO TO THEATRE</td>
</tr>
<tr>
<td>THTR 150 INTRO THEATRE ARTS</td>
<td>DRMA &amp; 101 INTRO TO THEATRE</td>
</tr>
</tbody>
</table>
Degree and Certificate Requirements

GENERAL INFORMATION

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

COURSE NUMBER SYSTEM
001-099 Adult Basic Education (ABE), English as a Second Language (ESL), GED and high school completion.
042-099 Developmental or pre-college-level courses designed to help students succeed in subsequent college-level courses. These generally are not transferable credits and will not be used toward fulfilling degree/certificate requirements.
100-299 College-level courses applicable to associate degrees and certificates.

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

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

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

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

University Transfer Degrees

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

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

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

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

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

University Transfer Degrees at a Glance

<table>
<thead>
<tr>
<th>Degree</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Arts (AA-DTA)</td>
<td>- Minimum 90 earned credits (100 or above) for completion</td>
</tr>
<tr>
<td>Associate of Science (AS-T)</td>
<td>- AS-T Track 1 for science pre-majors (Biological, Chemistry, General Science, Mathematics and Physics)</td>
</tr>
<tr>
<td>Associate in Business (DTA/MRP)</td>
<td>- Minimum 25 of last 45 credits earned at Pierce College</td>
</tr>
<tr>
<td>Associate in Pre-Nursing (DTA/MRP)</td>
<td>- Minimum 25 of last 45 credits earned at Pierce College</td>
</tr>
<tr>
<td>Associate in Elementary Education (DTA/MRP)</td>
<td>- Minimum 25 of last 45 credits earned at Pierce College</td>
</tr>
<tr>
<td>Associate degrees in secondary education</td>
<td>(Biology, Chemistry, General Science, Mathematics and Physics)</td>
</tr>
</tbody>
</table>

DTA = Direct Transfer Agreement / MRP = Major Related Programs
CORE REQUIREMENTS
Courses should be selected from the Approved Core Requirements (GER) list below. A minimum of 60 credits must be earned, distributed as follows:

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION SKILLS (10 credit minimum)</td>
<td></td>
</tr>
<tr>
<td>BUS 250 Business Communications</td>
<td>5</td>
</tr>
<tr>
<td>* ENGL 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103 Composition – Argumentation &amp; Research</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 107 Composition – Writing About Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 235 Technical Writing</td>
<td>5</td>
</tr>
<tr>
<td>JOURN 102 Intro to Newswriting</td>
<td>5</td>
</tr>
<tr>
<td>QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 credit minimum)</td>
<td></td>
</tr>
<tr>
<td>Students must meet math prerequisite before enrolling in courses; see course descriptions or quarterly schedule for details.</td>
<td></td>
</tr>
<tr>
<td>ANTH&amp; 204 Archaeology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 139 General Chemistry Preparation</td>
<td>5</td>
</tr>
<tr>
<td>CS 131 Computer Science I = C++</td>
<td>5</td>
</tr>
<tr>
<td>CS 141 Computer Science I – Java</td>
<td>5</td>
</tr>
<tr>
<td>CS 202 Computer Science II</td>
<td>5</td>
</tr>
<tr>
<td>ECON &amp; 201 Micro Economics</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 107 Math in Society</td>
<td>5</td>
</tr>
<tr>
<td>MATH 114 Applied Algebra, Geometry &amp; Trigonometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 141 Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 142 Precalculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 146 Intro to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 148 Business Calculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 151 Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 152 Calculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 153 Calculus III</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 156 Finite Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>* MATH 170 Structure of Elementary Math 1: Number Systems</td>
<td>5</td>
</tr>
<tr>
<td>* MATH 171 Structure of Elementary Math 2: Geometry</td>
<td>5</td>
</tr>
<tr>
<td>* MATH 172 Structure of Elem. Math 3: Statistics and Probability</td>
<td>5</td>
</tr>
<tr>
<td>MATH 205 Linear Algebra</td>
<td>5</td>
</tr>
<tr>
<td>MATH 210 Discrete Math</td>
<td>5</td>
</tr>
<tr>
<td>MATH 238 Differential Equations</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 106 Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>* = for Education majors</td>
<td></td>
</tr>
</tbody>
</table>

HUMANITIES (15 credit minimum)
- Select from at least two disciplines.
- No more than five credits from Performance/Skills courses.
- For designated Performance/Skills courses, see the end of the Humanities listing.
- No more than 10 credits (a maximum of 5 credits in a 100 level course and maximum of 5 credits in a 200 level course) are allowed in world (foreign) language to satisfy the Humanities requirement.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART &amp; 100 Art Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>ART 105 Intro to Art</td>
<td>5</td>
</tr>
<tr>
<td>ART 145 History of Art (Contemporary)</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 101 Intro to Communications</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 102 Intro to Mass Media</td>
<td>5</td>
</tr>
<tr>
<td>CMST 105 Intercultural Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST 210 New Media Presentation</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 220 Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 230 Small Group Communication</td>
<td>5</td>
</tr>
<tr>
<td>DRMA &amp; 101 Intro to Theatre</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 160 Intro to Film and Video</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 111 Intro to Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 112 Intro to Fiction</td>
<td>5</td>
</tr>
<tr>
<td>ENGL &amp; 113 Intro to Poetry</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 114 Intro to Dramatic Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 140 English Grammar</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 204 The Bible as Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 205 Intro to Mythology</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 210 Intro to American Literature</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 220 Intro to Shakespeare</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 226-228 British Literature I-III</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 236-238 Creative Writing I-III</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 239 World Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 240 Intro to Linguistics</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 244-246 American Literature I-III</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 249 Creative Writing: Special Projects</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 264 Literature of U.S. Slavery/Abolition</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 265 American Literature-Humor/Satire</td>
<td>5</td>
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<tr>
<td>ENGL 266 Women Writers-International Mosaic</td>
<td>5</td>
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Foreign Languages — See World Languages.

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>HUM &amp; 101 Intro to Humanities</td>
<td>5</td>
</tr>
<tr>
<td>HUM 105 Black Thought and Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM 106 Ethnic Thought and Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM 107 Latin American Thought and Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM&amp; 116-118 Humanities I-III</td>
<td>5</td>
</tr>
<tr>
<td>HUM 120 Intro to Folklore</td>
<td>5</td>
</tr>
<tr>
<td>HUM 210 Great Directors and Auteurs</td>
<td>5</td>
</tr>
<tr>
<td>HUM 215 World Cinema</td>
<td>5</td>
</tr>
<tr>
<td>HUM 240 World Religions</td>
<td>5</td>
</tr>
<tr>
<td>JOURN 103 Intro to Feature Writing</td>
<td>5</td>
</tr>
<tr>
<td>JOURN 125 The Documentary: A Social Force</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 100 Intro to Rock and Roll</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 102 American Popular Music</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 103 Intro to Jazz</td>
<td>5</td>
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<tr>
<td>MUSC &amp; 105 Music Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>MUSC &amp; 141-143 Music Theory I-III</td>
<td>5</td>
</tr>
<tr>
<td>MUSC &amp; 241-243 Music Theory IV-VI</td>
<td>5</td>
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<tr>
<td>PHIL &amp; 101 Intro to Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 110 Intro to Bioethics</td>
<td>5</td>
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<tr>
<td>PHIL 115 Intro to Critical Thinking</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 150 Ethics in Business</td>
<td>5</td>
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<tr>
<td>PHIL 155 Ethics in Business</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 210 Philosophy of Western Religion</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 230 Contemporary Moral Problems</td>
<td>5</td>
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World Languages (formerly FOREIGN LANGUAGE)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ASL &amp; 121-123 American Sign Language I-III</td>
<td>5</td>
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<tr>
<td>ASL &amp; 221 American Sign Language IV</td>
<td>5</td>
</tr>
<tr>
<td>CHIN &amp; 121-123 Chinese I-III</td>
<td>5</td>
</tr>
<tr>
<td>FREN &amp; 121-123 French I-III</td>
<td>5</td>
</tr>
<tr>
<td>FREN &amp; 221-223 French IV-VI</td>
<td>5</td>
</tr>
<tr>
<td>GERMAN &amp; 121-123 German I-III</td>
<td>5</td>
</tr>
<tr>
<td>GERMAN &amp; 221-223 German IV-VI</td>
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<tr>
<td>JAPANESE 121-123 Japanese I-III</td>
<td>5</td>
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<tr>
<td>KOREAN 121-123 Korean I-III</td>
<td>5</td>
</tr>
<tr>
<td>KOREAN &amp; 221-223 Korean IV-VI</td>
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<tr>
<td>RUSSIAN 121-123 Russian I-III</td>
<td>5</td>
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<tr>
<td>RUSSIAN &amp; 221-223 Russian IV-VI</td>
<td>5</td>
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<tr>
<td>SPANISH 121-123 Spanish I-III</td>
<td>5</td>
</tr>
<tr>
<td>SPANISH &amp; 221-223 Spanish IV-VI</td>
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</table>

Humanities Performance/Skills (5 credit maximum)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 101-103 Design</td>
<td>5</td>
</tr>
<tr>
<td>ART 107-109 Photography</td>
<td>5</td>
</tr>
<tr>
<td>ART 111-113 Drawing</td>
<td>5</td>
</tr>
<tr>
<td>ART 190-192 Photography Workshop</td>
<td>5</td>
</tr>
<tr>
<td>ART 201-203 Painting</td>
<td>5</td>
</tr>
<tr>
<td>ART 204 Watercolor, Beginning</td>
<td>5</td>
</tr>
<tr>
<td>ART 275-277 Painting Workshop</td>
<td>5</td>
</tr>
<tr>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------</td>
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</tr>
<tr>
<td>DRMA 170-172 Technical Film and Theatre</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 260-262 Acting for Stage and Digital Film</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 280-285 Production Practicum</td>
<td>1-3</td>
</tr>
<tr>
<td>MUSC 126-127 Class Guitar</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 140, 240 College Choir</td>
<td>1-2</td>
</tr>
<tr>
<td>MUSC 144, 244 Concert Choir</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 145, 245 Jazz Choir</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 146, 246 Vocal Jazz Lab</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 150, 250 College Band</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 154, 254 College Orchestra</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 157, 257 Jazz Band</td>
<td>1-2</td>
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<tr>
<td>MUSC 160-169, 260-269 Private Instruction</td>
<td>0.5</td>
</tr>
<tr>
<td>MUSC 170-173, 270-273 Ensemble (Instrumental)</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 174, 274 Vocal Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 181 Beginning Class Piano</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 182 Intermediate Class Piano</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 183 Advanced Class Piano</td>
<td>1</td>
</tr>
<tr>
<td><strong>SOCIOL SCIENCES (15 credit minimum)</strong> Select from at least two disciplines.</td>
<td></td>
</tr>
<tr>
<td>ANTH&amp; 100 Survey of Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 104 World Prehistory</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 106 American Mosaic</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 107 Archaeology of Ancient Civilizations</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 108 Fundamentals of Archaeology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH 201 Prehistoric Mesoamerica</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 204 Biological Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 210 Indians of North America</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 216 Northwest Coast Indians</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 101 Intro to Business</td>
<td>5</td>
</tr>
<tr>
<td>BUS&amp; 201 Business Law</td>
<td>5</td>
</tr>
<tr>
<td>CJ 112 Criminal Justice in America</td>
<td>5</td>
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<tr>
<td>CJ 120 Constitutional Rights</td>
<td>5</td>
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<tr>
<td>CJ 140 Corrections in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 200 Crime and Justice in America: Issues</td>
<td>5</td>
</tr>
<tr>
<td>CJ 202 Concepts of Criminal Law</td>
<td>5</td>
</tr>
<tr>
<td>CJ 215 Drugs and Society</td>
<td>5</td>
</tr>
<tr>
<td>ECE 111 Intro to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECON 110 Survey of Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 201 Micro Economics</td>
<td>5</td>
</tr>
<tr>
<td>ECON&amp; 202 Macro Economics</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 100 Intro to Geography</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 105 Europe, The Americas, Australia/New Zealand</td>
<td>5</td>
</tr>
<tr>
<td>GEOG 160 Africa, Middle East and Asia</td>
<td>5</td>
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<tr>
<td>GEOG 200 Cultural Geography</td>
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<tr>
<td>GEOG 205 Intro to the Physical Environment</td>
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<td>GEOG 207 Economic Geography</td>
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<tr>
<td>HIST&amp; 126-128 World Civilizations I-III</td>
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<tr>
<td>HIST&amp; 156-159 History of US I-IV</td>
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<tr>
<td>HIST 168 Vietnam War as History</td>
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<tr>
<td>HIST&amp; 214 Pacific NW History</td>
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<tr>
<td>HIST 230 Concise History of Science &amp; Technology</td>
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<tr>
<td>HIST 260 History of Russia and Soviet Union</td>
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<td>HIST 270 Intro to the Far East</td>
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<tr>
<td>HIST 272 Survey of Middle East History</td>
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<td>HIST 277 The Cold War</td>
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<td>HIST 280 Intro to Chinese Civilization</td>
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<td>HIST 284 Intro to the Balkans</td>
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<td>INTS 107 Intro to International Studies</td>
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<td>INTS 140 Contemporary Issues in International Studies</td>
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<td>POLS&amp; 101 Intro Political Science</td>
<td>5</td>
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<tr>
<td>POLS&amp; 200 Introduction to Law</td>
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<td>POLS&amp; 202 American Government</td>
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<td>POLS&amp; 203 International Relations</td>
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<tr>
<td>POLS 208 U.S. Campaigns and Elections</td>
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<td>POLS 210 U.S. Federal Indian Policy</td>
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<td>PSYC&amp; 100 General Psychology</td>
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<td>PSYC&amp; 180 Human Sexuality</td>
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<td>PSYC&amp; 200 Lifespan Psychology</td>
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<td>PSYC 201 Psychology of Personal Growth</td>
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<td>PSYC 210 Social Psychology</td>
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<td>PSYC&amp; 220 Abnormal Psychology</td>
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<tr>
<td>PSYC 240 Introduction to Personality</td>
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<tr>
<td>SOC&amp; 101 Intro to Sociology</td>
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<tr>
<td>SOC&amp; 201 Social Problems</td>
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**NATURAL SCIENCES (15 credit minimum)** Choose at least one laboratory science – indicated by an L – and from two different disciplines.

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ANTH&amp; 205 Biological Anthropology</td>
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<td>ANTH&amp; 236 Forensic Anthropology</td>
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<td>ASTR&amp; 100 Survey of Astronomy</td>
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<td>ASTR&amp; 201 Intro to Astronomy</td>
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<td>ASTR 105 Survey of Astrophysics</td>
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<tr>
<td>ASTR&amp; 110 The Solar System</td>
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<tr>
<td>ASTR&amp; 115 Stars, Galaxies and Cosmos</td>
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<tr>
<td>ATMOS&amp; 101 Intro to Weather</td>
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<tr>
<td>BIOL&amp; 100 Survey of Biology</td>
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<td>BIOL 118 Human Anatomy and Phys for Non-Sci Majors</td>
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<td>BIOL 120 Human Anat and Phys w/lab for Non-Sci Majors</td>
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<td>BIOL&amp; 160 General Biology w/lab</td>
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<td>BIOL&amp; 212 Majors Animal</td>
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<td>BIOL&amp; 213 Majors Plant</td>
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<td>BIOL&amp; 242 Human Anatomy and Physiology 2</td>
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<td>BIOL&amp; 260 Microbiology</td>
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<td>CHEM&amp; 110 Chemical Concepts w/lab</td>
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<td>CHEM&amp; 121 Intro to Chemistry</td>
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<tr>
<td>CHEM&amp; 131 Intro to Organic/Biochemistry</td>
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<td>CHEM 139 General Chemistry Prep</td>
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<td>CHEM&amp; 161-163 General Chemistry w/lab I-III</td>
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<tr>
<td>CHEM&amp; 261-263 Organic Chemistry w/lab I-III</td>
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<td>CS 131 Computer Science I-C++</td>
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<td>CS 211 Computer Science I-Java</td>
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<td>CS 202 Computer Science II</td>
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<td>ENGR 101 Intro to Engineering</td>
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<td>ENVS&amp; 100 Survey of Environmental Science</td>
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<td>ENVS 140 Western Water Problems</td>
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<td>GEOG&amp; 103 Historical Geography</td>
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<td>GEOG 105 Earth Systems Science</td>
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<td>GEOG&amp; 110 Environmental Geology</td>
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<td>GEOG&amp; 208 Geology of Pacific NW</td>
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<td>GEOG 220 Earth Resources and the Environment</td>
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<td>HSCI 151 Personal &amp; Community Health</td>
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<td>HSCI 150 Human Stress — its Nature and control</td>
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<td>MATH&amp; 107 Intro to Math</td>
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<td>MATH&amp; 108 Math in Society</td>
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<td>MATH&amp; 142 Precalculus II</td>
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<td>MATH&amp; 146 Intro to Statistics</td>
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<td>MATH 148 Business Calculus</td>
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<td>MATH 151 Calculus I</td>
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<td>MATH 156 Finite Mathematics</td>
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<td>MATH 205 Linear Algebra</td>
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<td>MATH 210 Discrete Mathematics</td>
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<td>MATH 224 Multivariate Calculus</td>
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<td>MATH 238 Differential Equations</td>
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<tr>
<td>NSCI 150 Nature</td>
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<tr>
<td>NSCI 160 Environmental Biology</td>
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<td>NUTR 101 Nutrition</td>
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<td>OCEA&amp; 101 Intro to Oceanography</td>
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<td>OCEA&amp; 170 Marine Biology</td>
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<td>PHIL&amp; 106 Intro to Logic</td>
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<td>PHYS&amp; 100 Physics Non-Sci Majors</td>
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<tr>
<td>PHYS&amp; 121-123 General Physics I-II</td>
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<tr>
<td>PHYS&amp; 211-223 General Physics I-III</td>
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<tr>
<td>PS 101 Intro to Physical Science</td>
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</table>
GENERAL TRANSFERABLE ELECTIVES (GTE)
A minimum of 15 credits must be earned from Pierce College's approved General Transferable Elective (GTE) list. Courses taken for a Pass/No Pass grade, Independent Study and cooperative work experience/work-based learning courses do not apply to the GTE area.

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

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

AND/OR

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

GTE Approved Courses by Department
ACCOUNTING: All except 175 and 287
ALCOHOLISM & DRUG ABUSE (HSSA): All except 101, 120, 140, 170
ANTHROPOLOGY: All except 280-282
ART: All except those listed as performance/skills courses
ASTRONOMY: All
ATMOSPHERIC SCIENCE: All
BIOLOGY: All except 175
BUSINESS: All except 103, 107, 125, 135, 279
BUSINESS MANAGEMENT: All
BUSINESS INFORMATION TECHNOLOGY: All except 104, 111-113, 120, 135, 145, 241, 253
CHEMISTRY: All except 119
COMMUNICATION STUDIES: All
COMPUTER INFO SYSTEMS: All except 103
CRIMINAL JUSTICE: All
DIGITAL DESIGN: All
DRAMA: All except those listed as performance/skills courses
EARLY CHILDHOOD EDUCATION: All except 111, 202, 210, 212, 213
ECONOMICS: All
EDUCATION: All except 115, 202 and 204
ENGINEERING: All
ENGLISH: All except 104, 105, 115, 125
ENVIRONMENTAL SCIENCE: All
FASHION MERCHANDISING: All
FOREIGN LANGUAGE – See WORLD LANGUAGES
GEOGRAPHY: All
GEOLOGY: All
HEALTH SCIENCE: All except 119, 140, 151, 200, 210
HISTORY: All
HUMANITIES: All
INTERDISCIPLINARY STUDIES: All except 115
JOURNALISM: All except 110, 111, 112, 211, 212
MATHEMATICS: All
MILITARY SCIENCE: All except those listed as performance/skills courses
MUSIC: All except 107, 108, 109 and those listed as performance/skills courses
NATURAL SCIENCE: All
NUTRITION: All
OCEANOGRAPHY: All
PARALEGAL STUDIES (LEGAL): All except 280-282
PHILOSOPHY: All
PHYSICAL SCIENCE: All
PHYSICS: All
POLITICAL SCIENCE: All
PSYCHOLOGY: All except 102, 105-108, 119, 140
SOCIAL SERVICE/MENTAL HEALTH: All except 100, 170, 215
SOCIOLOGY: All except those listed as performance/skills courses
SPEECH: All except those listed as performance/skills courses
THEATRE: All except 280-282
WORLD LANGUAGES (formerly FOREIGN LANGUAGE): All except ASL 111, 112, JAPN 130, JAPN 135 and SPAN 100

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

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

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

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

AA-DTA DEGREES IN SPECIFIC FIELDS
In addition to our general AA-DTA degree, we also offer transfer degrees in specific areas. These areas include Business, Pre-Nursing, and Education (Elementary, General Science, Math, Chemistry, Biology and Physics). More information on these degrees and their respective requirements can be found in the PROGRAMS OF STUDY section of this catalog.
ASSOCIATE OF SCIENCE (AS-T)
The Associate of Science degree (AS-T) is designed for students who plan to transfer to science programs at four-year institutions after completing the first two years of study at Pierce. The degree enables students to fulfill the undergraduate general education requirements of most four-year science degree programs. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

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

ASSOCIATE OF SCIENCE (AS-T) DEGREE TRACK #1
For Science Pre-Majors in Biological Sciences, Chemistry, Environmental/Resource Sciences, Geology and Earth Science

GENERAL REQUIREMENTS
1. Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AS-T degree.
2. Minimum of 25 of last 45 credits must be earned at Pierce.
3. Cumulative college-level grade point average (GPA) of 2.0 or higher is required.
4. 1.5 grade (C-) or higher is required for all coursework unless otherwise stated. Coursework with a grade of 0.7 through 1.4 (D’s) may be used for general elective credit only.
5. Pass (P) grades may be used only for general elective credits.
6. Independent Study may be used only for General Elective credits.
7. Once a course has been successfully completed, credits earned may be used only once, even if that course is listed in more than one category.

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

SCIENCE PRE-MAJOR REQUIREMENTS (minimum 35 credits required)
A. Chemistry sequence: (15 credits required)
   CHEM& 161-163: General Chemistry w/lab I-III
B. Third quarter calculus or approved statistics course: (5 credits required) Choose one:
   MATH& 153: calculus iii
   MATH& 146: intro to Statistics
   MATH& 152: Calculus III
C. Biology OR Physics sequence (15 credits required) Choose one of the following sequences. Students should check with the receiving institution to determine which sequence is appropriate.
   Some baccalaureate institutions require physics with calculus.
   BIOL& 211-213: Majors: Cellular/Animal/Plant OR
   PHYS& 121-123: General Physics I-II OR
   PHYS& 221-223: Engineering Physics I-II

ADDITIONAL SCIENCE REQUIREMENTS (10-15 credits required)
Courses chosen in physics, geology, organic chemistry, biology or mathematics consisting of courses normally taken for science majors (not for general education), preferably in a two- or three-quarter sequence, chosen with the help of an advisor. (Note: Biology majors should select organic chemistry or physics for this requirement.)

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

GENERAL REQUIRED COURSES (30 credits)
Same as for AS-T Track 2. See list, next page.

GENERAL ELECTIVES (10-15 credits required)
College-level courses numbered 100 and above. Remaining credits may include prerequisites for pre-major courses (e.g., pre-calculus), meet additional pre-major coursework, or satisfy specific general education or other university requirements. A maximum of 5 PE activity credits can be applied to this degree.

TOTAL CREDITS 90

ASSOCIATE OF SCIENCE (AS-T) DEGREE TRACK #2
For Science Pre-Majors in Engineering, Computer Science, Physics and Atmospheric Sciences

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

SCIENCE PRE-MAJOR REQUIREMENTS (minimum 30 credits required)
A. Required of all students:
   CHEM& 161: General Chemistry w/lab I (5 credits required)
B. Third quarter calculus or approved statistics course: (5 credits required) Choose one:
   MATH& 146: intro to Statistics
   MATH& 153: Calculus III
C. Physics sequence (15 credits required)
   PHYS& 221: Engineering Physics I
   PHYS& 222: Engineering Physics II
   PHYS& 223: Engineering Physics III
D. Computer Programming (5 credits required)
   Programming language chosen with the help of an advisor based on the requirements of the specific discipline at the baccalaureate institution the student plans to attend. ENGR 142 (Computer Programming C++ for Engineers) is recommended for engineering majors.

ADDITIONAL SCIENCE REQUIREMENTS (15 credits required)
Courses must be selected from the list of courses below. Note: A two- or three-quarter sequence is recommended to be chosen with the help of an advisor.

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

GENERAL REQUIRED COURSES (30 credits)
Same as for AS-T Track 1. See list, next page.

GENERAL ELECTIVES (15 credits required)
Minimum of 10 credits that satisfy Pierce’s AA Core requirements, i.e., GER-NS, GER-HM, GER-SS, GER-CM or GER-QS. See Associate of Arts (AA-DTA) section for specific classes. Maximum of five credits of any college-level course numbered 100 or higher. Physical education activity credits may be used only in this area.

TOTAL CREDITS 90
GENERAL REQUIRED COURSES FOR AS-T TRACKS 1 AND 2 (30 credits)

- **Communications:** 5 credit minimum. Minimum 5 quarter credits in college-level composition course required:
  - ENGL 101: English Composition I

- **Mathematics:** 10 credit minimum. Two courses required at or above introductory calculus level.
  - MATH& 151/152: Calculus I and II

- **Humanities and Social Sciences:** 15 credit minimum. **Courses listed in more than one category may be used only once. A maximum of 5 credits under the Humanities/Performance/Skills area may be used.**
  - Humanities: 5 credits minimum
  - Social Science: 5 credits minimum
  - Humanities OR Social Science: 5 credits minimum

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<td>ART 105</td>
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<td>ART 145</td>
<td>History of Art (Contemporary)</td>
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<td>Intercultural Communication</td>
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<td>New Media Presentation</td>
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**Foreign Languages — See World Languages.**

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<td>HUM&amp; 101</td>
<td>Intro to Humanities</td>
<td>5</td>
</tr>
<tr>
<td>HUM 105</td>
<td>Black Thought and Culture</td>
<td>5</td>
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<tr>
<td>HUM 106</td>
<td>Ethnic Thought and Culture</td>
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<tr>
<td>HUM 107</td>
<td>Latin American Thought and Culture</td>
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<tr>
<td>HUM&amp;116-118</td>
<td>Humanities I-III</td>
<td>5</td>
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<tr>
<td>HUM 120</td>
<td>Intro to Folklore</td>
<td>5</td>
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<tr>
<td>HUM 204</td>
<td>American Popular Culture</td>
<td>5</td>
</tr>
<tr>
<td>HUM 210</td>
<td>American Cinema and Society</td>
<td>5</td>
</tr>
<tr>
<td>HUM 212</td>
<td>Great Directors and Auteurs</td>
<td>5</td>
</tr>
<tr>
<td>HUM 215</td>
<td>World Cinema</td>
<td>5</td>
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<tr>
<td>HUM 240</td>
<td>World Religions</td>
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<tr>
<td>JOURN 103</td>
<td>Intro to Feature Writing</td>
<td>1-5</td>
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<tr>
<td>JOURN 125</td>
<td>The Documentary: A Social Force</td>
<td>5</td>
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<tr>
<td>MUSC 100</td>
<td>Intro to Rock and Roll</td>
<td>5</td>
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<tr>
<td>MUSC 102</td>
<td>American Popular Music</td>
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<tr>
<td>MUSC 103</td>
<td>Jazz</td>
<td>5</td>
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<tr>
<td>MUSC&amp; 105</td>
<td>Music Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>MUSC&amp; 141-143</td>
<td>Music Theory I-III</td>
<td>5</td>
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<tr>
<td>MUSC&amp; 241-243</td>
<td>Music Theory IV-V</td>
<td>5</td>
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<tr>
<td>PHIL 101</td>
<td>Intro to Philosophy</td>
<td>5</td>
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<tr>
<td>PHIL 110</td>
<td>Intro to Bioethics</td>
<td>5</td>
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<tr>
<td>PHIL 115</td>
<td>Intro to Critical Thinking</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 150</td>
<td>Intro to Ethics</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 155</td>
<td>Ethics in Business</td>
<td>5</td>
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<tr>
<td>PHIL 210</td>
<td>Philosophy of Western Religion</td>
<td>5</td>
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<tr>
<td>PHIL 230</td>
<td>Contemporary Moral Problems</td>
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</tbody>
</table>

**World Languages** *(formerly FOREIGN LANGUAGE)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASL&amp;121-123</td>
<td>American Sign Language I-III</td>
<td>5</td>
</tr>
<tr>
<td>ASL&amp;221</td>
<td>American Sign Language IV</td>
<td>5</td>
</tr>
<tr>
<td>CHIN&amp;121-123</td>
<td>Chinese I-III</td>
<td>5</td>
</tr>
<tr>
<td>FRCH&amp;121-123</td>
<td>French I-III</td>
<td>5</td>
</tr>
<tr>
<td>FRCH&amp;221-223</td>
<td>French IV-VI</td>
<td>5</td>
</tr>
<tr>
<td>GERM&amp;121-123</td>
<td>German I-III</td>
<td>5</td>
</tr>
<tr>
<td>GERM&amp;221-223</td>
<td>German IV-VI</td>
<td>5</td>
</tr>
<tr>
<td>JAPN&amp;121-123</td>
<td>Japanese I-III</td>
<td>5</td>
</tr>
<tr>
<td>KREA&amp;121-123</td>
<td>Korean I-III</td>
<td>5</td>
</tr>
<tr>
<td>KREA&amp;221-223</td>
<td>Korean IV-VI</td>
<td>5</td>
</tr>
<tr>
<td>RUS&amp;121-123</td>
<td>Russian I-III</td>
<td>5</td>
</tr>
<tr>
<td>RUS&amp;221-223</td>
<td>Russian IV-VI</td>
<td>5</td>
</tr>
<tr>
<td>SPAN&amp;121-123</td>
<td>Spanish I-III</td>
<td>5</td>
</tr>
<tr>
<td>SPAN&amp;221-223</td>
<td>Spanish IV-VI</td>
<td>5</td>
</tr>
</tbody>
</table>

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

- ART 101-103: Design
- ART 107-109: Photography
- ART 111-113: Drawing
- ART 190-192: Photography Workshop
- ART 201-203: Painting
- ART 204: Watercolor, Beginning
- ART 273-277: Painting Workshop
- DRMA 170-172: Technical Film and Theatre
- DRMA 260-262: Acting for Stage and Digital Film
- DRMA 280-285: Production Practicum 1-3
- MUSC 126-127: Class Guitar
- MUSC 140, 240: College Choir
- MUSC 144, 244: Concert Choir
- MUSC 145, 245: Jazz Choir
- MUSC 146, 246: Vocal Jazz Lab
- MUSC 150, 250: College Band
- MUSC 154, 254: College Orchestra
- MUSC 157, 257: Jazz Band 1-2
- MUSC 160-169, 260-269: Private Instruction 0.5
- MUSC 170-173, 270-273: Ensemble (Instrumental) 1
- MUSC 174, 274: Vocal Ensemble
- MUSC 181: Beginning Class Piano
- MUSC 182: Intermediate Class Piano
- MUSC 183: Advanced Class Piano

**SOCIAL SCIENCES**

- ANTH& 100: Survey of Anthropology
- ANTH& 104: World Prehistory
- ANTH& 106: American Mosaic
- ANTH 107: Archaeology of Ancient Civilizations
- ANTH 108: Fundamentals of Archaeology
- ANTH 201: Prehistoric Mesoamerica
- ANTH& 204: Archaeology
- ANTH& 206: Cultural Anthropology
- ANTH& 210: Indians of North America
- ANTH& 216: Northwest Coast Indians
- ANTH 240: Women in Cross Cultural Perspectives
- BUS& 101: Intro to Business
- BUS& 201: Business Law
- BUS 240: Human Relations in the Work Place
- CJ 112: Criminal Justice in America
- CJ 120: Constitutional Rights
- CJ 140: Corrections in America
- CJ 200: Crime and Justice in America: Issues
- CJ 202: Concepts of Criminal Law
- CJ 215: Drugs and Society
- ECE 111: Intro to Early Childhood Education
- ECON 110: Survey of Economics
- ECON& 201: Micro Economics
- ECON& 202: Macro Economics
- GEOG 100: Intro to Geography
- GEOG 150: Europe, The Americas, Australia/New Zealand
- GEOG 160: Africa, Middle East and Asia
- GEOG 200: Cultural Geography
- GEOG 205: Intro to the Physical Environment
- GEOG 207: Economic Geography
- HIST& 126-128: World Civilizations I-III
- HIST& 156-159: History of US I-IV
### GENERAL REQUIRED COURSES FOR AS-T TRACKS 1 AND 2 continued

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

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### Professional/Technical Degrees and Certificates

#### ASSOCIATE IN TECHNOLOGY — SPECIFIC PROGRAM

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

**DEGREE REQUIREMENTS**

1. Students must successfully complete a minimum of 90 quarter credits or their equivalent, exclusive of physical education activity courses, including all specific requirements of an approved professional/technical program outlined in the PROGRAMS OF STUDY listings.

2. A minimum college cumulative grade point average (GPA) of 2.0 must be maintained.

3. 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.

4. 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.*

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#### ASSOCIATE IN TECHNOLOGY — GENERAL

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

#### PROFESSIONAL/TECHNICAL CERTIFICATES

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

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

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

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

### COURSE SUBSTITUTION POLICY

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

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

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

**Related Instruction Suggested Course List:**

**COMMUNICATIONS**

(minimum of three credits)

- Any AA Communication Skills course; or BUS 105, BUS 106

**COMPUTATION**

(minimum of three credits)

- Any AA Quantitative/Symbolic Reasoning Skills course; or BUS 103, BUS 107

**HUMAN RELATIONS**

(minimum of three credits)

- BUS 240; MNGT 130; PSYC & 100, PSYC 201; PSYC 210, SOC & 101, SOC 211
Distance Learning

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

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

FREQUENTLY ASKED QUESTIONS

HOW DO I START?

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

WHAT COURSES ARE AVAILABLE?

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

ARE THEY ALL THE SAME?

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

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

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

WHAT IS IT LIKE?

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

WHAT IS WASHINGTONONLINE (WAOL)?

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

As with all online courses, you must have a late model computer connected to the Internet with an Internet service provider established and working. WAOL courses use computer software to create
the virtual classroom. Enrollees receive a brief orientation as class
starts and are expected to participate daily. Activities include engag-
ing in multimedia ‘lectures’ in the virtual classroom, visiting other
Web resources, researching, submitting assignments, comment-
ing in threaded discussion areas on each other’s work, and taking
exams. They are NOT self-paced or correspondence type courses.
They follow the 10-week quarter schedule with beginning and end
dates. Each week assignments are due and the class moves to the
next week as a group. You don’t have to be online at any particu-
lar time each day, but you should plan to spend roughly 15 hours a
week in activities online, five out of seven days each week. You can
choose the hours that work best for you.
The WAOL courses offered at Pierce are listed in the quarterly class
bulletin. You can also visit the distance learning Web site or WAOL’s
home page (www.washingtononline.org) for additional information.
WHAT IS PIERCE COLLEGE ONLINE (PCOL)?
PCOL courses follow the same system as WAOL courses. The essen-
tial difference is that all the students and instructors come from
Pierce College. Students log in to their online classroom at the same
Blackboard Web address. Most of our distance learning courses are
PCOL!
WHAT POLICIES AND PROCEDURES APPLY?
Generally, all policies and procedures relating to advising, admis-
sions, registration, financial aid, placement testing and other college
or student services apply to distance learning students. Depart-
ments use e-mail, FAX and telephones, in addition to our Web site’s
Student Online Services, to support students who cannot come to
either campus.
Students served by the WashingtonOnline Virtual Campus follow
the policies and procedures that govern student conduct, disci-
plinary actions and conflict resolution regarding student conduct
which are in place at the enrolling college. Jurisdiction and author-
ity for discipline of students served by the WashingtonOnline Virtual
Campus will rest with the enrolling college; however, administrators
and faculty of the teaching college and/or the WashingtonOnline Virtual
Campus staff may be included in investigations prior to final
decisions regarding a discipline situation.
WHAT DOES IT COST?
Distance learning and Washington Online courses follow the same
guidelines for regular course tuition. Special fees apply in many cases.

Earning Credits

CREDIT HOURS/CREDIT LOAD
Credits for courses leading to degrees are given on a quarterly credit
hour basis. In general, a class that meets one hour a week yields one
credit; five hours a week yields five credits. Laboratory and activity
classes may vary from this pattern.
Although an average of 15 credits per quarter is recommended for
making normal progress toward a degree as a full-time student,
Pierce College serves many students who, because of employment
or family obligations, choose to attend part-time. We recommend
that you work with your faculty advisor to plan the credit load that
best meets your specific needs and educational goals.
Pierce College has established credit load guidelines to help you
succeed in college. During fall, winter and spring quarters the maxi-
imum credit load is 22 credits; summer quarter it is 18 credits. High
school completion students receiving VA benefits may carry 20 cred-
its summer quarter.
Requests for exceptions to the maximum credit load limit should be
made to your faculty advisor. Credit overload approvals for a specific
number of credits must be indicated on your registration form and
bear the signature of your faculty advisor and the division chair for
that advisor.

PRIOR LEARNING ASSESSMENT
Prior Learning Assessment (PLA) is a term used by colleges to
describe the process for learners to earn credit and gain recogni-
tion for their knowledge and skills. PLA supports the identification,
documentation, assessment and recognition of non-formal knowl-
edge to be counted toward an academic degree, a training program,
occupational or professional certification, or for linking employment
credentials with education credentials. Credit is not granted on the
basis of the student’s experience; instead, it is granted for college-
level learning which can be demonstrated and documented.
Academic departments are responsible for outlining a PLA policy
that will reflect competencies and outcomes within their specific
disciplines. The college supports as guidelines the principles of
best practices published by the Washington State Community and
Technical Colleges, as well as the policies established by the North-
west Commission on Colleges and Universities. If a student wishes
to investigate the possibility to have prior learning recognized by
the college, the student should first consult with their advisor, who
would direct them to the appropriate department expert.

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

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

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

Credit by Examination
You may receive Pierce College credit for up to two courses per quar-
ter by successfully completing an examination on the course sub-
ject matter. Credit by examination may be attempted only once for
given course and may not be used to improve a grade earned at Pierce
College or to challenge a course prerequisite for a course
successfully completed. Credit by examination does not satisfy the
graduation requirement that 25 of the last 45 credits be earned at
Pierce College. A per-credit fee is charged.
Further information and application forms are available through the
testing center at Fort Steilacoom or Puyallup.

CREDITS EARNED THROUGH WORK EXPERIENCE
Your current on-the-job work experience, if related to your academic
or professional/technical studies, may enable you to obtain credit
for “real life” experience in your chosen field. Experiential learning is
college-level learning that has been acquired through work expe-
riences 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 required part of the major or certifi-
cate program in which they are actively engaged. This credit is not
accepted automatically by transfer schools, and anyone planning to
transfer should research this matter with the transfer school(s) con-
cerned.
Students may initiate assessment of work experience credit through professional certificates, licenses and portfolios as determined by academic departments. Students should review the various options available to recognize their learning accomplishments and work with the academic department they are wishing credit from.

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

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

**RECORDING OF CREDIT**

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

**Credits Awarded for Professional Certification, Licenses and Portfolio Assessment**
The course number is recorded along with a code that indicates a student has gained credit through prior learning. The courses completed by work experiences are not factored into the student’s grade point average.

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

**Advanced Placement**
There is no charge for Advanced Placement credit.

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

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

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

**CREDITS AWARDED FOR SERVICE**

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

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

**CREDIT FOR NATIONAL GUARD/RESERVE MILITARY SERVICE**
Pierce College will grant up to 15 quarter-hour credits toward the Associate in Technology – General degree for Reserve and National Guard military experience.

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

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

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

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

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

**EARNING COLLEGE CREDIT WHILE IN HIGH SCHOOL**

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

**DUAL CREDIt PROGRAM**
Pierce College has agreements with several school districts to award credit for some professional/technical courses taken in high school. The dual credit program is a great way for high school students to get a jump start on their future and save up to $1,000 in college tuition before graduating from high school. Through this program, high school students who complete selected high school courses with a “B” grade or better can earn community/technical college credit.

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

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

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

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

GRADE SYMBOLS
* Grade missing or not yet issued.
W Withdrawal: Student-initiated by following official withdrawal procedures.
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. Instructor may convert "I" to "0.0" or allow it to remain as "I" if the student has not completed work by completion deadline.
NC No Credit: Faculty-initiated grade (for example, if student appears on class roster but never attends class). This grade is not computed in the grade point average and cannot be changed.
Z In-Progress: Student is currently in progress toward the attainment of course objectives. Unlike only for continuous enrollment courses. Time limit for removal of "Z" grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. Instructor may convert "Z" to "0.0" or allow it to remain as "Z" if the student has not completed work by completion deadline.
Y Repeated Course: The "Y" shows beside the lower grade received and only the higher of the two grades is computed in the GPA. (See "Repeating a Course," next column.)

GRADE POINT AVERAGE (GPA)
Grade point averages are calculated by dividing the grade points by the credit hours completed.

EXAMPLE
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 150</td>
<td>5</td>
<td>2.2</td>
<td>11.0</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
<td>3.7</td>
<td>18.5</td>
</tr>
<tr>
<td>MATH 107</td>
<td>5</td>
<td>2.6</td>
<td>13.0</td>
</tr>
<tr>
<td>COLG 110</td>
<td>3</td>
<td>3.8</td>
<td>11.4</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td></td>
<td>53.9</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FINAL EXAMINATIONS

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

GRADE REPORT

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

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

ACADEMIC STANDARDS

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

ACADEMIC HONORS

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

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

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

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

ACADEMIC DEFICIENCY

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

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

GRADE FORGIVENESS POLICY

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

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

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

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

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

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

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

ACADEMIC DISHONESTY

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

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

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

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

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

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

Records/Transcripts

NOTICE OF CHANGE — NAME, ADDRESS, OTHER

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

TRANSCRIPTS

PIERCE COLLEGE TRANSCRIPTS

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

Transcripts are prepared only if you have met all financial obligations to the college and if you have signed an authorization for release of the records. Transcript request forms are available at either college or sites within the Pierce College District or on Pierce College’s Web site (www.pierce.ctc.edu). You may mail or fax your request. The fax number is (253) 964-6427. For recorded instructions, call (253) 964-6787.

TRANSCRIPTS FROM OTHER INSTITUTIONS

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

Student Rights and Responsibilities / Code of Conduct

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

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

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

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

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

STUDENT GRIEVANCES

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

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

The Student Grievance Procedure is available on the Pierce College Web site at www.pierce.ctc.edu. Copies of the procedure are also available in the office of the vice presidents and division offices at each college and in the office of the director at each site.
STUDENT RIGHTS

STUDENT RIGHTS FOR EQUAL OPPORTUNITY/NOTICE OF NONDISCRIMINATION

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

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

Pierce College Fort Steilacoom
Vice President for Learning and Student Success (253) 964-6584
Pierce College Puyallup
Vice President for Learning and Student Success (253) 840-8419
Pierce College Extended Learning
Executive Vice President for Extended Learning (253) 964-6575

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

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

1. Inspect and review their education records within 45 days of the date the college receives a written request for access. Students should submit a written request to the registrar that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the student will be advised of the correct official to whom the request should be addressed.

2. Request the amendment of the education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identify the part of the record they want amended, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. With few exceptions (stated below), no one will have access to student records without the written consent of the student. Pierce College will not release a student’s record to a parent/guardian without the student’s written permission. Such a policy is in effect regardless of the student’s age or financial dependency upon the parent/guardian. Exceptions which permit disclosure without written consent include:

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

b) Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the college has contracted (such as the National Student Clearinghouse, an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

c) Disclosure of education records to officials of another school in which a student seeks or intends to enroll.

d) Other disclosures permissible without written consent include disclosure to: comply with a judicial or legal process served on the college; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the college; accrediting organizations; appropriate officials in cases of health and safety emergencies; state and local authorities, within a juvenile justice system, pursuant to a specific state law; victims of certain offenses, the final results of a disciplinary proceeding regardless of the outcome; anyone the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies.

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

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

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

ALCOHOL/DRUG-FREE ENVIRONMENT

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

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

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

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

• submission to the conduct is either explicitly or implicitly a term or condition of the student's academic standing;

• submission to or rejection of such conduct by a student is used as the basis for academic discussions affecting that student; and/or

• such conduct has the purpose or effect of unreasonably interfering with a student's work or academic performance or of creating an intimidating, hostile or offensive environment.

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

CRIME STATISTICS REPORTING

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

Start working on a four-year degree.

Obtain professional certifications,

a high school diploma

or upgrade basic skills.

The possibilities are many; the path, yours.
Accounting

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

Faculty: Ken Kwok (PY)
Degree: Associate in Accounting
Certificate: Certificate in Practical Accounting

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

ASSOCIATE IN ACCOUNTING (PY ONLY)

ACCOUNTING REQUIREMENTS (42 OR 43 CREDITS)

Introductory Classes (17 or 18 credits)
- ACCT 170 Practical Accounting I 5
- ACCT 171 Practical Accounting II 5
- ACCT 172 Practical Accounting III 5
- BTech 112 Keyboarding 3

Advanced Classes (25 credits)
- ACCT 179 Federal Income Tax Preparation 5
- ACCT 180 Accounting Systems 5
- ACCT 273 Government Budget & Fund Accounting 5
- ACCT 275 Payroll and Business Taxes 5
- ACCT 285 Auditing & Advanced Analytical Techniques 5

BUSINESS REQUIREMENTS (16-26 CREDITS)
- BUS & 201 Business Law 5
- BTech 111 Keyboarding 3
- BTech 112 Keyboard Skillbuilding I 2

GENERAL REQUIREMENTS (25 CREDITS)

Communications (10 credits)
- BUS 107 Business Mathematics 5
- ENGL 101 English Composition I 5

Human Relations and Leadership (10 credits)
- MNGT 194 Supervisory Training & Leadership Development 5

Electives (0-7 credits minimum)
- BTech 113 Keyboard Skillbuilding II 2
- ECON 110 Survey of Economics 5

Total Credits Required 90-94

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

CertiFICATE IN PRACTICAL ACCOUNTING (PY ONLY)

It is recommended that students entering the program have basic typing or keyboarding skills or enroll during the first quarter in BTech 111 (Keyboarding).

INTRODUCTORY CLASSES (12 OR 15 CREDITS)

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

Or all of the following:
- ACCT 175 Practical Accounting Simulations 2
- ACC&T 201 Principles of Accounting I 5
- ACC&T 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 & Business Taxes 5

GENERAL REQUIREMENTS (18 CREDITS)
- BUS 107 Business Mathematics 5
- BTech 112 Keyboard Skillbuilding I 2
- BTech 135 Electronic 10-Key Calculator 3
- CIS 136 Spreadsheet Applications 3

Select one:
- BUS 105 Business English I 5
- ENGL 101 English Composition I 5

Total Credits Required 40-43

Administrative Assistant

See Business Information Technology.

Adult Basic Education

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

ADULT BASIC EDUCATION

Faculty: Bill Orangie (FS); Teah Bergstrom (PY)

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

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

BEGINNING BASIC SKILLS
- ABE 060 ABE Beginning Reading – 2
- ABE 061 ABE Beginning Writing – 2
- ABE 062 ABE Beginning Math – 2
- ABE 064 ABE Beginning Integrated – 2

LOW INTERMEDIATE BASIC SKILLS
- ABE 070 ABE Low Intermediate Reading – 3
- ABE 071 ABE Low Intermediate Writing – 3
- ABE 072 ABE Low Intermediate Math – 3
- ABE 074 ABE Low Intermediate Integrated – 3

HIGH INTERMEDIATE BASIC SKILLS
- ABE 080 ABE High Intermediate Reading – 4
ENGLISH AS A SECOND LANGUAGE (ESL)

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

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

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

BEGINNING LITERACY

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

LOW BEGINNING ESL

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

HIGH BEGINNING INTERMEDIATE ESL

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

LOW INTERMEDIATE ESL

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

HIGH INTERMEDIATE ESL

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

ADVANCED ESL

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

EDUCATIONAL INTERVIEW

ESL 090 Educational Interview

GED PREPARATION

Faculty: Bill Orange (FS); Teah Bergstrom (PY)

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

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

REGISTRATION PROCEDURE

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

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

HIGH SCHOOL COMPLETION

Faculty: Bill Orange (District)
Degree: High School Diploma

GENERAL REQUIREMENTS FOR ADMISSION

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

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

REGISTRATION PROCEDURE

1. Make an appointment with an advisor:
   Pierce College Fort Steilacoom: (253) 964-7324
   Pierce College Puyallup: (253) 840-8461
2. For students who are receiving a high school diploma from Pierce College, a transcript of all previous high school or other school work is required. If necessary, Pierce College's staff will help the students obtain transcripts.
Tuition
Persons 19 years of age or older who meet the requirements for Washington state residency for tuition-paying purposes, or who are active-duty military or dependents of same, will pay a reduced rate for classes that apply toward their high school completion program. Washington state residents under 19 years of age must pay resident tuition rates.

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

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

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

High School Completion Courses

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

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

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

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

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

Integrated Basic Skills (I-BEST)

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

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

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

Alcoholism & Drug Abuse

Professional/Technical & University Transfer

Faculty: Dr. Denise Arnold, Sandy Crosswaite (FS)
Degrees: Associate of Arts (AA-DTA) Associate in Alcoholism & Drug Abuse
Certificates: Certificate in Alcoholism & Drug Abuse

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

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

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

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

Associate of Arts (AA-DTA) with Certificate in Alcoholism/Drug Abuse (FS only)

General Education Requirements (60 Credits)
All GER elective courses must be chosen from the approved lists on the AA-DTA degree requirement sheet (see Getting an AA-DTA Degree brochure.) All other AA-DTA degree requirements must also be fulfilled.

Communications (10 credits)
- ENGL 101 English Composition I 5
- CM GER Elective (ENGL 103 recommended) 5

Quantitative Skills (5 credits)
- QS GER Elective (MATH& 146 recommended) 5

Social Science (10 credits): Choose two or more disciplines:
- PSYC& 100 General Psychology 5
- Select two:
  - ECON 110 Survey of Economics
  - SOC& 101 Intro to Sociology
- * Any other SS GER Elective 5

Natural Sciences (15 credits): Choose two or more disciplines, lab class required:
- BIOL 118 Human Anatomy and Physiology for Non-Sci Majors 5
- NS GER Elective 5
- Select one:
  - HSCI 119 Human Health and Disease 5
  - HSCI 210 Wellness 5
  - NUTR&& 101 Nutrition 5

Humanities (15 credits): Choose two or more disciplines:
- HM GER Electives (see AA-DTA Humanities for restrictions) 10
- Select one:
  - CMST& 101 Intro to Communication 5
  - CMST& 220 Public Speaking 5

Alcoholism/Drug Abuse Core (51 Credits)
- * ANTH& 206 Cultural Anthropology (or ANTH& 106)* 5
- HSSA 101 Intro to Addictive Drugs 3
- HSSA 120 Physiological Actions of Alcohol & other Drugs 3
- HSSA 121 Psychotropic Medications 3
- HSSA 140 Chemical Dependency & the Family I 5
- HSSA 170 Counseling & Treatment I — Individual 5
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSSA 205</td>
<td>HIV/AIDS, Air &amp; Blood Borne Pathogens</td>
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<tr>
<td>HSSA 210</td>
<td>Case Management/Recordkeeping</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 215</td>
<td>Law &amp; Ethics in Chemical Dependency</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 255</td>
<td>Intro to Co-Occurring Disorders/Chemical Abuse</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 270</td>
<td>Counseling &amp; Treatment II — Group</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 275</td>
<td>Relapse Prevention</td>
<td>3</td>
</tr>
<tr>
<td>PSYC &amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>Total Credits Required</td>
<td></td>
<td>111</td>
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</tbody>
</table>

*Or course meeting multicultural requirements

**Recommended for transfer to social work at UWT

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

### ASSOCIATE IN ALCOHOLISM/DRUG ABUSE (FS ONLY)

**GENERAL REQUIREMENTS (18 CREDITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSYC &amp; 200</td>
<td>Lifespan Psychology</td>
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<td>PSYC &amp; 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
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<tr>
<td>SSMH 100</td>
<td>Intro to Human Services</td>
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<tr>
<td>SSMH 210</td>
<td>Self Care for Care Givers</td>
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**RELATED INSTRUCTION (23-25 CREDITS)**

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>Select one</td>
<td>Any course meeting AA QS requirement (5)</td>
<td>3-5</td>
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<tr>
<td>BUS 103</td>
<td>Computational Mathematics (3)</td>
<td></td>
</tr>
<tr>
<td>BUS 107</td>
<td>Business Mathematics (5)</td>
<td></td>
</tr>
<tr>
<td>Human Relations (10 credits)</td>
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<tr>
<td>PSYC &amp; 100</td>
<td>General Psychology</td>
<td>5</td>
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<tr>
<td>Select one</td>
<td>Any course meeting AA QS requirement (5)</td>
<td>3-5</td>
</tr>
<tr>
<td>ANTH &amp; 106</td>
<td>American Mosaic</td>
<td>5</td>
</tr>
<tr>
<td>ANTH &amp; 206</td>
<td>Cultural Anthropology</td>
<td>5</td>
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**CORE IN ALCOHOLISM/DRUG ABUSE (52 CREDITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSSA &amp; 101</td>
<td>Intro to Addictive Drugs</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 120</td>
<td>Physiological Actions of Alcohol/Drugs</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 121</td>
<td>Psychotropic Medications</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 140</td>
<td>Chemical Dependency &amp; the Family I</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 160</td>
<td>Chem. Dependency Counsel/Assess – Adolescents</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 170</td>
<td>Counseling &amp; Treatment I – Individual</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 205</td>
<td>HIV/AIDS, Air &amp; Blood Borne Pathogens</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 210</td>
<td>Case Management/Recordkeeping</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 215</td>
<td>Law &amp; Ethics in Chemical Dependency</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 255</td>
<td>Intro to Co-occurring Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 270</td>
<td>Counseling &amp; Treatment II – Group</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 275</td>
<td>Relapse Prevention</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 280</td>
<td>Supervised Field Experience In Chem Dep</td>
<td>4</td>
</tr>
<tr>
<td>HSSA 281</td>
<td>Supervised Field Experience In Chem Dep</td>
<td>4</td>
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<tr>
<td>Total Credits Required</td>
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<td>93-95</td>
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Note: Students must earn a minimum grade of 2.0 in all ALCDA/HSSA courses to earn ALCDA associate degree or certificate.

### CERTIFICATE IN ALCOHOLISM/DRUG ABUSE (FS ONLY)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSSA &amp; 101</td>
<td>Intro to Addictive Drugs</td>
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<tr>
<td>HSSA 120</td>
<td>Physiological Actions of Alcohol/Drugs</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 121</td>
<td>Psychotropic Medications</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 140</td>
<td>Chemical Dependency &amp; the Family I</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 170</td>
<td>Counseling &amp; Treatment I – Individual</td>
<td>5</td>
</tr>
<tr>
<td>HSSA 205</td>
<td>HIV/AIDS, Air &amp; Blood Borne Pathogens</td>
<td>5</td>
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<td>HSSA 210</td>
<td>Case Management/Recordkeeping</td>
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<td>Law &amp; Ethics in Chemical Dependency</td>
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<td>Intro to Co-occurring Disorders</td>
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<td>HSSA 275</td>
<td>Relapse Prevention</td>
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**Related Instruction:**

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>PSYC &amp; 100</td>
<td>General Psychology</td>
<td>5</td>
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<tr>
<td>PSYC &amp; 200</td>
<td>Lifespan Psychology</td>
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<tr>
<td>Select one</td>
<td>Any course meeting AA QS requirement (5)</td>
<td>3-5</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Business Mathematics (5)</td>
<td></td>
</tr>
<tr>
<td>BUS 103</td>
<td>Computational Mathematics (3)</td>
<td></td>
</tr>
<tr>
<td>MATH &amp; 146</td>
<td>Intro to Statistics (3)</td>
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</tr>
</tbody>
</table>

### PROGRAMS OF STUDY

#### Anthology/Archaeology

**UNIVERSITY TRANSFER**

| Faculty:         | Dr. Mary Russell (FS); Dr. Kathryn Keith (PY) |
| Degree:          | Associate of Arts (AA-DTA)                      |

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

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

**ANTHROPOLOGY MAJOR**

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

- ANTH & 106 American Mosaic
- ANTH & 205 Biological Anthropology
- ANTH & 206 Cultural Anthropology
- ENGL 101 Composition — Argumentation & Research
- MATH & 146 Intro to Statistics

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

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

**SOCIOCULTURAL ANTHROPOLOGY FOCUS**

- ANTH & 204 Archaeology
- ANTH & 205 Biological Anthropology
- ANTH & 206 Cultural Anthropology
- ENGL 101 Composition — Argumentation & Research
- MATH & 146 Intro to Statistics

**ARCHAEOLOGY FOCUS**

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

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

- ANTH & 104 World Prehistory
- ANTH & 236 Forensic Anthropology
- BIOL & 160 General Biology w/lab
- BIOL & 241 Human Anatomy & Physiology I
- BIOL & 242 Human Anatomy & Physiology II
- GEOG & 101 Historical Geography

**BIOLOGICAL ANTHROPOLOGY FOCUS**

- ANTH & 104 World Prehistory
- ANTH & 236 Forensic Anthropology
- BIOL & 160 General Biology w/lab
- BIOL & 241 Human Anatomy & Physiology I
- BIOL & 242 Human Anatomy & Physiology II
- GEOG & 101 Historical Geography
Art UNIVERSITY TRANSFER

Faculty: Ann Johnston-Schuster (PY)
Degrees: Associate of Arts (AA-DTA); AA – Option B

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

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

ART MAJOR – AA-DTA DEGREE

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART&amp; 100</td>
<td>Art Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>ART 101-103</td>
<td>Design (Beginning/Intermediate/Advanced)</td>
<td>5 ea</td>
</tr>
<tr>
<td>ART 105</td>
<td>Intro to Art</td>
<td>5</td>
</tr>
<tr>
<td>ART 107-109</td>
<td>Photography (Beginning/Intermediate/Advanced)</td>
<td>5 ea</td>
</tr>
<tr>
<td>ART 111-113</td>
<td>Drawing (Beginning/Intermediate/Advanced)</td>
<td>5 ea</td>
</tr>
<tr>
<td>ART 201-203</td>
<td>Painting (Beginning/Intermediate/Advanced)</td>
<td>5 ea</td>
</tr>
</tbody>
</table>

ART MAJOR – AA-DTA OPTION B

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

Astronomy UNIVERSITY TRANSFER

Faculty: Chad Ellington; Robert Sager (FS); Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)

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

ASTRONOMY/EARTH SCIENCE MAJOR

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR&amp; 100</td>
<td>Survey of Astronomy (non-lab)</td>
<td>5</td>
</tr>
<tr>
<td>ASTR 101</td>
<td>Intro to Astronomy (lab)</td>
<td>5</td>
</tr>
<tr>
<td>ASTR 105</td>
<td>Survey of Astrobiology</td>
<td>5</td>
</tr>
<tr>
<td>ASTR&amp; 110</td>
<td>The Solar System</td>
<td>5</td>
</tr>
<tr>
<td>ASTR&amp; 115</td>
<td>Stars, Galaxies and Cosmos</td>
<td>5</td>
</tr>
</tbody>
</table>

Atmospheric Science UNIVERSITY TRANSFER

Faculty: Robert Sager (FS); Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)

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

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

ATMOSPHERIC SCIENCE MAJOR

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATMS 101</td>
<td>Intro to Weather</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>General Chemistry w/lab I-II</td>
<td>5 ea</td>
</tr>
<tr>
<td>Computer Sciences and Programming</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151-153</td>
<td>Calculus I-II</td>
<td>5 ea</td>
</tr>
<tr>
<td>PHYS&amp; 221-223</td>
<td>Engineering Physics I-II</td>
<td>5 ea</td>
</tr>
<tr>
<td>Electives in the Earth Sciences and Geography</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(GEOL&amp; 101, GEOG 205, ENVS&amp; 100, OCEA&amp; 101)</td>
<td></td>
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</tr>
</tbody>
</table>

Biology UNIVERSITY TRANSFER

See also Microbiology.

Faculty: Camille Bennett (FL); Mary Bath-Balogh, Robert Johnson, Ron May, Eric Stavney (FS); Dr. Dale Blum, Joseph Cates-Carney (PY)

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

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

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

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

BIOLOGY TRANSFER I (PRE-PROFESSIONAL)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 211</td>
<td>Majors: Cellular</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 212</td>
<td>Majors: Animals</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 213</td>
<td>Majors: Plant</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 161</td>
<td>General Chemistry w/lab I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 162</td>
<td>General Chemistry w/lab II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
</tbody>
</table>
Additional recommended courses:

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

Additional math (MATH & 152, 613, 224) may be necessary for admission to some medical school and biology majors.

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

### BIOLOGY TRANSFER II (NATURAL RESOURCES)

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

**BIOLOGICAL SCIENCES (47 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL &amp; 211 Majors: Cellular</td>
<td>5</td>
</tr>
<tr>
<td>BIOL &amp; 212 Majors: Animals</td>
<td>5</td>
</tr>
<tr>
<td>BIOL &amp; 213 Majors: Plant</td>
<td>5</td>
</tr>
<tr>
<td>BIOL &amp; 260</td>
<td>5</td>
</tr>
<tr>
<td>CHEM &amp; 121 Intro to Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>* CHEM &amp; 131 Intro to Organic/Biochemistry</td>
<td>6</td>
</tr>
<tr>
<td>GEO &amp; 101 Intro to Physical Geology</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 141 Precalculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 142 Precalculus II</td>
<td>5</td>
</tr>
<tr>
<td>MATH &amp; 146 Intro to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>NSCI &amp; 160 Environmental Biology</td>
<td>5</td>
</tr>
<tr>
<td>PHYS &amp; 121 General Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS &amp; 122 General Physics II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS &amp; 123 General Physics III</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional recommended courses:

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

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

**BUSINESS**

See also Business – University Transfer.

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

**Faculty:** Dr. Paul Gerhardt (FS); Rick Hogan, Les Wiletzky (PY)

**Degree:** Associate in Business

- Areas of Specialization: Accounting, Business Management, Human Resource Management, Marketing, Real Estate/Appraisal, Retail/Fashion Merchandising, Small Business/Entrepreneurship

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

### ASSOCIATE IN BUSINESS

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

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

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

**GENERAL REQUIREMENTS (10 CREDITS)**

Select one:

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

Select one:

- BUS & 107 Business Law 5
- MATH & 107 Math in Society 5
- MATH 156 Finite Math 5

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

Select one:

- BUS 240 Human Relations in the Workplace 5
- BUS 250 Business Communications 5
- MNGT 130 Customer Relationship Management 5
- MNGT 282 Marketing 5

Select one:

- BUS & 201 Business Law 5
- POLS & 200 Introduction to Law 5
- BUS 135 Introduction to E-Commerce 5
- CIS 130 Microcomputer Applications 5

**ECONOMICS (5 CREDITS)**

Select one:

- ECON 110 Survey of Economics 5
- ECON & 201 Micro Economics 5

**ACCOUNTING (5-10 CREDITS)**

Select one:

- ACCT 101 Survey of Accounting (5) 5-10
- ACCT 179 Federal Income Tax Preparation 5
- ACCT 180 Accounting Systems 5
- ACCT & 201/202 Principles of Accounting I and II (10)
- MNGT 201/202 required for Accounting Area of Focus

**ELECTIVE (3-5 CREDITS)**

100 level or above course 3-5

**AREA OF FOCUS**

Any exception must have advisor approval.

Select any ONE of the following:

- **Accounting (25 credits)**
  - ACCT 179 Federal Income Tax Preparation 5
  - ACCT 180 Accounting Systems 5
  - ACCT & 201/202 Principles of Accounting I and II (10)
  - ACCT 275 Payroll and Business Taxes 5
  - ACCT 285 Auditing and Advanced Analytical Techniques 5

- **Business Management (25 credits)**
  - BUS & 101 Intro to Business 5
  - MNGT 283 Principles of Supervision and Leadership 5
  - MNGT 284 Small Business Planning 5
  - MNGT 293 Human Resource Management 5

- **Marketing (25 credits)**
  - BUS & 101 Intro to Business 5
  - MNGT 182 Creative Sales 5
  - BUS & 257 Intro to Visual Promotion 5
  - MNGT 293 Retailing and Merchandising 5

- **Human Resource Management (25 credits)**
  - ACCT 275 Payroll and Business Taxes 5
  - BUS & 101 Intro to Business 5
  - MNGT 283 Principles of Supervision and Leadership 5
  - MNGT 295 Human Resource Management 5
  - MNGT 296 Current Trends in Human Resources 5

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

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

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

**Retail/Fashion Merchandising (25 credits)**
FASH 160  Intro to Fashion Merchandising  5
FASH 162  Apparel Design and Construction Analysis  5
FASH 163  Consumer Textiles  5
MNGT 275  Intro to Visual Promotion  3
MNGT 293  Retailing and Merchandising  5

**Small Business/Entrepreneurship (25 credits)**
BUS& 101  Introduction to Business  5
MNGT 182  Creative Sales  5
MNGT 283  Principles of Supervision and Leadership  5
MNGT 284  Small Business Planning  5
MNGT 295  Human Resource Management  5
Total Credits Required  90-101
*Meets related instruction requirements for professional/technical programs
**Minimum of 35 wpm keyboarding required.
† Applicants for real estate/appraisal licenses must pass license exams and meet current requirements set by Washington State Department of Licensing.

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**Certificate in Business**

**Requirements (40 credits)**
† ACCT & 201  Principles of Accounting I  5
† ACCT & 202  Principles of Accounting II  5
† CIS 123  Intro to Computer Information Systems  5
† ECN& 201  Micro Economics  5
† ECN& 202  Macro Economics  5
† ENGL & 101  English Composition I  5
† MATH & 146  Intro to Statistics  5
Select one:
BUS& 201  Business Law  5
POLS & 200  Introduction to Law  5
Total Credits Required  40
†Prerequisite required

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**Certificate in Customer Service**

**Requirements (43-45 credits)**
BUS 240  Human Relations in the Workplace  5
† BUS 107  Business Mathematics  5
* MNGT 130  Customer Relationship Management  5
MNGT 182  Creative Sales  5
MNGT 186  Professional Development  5
MNGT 187  Career Communication Skills  5
MNGT 282  Marketing  5
Select one:
** CIS 110  Intro to Micro Business Applications (3)  3-5
** CIS 121  Intro to Computer Information Systems (5)  5
Select one:
† BUS 105  Business English I  5
† ENGL & 101  English Composition I  5
Total Credits Required  43-45
*Meets related instruction requirements for professional/technical programs
**Minimum of 35 wpm keyboarding required.
†Prerequisite required

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**Certificate in Entrepreneurship**

**Core Requirements (43-45 credits)**
ACCT 101  Survey of Accounting  5
† BUS 207  Business Mathematics  5
* MNGT 130  Customer Relationship Management  5
MNGT 182  Creative Sales  5
MNGT 283  Principles of Supervision and Leadership  5
MNGT 295  Human Resource Management  5
MNGT 296  Current Trends in Human Resources  5
Select one:
BUS& 101  Introduction to Business  5
MNGT 284  Small Business Planning  5
Total Credits Required  43-45
*Meets related instruction requirements for professional/technical programs
**Minimum of 35 wpm keyboarding required.
†Prerequisite required

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**Certificate in Fashion Merchandising**

**Core Requirements (15 credits)**
FASH 160  Intro to Fashion Merchandising  5
FASH 162  Fashion Design & Clothing Construction Analysis  5
FASH 163  Consumer Textiles  5

**Business Management Requirements (20 credits)**
MNGT 182  Creative Sales  5
MNGT 186  Professional Development  5
MNGT 275  Intro to Visual Promotion  5
MNGT 293  Retailing and Merchandising  5

**General Business Requirements (18-20 credits)**
ACCT 101  Survey of Accounting  5
† BUS 107  Business Mathematics  5
Select one:
** CIS 110  Intro to Micro Business Applications (3)  5
** CIS 121  Intro to Computer Information Systems (5)  5
Select one:
† BUS 105  Business English I  5
† ENGL & 101  English Composition I  5
Total Credits Required  53-55
*Meets related instruction requirements for professional/technical programs
**Minimum of 35 wpm keyboarding required.
†Prerequisite required

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**Certificate in Human Resource Management**

**Core Requirements (48-50 credits)**
† ACCT 170  Practical Accounting I  5
† ACCT 275  Payroll & Business Taxes  5
†* BUS 107  Business Math  5
* BUS 240  Human Relations in the Workplace  5
MNGT 283  Principles of Supervision and Leadership  5
MNGT 295  Human Resource Management  5
MNGT 296  Current Trends in Human Resources  5
Select one:
BUS& 101  Introduction to Business  5
MNGT 284  Small Business Planning  5
Total Credits Required  48-50
*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 (Survey of Accounting).

CORE REQUIREMENTS (48-50 CREDITS)
† BUS 107 Business Mathematics 5
† MNGT 130 Customer Relationship Management 5
MNGT 182 Creative Sales 5
MNGT 186 Professional Development 5
MNGT 275 Intro to Visual Promotion 5
MNGT 282 Marketing 5
MNGT 293 Retailing & Merchandising 5
Select One:
† BUS 105 Business English I 5
† ENGL 101 English Composition I 5
Total Credits Required 48-50

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

CORE REQUIREMENTS (48-50 CREDITS)
† BUS 107 Business Mathematics 5
† MNGT 130 Customer Relationship Management 5
MNGT 182 Creative Sales 5
MNGT 186 Professional Development 5
MNGT 275 Intro to Visual Promotion 5
MNGT 282 Marketing 5
MNGT 284 Small Business Management 5
MNGT 293 Retailing & Merchandising 5
Select One:
** 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 48-50

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

CORE REQUIREMENTS (43-45 CREDITS)
† BUS 107 Business Mathematics 5
† MNGT 130 Customer Relationship Management 5
MNGT 182 Creative Sales 5
MNGT 186 Professional Development 5
MNGT 282 Marketing 5
MNGT 283 Principles of Supervision and Leadership 5
Select One:
† MNGT 130 Customer Relationship Management 5
† MNGT 293 Retailing & Merchandising 5
Select One:
† BUS 105 Business English I 5
† ENGL 101 English Composition I 5
Total Credits Required 43-45

■ CERTIFICATE IN SUPERVISION & MANAGEMENT

CORE REQUIREMENTS (43-45 CREDITS)
ACCT 101 Survey of Accounting 5
BUS& 101 Introduction to Business 5
* BUS 107 Business Mathematics 5
* BUS 240 Human Relations in the Workplace 5
MNGT 186 Professional Development 5
MNGT 283 Principles of Supervision and Leadership 5
MNGT 285 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 43-45

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

Business UNIVERSITY TRANSFER

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

■ ASSOCIATE IN BUSINESS (DTA/MRP)
This transfer degree ensures that a student who completes this Associate in Business – DTA/MRP degree will have satisfied the lower division general education (or core) requirements and lower division business requirements at the baccalaureate institutions.
This articulated degree for the business major is specific to public institutions; however, since the degree follows the statewide articulated DTA agreement and DTA is designated in the title on the transcript, it will be accepted for admission to private institutions in the same manner as any other DTA-based degree.

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

DEGREE REQUIREMENTS
Courses should be selected from the lists prescribed on this degree sheet only.
• Communication Skills (CM) (10 credit minimum)
  Must include ENGL 101 AND ENGL 107 or 103.
• Quantitative/Symbolic Reasoning Skills (QS) (10 credit minimum)
  Prerequisite MATH 098 with a grade of 2.0 or better or placement out of MATH 098.
• Humanities (HM) (15 credit minimum)
  Must include at least two disciplines, with no more than five credits from performance/skills courses. No more than 10 credits are allowed in world (foreign) language to satisfy the Humanities requirement, restricted to a maximum of 5 credits in a 100 level course and a maximum of 5 credits in a 200 level course. 
- **Business Major Degree Requirements (30 credits)**
  
  **A minimum grade of 2.0 in each course is required to obtain this degree.**
  
  **Business Specific Courses**
  
  - BUS& 201 Principles of Accounting I 5
  - ACC& 202 Principles of Accounting II 5
  - ACC& 203 Principles of Accounting III 5
  - ECON& 201 Micro Economics 5
  - ECON& 202 Macro Economics 5
  
  **Select one**
  
  - BUS& 201 Business Law 5
  - POLS& 200 Introduction to Law 5
  
  **For other transfer requirements, see clarification and notes at end of GER list.**

- **Core Requirements (GER) (70 Credit Minimum)**

  **Communication Skills (10 credit minimum)**
  
  - ENGL& 101 English Composition I 5
  - ENGL 103 Composition – Argumentation & Research 5
  - ENGL 107 Composition – Writing About Literature 5

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

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

- **Humanities (15 credit minimum)**

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

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

  **Foreign Languages — See World Languages.**

  - HUM& 101 Intro to Humanities 5
  - HUM 105 Black Thought and Culture 5
  - HUM 106 Asianic Thought and Culture 5
  - HUM 107 Latin American Thought and Culture 5
  - HUM& 116-118 Humanities I-III 5
  - HUM 120 Intro to Folklore 5
  - HUM 204 American Popular Culture 5
  - HUM 210 American Cinema & Society 5
  - HUM 212 Great Directors and Auteurs 5
  - HUM 215 World Cinema 5
  - HUM 240 World Religions 5
  - JOURN 103 Intro to Feature Writing 1-5
  - JOURN 125 Documentary: Social Force 5
  - MUSC 100 Intro to Rock and Roll 5
  - MUSC 102 American Popular Music 5
  - MUSC 103 Intro to Jazz 5
  - MUSC& 105 Music Appreciation 5
  - MUSC& 141-143 Music Theory I-III 5
  - MUSC& 241-243 Music Theory IV-VI 5
  - PHIL& 101 Intro to Philosophy 5
  - PHIL 110 Intro to Bioethics 5
  - PHIL 115 Intro to Critical Thinking 5
  - PHIL 150 Intro to Ethics 5
  - PHIL 155 Ethics in Business 5
  - PHIL 210 Philosophy of Western Religion 5
  - PHIL 230 Contemporary Moral Problems 5

  **World Languages**

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

  - ASL& 121-123 American Sign Language I-III 5
  - ASL& 221 American Sign Language IV 5
  - CHIN& 121-123 Chinese I-III 5
  - FRC& 121-123 French I-III 5
  - FRC& 221-223 French IV-VI 5
  - GER&M 121-123 German I-III 5
  - GER&M 221-223 German IV-VI 5
  - JAP&M 121-123 Japanese I-III 5
  - KOREA 121-123 Korean I-III 5
  - KOREA 221-223 Korean IV-VI 5
  - RUS& 121-123 Russian I-III 5
  - RUS& 221-223 Russian IV-VI 5
  - SPAN& 121-123 Spanish I-III 5
  - SPAN& 221-223 Spanish IV-VI 5

  **Social Sciences (20 credit minimum)**

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

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

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

  - ASTR& 100 Survey of Astronomy 5
  - ASTR& 101 Intro to Astronomy 5
  - ASTR 105 Survey of Astrophysics 5
  - ASTR& 110 The Solar System 5
  - ASTR& 115 Stars, Galaxies and Cosmos 5
  - ATMOS 101 Intro to Weather 5
  - BIOL& 100 Survey of Biology 5
  - BIOL& 160 General Biology w/lab 5
  - BIOL 118 Hum Anatomy and Physiology for Non-Sci Mjrs 5
  - BIOL 120 Hum Anatomy and Physiology w/lab for Non-Sci Mjrs 5
BUSINESS INFORMATION TECHNOLOGY PROFESSIONAL/TECHNICAL
(formerly Office Technology)

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

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

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

ADMINISTRATIVE ASSISTANT: GENERAL OFFICE (ASSOCIATE)

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

BTECH REQUIREMENTS (47-51 CREDITS)

BTECH 112 Keyboard Skillbuilding I (or BTECH 116 A-B) 2
BTECH 113 Keyboard Skillbuilding II (or BTECH 116 C-D) 2
BTECH 120 Intro to Windows (or BTECH 118 A-C) 3
BTECH 135 Electronic 10-Key Calculator 3
BTECH 145 Records and Database Management 5
BTECH 201 Professional Office Applications I (or BTECH 200 A-B & BTECH 210 A-B & BTECH 226A) 5
BTECH 202 Professional Office Applications II (or BTECH 220 A-C & BTECH 225 A-B) 5
BTECH 203 Professional Office Applications III (or BTECH 220 C-D & BTECH 219 C-D & BTECH 220D) 5
BTECH 241 Accounting for the Office Professional (or ACCT 170) 5
BTECH 245 Cooperative Work Experience 3
BTECH 246 Cooperative Work Experience 3
Select Both:
BTECH 117A Format Basic Business Documents (1) 2-5
BTECH 117B Format Advanced Business Documents (1) 2-5
or select:
BTECH 230 Machine Transcription I 5
Select both:
BTECH 248 Business Information Technology Seminar I (2) 4-5
BTECH 249 Business Information Technology Seminar II (2) or select:
MNGT 186 Professional Development (5)

BUSINESS REQUIREMENTS (43 CREDITS)

BUS 101 Introduction to Business 5
BUS 201 Business Law 5
BUS 105 Business English I 5
BUS 106 Business English II 3
BUS 107 Business Math 5
BUS 240 Human Relations in the Workplace 5
BUS 245 Global Business: Intro and Essentials 5
BUS 250 Business Communications 5
MNGT 130 Customer Relationship Management 5
Total Credits Required 90-94

*Minimum grade of 2.0 required to obtain degree.

NOTES AND CLARIFICATIONS

Business School Admission

Admission to Washington public baccalaureate Schools of Business is not guaranteed to students holding an Associate in Business – DTA degree. It is strongly recommended that students contact the baccalaureate-granting Business School early in their Associate in Business – DTA program to be advised about additional requirements (e.g., GPA) and procedures for admission.

Please note that admission for many business schools is competitive, and higher grade-point-averages and course grades are often required. Please check with your destination school and college. In addition, the minimum grade for business courses is a 2.0. These courses are denoted by an asterisk (*). UW Bothell requires a minimum of 2.0 in all prerequisite courses.

Specific University Information

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

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

TOTAL CREDITS REQUIRED
ADMINISTRATIVE ASSISTANT: OFFICE MANAGEMENT (ASSOCIATE)

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

BTech Requirements (47-51 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BTech 112</td>
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<td>BTech 113</td>
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<tr>
<td>BTech 201</td>
<td>Professional Office Applications I</td>
<td>5</td>
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<td>(or BTech 200 A-B, BTech 210 A-B &amp; BTech 226A)</td>
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<td>BTech 202</td>
<td>Professional Office Applications II</td>
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<td>(or ACCT 170)</td>
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<td>BTech 245</td>
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<td>BTech 117B Format Advanced Business Documents (1)</td>
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<td>or select:</td>
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BUSINESS REQUIREMENTS (43 Credits)

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<tr>
<th>Course Code</th>
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<tr>
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</tr>
<tr>
<td>* BUS 106</td>
<td>Business English II</td>
<td>3</td>
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<tr>
<td>* BUS 107</td>
<td>Business Mathematics</td>
<td>5</td>
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<tr>
<td>BUS &amp; 201</td>
<td>Business Law</td>
<td>5</td>
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<tr>
<td>* BUS 240</td>
<td>Human Relations in the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>* BUS 250</td>
<td>Business Communications</td>
<td>5</td>
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<tr>
<td>* MNGT 130</td>
<td>Customer Relationship Management</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 283</td>
<td>Principles of Supervision &amp; Leadership</td>
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<td>MNGT 295</td>
<td>Human Resource Management</td>
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</table>

*Meets related instruction requirements for professional/technical programs.

ADMINISTRATIVE ASSISTANT: INTERNATIONAL BUSINESS (ASSOCIATE)

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

BTech Requirements (46-51 Credits)

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<td>BTech 113</td>
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<td>BTech 120</td>
<td>Intro to Windows (or BTech 118 A-C)</td>
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<td>BTech 135</td>
<td>Electronic 10-Key Calculator</td>
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<td>BTech 145</td>
<td>Records and Database Management</td>
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<td>BTech 203</td>
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BUSINESS REQUIREMENTS (26 Credits)

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<td>* BUS 106</td>
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<td>* BUS 215</td>
<td>International Business Communications</td>
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<tr>
<td>BUS 245</td>
<td>Global Business: Intro and Essentials</td>
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<td>* BUS 250</td>
<td>Business Communications</td>
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</tr>
<tr>
<td>* MNGT 130</td>
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GENERAL REQUIREMENTS (25 Credits)

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<td>ANTH&amp; 106</td>
<td>American Mosaic</td>
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<tr>
<td>ANTH&amp; 206</td>
<td>Cultural Anthropology</td>
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<tr>
<td>ANTH 240</td>
<td>Women in Cross Cultural Perspectives</td>
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<tr>
<td>GEOG 100</td>
<td>Intro to Geography</td>
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<tr>
<td>GEOG 200</td>
<td>Cultural Geography</td>
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<td>GEOG 207</td>
<td>Economic Geography</td>
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<tr>
<td>Total Credits Required</td>
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<td>97-102</td>
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</tbody>
</table>

*Meets related instruction requirements for professional/technical programs.

OFFICE ASSISTANT: GENERAL (CERTIFICATE)

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

BTech Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* BUS 105</td>
<td>Business English I</td>
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<td>BTech 113</td>
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<td>BTech 120</td>
<td>Intro to Windows (or BTech 118 A-C)</td>
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<td>BTech 135</td>
<td>Electronic 10-Key Calculator</td>
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<td>BTech 145</td>
<td>Records and Database Management</td>
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<td>BTech 201</td>
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<td>BTech 202</td>
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<td>(or BTech 220 A-C &amp; BTech 225 A-B)</td>
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<td>BTech 203</td>
<td>Professional Office Applications III</td>
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<tr>
<td>or BTech 117B (1)</td>
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<td>* MNGT 130</td>
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<tr>
<td>Total Credits Required</td>
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<td>48-53</td>
</tr>
</tbody>
</table>

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

**QUARTER 1**
- BTECH 111 Keyboarding 3
- BTECH 112 Keyboard Skillbuilding I 2
- BTECH 120 Intro to Windows 3

**QUARTER 2**
- BTECH 135 Electronic 10-Key Calculator 3
- BTECH 145 Records and Database Management 5

**QUARTER 3**
- BTECH 205 Office Procedures 2
- BUS 105 Business English I 5
- CMPT 108 PowerPoint 1

**QUARTER 4**
- BTECH 113 Keyboard Skillbuilding II 2
- BTECH 201 Professional Office Applications I 5
- BTECH 245 Cooperative Work Experience (Work Based Learn.) 3

Total Credits Required 34

**ADMINISTRATIVE ASSISTANT: MEDICAL OFFICE ASSISTANT (ASSOCIATE)**
Students in this program prepare to work in a variety of medical office settings, which include clinics, hospitals, nursing homes, laboratories, and physicians’ and dentists’ offices. Medical office assistants must work with a high degree of accuracy and a clear understanding of medical ethics, legality of medical reports and empathy for patients.

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

**BTECH REQUIREMENTS (63-67 CREDITS)**
- BTECH 112 Keyboard Skillbuilding I (or BTECH 116 A-B) 2
- BTECH 113 Keyboard Skillbuilding II (or BTECH 116 C-D) 2
- BTECH 120 Intro to Windows (or BTECH 118 A-C) 3
- BTECH 135 Electronic 10-Key Calculator 3
- BTECH 145 Records and Database Management 5
- BTECH 149 Intro to the Medical Office 2
- BTECH 150 Medical Terminology I 5
- BTECH 151 Medical Terminology II 5
- BTECH 201 Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A) 5
- BTECH 202 Professional Office Applications II (or BTECH 220 A-C & BTECH 225 A-B) 5
- BTECH 203 Professional Office Applications III (or BTECH 200 C-D, BTECH 210 C-D & BTECH 220D) 5
- BTECH 230 Machine Transcription I (or BTECH 117B) (1) 1-5
- BTECH 245 Cooperative Work Experience 3
- BTECH 246 Cooperative Work Experience 3
- BTECH 250 Medical Forms 5
- BTECH 253 Medical Office Procedures 5

Select both:
- BTECH 248 Business Info Technology Seminar I (2)
- BTECH 249 Business Info Technology Seminar II (2)

Total Credits Required 50-53

**MEDICAL TRANSCRIPTION CERTIFICATE**

**BUSINESS REQUIREMENTS (23 CREDITS)**
- BUS 105 Business English I 5
- BUS 106 Business English II 3
- BUS 240 Human Relations in the Workplace 5
- MNGT 130 Customer Relationship Management 5

**GENERAL REQUIREMENTS (7 CREDITS)**
- BIOL 118 Human Anatomy and Physiology for Non-Sci Mjrs 5
- PE 228 First Aid and CPR for Health Care Professionals 2

Total Credits Required 93-97

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

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

**BTECH REQUIREMENTS (39-40 CREDITS)**
- BTECH 112 Keyboard Skillbuilding I (or BTECH 116 A-B) 2
- BTECH 120 Introduction to Windows (or BTECH 118 A-C) 3
- BTECH 135 Electronic 10-Key Calculator 3
- BTECH 145 Records and Database Management 5
- BTECH 149 Intro to Medical Office 2
- BTECH 150 Medical Terminology I 5
- BTECH 201 Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A) 5
- BTECH 250 Medical Forms 5
- BTECH 253 Medical Office Procedures 5

Select both:
- BTECH 248 Business Info Technology Seminar I (2)
- BTECH 249 Business Info Technology Seminar II (2)

Total Credits Required 59-60

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

**BUSINESS REQUIREMENTS (18 CREDITS)**
- BUS 105 Business English I 5
- BUS 106 Business English II 3
- BUS 240 Human Relations in the Workplace 5
- MNGT 130 Customer Relationship Management 5

**GENERAL REQUIREMENTS**
- PE 228 First Aid and CPR for Health Care Professionals 2

Total Credits Required 93-97

*Meets related instruction requirements for professional/technical programs.
**Valid First Aid/CPR card satisfies this requirement
Office Assistant: Medical Billing (Certificate)

Students in the Medical Billing program prepare for employment as ambulatory care coders (ICD-9-CM and CPT), billers, patient account representatives, surgery schedulers, and other support positions in a variety of medical settings. Graduates are able to code and bill accurately, ethically and assertively; optimize reimbursement; research and explain coverage to patients and families; and handle all components of claims processing.

BTECH REQUIREMENTS (50 CREDITS)

BTECH 112 Keyboard Skillbuilding I (or BTECH 116 A-B) 2
BTECH 135 Electronic 10-Key Calculator 3
BTECH 145 Records and Database Management 5
BTECH 149 Intro to the Medical Office 2
BTECH 150 Medical Terminology I 5
BTECH 151 Medical Terminology II 5
BTECH 201 Professional Office Applications I (or BTECH 210 A-B & BTECH 226A) 5
BTECH 245 Cooperative Work Experience 3
BTECH 250 Medical Forms 5
BTECH 253 Medical Office Procedures 5
BTECH 254 CPT Coding 5
BTECH 255 ICD-9-CM Coding 5

GENERAL REQUIREMENTS (12 CREDITS)

BIOL 118 Hum Anatomy and Physiology for Non-Sci Majrs 5
* BUS 105 Business English I 5
** PE 228 First Aid and CPR for Health Care Professional 2

Total Credits Required 62

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

Chemistry Transfer

This program does not necessarily qualify a student for an AA-DTA degree. General distribution requirements must be met for the AA-DTA degree. Students wishing to transfer to a four-year institution should discuss the Associate of Science degree (or the AA – Option B) with an advisor.

Chemistry University Transfer

Faculty: Karen Harding, Shane Hendrickson; Ted Wood (FS); Katherine Olsen (PY)
Degree: Associate of Arts (AA-DTA); AA – Option B
Associate of Science (AS-T)

Chemistry is the study of the materials that make up the physical universe and the transformations that these materials can undergo. Career opportunities include teaching, research, chemical laboratory work, chemical engineering, quality control, Environmental monitoring and medicine. Many opportunities are available to those with associate degrees, particularly as chemical lab technicians, but most positions require a bachelor’s or graduate degree. Pierce College offers courses for students planning to transfer to four-year institutions, for those completing their associate degree, for those who are preparing for nursing, dental hygiene or veterinary technology programs, as well as for students who desire elective credits in natural science.

Business Management

See Business — Professional/Technical.

Chemistry University Transfer

BTECH 112 Keyboard Skillbuilding I (or BTECH 116 A-B) 2
BTECH 135 Electronic 10-Key Calculator 3
BTECH 145 Records and Database Management 5
BTECH 149 Intro to the Medical Office 2
BTECH 150 Medical Terminology I 5
BTECH 151 Medical Terminology II 5
BTECH 201 Professional Office Applications I (or BTECH 210 A-B & BTECH 226A) 5
BTECH 245 Cooperative Work Experience 3
BTECH 250 Medical Forms 5
BTECH 253 Medical Office Procedures 5
BTECH 254 CPT Coding 5
BTECH 255 ICD-9-CM Coding 5

GENERAL REQUIREMENTS (12 CREDITS)

BIOL 118 Hum Anatomy and Physiology for Non-Sci Majrs 5
* BUS 105 Business English I 5
** PE 228 First Aid and CPR for Health Care Professional 2

Total Credits Required 62

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

Child Nutrition Program Management

Contact: Lisa Reeves
Degree: Associate in Child Nutrition Program Management

ASSOCIATE IN CHILD NUTRITION PROGRAM MANAGEMENT (OFFERED THROUGH EXTENDED LEARNING ONLY)

CHILD NUTRITION PROGRAM MNGT. COURSES (48 CREDITS)

FSM 102 Equipment and Facilities Management 5
FSM 103 Nutrition and Menu Planning 5
FSM 105 Quantity Food Production: Entrees (Prereq: Safety and Sanitation) 3
FSM 106 Supervision and Management of Food Prep. II 5
FSM 109 Personnel and Human Relations 5
FSM 110 Food and Beverage Cost Analysis 5
FSM 112 Child Nutrition Program Management 1
FSM 115 Basic Nutrition 1
FSM 116 Safety and Sanitation 1
FSM 117 Nutrition Team Teaching 3
FSM 118 Healthy EDGE 1
FSM 121 Quantity Food Production: Salads, Sandwiches and Snacks (Prereq: Safety & Sanitation) 3
FSM 130 Child Nutritional Needs for Diverse Populations 3
HUMDV 126 Life Skills (or HUMDV 127) 2
CIS XXX Computer 5

GENERAL EDUCATION REQUIREMENTS (42 CREDITS)

* BUS 105 Business English I 5
* BUS 107 Business Math 5
* BUS 240 Human Relations in the Workplace 5
† BUS 250 Business Communications 5
Elective Humanities or Social Science course 5
PE 228 First Aid and CPR for Health Care Professionals 2

Select one:
† ACCT 101 Survey of Accounting 5
† ACCT & 201 Principles of Accounting I 5
Select one:
† ECON 110 Survey of Economics 5
† ECON & 201 Micro Economics 5
Select one:
† MNGT 194 Supervisory Training and Leadership Develop. or 5
† MNGT 283 Principles of Supervision and Leadership 5

Total Credits Required 90

*Meets related instruction requirements for professional/technical programs
†Prerequisite required
**College Success**  
See Reading/College Success.

**Communication Studies**  
(formerly SPEECH)

**Faculty:** Patrick Daugherty, Fred Metzger (FS); Nikki Poppen-Eagan (PY)

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

Students interested in communications most frequently request a curriculum which will prepare them for work in the broadcast industry. Most four-year college broadcast programs offer emphasis in three general areas: business/management, “on-the-air” aspects and advertising. Speech majors also specialize in two other areas: Interpersonal Communications and Rhetoric & Public Address. Pierce College’s curriculum can provide a basic background to enable students to determine focus upon transferring to a senior institution.

Students planning to transfer are served best by completing a two-year AA-DTA degree at Pierce College. However, students should contact the transfer institution regarding specific course needs that at that institution.

Pierce College also offers classes in American Sign Language, the natural mode of communication for millions of deaf Americans, and the third most common language in the United States. Students may take American Sign Language for either Speech or World Language credit.

**COMMUNICATION TRANSFER**

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

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

**RHE TORIC & PUBLIC ADDRESS EMPHASIS**

- ART One course 5
- CMST& 101 Introduction to Communication 5
- CMST 210 New Media Presentation 5
- CMST& 220 Public Speaking 5
- ENGL 107 Composition – Writing About Literature 5
- ENGL Any literature course 5
- HIST One course 5
- MUSC One course 5
- PHIL One course 5
- POLS One course 5
- PSYC& 100 General Psychology 5
- SOC One course 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 Communication 5
- CMST 105 Intercultural Communication 5
- CMST 210 New Media Presentation 5
- CMST& 220 Public Speaking 5
- CMST& 230 Small Group Communication 5
- ECON 110 Survey of Economics 5
- PHIL One course 5
- PSYC& 100 General Psychology 5
- PSYC& 200 lifespan Psychology 5
- PSYC 201 Psychology of Personal Growth 5
- SOCS& 101 Intro to Sociology 5
- SOC One course 5

**Computer Information Systems**

**PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER**

See also Digital Design.

**Faculty:** Phil Sheridan (FL); Brian Martin, Samuel Scott, John Stanef (FS); Jim Hendricks (PY)

**Degrees:** Associate of Arts (AA-DTA)  
Associate in Database Management & Design  
Associate in Programming  
Associate in Technical Support  
Associate in Programming in Web Applications Development  

**Certificates:**  
Computer Programming  
Computer Network Administration  
Computer Support  
Database Management and Design  
Programming in Web Applications Development

Please note: More information can be found on the CIS/CNE Web site at www.pierce.ctc.edu/cis.

**ASSOCIATE OF ARTS (AA-DTA)**

(a transfer degree toward Computer Education, Computer Engineering, Computer Graphics, Computer Science and Management Information Systems four-years programs)

Because requirements for transfer students vary greatly among four-year institutions, it is imperative that students contact their educational institution of choice regarding specific course needs and transferable credits. See a CIS advisor for assistance.

**ASSOCIATE IN DATABASE MANAGEMENT & DESIGN**

Students who seek an Associate in Database Management will learn programming theory and techniques, relational database concepts, data modeling, data and system security and the Structured Query Language. They will gain experience in maintaining and controlling information stored in a database and monitoring and allocating the data storage space available on a computer system. Graduates are qualified for entry-level database design and junior database administrator positions.

**CIS CORE REQUIREMENTS (45 CREDITS)**

- CIS 121 Intro to Computer Information Systems 5
- CIS 122 Program Design (Visual Basic) 5
- CIS 130 Microcomputer Applications 5
- CIS 134 Computer Operating Systems 5
- CIS 150 Computer Installation and Troubleshooting 5
- CIS 260 Database Management Systems 5
- CIS 265 Data Communications and Networks 5
- CIS 280 Systems Analysis and Design 5
- CIS 290 Supervised Internship 5

**DATABASE CORE REQUIREMENTS (SPECIFIC TO BOTH TRACKS) (15 CREDITS)**

- CIS 185 Visual Basic Programming 5
- CIS 261 SQL (Structured Query Language) 5
- CIS 266 Local Area Networks 5

**DATABASE REQUIREMENTS**

Choose one track:

**Oracle Database Requirements (20 credits)**

- CIS 230 Network Operating Systems 5
- CIS 262a Database Administration, Backup & Recovery 5
- CIS 263a Database Perform. Tuning and Network Admin. 5
- CIS 269a Advanced SQL Programming and Tuning 5

or

Microsoft SQL Server Database Requirements (20 credits)

- CIS 262b Database Administration, Backup and Recovery 5
- CIS 263b Database Performance Tuning & Network Admin. 5
- CIS 215 Web Programming 5
- CIS 285 Advanced Visual Basic 5

**GENERAL REQUIREMENTS (15 CREDITS)**

- * BUS 240 Human Relations in the Workplace (or PSYC& 100) 5
- * ENGL& 101 English Composition I 5
- * MATH& 146 Intro to Statistics 5

**Total Credits Required** 95

*Meets related instruction requirements for professional/technical programs.*
### ASSOCIATE IN PROGRAMMING

Students who seek an Associate in Programming will learn the tools and techniques necessary to produce software products for both the business and scientific communities. They will take courses in computer languages, computer architecture, database, data communications and systems analysis and design. Graduates are qualified for entry-level computer programming positions.

**PREREQUISITE:** A proficiency level in typing of 35 wpm is recommended; or students may take BTech 111/112: Keyboarding, concurrently with CIS 121.

#### CIS REQUIREMENTS (70 CREDITS)

<table>
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</tr>
<tr>
<td>CIS 122</td>
<td>Structured Program Design (Visual BASIC)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 130</td>
<td>Microcomputer Applications</td>
<td>5</td>
</tr>
<tr>
<td>CIS 134</td>
<td>Microcomputer Operating Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 150</td>
<td>Computer Installation &amp; Troubleshooting</td>
<td>5</td>
</tr>
<tr>
<td>CIS 260</td>
<td>Database Management Systems</td>
<td>5</td>
</tr>
<tr>
<td>CIS 265</td>
<td>Data Communication &amp; Networks</td>
<td>5</td>
</tr>
<tr>
<td>CIS 280</td>
<td>Systems Analysis and Design</td>
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</tr>
<tr>
<td>CIS 290</td>
<td>Supervised Internship</td>
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Select FIVE (25 credits) (must complete at least one language series):

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<td>CIS 185</td>
<td>Visual Basic Programming</td>
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<tr>
<td>CIS 215</td>
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<td>CIS 216</td>
<td>Web Services</td>
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<tr>
<td>CIS 250</td>
<td>COBOL I</td>
<td>5</td>
</tr>
<tr>
<td>CIS 251</td>
<td>COBOL II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 261</td>
<td>SQL (Sequel Query Language)</td>
<td>5</td>
</tr>
<tr>
<td>CIS 269</td>
<td>Advanced SQL Programming &amp; Tuning</td>
<td>5</td>
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<tr>
<td>CIS 270</td>
<td>C Programming Language</td>
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<td>CIS 271</td>
<td>Intro to C++ Programming</td>
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<td>CIS 272</td>
<td>Advanced C++ Programming</td>
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<td>CIS 285</td>
<td>Advanced Visual Basic</td>
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<tr>
<td>CIS 286</td>
<td>Other advanced programming courses</td>
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<tr>
<td>CS&amp;E 131</td>
<td>Computer Science I – C++</td>
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<tr>
<td>CS&amp;E 141</td>
<td>Computer Science I – JAVA</td>
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#### BUSINESS REQUIREMENTS (15 CREDITS)

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<td>ACCT 101</td>
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</tr>
<tr>
<td>BUS &amp; 101</td>
<td>Introduction to Business</td>
<td>5</td>
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<tr>
<td>Select one:</td>
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<tr>
<td>* BUS 240</td>
<td>Human Relations in the Workplace</td>
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<tr>
<td>MNGT 130</td>
<td>Customer Relationship Management</td>
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#### GENERAL REQUIREMENTS (15-18 CREDITS)

Select one:

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<th>Course Code</th>
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<tr>
<td>* BUS 106</td>
<td>Business English II (3)</td>
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<td>or</td>
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</tr>
<tr>
<td>* BUS 250</td>
<td>Business Communications (5) or</td>
<td>5</td>
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<tr>
<td>* ENGL 101</td>
<td>English Composition I (5)</td>
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Select one:

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<tr>
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<td>Precalculus I</td>
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<td>MATH &amp; 146</td>
<td>Intro to Statistics</td>
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<td>Select one:</td>
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<tr>
<td>CMST 210</td>
<td>New Media Presentation</td>
<td>5</td>
</tr>
<tr>
<td>CMST &amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

100-103

*Meets related instruction requirements for professional/technical programs

### ASSOCIATE IN TECHNICAL SUPPORT

Students who select the technical support emphasis will gain knowledge in microcomputer systems, hardware and common software packages, including word processing, spreadsheet and database management. They will learn to train others to use hardware and software, as well as learn to troubleshoot hardware and software problems. Graduates are qualified for entry-level positions, including computer and computer lab technicians, computer held desk technicians, network administrators and microcomputer support analysts.

**PREREQUISITE:** A proficiency level in keyboarding of 35 wpm is recommended; or students may take BTech 111/112: Keyboarding, concurrently with CIS 121.

#### CIS REQUIREMENTS (68 CREDITS)

<table>
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</tr>
<tr>
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<td>Program Design (Visual BASIC)</td>
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<tr>
<td>CIS 130</td>
<td>Microcomputer Applications</td>
<td>5</td>
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<tr>
<td>CIS 134</td>
<td>Computer Operating Systems</td>
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<tr>
<td>CIS 136</td>
<td>Spreadsheet Applications</td>
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<td>CIS 140</td>
<td>Technical Support Practices and Procedures</td>
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<td>CIS 150</td>
<td>Computer Installation and Troubleshooting</td>
<td>5</td>
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<td>CIS 230</td>
<td>Network Operating Systems</td>
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<td>Database Management Systems</td>
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<td>Supervised Internship</td>
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#### BUSINESS REQUIREMENTS (15 CREDITS)

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<td>MNGT 130</td>
<td>Customer Relationship Management</td>
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#### GENERAL REQUIREMENTS (15-18 CREDITS)

Select one:

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<tr>
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<tr>
<td>* BUS 106</td>
<td>Business English II (3)</td>
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<td>or</td>
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</tr>
<tr>
<td>* BUS 250</td>
<td>Business Communications (5) or</td>
<td>5</td>
</tr>
<tr>
<td>* ENGL 101</td>
<td>English Composition I (5)</td>
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Select one:

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<th>Credits</th>
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<tbody>
<tr>
<td>* MATH &amp; 107</td>
<td>Math in Society or</td>
<td>5</td>
</tr>
<tr>
<td>* MATH &amp; 146</td>
<td>Intro to Statistics</td>
<td>5</td>
</tr>
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Select one:

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<tbody>
<tr>
<td>CMST 210</td>
<td>New Media Presentation</td>
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</tr>
<tr>
<td>CMST &amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits Required**

98-100

*Meets related instruction requirements for professional/technical programs

### ASSOCIATE IN PROGRAMMING IN WEB APPLICATIONS DEVELOPMENT

Designed to educate students in the technical and business aspects of Web-based applications, this degree prepares students to build and maintain commercial Web sites. Students will learn about the design of user interfaces based on browser technology, about Web servers and Web server side scripting technologies, application and database interfaces to those Web servers, and about the security needed for the entire architecture. Students will explore the complex world of design and business requirement issues and learn the critical-thinking and decision-making skills necessary to support and develop comprehensive, integrated and effective Web-based solutions.

**PREREQUISITE:** A proficiency level in keyboarding of 35 wpm. A college-level reading ability is strongly recommended.

#### CIS REQUIREMENTS (45 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>CIS 121</td>
<td>Intro to Computer Information Systems</td>
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<tr>
<td>CIS 122</td>
<td>Structured Program Design</td>
<td>5</td>
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<td>CIS 130</td>
<td>Microcomputer Applications</td>
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<td>CIS 134</td>
<td>Computer Operating Systems</td>
<td>5</td>
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<tr>
<td>CIS 136</td>
<td>Computer Installation and Troubleshooting</td>
<td>5</td>
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<td>CIS 260</td>
<td>Database Management Systems</td>
<td>5</td>
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<td>CIS 265</td>
<td>Data Communications and Networks</td>
<td>5</td>
</tr>
<tr>
<td>CIS 280</td>
<td>Systems Analysis and Design</td>
<td>5</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Supervised Internship</td>
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</tbody>
</table>

=} Common Course Numbering (CCN)

To identify a course’s previous title/course number, see CCN Crosswalk on p. 23.

EQUAL OPPORTUNITY: Pierce College is committed to providing an equal educational opportunity for all students regardless of race, color, national origin, sex, disability, age, or any other basis prohibited by law. For more information, visit our website at www.piercecollege.edu or call (360) 452-3535.
WEB INTEGRATION (40 CREDITS)

CIS 185 Visual Basic Programming 5
CIS 215 Intro to Web Programming 5
CIS 216 Web Services 5
CIS 217 Server Side Development 5
CIS 261 SQL (Structured Query Language) 5
CIS 269 Advanced SQL Programming and Tuning 5
CIS 286 Application Development 5
DIDSIGN 150 Fundamentals of Web Design 5

RELATED INSTRUCTION REQUIREMENTS (20 CREDITS)

* ENGL& 101 English Composition I 5
Select one:
* BUS 240 Human Relations in the Workplace 5
* PSYC& 100 General Psychology 5

‡ CIS& 131/141 Computer Science I (JAVA or C++) 5
*‡ MATH& 141 Precalculus I 5
*‡ MATH& 146 Intro to Statistics 5
‡ PHIL& 106 Intro to Logic 5

Select one:
CMST 210 New Media Presentation 5
CMST& 220 Public Speaking 5

Total Credits Required 105

* Meets related instruction requirement for professional/technical programs
‡ Prereq: MATH 098 with a 2.0 or better required

■ CERTIFICATE IN COMPUTER PROGRAMMING

PREREQUISITE: Students entering the program should be able to type at least 35 wpm.

CIS REQUIREMENTS (15 CREDITS)

CIS 121 Intro to Computer Information Systems 5
† CIS 122 Structured Program Design (Visual Basic) 5
CIS 134 Microcomputer Operating Systems 5

LANGUAGE EMPHASIS (15 CREDITS)

Select one language from the following: 15

COBOL
CIS 250 COBOL I 5
CIS 251 COBOL II 5
One other programming elective

C/C++ Programming
CIS 270 C Programming Language 5
CIS 271 Intro to C++ Programming 5
CIS 272 Advanced C++ Programming 5

Visual Basic
CIS 185 Visual Basic Programming 5
CIS 285 Advanced Visual Basic 5
One other programming elective

SQL
CIS 261 SQL (Structured Query Language) 5
CIS 269 Advanced SQL Programming and Tuning 5
One other programming elective

BUSINESS REQUIREMENTS (15-18 CREDITS)

* MATH& 146 Intro to Statistics 5
(or MATH& 107 – Math in Society) 5
* MNGT 130 Customer Relationship Management 5
Select one:
* BUS 105 Business English I (5) 5
BUS 106 Business English II (3) 5
or
* ENGL& 101 English Composition I (5) 5

Total Credits Required 45-48

* Meets related instruction requirement for professional/technical programs.
† Prereq: MATH 098 with a 2.0 or better required

■ CERTIFICATE IN COMPUTER NETWORK ADMINISTRATION

PREREQUISITE: Students should be able to type at least 35 wpm.

CIS REQUIREMENTS (35 CREDITS)

CIS 121 Intro to Computer Information Systems 5
CIS 134 Microcomputer Operating Systems 5
CIS 150 Computer Installation and Troubleshooting 5
CIS 230 Network Operating Systems 5
CIS 265 Data Communications and Networks 5
CIS 266 Local Area Networks 5
CIS 269 Advanced SQL Programming and Tuning 5

BUSINESS REQUIREMENTS (15-18 CREDITS)

* BUS 107 Business Mathematics 5
* MNGT 130 Customer Relationship Management 5
Select one:
* BUS 105 Business English I (5) 5
BUS 106 Business English II (3) 5
or
* ENGL& 101 English Composition I (5) 5

Total Credits Required 50-53

* Meets related instruction requirement for professional/technical programs

■ CERTIFICATE IN COMPUTER SUPPORT

PREREQUISITE: Students entering the program should be able to type at least 35 wpm. Proficiency at the MATH 098 level or higher is required.

CIS REQUIREMENTS (33-35 CREDITS)

CIS 121 Intro to Computer Information Systems 5
CIS 134 Microcomputer Operating Systems 5
CIS 140 Technical Support Practices & Procedures 5
CIS 150 Computer Installation and Troubleshooting 5
CIS 265 Data Communications and Networks 5

take any two of the following application programs knowledge areas:
CIS 130 Microcomputer Applications (5)
CIS 136 Spreadsheets Applications (3) 8-10
CIS 260 Database Management Systems (5)

BUSINESS REQUIREMENTS (10-13 CREDITS)

* MNGT 130 Customer Relationship Management 5
Select one:
* BUS 105 Business English I (5) 5
BUS 106 Business English II (3) 5
or
* ENGL& 101 English Composition I (5) 5

Total Credits Required 43-48

* Meets related instruction requirement for professional/technical programs

■ CERTIFICATE IN DATABASE MANAGEMENT AND DESIGN

PREREQUISITE: CIS 122 and CIS 134 or documented industry experience in database technologies.

CIS 230 Network Operating Systems (LINUX) 5
CIS 260 Database Management Systems 5
CIS 261 SQL (Structured Query Language) 5
CIS 262 Database Administration, Backup & Recovery 5
CIS 263 Database Perform Tuning and Network Admin 5
CIS 265 Data Communications and Networks 5
CIS 269 Advanced SQL Programming and Tuning 5

Total Credits Required 35

* Meets related instruction requirement for professional/technical programs.
**Certificate in Programming in Web Applications Development**

**Web Integration (40 Credits)**
- CIS 185: Visual Basic Programming 5
- CIS 215: Intro to Web Programming 5
- CIS 216: Web Services 5
- CIS 217: Server Side Development (using C# or Java) 5
- CIS 261: SQL (Structured Query Language) 5
- CIS 269: Advanced SQL Programming and Tuning 5
- CIS 286: Application Development 5
- DIDSIGN 150: Fundamentals of Web Design 5

**Related Instruction Requirements (15-18 Credits)**
- Select one:
  - MATH& 107: Math in Society 5
  - MATH& 146: Introduction to Statistics 5
- Select one:
  - BUS 105/106: Business English I and II (8)
  - ENGL& 101: English Composition I (5)
- * BUS 240: Human Relations in the Workplace 5
- PSYC& 100: General Psychology 5

**Total Credits Required**: 55-58

*Meets related instruction requirements for professional/technical programs. Please note some courses have prerequisites.

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**Computer Network Engineering**

**Professional/Technical**

**Faculty**: Phil Sheridan (FL); Ciaran Bloomer, Jim Hendricks (PY)

**Degree**: Associate in Computer Network Engineering

**Certificate**: Certificate in Computer Systems Administration

The Computer Network Engineering program, offered at Pierce College’s Puyallup and Fort Lewis sites, deals with computer and network installation and support. The course of study provides training and hands-on experience with microprocessors, operating systems, hardware/software troubleshooting, and a full range of network administration/design/installation/support activities.

This is a professional/technical program, based upon current industry standards developed by Microsoft and the Computing Technology Industry Association (CompTIA). Students will be provided a foundation leading to industrial certification.

Potential employment opportunities upon completion of the program are with companies that use or service networked computer systems.

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**Associate in Computer Network Engineering**

**CNE Core Requirements (55 Credits)**
- CIS 122: Structured Program Design 5
- CIS 134: Microcomputer Operating Systems 5
- CIS 150: Installation and Troubleshooting 5
- CIS 265: Data Communications and Networks 5
- CIS 266: Local Area Networks 5
- CNE 231: Windows Client Operating System 5
- CNE 251: UNIX Administration 5
- CNE 240: Computer Hardware Troubleshooting 5
- CNE 245: Computer Software Troubleshooting 5
- CNE 290: Networking Internship (in chosen track) 5
- Select one:
  - CIS 185: Visual Basic Programming 5
  - CS& 131/141: Computer Science I (JAVA/C++) 5

**Related Instruction (20 Credits)**
- BUS 240: Human Relations in the Workplace 5
- ENGL& 235: Technical Writing 5
- Select one:
  - MATH& 141: Precalculus I 5
  - MATH 114: Applied Algebra, Geometry and Trigonometry 5
- * CMST& 101: Introduction to Communication 5
- CMST& 220: Public Speaking 5

Choose ONE of the following tracks:

**Microsoft Certified Systems Engineer Technology Track (30 Credits/Fort Lewis and Puyallup)**
- CNE 232: Manage Windows Server 5
- CNE 233: Maintain Windows Environment 5
- CNE 234: Implement Windows Infrastructure 5
- CNE 235: Implement and Maintain Windows Server 5
- CNE 236: Planning and Maintaining Windows Server 5
- CNE 237: Plan, Implement & Maintain Active Directory Infrastructure 5

The following three courses may be taken in lieu of CNE courses above at the discretion of program coordinator:
- CNE 238: Design Secure Windows Network 5
- CNE 253: Deploy and Maintain ISA Server 5
- CNE 254: Fundamentals of Network Security 5

**UNIX Networking Track (19 Credits/Puyallup)**
- CNE 256: Unix Advanced Administration 5
- CNE 261: Unix Installation Configuration 5
- CNE 266: Unix Directory System Design/Implementation 3
- CNE 284: Unix Service and Support 5
- CNE 285: Integrating Windows NT with Unix 3

**Total Credits Required**: 105

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**Certificate in Computer Systems Administration**

**CNE Core Requirements (35 Credits)**
- CIS 134: Microcomputer Operating Systems 5
- CIS 265: Data Communications and Networks 5
- CIS 266: Local Area Networks 5
- CNE 231: Windows Client Operating System 5
- CNE 232: Manage Windows Server 5
- CNE 251: UNIX Administration 5
- CNE 254: Fundamentals of Network Security 5

**Business Requirements (15-18 Credits)**
- * BUS 107: Business Mathematics 5
- * MNGT 130: Customer Relationship Management 5
- Select one:
  - * BUS 105: Business English I (5) and 5-8
  - * BUS 106: Business English II (3)
  - * ENGL& 101: English Composition I (5)

**Total Credits Required**: 50-53

*Meets related instruction requirements for professional/technical programs.
Construction Management

Faculty: Jon Grote (FS)
Degrees: Associate in Construction Management
Certificate: Construction Management
Construction Safety Technician

Responding to a critical workforce shortage in the building industry, Pierce College now offers an associate degree in Construction Management. The program prepares graduates as construction supervisors, foremen and project managers. The program also offers a Certificate in Construction option that can be completed within one year.

To meet the needs of working adults, courses are offered evenings, weekends and online. The curriculum combines general education requirements in communications, computation and business with core courses in construction materials and methods, construction documents, blueprint reading, estimating, project management and building codes.

### ASSOCIATE IN CONSTRUCTION MANAGEMENT

#### COMMUNICATION SKILLS (15 CREDITS)

- BUS 250 Business Communications 5
- ENGL& 101 English Composition I 5
- ENGL& 235 Technical Writing 5

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

Select one: 5
- BUS 107 Business Mathematics
- MATH& 141 Precalculus I
- MATH& 142 Precalculus II
- MATH& 148 Business Calculus
- MATH 156 Finite Math

#### GENERAL REQUIREMENTS (31-38 CREDITS)

- BUS& 201 Business Law 5
- MNGT 198 Work-based Learning/Internship 3
- Select one: 5
  - BUS 240 Human Relations in the Workplace
  - CMST& 101 Introduction to Communications
- ** CIS 121 Intro to Computer Information Systems 3-5
- ** CIS 110 Microcomputer Business Applications 5
- Select one: 5
  - CHEM& 121 Intro to Chemistry
  - GEOG& 101 Intro to Physical Geology
  - PHYS& 100 Physics Non-Science Majors 5
- Select one: 5
  - ECON 110 Survey of Economics
  - ECON& 201 Micro Economics
- Select one: 5-10
  - ACCT 101 Survey of Accounting (5)
  - ACCT& 201/202 Principles of Accounting I and II (10)

#### BUSINESS MANAGEMENT (5 CREDITS)

Select one: 5
- MNGT 182 Creative Sales
- MNGT 283 Principles of Supervision and Leadership
- MNGT 284 Small Business Planning
- MNGT 295 Human Resource Management

#### CORE REQUIREMENTS (36 CREDITS)

- CONST 101 Intro to Construction Industry 3
- CONST 140 Blue Print Reading 3
- CONST 150 Construction Documents 3
- CONST 160 Materials and Methods 3
- CONST 180 Building Codes 5
- CONST 200 Estimating I 3
- CONST 201 Estimating II 3
- CONST 230 Scheduling 5
- CONST 250 Safety and Accident Prevention 3
- CONST 260 Project Management Start to Finish 5

Total Credits Required 92-99

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

### CONSTRUCTION MANAGEMENT CERTIFICATE

#### CORE REQUIREMENTS (51 CREDITS)

- BUS 240 Human Relations in the Workplace 5
- CONST 101 Intro to Construction Industry 3
- CONST 140 Blue Print Reading 3
- CONST 150 Construction Documents 3
- CONST 160 Materials and Methods 3
- CONST 180 Building Codes 5
- CONST 200 Estimating I 3
- CONST 201 Estimating II 3
- CONST 230 Scheduling 5
- CONST 250 Safety and Accident Prevention 3
- CONST 260 Project Management Start to Finish 5

Select one: 5
- BUS 250 Business Communication
- ENGL& 101 English Composition I
- Select one: 5
  - ** BUS 107 Business Math
  - ** MATH 156 Finite Math
  - ** MATH& 148 Business Calculus

Total Credits Required 51

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

### CONSTRUCTION SAFETY TECHNICIAN CERTIFICATE

Contact: Ron May

#### GENERAL EDUCATION REQUIREMENTS (25 CREDITS)

- BUS 240 Human Relations in the Workplace 5
- CIS 130 Microcomputer Applications 5
- ** ENGL& 101 English Composition I 5
- ENGL& 235 Technical Writing 5
- ** MATH& 146 Introduction to Statistics 5

#### SAFETY AND HEALTH REQUIREMENTS (31 CREDITS)

- CONST 140 Blueprint Reading 3
- CONST 160 Materials and Methods 3
- CONST 250 Safety and Accident Prevention 3
- MNGT 198 Work-based Learning 3
- OSH 110 Safety Management 5
- OSH 150 Workers Compensation and Risk Management 3
- OSH 160 Incident Investigation 3
- OSH 170 Training Techniques 5
- OSH 190 Industrial Security 3

Total Credits Required 56

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

FS = Fort Steilacoom • PY = Puyallup • FL = Fort Lewis
Criminal Justice

PROFESSIONAL/TECHNICAL AND UNIVERSITY TRANSFER

Faculty: Teresa Carlo, Bobi Foster-Grahler, Pat Love (FS)

Degrees: Associate in Criminal Justice

Certificates: Associate in Criminal Justice, Corrections/Protection Officer & Correctional Careers, Criminal Justice, Forensic Technician, Homeland Security Emergency Management, Explorer/Cadet Pre-Law Enforcement, Reserve Pre-Law Enforcement, Law Enforcement Officer

The Associate in Criminal Justice program is designed to provide a solid grounding in basic skills essential to success in both academic work and criminal justice occupations. The criminal justice system provides employment opportunities in a variety of public agencies at all levels of government, and in private agencies. A mandatory work-based learning (internship) experience connects criminal justice theory and practice.

A student who plans to transfer to a specific four-year school should check with that school to determine specific transfer requirements. Students wanting to obtain an AA-DTA degree must fulfill all Associate of Arts degree requirements. See AA-DTA degree brochure for details.

ASSOCIATE IN CRIMINAL JUSTICE (FS ONLY)

Students must earn a minimum of 2.0 in each criminal justice course in order to obtain an Associate in Criminal Justice. Students wanting to obtain an AA-DTA degree while completing their Associate in Criminal Justice must earn a minimum cumulative GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

GENERAL REQUIREMENTS (23 CREDITS)

College-level reading skills, as determined by placement test, are required (or READ 101) or ENGL 101 or ENG&L 101 or MATH& 146†

CIS 110 Intro to Microcomputers Business Applications 3
CMST& 220 Public Speaking (or CMST& 101) 5
* ENGL 101 English Composition I 5
ENGL 103 Composition -- Argumentation & Research 5
* MATH& 107 Math in Society (or MATH& 146†) 5

HUMANITIES (10 CREDITS)

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

NATURAL SCIENCE (15 CREDITS)

BIOL 118 Hum Anatomy and Physiology for Non-Sci Mjrs 5
* or another biology course+) 5
HSCI 210 Wellness 5
+ Elective (Course other than biology or health science that meets the AA-DTA distribution requirement) 5

SOCIAL SCIENCE (15 CREDITS)

POLS& 202 American Government (or POLS 230) 5
* PSYC 100 General Psychology 5
SOC& 101 Intro to Sociology 5

CRIMINAL JUSTICE REQUIREMENTS (30 CREDITS)

CJ 112 Criminal Justice in America 5
CJ 140 Corrections in America 5
CJ 150 Police in America 5
CJ 200 Crime and Justice: The Issues (prereq: ENGL 101) 5
CJ 202 Concepts of Criminal Law 5
+ CJ 252 Criminal Justice Work Based Learning 5

ELECTIVES (10 CREDITS)

Criminal Justice Electives 10

Total Credits Required 103

*A meets related instruction requirements for professional/technical programs
†Requires Criminal Justice Advisor approval
++ Students planning to transfer to a four-year institution who lack two years of high school study of a single foreign language should take one quarter of foreign language as a Humanities elective. Four-year institutions may require 3 quarters.
†MATH& 146 is recommended for students transferring to a four-year institution.
SOC& 101 students may substitute 5 additional criminal justice elective credits upon Criminal Justice advisor approval.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a criminal justice advisor.

CERTIFICATE IN CRIMINAL JUSTICE (FS ONLY)

Pierce College offers the certificate in Criminal Justice at the Fort Steilacoom campus and at the military sites. This certificate is designed to provide students with an inclusive view of the criminal justice system. The 40 credits are perfect for individuals who already have post secondary degrees and need the edge for employment opportunities or advancement in the criminal justice field. Likewise, it is a great building block for those who wish to earn an Associate in Criminal Justice and Associate of Arts. The certificate gives a broad overview of the criminal justice system with emphasis on policing, corrections and the courts.

COURSE REQUIREMENTS (40 CREDITS)

CJ 112 Criminal Justice in America 5
CJ 140 Corrections in America 5
CJ 150 Police in America 5
CJ 200 Crime and Justice: The Issues (prereq: ENGL 101) 5
CJ 202 Concepts of Criminal Law 5
CJ 252 Criminal Justice Work-Based Learning 5

Total Credits Required 40

*Students must earn minimum of 2.0 in each course above in order to obtain certificate.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities.

CORRECTIONAL MENTAL HEALTH

The Corrections Mental Health Certificate and Certificate with AA were developed for individuals planning to work or currently working with juvenile or adult offenders with mental challenges. This program was developed with line staff in mind to assist in working with the increased number of mentally challenged offenders. The cross-discipline approach including Criminal Justice, Social Service-Mental Health, Alcohol and Drug Abuse, Psychology, and more, benefits the student, employer, and client. This program is grounded in Criminal Justice and Mental Health theory as well as a practical hands-on application. A mandatory work-based learning (internship) experience connects theory and practice.

A student who plans to transfer to a specific four-year school should check with that school to determine specific transfer requirements.

Pierce College offers the Certificate in Criminal Justice at the Fort Steilacoom campus and at the military sites. This certificate is designed to provide students with an inclusive view of the criminal justice system. The 40 credits are perfect for individuals who already have post secondary degrees and need the edge for employment opportunities or advancement in the criminal justice field. Likewise, it is a great building block for those who wish to earn an Associate in Criminal Justice and Associate of Arts. The certificate gives a broad overview of the criminal justice system with emphasis on policing, corrections and the courts.

COURSE REQUIREMENTS (40 CREDITS)

CJ 112 Criminal Justice in America 5
CJ 140 Corrections in America 5
CJ 150 Police in America 5
CJ 200 Crime and Justice: The Issues (prereq: ENGL 101) 5
CJ 202 Concepts of Criminal Law 5
CJ 252 Criminal Justice Work-Based Learning 5

Total Credits Required 40

*Students must earn minimum of 2.0 in each course above in order to obtain certificate.

NOTE: Students should be aware that certain criminal behavior may prohibit their employment opportunities.

CORRECTIONAL MENTAL HEALTH

The Corrections Mental Health Certificate and Certificate with AA were developed for individuals planning to work or currently working with juvenile or adult offenders with mental challenges. This program was developed with line staff in mind to assist in working with the increased number of mentally challenged offenders. The cross-discipline approach including Criminal Justice, Social Service-Mental Health, Alcohol and Drug Abuse, Psychology, and more, benefits the student, employer, and client. This program is grounded in Criminal Justice and Mental Health theory as well as a practical hands-on application. A mandatory work-based learning (internship) experience connects theory and practice.

A student who plans to transfer to a specific four-year school should check with that school to determine specific transfer requirements.
ASSOCIATE OF ARTS (WITH CERTIFICATE IN CORRECTIONAL MENTAL HEALTH) (FS ONLY)

Students must earn a minimum of a 2.0 in each course listed in Correc-
tional Mental Health core to obtain the certificate with AA option.

GENERAL EDUCATION REQUIREMENTS (GER) (60 CREDITS)

*All GER elective courses must be chosen from the approved lists on
the AA-DTA degree requirement sheet. Students seeking an AA-DTA degree
must complete all courses for the Certificate in Correctional Mental
Health, plus all other AA-DTA degree requirements. (See AA-DTA degree
brochure for complete information.)

Communications (10 credits)
ENGL 101 English Composition I 5
ENGL 103 Composition – Argumentation & Research 5

Social Science (15 credits)
Choose three disciplines:
  CJ 112 Criminal Justice in America 5
  PSYC 100 General Psychology 5
  SOC 101 Intro to Sociology 5

Natural Science (15 credits)
Choose three disciplines:
  BIOL 118 Human Anatomy and Physiology for Non-Sci Mjrs 5
  [or another biology course*]
  HSCI 210 Wellness 5
  Other GER Natural Science Course* (except another biology or
  health science course)

Humanities (15 credits)
CMST& 220 Public Speaking (or CMST& 101) 5
PHIL 150 Intro to Ethics 5
Other GER Humanities Course* (except another speech or
philosophy course)

Quantitative/Symbolic Reasoning Skills (5 credits)
GER Quantitative course (MATH& 107 or MATH& 146 recommended) 5

CORRECTIONAL MENTAL HEALTH CORE (44 CREDITS)

CJ 135 Criminal Justice Special Populations 3
CJ 140 Corrections in America 5
CJ 145 Case Management in Corrections 3
CJ 252 Criminal Justice Work-Based Learning 5
HSSA 255 Intro to Co-occurring Disorders of Chemical
  Abuse and Mental Illness 3
PSYC 215 Group Experience 5
PSYC 220 Abnormal Psychology 5
SSMH 120 Intro to Correctional Mental Health 5
SSMH 121 Basic Psychopharmacology in Mental Health 2
SSMH 170 Mental Health Interviewing and Assessment 5
SSMH 230 Abuse in the Family 3

Total Credits Required 44

*Refer to GER paragraph above.

NOTE: Students should be aware that certain criminal behavior may prohibit their employ-
ment 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)

COURSE REQUIREMENTS (20 CREDITS)

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

CJ 130 Criminal Justice Operational Skills 5
CJ 140 Corrections in America 5
CJ 223B Special Topics — Criminal Justice 5
CJ 252 Criminal Justice Work-Based Learning 5

Total Credits Required 20

Program prerequisite: Instructor permission. Students must complete and pass a criminal
history background investigation.

NOTE: Students should be aware that certain criminal behavior may prohibit their employ-
ment opportunities in many criminal justice occupations. Students are encouraged to
research these situations and consult with a criminal justice advisor.

FORENSIC TECHNOLOGY

Pierce College offers the certificate in Criminal Justice Forensic Techni-
cian at the Fort Steilacoom campus and at the military sites. This cer-
tificate is designed to provide students with the basic skills in crime
scene preservation and courtroom testimony. Employment will depend
upon, at a minimum, the successful completion of a two-year degree
and other experience in the law enforcement field. Students wishing to
obtain careers in Forensic Science will need to major in Science and use
this certificate to enhance their qualifications. Forensic Scientists require
a minimum of a four-year science degree for employment.

FORENSIC TECHNICIAN CERTIFICATE (FS ONLY)

COURSE REQUIREMENTS (43 CREDITS)

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

* BIOL& 160 General Biology w/lab 5
  * CHEM& 110 Chemical Concepts w/lab 5
  * CIS 110 Intro to Microcomputer/Business Applications 3
    (Or program coordinator approval to waive)
  * CJ 112 Criminal Justice in America 5
  * CJ 150 Policing in America 5
  * CJ 205 Investigative Technology 5
  * CJ 245 Intro to Investigation and Evidence 5
  * MATH& 142 Precalculus II 5
  * PHY&S 121 General Physics 1 5

Total Credits Required 43

*Prerequisite required.

NOTE: Students should be aware that certain criminal behavior may prohibit their employ-
ment opportunities in many criminal justice occupations. Students are encouraged to
research these situations and consult with a criminal justice advisor.
Homeland Security
See Homeland Security listing for related transfer degree.

□ HOMELAND SECURITY EMERGENCY MANAGEMENT CERTIFICATE
The Homeland Security Emergency Management certificate is offered at Pierce College Fort Steilacoom. The certificate is designed to educate student and in-service emergency management professionals about the human physical consequences of natural and technological disasters and how to mitigate them. The program addresses competencies required of emergency management professionals in careers in federal, state or local government, with specific emphasis on emergency response agencies — i.e., fire, law enforcement, emergency medical services, officers of emergency services and specific agencies such as the Red Cross and other groups providing on-site emergency response and support. Students explore the complex world of emergency and disaster management issues and learn the critical thinking and decision-making skills necessary to support and supervise comprehensive, integrated and effective management in the event of natural, system-wide or human-induced crisis.

COURSE REQUIREMENTS (35 CREDITS)

<table>
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<td>CJ 112</td>
<td>Criminal Justice in America</td>
<td>5</td>
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<tr>
<td>CJ 120</td>
<td>Constitutional Rights</td>
<td>5</td>
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<tr>
<td>CJ 140</td>
<td>Corrections in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 150</td>
<td>Police in America</td>
<td>5</td>
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<tr>
<td>HSEM 102</td>
<td>Intro to Homeland Security Emergency Mgmt</td>
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<td>HSEM 160</td>
<td>Emergency Response Awareness to Terrorism</td>
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<tr>
<td>HSEM 240</td>
<td>Homeland Security — Work Based Learning</td>
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Law Enforcement

□ CERTIFICATE FOR EXPLORER/CADET PRE-LAW ENFORCEMENT (FS ONLY)
This certificate provides students with an overview of skills needed to perform the duties of a volunteer in Law Enforcement. It also is an overview of the criminal justice system and major skills needed to succeed in Law Enforcement including written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former law enforcement Explorer or Cadets.

Student must earn a minimum of a 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA while completing their Associate in Criminal Justice must earn a minimum GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

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<td>CJ 200</td>
<td>Crime and Justice: The Issues (prereq: ENGL&amp; 101)</td>
<td>5</td>
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<tr>
<td>** CJ 252</td>
<td>Criminal Justice Work-Based Learning</td>
<td>5</td>
</tr>
<tr>
<td>**(180 hours volunteering)</td>
<td></td>
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<tr>
<td>**CJ 260</td>
<td>Law Enforcement Operational Skills: Explorer/Cadet</td>
<td>5</td>
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<tr>
<td>CMST &amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
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<td>ENGL &amp; 101</td>
<td>English Composition</td>
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□ CERTIFICATE FOR RESERVE PRE-LAW ENFORCEMENT (FS ONLY)
This certificate provides students with an overview of skills needed to perform the duties of a commissioned Reserve Law Enforcement Officer. It also is an overview of the criminal justice system and major skills needed to succeed in Law Enforcement including written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former Reserve Law enforcement employees looking for career advancement. This certificate flows directly into the Associate in Criminal Justice with Associate in Arts Degree allowing students to continue to a four-year experience.

Student must earn a minimum of a 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA while completing their Associate in Criminal Justice must earn a minimum GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

COURSE REQUIREMENTS (40 CREDITS)

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<td>**CJ 260</td>
<td>Law Enforcement Operational Skills: Reserve</td>
<td>10</td>
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<td>CMST &amp; 220</td>
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□ CERTIFICATE FOR LAW ENFORCEMENT OFFICER (FS ONLY)
This certificate provides students with an overview of skills needed to perform the duties of a commissioned Law Enforcement Officer. It also is an overview of the criminal justice system and major skills needed to succeed in Law Enforcement including written, oral and multicultural communications and practicalapplication of knowledge and skills. Students are current or former law enforcement employees looking for career advancement. This certificate flows directly into the Associate in Criminal Justice with Associate in Arts Degree allowing students to continue to a four-year experience.

Student must earn a minimum of a 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA while completing their Associate in Criminal Justice must earn a minimum GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives.

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<tr>
<td>**CJ 262</td>
<td>Law Enforcement Operational Skills: Officer</td>
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<td></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>

Customer Service
See Business – Professional/Technical.
database management and design

see computer information systems.

Dental Hygiene Professional/Technical


Degree: Associate in Dental Hygiene

The need for registered dental hygienists (RDH) continues to grow. Dental hygiene professionals dedicate their career to the prevention and treatment/control of specific oral diseases, and work as oral health educators and clinicians. The profession attracts individuals interested in a licensed health profession that provides direct services to patients while working in various practice settings. Dental hygienists become eligible for licensure through successfully completing a minimum two-year professional dental hygiene education in an accredited* dental hygiene program, and successfully passing all licensing examinations. Pierce College’s Dental Hygiene program enables students to take both written and practical examinations for licensure in this jurisdiction and in other jurisdictions within the United States (US).

Acceptance into our program occurs only in the fall quarter each year, and application submittal for entrance occurs in January of the anticipated acceptance year. We accept up to 26 entering students each fall. Applicants to the program must meet the general entrance requirements of Pierce College and should have completed one year of high school algebra, biology, and chemistry or the high school equivalent of Math 060, Biology 160 and Chemistry 100. Furthermore, the applicant must meet the specific program application requirements as detailed below.

The Associate in Dental Hygiene transfers into dental hygiene degree completion programs within the US, and may meet some entrance requirements to US dental schools where courses and credits apply. Additionally, Eastern Washington University offers a Bachelor of Scicne in Dental Hygiene through their Expanded Dental Hygiene Degree program located at the Pierce College Fort Steilacoom campus. The curriculum design provides the working dental hygienist with courses offered in the evenings and Saturdays, and may be completed in two years post-licensure part-time or full-time in one year post-licensure. (The one year option is dependent on enrollment numbers.) Acceptance into this program is dependent on previous academic courses at an accredited dental hygiene program and current licensure. Please contact Monica L. Hospenthal, RDH, MEd, EWU co-director at (253) 912-3642 for applicant materials or e-mail at mhosptent@pierce.ctc.edu for more information. You may also visit the Web site: http://sche.cslabs.ewu.edu/deptDH/6780.html.

*The Pierce College Dental Hygiene Program is fully accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the U.S. Dept. of Education.

**Pre-Dental Hygiene Courses (FS Only)**

NOTE: Most Pre-dental Hygiene courses require prerequisite courses prior to enrollment. These prerequisite courses vary from college to college and are not listed below; therefore, completion of the Pre-dental Hygiene courses may take longer than one year.

ENGL 103 (or equivalent), CHEM & 121, three other sciences and/or math, and one non-science course must be completed for application by the end of fall quarter of 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL &amp; 241</td>
<td>Biology, Human Anatomy and Physiology w/lab 1 (formerly BIOL 240/241)</td>
</tr>
<tr>
<td>BIOL &amp; 242</td>
<td>Biology, Human Anatomy and Physiology w/lab 2 (formerly BIOL 250/251)</td>
</tr>
<tr>
<td>BIOL &amp; 260</td>
<td>Microbiology (formerly MICRO 201)</td>
</tr>
<tr>
<td>CHEM &amp; 121</td>
<td>Intro to Chemistry (formerly CHEM 101)</td>
</tr>
<tr>
<td>CHEM &amp; 131</td>
<td>Intro to Organic/Biochemistry (formerly CHEM 102)</td>
</tr>
<tr>
<td>CMS&amp; 101</td>
<td>Intro to Communication (formerly SPCH 100)</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition-Argumentation and Research (or equivalent)</td>
</tr>
<tr>
<td>MATH &amp; 107</td>
<td>Math in Society</td>
</tr>
<tr>
<td>NUTR &amp; 101</td>
<td>Nutrition (formerly HSCI 161)</td>
</tr>
<tr>
<td>PSYC &amp; 100</td>
<td>General Psychology (formerly SPCH 110)</td>
</tr>
<tr>
<td>SOC &amp; 101</td>
<td>Introduction of Sociology (formerly SOC 110)</td>
</tr>
</tbody>
</table>

Online computer courses taken at Pierce College must occur in exact consecutive order listed:

- CMPTR107
- BTECH118A
- BTECH200A
- BTECH200B
- BTECH225A

We highly recommend taking the above computer courses through Pierce College as they were specifically designed to provide the student with the skills and tools necessary to succeed in our Web-enhanced Dental Hygiene Program. The five online courses are continuous entry and can be completed in one quarter. There is no need to visit the Pierce College campus prior to or during the instruction in these courses since they are online. The computer courses must be passed with a 2.0 GPA.

Total Pre-Dental Hygiene Credits: 62

**Associate in Dental Hygiene (FS Only)**

Formal application to the Dental Hygiene Program must be made to the cashier’s office at the Fort Steilacoom campus by completing a Dental Hygiene Application (located in the Dental Hygiene Application Handbook) and paying the $40 non-refundable application fee. Because of the special admission requirements, applications for admission submitted via the Web are not accepted.

Deadline for submitting the application is the fourth Friday in January preceding the fall quarter in which you expect to enter the program. It is the applicant’s responsibility to see that his/her file is completed and up-to-date. All pre-dental Hygiene courses must be completed by the end of spring quarter in the year of entrance for the following fall quarter. Other date deadlines are published each year in our Dental Hygiene Application Handbook, with the updated version typically available by fall. A minimum 2.5 GPA in each pre-dental hygiene course (computer courses need only a 2.0 GPA passing grade) must be earned as well as a cumulative GPA for all pre-dental hygiene courses of 3.3 (the cumulative GPA includes the computer courses).

The Dental Hygiene Application Handbook may be downloaded from the Web site at: http://www.pierce.ctc.edu/Denthy/ or you may obtain a packet by e-mailing denthy@pierce.ctc.edu or calling (253) 964-6695.

The applicant must submit the following documentation for initial application:

1. Pierce College Admissions form
2. Dental Hygiene Course Plan form
3. Observation Hours form
4. Extracurricular form and letters of verification
5. Background Check form
6. HOBE exam scores
7. Official transcripts from high school and all colleges attended must be forwarded directly from the schools to the Office of Admissions at Fort Steilacoom and marked “Dental Hygiene Admissions” Transcripts in sealed school envelopes sent with the application or hand-carried in sealed school envelopes will be accepted as well.

NOTE: Students who have not completed all pre-dental hygiene courses by the application date must submit proof of registration for the remaining courses and send the official transcripts for both winter and spring quarter by the dates published in the Dental Hygiene Application Handbook.

**A satellite dental hygiene campus in Port Angeles, WA, accepts up to six students per year as part of the up to 26 students maximum accepted each fall into the program. However, this arrangement is subject to change and evaluated for continuation on a yearly or bi-yearly basis.**

Programs of Study
EVALUATION OF CANDIDATES
Academic achievement/records, extracurricular activities and various exams as required provide the basis for acceptance into the Dental Hygiene Program. Applicants with the highest total scores will be selected and notified via letter mailed to them on the third Friday in April each year. The number of students accepted is limited by the physical and financial resources of the college or when placement into the profession is no longer possible.

REQUIREMENTS AFTER ACCEPTANCE
1. Advance tuition deposit paid by the deadline as requested by the college
2. Physical examination
3. Tuberculin test or chest x-ray and tetanus shot
4. Eye examination
5. Vaccination for Hepatitis B and current on CDC standard immunizations for the health care worker
6. Dental examination with most dental work completed

If accepted, the applicant will enter the two-year, seven-quarter program leading to an Associate in Dental Hygiene. Information on cost, including books, instruments, equipment, lab fees, uniforms, etc., is published in the Dental Hygiene Application Handbook or is available from the Dental Hygiene program.

FIRST YEAR

Fall Quarter
DHYG 102 Dental Imaging I 3
DHYG 103 Preventive Dentistry I 2
DHYG 104 Biological Structures I 3
DHYG 106 Medical Emergencies in Dental Practice 1
DHYG 107 Intro to Restorative Dentistry I 2
DHYG 108 Fundamentals of Dental Hygiene I 3
DHYG 109 Dental Hygiene Practice I 4

Winter Quarter
DHYG 111 Intro to Periodontology I 1
DHYG 112 Dental Imaging II 2
DHYG 113 Preventive Dentistry II 1
DHYG 114 Biological Structures II 2
DHYG 115 General Pathology 2
DHYG 117 Intro to Restorative Dentistry II 2
DHYG 118 Fundamentals of Dental Hygiene II 2
DHYG 119 Dental Hygiene Practice II 6

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

Summer Quarter
DHYG 162 Dental Imaging III 1
DHYG 164 Health Professions Team Building 2
DHYG 166 Local Anesthesia 3
DHYG 167 Intro to Restorative Dentistry IV 1
DHYG 168 Fundamentals of Dental Hygiene IV 1
DHYG 169 Dental Hygiene Practice IV 6

SECOND YEAR

Fall Quarter
DHYG 231 Advanced Periodontology I 2
DHYG 232 Nutrition for Dental Hygiene 1
DHYG 233 Gerodontontology/Special Needs 2
DHYG 234 Fundamentals of Restorative Dentistry I 2
DHYG 236 Nitrous Oxide Sedation 1
DHYG 237 Clinical Restorative Dentistry I 2
DHYG 238 Fundamentals of Dental Hygiene V 3
DHYG 239 Dental Hygiene Practice V 7

Winter Quarter
DHYG 241 Advanced Periodontology II 1
DHYG 243 Community Dental Health 3
DHYG 244 Fundamentals of Restorative Dentistry II 1
DHYG 246 Extramural Dental Hygiene Practice I 2
DHYG 247 Clinical Restorative Dentistry II 2
DHYG 248 Fundamentals of Dental Hygiene VI 3
DHYG 249 Dental Hygiene Practice VI 7

Spring Quarter
DHYG 253 Community Dental Health Practice 1
DHYG 254 Fundamentals of Restorative Dentistry III 1
DHYG 256 Extramural Dental Hygiene Practice II 2
DHYG 257 Clinical Restorative Dentistry III 2
DHYG 258 Fundamentals of Dental Hygiene VII 3
DHYG 259 Dental Hygiene Practice VII 7

Total Required Program Credits 124
Total Required Program Contact Hours 1885
Total Credits incl. Pre-dental Hygiene courses 186*  
*Rarely, minor curricular changes may occur during the two-year dental hygiene program to meet current accreditation standards.

Diagnostic Health & Fitness Technician/Instructor

PROFESSIONAL/TECHNICAL

Faculty: Steve Crain (FS)
Certificate: Diagnostic Health & Fitness Technician/Instructor Certificate (Personal Trainer)
Certificate: Diagnostic Health & Fitness Technician/Instructor Certificate (Instructor Only)

The field of health and fitness personal training is a rapidly growing occupation for individuals who desire a career in a health profession. Consequently, highly qualified health and fitness technicians and instructors are in demand within the health industry. Pierce College’s Diagnostic Health and Fitness Technician/Instructor (DHFT) program provides a comprehensive curriculum for a Diagnostic Health and Fitness Technician/Instructor certificate.

The DHFT program provides the knowledge and skills in management, administration, training and supervision of entry-level personnel. The DHFT is skilled in conducting risk stratification, health assessments (including open-circuit indirect calorimetry — SubMax and Max VO22, RR, Anaerobic Threshold and heart-rate limiting), physical fitness assessments, as well as in interpreting results, constructing appropriate exercise prescriptions and motivating healthy individuals with medically controlled diseases to adopt and maintain healthy lifestyle behaviors.

A DHFT certification combined with Commission on Accreditation of Allied Health Education Programs (CAAHEP) provides an excellent foundation for a variety of health-related careers in personal fitness training, nursing, occupational therapy physical education, exercise science, kinesiology, athletic training, physiology, sports, management, biology, exercise physiology, human performance, health science, recreation management/science, nutrition, community health, public health and health promotion. Further education and/or certification may be required.

DIAGNOSTIC HEALTH & FITNESS TECHNICIAN/INSTRUCTOR CERTIFICATE (FS ONLY)

DIAGNOSTIC HEALTH & FITNESS TECHNICIAN/INSTRUCTOR REQUIREMENTS (43 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 118</td>
<td>Hum Anatomy and Physiology for Non-Sci Mjrs</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 150</td>
<td>Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 152</td>
<td>Nutrition and Exercise</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 153</td>
<td>Essentials of Weight Management</td>
<td>2</td>
</tr>
<tr>
<td>HSCI 154</td>
<td>Essentials of Fitness Training</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 156</td>
<td>Exercise Physiology for the Health/Fitness Prof</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 157</td>
<td>Client Care &amp; Personal Trainer Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 158</td>
<td>Athletic Training and Acute Injury Management</td>
<td>2</td>
</tr>
<tr>
<td>HSCI 159</td>
<td>Special Populations Care</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 160</td>
<td>Health Assessment and Fitness Testing</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 162</td>
<td>Diagnostic Health and Fitness Tech Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 43
Digital Design PROFESSIONAL/TECHNICAL

Faculty: Brian Martin (FS)
Degree: Associate in Digital Design
Web site: www.pierce.ctc.edu/digdesign

Students interested in the digital design emphasis will learn to produce graphic materials and Web pages using the most current computer digital design software. In addition to solid computer skills, students in this emphasis develop a strong command of layout techniques and gain experience working under deadline pressure. Graduates are qualified to seek entry-level positions as graphic and Web page designers, magazine artists, computer illustrators, computer 2D/3D animators, digital imaging specialists, and multimedia authoring/programmer specialists. More information can be found on the Digital Design Web site at www.pierce.ctc.edu/digdesign.

**ASSOCIATE IN DIGITAL DESIGN (FS ONLY)**

**DIGITAL DESIGN REQUIREMENTS (76 CREDITS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Basic Design, Beginning</td>
<td>5</td>
</tr>
<tr>
<td>CIS 121</td>
<td>Intro to Computer Information Systems</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 110</td>
<td>Intro to Graphic Design and Rich Media</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 120</td>
<td>Production Management</td>
<td>3</td>
</tr>
<tr>
<td>DDSGN 121</td>
<td>Layout Design and Publishing</td>
<td>3</td>
</tr>
<tr>
<td>DDSGN 130</td>
<td>Graphic Design II</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 140</td>
<td>Fundamentals of 3D Modeling and Animation</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 150</td>
<td>Web Design and CSS</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 160</td>
<td>Fundamentals of Digital Photography</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 170</td>
<td>Video Production and DVD Authoring</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 210</td>
<td>Fundamentals of Multimedia Authoring Systems</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 220</td>
<td>Integrated Digital Design I</td>
<td>5</td>
</tr>
<tr>
<td>DDSGN 230</td>
<td>Integrated Digital Design II</td>
<td>5</td>
</tr>
<tr>
<td>CIS 290</td>
<td>Supervised Internship</td>
<td>5</td>
</tr>
<tr>
<td>Select two from the following:</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>ART&amp; 100</td>
<td>Art Appreciation (S) or ART 105 Intro to Art (S)</td>
<td></td>
</tr>
<tr>
<td>ART 111</td>
<td>Drawing, Beginning (S)</td>
<td>5</td>
</tr>
<tr>
<td>ART 201</td>
<td>Painting, Beginning (S)</td>
<td>5</td>
</tr>
<tr>
<td>DDDGN 141</td>
<td>Advanced 3D Modeling and Animation (S)</td>
<td></td>
</tr>
<tr>
<td>DDDGN 161</td>
<td>Advanced Photoshop (S)</td>
<td></td>
</tr>
</tbody>
</table>

**RELATED INSTRUCTION (20 CREDITS)**

* BUS 107   Business Mathematics                        | 5     |
* BUS 240   Human Relations in the Workplace            | 5     |

Select one: 5

* ENGL& 235 Technical Writing                           |       |
* JOURN 102 Intro to News Writing                        |       |

Select one: 5

* CMST& 220 Public Speaking                              |       |

**Total Credits Required** 96

Students entering the program should be able to type at least 35 wpm.

Students looking to transfer to a four-year school must take English 101 as well as other requirements dependent on the four-year institution (for example, take MATH& 107 instead of BUS 107). See advisor for details.

*Prerequisites required.

Drum UNIVERSITY TRANSFER

Also see Theatre.

**Faculty:** Patrick Daugherty, Fred Metzger (FS)
**Degree:** Associate of Arts (AA-DTA)

The Theatre/Digital Film curriculum is designed to give majors a thorough exposure to all aspects of the theatre arts and digital video. The department’s philosophy is to offer a sequential program emphasizing “back stage” as well as “on stage” skills, integrated with digital video experience. Transfer students from the theatre program do well in a university setting because of the broad general education they receive at Pierce College.

Digital film production at Pierce College Theatre is an excellent opportunity to collaborate with fellow theatre/film students, other departments, the campus community and the greater Pierce County area. Digital film production/technical theatre students collaborate across the curriculum. Students in acting classes are captured on digital videos produced by the digital film making classes. Digital film production/technical theatre students help the digital film classes as production crews for the films. English students write the films’ scripts. Film subjects include campus and community life, from dental hygiene to oceanography and basketball to early childhood education. Films that focus on community awareness and needs are particularly encouraged.

Live theatre is a vital part of the Pierce College Theatre experience. The college presents at least one major production each fall, winter and spring quarter. Auditions are open to anyone who wants to reap the benefits of educational theatre. Cast and crew have the opportunity to work with highly trained directors and designers with full backstage support. Pierce College Theatre stages plays that are artistically challenging for technicians and actors, as well as an exciting for audiences. Students and volunteers can participate in every aspect of the production: acting, set design and construction, promotion, wardrobe, makeup, props, stage management, lighting, sound and special effects.

**RECOMMENDED COURSES**

The following courses should be taken in addition to the courses required for the AA-DTA degree. Be sure to see a Theatre advisor for more specific information.

**Acting Emphasis:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 100</td>
<td>Survey of Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ART 105</td>
<td>Intro to Art</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td>Intro to Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>DRMA&amp; 101</td>
<td>Intro to Theatre</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 160</td>
<td>Intro to Film and Video</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 165-167</td>
<td>Digital Moving Making I-III</td>
<td>5 ea</td>
</tr>
<tr>
<td>DRMA 260-262</td>
<td>Acting for Stage and Digital Film I-III</td>
<td>5 ea</td>
</tr>
<tr>
<td>DRMA 280-283</td>
<td>Theatre Production Practicum</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Composition – Writing About Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 220</td>
<td>Intro to Shakespeare</td>
<td>5</td>
</tr>
<tr>
<td>MUSC</td>
<td>Any lecture course</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

**Technical Theatre Emphasis:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 100</td>
<td>Survey of Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ART 105</td>
<td>Intro to Art</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td>Intro to Communication</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 102</td>
<td>Intro to Mass Media</td>
<td>5</td>
</tr>
<tr>
<td>CMST 210</td>
<td>New Media Presentation</td>
<td>5</td>
</tr>
<tr>
<td>DRMA&amp; 101</td>
<td>Intro to the Theatre</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 160</td>
<td>Intro to Film and Video</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 165-167</td>
<td>Digital Moving Making I-III</td>
<td>5 ea</td>
</tr>
<tr>
<td>DRMA 170-172</td>
<td>Technical Film/Theatre I-III</td>
<td>5 ea</td>
</tr>
<tr>
<td>DRMA 280-285</td>
<td>Theatre Production Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 107-108</td>
<td>Audio Production I-II</td>
<td>2.5 ea</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

**FILMMAKING EMPHASIS:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 100</td>
<td>Survey of Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ART 107-109</td>
<td>Photography (Beginning/ Intern/Adv)</td>
<td>5 ea</td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td>Intro to Communication</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 160</td>
<td>Intro to Film and Video</td>
<td>5</td>
</tr>
<tr>
<td>DRMA 165-167</td>
<td>Digital Movie Making I-III</td>
<td>3 ea</td>
</tr>
<tr>
<td>DRMA 170-172</td>
<td>Technical Film/Theatre I-III</td>
<td>5 ea</td>
</tr>
<tr>
<td>DRMA 280-285</td>
<td>Theatre Production Practicum</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Composition – Writing About Literature</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 236-238</td>
<td>Creative Writing I-III</td>
<td>5 ea</td>
</tr>
<tr>
<td>MUSC 107-108</td>
<td>Audio Production I-II</td>
<td>2.5 ea</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

**ADDITIONAL THEATRE COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRMA 255</td>
<td>Shakespeare Festival</td>
<td>5</td>
</tr>
</tbody>
</table>

**105 Credit Option:**

Take all of the Technical Theater emphasis above and take DRMA 260, 261, 262 during second year. See Theatre advisor for critical planning.
Early Childhood Education

PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

Also see Elementary Education and Paraeducation.

Faculty: Greg Brazell, Judy DeJardin, Krissy Kim (FS)
Degrees: Associate in Early Childhood Education
Associate of Arts (AA-DTA) with Electives in ECE
Associate in Early Childhood Education and Associate of Arts (AA-DTA) (double degree)
Certificate: Early Childhood Education

Early Childhood Education courses are concerned with the growth and development of the young child including physical, cognitive, emotional and social areas of development. The ECE program emphasizes a developmentally appropriate curriculum and positive guidance techniques for teachers and parents.

The ECE degree programs prepare individuals to work with young children (birth through age eight) as employees in child care centers, child care homes, cooperative and private nursery schools or preschools, Head Start centers, Early Childhood Education Assistance Programs, and in programs for children with special needs.

The curriculum may also be applicable as an endorsement in Early Childhood Education to students seeking a Bachelor of Arts in Education degree in Elementary Education (Kindergarten-third grade). Other related fields with four-year transfer potential are special education, child studies, social work, parent education, child and family counseling, child psychology and Lifespan Psychology.

An I-BEST program is offered in a three-quarter day or night cohort with intensive academic support for Levels 5 and 6 English as a Second Language (ESL) students and Levels 3-6 Adult Basic Education (ABE) and GED students to successfully complete the Certificate in Early Childhood Education. The training is part of a longer pathway leading to completion of an associate degree in Early Childhood Education.

**ASSOCIATE IN EARLY CHILDHOOD EDUCATION**

**ECm REQUIREMENTS (57 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 111 Intro to Early Childhood Education</td>
<td>5</td>
</tr>
<tr>
<td>ECE 112 Planning the Young Child's Learning Environment</td>
<td>5</td>
</tr>
<tr>
<td>ECE 202 Math/Science for Children</td>
<td>5</td>
</tr>
<tr>
<td>ECE 205 Music for Children</td>
<td>5</td>
</tr>
<tr>
<td>ECE 210 Curriculum Development and Application</td>
<td>3</td>
</tr>
<tr>
<td>ECE 212 Survey of Special Ed/Early Intervention</td>
<td>5</td>
</tr>
<tr>
<td>ECE 213 Literature for Young Children</td>
<td>5</td>
</tr>
<tr>
<td>ECE 215 Art for Children</td>
<td>5</td>
</tr>
<tr>
<td>ECE 220 Nursery School Practicum</td>
<td>5</td>
</tr>
<tr>
<td>ECE 222 Child Care Work-Based Learning</td>
<td>2</td>
</tr>
<tr>
<td>ECE 223 Special Education Work-Based Learning</td>
<td>2</td>
</tr>
<tr>
<td>ECE 224 Headstart/ECEAP Work-Based Learning</td>
<td>2</td>
</tr>
<tr>
<td>ECE 230 Parent-School Partnerships</td>
<td>5</td>
</tr>
<tr>
<td>ECE 240 Nutrition, Health and Safety for Children</td>
<td>3</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS**

Communications (10 credits)
- ENGL 101 English Composition I | 5       |
- Select one:
  - ENGL 103 Composition – Argumentation and Research | 5       |
  - ENGL 107 Composition – Writing about Literature | 5       |

Humanities (5 credits)
- CMST 101 Intro to Communication | 5       |
- CMST 220 Public Speaking | 2       |

Natural Science (5 credits)
- Select from at least 2 disciplines.
  - PSYC 100 General Psychology | 5       |
  - PSYC 200 Lifespan Psychology | 5       |
  - Choose from: ANTH 106 or 206 or SOC 101 or SOC 211 | 5       |

*Computational Skills (5 credits)*
- ECE 161 Mathematics for Early Childhood Education | 5       |
- *Courses which satisfy general education requirements for AA degree.

**ASSOCIATE OF ARTS (AA-DTA) WITH ELECTIVES IN EARLY CHILDHOOD EDUCATION**

Please note: Students must fulfill all Associate of Arts (AA-DTA) degree requirements. See AA-DTA degree brochure for complete details.

**CORE ELECTIVES (GTE — GENERAL TRANSFERABLE ELECTIVES) (MINIMUM 15 CREDITS)**

Select from the following GTE ECE courses:
- ECE 202 Math/Science for Children | 5       |
- ECE 210 Curriculum Development and Application | 5       |
- ECE 212 Survey of Special Education/Early Intervention | 5       |
- ECE 213 Literature for Young Children | 5       |

**GENERAL ELECTIVES (GE)**

Up to 15 elective credits may be completed using Pierce College courses numbered 100 or above. A maximum of five activity physical education credits (numbered 100-199) may be applied to this area.

- ECE 112 Planning the Young Child's Learning Environment | 5       |
- ECE 205 Music for Young Children | 5       |
- ECE 215 Art for Children | 5       |
- ECE 220 Nursery School Practicum | 5       |
- ECE 222 Child Care Work-Based Learning | 2       |
- ECE 223 Special Education Work-Based Learning | 2       |
- ECE 224 Headstart/ECEAP Work-Based Learning | 2       |
- ECE 230 Parent-School Partnerships | 5       |
- ECE 240 Nutrition, Health and Safety for Children | 3       |

**GENERAL EDUCATION REQUIREMENTS (60 CREDITS)**

Communications (10 credits)
- ENGL 101 English Composition I | 5       |
- Select one:
  - ENGL 103 Composition – Argumentation and Research | 5       |
  - ENGL 107 Composition – Writing about Literature | 5       |

Humanities (15 credits)
- Select from at least 2 disciplines; no more than 5 credits from performance skills or foreign language.
- ECE 111 Intro to Early Childhood Education | 5       |
- PSYC 100 General Psychology | 5       |
- Recommended: ANTH 106 or 220 or SOC 101 or 211 | 5       |

Natural Science (15 credits)
- Select from at least 2 disciplines; include at least one laboratory course.
- ECE 111 Intro to Early Childhood Education | 5       |
- PSYC 100 General Psychology | 5       |
- Recommended: ANTH 106 or 220 or SOC 101 or 211 | 5       |

Quantitative Skills (5 credits)
- See GER Distribution List | 5       |

- Total Credits Required | 90       |

**ASSOCIATE OF ARTS (AA-DTA) & ASSOCIATE IN EARLY CHILDHOOD EDUCATION**

Please note: Students must fulfill all Associate of Arts (AA-DTA) degree requirements. See ACADEMIC POLICIES section for complete details.

**EARLY CHILDHOOD EDUCATION REQUIREMENTS (57 CREDITS)**

- ECE 111 Intro to Early Childhood Education | 5       |
- ECE 112 Planning the Young Child's Learning Environment | 5       |
- ECE 202 Math/Science for Children | 5       |
- ECE 205 Music for Children | 5       |
- ECE 210 Curriculum Development and Application | 3       |
- ECE 212 Survey of Special Ed/Early Intervention | 5       |
- ECE 213 Literature for Young Children | 5       |
- ECE 215 Art for Children | 5       |
- ECE 220 Nursery School Practicum | 5       |
- ECE 222 Child Care Work-Based Learning | 2       |
- ECE 223 Special Education Work-Based Learning | 2       |
- ECE 224 Headstart/ECEAP Work-Based Learning | 2       |
- ECE 230 Parent-School Partnerships | 5       |
- ECE 240 Nutrition, Health and Safety for Children | 3       |

**GENERAL EDUCATION REQUIREMENTS (60 CREDITS)**

Communications (10 credits)
- ENGL 101 English Composition I | 5       |
- Select one:
  - ENGL 103 Composition – Argumentation and Research | 5       |
  - ENGL 107 Composition – Writing about Literature | 5       |

*Meets related instruction requirements for professional/technical programs.
Humanities (15 credits)
Select from at least 2 disciplines; no more than 5 credits from performance skills. No more than 10 credits are allowed in world (foreign) language to satisfy the Humanities requirements, restricted to a maximum of 5 credits in a 100 level course and a maximum of 5 credits in a 200 level course.
- * Other GER Humanities Courses 10
- Select one:
  - * CMST& 101 Intro to Communication 5
  - * CMST& 220 Public Speaking

Natural Science (15 credits)
Select from at least 2 disciplines; shall include at least one lab course
- * PSYc& 200 lifespan Psychology 5
- * ANTH& 106 or SOC& 101 or 211 5
- Quantitative Skills (5 credits)
- * See GER Distribution List
- Total Credits Required 15

Mathematics (5 credits)
Select from at least 2 disciplines.
- * ECE 101 Intro to Math Education 5
- * ECE 215 Math for Children
- MATH& 151 or 152 or 153

Elective (10 credits)
Select from at least 2 disciplines.
- * CE 211 Art for Children 5
- MATH& 156 or 157 or 158

Social Science (15 credits)
Select from at least 2 disciplines.
- * PSYc& 101 General Psychology 5
- * PSYc& 200 Lifespan Psychology 5
- * Choose from:
  - ECE 110-201

Other GER Humanities courses 10
Select from at least 2 disciplines restricted to a maximum of 5 credits
- * Choose from:
  - Anthropology

Other requirements
- English Composition (5 credits)
- Select one:
  - * ECE 205 Writing for Children 5
  - * CMST& 101 Intro to Communication

Other Elective (10 credits)
Select from at least 2 disciplines
- * ECE 222 Child Care Work Based Learning (2)
- * ECE 223 Special Education Work Based Learning (2)
- ECE 224 Headstart/ECAP Work Based Learning (2)
- ECE 224

Total Credits Required 20

Information Technology (5 credits)
Select from at least 2 disciplines
- * ECE 224 Headstart/ECAP Work Based Learning (2)
- ECE 224

Total Credits Required 20

Economics UNIVERSITY TRANSFER
Faculty: Tom Phelps, Blake Sorem (FS); Stephen Jones (PY)
Degree: Associate of Arts (AA-DTA)
Career preparation focus areas include the following:
- Microeconomics is the science of individual choice; macroeconomics is the science of aggregate (collective) choice. More specifically, economics is the study of how people establish social arrangements for producing and distributing goods and services to sustain and enhance human life. Its main objective is to determine a wise use of limited economic resources so that people receive the maximum benefit at the lowest cost.
- The economics discipline embraces a body of techniques and conceptual tools that are useful for understanding and analyzing any social arrangement, in particular a variety of complex economic systems. Career avenues for graduates are numerous, since their understanding of the economy and their problem-solving and critical thinking skills are applicable to a wide range of activities in business and/or government.

Education UNIVERSITY TRANSFER
Faculty: Greg Brazell, Judy DeJardin (FS); Michael Lamka (PY)
Degree: Associate in Elementary Education (DTA/MPR)
Associate in Biology Education (AS-T)
Associate in Chemistry Education (AS-T)
Associate in General Science Education (AS-T)
Associate in Math Education – DTA
Associate in Physics Education (AS-T)

By providing an introduction to teaching, as well as a variety of classroom experiences, the Education department offers students a unique perspective into various educational pathways. This blend of academic and classroom experiences — from preschool to post-secondary — is designed to give future educators a firm foundation to begin a career in education. Career preparation focus areas include the following:
- Elementary and secondary education: Courses offered within this focus meet the lower division requirements of Washington State four-year institutions to which the student plans to transfer. Courses offered within this department meet the Associate of Arts (AA) or Associate of Science (AS) degree requirements. Students are encouraged to work closely with a faculty advisor in selecting, planning and completing educational goals. It is also highly recommended that students coordinate with the institution to which they intend to transfer.
- Early Childhood Education: The Early Childhood Education program offers an associate degree in early childhood education and an Associate of Arts with electives in early childhood education, which is transferable to four-year state and private institutions. Graduates may transfer into a variety of disciplines including elementary education, special education, early childhood education, child psychology, speech pathology, family and consumer science education and social sciences.
- Paraeducation: This professional-technical program offers an associate degree in paraeducation, preparing students for employment as valuable members of instructional teams contributing meaningfully to learner-centered activities. Positions include education assistant, guidance specialist, instructional aide, transitional specialist, playground assistant, special education assistant, teacher aide and tutor. Course work covers the Washington State Competencies and Skill Standards for Paraeducators.

Earth & Space Sciences
See Astronomy, Atmospheric Science, Geology and Oceanography.
**ASSOCIATE IN ELEMENTARY EDUCATION (Dta/Mrp)**

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 quarter hours of transferable credit.
- College cumulative grade point average of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 2.0 (C) grade or better for all requirements is required unless prerequisites state otherwise.
- “Pass” (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective or Other area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

**CORE REQUIREMENTS**

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

- **Communication Skills (CM) (10 credit minimum)**
  Must include ENGL& 101
- **Math/Quantitative Skills (QS) (13-15 credit minimum)**
  Prerequisite: MATH 095 or MATH 098 with grade of 2.0 or better or placement out of MATH 098. Math courses must have focus on development of math concepts related to elementary education curriculum.
- **Humanities (HM) (15 credit minimum)**
  Must include at least three different disciplines. Five credits of U.S. History, five credits of World Civilization or non-Western History and five credits of PSYC& 100 are required.
- **Natural Sciences (NS) (15 credit minimum)**
  Must include five credits of Biological sciences, five credits Geology or Earth Science and five credits of Physical sciences, i.e. Chemistry, Physics. Choose at least two laboratory science.
- **Other (11-15 credit minimum)**
- **Elective (5 credits)**
- **COURSE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Communication Skills (10 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I (required)</td>
</tr>
<tr>
<td>Select one:</td>
</tr>
<tr>
<td>ENGL 103 Composition – Argumentation and Research</td>
</tr>
<tr>
<td>ENGL 107 Composition – Writing about Literature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics (15 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: MATH 093 or MATH 098 with grade of 2.0 or better.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities (15 credits minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART &amp; 100 Art Appreciation</td>
</tr>
<tr>
<td>ART 101 Design</td>
</tr>
<tr>
<td>ART 105 Intro to Art</td>
</tr>
<tr>
<td>ART 145 History of Art (Contemporary)</td>
</tr>
<tr>
<td>CMS &amp; 220 Public Speaking</td>
</tr>
<tr>
<td>DRMA &amp; 101 Intro to Theatre</td>
</tr>
<tr>
<td>DRMA 260 Acting for Stage and Digital Film</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science (25 credits minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 110 Survey of Economics</td>
</tr>
<tr>
<td>ECON &amp; 201 Micro Economics</td>
</tr>
<tr>
<td>ECON &amp; 202 Macro Economics</td>
</tr>
<tr>
<td>GEOG 100 Intro to Geography</td>
</tr>
<tr>
<td>GEOG 150 Europe, Americas, Australia, New Zealand</td>
</tr>
<tr>
<td>GEOG 160 Africa, Middle East and Asia</td>
</tr>
<tr>
<td>GEOG 200 Cultural Geography</td>
</tr>
<tr>
<td>GEOG 205 Intro to the Physical Environment</td>
</tr>
<tr>
<td>HIST &amp; 126-128 World Civilizations I-III (required)</td>
</tr>
<tr>
<td>HIST 260 History of Russia and Soviet Union</td>
</tr>
<tr>
<td>HIST 270 Intro to the Far East</td>
</tr>
<tr>
<td>HIST 272 Survey of Middle East History</td>
</tr>
<tr>
<td>HIST 280 Intro to Chinese Civilization</td>
</tr>
<tr>
<td>HIST 284 Intro to the Balkans</td>
</tr>
<tr>
<td>POLS &amp; 101 Intro to Political Science</td>
</tr>
<tr>
<td>POLS &amp; 202 American Government</td>
</tr>
<tr>
<td>POLS &amp; 203 International Relations</td>
</tr>
<tr>
<td>PSYC &amp; 100 General Psychology (required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Science (15 credits minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 100 Survey of Astronomy</td>
</tr>
<tr>
<td>ASTR 110 The Solar System</td>
</tr>
<tr>
<td>ATMOS 101 Intro to Weather</td>
</tr>
<tr>
<td>BIOL 100 Survey of Biology</td>
</tr>
<tr>
<td>BIOL 118 Hum Anatomy and Physiology for Non-Sci Majors</td>
</tr>
<tr>
<td>BIOL 120 Human Anat and Phys w/lab for Non-Sci Majors</td>
</tr>
<tr>
<td>BIOL &amp; 160 General Biology w/lab</td>
</tr>
<tr>
<td>CHEM &amp; 100 Preparatory Chemistry (non-lab)</td>
</tr>
<tr>
<td>CHEM &amp; 110 Chemistry for Non-Scientists</td>
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<tr>
<td>CHEM &amp; 121 Intro to Chemistry</td>
</tr>
<tr>
<td>CHEM &amp; 131 Intro to Organic and Biochemistry</td>
</tr>
<tr>
<td>CHEM &amp; 161 General Chemistry w/lab</td>
</tr>
<tr>
<td>ENVS &amp; 100 Survey of Environmental Science</td>
</tr>
<tr>
<td>GEOG 210 Physical Geography</td>
</tr>
<tr>
<td>GEOL &amp; 101 Intro to Physical Geology</td>
</tr>
<tr>
<td>GEOL 107 Earth Systems Science</td>
</tr>
<tr>
<td>GEOL 110 Environmental Geology</td>
</tr>
<tr>
<td>GEOL 220 Earth Resources and the Environment</td>
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<tr>
<td>NSCI 150 Nature</td>
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<tr>
<td>NSCI 160 Environmental Biology</td>
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<tr>
<td>OCEA &amp; 101 Intro to Oceanography</td>
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<tr>
<td>OCEA 170 Marine Biology</td>
</tr>
<tr>
<td>PHYS &amp; 100 Physics for Non-Science Majors</td>
</tr>
<tr>
<td>PHYS &amp; 121 General Physics</td>
</tr>
<tr>
<td>PS 101 Intro to Physical Science</td>
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<table>
<thead>
<tr>
<th>Other (11-15 credits minimum)</th>
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</thead>
<tbody>
<tr>
<td>EDUC 190 Education Practicum</td>
</tr>
<tr>
<td>EDUC &amp; 202 Intro to Education</td>
</tr>
<tr>
<td>PSYC &amp; 200 Lifespan Psychology</td>
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</table>

<table>
<thead>
<tr>
<th>General Electives (5 quarter credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend – ANTH&amp; 105, 206, 210, 240, ENGL 266, HUM 106, SOC 220 or computer class to meet cultural/gender and computer literacy requirements.</td>
</tr>
</tbody>
</table>

Total Credits Required 90-105

**Notes**

1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution.

2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

3. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

4. Students must take the WEST-B exam in order to apply to teacher prep programs.
## ASSOCIATE IN BIOLOGY EDUCATION (AS-T)
(AS-T degree for future secondary biology teachers)

### GENERAL DEGREE REQUIREMENTS
- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

### A. BASIC REQUIREMENTS (20 CREDITS)
- Communication Skills (10 credits), Must include ENGL& 101.
- Mathematics — 10 credits of calculus

### B. DISTRIBUTION REQUIREMENTS (65 CREDITS MINIMUM)
- Humanities (HM) and Social Science (SS) (15 credit minimum)
  - 15 credits of Humanities and social science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
- Science Pre-Major Requirements (53-68 credit minimum)
  - Chemistry for science majors sequence (15 credits); Statistics; Biology for science majors sequence (15 credits); additional science major sequence course series (10-15 credits).

### C. EDUCATION REQUIREMENTS (6-10 CREDITS)
Introduction to Education and Education Field Experience required.

### D. GENERAL ELECTIVES
Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended.

### COURSE REQUIREMENTS

#### 1. Communication Skills (10 credits)
- ENGL& 101 English Composition I (required) 5
- Select one:
  - ENGL 103 Composition – Argumentation and Research 5
  - ENGL 107 Composition – Writing about Literature 5

#### 2. Mathematics (10 credits)
Prerequisites required.
- MATH& 151 Analytical Geometry and Calculus I 5
- MATH& 152 Analytical Geometry and Calculus II 5

#### 3. Humanities & Social Science (15 credits minimum)
- CMST& 220 Public Speaking 5
- PSYC& 100 General Psychology 5
- Multicultural elective by advisement 5

#### 4. Specific Pre-Major Requirements (53-68 credits)
- BIOL& 211-213 Majors: Cellular/Animal/Plant 15
- CHEM& 161-163 General Chemistry w/lab I-III 15
- CHEM& 261-263 Organic Chemistry w/lab I-III 18
- MATH& 146 Intro to Statistics 5
- Select one:
  - PHYS& 121-123 General Physics I-III 15
  - PHYS& 221-223 Engineering Physics I-III 15

#### 5. Education Requirements (6-10 credits)
- EDUC 190 Education Practicum 1-5
- EDUC& 202 Intro to Education 5
- General Electives (0-5 quarter credits)
- PSYC& 200 Lifespan Psychology) strongly recommended.

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

**Total Credits Required**: 90-113

*Optional. Some baccalaureate institutions require physics. Students should check major requirements prior to program planning.

### Notes
1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current CRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
5. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

## ASSOCIATE IN CHEMISTRY EDUCATION (AS-T)
(AS-T degree for future secondary chemistry teachers)

### GENERAL DEGREE REQUIREMENTS
- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

### A. BASIC REQUIREMENTS (20 CREDITS)
- Communication Skills (10 credits), Must include ENGL& 101.
- Mathematics — 10 credits of calculus

### B. DISTRIBUTION REQUIREMENTS (65 CREDITS MINIMUM)
- Humanities (HM) and Social Science (SS) (15 credit minimum)
  - 15 credits of Humanities and social science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
- Science Pre-Major Requirements (53 credits minimum)
  - Chemistry for science majors sequence (15 credits); Statistics; Biology for science majors sequence (15 credits); additional science major sequence course series (10-15 credits).

### C. EDUCATION REQUIREMENTS (6-10 CREDITS)
Introduction to Education and Education Field Experience required.

### D. GENERAL ELECTIVES
Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended.

### COURSE REQUIREMENTS

#### 1. Communication Skills (10 credits)
- ENGL& 101 English Composition I (required) 5
- Select one:
  - ENGL 103 Composition – Argumentation and Research 5
  - ENGL 107 Composition – Writing about Literature 5

#### 2. Mathematics (10 credits)
Prerequisites required.
- MATH& 151 Analytical Geometry and Calculus I 5
- MATH& 152 Analytical Geometry and Calculus II 5

#### 3. Humanities & Social Science (15 credits minimum)
- CMST& 220 Public Speaking 5
- PSYC& 100 General Psychology 5
- Multicultural elective by advisement 5

#### 4. Specific Pre-Major Requirements (53 credits)
- BIO& 211-213 Majors: Cellular/Animal/Plant 15
- CHEM& 161-163 General Chemistry w/lab I-III 15
- CHEM& 261-263 Organic Chemistry w/lab I-III 18
- MATH& 146 Intro to Statistics 5
- Select one:
  - PHYS& 121-123 General Physics I-III 15
  - PHYS& 221-223 Engineering Physics I-III 15

#### 5. Education Requirements (6-10 credits)
- CMST& 220 Public Speaking 5
- PSYC& 100 General Psychology 5
- Multicultural elective by advisement 5

### Notes
1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate's degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current CRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
5. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.
General Electives (0-5 quarter credits)
 approved strongly recommended.
 Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

Total Credits Required 94-109

Notes
1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current IRIC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
4. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

■ ASSOCIATE IN GENERAL SCIENCE EDUCATION (AS-T)
(AS-T degree for future secondary general science teachers)

GENERAL DEGREE REQUIREMENTS
• Minimum of 90 quarter hours of transferable credit.
• College cumulative GPA of at least 2.0 is required.
• ENGL& 101 (English Composition I) is required.
• Minimum of 25 of last 45 credits must be earned at Pierce College.
• 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
• “Pass” (P) grades may be used for General Elective credits only.
• Independent Study may be used only for General Elective credits.
• Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
• Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

A. BASIC REQUIREMENTS (20 CREDITS)
• Communication Skills (10 credits), Must include ENGL& 101.
• Mathematics — 10 credits of calculus

B. DISTRIBUTION REQUIREMENTS
• Humanities (HMA) and Social Science (SS) 15 credits of Humanities and social science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
• Science Pre-Major Requirements (53 credits minimum)
Chemistry for science majors sequence (15 credits); Statistics (5 credits); Biology for science majors sequence (15 credits); Physics sequence (5 credits) and Geology sequence (10 credits).
• EDUCATION REQUIREMENTS (6-10 credits)
Introduction to Education and Education Field Experience required.

D. GENERAL ELECTIVES
Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended.

And 3 out of the 4 sequence areas listed below:
Biol& 211-213 Majors: Cellular/Animal/Plant 15
Chem& 161-163 General Chemistry w/ lab III 15
Geol& 101 & 103 Intro to Physical Geology and Hist Geology 15
Phys& 121-123 General Physics I-III (or PHYS& 221-223) 15

5. Education Requirements (6-10 credits)
EDUC& 190 Education Practicum 1-5
EDUC& 202 Intro to Education 5

General Electives (0-5 quarter credits)
PSYC& 200 strongly recommended.
Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

Total Credits Required 91-100

Notes
1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution.
2. Courses in Humanities/Social Science must come from the current IRIC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
4. Biology majors should select organic chemistry or physics for specific pre-major requirements.
5. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
6. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

■ ASSOCIATE IN MATH EDUCATION – DTA
(AS-T degree for future secondary math teachers)

GENERAL DEGREE REQUIREMENTS
• Minimum of 90 quarter hours of transferable credit.
• College cumulative GPA of at least 2.0 is required.
• ENGL& 101 (English Composition I) is required.
• Minimum of 25 of last 45 credits must be earned at Pierce College.
• 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
• “Pass” (P) grades may be used for General Elective credits only.
• Independent Study may be used only for General Elective credits.
• Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
• Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

A. BASIC REQUIREMENTS (15 CREDITS)
• Communication Skills (10 credits), Must include ENGL& 101.
• Mathematics — 5 credits of calculus

B. DISTRIBUTION REQUIREMENTS (60 CREDITS)
• Humanities (HMA)
15-20 credits selected from at least two disciplines with no more than 10 credits allowed from any one discipline. No more than five credits in foreign language at the 100 level and no more than five credits in performance/skills courses are allowed. Credits must be GER approved as designated on the Pierce College AA degree.
• Social Science (SS)
15-20 credits selected from at least two disciplines and no more than 10 credits allowed from any one discipline. PSYC& 100 and a multicultural elective required. Credits must be GER approved as designated on the Pierce College AA degree.
• Natural Sciences (NS)
Physics (5 credits) and 10 credits from other science areas. One course must be a lab.
• Additional Math Requirements
Math (5 credits) and MATH 224 (Multivariate Calculus) — five credits each.

C. EDUCATION REQUIREMENTS (6-10 CREDITS)
Introduction to Education and Education Field Experience required.

D. GENERAL ELECTIVES
Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or...
other university requirements, as approved by the advisor. PSYC& 200 and MATH 238 strongly recommended.

COURSE REQUIREMENTS

1. Communication Skills (10 credits)
   ENGL 101 English Composition I (required) 5
   Select one:
   ENGL 103 Composition – Argumentation and Research 5
   ENGL 107 Composition – Writing about Literature 5

2. Quantitative/Symbolic Reasoning Skills (5 credits)
   Prerequisites required.
   MATH 151 Calculus I 5
   MATH 205 Linear Algebra 5
   MATH 238 Differential equations (recommended) 5
   Natural Science (GER-NS) elective† 5

3. Humanities (15-20 credits)
   CMST& 220 Public Speaking 5
   Humanities (GER-HM) electives† 10
   †At least two disciplines with no more than 10 credits allowed from any one discipline required. No more than five credits in foreign language at the 100 level and no more than five credits in performance/skills courses are allowed.

4. Social Sciences (SS) (15-20 credits)
   PSYC 100 General Psychology 5
   Multicultural elective by advisement 5
   Social Science (GER-SS) electives† 5
   †Credits selected must be from at least two disciplines and no more than 10 credits allowed from any one discipline. PSYC 200 strongly recommended.

5. Natural Sciences (NS) (15-20 credits)
   MATH& 152 Calculus II 5
   Natural Science (GER-NS) elective with lab† 5
   Natural Science (GER-NS) elective 5
   †No more than 10 credits allowed from any one discipline. At least 10 credits in physical, biological and/or earth sciences (i.e., physics, chemistry, geology or biology).

6. Additional Math Requirements (15-20 credits)
   MATH& 153 Calculus III 5
   MATH 205 Linear Algebra 5
   MATH 224 Multivariable Calculus 5
   MATH 238 Differential Equations (recommended) 5

7. Education Requirements (6-10 credits)
   EDUC 190 Education Practicum 1-5
   EDUC 202 Intro to Education 5

General Electives (10 quarter credits)

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

Total Credits Required 91-115

Notes
1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution.

2. Prerequisites required.

3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.

4. Biology majors should select organic chemistry or physics for specific pre-major requirements.

5. Precalculus cannot be used to satisfy the mathematics requirement (2 above).

6. Additional Math Requirements (15-20 credits)

   - MATH& 153 Calculus III
   - MATH 205 Linear Algebra
   - MATH 224 Multivariable Calculus
   - MATH 238 Differential Equations

7. Education Requirements (6-10 credits)

   - EDUC 190 Education Practicum
   - EDUC 202 Intro to Education

General Electives (10-20 credits)

   - PSYC 100 General Psychology
   - Multicultural elective by advisement

Specific Pre-Major Requirements (50 credits)

   - CHEM& 161/162 General Chemistry w/lab III 10
   - CS& 131/141 Computer Science I – C++/JAVA
   - MATH 153 Analytical Geometry and Calculus III
   - MATH 205 Linear Algebra
   - MATH 224 Multivariable Calculus
   - MATH 238 Differential Equations
   - PHYS& 221-223 Engineering Physics I-III 15

5. Education Requirements (6-10 credits)

   - EDUC 190 Education Practicum
   - EDUC 202 Intro to Education

Other University Requirements, as approved by the advisor. PSYC& 200 strongly recommended.

TOTAL CREDITS REQUIRED 91-100

Notes
1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution.

2. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.

3. Precalculus cannot be used to satisfy the mathematics requirement (2 above).

4. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

ASSOCIATE IN PHYSICS EDUCATION (AS-T)

AS-T degree for future secondary physics teachers

GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.
- ENGL 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.

- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category.

A. BASIC REQUIREMENTS (20 CREDITS)

   - Communication Skills (10 credits). Must include ENGL 101.
   - Mathematics – 10 credits of calculus

B. DISTRIBUTION REQUIREMENTS

- Humanities (HM) and Social Science (SS)
  15 credits of Humanities and Social Science with at least five credits taken from each. Three different subjects required. No more than five credits from performance/skills courses allowed. Credits must be GER approved as designated on the Pierce College AA degree.
- Science Pre-Major Requirements
  Physics for science majors sequence (15 credits); Chemistry for science majors (10 credits); MATH& 153, 205, 224 and 238 and Computer Programming (4-5 credits).

C. EDUCATION REQUIREMENTS (6-10 CREDITS)

   Introduction to Education and Education Field Experience required.

D. GENERAL ELECTIVES

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor. PSYC& 200 strongly recommended. Engineering disciplines should include a design component consistent with ABET accreditation standards.

COURSE REQUIREMENTS

1. Communication Skills (10 credits)
   ENGL 101 English Composition I (required) 5
   Select one:
   ENGL 103 Composition – Argumentation & Research 5
   ENGL 107 Composition – Writing about Literature 5

2. Mathematics (10 credits)

   Prerequisites required.
   MATH& 151 Calculus I 5
   MATH& 152 Calculus II 5
   MATH& 153 Calculus III 5
   MATH 205 Linear Algebra 5
   MATH 224 Multivariable Calculus 5
   MATH 238 Differential Equations
   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.

   - ENGL& 101 (English Composition I)
   - College cumulative GPA of at least 2.0 is required.
   - Minimum of 90 quarter hours of transferable credit.
   - "Pass" (P) grades may be used for General Elective credits only.
   - Independent Study may be used only for General Elective credits.
   - Cooperative work experience/work-based learning credits may be applied to the General Elective area only.

   Notes
   1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution.
   2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
   3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
   4. Biology majors may select organic chemistry or physics for specific pre-major requirements.
   5. Precalculus cannot be used to satisfy the mathematics requirement (2 above).

   Total Credits Required 91-100

ASSOCIATE IN PHYSICS EDUCATION (AS-T)

AS-T degree for future secondary science teachers

GENERAL DEGREE REQUIREMENTS

1. Communication Skills (10 credits)
   ENGL 101 English Composition I (required) 5
   Select one:
   ENGL 103 Composition – Argumentation & Research 5
   ENGL 107 Composition – Writing about Literature 5

2. Mathematics (10 credits)

   Prerequisites required.
   MATH& 151 Calculus I 5
   MATH& 152 Calculus II 5
   MATH& 153 Calculus III 5
   MATH 205 Linear Algebra 5
   MATH 224 Multivariable Calculus 5
   MATH 238 Differential Equations
   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.

   - ENGL& 101 (English Composition I)
   - College cumulative GPA of at least 2.0 is required.
   - Minimum of 90 quarter hours of transferable credit.
   - "Pass" (P) grades may be used for General Elective credits only.
   - Independent Study may be used only for General Elective credits.
   - Cooperative work experience/work-based learning credits may be applied to the General Elective area only.

   Notes
   1. Students completing this degree will receive the same priority consideration for admission to the baccalaureate institution as they would for completing the direct transfer associate’s degree and will be given junior status by the receiving institution.
   2. Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational requirements, cultural diversity requirements, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
   3. Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
   4. Precalculus cannot be used to satisfy the mathematics requirement (2 above).
   5. Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

   Total Credits Required 91-100
Emergency Medical Technician — See Health Professions.

Engineering UNIVERSITY TRANSFER

Faculty: Kenneth Schroeder (FS)
Degree: Associate of Arts (AA-DTA); AA — Option B
Associate of Science (AS-T) – Track II

The Engineering program is primarily an engineering transfer program that is intended to meet requirements for entry into a four-year institution with junior standing. Students planning to transfer are encouraged to complete AS or AA degree requirements and should check with the transfer institution regarding specific course needs and transferable credits. The time needed to complete your program at Pierce may vary according to the requirements of your transfer institution and will also depend on the level of prior academic preparation. Students should work carefully with the faculty advisor to plan a program that will ensure successful completion and transfer of credits.

Students interested in exploring a possibility of majoring in Engineering and examining different types of engineering are encouraged to take ENGR 101: Intro to Engineering.

ENGINEERING MAJOR

The following courses are recommended as being of special interest to engineering students. For AA-DTA and AS-T degree students, as many of these courses as possible should be taken, in addition to other degree requirements. Check with your advisor.

CHMY& 161 General Chemistry w/lab I 5
CHMY& 162 General Chemistry w/lab II 5
ENGL 235 Technical Writing 5
ENGR 101 Intro to Engineering 5
ENGR&114 Engineering Graphics (CAD) 5
ENGR 142 Computer Programming C++ for Engineers 5
ENGR 214 Statics 5
ENGR 215 Dynamics 5
ENGR 224 Thermodynamics 5
ENGR 225 Mechanics of Materials 5
MATH 151 Calculus I 5
MATH 152 Calculus II 5
MATH 153 Calculus III 5
MATH 205 Linear Algebra 5
MATH 224 Multivariate Calculus 5
MATH 238 Differential Equations 5
PHYS& 221 Engineering Physics I 5
PHYS& 222 Engineering Physics II 5
PHYS& 223 Engineering Physics III 5

English UNIVERSITY TRANSFER

Faculty: Kristin Brunnemer, Michael Darcher, Denise Hartley, Steve Jaech, Leslie Michael, Margaret Payne, Sharon Russell, Vicki Scannell, Corinna Wycoff (FS); Jamie Fitzgerald, Terri Major, Duncan McClinton, Bob Mohracher, Joakim Nilsson, Ann Salak, Elizabeth Stevens, Dana Zimbleman (PY)
Degree: Associate of Arts (AA-DTA)

The English Department provides a variety of courses which build essential skills for virtually every career or profession while offering the basic transfer requirements for most colleges and universities in the country. Pierce College’s English courses expose students to the skills, ideas, and literary works that are the foundation of a liberal arts education.

Students planning to transfer as English majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements. English majors may find dozens of special emphasis programs at four-year institutions and should work closely with faculty advisors at Pierce and at the transfer institution to plan an overall program of study that meets individual program needs as well as personal interests.

ENGLISH TRANSFER

The following courses are recommended in addition to those required for the AA-DTA degree. These courses are not intended to describe the requirements for English majors, but are offered as recommendations as schedules allow.

LITERATURE EMPHASIS

ANTH& 100 Survey of Anthropology 5
ART 105 Intro to Art 5
ENGL 204 The Bible as Literature 5
ENGL 205 Intro to Mythology 5
ENGL 210 Intro to American Literature 5
ENGL 220 Intro to Shakespeare 5
ENGL 226 British Literature I 5
ENGL 227 British Literature II 5
ENGL 228 British Literature III 5
ENGL 239 World Literature 5
ENGL 244 American Literature I 5
ENGL 245 American Literature II 5
ENGL 246 American Literature III 5
ENGL 264 Literature of U.S. Slavery and Abolition 5
ENGL 265 American Literature: Humor and Satire 5
ENGL 266 Women Writers: International Mosaic 5
HIST 126 World Civilizations I 5
HUM& 116 Humanities I 5
HUM& 117 Humanities II 5
HUM& 118 Humanities III 5
MUSC& 105 Music Appreciation 5
PHIL& 101 Intro to Philosophy 5

COMPOSITION EMPHASIS

ART 105 Intro to Art 5
DRMA& 101 Intro to Theatre 5
ENGL 103 Composition – Argumentation & Research 5
ENGL 111 Intro to Literature 5
ENGL 235 Technical Writing 5
ENGL 236 Creative Writing I 5
ENGL 237 Creative Writing II 5
ENGL 238 Creative Writing III 5
ENGL 249 Creative Writing: Special Projects 5
HUM& 116 Humanities I 5
HUM& 117 Humanities II 5
HUM& 118 Humanities III 5
MUSC& 105 Music Appreciation 5
PHIL& 101 Intro to Philosophy 5
PSYC 100 General Psychology 5

ENGLISH LAB

Faculty: Dr. Lydia Ico, Curt Warrington (FS); Jeff Pisetzner (PY)

The Transitional Education Center (TEC) offers English classes that provide both quality classroom instruction and increased one-on-one attention to the writing process. Three kinds of classes are offered in the TEC:

DEVELOPMENTAL WRITING

These prepare students for college-level writing. Testing scores are used to place students in these classes.

ENGL 096 Grammar, Punctuation & Spelling 5
ENGL 097 Paragraph Composition 5
ENGL 098 Basic Writing Skills 5
ENGL 099 Introduction to Composition 5

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 5
ENGL 103 Composition – Argumentation and Research 5

SKILLS CLASSES

These are designed to help students with specific writing problems.

ENGL 090 Spelling 5
ENGL 091 Vocabulary 5
ENGL 093 Grammar Usage 5
ENGL 094 Sentence Combining 5
ENGL 095 Paragraph Development 5
ENGL 104 College Vocabulary 5
ENGL 105 Writing (a class developed for students who have passed ENGL 099 but who have skills they would like to improve before entering ENGL 101)
**English as a Second Language**

See International Education for ESL classes for International students (on non-immigrant visas) or Adult Basic Education.

**Entrepreneurship**

See Business – Professional/Technical.

**Environmental Science**

UNIVERSITY TRANSFER

**Faculty:** Karen Harding, Beth Norman, Robert Sager, Ted Wood (FS); Tom Bush (PY)

**Degrees:** Associate of Arts (AA-DTA) Associate of Science (AS-T)

Career opportunities in Environmental science include teaching, research and technical support. Employment may be found in Federal, state and local government organizations, such as the Environmental Protection Agency, in industries required to monitor their effluent, and in research settings.

Pierce College offers classes for science students pursuing a degree in Environmental science and to students who are fulfilling their natural science distribution requirements. The courses that are recommended depend largely on the type of work the student desires. Therefore, it is highly recommended that the student consult with his or her advisor. Courses directly related to the study of the environment are:

- ATMOS 101 Introduction to Weather 5
- ENVS& 100 Survey of Environmental Science 5
- ENVS 140 Western Water Problems 5
- ENVS 150 Environmental Issues 5
- GEOL& 110 Environmental Geology 5
- GEOL 220 Earth Resources and the Environment 5
- NSCI 150 Nature 5
- NSCI 160 Environmental Biology 5

**Fashion Merchandising**

See Business – Professional/Technical.

**Finance** — See Business – University Transfer.

**Fire Command Administration**

PROFESSIONAL/TECHNICAL

**Faculty:** Pam Caldwell

**Degree:** Associate in Fire Command Administration

The Fire Command and Administration degree was developed as a collaborative program between Pierce College and Bates Technical College. The degree is a two-year associate degree (AAS). Courses are shared between the two colleges and will be offered exclusively online.

The Fire Command and Administration associate degree is designed for students who plan to transfer to a four-year institution after completing the first two years in this program. The degree enables students to fulfill some of the undergraduate general education requirements of most four-year fire degree programs and is also recommended for students who have not yet decided upon the field they will enter, or the four-year institution they will attend.

This program is designed to respond to the high-demand for trained fire service professionals. Successful students may utilize experience and knowledge gained through course study to advance to graduate programs in fire service, as well as to fulfill discipline-specific certification requirements for the International Fire Service Accreditation Congress (IFSAc).

### ASSOCIATE IN FIRE COMMAND ADMINISTRATION

#### TECHNICAL CORE REQUIREMENTS (51 CREDITS)

- FCA 120 Basic Fire Investigation 3
- FCA 132 Technical Writing for Fire Services 3
- FCA 155 Fire Instructor I 3
- FCA 157 Public Information Officer 2
- FCA 160 Tactics I 2
- FCA 180 Fire Administration 3
- FCA 195 Fire Officer I 4
- FCA 259 Legal Aspects of Fire Service 3
- FCA 260 Tactics II 2
- FCA 261 Hazard. Material On-Scene Incident Commander 2
- FCA 262 Disaster and Fire Defense Planning 4
- FCA 265 Fire Officer II 4
- FCA 272 Negotiation 3
- FCA 274 Occupational Safety and Health for Fire Service 4
- FCA 280 Advanced Fire Administration 4
- HSEM 160 Emergency Response Awareness to Terrorism 5

#### ELECTIVES (14 CREDITS)

- FCA 137 Intro to System Design 5
- FCA 152 Building Construction 2
- FCA 170 Hazardous Materials Awareness 1
- FCA 175 Fire Safety Officer 2
- FCA 177 Wildland Urban Interface 3
- FCA 205 Testing H2O Systems 3
- FCA 255 Fire Instructor II 3
- FCA 270 Hazardous Materials Operations 2
- FCA 285 Fire and Life Safety Educator 3
- FCA 295 Fire Officer III 4
- HSCI 278 EMT 8

#### GENERAL EDUCATION REQUIREMENTS (25 CREDITS)

- BUS 107 Business Math 5
- CMST& 101 Intro to Communication 5
- ENGL& 101 English Composition I 5
- PS 101 Intro to Physical Science 5
- PSYC& 100 General Psychology 5

Total Credits Required 90
Foster Parent Education

PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

Faculty: Dr. Denise Arnold (FS)

Degrees: Associate in Foster Parent Education

Certificate: Certificate in Foster Parent Education

The Foster Parent Education program was developed in collaboration with representatives of DSHS’s Division of Children & Family Services and several private agencies. The program is designed to give current and prospective foster parents, and others who provide substitute care for children and youth, the kind of specialized professional training they need.

To meet the specialized needs of youth in care, students learn about chemical dependency, the dynamics of dysfunctional families, child abuse, and how to manage problem behavior and crisis. Background in nutrition, special education, psychology and cultural aspects is covered.

ASSOCIATE IN FOSTER PARENT EDUCATION (FS ONLY)

SOCIAL SERVICE FOUNDATION (31 CREDITS)

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<tr>
<td>HSSA&amp; 101</td>
<td>Intro to Addictive Drugs</td>
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<tr>
<td>HSSA 121</td>
<td>Psychotropic Medications</td>
<td>3</td>
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<td>HSSA 205</td>
<td>HIV/AIDS, Air and Blood Borne Pathogens</td>
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<td>HSSA 255</td>
<td>Intro to Co-occurring Disorders</td>
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<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
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<td>SSMH 100</td>
<td>Intro to Human Services</td>
<td>5</td>
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<td>SSMH 145</td>
<td>Foster Parent Team Building</td>
<td>3</td>
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<td>SSMH 210</td>
<td>Self-Care for Care Givers</td>
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RELATED INSTRUCTION (23-25 CREDITS)

Communications (10 credits)

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<td>American Sign Language I</td>
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<tr>
<td>CMST&amp; 101</td>
<td>Introduction to Communication</td>
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<td>CMST&amp; 220</td>
<td>Public Speaking</td>
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Computational Skills (3-5 credits)

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 103</td>
<td>Computational Math (S)</td>
<td>3</td>
</tr>
<tr>
<td>BUS 107</td>
<td>Business Math (S)</td>
<td>3</td>
</tr>
</tbody>
</table>

Human Relations (10 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 106</td>
<td>American Mosaic</td>
<td>5</td>
</tr>
<tr>
<td>ANTH&amp; 206</td>
<td>Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

FOSTER PARENT EDUCATION CORE (36-38 CREDITS)

Prerequisite: PSYC& 100 or equivalent; State Foster Parent Inservice Training

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 180</td>
<td>Human Sexuality</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 200</td>
<td>Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SMMH 155</td>
<td>Family Disruption</td>
<td>3</td>
</tr>
<tr>
<td>SMMH 185</td>
<td>Identity and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SMMH 190</td>
<td>Behavior Management in the Family</td>
<td>3</td>
</tr>
<tr>
<td>SMMH 215</td>
<td>Law &amp; Ethics in Social Service</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 230</td>
<td>Abuse in the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives approved by FPE advisor | 7-9 |

Total Credits Required | 90-94 |

ASSOCIATE OF ARTS WITH CERTIFICATE IN FOSTER PARENT EDUCATION

GENERAL EDUCATION REQUIREMENTS (60 CREDITS)

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

Communications (10 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>CM GER Elective (ENGL 103 recommended)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Quantitative Skills (5 credits)

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM GER Elective (MATH&amp; 146 recommended)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (15 credits) (choose 2 or more disciplines)*</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

Natural Science (15 credits)

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 110</td>
<td>Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Survey of Economics</td>
<td>5</td>
</tr>
</tbody>
</table>

Humanities (15 credits) (choose 2 or more disciplines)

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 206</td>
<td>Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Survey of Economics</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required | 101 |

*ECON recommended for transfer to social work at UWT

CERTIFICATE IN FOSTER PARENT EDUCATION (43 CREDITS)

Foster Parenting Core (18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSMH 145</td>
<td>Social Service Team Building</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 155</td>
<td>Family Disruption</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 185</td>
<td>Identity and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 190</td>
<td>Behavior Management in the Family</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 210</td>
<td>Self-Care for Care Givers</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 230</td>
<td>Abuse in the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Problem Context of Foster Parenting (23 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSMH 230</td>
<td>Abuse in the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required | 41 |

GED Preparation — See Adult Basic Education.
Geology UNIVERSITY TRANSFER

Faculty: Tom Broxson (FS); Chris Vanneson (PY)
Degree: Associate of Arts (AA-DTA)

Geology is an integrating and synthesizing discipline. It is a bridge discipline uniting the social and physical sciences, focusing on the patterns of distribution.

The Geography department offers courses which introduce students to the physical and cultural systems of the environment. These courses are basic for those who are planning to major in geography, elementary and secondary education, regional and urban planning, environmental studies, government, international trade, business, transportation, law and many other areas. Geography is a useful area of study for those who are interested in regional analysis, market analysis, resource analysis, regional development, urban growth, economic growth, cartographic skills, as well as Geographic Information Systems.

There are no prerequisites for geography classes at Pierce College Geography course options include:

- GEOG 100 Intro to Geography
- GEOG 150 Europe, The Americans, Australia/New Zealand
- GEOG 160 Africa, Middle East and Asia
- GEOG 200 Cultural Geography
- GEOG 205 Intro to the Physical Environment
- GEOG 207 Economic Geography
- GEOG 210 Physical Geography – Lab

Geography UNIVERSITY TRANSFER

Faculty: Beth Norman, Robert Sager (FS); Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)

Geography, 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 Geography (101-299) include field trips and laboratory study of minerals, rocks, fossils and maps. Courses qualify to help meet the science requirement of an associate degree and/or transfer to four-year institutions. Pierce College offers Geography with a general emphasis.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and must check with the transfer institution regarding specific course needs and transferable credits.

■ GEOLOGY MAJOR — GENERAL EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

- CHEM 161-163 General Chemistry w/lab I-III 5 ea
- GEOL 101 Intro to Physical Geology 5
- GEOL 103 Historical Geology 5
- GEOL 110 Environmental Geology 5
- GEOL 220 Earth Resources and the Environment 5
- MATH& 141 Precalculus I 5
- MATH& 151-153 Calculus I-III 5 ea
- PHYS 221-123 Engineering Physics I-III 5 ea

Health Education/Wellness

UNIVERSITY TRANSFER

See also Diagnostic Health & Fitness Technician/Instructor Certificate.

Faculty: Steve Crain, Lisa Murray (FS)
Degree: Associate of Arts (AA-DTA)

Health Education/Wellness is the study of the ongoing development of the mind, body and spirit to enhance and balance the whole person so as to improve health, fitness and quality of life. It includes aspects such as adequate fitness, nutrition, stress management, disease prevention, spirituality, smoking cessation, substance abuse and weight control.

Pierce College offers a variety of courses in Health Science and Physical Education designed to improve the quality of one's life as well as provide a program of study that will assist students' programs in Wellness available nationally. The following sequence of courses will assist in meeting requirements of most four-year institutions.

■ HEALTH EDUCATION/WELLNESS TRANSFER

- BIOL & 241 Human Anatomy and Physiology 1 6
- BIOL & 242 Human Anatomy and Physiology 2 6
- ENGL 101 English Composition I 5
- HSCI 200 Human Stress — Its Nature and Control 5
- HSCI 210 Wellness 5

ADDITIONAL RECOMMENDED COURSES

- BIOL & 160 General Biology w/lab 5
- BIOL & 211 Majors: Cellular 5
- CHEM & 100 Preparatory Chemistry 5
- CMST & 101 Intro to Communication 5
- HSCI 119 Human Health and Disease 5
- NUTR & 101 Nutrition 5
- PE 104-199 Physical Education Activity 2-3
- PE 228 First Aid and CPR for Health Care Professionals 2
- PSYC & 100 General Psychology 5
- SOC & 101 Intro to Sociology 5

Health Professions

PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

Also see Dental Hygiene, Diagnostic Health & Fitness Technician/Instrutor (Personal Trainer), Nursing and Veterinary Technology.

Faculty: Camille Bennett (FL); Mary Bath-Balogh, Steven Crain, Robert Johnson, Ron May (FS); Dr. Dale Blum, Joseph Cates-Carney (PY)

Degree: Associate of Arts (AA-DTA)

Coursework for health professions can be incorporated within a variety of transfer degree options. These options include, but are not limited to: medical technology, physician’s assistant, occupational therapy, physical therapy, or pre-professional degrees for medicine, dentistry, chiropractic, pharmacy, naturopathy, osteopathy or veterinary medicine.

Students considering a health career program need to be aware that licensure and hiring may be affected if the graduate has practiced substance abuse and/or child abuse behaviors, or has been convicted of a gross misdemeanor or felony.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and MUST check with the transfer institution to clarify specific requirements and transferable credits.

■ EMERGENCY MEDICAL TECHNICIAN

Pierce College offers a certification for Emergency Medical Technician – Basic; this is an 8-credit course (Health Science 278) offered at Fort Lewis. Applicants must have current CPR certification as either HEALTHCARE PROVIDER or PROFESSIONAL RESCUE. For more information call (253) 964-3139.

■ NURSING (RN AND TRANSFER)

See NURSING.
OCCUPATIONAL THERAPY (PRE-)
In Washington, University of Washington, Eastern Washington University and University of Puget Sound offer the Master’s in Occupational Therapy (MOT). It is critical to coordinate with the transfer institution regarding their specific general degree requirements. Acceptance is very grade competitive (the average GPA of students accepted is 3.5+) but admission is also based on character, personality, maturity and recommendations from work or volunteer experience in an occupational therapy practice setting (minimum 40 hours experience). Applicants must have basic computer literacy. Most schools also require taking the GRE (Graduate Record Exam). Both universities require completion of a bachelor’s degree prior to acceptance and coursework must include the following (taken within five years):

- BIOL& 241 Human Anatomy and Physiology I 6
- BIOL& 242 Human Anatomy and Physiology II 6
- CHEM& 161 General Chemistry w/lab I 5
- MATH& 146 Intro to Statistics (required quantitative) 5
- PHYS& 121 General Physics I 5
- PSYC& 100 General Psychology 5
- PSYC& 200 Lifespan Psychology 5
- PSYC& 220 Abnormal Psychology 5
- SOC& 101 Intro to Sociology OR ANT& 206 (Cultural Anth.) 5

*NOTE: These courses are required only by the program at UW; Physics and Chemistry both have math prerequisites. UPS also requires additional behavioral science coursework – listed in UPS Transfer Guide. Check course descriptions for prerequisites.

PHYSICAL THERAPY (PRE-)
In Washington, UW, UPS and EWU offer a Doctor of Physical Therapy (DPT). Acceptance is very competitive and is dependent not only on a high GPA (usually 3.5+), but also on essays describing broad volunteer and/or paid physical therapy-related work experience (usually between 200-500 hours) in a variety of physical therapy service delivery environments. A completed AA or AS – Track 1 degree is recommended before transferring to a university. Some programs combine the senior year with the first year of the Doctor of Physical Therapy (DPT). When planning your courses, check with the transfer institution to clarify exact requirements. Most programs also require taking the GRE.

The following prerequisites are common to the programs in Washington. Out-of-state programs may differ slightly. All programs require completion of a Bachelor’s degree prior to acceptance and science coursework should not be more than five years old.

- BIOL 241B Human Anatomy and Physiology I 6
- BIOL 242 Human Anatomy and Physiology II 6
- BIOL 260 Microbiology 5
- CHEM 161 General Chemistry w/lab I 5
- CHEM 162 General Chemistry w/lab II 5
- CHEM 163 General Chemistry w/lab III 5
- CMST& 220 Public Speaking 5
- MATH& 141 Precalculus I 5
- MATH& 142 Precalculus II 5
- MATH& 146 Intro to Statistics 5
- PHYS& 121 General Physics I 5
- PHYS& 122 General Physics II 5
- **PHYS& 123 General Physics III 5
- PSYC& 100 General Psychology 5
- PSYC& 220 Abnormal Psychology 5

*NOTE: Courses marked with * are required by UPS; those marked with † are required for EWU. Most suggested courses have prerequisites that must be included in academic planning.

PRE-PROFESSIONAL
(Chiropractic, Dentistry, Medical, Medical Technology, Naturopathy, Osteopathy, Pharmacy, Physician’s Assistant/MEDEX, Veterinary Medicine)

CHIROPRACTIC (PRE-)
Although most applicants have completed a four-year degree, outstanding students are eligible to apply after three years of coursework. The closest schools of chiropractic are located in Oregon and California. Like all professional schools, admission is grade competitive. Suggested coursework is outlined under the Associate of Science – Track 1. All courses have prerequisites that must be included in academic planning.

DENTISTRY (PRE-), MEDICINE (PRE-), NATUROPATHY (PRE-), OSTEOPATHY (PRE-), VETERINARY MEDICINE (PRE-)
The majority of applicants have bachelor degrees; this is NOT an actual major. Professional schools are looking for a broad liberal arts background. Be sure you get current information from the school of your choice early in your program and gain as much exposure to the profession as possible by working or volunteering. The Associate of Science – Track 1 outlines the courses generally required; however, an AA-DTA can also be tailored to include part of the required sciences. Check with a science advisor for exceptions or additions suggested by specific professional schools.

MEDICAL TECHNOLOGY (PRE-)
University of Washington and Central Washington University offer Bachelor of Science in Medical Technology (BSMT) degrees and have affiliated clinical internship sites. Check to see if the college you choose requires taking the AHPAT (Allied Health Professions Admission Test) prior to applying. Students can transfer to either of these institutions with an AA-DTA but should try to include as many of the following courses as possible. All courses have prerequisites that must be included in academic planning.

- BIOL& 160 General Biology w/lab
- BIOL& 211-213 Majors: Cellular/Animal/Plant
- BIOL& 260 Microbiology
- CHEM& 139 General Chemistry Prep
- CHEM& 161-163 General Chemistry w/lab I-III
- CHEM& 261-263 Organic Chemistry w/lab I-III
- MATH& 146 Intro to Statistics
- MATH& 151 Calculus I OR
- PHYS& 121 General Physics I (suggested)

PHARMACY (PRE-)
Schools of pharmacy are located at the University of Washington and Washington State University (must also include WSU General Education Requirements). Both are five-year Pharmacy Doctoral (Pharm.D.) programs. Check schools of Pharmacy for application criteria and deadlines. Admissions are made on the basis of GPA and PCAT scores. Coursework to be completed should include:

- BIOL& 211-213 Majors: Cellular/Animal/Plant
- BIOL& 260 Microbiology
- CHEM& 161-163 General Chemistry w/lab I-III
- CHEM& 261-263 Organic Chemistry w/lab I-III
- MATH& 146 Intro to Statistics
- MATH& 148 Calculus
- ENGL& 101 English Composition I
- ENGL& 107 English Composition — Writing About Literature
- Humanities Electives (10 credits)
- Social Science Electives (10 credits)

*NOTE: Most suggested courses have prerequisites that must be included in academic planning.

PHYSICIAN’S ASSISTANT/MEDEX (PRE-)
The only Physician’s Assistant program currently available in Washington is the MEDEX program offered through the University of Washington’s School of Medicine in Seattle. This is a two-year certificate granting program (eight quarters) with an optional degree available (Bachelor of Clinical Health Services). Admission is very competitive since many applicants already hold degrees and have many years of experience in the health field. Minimal admission requirements are:

• Minimum two years recent paid full-time hands-on experience in direct delivery of medical care to patients (approximately 4000 hours) as a nurse, corpsman, or paramedic, or current professional credentials (i.e., medical technician, x-ray, pharmacy, etc.) and at least two years recent full-time experience in an allied health field*
• Two college-level English courses
• One college-level science course in chemistry, biology or microbiology
• Two college-level anatomy and physiology courses
• Minimum 2.7 GPA but high grades and documentation of community service is encouraged

*Clinical experience during a training program does not apply.

High School Completion
See Adult Basic Education.
**History UNIVERSITY TRANSFER**

**Faculty:** John Simpson (FS); Dr. John Lucas, Chris Vannesson (PY)

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

History is the study of the human experience. It is a holistic discipline involving political, economic, military, social, intellectual, philosophical, geographical and cultural aspects of the development of human kind. After developing a broad background in history, the student may specialize in regional (Western, Asian, Middle Eastern, etc.) or topical (political, social, economic, etc.) subjects. In general, the broad nature of historical studies allows the community college student to take all history classes on the community college level without history prerequisites.

A variety of courses is designed to meet the requirements of both the history major and the student who needs or desires either a social science or humanities elective. Students planning to major in history at a four-year college should consult with the senior institution to determine which courses should be taken while attending Pierce College.

**HISTORY MAJOR**

The following courses should be taken, in addition to courses required for the AA-DTA degree:

- HIST& 126-128 World Civilizations I-III 5 ea
- HIST& 156 History of United States I 5
- HIST& 157 History of United States II 5
- HIST& 158 History of United States III 5

More specialized history courses, without prerequisites, include:

- HIST& 159 History of United States IV 5
- HIST 168 The Vietnam War as History 5
- HIST 230 Concise History of Science and Technology 5
- HIST 260 History of Russian and the Soviet Union 5
- HIST& 214 Pacific Northwest History 5
- HIST 270 Intro to the Far East 5
- HIST 272 Survey of Middle East History 5
- HIST 277 The Cold War 5
- HIST 280 Intro to Chinese Civilization 5
- HIST 284 Intro to the Balkans 5

The student who plans to transfer is encouraged to develop a broad base of historical study and sample areas of special interest before moving on to more advanced topics at a four-year institution. In addition to the above classes, more specialized courses (e.g., Pacific Northwest History) are available at Pierce.

**Homeland Security UNIVERSITY TRANSFER**


**Contact:** Michael Campbell (FS)

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

This AA is designed to educate students and in-service emergency management providers about the human physical consequences of natural and technological disasters and how to mitigate them. The program addresses competencies required of Homeland Security Emergency Management professionals in careers in federal, state or local government, with specific emphasis on emergency response agencies — i.e., fire, law enforcement, emergency medical services, officers of emergency services and specific agencies such as the Red Cross and other groups providing on-site emergency response and support. Students explore the complex world of emergency and disaster management issues and learn the critical-thinking and decision-making skills necessary to support and supervise comprehensive, integrated and effective management in the event of natural, system-wide, or human-induced crisis.

**ASSOCIATE OF ARTS WITH ELECTIVES IN HOMELAND SECURITY EMERGENCY MANAGEMENT**

**GENERAL EDUCATION REQUIREMENTS (60 CREDITS)**

**Communications (10 credits)**

- ENGL& 101 English Composition I 5
- ENGL& 235 Technical Writing (or ENGL 103) 5

**Quantitative Skills (5 credits)**

- MATH& 146 Intro to Statistics 5

**Social Sciences (15 credits)**

- HIST& 158 History of United States III 5
- POLS& 101 Intro to Political Science 5

Select one:

- BUS 240 Human Relations in the Workplace 5
- PSYC& 100 General Psychology 5

**Humanities (15 credits)**

- CMST& 102 Intro to Mass Media 5
- CMST& 220 Public Speaking 5
- PHIL 150 Intro to Ethics 5

**Natural Sciences (15 credits)**

- ATMOS 101 Intro to Weather 5
- CHEM 110 General Chemistry 5
- GEO 110 Environmental Geology 5
- GEOG 210 Physical Geography 5

**RECOMMENDED CORE ELECTIVES (15 CREDITS MINIMUM)**

- BIOL& 160 General Biology w/lab 5
- ECON& 201 Micro Economics 5
- MATH& 141 Precalculus I 5

Select one:

- CHEM& 121 Intro to Chemistry 5
- CHEM& 110 Chemistry Concepts w/lab 5

**HSEM ELECTIVES (25 CREDITS)**

- HSEM 120 All Hazards Emergency Planning 5
- HSEM 130 Technology in Emergency Management 2
- HSEM 160 Emergency Response Awareness to Terrorism 5
- HSEM 200 Training, Exercise Design and Evaluation 5
- HSEM 220 Developing and Managing Volunteer Resources 3
- OSH 190 Industrial Security 3

**Total Credits Required** 100

*Additional courses recommended by WWU for admission to Huxley School (18 credits). Check with WWU for specific courses.

**Human Resources PROFESSIONAL/TECHNICAL**

**Faculty:** Doug Jensen (FS); Rick Hogan (PY)

**Degree:** Associate in Human Resource Mngt./Paralegal Studies

For Certificate in Human Resource Management, see BUSINESS.

This program is an overview of major common law, statutory and regulatory concepts governing the employment relationship, and development of skills supporting legal actions pertaining to that relationship. Upon successful completion, students will be prepared for entry level positions in 1) human resource offices of private and public sector organizations; or 2) as paralegals supporting legal practices that specialize in employment law.

**ASSOCIATE IN HUMAN RESOURCE MANAGEMENT/ PARALEGAL STUDIES**

See next page.
International Education

**INTENSIVE ENGLISH PROGRAM**

**Faculty:** Diana Casey (FS)

Courses in the Intensive English Program (IEP) focus on academic English and are designed to help international students acquire the English language skills necessary to enter and succeed in college-level classes and programs. (Pierce College English proficiency requirements are discussed in the Getting Started section of this catalog.)

International students enrolled in the IEP attend classes for 20 hours per week per quarter (10 weeks). IEP classes are taught at four levels of English proficiency: beginning, intermediate, high intermediate and advanced. All language skill areas are addressed: grammar, reading, writing, listening and speaking, with lessons on conversation skills and pronunciation included. An advanced-level TOEFL Exam Preparation course is available through Continuing Education for an additional fee.

All IEP courses are non-credit and non-transferable, and will not be counted towards associate degree graduation requirements.

International students who complete a portion of their IEP classes may be able to register for credit-bearing academic classes in addition to their remaining IEP classes. The academic classes will be chosen with the help of an advisor. Students who are taking a mixture of IEP and academic courses will need to be in class for at least 15 hours per week.

The following courses are offered each quarter:

- IE 10/20/30/40 Intensive English Reading 1-4
- IE 11/21/31/41 Intensive English Writing 1-4
- IE 12/22/32/42 Intensive English Grammar 1-4
- IE 13/23/33/43 Intensive English Listening and Speaking 1-4

**Journalism UNIVERSITY TRANSFER**

**Faculty:** Michael Parks (FS)

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

The Journalism program is designed to prepare students for transfer as majors in various areas of communication. Pierce’s basic courses in journalistic writing and mass media provide a good background for those pursuing communication careers in print journalism, broadcast journalism, advertising and public relations. The student newspaper gives interested students the opportunity to gain practical experience in nearly all phases of producing a newspaper, using desktop publishing techniques that include computer formatting and digital imaging.

Students planning to transfer as communication or journalism majors should complete AA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. Students are strongly urged to work closely with faculty advisors to plan an overall program of study that best meets their transfer needs and career goals.

**JOURNALISM/COMMUNICATIONS MAJOR**

Communication and especially journalism majors should choose classes that provide a well-rounded exposure to the basic systems, issues and problems of American society; to the basic nature of people; and to the expanding global marketplace. Recommended courses below will help provide that exposure while meeting basic AA-DTA degree requirements. Students also are encouraged to pursue courses in Anthropology, geography and Environmental issues.

- CMST& 102 Intro to Mass Media 5
- CMST& 220 Public Speaking 5
- ECON& 201 Micro Economics 5
- ENGL 103 Composition — Argumentation & Research 5
- HIST& 159 History of United States IV 5
- HUMS 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

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**Humanities UNIVERSITY TRANSFER**

**Faculty:** Denise Hartley (FS); Duncan McClinton (PY)

The Humanities department offers a diverse curriculum of courses investigating the arts, thought and culture, and the relationship of the Humanities with other disciplines. A sequence of three classes traces the history of Humanities I-III, while Ethnic Thought & Culture, Black Thought & Culture, Latin American Thought & Culture and Humanities courses explore specialized areas. Introduction to Folklore, American Popular History of Humanities i-iii, while ethnic Thought & culture, Black Thought & culture, American cinema & Society, and World religions complete the rich cultural course offerings.

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**Integrated Basic Skills (I-BEST)** — See Adult Basic Education.

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**International Business**

See Business – University Transfer and/or Business – Professional/Technical.

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**International Business Secretary** — See Business Information Technology.
Language Interpreter

PROFESSIONAL/TECHNICAL

Faculty: Dr. Thérèse Mirande (FS)
Degree: Associate in Language Interpreting
Certificate: Language Interpreter

ASSOCIATE IN LANGUAGE INTERPRETING

INTERPRETING CORE (31 CREDITS)

INTP 101 Introduction to Language Interpreting 5
INTP 105 Ethics of Interpreting 3
INTP 197 Practicum 3
INTP 198 Seminar 2
INTP 205 Vocabulary Integration 3
INTP 211 Interpreting Skills I 5
INTP 212 Interpreting Skills II 5
INTP 213 Interpreting Skills III 5

SPECIALIZED VOCABULARY (20 CREDITS)
Select four:
- BTECH 150 Medical Terminology I
- BTECH 151 Medical Terminology II
- BTECH 26X Legal Terminology I
- BTECH 26Y Legal Terminology II
- SSMH 100 Introduction to Human Services

BUSINESS SKILLS (8 CREDITS)

BTECH 111 Keyboarding 3
Select one option:
- MNGT 108 Financial Basics for Entrepreneurs 2
- MNGT 187 Career Communication Skills 5
or
- MNGT 284 Small Business Planning 5

RELATED INSTRUCTION

Communications (10 credits)

ENGL 101 English Composition I 5
Select one:
- BUS 250 Business Communications
- ENGL 235 Technical Writing

Human Relations (5 credits)

Select one:
- BUS 240 Human Relations in the Workplace
- PSYC 100 General Psychology

Quantitative/Symbolic Reasoning Skills (5 credits)

Select one:
- BUS 107 Business Mathematics
- ECON 201 Micro Economics
- MATH 107 Math in Society

Humanities (5 credits)

Select one:
- CMST 220 Public Speaking
- PHIL 115 Critical Thinking

Social Science (5 credits)

Select one:
- ANTH 106 American Mosaic
- POLS 200 Introduction to Law
- PSOC 205 Social Problems

Natural Science (5 credits)

Select one:
- BIOL 118 Human Anatomy and Physiology for Non-Sci Mjrs
- BIOL 120 Human Anatomy and Phys for Non-Sci Mjrs w/lab
- CHEM 110 Chemical Concepts w/lab

Total Credits Required 46

LEGAL STUDIES

PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER

Faculty: Doug Jensen (FS)
Degree: Associate in Paralegal Studies
Associate in Human Resource Management/Paralegal Studies

The Paralegal Studies program is a professional/technical program that prepares students for employment as (1) assistants to attorneys engaged in the practice of a wide range of specialized areas of law and (2) as human resource managers with a thorough understanding of their specialized legal environment. The Legal Studies department also provides advising for students planning to attend law school (Pre-Law). Students planning to transfer to four-year institutions should contact the appropriate transfer institution regarding transferability of credits and specific institutional, including departmental, requirements.

Pre-Law

There is no formal pre-law program or curriculum at Pierce College or at most other undergraduate institutions; thus, the pre-law designation normally is used only until the pre-law student selects a suitable major field of study. In most instances, the latter study of a specialized area of law in law school is not related directly to the law student's undergraduate major field of study. However, students contemplating a career in law should emphasize the development of strong communication (especially writing) and critical thinking abilities while studying at the undergraduate level.

With few exceptions, individuals becoming lawyers earn the Juris Doctor (JD) degree by attending law school for the equivalent of three academic years of full-time study. Prior to entering law school students must have been awarded the bachelor's degree and taken the Law School Admission Test (LSAT). Inasmuch as admission to law school is highly competitive, pre-law students should earn the best grades possible. The LSAT, a one-day national examination offered several times each year at numerous testing sites, usually is taken early during the senior year of undergraduate study.

The pre-law advisor can share information about law schools and provide direction, from a pre-law perspective, concerning baccalaureate institutions as well as Pierce College courses and programs of study.

Paralegal Studies

The Paralegal Studies program prepares students to work as assistants to attorneys in law firms, corporations, and the public sector. Paralegals, working under the supervision of attorneys, typically prepare legal forms, perform legal research, and assist in trial preparation by conducting interviews and organizing materials; however, paralegals cannot accept legal cases or give legal advice. The Paralegal Studies program also helps prepare students to work as human resource managers where a thorough understanding of the law, and legal procedures, relating to that field are needed.
The Paralegal Studies curriculum is carefully designed to impart the specialized knowledge and develop the rigorous communication, computer, and critical thinking skills necessary to success in this demanding profession. The program's Legal Specialty courses cover the broad range of law practice specializations most in demand and feature hands-on instruction by attorneys practicing full-time in those areas. Inasmuch as most paralegal positions require work experience relevant to the legal field, where necessary students should plan to obtain such experience by successfully preparing for, and completing, an internship as part of the program.

The Paralegal Studies program together with the Human Resources program, also offers the joint Associate in Human Resource Management/Paralegal Studies degree. That degree provides human resource managers with the strong legal background often required in that field. Detailed information about that degree can be found in the Human Resources section of this catalog.

The Paralegal Studies program's compliance with American Bar Association guidelines for paralegal education programs enables its continuing participation as an Institutional Member of the American Association for Paralegal Education. Students must have the permission of the program coordinator in order to enroll in Paralegal Studies classes.

ASSOCIATE IN PARALEGAL STUDIES

GENERAL REQUIREMENTS (10 CREDITS)
* LEGAL 160 Career Orientation and Ethics 3
POLS& 200 Introduction to Law 5
Select one:
LEGAL 161 Paralegal Workplace 2
LEGAL 280-282 Paralegal Internship

COMMUNICATION REQUIREMENTS (20 CREDITS)
* BUS 250 Business Communications 5
* CMST& 101 Introduction to Communication 5
* ENGL& 101 English Composition I 5
* LEGAL 267 Research & Writing 5

COMPUTER REQUIREMENTS (15 CREDITS)
Students must complete the following courses or show documentation of completion of an approved Legal Office Assistant degree.
CIS 121 Intro to Computer Information Systems 5
BTech 201 Professional Office Applications I 5
BTech 260 Computer Applications for the Law Office 5

GENERAL ELECTIVES (12 CREDITS)
At least 12 credits total, selected from courses numbered 100 and above and transferable wherever possible, designed to give the student a broadly based liberal arts education; must be approved by program director. This general education requirement is satisfied if the student has earned a baccalaureate or an Associate of Arts and Sciences (AAS) degree from an accredited post-secondary institution.

COMPUTATIONAL REQUIREMENT*
Do one of the following:
1) Complete a GER Quantitative/Symbolic Reasoning Skills course as part of the General Electives; or
2) Complete BUS 107 (Business Math) prior to entering the Paralegal Studies program; or
3) Earn either the Administrative Assistant: Legal Office or the Office Assistant: Legal degree.

LEGAL SPECIALTY ELECTIVES (35 CREDITS)
Prerequisite: Typing at a minimum of 40 wpm. Prior to taking any of the following courses, the students must have completed POLS& 200, LEGAL 160, and ENGL& 101. College-level reading skills, as indicated by placement test or by completing READ 101, are strongly advised. Each student shall take seven of the following courses:

LEGAL 260 Administrative Law 5
LEGAL 262 Criminal Procedure 5
LEGAL 263 Environmental Law 5
LEGAL 264 Torts 5
LEGAL 265 Civil Litigation 5
LEGAL 266 Estate Planning and Probate 5
LEGAL 268 Real Estate Transactions 5
LEGAL 269 Domestic Relations 5
LEGAL 270 Business Organizations 5
LEGAL 271 Bankruptcy and Collections 5
LEGAL 273 Legal Interviewing and Investigation 5
LEGAL 275 Alternative Dispute Resolution 5
LEGAL 276 Employment Law 5

Total Credits Required 92

*Meets related instruction requirements for professional/technical programs.

Marketing — See Business — Professional/Technical.

Mathematics UNIVERSITY TRANSFER

Faculty: Kelly Brooks, Sharon Camner, Pete Kaslik, Rajesh Lal, Randy Leifson, David Lippman, Tom Phelps, Melonie Rasmussen, Ken Schroeder, Chris Willett, Ph.D. (FS)
Deb Falconi, Phyllis Fikar, Tony Granata, Marlene Ignacio, Mike Lamlka, Tom McCollow, Roya Sabeti, Ph.D., Larry Wiseman (PY)

Degree: Associate of Arts (AA-DTA)
Web site: www.pierce.ctc.edu/math

The Mathematics department offers a sequence of introductory courses that build the basic quantitative and symbolic reasoning skills needed in almost all fields of study and professional/technical programs. Pierce College also provides a sequence of college-level math courses for students transferring to four-year colleges or pursuing technical vocational programs. These courses satisfy the math requirements for majors in mathematics and in such disciplines as business, accounting, economics, statistics, actuarial science, math education, engineering and all of the sciences. These college-level courses include the math needed for the Associate in Science degree from Pierce College.

In many disciplines people use mathematics to help make sense of phenomena observed in the world by analyzing data, finding patterns and developing theories. Math also can help us develop critical thinking and reasoning skills that can be used to solve problems in a variety of applications. Our mathematics courses emphasize aspects of Pierce College's five core abilities (critical, creative, and reflective thinking, effective communication, information competency, multiculturalism and responsibility) in ways appropriate to the particular course.

Pierce College offers a full sequence of pre-college mathematics classes to accommodate students entering the college with a variety of math backgrounds. (See below for the sequence of pre-college level courses.) These courses are offered in the Math lab and as distance learning courses as well as in self-contained classes.

College-level mathematics courses at Pierce College include the study of contemporary math, elementary math education, finite math, statistics, precalculus, differential and integral calculus, and more advanced courses in multivariate calculus, linear algebra and differential equations. Each course includes examples of applications taken from many fields of study. Most of these courses require the use of graphing calculators which may be rented for a nominal fee through the library.

Website: www.pierce.ctc.edu/math
Programs of Study

Math Course Sequence and QS Options

- MATH 042 Fractions, Percents and Decimals
- MATH 051 Arithmetic
- MATH 054 Pre-algebra
- MATH 058 Intermediate Algebra
- MATH 095 Intermediate Algebra
- MATH 098 Intermediate Algebra
- MATH 107 Structure of Elementary Math 1
- MATH 141 Precalculus I
- MATH 205 Linear Algebra
- MATH 224 Multivariable Calculus
- MATH 238 Differential Equations
- MATH 151-153 Calculus 1,2,3
- MATH 107 Contemporary Mathematics
- MATH 114: Applied Algebra, Geometry, Trig
- MATH 141: Precalculus I
- MATH 150: Linear Algebra
- MATH 170: Structure of Elementary Mathematics I
- MATH 171: Structure of Elementary Mathematics II
- MATH 172: Structure of Elementary Mathematics III
- MATH 205: Linear Algebra
- MATH 224: Multivariable Calculus
- MATH 238: Differential Equations
- MATH 095: Intermediate Algebra
- MATH 098: Intermediate Algebra
- MATH 054: Pre-algebra
- MATH 058: Intermediate Algebra

Resources: The Academic Support Center (FS0) and Tutoring Center (PY) offer free drop-in math tutoring by students and instructors. The Graphing Calculator Rental program rents Ti-73, Ti-82, Ti-83 and Ti-89 calculators for a nominal fee through the library.

MATH Course Sequence — Getting Started

Initial placement in the sequence depends on COMPASS placement test scores. The choices and the number of courses a student takes depend on field of study and other factors. See a faculty advisor.

Pre-College Level Sequence:

- MATH 042 (Fractions, Decimals, Percents) Prerequisite: MATH 051 (Arithmetic)
- MATH 054 (Prealgebra) Optional; See a faculty advisor
- MATH 060 (Intro to Algebra) Prerequisite: MATH 095 or MATH 098 (Intermediate Algebra)

College Level:

The courses listed in the first column of the following table satisfy the Quantitative Reasoning Skill (QS) requirement. The prerequisite for all these QS courses can be satisfied by MATH 098 with a grade of 2.0 or higher. Students unsure of their intended major are urged to take MATH 098 to allow for more options.

**College Level Quantitative Skills (QS) Math Course Options**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 107: Contemporary Mathematics</td>
<td>MATH 095 or MATH 098</td>
</tr>
<tr>
<td>MATH 114: Applied Algebra, Geometry, Trig (only available at military sites)</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH 141: Precalculus I</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH 156: Finite Mathematics</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH 170: Structure of Elementary Mathematics I</td>
<td>MATH 095 or MATH 098</td>
</tr>
<tr>
<td>MATH 146: Intro to Statistics</td>
<td>MATH 095 or MATH 098</td>
</tr>
</tbody>
</table>

Which MATH QS courses you need to take depends upon your field of study. See your advisor and/or the math Web page for more information.

Sample Fields of Study Requiring Additional Math Courses

<table>
<thead>
<tr>
<th>Program</th>
<th>Math courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, Accounting</td>
<td>MATH 156 or MATH 141; MATH 148; MATH 146</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>MATH 170; May require some or all of: MATH 171, MATH 172</td>
</tr>
</tbody>
</table>

Math, Engineering, Sciences, Architecture, some computer transfer programs May require some or all of: MATH 151-153, 210, 224, 205, 238.

**Mathematics Major**

The following courses should be taken in addition to courses required for the AA degree.

- MATH 151 Calculus I 5
- MATH 152 Calculus II 5
- MATH 153 Calculus III 5
- MATH 205 Linear Algebra 5
- MATH 224 Multivariable Calculus 5
- MATH 238 Differential Equations 5

Courses in statistics and computer science are highly recommended for math majors. Math majors should also take one of the sequences of science courses such as physics or chemistry. See your advisor for specific recommendations.

**Math Lab Faculty:** Randy Leifson (FS)

Offered only at Pierce College Fort Steilacoom, the Math Lab provides students individualized instruction in pre-college level mathematics courses. Using one-on-one instruction, digital lectures, and computer tutors, the Math Lab tries to meet different learning styles. Though most students will attend the lab on a fixed schedule, the lab offers flexible schedules when arranged with the Math lab coordinator. The labs are open during the day and evening. Monday through Friday, and also on Saturdays (if enrollment allows) during the Fall, Winter, and Spring quarters. Summer quarter hours are limited. Additionally, mini-lectures are offered daily for MATH 051, 060 and 098. See class bulletin for hours.

For enrollment call (253) 964-6734.

**Courses Offered Through the Math Lab:**

- MATH 042 Fractions, Percents and Decimals
- MATH 051 Fundamentals of Arithmetic
- MATH 054 Pre-Algebra
- MATH 058 Introduction to Algebra I
- MATH 059 Introduction to Algebra II
- MATH 060 Introduction to Algebra
- MATH 098 Intermediate Algebra

**Medical Billing**

See Business Information Technology.

**Medical Receptionist/Secretary/Transcriptionist**

See Business Information Technology.
## Microbiology UNIVERSITY TRANSFER

**Faculty:** Camille Bennett (FL); Mary Bath-Balogh, Robert Johnson, Ron May (FS); Dr. Dale Blum, Joseph Cates-Carney, Merrill “Scott” Sweet (PY)

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

**Faculty:** Camille Bennett (FL); Mary Bath-Balogh, Robert Johnson, Ron May (FS); Dr. Dale Blum, Joseph Cates-Carney, Merrill “Scott” Sweet (PY)

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

The science of microbiology includes the study of bacteria, fungi, protozoans and viruses causing disease, as well as beneficial yeasts, antibiotic producing organisms, and cyclic Environmental bacteria. Training in microbiology can lead to positions in hospitals, research laboratories, commercial food and beverage enterprises, Environmental laboratories and pharmaceutical institutes.

One course, BIOL& 260 (Microbiology) is accepted for transfer to professional programs; the other, MICRO 110, Introduction to Clinical Microbiology, serves students in the Veterinary Technology or Medical Lab Technician programs. Transfer students should complete the curriculum recommended in the Biology Transfer I program, which is the recommended curriculum for pre-professional programs (pre-medical, pre-dental, pre-chiropractic, pre-veterinary, microbiology, cell biology, college and high school teaching, etc.), and should check with the transfer institution regarding specific requirements and transfer credits.

### PRE-PROFESSIONAL — MICROBIOLOGY

The following courses, in addition to those required for the AS-T, AA-DTA or AA – Option B degree, should be completed for transfer to a Microbiology program. All course prerequisites must first be met.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/lab</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 211</td>
<td>Major: Cellular</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 212</td>
<td>Major: Zoology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 213</td>
<td>Major: Botany</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 161</td>
<td>General Chemistry w/lab I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 162</td>
<td>General Chemistry w/lab II</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 163</td>
<td>General Chemistry w/lab III</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 261</td>
<td>Organic Chemistry w/lab I</td>
<td>6</td>
</tr>
<tr>
<td>CHEM&amp; 262</td>
<td>Organic Chemistry w/lab II</td>
<td>6</td>
</tr>
<tr>
<td>CHEM&amp; 263</td>
<td>Organic Chemistry w/lab III</td>
<td>6</td>
</tr>
<tr>
<td>MATH 151</td>
<td>Calculus I (or MATH &amp; 148)</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 221</td>
<td>Engineering Physics I* (or PHYS &amp; 121)</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 222</td>
<td>Engineering Physics II* (or PHYS &amp; 122)</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 223</td>
<td>Engineering Physics III* (or PHYS &amp; 123)</td>
<td>5</td>
</tr>
</tbody>
</table>

*Preferred

## Military Science

The Military Science program prepares qualified women and men to serve as officers in the U.S. Army — Active, National Guard, or Reserve.

While ROTC is traditionally a four-year program, individuals with prior service, members of Reserve or National Guard units, participants of JROTC in high school, and summer basic camp attendees may complete the program in only two years. Normally, all students participate one class day per week (2-3 hours), one workshop (leadership lab) per quarter, and one overnight field exercise per quarter. Physical fitness of all cadets is closely monitored.

The program allows for scholarship assistance for selected students, a monthly stipend for all scholarship and third- and fourth-year students, and attendance at confidence-building courses during the summer: Air Assault School, Airborne School, Ranger School, Flight Orientation, and cadet troop leadership training.

To be commissioned in the U.S. Army, a student must complete the five-week advanced camp the summer prior to the senior year and pass a comprehensive competency exam. To serve on active duty, an individual must also graduate from a four-year institution.

For additional information, contact the Professor of Military Science, ROTC Program, Pacific Lutheran University, Tacoma, WA 98447, phone (253) 535-8740; FAX (253) 535-8741.

## Music UNIVERSITY TRANSFER

**Faculty:** Dr. Jere Knudtsen, Kelly Kunz (FS); Dr. Kenneth Owen (PY)

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

In addition to a variety of introductory music courses for the non-music major, Pierce College’s Music Department offers a transfer degree for students wishing to complete the first two years of study leading to a baccalaureate degree. Students planning to major in music, and in most cases pursue a career in music education or performance, are advised to complete AA degree requirements in addition to music theory, performance and piano courses (senior institutions generally require proficiency tests in these three areas).

The cornerstone of our Music Department is our large vocal and instrumental performing groups, including but not limited to, Concert Choir, Vocal Jazz I, Concert Band and Jazz Ensemble. Throughout the year, these groups perform in a variety of settings, from our quarterly concerts at Lagerquist Hall at PLU to jazz festivals at the University of Idaho, Reno, and North Texas, to name just a few. On a yearly basis, international artists, such as Diana Krall, Dave Brubeck, Tony Bennett, Branford Marsalis, Nancy Wilson, Tom Scott, Kurt Elling, Eric Marienthal, and John Pizzarelli have been brought in to perform with our award winning jazz groups as a part of the Pierce College Jazz Festival (Jazz Expo), now in its 34th year.

Pierce’s 21-station MIDI (Musical Instrument Digital Interface) lab, besides serving as an excellent facility for traditional theory and class piano classes, enables students to master computer and synthesizer techniques for composition, performance and audio production courses. Each station has a computer loaded with notational and sequencing software, a digital piano, a synthesizer and more.

In addition to the MIDI studios, the Music Department also maintains three recording studios through which audio classes are taught and through which the recording of college performance groups takes place.

### AA-DTA DEGREE — MUSIC MAJOR TRANSFER

The following courses should be taken, in addition to courses required for the AA-DTA degree:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 141</td>
<td>Music Theory I</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 142</td>
<td>Music Theory II</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 143</td>
<td>Music Theory III</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 181</td>
<td>Beginning Class Piano</td>
<td>1.5</td>
</tr>
<tr>
<td>MUSC 182</td>
<td>Intermediate Class Piano</td>
<td>1.5</td>
</tr>
<tr>
<td>MUSC 183</td>
<td>Advanced Class Piano</td>
<td>1.5</td>
</tr>
<tr>
<td>MUSC 241</td>
<td>Music Theory IV</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 242</td>
<td>Music Theory V</td>
<td>5</td>
</tr>
<tr>
<td>MUSC 243</td>
<td>Music Theory VI</td>
<td>5</td>
</tr>
</tbody>
</table>

**RECOMMENDED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 107</td>
<td>Audio I: Intro</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 108</td>
<td>Audio II: Intermediate</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 109</td>
<td>Audio III: Advanced</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 140/240</td>
<td>College Choir</td>
<td>2</td>
</tr>
<tr>
<td>MUSC 144/244</td>
<td>Concert Choir</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 145/245</td>
<td>Jazz Choir</td>
<td>2.5</td>
</tr>
<tr>
<td>MUSC 150/250</td>
<td>College Band</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 154/254</td>
<td>College Orchestra</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 157/257</td>
<td>Jazz Band</td>
<td>1-2</td>
</tr>
<tr>
<td>MUSC 160-169</td>
<td>Private Instruction</td>
<td>0.5</td>
</tr>
<tr>
<td>MUSC 260-269</td>
<td>Private Instruction</td>
<td>0.5</td>
</tr>
</tbody>
</table>
Nursing students will have additional college expenses to cover uniform supplies and pre-licensure testing. Application packets and additional information are available online at www.pierce.ctc.edu/nursing or by contacting the nursing program office at (253) 864-3272.

TRANSFERABILITY
Graduates of the Pierce College Nursing Program who successfully pass the NCLEX examination for RN licensure may apply to the University of Washington-Tacoma to earn a bachelor of science in nursing degree. An articulation agreement is in place and students who plan to transfer should work closely with their Pierce College advisor to make sure that all requirements are met.

The pre-nursing course requirements will apply to other allied health fields or to an associate degree for transfer to a four-year institution should a student change fields or not be accepted into the nursing program.

ASSOCIATE IN NURSING (ADN) PT Only

PREREQUISITES
Minimum qualifications:
The following must be completed with a grade of 3.0 (B) or higher and completed within the last five years of application:
- BIOL & 241 Human Anatomy and Physiology 1 6
- BIOL & 242 Human Anatomy and Physiology 2 6
- BIOL & 260 Microbiology 5
- CHEM & 121 Introduction to Chemistry 5
- ENGL & 101 English Composition I 5

Transfer-Ready Requirements:
Must be completed with a grade of 2.0 (C) or higher:
- MATH & 146 Introduction to Statistics 5
- * World Language 10 for two years high school foreign language

Recommended Coursework:
Must be completed with a grade of 2.0 (C) or higher:
- CHEM & 131 Introduction to Organic and Biochemistry 6
- HSCI 111 Nursing Assistant Training 5
- PSYC & 200 Lifespan Psychology

Note: All courses have prerequisites that cannot be waived. Please work closely with an advisor.

FIRST YEAR (37 CREDITS)
Venue: Fort Steilacoom

Quarter I (13 credits)
- HSCI 116 Pharmacology for Allied Health 4
- NURS 111 Fundamentals of Nursing Practice 3
- NURS 112 Fundamentals of Nursing Clinical Practice 3
- NURS 114 Therapeutic Comm in Healthcare Settings 3

Quarter II (12 credits)
- NURS 121 Intro to Medical-Surgical/Psychiatric Nursing 4
- NURS 122 Intro to Nursing Clinical Practice 5
- NURS 125 Family Centered Nursing Care 3

Quarter III (12 credits)
- NURS 130 Intermediate Medical-Surgical/Psychiatric Nursing 6
- NURS 132 Intermediate Nursing Clinical Practice 6
- Or unencumbered Washington State LPN license 36 credits
- Or completed 1st year from accredited, comparable ADN program

SECOND YEAR (44 CREDITS) / BRIDGE PROGRAM (45 CREDITS)
Venue: Puyallup

Quarter IV (13/14 credits)
- NURS 210 Advanced Topics in Nursing I 4
- NURS 211 Advanced Nursing Clinical Practice 6
- NURS 214 Adv. Concepts in Family Centered Nursing Care 3
- NURS 217 PN Preparation Seminar 1
- NURS 218 ADN Articulation Seminar (Bridge only) 1

Quarter V (16 credits)
- NURS 222 Professional Nursing Clinical Practice 5
- NURS 223 Advanced Psychiatric Nursing 3
- NURS 224 Professional Role Transition 3
- TBD Elective based on advisement 5

Quarter VI (15 credits)
- HSCI 235 Issues & Trends in Healthcare Management 4
- NURS 230 Advanced Topics in Nursing II 3
- NURS 233 Acute Care Nursing Practicum 8

Total ADN Credits Required: 81
Total Clock Hours: 1320
(Theory, lab, clinical, preceptorship & service-connected learning)

Total Credits including prerequisites: 108
Total Clock Hours: 1630
(Theory, lab, clinical, preceptorship & service-connected learning)

Each course must be completed with a minimum 2.7 GPA and all courses must be completed in the designated quarter.
UNIVERSITY TRANSFER PROGRAM OPTION

ASSOCIATE IN PRE-NURSING DTA/MPR

STATEWIDE MAJOR READY PATHWAY (MRP) AGREEMENT

This pathway is applicable to students planning to prepare for upper division Bachelor of Science, Nursing (entry-to-practice/basic BSN pathway) by completing a broad selection of academic courses. Many students transfer to the BSN program after completing the Associate Degree Nursing (ADN) program (RN to BSN pathway); however, this agreement is not applicable to and does not alter those ADN to BSN articulation agreements.

This document represents an agreement between the following baccalaureate institutions offering an entry-to-practice/basic BSN program and the community and technical colleges system: Baccalaureate institutions party to this agreement include: University of Washington, Seattle; Washington State University; Pacific Lutheran University; Walla Walla College. The Washington State University Intercollegiate College of Nursing (WSU-icN) is a consortium whose members include Eastern Washington University, Gonzaga and Whitworth. Associate degree transfers to WSU-icN are admitted through EWU, not through the other consortium institutions. EWU participated in the development of this agreement.

GENERAL DEGREE REQUIREMENTS

- Minimum of 90 quarter hours of transferable credit.
- College cumulative GPA of at least 2.0 is required.*
- ENGL& 101 (English Composition I) is required.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements is required unless prerequisites state otherwise.*
- "Pass" (P) grades may be used for General Elective credits only.
- Independent Study may be used only for General Elective credits.
- Cooperative work experience/work-based learning credits may be applied to the General Elective area only.
- Once a course has been successfully completed, credits obtained may be used only once, even if course is listed in more than one category. Specific grade requirements vary from course to course and among transfer institutions. Students must check with the transfer institution. Note that admission to the BSN upper division nursing programs is very competitive; therefore, no particular GPA can guarantee admission to any specific nursing program.

A. BASIC REQUIREMENTS

1. Communication Skills (10 credits)
   - ENGL& 101 English Composition I 5
   - ENGL 103 Composition – Argumentation and Research 5
   Note: Northwest University and Walla Walla College require that the second English composition class be a research writing class.

2. Quantitative/Symbolic Reasoning Skills (5 credits)
   - Intermediate Algebra proficiency is required
   - MATH& 146 Intro to Statistics 5
   Note: UW Seattle and Seattle University require 10 credits in quantitative/symbolic reasoning with the additional class in college algebra or precalculus (MATH 141) (at UW Seattle, a class in Logic (PHIL 120) also serves for the additional class).

B. DISTRIBUTION REQUIREMENTS

1. Humanities (HM) (15 credits)
   - Consistent with the requirements in all DTA degrees — no more than 10 credits per discipline area, five credits maximum in world languages or ASL. No more than five credits of performance/skills classes are allowed.
   - CMST& 220 Public Speaking 5
   - Humanities Electives (GER-HM)* 10
   Note: In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the Humanities courses that best support or may be required as prerequisites to their nursing curriculum.

2. Social Sciences (SS) (15 credits)
   - PSYC& 100 General Psychology 5
   - PSYC& 200 Lifespan Psychology 5
   - Sociology Elective (GER-SS)* 5
   Note: Northwestern University requires Cultural Anthropology and does not accept a course in the sociology program as a substitute. Students may be admitted to the BSN without Cultural Anthropology if they agree to complete the course at NU in the summer prior to the junior year.

3. Natural Sciences (NS) (minimum of 35 credits with at least 25 credits lab-based)
   - BIOL& 160 General Biology w/lab 5
   - BIOL& 241 Human Anatomy and Physiology 1 6
   - BIOL& 242 Human Anatomy and Physiology 2 6
   - BIOL& 260 Microbiology 5
   - CHEM& 121 Intro to Chemistry 5
   - CHEM& 131 Intro to Organic and Biochemistry 6
   - NUTRA 101 Nutrition 5
   Note: Introductory survey courses or review courses do not meet the content level expectations for these natural science requirements. Northwest University requires two credits of Genetics as well. Students may be admitted to the BSN without Genetics if they agree to complete the course at NU in the summer prior to the junior year. UW Seattle requires a minimum GPA of 3.0 for three out of the seven courses or 2.8 for four out of the seven.

C. ELECTIVES (10 CREDITS)

Five credits that meet the GER-CM, GER-QS, GER-HM, GER-NS or GER-S designation as stated on Pierce AA degree lists. Up to five credits that are numbered 100 or above.*

*Note: In order to better prepare for successful transfer, students are encouraged to consult with the institution(s) to which they wish to transfer regarding the Humanities courses that best support or may be required as prerequisites to their nursing curriculum.

Notes

- Minimum of 25 of last 45 credits must be earned at Pierce College.
- Minimum of 90 quarter hours of transferable credit.

Contact: Ron May (FS)
Degree: Occupational Safety & Health Technician Associate in Applied Science (AAS-T)
Certificate: Construction Safety Technician (See Construction Management for certificate details.)

This unique degree was developed as a joint program between Pierce College and Edmonds Community College. Both colleges offer a two-year Occupational Safety & Health Technician Associate of Applied Science-T Degree (AAS-T). Students at both colleges will participate in each course via online instruction or through ITV.

The AAS-T degree is designed to transfer to a BS degree at Central Washington University. It can also transfer to BA programs at Evergreen State College, City University and University of Phoenix.

Occupational Safety and Health professionals work to prevent accidents and health hazards to workers, the community and the environment. They are employed in every industry, including public and private companies. Safety professionals work with physicians, engineers and management teams to eliminate work-related injuries and illness as well as respond to emergency preparedness and homeland security issues.

Occupational Safety & Health PROFESSIONAL/TECHNICAL
Oceanography UNIVERSITY TRANSFER

Faculty: Ron May, Beth Norman, Robert Sager, Ted Wood (FS); Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)

Courses offered in Oceanography provide an interdisciplinary scientific approach to the study of the biological, chemical, geological and physical parameters of the ocean.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and must check with the transfer institution regarding specific course needs and transferable credits. Pierce College offers an oceanography major with a general or biologic emphasis.

### OCEANOGRAPHY MAJOR — GENERAL EMPHASIS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATMOS 101</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 160</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>5 ea</td>
</tr>
<tr>
<td>GEO&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>5</td>
</tr>
<tr>
<td>OCEA 101</td>
<td>5</td>
</tr>
<tr>
<td>OCEA 170</td>
<td>5</td>
</tr>
</tbody>
</table>

**Recommended Math/Physics sequence:**

- MATH& 141-142: Precalculus I & II 5 ea
- PHYS& 221-223: Engineering Physics I-III 5 ea

### OCEANOGRAPHY MAJOR — BIOLOGIC EMPHASIS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 211-213</td>
<td>5 ea</td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>5 ea</td>
</tr>
<tr>
<td>OCEA 101</td>
<td>5</td>
</tr>
<tr>
<td>OCEA 170</td>
<td>5</td>
</tr>
</tbody>
</table>

**Recommended Math/Physics sequence:**

- MATH& 141-142: Precalculus I-II 5 ea
- MATH& 151: Calculus I 5 ea
- PHYS& 121-123: General Physics I-III 5 ea

### OCCUPATIONAL SAFETY & HEALTH TECHNICIAN ASSOCIATE DEGREE

**GENERAL EDUCATION REQUIREMENTS (53 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>English Composition II</td>
<td>5</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>5</td>
</tr>
</tbody>
</table>

**Quantitative Reasoning (5 credits)**

- Intro to Statistics 5

**Humanities, Science & Social Science (25 credits)**

- Hum Anatomy and Physiology for Non-Sci Majors 5
- Human Relations in the Workplace 5
- Chemical Concepts w/lab (or CHEM& 121) 5
- General Psychology 5

**Select one:**
- Introduction to Communication 5
- Public Speaking 5

**Management & Career Skills (7 credits)**

- Project Management 5
- Work Based Learning 3

**SAFETY & HEALTH REQUIREMENTS (45 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety and Accident Prevention</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Occupational Health and Safety</td>
<td>3</td>
</tr>
</tbody>
</table>
| Safety Management 5
| Regulatory Environment 3
| Workers Compensation and Risk Management 3
| Incident Investigation 3
| Training Techniques 5
| Industrial Security 3
| Industrial Hygiene 3
| Ergonomics 3
| Handling Hazardous Materials (40 hr. HAZWOPER) 4
| Standard First Aid and CPR for Health Care Prof 2

**Total Credits Required** 95

### OCCUPATIONAL THERAPY (Pre-)

See Health Professions.

### Office Technology

See Business Information Technology.

### Paraeducation PROFESSIONAL/TECHNICAL

**Faculty:** Greg Brazell (FS)
**Degree:** Associate in Paraeducation

Pierce College’s Paraeducation program is designed for people already working as teaching assistants in school districts within the Pierce College service district. It provides the training necessary for them to achieve paraprofessional status.

This professional-technical program offers an associate degree in paraeducation, preparing students for employment as valuable members of instructional teams contributing meaningfully to learner-centered activities. Positions include education assistant, guidance specialist, instructional aide, transitional specialist, playground assistant, special education assistant, teacher aide and tutor. Coursework covers the Washington State Competencies and Skill Standards for Paraeducators.

### ASSOCIATE IN PAREAEDUCATION

**PAREAEDUCATION PROFESSIONAL COURSES (25 CREDITS)**

- Technology in Education 3
- Intro to Education 5
- Exceptional Child 5
- Curriculum and Instruction: Support Strategies 3
- Issues, Roles and Responsibilities of Paraeducator 2
- Classroom and Behavior Management 3
- Observation/Assessment/Recordkeeping 3

**Communications (10 credits)**

- English Composition I 5
- Composition — Argumentation and Research 5

**Computational Skills (5 credits)**

- Any course that satisfies the quantitative/symbolic reasoning skills requirement for the AA Degree or any course which satisfies the computational requirements for an Associate in Technology Degree.

**Humanities (15 credits)**

- Humanities course 5
- Humanities course 5

**Natural Sciences (15 credits)**

- Must include at least one laboratory course.

**Select one:**
- Technology in Education 3
- New Media Presentation 5
- Public Speaking 3

**Natural Science (15 credits)**

- Human and Natural science 5
- Natural science 5

**Human Relations (15 credits)**

- Cultural Anthropology 5
- General Psychology 5

**Select one:**
- Human Relations in the Workplace 5
- Intro to Sociology 5

**PRACTICUM & ELECTIVES (10 CREDITS)**

- Education Practicum 5
- Lifespan Psychology 5

**Total Credits Required** 94
Paralegal Studies — See Legal Studies.

Parenting
See Early Childhood Education and/or Foster Parent Education.

Personal Trainer
See Diagnostic Health & Fitness Technician/Instructor.

Philosophy UNIVERSITY TRANSFER

Faculty: Emily Kulbacki (FS)

Degree: Associate of Arts (AA-DTA)

Philosophy involves both a body of knowledge and the active, critical and speculative inquiry into such areas as the meaning of human existence, the nature of reality, human knowledge and its justifications, and the pursuit of acceptable grounds for human conduct. Philosophy courses at Pierce are designed not only for students who plan to transfer as philosophy majors to four-year institutions, but also as service courses for students in other disciplines and as personal enrichment courses for those who have an interest in philosophical questions and in the development of methods and skills for determining one’s own answers.

Students interested in pursuing a major in philosophy should first consult the general distribution requirements for their chosen transfer institution and fulfill as many of the requirements as possible. Students whose philosophical interests lie in a certain area (such as philosophy of science, political philosophy, philosophy of social science, aesthetics, etc.) should acquaint themselves with those disciplines. If completing an AA degree, the student should also ensure that degree requirements are met.

All philosophy majors should take at least a representative sample of the following courses, working closely with an advisor to determine those that best meet their specific educational needs. In addition, most baccalaureate programs in philosophy require the study of at least one foreign language from among the following: French, German, Latin or Ancient Greek.

■ PHILOSOPHY MAJOR — GENERAL EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Composition — Writing About Literature</td>
<td>5</td>
</tr>
<tr>
<td>HIST &amp; 126</td>
<td>World Civilizations I</td>
<td>5</td>
</tr>
<tr>
<td>HIST &amp; 127</td>
<td>World Civilizations II</td>
<td>5</td>
</tr>
<tr>
<td>HIST &amp; 128</td>
<td>World Civilizations III</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 101</td>
<td>Intro to Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 106</td>
<td>Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 150</td>
<td>Intro to Ethics</td>
<td>5</td>
</tr>
</tbody>
</table>

■ PHILOSOPHY MAJOR — VALUES EMPHASIS (ETHICS, AESTHETICS)

The following courses should be taken, in addition to courses required for the AA-DTA degree:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH &amp; 100</td>
<td>Survey of Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ART 105</td>
<td>Intro to Art</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition — Argumentation &amp; Research</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 114</td>
<td>Intro to Poetry</td>
<td>5</td>
</tr>
<tr>
<td>MUSC &amp; 105</td>
<td>Music Appreciation</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 101</td>
<td>Intro to Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 106</td>
<td>Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 110</td>
<td>Intro to Bioethics</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 150</td>
<td>Intro to Ethics</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 155</td>
<td>Ethics in Business</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 210</td>
<td>Philosophy of Western Religion</td>
<td>5</td>
</tr>
<tr>
<td>PSYC &amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

■ PHILOSOPHY MAJOR — LINGUISTICS AND EPistemOLOGIC al EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH &amp; 206</td>
<td>Cultural Anthropology</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 240</td>
<td>Intro to Linguistics</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 101</td>
<td>Intro to Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>PHIL &amp; 106</td>
<td>Intro to Logic</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 150</td>
<td>Intro to Ethics</td>
<td>5</td>
</tr>
</tbody>
</table>

Physical Education UNIVERSITY TRANSFER

See also Diagnostic Health & Fitness Technician/Instructor.

Faculty: Steve Crain, Lisa Murray (FS)

Degree: Associate of Arts (AA-DTA)

Pierce College offers a variety of activities to meet students’ needs and interests in the areas of fitness, aquatics and lifetime and team sports. Students interested in careers in teaching and/or coaching should work towards the Associate of Arts degree for transfer to a four-year college or university. The following sequence of courses will assist in meeting requirements of most four-year institutions, but students must check with transfer institutions regarding specific requirements and transferable credits.

■ PHYSICAL EDUCATION TRANSFER

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL &amp; 241</td>
<td>Human Anatomy and Physiology 1</td>
<td>6</td>
</tr>
<tr>
<td>BIOL &amp; 242</td>
<td>Human Anatomy and Physiology 2</td>
<td>6</td>
</tr>
<tr>
<td>ENGL &amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
</tbody>
</table>

ADDITIONAL RECOMMENDED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM &amp; 100</td>
<td>Prepatory Chemistry (prereq. to BIOL &amp; 241)</td>
<td>5</td>
</tr>
<tr>
<td>NUTR &amp; 101</td>
<td>Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>PE 104-199</td>
<td>Physical Education Activity</td>
<td>2-3</td>
</tr>
<tr>
<td>PE 228</td>
<td>First Aid and CPR for Health Care Professionals</td>
<td>2</td>
</tr>
<tr>
<td>PSYC &amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SOC &amp; 101</td>
<td>Intro to Sociology</td>
<td>5</td>
</tr>
</tbody>
</table>

Choose one or both:

CMST & 101 | Introduction to Communication | 5-10 |
CMST & 220 | Public Speaking | 5-10 |

Physical Therapy (Pre-)

See Health Science.

Physics UNIVERSITY TRANSFER

Faculty: Chad Ellington, Les Uhrich (FS); Marlene Ignacio (PY)

Degree: Associate of Arts (AA-DTA)

Associate of Science (AS-T)

The courses in physics are concerned with the laws and properties of matter and deal with the topics of mechanics, energy, sound, heat, light, electricity and magnetism. A major in Physics would serve as a basis for work in one of these areas in industry, government or teaching. The courses in physics find applications in many related areas, among them chemistry, biological sciences, engineering, geophysics, astronomy, oceanography, meteorology, Environmental sciences and mathematics.
**PHYSICS MAJOR**

Students planning to transfer as physics majors should complete AS-T or AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits.

- PHYS& 221 Engineering Physics I 5
- PHYS& 222 Engineering Physics II 5
- PHYS& 223 Engineering Physics III 5
- ENGR& 224 Thermodynamics 5
- MATH& 151 Calculus I 5
- MATH& 152 Calculus II 5
- MATH& 153 Calculus III 5
- MATH 205 Linear Algebra 5
- MATH 224 Multivariate Calculus 5
- CHEM& 161 General Chemistry w/lab I AND 5
- CHEM& 162 General Chemistry w/lab II

(required credits of physical science, not physics or math)

**Political Science UNIVERSITY TRANSFER**

Faculty: Dr. Nancy McMahan (FS); Dr. John Lucas, Chris Vanneson (PY)

Degree: Associate of Arts (AA-DTA)

Political science is the systematic study of how societies organize to decide what to do and how to do it. The analysis of group decision-making extends over time and over group size, from committees to international institutions. The courses presented at Pierce College are lower division prerequisites for acceptance as a political science major in all of Washington’s colleges and universities. Students should also complete AA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits.

**POLITICAL SCIENCE MAJOR**

- POLS& 101 Intro to Political Science 5
- POLS& 202 American Government 5
- POLS& 203 International Relations 5

Students planning to transfer as political science majors should also consider choosing among the following courses to fulfill requirements for the AA-DTA degree.

**RECOMMENDED COURSES**

**Communications Skills**
- ENGL& 101 English Composition I 5
- ENGL 107 Composition – Writing About Literature 5

**Computational Skills**
- MATH& 146 Intro to Statistics 5

**Humanities**
- CMST& 102 Intro to Mass Media 5
- CMST& 220 Public Speaking 5
- HIST& 156-158 History of United States I-III 5-15
- PHIL& 101 Intro to Philosophy 5

**Social Science (two disciplines plus POLS)**
- CJ 112 Criminal Justice in America 5
- POLS& 200 Introduction to Law 5
- PSYC& 100 General Psychology 5
- SOC& 101 Intro to Sociology 5

Select one:
- ANTH& 206 Cultural Anthropology 5
- GEOG 207 Economic Geography 5

**Natural Science (three disciplines, including one lab course)**
- ANTH& 205 Biological Anthropology 5
- GEOG 205 Intro to Physical Environment 5
- OCEA& 101 Intro to Oceanography 5

Choose one:
- GEOL& 101 Intro to Physical Geology or 5
- GEOL& 110 Environmental Geology 5

**Psychology UNIVERSITY TRANSFER**

Faculty: Dr. JoAnne Geron, Dr. Thomas Link, R. Martin Lobdell (FS); Dr. Joanne Bates, Leon Khalsa, (PY)

Degree: Associate of Arts (AA-DTA)

Psychology is the study of human and animal behavior, which forms a basis for making inferences about mental processes. It involves the study of mental states and processes, human behavior, and human nature and society. Pierce College’s psychology program prepares students for transfer to four-year institutions as psychology majors; helps prepare students for vocational certification or licensure in disciplines related to and supported by psychological training; and provides courses that contribute to the personal growth and well-being of students who seek more knowledge of themselves and the world around them.

Students planning to transfer as psychology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. Up to 30 psychology credits may be accepted, depending on the transfer institution. Often, psychology majors are best served by gaining a strong background in anatomy and physiology, philosophy, sociology and anthropology as well as in psychology. Students are strongly urged to work closely with faculty advisors to plan an overall program of study that best meets their transfer needs and career goals.

**PSYCHOLOGY MAJOR**

The following courses are recommended as part of the requirements for the AA-DTA degree:

- BIOL 118 Hum Anatomy and Physiology for Non-Sci Mjrs 5
- BIOL& 160 General Biology w/lab 5
- MATH& 141 Precalculus I 5
- MATH& 146 Intro to Statistics 5
- PHIL& 101 Intro to Philosophy 5
- PSYC& 100 General Psychology 5
- SOC& 101 Intro to Sociology 5

Choose one:
- ANTH& 100 Survey of Anthropology 5
- ANTH& 206 Cultural Anthropology 5

Choose one:
- ENGL 103 Composition – Argumentation & Research 5
- ENGL 107 Composition – Writing about Literature 5

Choose one:
- CMST& 101 Introduction to Communication 5
- CMST& 220 Public Speaking 5

AND one or two of the following PSYC courses:
- PSYC& 180 Human Sexuality 5
- PSYC& 200 Lifespan Psychology 5
- PSYC& 220 Abnormal Psychology 5
- PSYC 230 Intro to Personality 5

**Pre-Law** — See Legal Studies.

**Programming** — See Computer Information Systems.
Pupil Transportation Supervision  
**PROFESSIONAL/TECHNICAL**

Faculty: Rick Hogan (PY)  
Certificate: Pupil Transportation Supervision

The Certificate in Pupil Transportation Supervision enables public and private transportation employees to prepare for advancement to supervisory and senior management positions. The certificate is endorsed by the Washington Association of Pupil Transportation and includes up to nine credits of course work specific to the field of pupil transportation. The remaining 25 credits are drawn from traditional college courses that can apply directly to the college’s Associate in Business professional/technical degree.

**CERTIFICATE IN PUPIL TRANSPORTATION SUPERVISION**

**CORE REQUIREMENTS (34 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Survey of Accounting</td>
<td>5</td>
</tr>
<tr>
<td>* BUS 105</td>
<td>Business English I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Human Relations in the Workplace</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 283</td>
<td>Principles of Supervision and Leadership</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 295</td>
<td>Human Resource Management</td>
<td>5</td>
</tr>
</tbody>
</table>

**PUPIL TRANSPORTATION COURSES (9 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits Required</td>
<td>34</td>
<td></td>
</tr>
</tbody>
</table>

*Requires a 2.0 GPA in lower level English or placement recommendation at ENGL 099.  
**Courses must be specific to student transportation and approved by Pierce College NAPT and state association courses may be acceptable. Check with Pierce College.

Reading/College Success

Faculty: Lori Griffin (FS); Jeff Pisetzner (PY)

Offered through structured classes or arranged lab format, the Reading and College Success (formerly Study Skills) programs offer students a flexible way to increase their reading comprehension and gain invaluable study skills. The Reading program offers a varied level of instruction from skill development to speed reading. The College Success program allows students to explore such topics as test and note taking strategies, time management, and career planning. Classes are offered both daytime and evening.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLG 101</td>
<td>Listening Skills</td>
<td></td>
</tr>
<tr>
<td>COLLG 104</td>
<td>Study Techniques I</td>
<td></td>
</tr>
<tr>
<td>COLLG 105</td>
<td>Study Techniques II</td>
<td></td>
</tr>
<tr>
<td>COLLG 106</td>
<td>Study Techniques III</td>
<td></td>
</tr>
<tr>
<td>COLLG 107</td>
<td>Study Skills for Math and Science</td>
<td></td>
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<tr>
<td>COLLG 110</td>
<td>College Success</td>
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<td>COLLG 111</td>
<td>TRIO College Success</td>
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<td>COLLG 112</td>
<td>College Transfer Planning</td>
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<tr>
<td>READ 055</td>
<td>Reading Skills Improvement</td>
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<tr>
<td>READ 075</td>
<td>Reading Tactics</td>
<td></td>
</tr>
<tr>
<td>READ 101</td>
<td>College Reading</td>
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</tr>
<tr>
<td>READ 102</td>
<td>Speed Reading</td>
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</tr>
<tr>
<td>READ 103</td>
<td>Accelerated Reading</td>
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</tr>
</tbody>
</table>

Real Estate  
**PROFESSIONAL/TECHNICAL**

Also see course descriptions for Real Estate offerings or call (253) 840-8450.

**REAL ESTATE CERTIFICATE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+ BUS 107</td>
<td>Business Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>+ CIS 130</td>
<td>Microcomputer Applications</td>
<td>5</td>
</tr>
<tr>
<td>+ ENGL 101</td>
<td>English Composition 1 (OR BUS 105)</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 182</td>
<td>Creative Sales</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 284</td>
<td>Small Business Planning</td>
<td>5</td>
</tr>
<tr>
<td>REAL 125</td>
<td>Washington Real Estate Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>REAL 135</td>
<td>Principles of Appraising</td>
<td>3</td>
</tr>
<tr>
<td>REAL 160</td>
<td>Real Estate Practices</td>
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<tr>
<td>REAL 205</td>
<td>Real Estate Brokerage Management</td>
<td>3</td>
</tr>
<tr>
<td>REAL 260</td>
<td>Real Estate Law</td>
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**REAL ESTATE APPRAISAL CERTIFICATE**

<table>
<thead>
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<tbody>
<tr>
<td>+ CIS 130</td>
<td>Microcomputer Applications</td>
<td>5</td>
</tr>
<tr>
<td>+ ENGL 101</td>
<td>English Composition 1</td>
<td>5</td>
</tr>
<tr>
<td>MATH 107</td>
<td>Math in Society</td>
<td>5</td>
</tr>
<tr>
<td>MNGT 284</td>
<td>Small Business Planning</td>
<td>5</td>
</tr>
<tr>
<td>REAL 125</td>
<td>Washington Real Estate Fundamentals</td>
<td>6</td>
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<tr>
<td>REAL 135</td>
<td>Principles of Appraising</td>
<td>3</td>
</tr>
<tr>
<td>REAL 235</td>
<td>Appraisal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>REAL 240</td>
<td>Residential Appraisal Series</td>
<td>5</td>
</tr>
<tr>
<td>REAL 250</td>
<td>Residential Appraisal/Sales/Income Approach</td>
<td>3</td>
</tr>
<tr>
<td>REAL 260</td>
<td>Real Estate Law</td>
<td>5</td>
</tr>
</tbody>
</table>

Retail Management, Sales

See Business – Professional/Technical.

Social Service-Mental Health  
**PROFESSIONAL/TECHNICAL & UNIVERSITY TRANSFER**

Faculty: Dr. Denise Arnold (FS)  
Degrees: Associate in Social Service/Mental Health  
Certificate: Social Service/Mental Health

The Social Service/Mental Health Program prepares students for service and employment in the human services. Human service professionals help clients meet their diverse human social needs. Their work routinely involves interviewing, counseling, crisis intervention, assessment, outreach, coordination and community development.

Entry level workers, who are also known as beginning level professionals or paraprofessionals, are employed in a variety of settings: group homes, halfway houses, community mental health centers, family and youth service agencies, correctional institutions, work release programs, congregated care facilities and psychiatric hospitals. Clients include children, young adults, ethnic minorities, families, juvenile delinquents, senior citizens, prisoners, released criminal offenders, crime victims, and people who are disabled, mentally ill, abused, developmentally disabled, homeless, and chemically dependent.

The program at Pierce College integrates a solid academic background with specialized coursework that familiarizes students with the knowl-
edge, values and skills they will need to succeed with clients and in the professional community.

The Associate of Arts & Certificate in Social Service/Mental Health is geared to students who wish to pursue a four-year degree and is excellent preparation for those planning to earn a higher degree in social work, social services, occupational therapy, special education, psychology, sociology, criminal justice or other social service fields. The Associate in Social Service/Mental Health degree prepares graduates for immediate employment in entry level positions.

The Certificate in Social Service-Mental Health is designed to prepare students for careers in Social Services and Mental Health. It is an excellent complement to the Pierce College AA-DTA degree for those going on in higher education. For those who already have college degrees but lack formal human service training, it provides a solid career foundation.

For those interested in the correctional mental health field, see our offerings under CRIMINAL JUSTICE.

**ASSOCIATE IN SOCIAL SERVICE/MENTAL HEALTH**

**SOCIAL SERVICE FOUNDATION (29 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HSSA&amp; 101</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 121</td>
<td>3</td>
</tr>
<tr>
<td>HSSA 255</td>
<td>3</td>
</tr>
<tr>
<td>PSYC&amp; 220</td>
<td>3</td>
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<tr>
<td>SSMH 202</td>
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<tr>
<td>Electives</td>
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**RELATED INSTRUCTION (23-25 CREDITS)**

<table>
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<tr>
<th>Communications (10 credits)</th>
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<tbody>
<tr>
<td>Select one:</td>
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</tr>
<tr>
<td>ASL&amp; 121</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td></td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td></td>
</tr>
</tbody>
</table>

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

Any course meeting AA QS requirement (5); or BUS 103 – Computational Math (3); or BUS 107 – Business Math (5)

**Human Relations (10 credits)**

| PSYC& 100 | General Psychology | 5 |
| Select one: | 5 |
| ANTH& 106 | American Mosaic |   |
| ANT& 206  | Cultural Anthropology |   |
| SOC& 101  | Intro to Sociology |   |

**SOCIAL SERVICE/MENTAL HEALTH CORE (38 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 215</td>
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</tr>
<tr>
<td>SOC 280</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 100</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 170</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 201</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 210</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 215</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
<tr>
<td>Select one:</td>
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<tr>
<td>SSMH 185</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 230</td>
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</table>

*Students must earn minimum grade of 2.0 in all SSMH courses to earn SSMH associate degree.

**ASSOCIATE OF ARTS (AA-DTA) WITH CERTIFICATE IN SOCIAL SERVICE/MENTAL HEALTH**

**GENERAL EDUCATION REQUIREMENTS (60 CREDITS)**

All GER elective courses must be chosen from the approved lists on the AA-DTA degree requirement sheet. All other AA-DTA degree requirements also must be fulfilled.

**Communications (10 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
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<td>5</td>
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<td>CMST&amp; 220</td>
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**Social Science (15 credits)**

<table>
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<tr>
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<td>PSYC&amp; 100</td>
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**Humanities (15 credits)**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>Select one:</td>
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<tr>
<td>HSCI 119</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 210</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 101</td>
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</tr>
<tr>
<td>Select one:</td>
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**Natural Science (15 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>Select one:</td>
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<tr>
<td>ECON 110</td>
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**Quantitative Skills (5 credits)**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>QS GER Electives</td>
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**SOCIAL SERVICE/MENTAL HEALTH CORE/CERTIFICATE (36 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC 215</td>
<td>5</td>
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<tr>
<td>SOC 280</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 100</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 170</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 201</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 210</td>
<td>3</td>
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<td>SSMH 215</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
<tr>
<td>Select one:</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 96

*Students must earn minimum grade of 2.0 in all SSMH courses to earn SSMH associate degree.

**CERTIFICATE IN SOCIAL SERVICE/MENTAL HEALTH**

**CORE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSYC 215</td>
<td>5</td>
</tr>
<tr>
<td>SOC 280</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 100</td>
<td>5</td>
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<td>SSMH 170</td>
<td>5</td>
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<tr>
<td>SSMH 201</td>
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<tr>
<td>SSMH 210</td>
<td>3</td>
</tr>
<tr>
<td>SSMH 215</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits Required** 36

*Students must earn minimum grade of 2.0 in all SSMH courses to earn SSMH certificate.
Sociology  UNIVERSITY TRANSFER

Faculty:  Dr. Alan Kemp, Dennis Morton (FS); Leon Khalsa (PY)
Degree:  Associate of Arts (AA-DTA)

Sociology is the study of society and human interaction. It deals with human relationships, development in groups, processes of social behavior and social institutions such as the family, religion, and the economy. Courses in sociology are designed to stimulate critical and constructive attitudes toward society, to train persons in sociologically related career fields, and to help students become better prepared to handle the problems of a rapidly changing world.

Students planning to transfer as sociology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. The following courses are recommended, although sociology majors should work closely with faculty advisors to plan an overall program of study.

SOCIOLOGY MAJOR
The following courses are recommended as part of the core AA-DTA requirements or as electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH&amp; 100</td>
<td>Survey of Anthropology (or ANTH&amp; 104 or 106)</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/lab</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ENGL 103</td>
<td>Composition – Argumentation and Research</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 126</td>
<td>World Civilizations I OR</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 127</td>
<td>Word Civilizations II OR</td>
<td>5</td>
</tr>
<tr>
<td>HIST&amp; 128</td>
<td>World Civilizations III</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus I</td>
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<tr>
<td>MATH&amp; 146</td>
<td>Intro to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 270</td>
<td>Social Psychology</td>
<td>5</td>
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<tr>
<td>SOC&amp; 101</td>
<td>Intro to Sociology</td>
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</tr>
<tr>
<td>SOC&amp; 201</td>
<td>Social Problems</td>
<td>5</td>
</tr>
<tr>
<td>SOC 211</td>
<td>Marriage and the Home</td>
<td>5</td>
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<tr>
<td>SOC 212</td>
<td>Sociology of Death</td>
<td>5</td>
</tr>
<tr>
<td>SOC 220</td>
<td>Gender Roles in Society</td>
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</tr>
<tr>
<td>SOC 280</td>
<td>Sociology of Social Work</td>
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</tr>
</tbody>
</table>

Speech — See Communication Studies.

Study Skills — See Reading/College Success.

Supervision & Management
See Business – Professional/Technical.

Technical Support
See Computer Information Systems.

Theatre — See Drama.

Veterinary Technology  PROFESSIONAL/TECHNICAL

Faculty:  Markiva Contris, LVT; Salvador Hurtado, DVM (FS)
Degree:  Associate in Veterinary Technology
Web site:  www.pierce.ctc.edu/vet-tech

At this time, Pierce College is one of three colleges in Washington which offers the Associate in Veterinary Technology degree. This two-year program is designed to prepare students to assist veterinarians in all aspects of animal care including small and large animal practice, zoos, research laboratories and industry. Following successful completion of the National and State Board examinations, graduates can expect a challenging and rewarding career.

The Veterinary Technology program is a special admissions program and the number of students accepted is limited by the physical and financial resources of the college. Selection into the program is based on the satisfactory completion of admissions requirements. Candidates with the highest total scores will be notified of their acceptance status the month of May preceding the fall quarter for which they applied. See www.pierce.ctc.edu/vet-tech.

All candidates must have:
- College level Biology (i.e. BIOL& 100, 5 cr)
- College level Chemistry (i.e., CHEM& 100, 5 cr)
- College level Intermediate Algebra (i.e., MATH 098, 5 cr)
- College level English (i.e. ENGL& 101, 5 cr)
- College level Medical Terminology (i.e., BTECH 150, min. 3 cr)
- Grade of 2.0 or better for each program prerequisite class
- Program test
- Recommendation/Reference Form and Discussion Topics Form
- Veterinary hospital experience

Many laboratory sessions require lifting, bending, and restraining animals. This is physically demanding and a necessary part of the curriculum. If you have any physical limitations that would prevent you from doing this work, please make an appointment with the director of the program.
APPLY EARLY
Because the Veterinary Technology courses are offered in sequence, students may enter the program Fall Quarter only. Deadline for submitting the Admissions form, the $40 non-refundable application fee, and other required documents is April 15th preceding the fall quarter in which you plan to enter the program. The selection process is competitive; therefore, not all applicants will be accepted. Because of the special admission requirements for the program, applications for admission submitted via the Web are not accepted. The application packet and forms can be accessed through the Veterinary Technology Web site: www.pierce.ctc.edu/vet-tech.

ACCREDITATION
The Veterinary Technology program at Pierce College has been approved by the Washington State Veterinary Medical Association, Washington State Association of Veterinary Technicians, and is accredited by the American Veterinary Medical Association.

ASSOCIATE IN VETERINARY TECHNOLOGY (FS ONLY)

FIRST YEAR
Fall Quarter (15 credits)
- VT 100 Intro to Veterinary Technology 2
- VT 101 Animal Nursing I 4
- VT 107 Medical Dosage for VT 2
- VT 110 Ward Care Laboratory I 1
- VT 125 Animal Anatomy and Physiology I 6

Winter Quarter (17 credits)
- CHEM 119 Chemistry for VT 6
- VT 104 Animal Nursing II 4
- VT 111 Ward Care Laboratory II 1
- VT 123 Large Animal Nursing 3
- VT 126 Animal Anatomy and Physiology II 3

Spring Quarter (14 credits)
- VT 105 Animal Nursing III 3
- VT 112 Ward Care Laboratory III 1
- VT 122 Vet Clinical Pathology and Parasitology 5
- VT 150 Intro to Clinical Microbiology 5

SECOND YEAR
Fall Quarter (17 credits)
- VT 220 Public Health & Sanitation 4
- VT 222 Hematology 4
- VT 223 Applied Equine Techniques 3
- VT 230 Anesthesiology and Intensive Care 4
- VT 250 Radiology for VT 2

Winter Quarter (18 credits)
- VT 215 Animal Hospital and Office Procedures 4
- VT 224 Veterinary Clinical Lab Principles 4
- VT 240 Animal Diseases 3
- VT 251 Pharmacology for VT 3
- VT 252 Special Techniques and Projects 4

Spring Quarter (14 credits)
- VT 233 Veterinary Clinical Practice (Externship) 14

Total Credits Required 95

*VT 100 is open to all interested students, not just to those enrolled in the Veterinary Technology program.

Word Processing
See Computer Information Systems.

World Languages UNIVERSITY TRANSFER

Faculty: Dr. Thérèse Mirande (FS); Victoria Mayorga (Spanish), Janina Starr (ASL) (PY)
Degree: Associate of Arts (AA-DTA)

Foreign language study includes learning to speak, read and write a language and an exposure to the culture or cultures that use that language. It also includes the development of an understanding of how a language is structured and of problem-solving abilities using that structure.

Pierce College’s World Languages department offers both European and Asian languages, as well as American Sign Language. Most courses offered are 3-quarter sequences at the introductory level. These courses meet the entrance and graduation requirements for foreign languages of most four-year programs. Students should verify requirements with their intended transfer institution. Intermediate level courses are available depending on demand, primarily in Spanish.

Advanced placement is available to students with prior experience in the language. Interested students should contact the department.

Students planning to transfer as foreign language majors or minors or in area studies should complete AA-DTA requirements to be admitted with junior standing and should contact the appropriate department of the transfer institution regarding specific requirements and transferable credits.

ASSOCIATE IN Western European LANGUAGES OR AREA STUDY MAJORS

Students wishing to major in Western European languages or area studies may find the following courses particularly useful.

ANTH& 100 Survey of Anthropology
ART 145 History of Art — Contemporary
ENGL 140 English Grammar
ENGL 240 Intro to Linguistics
HIST& 127, 128 World Civilizations II, III
HUM& 116-118 Humanities III
INTS 107 Intro to International Studies
INTS 140 Contemporary Issues in International Studies

ASSOCIATE IN Asian LANGUAGES OR AREA STUDY MAJORS

ANTH& 100 Survey of Anthropology
ART 145 History of Art — Contemporary
ENGL 140 English Grammar
ENGL 240 Intro to Linguistics
HIST& 127, 128 World Civilizations II, III
HIST 270 Intro to the Far East
HIST 280 Intro to Chinese Civilization
INTS 107 Intro to International Studies
INTS 140 Contemporary Issues in International Studies
An alphabetical listing of courses offered at Pierce College, by program of study.
**ACCOUNTING (ACCT)**

**ACCT 101 (Survey of Accounting)**
Prep: MATH 081 or MATH 084 with a 2.0 grade or better
Fundamental theories and concepts of accounting. Emphasizes applications of accounting information to various career programs, such as management, CIS, etc.

**ACCT 170 (Practical Accounting I)**
Prep: MATH 081 or MATH 084 with a 2.0 grade or better
Theory and practice of keeping adequate accounting records, and the use of various journals, ledgers, and accounts. Offered through the accounting lab, self-paced, continuous entry.

**ACCT 171 (Practical Accounting II)**
Prep: ACCT 170 or ACCT 201 with a 2.0 grade or better
Theory and practice of keeping adequate records, use of special journals, controlling accounts and subsidiary ledgers, periodic adjustments, closing procedures and preparation of financial statements. Offered through the accounting lab, self-paced, continuous entry.

**ACCT 172 (Practical Accounting III)**
Prep: ACCT 171 or ACCT & 201 with a grade of 2.0 or better
Corporate and partnership accounting. Cash flow statement, financial statement analysis and accounting principles. Offered through the accounting lab, self-paced, continuous entry.

**ACCT 173 (Practical Cost Accounting)**
Prep: ACCT 172 or ACCT & 201 with a grade of 2.0 or better
An introduction to job order, process cost and standard cost accounting for the occupational student. Offered through the accounting lab, self-paced, continuous entry.

**ACCT 175 (Practical Accounting Simulations)**
Prep: ACCT 201
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 (Federal Income Tax Preparation)**
Prep: CS 110 or 121, and BTECH 111, and ACCT 171 or ACCT 201, or permission of instructor
Federal income tax law and preparation with primary emphasis on individual income tax.

**ACCT 201 (Principles of Accounting I)**
Prep: MATH 098
First accounting course required of students transferring to a four-year school to obtain a bachelor's degree in business administration. Introduction to basic accounting concepts and procedures. Primary emphasis on the balance sheet and income statements in a single proprietorship.

**ACCT 202 (Principles of Accounting II)**
Prep: ACCT 201
Second accounting course typically required of students transferring to a four-year school to obtain a bachelor's degree in Business Administration. Covers partnerships, bonds, corporation, cash flow statements and financial statement analysis.

**ACCT 203 (Principles of Accounting III)**
Prep: ACCT 230
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 (Government Budget and Fund Accounting)**
Prep: ACCT 171 or ACCT & 201
Accounting practices for the growing not-for-profit segment of the economy (governmental units, educational institutions, hospitals, etc.) with a comparison to accounting for profit-making organizations.

**ACCT 275 (Payroll and Business Taxes)**
Prep: ACCT 170 or equivalent
Payroll preparations, payroll tax laws, accounting procedures and supplementary records. Preparation of required returns for federal and state payroll taxes and business taxes (includes manual and computerized payroll problems).

**ACCT 285 (Auditing and Advanced Analytical Techniques)**
Prep: ACCT 170 and CS 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 (Income Tax Practicum)**
Training in the preparation of the basic income tax forms and preparation of actual tax returns under the auspices of the VITA program.

**ALCOHOLISM AND DRUG ABUSE (HSSA)**

**HSSA 101 (Introduction to Addictive Drugs)**
(formally ALCDA)
An orientation to chemical dependency and psychoactive drug abuse, including etiological theories of chemical dependency; effects of alcohol and other psychoactive drugs; and theories of prevention, intervention and treatment.

**HSSA 120 (Physiological Actions of Alcohol and Other Drugs)**
Must pass HSSA 101 with a 2.0 and BIOL 118 or instructor permission
The interaction of alcohol and/or other drugs and the human body: absorption, distribution, metabolism, mechanism of action, peripheral and central nervous system effects, interactive effects among chemicals, and physiological consequences of chronic use.

**HSSA 121 (Psychotropic Medications)**
An introductory course designed to help chemical dependency counselors and social service workers gain an understanding of the basic characteristics of psychotic, mood and anxiety disorders; the use of psychotropic medications to treat these; and the interactive effects with alcohol and other drugs on psychotropic medications.

**HSSA 140 (Chemical Dependency and the Family)**
An overview of functional and dysfunctional families and the impact of chemical dependency and dysfunction on individuals and family systems. The course covers family therapy items and theory, various types of abuse, Adult Children of Alcoholics (ACA), child abuse, nature vs. nurture, co-dependency, parenting issues, treatment techniques and resources. Case analysis and application of concepts will be emphasized.

**HSSA 150 (Crisis Intervention)**
Prep: ACCT 170 or instructor permission
Theoretical and experiential introduction to working with people in crisis, stressful and emergency situations, and the utilization of constructive intervention techniques and resources. Suicide assessment is emphasized.

**HSSA 160 (Chemical Dependency Counseling and Assessment of the Adolescent)**
Prep: HSSA 101 and 170 recommended
Effects of chemical dependency on the developing adolescent. Overview of assessment, intervention, prevention, counseling and treatment considerations.

**HSSA 170 (Counseling and Treatment of Chemical Dependency – I)**
Individual
Prep: PSYC 100, ENGL& 101 and minimum 2.0 in HSSA 101 or instructor permission
Theoretical and experiential introduction of basic counseling skills for working with chemically dependent clients. Covers various counseling theories with emphasis on Motivational Interviewing and Stages of Change, treatment techniques, disclosure statements and resumes, professional boundaries and safety, and multicultural issues.
FS = Fort Steilacoom  •  PY = Puylup • FL = Fort Lewis

HSSA 255 (3) Introduction to the Co-Occurring Disorders of Chemical Abuse and Mental Illness (COD) 
Prereq: HSSA 101 and PSYC 100 recommended
History of mental health and substance abuse treatment. Exploration of the basics of multidisciplinary treatment planning and case management, advocacy, COD terminology, ethics, funding sources, personal boundaries, involuntary commitments, and theories of mental illness and chemical dependence as these apply to the mentally ill chemically abusing population in a treatment setting.

HSSA 270 (5) Counseling and Treatment II – Group 
Prereq: Minimum 2.0 in HSSA 101 & HSSA 170 or instructor permission
Theoretical and experiential exploration of group leadership/membership skills emphasizing counseling approaches which are effective in treating the chemically dependent client. A review of the theoretical foundations of group therapy and the knowledge competencies, skills and attitudes.

HSSA 275 (3) Relapse Prevention
Prereq: HSSA 170 with a grade of 2.0 or better and have completed or be currently enrolled in HSSA 280 or instructor permission
An overview of what relapse prevention is, issues that negatively affect relapse-prone clients, plus skills and techniques for providing relapse prevention therapy.

HSSA 280 (4) Supervised Field Experience in Chemical Dependency 
Prereq: Registered counselor with WA Dept. of Health, 2.0 in HSSA 200 and HSSA 170
A career-related work experience within a DASA licensed facility enabling the student to apply vocational skills and knowledge to chemical dependency agency work while also accruing hours towards state certification. Minimum of 120 hours field work plus mandatory weekly seminar.

ALCDA 281 (4) Supervised Field Experience in Chemical Dependency
Prereq: Registered counselor with WA Dept. of Health, completion of HSSA 280
A career-related work experience within a DASA licensed facility enabling the student to apply vocational skills and knowledge to chemical dependency agency work while also accruing hours towards state certification. Minimum of 120 hours field work plus mandatory weekly seminar.

ANTH& 104 (5) World Prehistory • GER-SS
Prereq: ANTH 103
An archaeological interpretation of the lifeways of our human ancestors from 3 million years ago to the development of written records.

ANTH& 106 (5) The American Mosaic • GER-SS (formerly ANTH 104)
An exploration of multiculturalism in the United States examining various aspects of social identity including ethnicity, race, socioeconomic class, gender and sexuality. Current anthropological methods and approaches will be employed to enhance the understanding of diversity in U.S. American society.

ANTH 107 (5) Archaeology of Ancient Civilizations • GER-SS
Prereq: ANTH 106
An introduction to the archaeology of ancient civilizations. Students compare ancient civilizations of the New World and the Old World to investigate how complex societies differ, in structure and internal dynamics, from simpler societies. They address the issue of how and why complex societies arose in some areas and not in others, as well as why complex societies collapse.

ANTH 108 (5) Fundamentals of Archaeology • GER-SS
Prereq: ANTH 107
An introduction to the methods and theories of contemporary archaeology. Students cannot receive credit for both ANTH 108 and ANTH 204.

ANTH 165 (2-5) Cross Cultural Studies – Participatory Research 
A course designed for students who participate in experiential cross-cultural research abroad. Students examine host country’s cultural values, social institutions, and significant contemporary issues facing that country. Students discuss differences between U.S. American and host country’s cultures, and examine the host country in a global context.

ANTH 166 (2) Cross-Cultural Studies – Teaching from Experience
A course designed for International Students who participate in an international education program with K-12 instructors working in association with Pierce College. Students describe how students’ values and social institutions, as well as significant contemporary issues facing those countries. Students discuss U.S. American and home countries, as situated within a global context.

ANTH 167 (5) Cross Cultural Studies – Life and Culture
A course designed for students who participate in study abroad programs. Students examine host country’s cultural values, social institutions, and significant contemporary issues facing that country. Students discuss differences between U.S. American and host country’s cultures, and examine the host country in a global context.

ANTH 201 (5) Prehistoric Mesoamerica • GER-SS
An introduction to the indigenous civilizations of Mesoamerica. The cultures of the Aztecs, Maya, Olmecs and others are presented, including their social, intellectual and technical achievements. (formerly ANTH 200)

ANTH& 205 (3) Biological Anthropology • GER-NS
(Ar Old ANTH 210)
The course examines human biologic variation, taking into account the complex interaction of biology, physiology, environment and culture. Major topics include evolution, genetics, scientific classification, nonhuman primates, the fossil record and modern human variation.

ANTH& 206 (5) Cultural Anthropology • GER-SS 
(Ar Old ANTH 220)
Course explores human behavior and belief across cultures. Major topics include the concept of culture, ethnocentric research, and the cross-cultural examination of subsistence and economic systems, divergent social roles and identity, family systems, religious belief, and the impacts of colonialism, modernization and globalization.

ANTH& 204 (5) Archaeology • GER-SS/QS
(Quantitative version of ANTH 225)
Prereq: Completion of MATH 095 or 098 or equivalent with a grade of 2.0 or better or test recommendation at level above MATH 198
A quantitative approach to the methods and theories of archaeological research. Students cannot receive credit for both ANTH 204 and ANTH 108.

ANTH& 210 (5) Indians of North America • GER-SS
(Formerly ANTH 250)
Course examines human behavior and belief across cultures. Major topics include the concept of culture, ethnocentric 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.

ART 105 (5) Introduction to Art • GER-HM (formerly ART 100)
A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. Topics of: perception, aesthetics, creativity, elements of design, principles of design, role of the media, and a general chronological survey of the visual arts are investigated.

ART 107 (5) Photography, Beginning • GER-HM/Performance
A course in photography for the beginning to moderately advanced student covering basic knowledge of the equipment operation to aesthetic consideration in the photographic process.

ART 108 (5) Photography, Intermediate • GER-HM/Performance
A course in photography for the beginning to moderately advanced student covering basic knowledge of the equipment operation to aesthetic consideration in the photographic process.
ART 109 (5) Photography, Beginning • GER-HM/Performance
A course in photography for the beginning student. Covers basic knowledge from the equipment operation to aesthetic considerations in the photographic process.

ART 111 (5) Drawing, Beginning • GER-HM/Performance
ART 112 (5) Drawing, Intermediate • GER-HM/Performance
Prereq: ART 111 or instructor permission
A drawing sequence course to introduce the student to various approaches to drawing. The investigation of a variety of concepts, media, techniques and compositional considerations is employed to enable the student to gain as wide a knowledge of drawing as possible.

ART 145 (5) History of Art – Contemporary • GER-HM
A concise history of contemporary painting, sculpture, drawings, printmaking, photography, and mixed media from modern foundations through post-modern styles and related issues.

ART 190 (5) Photography Workshop I • GER-HM/Performance
Prereq: ART 107, 108, 109 and instructor permission
Photography for the moderately advanced student to achieve a refinement of photographic technique and skills.

ART 191 (5) Photography Workshop II • GER-HM/Performance
Prereq: ART 190 or instructor permission
Gives the moderately advanced and advanced student the skill of free visual expression within the photographic process.

ART 192 (5) Photography Workshop III • GER-HM/Performance
Prereq: ART 190 or instructor permission
Photography for the advanced student to refine photographic techniques and skills for free visual expression within the photographic processes.

ART 201 (5) Painting, Beginning • GER-HM/Performance
ART 202 (5) Painting, Intermediate
Prereq: ART 201 or instructor permission
A studio-laboratory course designed to develop within the student the desire to explore, to experiment and to evaluate painting. Painting offers basic instruction in the use of oil and acrylic media. Emphasis will be given to individual needs and interests.

ART 204 (5) Watercolor, Beginning • GER-HM/Performance
This course will survey and explore, through hands-on painting, a wide variety of watercolor approaches. Students will develop the ability to express themselves through this fascinating medium using various brush techniques, vivid washes and texturing methods – with particular attention to nature (landscape) rendering. Students will also gain an historical overview of the watercolor medium and understand some of its basic applications in art.

ART 275 (5) Painting Workshop, Beginning • GER-HM/Performance
Prereq: ART 203 or instructor permission
Painting workshop consists of lectures and studio application related to both traditional and contemporary painting. Students will be encouraged to explore painting media and techniques. Emphasis on the relationship of media investigation and design concepts to painting.

ART 276 (5) Painting Workshop, Intermediate • GER-HM/Performance
Prereq: ART 275 or instructor permission
Intermediate painting workshop consists of lectures and studio application related to both traditional and contemporary painting. Students will be encouraged to explore a diversity of painting media and techniques. Continued emphasis on the relationship of media investigation and design concepts to painting.

ASTR 105 (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 106 (5) General Biology w/lab • 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 for life. This course includes a laboratory.

ASTR 110 (5) The Solar System • GER-NS
Methods and goals of scientific inquiry developed within the study of Solar System including the planets, Sun, moons, asteroids and comets. Includes historical perspective, theories, laboratory exercises and direct observations. Lab included.

ASTR 115 (5) Stars, Galaxies and the Cosmos • GER-NS
Methods and goals of scientific inquiry developed within the study of outer space including the life and death of stars, galaxies and clusters of galaxies and cosmology including the Big Bang. Includes historical perspective, theories, laboratory exercises, and direct observations. Lab included.

ATMOSPHERIC SCIENCE (ATMOS)

ATMOS 101 (5) Introduction to Weather • GER-NS
A study of Earth’s atmosphere including the major elements and controls of weather and climate. Lab required.

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 for life. This course includes a laboratory.

BIOL 105 (5) Human Anatomy and Physiology for Pre-Science Majors • GER-NS
A comprehensive study of the human body, its parts and how they work. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences.

BIOL 120 (5) Human Anatomy and Physiology I - Majors with Lab • GER-NS
A comprehensive study of the human body, its parts and how they work. A course appropriate for non-science majors or students beginning study in the life sciences. (Same as BIOL 118 only laboratory included.)

BIOL 211 (6) Majors: Cellular • GER-NS (formerly BIOL 201)
Prereq: CHEM& 139 and CHEM& 161 (which may be taken concurrently) and a grade of 3.0 or better in high school biology. Also, BIOL& 160 with a grade of 2.0 or better is recommended. BIOL& 211 does not have to be taken in sequence with BIOL& 212 or 213.

BIOL 212 (5) Majors: Animals • GER-NS (formerly BIOL 202)
Prereq: CHEM& 139 and CHEM& 161 (which may be taken concurrently) and a grade of 3.0 or better in high school biology. BIOL& 160 with a grade of 2.0 or better is recommended. BIOL& 212 does not have to be taken in sequence with BIOL& 211 or 213.

Biological Anatomical and Physiological Systems of the Human Body • GER-NS
Prereq: BIOL 105

BIOL 241 (6) Human Anatomy and Physiology II - GER-NS
Prereq: BIOL& 211

BIOL 242 (6) Human Anatomy and Physiology II - GER-NS
Prereq: BIOL& 211
BUS 135 (5) Introduction to E-commerce
An introduction to the elements and issues of e-commerce. Topics include creating marketing strategies, choosing software and hardware, regulation issues, financial management, and site design.

See ACCT 201.

BUS 215 (3) International Business Communication
PreReq: Grade of 2.0 or better in ENGL 098 or equivalent 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 053 or MATH 054 or placement into MATH 060
Fundamental math relationships, percentages, merchandising and banking procedures and the metric system. Offered through the accounting lab, self-paced, continuous enrollment. 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 placement recommendation of ENGL 099
Covers fundamental math relationships, percentages, merchandising and banking procedures and the metric system. Offered through the account- ing lab, self-paced, continuous enrollment. Students cannot receive credit for both BUS 103 and BUS 107.

BUS 220 (5) Principles of Financial Accounting II
See ACCT 202.

BUS 230 (5) Principles of Managerial Accounting
See ACCT 203.

BUS 240 (5) Human Relations in the Workplace - GER-SS
This course considers how the needs of business or other formal organizations interact with individual needs, leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how human beings act in work situations.

BUS 245 (5) Global Business: Introduction and Essentials
This is designed to be the first course for the student who is interested in pursuing the study of international trade and culture.

BUS 250 (5) Business Communications - GER-CM
PreReq: Grade of 2.0 or better in BUS 105 or ENGL 101 or instructor permission
Theory and practice in composing, evaluating, and analyzing written and oral business communications. Emphasizes effective writing of business letters and reports, the psychology of business writing, methods of research and oral reports.

BUS 279 (5) Personal Finance
PreReq: BUS 103 or permission.
Offered through Military sites only
A practical course in managing personal finances. Course includes budgeting, home ownership, income tax, Investments, Insurance, wills and trusts.
BTECH 200 A-E (1) Microsoft Word
PreReq: For BTECH 200A – BTECH 118A & B with grade of at least 2.0, or touch typing at 25 wpm, instructor permission. For BTECH 200E – BTECH 206A with at least 2.0, or instructor permission. Students can choose to work through one or more of these Excel features: (A) Prepare and Edit Documents; (B) Enhance and Customize Documents; (C) Create Charts and Dashboards; (D) Use Macros and Styles; and (E) Prepare and Protect Shared Documents.

BTECH 201 A-E (1) Microsoft Access
PreReq: For BTECH 201A – BTECH 118A & B with grade of at least 2.0, or touch typing at 25 wpm, instructor permission. For BTECH 201E – BTECH 206A with at least 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 202 A-C (1) Microsoft PowerPoint
PreReq: For BTECH 225A – BTECH 225B with at least 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 203 A-C (1) Microsoft Excel
PreReq: For BTECH 223A – BTECH 223B with at least 2.0, or instructor permission. Emphasis on the production of the many forms required for insurance billing, including: HCFA, UB-92, referrals and referral requests. Includes documentation guidelines, effective solutions for insurance claim disputes, posting of accounts receivable and report generation, financial, legal and ethical issues of medical billing.

BTECH 215 (1) Medical Transcription
PreReq: Grade of 2.0 or better in BUS 106 and a word processing course, or instructor permission. Fundamentals of transcribing dictated letters, memos, and other documents using a computer and transcription equipment. Course provides an opportunity to apply business English skills along with formatting techniques and proofreading skills to produce “error-free” documents.

BTECH 231 (5) Machine Transcription II
PreReq: BTECH 230 with grade of 2.0 or better. Advanced transcription techniques emphasizing increased speed and accuracy in the production of business documents. Students will be expected to produce finished documents applying proper business English skills and formatting techniques.

BTECH 241 (5) Accounting for the Office Professional
PreReq: For BTECH 241A – BTECH 241B with at least 2.0, or instructor permission. Basic procedures (the accounting cycle including payroll) utilized by administrative office professionals.

BTECH 245 (3) Cooperative Work Experience
PreReq: Permission from Business Information Technology Department. Emphasis on relating the skills and attitudes learned in college to the workplace. The student will work part time in an office setting related to their chosen program and discuss job-related issues with other students in an online environment.

BTECH 248 (2) Business Information Technology Seminar I
PreReq: Enrollment in a Business Information Technology program or instructor permission. Provides student with job search strategies, including preparation of resumes, cover letters, practice with interviewing skills, creating a professional appearance and telephone techniques.

BTECH 249 (2) Business Information Technology Seminar II
PreReq: Enrollment in an Business Information Technology program or instructor permission. A seminar course that emphasizes human relations skills such as leadership, assertiveness, handling of criticism, conflict resolution, political influence and diversity in the workplace.

BTECH 250 (5) Medical Forms
PreReq: Grade of 2.0 or better in the production of the many forms required for insurance billing, including: HCFA, UB-92, referrals and referral requests. Includes documentation guidelines, effective solutions for insurance claim disputes, posting of accounts receivable and report generation, financial, legal and ethical issues of medical billing.

BTECH 251 (5) Medical Transcription II
PreReq: Grades of 2.0 or better in OFFICE 151 and OFFICE 230, or instructor permission. A beginning medical transcription course designed to familiarize users with basic medical reports used in a health care facility, the related terminology, appropriate formats for transcribing reports, and grammar and punctuation rules specific to dictated medical records.

BTECH 252 (5) Medical Transcription II
PreReq: BTECH 215 with grade of 2.0 or better. Intensive practice in transcribing medical dictation. Students use an extensive list of standard and contemporary terms in different medical specialties while transcribing dictation dictated by actual physicians in realistic surroundings.

BTECH 253 (5) Medical Office Procedures
PreReq: Grade of 2.0 or better in BTECH 150, or instructor permission. Basic procedures in the medical office with emphasis on the role of the administrative medical office professional including records management, bookkeeping, billing, collection procedures, and health insurance billing.

BTECH 254 (5) CPT Coding (Current Procedural Terminology)
PreReq: Grade of 2.0 in BTECH 151. Basic coding procedures for medical office and hospital billing. Students will learn the American Medical Association’s Current Procedural Terminology (CPT) coding system and how to legally and ethically apply the system to various healthcare settings.

BTECH 255 (5) ICD-9-CM Coding (International Classification of Diseases, 9th Revision, Clinical Modification)
PreReq: Grade of 2.0 in BTECH 151. Basic coding procedures for medical office and hospital billing. Students will learn entry-level ICD-9-CM (International Classification of Diseases, 9th Revision, Clinical Modification) coding for healthcare facilities.

BTECH 260 (5) Computer Applications for the Law Office
PreReq: BTECH 201, or instructor permission. Tips and techniques for using software typically found in the law office. Students will learn to use templates, macros, and word processing features that are particularly applicable to the preparation of legal documents. Internet strategies, spreadsheets, litigation support, and time and billing computer applications are also taught.
MNGT 198 (3) Work Based Learning
Participants pursue an organized career path plan by obtaining work experience in their chosen career field.

MNGT 275 (5) Introduction to Visual Merchandising
PreReq: CS 110 Provides the student with a working knowledge of planning, creating, and implementing visual promotion including advertising, print media, visual display and special promotions.

MNGT 282 (5) Marketing
A study of the business activities concerned with the flow of goods and services from producers to consumers.

MNGT 283 (5) Principles of Supervision and Leadership
Principles and practices of management, supervision and leadership as applied to for-profit and not-for-profit organizations. Realistic case problems in business are used to help the student apply principles to contemporary management problems.

MNGT 284 (5) Small Business Planning
Planning and organizing a small business to include developing a preliminary business plan.

MNGT 293 (5) Retailing and Merchandising
Fundamentals of retail buying and the management of retail inventories. Topics are important for the contemporary store-level merchant who is responsible for space productivity, inventory turnover and profitability.

MNGT 295 (5) Human Resource Management
Principles, methods and procedures in human resource management including job analysis, description and classification, employee morale and motivation, labor turnover, selection and placement, rating and promotion and compensation in conjunction with current government regulations.

MNGT 296 (5) Current Trends in Human Resources
Explores current human resource issues including local, state and federal labor laws; effective recruitment and selection techniques using behaviorally-anchored structured interview format; training and development strategies using competency-based individual development plans; 360-degree performance review; and how to write employee policy manuals and job descriptions.

CHEM 121 (5) Introduction to General Chemistry • GER-NS (formerly CHEM 101)
PreReq: CHEM 100, high school chemistry or instructor permission. MATH 095 or 098 or concurrent enrollment and recommended for ENGL 101 on placement tests. An introduction to general chemistry for health professionals or as chemical background for further studies in chemistry. Topics include unit conversions, atomic structures, periodic properties, chemical bonds, basic stoichiometry, states of matter, solutions, equilibrium, acid/base chemistry and oxidation/reduction. Lab included.

CHEM 131 (6) Introduction to Organic/Biochemistry • GER-NS (formerly CHEM 102)
PreReq: CHEM 121
Continuation of CHEM 121. The course includes an introduction to organic functional groups and a study of carbohydrates, optical isomerism, lipids, proteins, enzymes, nuclear acids and metabolism. Lab included.

CHEM 110 (5) Chemical Concepts with lab • GER-NS (formerly CHEM 105)
The relationship of basic chemical concepts to issues in modern society will be discussed. Intended for non-science majors.

CHEM 119 (6) Chemistry for Veteran Technicians
PreReq: First year standing in the Veterinary Technology Program Features of atomic structure, chemical bonding, acid/base theory equilibrium as they apply to basic science. Lipids, proteins and carbohydrates will be discussed with special emphasis placed on metabolism. The importance of hormones and body fluids. Lab included.

CHEM 139 (5) General Chemistry Prep (non-lab) • GER-NS, QS
PreReq: MATH 098 or equivalent with grade of 2.0 or better or placement test score above MATH 098. Designed to introduce the science major student to mathematical and chemical principles needed for a successful experience in their science studies. Includes problem solving, graphs, calculator use, atomic structure, periodic properties, inorganic nomenclature, the mole, balancing equations and stoichiometry. Non-lab course.

CHEM 161 (5) General Chemistry with lab I • GER-NS (formerly CHEM 140)
PreReq: CHEM 139 and MATH 141 (which may be taken concurrently) or inst. permission. The first quarter of a three quarter sequence in general chemistry for science and engineering majors. The course covers measurements, significant figures, dimensional analysis, periodic properties, atomic structure, stoichiometry, thermochemistry and quantum theory. Lab included.

CHEM 162 (5) General Chemistry with lab II • GER-NS (formerly CHEM 150)
PreReq: CHEM 161 or instructor permission. The second quarter of a three quarter sequence in general chemistry for science and engineering majors. Topics include bonding theory, molecular structure, states of matter, chemical reactions in solution, solution stoichiometry and an introduction to the second law of thermodynamics. Lab included.

CHEM 163 (5) General Chemistry with lab III • GER-NS (formerly CHEM 160)
PreReq: CHEM 162 or instructor permission. The third quarter of a three quarter sequence in general chemistry for science and engineering majors. The course covers equilibrium, oxidation/reduction reactions, acids and bases, slightly soluble salts, entropy and free energy and electrochemistry. Lab included.

CHEM 261 (6) Organic Chemistry with lab I • GER-NS (formerly CHEM 220)
PreReq: CHEM 162 or equivalent with 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
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
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 (COLL)
COLL 101 (2) Learning Skills (formerly STUDY 101)
 Covers important learning skills for academic, business, and personal situations. Provides opportunities to improve learning skills through practice.

COLL 104 (3) Study Techniques I (formerly STUDY 104)
Designed to teach methods and processes for success in college. Topics include learning style application, memory reading techniques and time management skills.

COLL 105 (2) Study Techniques II (formerly STUDY 105)
Designed to teach methods and processes for success in college. Topics include note-taking, test-taking, diversity and critical thinking.

COLL 106 (3) Study Techniques III (formerly STUDY 106)
Teaches methods and processes for success in college. Topics include writing, health and career planning.

COLL 107 (2) Study Skills for Math and Science (formerly STUDY 107)
Interactive class designed to support development of personal and academic skills for success in math and science classes. Topics include dealing with math and science anxiety, self-awareness of preferred learning styles, confronting word problems, and making one's own study sessions more productive. Some sections may be program specific.

COLL 110 (3) College Success (formerly EDUC 110)
This course is designed to motivate students to increase their academic and personal skills and techniques, to suggest strategies for success in college, and to give the students general information regarding resources and procedures.

COLL 111 (5) TRIO College Success (formerly EDUC 111)
Designed to introduce TRIO program students to the skills and tools needed to become a successful college student. Topics include team building and problem solving, study skills, understanding the higher education system, career exploration, budget and time management, and online learning styles, communication skills (oral, written, electronic), and self-awareness. Student cannot receive credit for both COLL 110 and 111 toward degree requirements.

COLL 112 (2) College Transfer Planning (formerly EDUC 112)
PreReq: COLL 110 or COLL 111 Interactive capstone course designed for students who have already taken COLL 110 or COLL 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.

CHINESE
See WORLD LANGUAGES.

FS = Fort Steilacoom • PY = Puyallup • FL = Fort Lewis

COURSE DESCRIPTIONS p9
COMMUNICATION STUDIES (CMST)

CMST & 101 (5) Introduction to Communication • GER-HM
(formerly JOURN 101)
An introduction to communication theory including verbal and non-verbal communication, Communication barriers and processes will be studied. The student will also make presentations before the class.

CMST & 102 (5) Introduction to Mass Media • GER-HM
(formerly JOURN 102)
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 group work, 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 interpretative formats. The course emphasis includes the influence of culture on non-verbal communication, language, perception, intercultural conflict.

CMST 210 (5) New Media
Introduction to the use of the Internet and digital media as an integral part of the presentation. Each presentation will focus on specific technology including video, audio and computer presentation programs. The primary emphasis will be on training students to speak to groups successfully by integrating specific software and hardware into the presentation.

CMST & 220 (5) Public Speaking • GER-HM
(formerly SPECH 220)
A beginning course in public speaking emphasizing speech organization, audience analysis, speech delivery, speech writing. Frequent presentations before the class in which the student will be given the opportunity to explore his/her own speech capabilities.

CMST & 230 (5) Small Group Communication • GER-HM
(formerly SPECH 230)
Understanding the principles and processes of oral and written communication within groups. The course uses theory with practical application in group problem solving, critical listening, leadership, conflict management, group roles and group development. The focus is to prepare the student for effective group communications at work, socially and in the community.

COMPUTER (CMPTR)

CMPTR 104 (1) Beginning Keyboarding
Develop touch control of the alphabetic keyboard and demonstrate proper keyboarding techniques. Computer only offered through the PierceWorks Program.

CMPTR 105 (1) Windows, etc.
Basic introduction to the Windows operating system. Also learn file management and e-mail.

CMPTR 106 (2) MS Word Competency
Preqrq: Windows, etc. or instructor permission. Basic Word usage; formatting, manipulating text, creating, deleting, merging templates, headers and footers.

CMPTR 107 (1) Quality Results from the Web
Internet research and database usage. Learn search techniques, information retrieval and management, and evaluation of sources.

CMPTR 108 (1) PowerPoint Pizzazz
Create and enhance professional presentations, including slide layouts, formatting, graphics, transitions and animations. Emphasis includes the influence of culture on non-verbal communication, language, perception, intercultural relationship development and intercultural conflict.

CMPTR 111 (1) Microsoft Excel, Beginning
Preqrq: Intro to Windows or equivalent. Learn to create, modify and format charts and graphs; add graphics and use drawing tools; sort information in a list using the Data Sort command.

CMPTR 112 (1) Microsoft Excel, Intermediate
Preqrq: Intro to Windows and Microsoft Excel Beginning or equivalent. Learn to create, modify and format charts and graphs; add graphics and use drawing tools; sort information in a list using the Data Sort command.

CMPTR 115 (1) Microsoft Word, Beginning
Preqrq: Intro to Windows 98 or equivalent. Create, edit, save and print documents using Microsoft Word; apply character, paragraph and page formatting; set and modify tabs; create tables; use proofing tools.

CMPTR 116 (1) Microsoft Word, Intermediate
Preqrq: Introduction to Windows or equivalent and Microsoft Word Beginning. Create columns, sections, and tables; merge documents and data sources; use styles and templates; run and edit macros.

CMPTR 131 (1) Introduction to Personal Computers
Introduction to personal computer terminology, hardware components and software; hands-on practice using the Windows operating system; word processing; spreadsheets; Internet browser software.

CMPTR 137 (1) Introduction to Windows
Learn to navigate within the Windows environment; customize the desktop; locate, create, and delete files and folders; share data between applications; use control panel to change properties and settings.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 080 (1) Computer Basics
Beginning Microsoft Windows.

CIS 103 (2) Online Learning: Getting Started
Preqrq: Regular access to the Internet; familiarity with Web and e-mail.

CIS 110 (3) Introduction to the Computer Business Applications
Preqrq: Keyboarding proficiency of 35 wpm or better. An abbreviated version of CIS 121 designed specifically for non-CIS/DDS 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.

CIS 121 (5) Introduction to Information Systems
Preqrq: Keyboarding proficiency of 35 wpm or better. Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Lab assignments using current microcomputer-based application programs allow the student to interact with computer technology, hardware and software.

CIS 122 (5) Structured Program Design
Preqrq: CIS 121 (with a 2.0 or above); MATH 105 or above
Introduction to the concepts of computer program analysis, design, and development using modern structured programming methodologies and techniques. Includes structured 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)
Preqrq: CIS 122 Introduction to Object Oriented Programming (OOP). Application of the concepts of Inheritance, polymorphism, interfaces and abstract classes. Addresses classes, objects and methods utilizing top down design, model-view-controller and other maintainability/modularization/and reusability techniques. Techniques for effective program coding, testing and establishing error handling techniques.

CIS 130 (5) Microcomputer Applications
Preqrq: CIS 110 or 121
Learn four of the most popular software applications used for word processing, spreadsheets, database management and presentation purposes.

CIS 134 (5) Computer Operating Systems
Preqrq: CIS 121 with a 2.0 grade or better
Introduction to computer function and use of command line and graphical user interface (GUI)-based microcomputer operating systems. A combination of classroom discussion and hands on lab exercises provides practical knowledge and experience in various operating system features.

CIS 136 (3) Spreadsheet Applications
Preqrq: CIS 110 or CIS 121 and MATH 108
The fundamentals of using spreadsheets (electronic worksheets). Topics will include creation and manipulation of spreadsheets, conversion to charts and graphs, and creation of macros.

CIS 140 (5) Technical Support Practices and Procedures
Preqrq: CIS 130, CIS 134 and CIS 150
Introduction to technical support practices and procedures. Discussion of the differences in the levels and roles of technical support, technical support organization and structure, user support services, individual and group training, and liability of support services. Learn escalation and fault isolation techniques. Support requests for services, report processing, and automated help desk tools. Addresses implementation of hardware and software accommodations and accommodation strategies. Includes practices with technical support laboratory.

CIS 150 (5) Computer Installation and Troubleshooting
Preqrq: CIS 121
An introduction to the installation and interfacing of computer hardware and software including a variety of computer components. Troubleshooting and correction of problems encountered in computer operation of both hardware and software.

CIS 155 (3 or 5) Special Topics in Information Systems Technology
Preqrq: Instructor permission only
Detailed coverage of a selected computer topic of current interest. Sample topics may include computer languages, hardware and software development strategies.
CIS 201 — See CS 131 or 141.

CIS 202 — See CS 202.

CIS 215 (5) Introduction to Web Programming
PreReq: CIS 127
Addresses web forms utilizing HTML; dynamic client-side web forms that utilize JavaScript; server-side code.

CIS 220 (5) Database Management Systems
PreReq: CIS 122 and CIS 130
Concepts and theory of database management systems (DBMS) including the analysis and design of relational database systems.

CIS 261 (5) SQL (Structured Query Language)
PreReq: CIS 122
Introduction to Structured Query Language (SQL), the industry-standard language for storing, retrieving, displaying, and updating data in a relational database. Includes detailed coverage of the Oracle-specific PL/SQL: procedural extension.

CIS 262 (5) Database Administration, Backup and Recovery
PreReq: CIS 260, CIS 261
Introduction to key tasks and functions required of a database administrator in a production environment. Gain experience creating and implementing a database, managing data, expanding the size of the database, implementing security and data integrity measures, and granting data access privileges to individual users.

CIS 263 (5) Database Performance Tuning and Network Administration
PreReq: CIS 262
Project-oriented class with emphasis on system support, tuning, problem diagnosis, and problem resolution.

CIS 265 (5) Data Communications and Networks
PreReq: CIS 134 with a 2.0 grade or better
Introduction to data communication and network terminology, operating concepts, network design, hardware and software. Reviews the Open System Interconnection (OSI) model as well as other major data communication models and the various specifications and standards for data communications hardware and software. Addresses the advantages and disadvantages of various network systems and their availability, flexibility and performance. Participate in the design of a data communications network.

CIS 266 (5) Local Area Networks
PreReq: CIS 265 with a grade of 2.0 or better
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 connection using bridges, routers, switches, and gateways as well as LAN segmentation, VLAN, and subnetting. Practical application in a network laboratory.

CIS 267 (5) Network Administration Practices and Procedures
PreReq: CIS 230 and CIS 266, each with a 2.0 grade or better
Practices and procedures for installing and administering a network operating system software for a server-based centrally administered Local Area Network (LAN). Script generation, user/group security configuration/privileges, back-up and recovery operations, network resource allocation and control, troubleshooting, failure recovery, fault tolerance covered. Practical application in a tolerance covered. Practical application in a network laboratory.

CIS 269 (5) Advanced SQL Tuning and Programming
PreReq: CIS 261
Advanced course in Structured Query Language (SQL). Develop script files, stored procedures, and PL/SQL units. Diagnose and tune for performance problems.

CIS 270 (5) C Programming Language
PreReq: CIS 122
Introduction to C Programming Language including its development history and philosophy. Emphasis on programming.

CIS 271 (5) Introduction to C++
PreReq: CIS 122
Basic syntax and semantics through arrays, text files; and examples of processors, motherboards and architecture. Emphasis on programming.

CIS 272 (5) Advanced C++ Programming
PreReq: CIS 271 and MATH 098 with grade of 2.0 or better, or instructor permission.
An advanced C++ programming language, problem-solving and programming techniques; syntax and semantics through arrays, text files; and programming projects to include its development history and philosophy. Emphasis on programming.

CIS 280 (5) Systems Analysis and Design
PreReq: CIS 220 and CIS 262
A systematic approach to defining needs, creating specifications, and designing information systems. Structured systems analysis and design techniques will be used to develop and document effective computer-based information systems group projects. Students will create and present project plans using currently available project management application software.

CIS 285 (5) Advanced Visual Basic
PreReq: CIS 122 and CIS 185
An advanced course in the Visual Basic programming language. Develop Windows software within the systems development life cycle (SDLC) methodology. Covers arrays and controls, SQL, ActiveX controls, DLLs, data validation, animation, error-trapping, reporting, and security issues.

CIS 286 (5) Application Development
PreReq: CIS 122 and CIS 185
Addresses component programming through the development of completed applications; availability, scalability, and secure enterprise system programming; clustering and server farms; enterprise caliber data objects, classes, and methods within an application; and effective error handling.

CIS 290 (5) Supervised Employment
PreReq: CIS/DSP/MAP majors in their final quarter before graduation
Capstone class that 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.

CIS 210 (5) Microprocessors
PreReq: CIS 116 with grade of at least 2.0
Microcomputer/microprocessor basics, the 8000X microprocessor family, introduction to assembly language programming, expanded programming, the program instruction set, and memory segmentation. Provides knowledge of specific terminology, facts, third-party development of dealing with classifications, categories, and principles of processors, motherboard and peripherals.

CIS 218 (5) Managing a Windows 2000 Network Environment
PreReq: CIS 225 with a 2.0 grade or better
Performance-based course designed to round the job-related tasks a network professional must perform to implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows 2000 operating system. Tasks are generally performed in medium to large organizations, spanning two to 100 physical locations by using LANs, Intranets and/or Internet.
CNE 220 (5) Networking Technology
Prereq: CS 171, ENGL 101, MATH 098 (or equivalent) with a grade of at least 2.0 in all courses.

General introduction to current networking technology for local area networks (LANs) including Wide Area Networks (WANs), and the Internet. Focuses on contemporary network topologies, services, protocols, media, and security. Discussion includes the Open Systems Interconnection (OSI) reference model and Institute of Electrical and Electronic Engineers (IEEE) standards.

CNE 230 (3) Computer and Network Operating Systems
Prereq: CNE 220 with a 2.0 grade or better

Introduction to the functions and operating methods of a variety of operating systems for stand-alone and network computing. Focus is on current industry standard systems of MS-DOS, Windows family, UNIX, and NetVell. Proprietary and special purpose OS/NOS discussed in less detail.

CNE 231 (5) Implementing Windows Client Operating System
Prereq: CS 266 with a 2.0 grade or better

This course is to provide individuals who are new to Microsoft Windows client operating system with the knowledge necessary to understand and implement the tasks involved in supporting Windows server products. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Windows-based environment.

CNE 232 (5) Managing and Maintaining a Microsoft Windows Server
Prereq: CNE 231 with a 2.0 grade or better

Install and configure Windows on stand-alone and client computers in a workgroup or domain. Install and configure Windows Server to create File, Print, Web and Terminal servers.

CNE 233 (5) Maintaining a Microsoft Windows Server Environment
Prereq: CIS 266 with a 2.0 grade or better

Performance-based course designed around the job-related tasks a support professional must perform in order to be proficient in a Microsoft networked server environment. Emphasis is based on remote connectivity and client-based services.

CNE 234 (5) Implementing a Microsoft Windows Server Network Infrastructure
Prereq: CNE 232 with a 2.0 grade or better

Professional support class for installation, configuration, management and support of a network infrastructure using Microsoft Windows Server products.

CNE 235 (5) Implementing and Maintaining Microsoft Windows Server Network Infrastructure: Network Services
Prereq: CNE 233 with a 2.0 grade or better

Professional support class for installation, configuration, management and support of a network services using Microsoft Windows Server products.

CNE 236 (5) Planning and Managing Installing a Windows Server Network Infrastructure
Prereq: CNE 233 with a 2.0 grade or better

Designing and implementing a Windows Server network infrastructure that supports required network applications. Solution based on Dynamic Host Configuration Protocol (DHCP), Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP) will be contrasted and evaluated for applicability.

CNE 237 (5) Planning, Implementing and Maintaining a Microsoft Server Active Directory Infrastructure
Prereq: CNE 234 with a 2.0 grade or better

Course also focuses on implementing Group Policy-related tasks that are required to centrally manage users and computers.

CNE 238 (5) Designing Security for a Windows Network
Prereq: CNE 237 with a 2.0 grade or better

Design a security framework for small, medium, and enterprise networks using Microsoft Windows technologies. Secure the specific areas of: Local Network Users; Remote Users; Servers and Offices; Private and Public Networks; and Partner Organizations.

CNE 239 (5) Update Support Skills from Windows NT to Windows 2000
Prereq: CNE 272 with a 2.0 or better

Performance-based course designed around the job-related tasks a support professional must perform using new or modified features in the Windows 2000 operating system. Updates skills and knowledge from Windows NT to Windows 2000-based network operations.

CNE 240 (5) Computer Hardware Troubleshooting
Prereq: CNE 210 with a grade of at least 2.0; CIS 150 recommended

An introduction to the installation and interfacing of hardware including installing, storage, and peripheral devices. Includes multimedia, memory, and video. Troubleshooting and conflict resolution/correction of problems in computer operation relating to hardware components will be included.

CNE 245 (5) Computer Software Troubleshooting
Prereq: CNE 230 with a grade of at least 2.0; CIS 150 recommended

Training in the installation and interfacing of operating systems, application programs, diagnostics, memory, and computer environments. Software troubleshooting and conflict resolution/correction of problems in computer operation relating to software components will be included.

CNE 250 (5) NetWare Administration
Prereq: CNE 220 with a grade of at least 2.0

Course will provide the knowledge necessary to install and configure Novell Directory Services (NDS) configuration. Includes scenarios for upgrading, migrating, and troubleshooting Novell NetWare network services (NDS) configuration. Includes scenarios for troubleshooting, migrating, and installing to implement a different design of the NDS tree structure.

CNE 251 (5) Unix Administration
Prereq: CNE 220 with a grade of at least 2.0

Course focuses on installing and configuring a NetWare network service and implementing on Novell Directory Services (NDS) configuration. Includes scenarios for upgrading, migrating and troubleshooting Novell NetWare network services (NDS) configuration. Includes scenarios for upgrading, migrating, and installing to implement a different design of the NDS tree structure.

CNE 252 (5) Implement and Support NT 4.0 Workstation
Prereq: CNE 250 with a grade of at least 2.0

Intensive course focusing on knowledge and skills necessary to install and configure a Windows NetWare network service and implementing on Novell Directory Services (NDS) configuration. Includes scenarios for upgrading, migrating, and troubleshooting Novell NetWare network services (NDS) configuration. Includes scenarios for upgrading, migrating and installing to implement a different design of the NDS tree structure.

CNE 253 (5) Deploying and Managing Microsoft Internet Security and Acceleration Server
Prereq: CNE 236 with a 2.0 grade or better

Provides Information Technology students with the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration Server in an enterprise environment.

CNE 254 (5) Fundamentals of Network Security
Prereq: CS 266 with a 2.0 grade or better

Prerequisites: Network Design and Administration. Students who complete this course will be able to identify security threats and vulnerabilities, and help respond to and recover from security incidents.

CNE 255 (5) NetWare Advanced Administration
Prereq: CNE 236 with a 2.0 grade or better

Training in advanced administration skills such as the tuning the network and server for better performance and managing complex tree structures. Instruction on how to oversee a complex NetWare networking environment, including Unix Directory Services partitioning and replication, and directory synchronization strategies and integrating with prior NOS versions.

CNE 256 (5) Unix Advanced Administration
Prereq: CNE 251 with a 2.0 grade or better

Training in advanced administration skills such as the tuning the network and server for better performance and managing complex tree structures. Instruction on how to oversee a complex Unix networking environment, including Unix Directory Services partitioning and replication, and directory synchronization strategies and integrating with prior NOS versions.

CNE 257 (5) Implement and Support Windows NT 4.0 Server
Prereq: CNE 252 with a grade of at least 2.0

Intensive course focusing on knowledge and skills necessary to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Windows NT 4.0. Special emphasis is given to DHCP Manager, HOSTS/LMHOSTS, SNMP, connectivity, monitoring and optimization.

CNE 260 (5) NetWare Network Services Design and Implementation
Prereq: CNE 255 with a grade of at least 2.0

Install and configure a NetWare network service and implementing on NDS configuration. Includes scenarios for upgrading, migrating, and troubleshooting Novell NetWare network services (NDS) configuration. Includes scenarios for upgrading, migrating, and installing to implement a different design of the NDS tree structure.

CNE 261 (5) Unix Network Services Design and Implementation
Prereq: CNE 256 with a grade of at least 2.0

Install and configure a Unix network service and implementing on NDS configuration. Includes scenarios for upgrading, migrating, and installing to implement a different design of the NDS tree structure.

CNE 262 (5) Supporting Windows NT 4.0 Core Technology
Prereq: CNE 257 with a grade of at least 2.0

Intensive course focusing on skills necessary to install, configure, use, optimize, network, integrate, and troubleshoot Windows NT 4.0 Content primarily of interest in a complex environment – such as capacity planning on a server and a network, multiple computers and their management, and trust relationships.

CNE 263 (5) NetWare Directory Services Design and Implementation
F (formerly Network Technical Support)
Prereq: CNE 260 with a grade of at least 2.0

Create and complete a NetWare Directory Services (NDS) design strategy and implementation schedule using templates which can be transferred to the workplace. Course will identify critical factors and expectations for designing a NetWare network, to include determining pre-optimization and clean-up strategies for implementation.

CNE 264 (5) UDS Design and Implementation
Prereq: CNE 261 with a 2.0 grade or better

Create and complete a Unix Directory Services (UDS) design strategy and implementation schedule using templates which can be transferred to the workplace. Course will identify critical factors and expectations for designing a Unix network, to include determining pre-optimization and clean-up strategies for implementation.

CNE 265 (7) Internetworking with Microsoft TCP/IP on Windows NT 4.0
Prereq: CNE 262 with a grade of at least 2.0

Intensive course focusing on knowledge and skills necessary to setup, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Windows NT 4.0. Special emphasis is given to DHCP Manager, HOSTS/LMHOSTS, SNMP, connectivity, monitoring and optimization.

CNE 270 (3) Data Communications Technology
Prereq: CNE 262 with a grade of at least 2.0

Instruction in the theories and practices in data communications, particular product and technology implementation. Training in the basic concepts of linkage between two communications, transmission, LAN and telephony management. Capabilities, capacities, strengths, and weaknesses of signaling and cabling techniques discussed.
CNE 277 (5) Implementing and Supporting Microsoft Internet Information Server 4.0
PreReq: CNE 267 with a grade of at least 2.0
Intensive course focusing on knowledge and skills necessary to design, implement and support the Windows NT Server for communicating system in a multidomain enterprise environment. Training will focus on directory services, server analysis and optimization, network analysis and optimization, and troubleshooting.

CNE 280 (5) NetWare Service and Support (Formerly Network Design and Implementation)
PreReq: CNE 280 with a grade of at least 2.0
Focus on the prevention, diagnosis, and resolution of hardware-related problems which are common to computer networks utilizing the NetWare network operating system. Teaches practical skills to allow optimization of hardware resources in relation to NetWare networking products.

CNE 281 (3) Integrating Windows NT (Formerly Internet and TCP/IP) 2 credits PreReq: CNE 280 with a grade of at least 2.0 Fundamentals of Windows NT networking and techniques to integrate Windows NT with a NetWare network. Includes basics of NT registry and administrative utilities to manage the NT environment.

CNE 282 (5) NetWare Products PreReq: CNE 280 and CNE 281
An introduction to managing NetWare printing environments that support network printers attached to file servers, workstations or dedicated print servers and use of third-party print server hardware and software. Hands-on experience installing, configuring and managing Internet working products.

CNE 284 (5) Unix Service and Support PreReq: CNE 280 with a 2.0 grade or better Focus on the prevention, diagnosis, and resolution of hardware-related problems which are common to computer networks utilizing the Unix network operating system. Teaches practical skills to allow optimization of hardware resources in relation to Unix networking products.

CNE 285 (3) Integrating Windows Server with Unix PreReq: CNE 280 with a grade of at least 2.0 Fundamentals of Windows Server networking and techniques to integrate Windows Servers with a Unix network. Includes basics of Windows Server registry and administrative utilities to manage the Windows environment.

CNE 290 (5) Supervised Internship PreReq: CNE majors only
Supervised work experience of 25 hours per week in a network support environment (250 hours).

■ COMPUTER SCIENCE (CS)

CSE 131 (5) Computer Science I - C++ - GER-NS
Formerly CSE 131
PreReq: CSE 122 with a grade of 2.0 or better and MATH 098 or equivalent with a grade of 2.0 or better (or placement test score above Math 098) or instructor permission
An introduction to computer science using a high level language; problem solving and programming techniques; syntax and semantics through arrays, text files, programming projects (ACM CS1).

CSE 141 (5) Computer Science I - JAVA - GER-QS,NS
(Formerly CSE 121)
PreReq: CSE 122 with a grade of 2.0 or better and MATH 098 or equivalent with a grade of 2.0 or better (or placement test score above Math 098) or instructor permission
An introduction to computer science using a high level language; problem solving and programming techniques; syntax and semantics through arrays, text files, programming projects (ACM CS1).

CSE 202 (5) Computer Science II - GER-QS,NS
PreReq: CSE 201 or CSE 131 and CSE 141
Algorithms, data structures, applications, computer systems, social implications (ACM CS2).

■ CONSTRUCTION MANAGEMENT (CONST)

CONST 101 (3) Introduction to Construction Industry
Construction processes are introduced, including industry terminology, business practices (estimating, bidding, scheduling, project management), field, with a grade of 2.0 or better and MATH 098 or equivalent with a grade of 2.0 or better (or placement test score above Math 098) or instructor permission
Construction and resolve problems, improve project outcomes, and enhance efficiency. Includes training in procedures and techniques to include mock or specific employment exams. This course will assist students in understanding specific practices and determine if this portion of the Criminal Justice system reflects their needs.

CJ 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.

CJ 126 (2) Community Partnership Program
(formerly CJ 101)
This is an opportunity for a local criminal justice agency to provide specific attention to the administrative and employment practices to include mock or specific employment exams. This course will assist students in understanding specific practices and determine if this portion of the Criminal Justice system reflects their needs.

CJ 130 (5) Criminal Justice Operational Skills
PreReq: CJ 112 or instructor permission
Practical applications in recognition and solution of common encountered criminal justice tasks and problems. Emphasizes use of information gathering, communications, problem resolution and decision-making skills.

CJ 135 (3) Special Populations in Corrections
An examination of special population case corrections, their impact on the correctional system and the system's responsibilities to them.

CJ 140 (5) Corrections in America - GER-SS
A broad overview of the theories, practices, and employment prospects in the correctional field in the United States.

CJ 145 (3) Case Management in Corrections
An examination of correctional case management strategies and intervention techniques.

CJ 150 (5) Police in America
An examination of the history and roles of the police and the social, political, organizational, and legal environment within which the police perform their roles in modern United States of America.

PreReq: ENGL 101
A seminar approach to contemporary issues relating to society's response to crime and criminals (the Criminal Justice System) through discussion of major issues in criminal and constitutional law, criminal justice policy, societal values and legal procedure.

CJ 202 (5) Concepts of Criminal Law - GER-SS
An examination of the fundamental concepts of both the English Common Law and modern statutory criminal law and defenses.

CJ 205 (5) Investigative Technology
The use of technical equipment and scientific methods to assist in crime detection.

CJ 215 (5) Drugs and Society - GER-SS
An examination of American drug use and drug traffic and their impact upon the individual and society.
CJ 220 (2) Special Topics in Criminal Justice
CJ 221 (3) Special Topics in Criminal Justice
CJ 222 (4) Special Topics in Criminal Justice
CJ 223 (5) Special Topics in Criminal Justice
A critical examination of the written materials and practical applications relevant to recent/current 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 areas served by professionals in the field. These may include: the history of the field, victimization and social problems.

CJ 225 (3) Victim Issues
An overview of current victim issues, the development of laws that impact victims and resource access for victims.

CJ 226 (5) Criminal Justice
A course designed to familiarize students with the basics of terrorism, the history, laws and recent issues and criminal justice responses to terrorism in the 21st Century.

CJ 227 (5) Funding and Prevention for Crime and Justice
A course designed to familiarize students with the basics of the grant funding process for social programs (state and federal), and how to develop a prevention idea into a program that can be funded and measured.

CJ 245 (5) Introduction to Research
Prerequisite: CJ 112
An introduction to research, including primary and secondary sources, research design, data collection, and analysis.

CJ 250-255 (3-8) Criminal Justice Work Based Learning
Third in a series of seven courses, this course is designed to provide students with the opportunity to apply the knowledge and skills developed in previous courses in a real-world setting.

CJ 260 (5) Law Enforcement: Operational Skills: Explorer Cadet
Prerequisite: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCC/WASC checks required.
A course designed to familiarize students with operational procedures, expectations and competencies needed to obtain “Reserve” status through participation and successful completion participation of an approved Law Enforcement Reserve academy program.

CJ 261 (10) Law Enforcement: Operational Skills: Reserve
Prerequisite: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCC/WASC 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 participation of an approved Law Enforcement Reserve academy program.

CJ 262 (10) Law Enforcement Operational Skills: Officer
Prerequisite: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCC/WASC checks required.
This course provides an introduction to knowledge and skills necessary to serve effectively as an entry level "Law Enforcement Officer." Law Enforcement Agency sponsorship and Criminal Justice.

CJ 263 (10) Law Enforcement: Operational Skills: Reserve
Prerequisite: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator. NCC/WASC checks required.
A course designed to familiarize students with operational procedures, expectations and competencies needed to obtain “Reserve” status through participation and successful completion participation of an approved Law Enforcement Reserve academy program.

Dental Hygiene (DHYG)

DHYG 102 (3) Dental Imaging I
Prerequisite: Enrollment in Dental Hygiene Program
A basic course in dental radiology which includes the production and processing of x-rays, the study of biological effects, and the application of clinical radiographic techniques.

DHYG 103 (2) Preventive Dentistry I
Prerequisite: 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
Prerequisite: Enrollment in Dental Hygiene Program
This course provides a comprehensive study of the anatomy and 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
Prerequisite: Enrollment in Dental Hygiene Program
The prevention, diagnosis, and treatment of medical emergencies in the dental office setting.

DHYG 107 (2) Introduction to Restorative Dentistry I
Prerequisite: Enrollment in Dental Hygiene Program
Study and demonstrate dental assisting skills and duties. Understand the technical and mechanical properties of dental materials.

DHYG 108 (3) Fundamentals of Dental Hygiene I
Prerequisite: Enrollment in Dental Hygiene Program
First in a series of seven courses, Fundamentals of Dental Hygiene I, II, III, IV, V, VI, and VII, to develop knowledge and comprehension of introductory or beginning dental hygiene theory and practice.

DHYG 109 (4) Dental Hygiene Practice I
Prerequisite: Enrollment in Dental Hygiene Program
First in a series of seven courses, Dental Hygiene Practice I, II, III, IV, V, VI, and VII, facilitating the growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 108.

DHYG 111 (2) Dental Imaging II
Prerequisite: Enrollment in Dental Hygiene Program
Emphasis is placed on extraoral radiographs, extra-oral and intraoral photography, and radiographic interpretation with clinical applications.

DHYG 113 (1) Preventive Dentistry II
Prerequisite: Enrollment in Dental Hygiene Program
Study in the basic principles of dental hygiene, dental diseases and their prevention, basics of plaque control, and motivation techniques.

DHYG 114 (2) Biological Structures II
Prerequisite: Enrollment in Dental Hygiene Program
Builds on the foundation of DHYG 104 by expanding the knowledge base in the anatomy, embryology, and histology of the head and neck. Focus will be on fetal development relevant to dental considerations and structures and the tissues of the dentition.

DHYG 115 (2) General Pathology
Prerequisite: Enrollment in Dental Hygiene Program
An introduction to the mechanisms of diseases and to characteristics of diseases encountered in the practice of dental hygiene.

DHYG 117 (2) Introduction to Restorative Dentistry II
Prerequisite: Enrollment in Dental Hygiene Program
Allows students to develop knowledge and skills used in the manipulation and placement of dental restorations.

DHYG 118 (2) Fundamentals of Dental Hygiene II
Prerequisite: Enrollment in Dental Hygiene Program
Second of seven courses, Fundamentals of Dental Hygiene I, II, III, IV, V, VI, and VII, to further develop knowledge and comprehension of basic dental hygiene theory and practice. Students will apply the knowledge and processes for developing a dental hygiene treatment plan, and delivery of patient care and treatment. New knowledge and skills include principles of abrasives and coronal polishing, use and care of dental handpieces, introduction of basic instrumentation for scaling procedures and instrument sharpening, patient case type classification, dental hygiene treatment planning and sequencing, and identification and maintenance of removable dental appliances.

DHYG 119 (6) Dental Hygiene Practice II
Prerequisite: Enrollment in Dental Hygiene Program
Second in a series of seven courses, Dental Hygiene Practice I, II, III, IV, V, VI, and VII, to develop knowledge and comprehension of introductory or beginning dental hygiene theory and practice.

DHYG 120 (3) Introduction to Periodontal Disease
Prerequisite: Enrollment in Dental Hygiene Program
An overview of periodontal disease recognition and treatment for the dental hygienist. Content includes an introduction to non-surgical periodontal therapy, root planing and scaling, and periodontal instrumentation.

DHYG 122 (3) Pharmacology for Dental Hygienists
Prerequisite: 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
Prerequisite: Enrollment in Dental Hygiene Program
Successful completion of DENT 103 and 111.
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
Prerequisite: Enrollment in Dental Hygiene Program
An introduction to oral pathologic processes, the recognition of oral diseases and oral manifestations of commonly encountered systemic diseases, and their considerations to the practice of dental hygiene.

DHYG 127 (2) Introduction to Restorative Dentistry III
Prerequisite: Enrollment in Dental Hygiene Program
Application of knowledge and skills used in the placement and finishing of dental amalgam and composite restorations.

DHYG 128 (2) Fundamentals of Dental Hygiene III
Prerequisite: Enrollment in Dental Hygiene Program
Third in a series of seven courses, Fundamentals of Dental Hygiene I, II, III, IV, V, VI, and 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
Prerequisite: Enrollment in Dental Hygiene Program
Third in a series of seven courses, Dental Hygiene Practice I, II, III, IV, V, VI, and VII, to further develop knowledge and comprehension of dental hygiene theory and practice and for application to patients in a clinical setting.

DHYG 162 (1) Dental Imaging III
Prerequisite: Enrollment in Dental Hygiene Program
This course is a continuation of Dental Imaging I and II and is designed to facilitate the future development of knowledge and technology in dental imaging, specifically the utilization of digital radiography and intraoral video imaging in dental and dental hygiene care.

DHYG 164 (2) Health Professions Team Building
Prerequisite: Enrollment in Dental Hygiene Program or instructor permission
The purpose of this course is to develop behavioral skills and strategies that will assist health care professionals to interact and communicate effectively in a variety of professional settings.
DHYG 166 (3) Local Anesthesia Science and Technique  
Prereq: Enrollment in Dental Hygiene Program  
The science and technique of administering local anesthetics to the dental patient.

DHYG 167 (1) Introduction to Restorative Dentistry IV  
Prereq: Enrollment in Dental Hygiene Program  
Continuation of preclinical laboratory course in the placement and finishing of amalgam and composite restorations on adult teeth. Introduction in the placement and finishing of amalgam restorations for the primary dentition.

DHYG 168 (1) Fundamentals of Dental Hygiene IV  
Prereq: Enrollment in Dental Hygiene Program  
The fourth of a series of seven courses (Fundamentals of Dental Hygiene I, II, III, IV, VI, and VII), this course builds on fundamentals of dental hygiene theory and practice laid out in previous courses. This course serves as a seminar to clinical course DENT 169 to develop skills in dental hygiene diagnosis, dental hygiene treatment planning, and delivery of patient care to periodically involved patients. Students will use digital imaging and computer assisted tools to expand their case portfolios. Satisfies state mandated HIV/AIDS curriculum for dental hygiene licensure in Washington.

DHYG 169 (6) Dental Hygiene Practice IV  
Prereq: Enrollment in Dental Hygiene Program  
Fourth in a series of seven courses (Dental Hygiene Practice I - VII), this course facilitates the further growth of developing clinical skills required for the safe and effective practice of dental hygiene.

DHYG 231 (2) Advanced Periodontology I  
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DENT 121. A continuation of DHYG 111 and 121, focused on advanced, scientific methods and technology used in dental hygiene examination, diagnosis, and treatment of patients with periodontal diseases.

DHYG 232 (1) Nutrition for Dental Hygienists  
Prereq: Enrollment in Dental Hygiene Program  
Scientific effects of food in the human organism plus the role of nutrition in preventive dentistry, nutritional education, and counseling for dental hygienists.

DHYG 233 (2) Gerodontology/Special Needs  
Prereq: Enrollment in Dental Hygiene Program and successful completion of DENT 103 and 105  
Acquaints the student with the psycho-social and physical changes in the aging process and of special needs patients, and how these changes relate to oral health care treatment and maintenance.

DHYG 234 (2) Fundamentals of Restorative Dentistry I  
Prereq: Enrollment in Dental Hygiene Program  
Restorative operations, manipulation, techniques and procedures of modern dental materials, endodontics and temporary crowns for the dental hygienist.

DHYG 236 (1) Nitrous Oxide Sedation  
Prereq: Enrollment in Dental Hygiene Program  
This course provides a comprehensive study of the proper use and use of nitrous oxide sedation for the dental office.

DHYG 237 (2) Clinical Restorative Dentistry I  
Prereq: Enrollment in Dental Hygiene Program  
Beginning clinical instruction and practice in the placement and finishing of amalgam and tooth colored restorations.

DHYG 238 (3) Fundamental of Dental Hygiene V  
Prereq: Enrollment in Dental Hygiene Program  
Fifth in a series of seven courses (Dental Hygiene Practice I, II, III, IV, VI, and VII), this course further develops the students’ skill base and introduces additional basic dental hygiene theory and practice. Students will continue to apply developed skills in providing more advanced direct patient care.

DHYG 241 (1) Advanced Periodontology II  
Prereq: Enrollment in Dental Hygiene Program  
Expands the dental hygienist’s knowledge of current treatment modalities and techniques for the periodontal patient. The content includes information on advanced and experimental therapies.

DHYG 243 (3) Community Dental Health  
Prereq: Enrollment in Dental Hygiene Program  
Principles of dental public health theory and practice, including epidemiology, biostatistics, prevention and control of dental disease, and community oral health education.

DHYG 244 (1) Fundamentals of Restorative Dentistry II  
Prereq: Enrollment in Dental Hygiene Program  
Continuation of laboratory course in the amelioration and finishing of amalgam restorations.

DHYG 246 (2) Extramural Dental Hygiene Practice I  
Prereq: Enrollment in Dental Hygiene Program  
Clinical dental hygiene in extramural clinic and community facilities.

DHYG 247 (2) Clinical Restorative Dentistry II  
Prereq: Enrollment in Dental Hygiene Program  
Intermediate clinical practice of restorative dentistry for the Dental Hygienist.

DHYG 248 (3) Fundamentals of Dental Hygiene VI  
Prereq: Enrollment in Dental Hygiene Program  
Dental hygiene patient management techniques and treatment planning. Development of leadership skills as a dental office team member.

DHYG 249 (7) Dental Hygiene Practice VI  
Prereq: Enrollment in Dental Hygiene Program and successful completion of DENT 179, 179, 129, 169, 239  
Develops the students’ clinical skill base and introduces additional basic dental hygiene theory and practice.

DHYG 253 (1) Community Dental Health Practice  
Prereq: Enrollment in Dental Hygiene Program  
A course incorporating dental public health field experiences and the development and implementation of community oral health services.

DHYG 254 (1) Fundamentals of Restorative Dentistry III  
Prereq: Enrollment in Dental Hygiene Program  
Techniques, case planning and issues in routine practice dentistry and the dental specialties. Utilization of the dental hygienist in the dental specialty fields.

DHYG 256 (2) Extramural Dental Hygiene Practice II  
Prereq: Enrollment in Dental Hygiene Program  
Clinical dental hygiene in extramural clinic and community facilities with increasingly complex treatment plans.

DHYG 257 (2) Clinical Restorative Dentistry III  
Prereq: Enrollment in Dental Hygiene Program  
Advanced clinical practice of restorative dentistry for the dental hygienist.

DHYG 258 (3) Fundamentals of Dental Hygiene VII  
Prereq: Enrollment in Dental Hygiene Program  
Dental hygiene professionalism topics and strategies for obtaining a dental hygiene position in today’s job market.

DHYG 259 (7) Dental Hygiene Practice VII  
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DENT 199, 119, 129, 169, 239  
Continue to develop the basic application of advanced dental hygiene theory and practice with new patient experiences that simulate an authentic work place.

DHYG 295 (4) Restorative Dentistry III  
Prereq: Enrollment in Dental Hygiene Program  
Teaches advanced restorative dentistry for the dental hygienist.

DHYG 297 (3) Nitrous Oxide Sedation  
Prereq: Enrollment in Dental Hygiene Program  
This course further develops the students’ skill base and introduces additional basic dental hygiene theory and practice. Students will continue to apply developed skills in providing more advanced direct patient care.

DD 105 (3) Digital Design (DSDGN)  
Prereq: CS 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.

DD 121 (3) Layout Design and Publishing  
Prereq: CS 121 or Instructor permission  
Class explores and implements layout theory and design processes to create production projects using publishing production techniques.

DD 130 (5) Graphic Design II  
Prereq: DSDGN 110 or DSDGN 130 or Instructor permission  
Concept development in visual communication problems involving letter forms, illustrative material, and typography. Principles of selection of media for production techniques are introduced.

DD 140 (5) Fundamentals of 3D Modeling and Animation  
Prereq: CS 121 or Instructor permission  
Introduction to the resources and applied procedures necessary to produce high quality 3D products and animation for publication through print and electronic media.

DD 141 (5) Advanced 3D Modeling and Animation  
Prereq: DSDGN 140  
Advanced use of resources and applied procedures necessary to produce high quality 3D models and animation for publication through electronic and print media.

DD 150 (5) Web Design and CSS  
Prereq: CS 121 or Instructor permission  
Development of web sites 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 development, business strategies and information architecture.
DDSGN 165 (5) Digital Movie Making I
Prep: DSGDN 116, 120
Introduction to film production as it relates to digital media. The emphasis will be on the creative process rather than the ever-changing technology. A five- and ten-minute film will be required by the end of the course.

DDRA 101 (5) Introduction to the Theatre Arts - GER-HM
(formerly THTR 150)
Overview of theater aspects: dramatic literature, theater history, scene design, stage lighting, styles of acting and directing, and play discussions.

DDRA 106 (5) Digital Movie Making II
Prep: DSGDN 165 with a grade of 2.0 or better
Introduction to film production as it relates to digital media. The emphasis will be on the creative process rather than the ever-changing technology. A ten- and thirty-minute film will be required by the end of the course.

DDRA 167 (5) Digital Movie Making III
Prep: DSGDN 166 with a grade of 2.0 or better
Introduction to film production as it relates to digital media. The emphasis will be on the creative process rather than the ever-changing technology. A fifteen- and a sixty-minute film will be required by the end of the course.

DDWG 200 (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.

DDWG 261 (5) Acting for Stage and Digital Film II
• GER-HM/Performance
Acting for the stage and digital film with emphasis on style and voice development.

DDWG 262 (5) Acting for Stage and Digital Film III
• GER-HM/Performance
Acting for the stage and digital film with emphasis on style of acting.

ECE 101-109 (3) Parent and Child
Prep: Parent participates with child. Department permission.
Participation of parents with children three through five years of age in a child-study laboratory for the purpose of parent education in child growth and development. Course components include observation, lecture and discussion sessions and leadership development opportunities.

ECE 110 (2) S.T.A.R.S. State Basic Training for Child Care Providers
Course explores Washington State Child Care Licensing requirements for developmentally appropriate practices including children’s environments, curricular applications, guidance and discipline, health safety, nutrition, and family partnerships. Meets requirements of the Washington State Training and Registry System twenty-hour basic training.

ECE 111 (5) Intro to Early Childhood Education - GER-SS
A study of the theories and principles in the growth and development of young children. Surveys patterns, issues, trends relating to the care and education of young children, including state and federal legislation.

ECE 112 (5) Planning the Young Child’s Learning Environment
A study of developmentally appropriate equipment, materials and practices for the indoor and outdoor learning environments. Methods and procedures for implementing curriculum, guidance, discipline and evaluation.

ECE 115a,b,c (1) Guiding the Behavior of Young Children
This course is designed to introduce students to strategies that are developmentally appropriate for guiding children in an early childhood environment. The strategies include techniques for guiding children’s behavior, strengthening relationship-focused care, and understanding cultural relevance. Students also learn to individualize the needs of children. Using research, theory and practice, students develop action plans for classroom management, indirect and direct guidance strategies, communication skills for promoting positive behaviors and intervention techniques for mistaken behaviors.

ECE 121 a, b (1) Parent and Child - Volunteer Leadership
Prep: Concurrent enrollment in ECE 101-109 or ECE 125-126 or on 141-149, dept. permission.
Parent participation on the Board of non-profit cooperative preschool. The emphasis is on the business and financial aspects of the non-profit. Course components include practicing the preschool development of young children and its application to mathematics and science conceptual development. Research, planning, and assessment of math and science curriculum and its application to the young child’s learning environment.

ECE 125-127 (2) Parent and Toddler
Prep: Parent participates with toddler. Department permission.
Participation of parents with children three through five years of age in a child-study laboratory for the purpose of parent education in child growth and development. Course components include observation, lecture and discussion sessions and leadership development opportunities.

ECE 140a-f (1) Parent and Child Development
Prep: Child is enrolled in campus Child Development Center. Department permission.
Participation of parents with children from infancy through five years of age in a campus Child Development Center for the purpose of forming collaborative relationships between the center and the family to support and understand the growth and development of individual children. Course components include supported explorations, dialogue sessions and collaborative classroom interactions. Pass/No Pass grading system used.

ECE 141-149 (2) Parent and Child
Prep: Parent participates with child. Department permission.
Participation of parents with children 18-36 months of age in a child-study laboratory for the purpose of parent education in two year old growth and development. Course components include observation, lecture and discussion sessions.

ECE 161 (5) Mathematics for Early Childhood Education
Prep: MATH 051 or equivalent.
A course for early childhood educators focusing on math concepts appropriate for young children. Topics include patterns, sequencing, classifying, number systems and combinations, functions, geometry, measurement, and basic concepts from statistics and probability. Interactive, activity based and student centered. A course that is used guided by national mathematics education standards. Emphasizes conceptual understanding, connections among topics, and communication of mathematical thinking.

ECE 202 (5) Math/Science for Children
Prep: ECE 101-109 AND one of the following: ECE 200, 201, 202.
A study of the cognitive development of young children and its application to mathematics and science conceptual development. Research, planning, and assessment of math and science curriculum and its application to the young child’s learning environment.
ECE 205 (5) Music for Young Children
Methods of presenting developmentally appropriate music experiences for young children including listening, creative movement, singing, and rhythm activities. A study of cultural lyrical materials and techniques to encourage the child’s creativity.

ECE 210 (3) Curriculum Development and Application
Prereq: ECE 111, 112, 202, 205, 213, and 215 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECE 211.

The development and evaluation of appropriate practices, learning materials, and experiences for the individual and group needs of children within the laboratory setting. Current teaching theories/theorists (Piaget, Vygotsky, Gradner, Bloom) are planned for application in the laboratory. Current observation and assessment methods are evaluated and synthesized into a usable tool for a young child’s learning environment.

ECE 211 (3) Introduction to Special Education
An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

ECE 212 (5) Survey of Special Education/Early Intervention
An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs. Studies early intervention and its lifelong value to physical, cognitive, social, and emotional growth and development.

ECE 213 (5) Literature for Young Children
A study of the historical background and types of literature available for young children. Includes methods and materials for sharing diverse literature and developmentally appropriate selections with children based upon cognitive and psychosocial theories.

ECE 215 (5) Art for Children
A study of creative art experiences for children. Providing theories, techniques and curriculum design in offering developmentally appropriate art media to children.

ECE 220 (5) Nursery School Practicum
Prereq: ECE 111, 112, 202, 205, 213, and 215 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECE 210.

Designed for the student’s participation in planning and implementing a developmentally appropriate classroom under qualified supervision in the Pierce College nursery school laboratory facility. Includes experiences in lead teaching, team building, and application of concepts with young children.

ECE 222 (2) Child Care Work Based Learning
Prereq: ECE 111, 112, department permission and one of the following: ECE 205, 213, 215. Designed for students to observe and participate in a qualified supervision in childcare centers throughout the community.

ECE 223 (2) Special Education Work Based Learning
Prereq: ECE 111, 112, department permission and one of the following: ECE 205, 213, 215. Designed for students to observe and participate under qualified supervision in special education programs throughout the community.

ECE 224 (2) Head Start / ECEAP Work Based Learning
Prereq: ECE 111, 112, department permission and one of the following: ECE 205, 213, 215

Designed for students to observe and participate under qualified supervision in Head Start or Early Childhood Education and assistance programs throughout the community.

ECE 230 (5) Parent-School Partnerships
Prereq: ECE 111 or department permission

Methods of building partnerships and involvement integrations. Provides exploration of personal identity values in relationship to teacher-parent communication, team building, conferencing and social service referrals.

ECE 240 Nutrition, Health and Safety for Young Children
Nutrition, health, and safety practices and procedures appropriate for teaching young children. Includes state and local regulations concerning abuse and neglect, emergencies, disease-poison prevention, healthy classroom environments, and self-care.

ECE 256 260-(1-5) Early Childhood Field Experience
Prereq: ECE 111, department permission, and criminal background check required. Supervised field experience in early childhood education for elementary educational programs.

ECON 101 (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 202 (5) Micro Economics - GER SS, QSS (formerly ECON 212)
Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement test score of 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 230 (5) Macro Economics - GER SS
Prereq: MATH 105 or equivalent with a grade of 2.0 or better or placement test score of MATH 104.

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 demand; government spending, taxation, and the budget deficit/surplus; international trade; the monetary system; the Federal Reserve Banking System; monetary policy; interest rates; and international trade.

EDUC 110, 111, 112
See COLLEGE SUCCESS.

EDUC 130 (3) Technology in Education
Exposes students to traditional classroom teaching aids, computer-assisted instructional methods, and assistive technology equipment designed to support students with disabilities.

EDUC 190 (1-5) Education Practicum
(formally EDUC 202)
An introduction to field experience in education that includes classroom observations and seminar discussions.

EDUC 202 (5) Introduction to Education
(formally EDUC 201)
An introduction to teaching: historical, organizational, legal, ethical, philosophical and social foundations of public education.

EDUC 204 (5) Exceptional Child
(formally EDUC 215)
Introduction to programs for exceptional students. Includes federal guidelines, assessment requirements and procedures, and models of service delivery.

EDUC 220 (3) Learning Styles of Culturally Diverse Students
Familiarizes elementary and secondary teachers with the learning styles of culturally diverse students: Asian Americans, African Americans, Alaskan/American Natives, and Hispanics.

EDUC 230 (3) Curriculum and Instruction: Support Strategies
Students will learn strategies to accelerate student learning of reading, writing and mathematics. Special attention will be given to the development of effective communication, multicultural education and the delineation of the paraprofessional and responsibilities in curriculum design and instruction.

ELECTRICAL APPRENTICE (APEL)
Courses are offered through Extended Learning/Contracted programs only.

APEL 101 (10) Construction Electrician I
Prereq: Approval by Southwest Washington Electrical Joint Apprenticeship Training Committee.

Lecture instruction to provide a theoretical background for the on-the-job training of first-year construction electrician apprentices.

APEL 102 (10) Construction Electrician II
Prereq: APEL 101 and approval of SWWJEATC.

Lecture instruction to provide a theoretical background for the on-the-job training of first-year construction electrician apprentices.

APEL 103 (7) Construction Electrician III
Prereq: Successful completion of APEL 102 and approval of SWWJEATC.

Lecture instruction for second-year first-construction electrician apprentices.

APEL 104 (6) Low Energy/Sound and Communications I
Lecture instruction to provide a theoretical background for the on-the-job training of first-year low energy electrical apprenticeship.

APEL 105 (6) Low Energy/Sound and Communications II
Prereq: APEL 104 and approval of SWWJEATC.

Lecture instruction on basic electronics for first-year low voltage electrical apprentices.

APEL 106 (4) Basic Electronics for Low Voltage Systems
Prereq: APEL 105 and approval of SWWJEATC.

Lecture instruction to provide a theoretical background for the on-the-job training of first-year low voltage electrical apprenticeship.

APEL 107 (6) Low Energy/Sound and Communications III
Prereq: Successful completion of APEL 106 and approval of SWWJEATC.

Lecture instruction for second-year low voltage electrical apprentices.

APEL 108 (6) Low Energy/Sound and Communications II
Prereq: APEL 107 and approval of SWWJEATC.

Lecture instruction to provide a theoretical background for the on-the-job training of second-year low voltage electrical apprentices.

APEL 109 (4) Low Energy/Sound and Communications II
Prereq: Successful completion of APEL 108 and approval of SWWJEATC.

Instruction for second-year low voltage electrical apprentices.

APEL 111 (5) Residential Wireman I
Prereq: Approval by Southwest Washington Electrical Joint Apprenticeship Training Committee.

Classroom instruction for first-year residential wireman apprentices.

APEL 112 (5) Residential Wireman II
Prereq: APEL 111 and approval of SWWJEATC.

Lecture instruction for first-year residential wireman apprentices.

APEL 113 (4) Residential Wireman I
Prereq: Successful completion of APEL 112 and approval of SWWJEATC.

Lecture instruction for first-year residential wireman apprentices.

APEL 114 (5) Residential Wireman II
Prereq: Successful completion of APEL 113 and approval of SWWJEATC.

Classroom instruction for second-year residential wireman apprentices.

APEL 115 (5) Residential Wireman III
Prereq: Successful completion of APEL 114 and approval of SWWJEATC.

Classroom instruction for second-year residential wireman apprentices.
APEL 116 (4) Residential Wiring II
Prereq: Successful completion of APEL 115 and approval of S.W.E.J.A.T.C.
Lecture instruction for second-year residential wireman apprentices.

APEL 117 (6) Low Energy/Sound and Communications III
Prereq: APEL 109 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical background for the on-the-job training of third year low energy electrical apprentices.

APEL 118 (6) Low Energy/Sound and Communications III
Prereq: APEL 117 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical background for the on-the-job training of third year low energy electrical apprentices.

APEL 120 (10) Construction Electrician II
Prereq: APEL 118 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical background for the on-the-job training of fifth-year construction electrician apprentices.

APEL 122 (10) Construction Electrician II
Prereq: APEL 118 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical background for the on-the-job training of fifth-year construction electrician apprentices.

APEL 123 (6) Construction Electrician II
Prereq: APEL 122 and approval of S.W.E.J.A.T.C.
Lecture instruction for second-year construction electrician apprentices.

APEL 130 (10) Construction Electrician III
Prereq: APEL 122 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical background for the on-the-job training of fifth-year construction electrician apprentices.

APEL 132 (6) Construction Electrician III
Prereq: APEL 130 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical background for the on-the-job training of third year construction electrician apprentices.

APEL 140 (10) Construction Electrician IV
Prereq: APEL 132 and approval of S.W.E.J.A.T.C.
Lecture instruction for fourth-year construction electrician apprentices.

APEL 143 (6) Construction Electrician IV
Prereq: APEL 142 and approval of S.W.E.J.A.T.C.
Lecture instruction for fourth-year construction electrical apprentices.

APEL 151 (10) Construction Electrician V
Prereq: APEL 142 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical base for the on the job training of fifth-year construction apprentices.

APEL 152 (10) Construction Electrician V
Prereq: APEL 151 and approval of S.W.E.J.A.T.C.
Lecture instruction to provide a theoretical background for the on-the-job training of fifth-year construction electrician apprentices.

ENGINEERING (ENGR)

ENGR 101 (5) Introduction to Engineering [GER-IV]
Introduction to the engineering profession: explore different fields of engineering and the design process. Includes design projects, strategies for creativity in problem solving, group skills, oral presentations. Devise an academic plan based on transfer requirements. Develop study and academic skills. Guest speakers.

ENGR 114 (5) Engineering Graphics (formerly ENGR 110)
Prereq: CS 121 or instructor permission
Introduces the student to Computer-Aided Drafting (CAD) stressing the competent use of micro-computers, plotters, digitizers, software and other related materials. The class will accommodate multilevel approaches to CAD. Each student will be assigned a project that utilizes CAD tailored to the student's particular field of interest.

ENGR 142 (5) Computer Programming (C++) for Engineers
Prereq: MATH& 141 with grade of 2.0 or better

ENGR 214 (5) Statics
(formerly ENGR 210)
Prereq: MATH& 152 and PHYS& 221 or instructor permission
Introduction to the principles of Statics. Analysis of two and three dimensional force systems; free-body diagrams and equilibrium equations; analysis of trusses, frames, and machines; centroids and distributed forces; friction application. Vector methods used throughout the course.

ENGR 215 (5) Dynamics
(formerly ENGR 230)
Prereq: ENGR& 214 and MATH& 152
Analysis of the principles of Dynamics. Kinematics of particles and rigid bodies. Kinetics of particles and rigid bodies using equilibrium and impulse-momentum methods. Vector methods used throughout the course.

ENGR 224 (5) Thermodynamics
(formerly ENGR 260)
Prereq: PHYS& 221 and CHEM& 161
and MATH& 152 or permission of the instructor
Introduction to the basic principles of Thermodynamics, properties, processes and equations of state. First law analysis of closed and open systems; energy interactions, work and heat, steady flow devices. Second law analysis of closed systems; heat engines, refrigeration, Carnot cycle, entropy and energy. Introduction to nonequilibrium processes.

ENGR 225 (5) Mechanics of Materials
(formerly ENGR 240)
Prereq: ENGR& 214 and MATH& 152
and PHYS& 221 or instructor permission

ENGLISH (ENGL)

ENGL 080 (5) Introduction to Applied Communication
Extended Learning Only
Prereq: Open to all with high school level coursework
Prepares the student to write unified, coherent, grammatically correct paragraphs and essays.

ENGL 090 (1-3) Spelling
A 1-3 variable credit course designed to help students to learn basic spelling patterns, spelling rules and pronunciation in order to improve their spelling.

ENGL 091 (1-3) Vocabulary
A variable credit course designed for the pre-college level reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.

ENGL 093 (1-3) Grammar Usage
This is a variable credit mini-course is designed as a review of basic grammatical principles. The course emphasizes the application of these concepts in writing tasks.

ENGL 094 (1) Sentence Writing
This is an one-credit course designed to improve knowledge of sentence construction. Students are asked to identify the parts of sentences and to classify sentences by clause structure. Particular attention is paid to the improvement of writing style through sentence combining exercises.

ENGL 095 (2-3) Paragraph Development
Prereq: Intended for below college-level writer.
This is a variable (2 or 3) credit course designed to improve a student's ability to organize and write paragraph-length compositions. The course focuses on the parts of the standard paragraph and on the organization patterns, which can be used to develop paragraphs.

ENGL 096 (2) Grammar, Punctuation and Spelling
Focuses on sentence structure, parts of speech, spelling and punctuation; taken in conjunction with ENGL 097 (normally over two consecutive quarters) and passed with a 2.0 or higher will fulfill the same requirements as ENGL 098 and can be used in place of it for credit and as a prerequisite for ENGL 099.

ENGL 097 (3) Paragraph Composition
Prereq: ENGL 096 with a grade of 2.0 or better
Focuses on paragraphing skills and revision and has ENGL 096 as a prerequisite; passed with a 2.0 or higher in conjunction with ENGL 096 (normally over two consecutive quarters) will fulfill the same requirements as ENGL 098 and can be used in place of it for credit and as a prerequisite for ENGL 099.

ENGL 098 (5) Basic Writing Skills
The writing process: paragraphing, outlining, grammar, sentence construction, classifying and expressing information in the form of sentences.

ENGL 104 (1-3) Vocabulary
Prereq: ENGL 090 or ENGL 097
A 1-3 variable credit course designed to help students to learn basic spelling patterns, spelling rules and pronunciation in order to improve their spelling.

ENGL 110 (5) English Composition I - GER-CM
Prereq: ENGL 090 with a grade of 2.0 or better or placement exam
Writing skills emphasizing unity, coherence, and adequate development of the paragraph, grammar and the control of serious sentence faults.

ENGL 110 (5) English Composition I - GER-CM
Prereq: ENGL 104 with a grade of 2.0 or better or placement exam
Writing and analyzing unified, coherent expository essays that support and develop a thesis; the modes of development (the rhetorical devices) appropriately in compositions; recognize writing as a process; and incorporating secondary sources in essays using the MLA style of documentation.

ENGL 103 (5) Composition – Argumentation and Research - GER-CM
Prereq: ENGL 101 with 2.0 grade or better
Writing and analyzing argumentative essays that logically support and develop a claim (thesis); writing a research paper using the MLA or APA style of documentation; researching data using the latest research tools available, including electronic databases and the Internet; becoming informed, critical thinker.

ENGL 104 (3) College Vocabulary
Prereq: ENGL 104 for college-level reader
A variable credit course designed for the college-level or upper-level pre-college reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.
ENGL 105 (3-5) Writing I, II, III
Prerequisite: ENGL 99 with a 2.0 or better
A variable 1-3 credit course reviewing the basic principles involved in orga-
nizing essay-length compositions. It is intended for students who passed
ENGL 99 with a 2.0 but feel they need more writing practice before at-
tempting ENGL 101 or for returning students who wish to review the prin-
ciples of formal writing. (This course may not be repeated for credit.)

ENGL 107 (5) Composition – Writing About Literature
Prerequisite: ENGL 101 with grade of 2.0 or better
Writing expository and argumenta-
tive essays based upon literary read-
ings and studies.

ENGL& 111 (5) Introduction to Literature – GER-HM
(Formerly ENGL 200)
Literary works and techniques through analyses of representative
fiction, drama and poetry emphasizing
the relationship of content and
expression through form.

ENGL& 112 (5) Introduction to Fiction – GER-HM
(Formerly ENGL 201)
Study and critical evaluation of the
art of fiction writing using English
and American novels and short sto-
rages as a basis.

ENGL& 113 (5) Introduction to Poetry – GER-HM
(Formerly ENGL 203)
Course designed to familiarize stu-
dents with various content and expres-
sion in poetry from ancient to con-
temporary times.

ENGL& 114(5) Introduction to Dramatic Literature – GER-HM
(Formerly ENGL 202)
Form and expression of great works of the theater from Ancient Greece
to the present.

ENGL 125 (5) Applied Communications
Prerequisite: Extended Learning
Use the computer to write at least five essays about real-life problems and
situations; develop information com-
petency; learn various critical think-
ing skills; writing, observing, anal-
yzing, and expressing a problem;
seeking solutions; work in groups
wherein students will have the op-
portunity to consider diverse points of view and gain experience articulat-
ing their own through processes.

ENGL 140 (5) English Grammar
– GER-HM (formerly ENGL 112)
A study of traditional grammar for stu-
dents who have demonstrated profi-
cency in writing but who want to ex-
and their own through processes.

ENGL 145 (5) Research for the 21st Century (formerly ENGL 113)
Prerequisite: 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 quarterly re-
search project on a global issue, par-
ticipants will examine various strat-
egies for locating, evaluating, and applying information resources in the
research process with attention to
information issues like intellectual
property, censorship and freedom of
information.

ENGL 149 (2) Library Research Methods
(Formerly ENGL 114)
Introduction to the skills, concepts and
strategies required to effective-
ly use the library and information for
academic success. Includes concepts
required for effective research that
can be applied in a variety of fields of
study.

ENGL 204 (5) The Bible as Literature – GER-HM
A course designed to show the
themes, structures and literary merits of
the Bible.

ENGL 205 (5) Introduction to Mythology – GER-HM
A survey of mythologies from two
cultural perspectives with some study
of what is myth and how it informs
literature. (Topics may vary.)

ENGL 210 (5) Introduction to American Literature – GER-HM
Celebrating the rich diversity of Ameri-
can voices, ENGL 210 focuses on the
literary contributions of African Amer-
icans, First Americans, Europeans,
Latinas/Latinos and Na-

tive Americans and introduces the lit-
erary genres of poetry, fiction, drama
and essay as it explores the
themes that have shaped the Ameri-
can literary tradition.

ENGL 220 (5) Introduction to Shakespeare – GER-HM
(Formerly ENGL 234)
To familiarize the student with Eliza-
bethan England and the three major
types of Shakespearean drama: com-
edy, history and tragedy.

ENGL 226 (5) British Literature I – GER-HM (formerly ENGL 211)
To familiarize the student with the
main types of literature written dur-
ing the three specified periods in Eng-
land: 800 to 1600.

ENGL 227 (5) British Literature II – GER-HM
(Formerly ENGL 212)
To familiarize the student with the
main types of literature written dur-
ing a specified period in England:
1660 to 1832.

ENGL 228 (5) British Literature III – GER-HM
(Formerly ENGL 213)
A study of representative works of
literature, tracing ideas and trends
in literary art from the late Roman-
tic period through Victorian, Mod-
ern, Postmodern and Postcolonial
literature.

ENGL 225 (5) Technical Writing – GER-CM
(Formerly ENGL 111)
Prerequisite: ENGL 101 with grade of 2.0 or better
Learn the principles of organizing, de-
fining and expressing information.
Study rhetorical patterns common to scientific and technical
disciplines. Also understand techni-
cal writing conventions as they ap-
ply to students during their academ-
ic careers.

ENGL 226 (5) Creative Writing I – GER-HM (formerly ENGL 231)
A creative writing course which
instructs in structure, form, and
content of fiction, poetry and plays.

ENGL 227 (5) Creative Writing II – GER-HM
(Formerly ENGL 232)
Writing short stories.

ENGL 238 (5) Creative Writing III – GER-HM (formerly ENGL 233)
Writing poetry.

ENGL 239 (5) World Literature
– GER-HM
Explores the rich diversity of world
cultures through fiction, poetry and
drama.

ENGL 240 (5) Introduction to Linguistics – GER-HM
Studying language: linguistic
analysis on word and sentence struc-
tures and the study of meaning;
related topics include language and
society, language change, language
acquisition and language teaching.

ENGL 244 (5) American Literature I – GER-HM
(formally ENGL 224)
American literature from its early origins to the Civil War.

ENGL 245 (5) American Literature II – GER-HM
(formally ENGL 222)
Survey of American literature from mid-nineteenth century to World War I.

ENGL 246 (5) American Literature III – GER-HM
(formally ENGL 223)
Survey of twentieth century literature
to the present.

ENGL 249 (5) Creative Writing: Special Projects
(formally ENGL 245)
Concentrates on producing origi-
nal writings in a specific genre. Each
quarter will focus on a particular
genre such as screenwriting, science
fiction, mystery, play writing or auto-
biography.

ENGL 250 (10) Shakespeare Festival
(same as THR 255)
Familiarizes students with Shakespea-

eran drama, elements of drama and el-
events of the theater. Students must
attend the Ashland, Oregon Festival.

ENGL 264 (5) Literature of U.S. Slavery and Abolition – GER-HM
(formally ENGL 246)
Study and analysis of slavery and
other works written about and/or
during the era of slavery in the Unit-
ited States, to provide a better under-
standing of the surrounding condi-
tions and issues.

ENGL 265 (5) American Literature: Comedy, Humor and Satire – GER-HM
(formally ENGL 224)
Theory and practice of comedy, hu-

mor and satire. Concentration on
comedy and humor, its distinctive char-
acteristics and importance in Ameri-
can Literature.

ENGL 266 (5) Women Writers: International Matrix – GER-HM
(formally ENGL 249)
Emphasis on twentieth century wom-
en writers across the international
spectrum.

ENGLISH AS A SECOND LANGUAGE (ESL)
Six levels of non-credit ESL courses are offered in Literacy, Reading, Writ-
ing, Speaking, Listening/Observing,

Linguistic Technology & Job Readiness.
CASAS tests are given for placement in
appropriate course offerings. Contact
Basic Skills office under the Transition Ed-

ucation Division for individual course
offerings. See ESL listing under "Adult
Basic Education" in the PROGRAMES OF
STUDY section for more information.

ENVIRONMENTAL SCIENCE (ENVS)
Also see Natural Science (NSCO).

ENVS 100 (5) Survey of Environmental Science – GER-NS
(formally ENVIR 101)
A non-lab introductory science course
designed to develop the ability to
critically analyze environmental
problems. (Non-lab).

ENVS 105 (5) Environmental Geology — See GEO 105.

ENVS 140 (5) Western Water Problems – GER-NS
Historical and contemporary explora-
tion of the water resource and issues
in the Western United States.

ENVS 150 (5) Environmental Issues – GER-NS
Topics of environmental concern
covering a wide range of local, na-
tional and international case studies
through an interdisciplinary investi-
gation.

ENVS 220 (5) Earth Resources and the Environment — See GEO 220.

FASHION MERCHANDISING (FASH)
FASH 160 (5) Introduction to Fashion Merchandising
Survey of the fashion industry from
early development to present. Stu-
dents will analyze the interrela-
tionships of the many different industries
involved in the design, production, and
distribution of all types of appar-
el 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. Stu-
dents will develop the skills necessary
to analyze the many different industries
involved in the design, production, and
distribution of all types of appar-
el and accessories.

FASH 163 (5) Consumer Textiles
Designed for those whose career di-
rection will require knowledge of tex-
tiles as part of the professional pre-
requisites of the industry. Specific
career fields include, and are not lim-
ited to, fashion merchandising, retail-
ning, interior design, and fashion de-
sign. This study of textiles will provide
in-depth information in the areas of
fiber properties, yarn and fabric pro-
duction, coloring, printing, finishing,
and care/renovation of textiles.
FIRE COMMAND (FCA)

Courses offered through Extended Learning programs only.

FCA 120 (3) Basic Fire Investigation
Explores a basic study of fire scene investigation procedures and techniques used to determine the origin and cause of fire. Included are reasons for accurately determining the origin and cause of fire, the systematic approach to fire scene examination, the chemistry of fire, determining the origin, major accidental and incendiary fire causes, scene 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, special hazards, and methods used to choose the appropriate types and degrees of detection and suppression. Industry standards and variations will be discussed using NFPA codes. In addition, students will match environment to occupant hazard classification and demonstrate knowledge of special hazard classification and systems.

FCA 152 (2) Building Construction
This course introduces the student to the building construction process and building codes in the United States. The course includes basic elements of materials used in building construction, fire resistance of building elements, building codes, and building code enforcement.

FCA 155 (3) Fire Instructor I
This course introduces the student to the fire instructor's duties as written by the requirements of the National Fire Protection Association (NFPA) 1041, Standard for Fire Service Instructor Qualifications (2002). Students examine a basic study of elements that influence teaching and learning. Special attention is given to the Fire Service Training Officer's relationship to student safety as well as the legal liabilities involved. Instructor subject matter will include: development of techniques for preparing effective lessons using the psychology of learning. Other topics include: the characteristics of building learning theories, purposes and principles of testing and evaluation.

FCA 157 (2) Public Information Officer
The course is designed to train participants for coordinating and disseminating information released during emergency operations and for assisting in the scheduling and coordination of news conferences and similar media events. After completing this course, the student will have met all course sections required for Public Information Officer as outlined by NFPA 1035.

FCA 160 (2) Tactics I
This course is a review and study of tactics necessary to respond safely to hazardous materials incidents. This course will teach students to use triage, first aid, and smoke including identifying the 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 heat, 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. Students will apply the Incident Command System (ICS) along with the IMS system to several test scenarios and will be given feedback and a critique on the responses.

FCA 170 (1) Hazardous Materials Awareness
This course is a detailed look at the skills necessary to respond safely to hazardous materials emergencies. Derived from NFPA 472, Standard for Professional Competency of Applicators to Hazardous Materials Incidents, 2002 Edition. This course will assist students with the proper techniques vital to managing all hazardous material incidents that include: recognizing the presence of hazardous materials, protecting themselves, securing the area and calling for trained personnel.

FCA 175 (2) Fire Safety Officer
This course is an introduction to the duties as written by the requirements of the National Fire Protection Administration (NFPA) 152, Standard for Fire Department Safety Officer, 2002 edition. Course elements are designed to enable the student to identify, analyze and synthesize the impact of fire safety officer duties at the command level in first responder fire departments. Requirements for the training of fire safety officers at the Fire Protection Level will be discussed. Course elements will include: Chain of command duties and responsibilities; mutual aid; common and special hazards by occupancy; occupancy, organizing, directing and controlling of emergency operations; overall strategy; tactics; resource requirements; available resources, fire loading and its impact on fireground communications.

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 this wildland/urban interface, structural units include: interface awareness, size-up, initial strategy and incident action plan, fire behavior, 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 to the relationships and influences of people and organizations 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 170 - Hazardous Materials Operations
This course is an introduction to a fire officer's duties as written by the requirements of the National Fire Protection Agency (NFPA) 1021, Standard for Fire Officer Professional Qualifications. Content includes leadership, supervisory and decision making practices, legal responsibilities, communication practices, report writing, workplace safety, quality assurance and pre-incident planning.

FCA 205 (5) Testing H2O Systems
This course is an introduction to testing of water-based suppression systems. Performance outcomes will include: I&I of water-based fire protection systems, hydrant flow test, fire pump test and forward flow test of backflow preventers.

FCA 255 (3) Fire Instructor II
PreReq: FCA 155 - Fire Instructor I
This course is designed to provide the Fire Instructor with the next level of understanding and training of personnel. This course is designed to train the participants to perform job and task analyses, develop goals and objectives, and develop a lesson plan along with the coordinating of training aids and student test and evaluation. Prepares the student for the requirements as written by the National Fire Protection Administration, (NFPA) 1041, Standard for Fire Service Instructor Qualifications (2002).

FCA 259 (3) Legal Aspects of Fire Service
This course introduces the federal, state and local laws that regulate emergency services, national standards influencing emergency service standards, of care, tort, liability and a review of relevant court cases.

FCA 260 (2) Tactics II
PreReq: FCA 160 - Tactics I
This course will include planning, implementing and evaluating of basic and advanced fire tactics at the command officer level. Principle elements will include: Chain of command duties and responsibilities; mutual aid; common and special hazards by occupancy; planning, organizing, directing and controlling of emergency operations; overall strategy; tactics; resource requirements; available resources, fire loading and its impact on fireground communications.

FCA 262 (1) Hazardous Material On-Scene Incident Commander
PreReq: FCA 270 - Hazardous Materials Operations
Examines regulatory issues, hazard analysis, multi-agency contingency planning, response personnel, multi-agency response resources, agency policies, procedures and implementation, public education and emergency notification systems, health and safety, command post dynamics, strategic and tactical considerations, incident command and termination procedures, and program evaluation.

FCA 264 (2) Disaster and Fire Defense Planning
This course introduces concepts and principles of community risk assessment, planning and response to fire and natural disasters, including Inci- dent Command System (ICS), mutual aid and automatic response, training and preparedness, communications, civil disasters, earthquake preparedness, and disaster recovery.

FCA 265 (4) Fire Officer II
PreReq: FCA 195-Fire Officer I, FCA 155 - Instructor I
This course is an introduction to a fire officer's duties as written by the requirements of the National Fire Protection Agency (NFPA) 1021, Standard for Fire Officer Professional Qualifications. Content includes interaction with government agencies, report writing, managing human resource, RMS, Budget, performance appraisal and exposure reports.

FCA 270 (2) Hazardous Materials Operations
PreReq: FCA 170 - Hazardous Materials Awareness
This course meets National Fire Protection Administration (NFPA) 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2002 edition requirements and expands on the awareness level to an operational level. This course will contain and confine hazardous materials. Course elements include basic skills needed to manage and respond effectively 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 consideration. Special attention is given to negotiation techniques, and influential factors in negotiation processes and breakdowns in the negotiation process.

FCA 274 (4) Occupational Safety and Health for Fire Service
This course introduces the basics of concepts of occupational health and safety as it relates to emergency services. Content includes evaluation and control procedures for fire stations, training sites, emergency vehicles, emergency situations involving fire, EMS, hazardous materials and technical rescue.

FCA 280 (4) Advanced Fire Administration
PreReq: FCA 180 - Fire Administration
This course introduces the student to the organization and management of fire departments for fire officers to be fire administrators. Instruction will include various components of fire service administration, cultural differences, line and staff functions including personnel management, re- cruitment and hiring practices, legal aspects, disciplinary actions, communication skills, safety practices, budgetary practices and ethics.
**FOOD SERVICE MANAGEMENT (FSM)**

Courses offered through Extended Learning programs only.

**FSM 102 (5) Equipment, Facilities and Maintenance**
Creative planning for a merchandisable atmosphere at optimum cost.

**FSM 103 (5) Nutrition and Menu Planning**
Restaurants: menu planning and nutritional considerations, with special emphasis on menu types and specializations.

**FSM 105 (3) Quantity Food Preparation: Entrées**
Prepares FSM 116 or instructor permission
This course introduces basic terminology, principles, and methods for preparation of meat/meat alternatives and entrees. Participants will practice their skills and techniques of quantity cooking in a kitchen facility.

**FSM 106 (5) Supervision and Management of Quantity Food Preparation II**
Prereq: FSM 101, 102, or 105
A study of food service supervision and management techniques with emphasis on advanced procedures in culinary arts.

**FSM 109 (5) Personnel and Human Relations**
Develop a knowledge of restaurant organizations, effective management techniques, employee motivation and training.

**FSM 110 (5) Food & Beverage Cost Analysis**
Prereq: FSM 103
Techniques of controlling foods, beverages, supplies and equipment in a food service establishment.

**FSM 112 (1) Introduction to Child Nutrition Program Management**
Provides an introduction to child nutrition program management, including the history and evolution of child nutrition programs, legislation, state and federal regulations, program requirements, funding, and the benchmarks of a quality program.

**FSM 115 (1) Basic Nutrition**
For school food service workers and potential supervisors. Includes nutrition as related to meeting dietary goals. preschool through Grade 12, modifying recipes, promoting nutrition through school lunches.

**FSM 116 (1) Safety and Sanitation**
Basic food safety and sanitation practices for school personnel. Microbiology as it relates to foodborne illness and prevention, agar plates, accident prevention, proper use of thermometers, housekeeping and personal hygiene, transporting and serving techniques, and being prepared for health inspector.

**FSM 117 (1) Nutrition—Team Teaching**
Provides methodology and techniques for team teaching nutrition for school food service workers. Topics emphasized are: review of nutrition, definition, needs, and goals of Child Nutrition Programs, resources and teaching aids, integration into curriculum.

**FSM 118 (1) Healthy Edge**
This course provides child nutrition services personnel with the basic knowledge and skills to implement the Dietary Guidelines for Americans successfully and effectively in child nutrition programs, using a total team approach.

**FSM 121 (3) Quantity Food Production: Salads, Snacks and Sandwiches**
Prepares FSM 116 or instructor permission
Provides the basic techniques for the ordering, preparing, handling, and storing of fresh produce and vegetables. Includes salad and sandwich preparation and presentation.

**FSM 130 (3) Child Nutritional Needs for Diverse Populations**
This course identifies specific nutritional needs that must be considered when serving a diverse student population, including cultural, medical, physical, and developmental needs.

**FRENCH**

See WORLD LANGUAGES.

**GENERAL EDUCATIONAL DEVELOPMENT (GED)**

- **GED 100 (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. Focus 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.

- **GED 200 (5) Cultural Geography—GER-SS**
  - Patterns and systems of human occupancy of the world. Emphasis on cultural processes, dynamic change, functional regions, networks and diffusion models.

- **GED 205 (5) Introduction to the Physical Environment—GER-NS, SS—Field Trip required**
  - Major atmospheric, hydrologic and geomorphic processes used to interpret the character, distribution and human significance of different natural and human-altered environments.

- **GED 207 (5) Economic Geography—GER-SS**
  - The changing locations and spatial patterns of economic activity, including: the location of production in agriculture, manufacturing, mining, and goods and services; the economics of transportation and economic development, and the diffusion of technological innovations.

**GEOL 101 (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 geology 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.

**GEOL 105 (5) Structural Geology—GER-NS**
A study of dynamic processes which have culminated in the present earth surface configuration. Field trip required. Lab included.

**GEOL 103 (5) Historical Geology—GER-NS**
Study of earth formation through time. Includes field studies of tectonics, rock and fossil relationships. Lab included.

**GEOL 107 (5) Earth Systems Science—GER-NS**
(Fomerly GEOL 100)
Introduction to the basic principles and processes in the evolution of the earth. Lab included.
HSCI 105 (S) foundations of allied health
Introducory course for students con-
sidering careers in allied health. Cov-
er the basics of allied health care roles and responsibilities. Course in-
cludes state required AIDS/HIV cur-
riculum, HIPAA training, custom-
er service, medical terminology and
documentation.

HSCI 105 (S) School Health Care
Offered through Extended Learning.
Course will include infection con-
trol and safety, infectious diseases,
common school health problems, and
health issues specific to K-12 for
school health care providers.

HSCI 106 (S) School Health Care
Offered through Extended Learning.
Prereq: Successful completion of HSCI 105.
Examination of student roles in school
health care setting; identification of
symptoms of common childhood ill-
nesses and procedures for handling
these illnesses and other health-relat-
ed issues.

HSCI 111 (S) Nursing
Prereq: Instructor.
HIST 168 (5) Vietnam War as History • GER-SS
An in-depth look at the historical lines of thought from three cultural perspectives which culminated in the Vietnam War. Emphasis is on the economic, religious and political aspects of each culture. Personal recollections and media accounts are also used.

HIST 207 (5) Historical Study Abroad
A historical overview of the economic, religious, social, legal, education- al and artistic make up of a city, culture or country other than the United States.

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 230 (5) Concise History of Science and Technology • GER-SS
A survey course emphasizing salient aspects of the evolution of science and technology and their impacts on society from prehistoric to modern times.

HIST 260 (5) History of Russia and the Soviet Union • GER-SS
Explore the development of the Russian State from 700 AD to the present. Emphasis is on the political, economic and religious ideas which shaped the Russian outlook and eventually culminated in the rise and fall of the Soviet Union.

HIST 270 (5) Introduction to the Far East • GER-SS
A survey of the major social, political and economic trends in the Far East with emphasis since 1840.

HIST 272 (5) Survey of Middle East History • GER-SS
A survey of Middle East history from the 6th to the 19th century (HIST 264). To the present, including the development of the modern states after World War II.

HIST 277 (5) The Cold War • GER-SS
A survey of the key events, political, economic and military strategies that characterized the post World War II period.

HIST 110 (5) Homeland Security Incident Command System (HSC) and the National Incident Management System (NIMS)
Provides a foundation for homeland security professionals to implement protective measures with out compromising individual rights and freedoms. Builds familiarity with the distinctive qualities of various disasters one may face as a citizen leader or first responder.

HSEM 120 (5) All Hazards Emergency Planning
This course is designed to introduce students to an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), NIMS compliance, and contingency planning for areas such as Special Needs (Vulnerable Population) or Animal Sheltering are discussed. Emergency Support Functions and other changes made by the National Response Plan and the State Emergency Plan are discussed also.

HSEM 130 (2) Technology in Emergency Management
This course will cover the importance for emergency management professionals to understand the technologies, resources available and how to use them. It will provide overviews of WebEOC, using technology with training and exercises, reverse 911 notification systems, video conferencing/down links, GIS capabilities, etc.

HSEM 160 (5) Emergency Response Awareness Terrorism
Prepares student to enter and advance in the field of emergency management through the acquisition of specialized knowledge of disaster preparedness, emergency response, mitigation and recovery. Covers the new National Incident Management System (NIMS), Weapons of Mass Destruction (WMD) Awareness, Proper Protective Equipment (PPE), Operational Security (OPSEC), and the contamination of awareness and the National Response Plan (NRP). Creates a solid foundation in planning.

HSEM 210 (5) Training, Exercise Design and Evaluation
This course is designed to introduce the student to the fundamentals of exercise design and to prepare you to design and conduct a small functional exercise for an organization. The course includes an overview of different learning styles, and effective methods for providing training to employees. Advantages and disadvantages of different training media and associated costs. It address esthe value of conducting exercises, the components of a comprehensive exercise program, the exercise development process and tasks, organization of the design team, exercise documentation, the steps in designing an exercise, and the evaluation process based on the Homeland Security Exercise Evaluation Program. Students will design an exercise based upon a community’s emergency plans and conduct an in class functional exercise.

HSEM 220 (3) Developing and Managing Volunteer Resources
This course provides procedures and tools for building and working with volunteer organizations. Topics include: benefits and challenges of volunteering; building a volunteer program; writing job descriptions; developing volunteers through recruitment, placement, training, supervision, and evaluation; coordinating the relationship with agencies and community based organizations, and special issues including spontaneous volunteers, leadership and stress.

HUM 100 (1) Effective Communication
The course includes an overview of the communicative, features, and principles and the foundation for higher-level ICIS skills. (Course will meet ICIS 100/200 requirements.)

HUM 102 (2) Human Development (HUMDV)
Provides a set of experiences through experimental laboratory exercises that help bridge personal transition towards adulthood. The seminar takes place in a small group setting and in- cludes an emphasis on self-awareness and self development.

HUM 126 (2) Life Skills: Career Transition
A 6-week career transition course to assist individuals with career development and job search relations. This course empowers students to explore careers and career clusters and make the informed educational and career decisions. Students analyze their own interests, skills, personality, and attributes and develop a career field plan through a career process selection. Students use interest inventories and computer software to explore career opportunities available to them and link person al 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.

HUM 127 (5) Survey of Middle Eastern History • GER-SS
The course is designed to introduce students to the political, economic and religious ideas which shaped the modern Middle East and its impact on emerging Third World nations.

HUM 128 (5) Introduction to Chinese Civilization • GER-SS
A survey course that covers the earliest time to today with major emphasis on political, social and economic history since 1913.

HUM 130 (2) Technology in Emergency Management
A historical overview of the economic, religious and political aspects of each culture. Personal recollections and media accounts are also used.

HUM 203 (2) Career Transition
A 6-week career transition course to assist individuals with career development and job search relations. This course empowers students to explore careers and career clusters and make the informed educational and career decisions. Students analyze their own interests, skills, personality, and attributes and develop a career field plan through a career process selection. 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.

HUM 215 (5) Community Responsibilities
Encourages student awareness of responsibilities in promoting a safe, orderly and healthy community. Offered through Extended Learning only.

HUM 216 (3) Life Skills for the Twenty-First Century
Students explore ideas and applications related to living and working in the twenty-first century.

HUM 217 (5) Career Transition
A 6-week career transition course to assist individuals with career development and job search relations. This course empowers students to explore careers and career clusters and make the informed educational and career decisions. Students analyze their own interests, skills, personality, and attributes and develop a career field plan through a career process selection. 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.

HUM 218 (5) Community Responsibilities
Encourages student awareness of responsibilities in promoting a safe, orderly and healthy community. Offered through Extended Learning only.

HUM 219 (5) Victim Awareness
Addresses recidivism issues of adult offenders, including identifying vic tims, recognizing the crime toward vic tims and the impact of crime upon those victims, families and the community as a whole. Offered through Extended Learning only.

HUM 220 (6) Human Relations
Survey of workplace skills, including communication, team building, problem solving and leadership. Emphasis on concepts of attitudes, perception, motivation and ethics.

HUM 221 (5) Job Search Strategies
A survey course involving learning new techniques that help bridge personal transitions in life and in college, including the research and completion of a career field plan for the individual which result in personal decision-making.

HUM 222 (6) Life Skills: Stress Management
A course involves learning new techniques that help bridge personal transi tions in life and in college, including learning to manage stress to remain balanced and healthy.
HUMD 127 (2) Life Skills: Assertiveness Training
(formerly PSYCH 106)
Course involves learning new tech-
niques that help bridge personal tran-
sitions in life and in college. Including
the practice of techniques that build
personal strength and character with-
in interactions with others.

HUM 120 (5) Introduction to Folklore • GER-HM
This course introduces students to the
discipline of folklore through an
exploration of its history, its sub-
matter and its methods. Case studies
and research will focus on contem-
porary folk life and the study of living
people.

HUM 140 (5) Conversations in Conflict Studies
Prereq: ENGL 099 and READ 075 or placement
at college level English and Reading.
Takes a critical look at the tensions and
dynamics of race, ethnicity, gender,
and sexual orientation in our society.
Class discussion, speakers and topical
literature will form the activities.

HUM 204 (5) American Popular Culture • GER-HM
This course examines various theo-
ries of popular culture and applies
these theories to various aspects of
American culture, such as mass me-
dia, sports, fashion and cultural ste-
reotypes.

HUM 210 (5) American Cinema and Society • GER-HM
Explores the relationship between
the themes, major genres, and pro-
duction of Hollywood cinema, and
American social, political, and eco-
nomic history from the early 1900s to
the present.

HUM 212 (5) Great Directors and Auteurs • GER-HM
This class also explores the works, sty-
listic expressions and filmic choices of
major world directors such as Alfred
Hitchcock, Francis Ford Coppola,
Steve Spielberg, Ousmane Sembene,
Stanley Kubrick, Ingmar Bergman,
and Francois Truffaut. An additional
emphasis is placed on analyzing the
changing role of the director from
Hollywood's studio system heyday to
today's independent filmmaking
practices.

HUM 215 (5) World Cinema • GER-HM
World Cinema examines the films and
film-making practices of countries
around the world. This class explores
such topics as the impact of technical
changes and production standards on
filmmaking. A additional emphasis
will be placed on analyzing cinematic
choices in many world cinema move-
ments such as German Expression-
ism, 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 reli-
gions: Hinduism, Buddhism, Islam, Ju-
daism, and Christianity. Exploration of
the basic tenets, origins and evolution
of each religion; reflection on the in-
fluence they have had on history, cul-
ture and the arts.

HUMD 277 (2) Life Skills: Assertiveness Training
(formerly PSYCH 106)
Course involves learning new tech-
niques that help bridge personal tran-
sitions in life and in college. Including
the practice of techniques that build
personal strength and character with-
in interactions with others.

INTERDISCIPLINARY STUDIES (INTS)
INTS 107 (5) Introduction to International Studies • GER-SS
Introduction to global issues em-
phasizing the integrated and increas-
ingly interdependent nature of the
world; including: historical, political,
economical, environmental and phil-
osophical issues.

INTS 115 (2) AIDS and Drug Awareness Training
AIDS and drug awareness is designed
to acquaint students with epidemiol-
y, etiology, transmission, prevent-
ion, counseling, legal and ethical issues,
cultural-social-psychological issues, and
resources to deal with the AIDS and
drug problems.

HUM 106 (5) Ethnic Thought and Culture • GER-HM
A comparative study of art, literature,
and music representing various ethnic
groups in America, and investi-
gation 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 geo-
ographical diversity, domestic and in-
ternational politics, religion, social
structure and economics. Team work
and research skills will be developed.

HUM 108 (2) Asian Thought and Culture
A general study of Asian culture and
society, past and present.

HUM 116 (5) Humanities I • GER-HM (formerly HUMAN 101)
A survey of Western cultural ideas
and expression from the Early Renais-
sance through the 17th Century. Top-
ics include art, architecture, music, li-
terature, philosophy and religions.

HUM 117 (5) Humanities II • GER-HM (formerly HUMAN 102)
A survey of Western cultural ideas
and expression from the Early Renais-
sance through the 20th Century. Top-
ics include art, architecture, music, li-
terature, philosophy and religions.

HUM 118 (5) Humanities III • GER-HM (formerly HUMAN 103)
A survey of Western cultural ideas
and expression from the 18th Centu-
ry through modern times. Topics in-
clude art, architecture, music, litera-
ture, philosophy and religions.

INTERPRETER LANGUAGE TRAINING (INTP)
INTP 101 (5) Introduction to Language Interpreting
Introduction to interpreting as a ca-
errier. Outlines the role and respons-
ibilities of interpreters, the various in-
terpreting environments, and the sig-
ificance of cultural factors in the
field.

INTP 105 (3) Ethics of Interpreting
An exploration of the ethics, proto-
cols, and legal aspects of interpreting,
including certification requirements.
Intended for those pursuing a career
in interpreting.

INTP 179 (3) Practicum in Language Interpreting
Prep course. Completion of all coursework for CLI
with a 2.0 minimum GPA and DSHS certifica-
tion and concurrent registration in INTP 219,
INTP 213 & 205 may be taken concurrently.
Capstone work experience in language
interpreting, student may opt to focus
on a particular area of interest.

INTP 198 (2) Seminar in Language Interpreting
Prerequisites. If any Concurrent registration in INTP 179.
Capstone course which supports and
develops the practicum experience
for students completing the Certifi-
cate in Language Interpreting.

INTP 205 (3) Vocabulary Integration Skills
Prep: Min. 3 credits of specialized vocabu-
larly, such as medical, legal, etc. AND INTP 212.
Skill development in interpreting us-
ing specialized vocabulary. Students
will use prior vocabulary, and build bi-
lingual vocabulary and research skills
in order to expand that vocabulary to
adapt to a variety of work situations.

INTP 211 (5) Interpreting Skills I
Prep: Admission to the CLI program in
International education “in Pro-
grams section for information.

INTP 212 (5) Interpreting Skills II
Prep: 2.0 minimum in INTP 211.
Skills and practice in technical sight,
sequential and simultaneous inter-
preting with increasingly complex
diverse materials. Focus is on so-
cial service, medical and legal inter-
pretation. Students will prepare and
test for the DSHS Interpreter Certifi-
cation.

INTP 213 (5) Interpreting Skills III
Prep: 2.0 minimum in INTP 212 and prior
completion or concurrent enrollment in
INTP 205.
Skills and practice in technical sight,
sequential and simultaneous inter-
preting with increasingly complex
diverse materials. Integration of
cultural and cross-cultural skills into
interpretation. Familiarization with
the environments in which interpret-
ers work. Introduction to interpreting
in a wider variety of situations.

JOURNALISM (JOUR)
JOUR 101 (5) Introduction to Mass Media
See Communication Studies.

JOUR 102 (5) Introduction to News Writing • GER-CM
Prep: ENGL 101 with grade of 2.0 or better.
A study of the basic forms and styles of
various newswriting techniques
and mechanics. Writing exercises in
basic newswriting, as well as work
in news gathering, interview tech-
niques, copy assimilation, copy edit-
ing, headline writing and other roles
of the reporter.

JOUR 103 (1-5) Introduction to Feature Writing • GER-HM
Prep: JOUR 102.
A study of the basic forms and styles
of various newswriting techniques
and mechanics. Writing exercises in
basic newswriting, as well as work
in news gathering, interview tech-
niques, copy assimilation, copy edit-
ing, headline writing and other roles
of the reporter.
JOURN 110 (5) Publications Design
Pre-req: Basic computer literacy and Microsoft Word recommended
An introduction to the basics of designing and producing documents for such publications as newsletters, magazines, and tabloid newspaper pages through the use of basic desktop publishing and digital imaging software.

JOURN 111/211abc (1-5) College Newspaper: Reporting and Editing
Practical experience in producing the college newspaper. Students may pursue specialty areas of interest such as writing, copyediting, desktop publishing, market research, advertising.

JOURN 120 (5) Introduction to Broadcasting
A comprehensive study of the styles and techniques of radio and television broadcasting with an emphasis on writing for the media.

JOURN 125 (5) The Documentary: A Social Force
Throughout history, the documentary film has been a major social force that has moved us, amused us, manipulated us and inspired us. Using viewings and group discussions, this class examines the history and genres of the non-fiction film and the social impact of modern documentaries.

JOURN 210 (5) Photojournalism
Pre-req: 16mm camera
A study of news photos and great photojournalists. Students will evaluate photos, and learn how to present the photos in an attractive layout. Access to a camera is required.

JOURN 211abc (1-5) College Newspaper: Reporting and Editing — See JOURN 111.

JOURN 212abc (1-5) Newspaper Photojournalism — See JOURN 212.

■ KOREAN
See WORLD LANGUAGES.

■ LEGAL STUDIES (LAW)
LAW 205 (5) American Legal System — See POLS 201.

LAW 206 (5) Business Law — See BUS 207.

■ MATHEMATICS (MATH)
MATH 042 (3) Fractions, Decimals & Percents
Pre-req: Satisfactory placement test score or instructor permission
Perform basic operations using whole numbers, fractions, decimals, ratios, proportions, and percents with their applications.

MATH 051 (5) Fundamentals of Algebra
Pre-req: Satisfactory placement test score or instructor permission
Perform basic operations with whole numbers, fractions and decimals. Solve problems including percent, ratio and proportion, measurement and geometric figures. Introduction to signed numbers, measures of centers, and interpretation of basic data graphs.

MATH 052 (5) Applied Arithmetic
Offered through Extended Learning Only
Fundamental operations with whole numbers, fractions and decimals. Solve problems including percent, ratio, and proportion, measurement and geometric figures.

MATH 054 (5) Prealgebra
Pre-req: Satisfactory placement test score or MATH 051 with a grade of at least 2.0 or instructor permission
Review operations with fractions, decimals and percents; operations with signed numbers. Simplify algebraic expressions. Solve linear equations. Solve a variety of application problems. Introduce square roots, exponents, and coordinate graphing. Define area, perimeter, and volume. Calculate statistical measures of center; interpret graphs.

MATH 058 (3) Introduction to Algebra I
Pre-req: Satisfactory placement test score or MATH 051 or MATH 054 with a grade of at least 2.0 or instructor permission
Basic operations with numeric and polynomial expressions; solving linear equations, linear inequalities, applications.

MATH 059 (2) Introduction to Algebra II
Pre-req: MATH 058 with a grade of at least 2.0 or instructor permission
Linear graphs, system of linear equations, applications.

MATH 060 (5) Introduction to Algebra
Pre-req: Satisfactory placement test score or MATH 051 or MATH 054 with a grade of at least 2.0 or instructor permission
Basic operations with numeric and polynomial expressions; solving linear equations, linear inequalities, systems of linear equations and quadratic equations; linear graphs; applications.

MATH 069 (5) Applied Algebra
Offered through Extended Learning Only
Pre-req: Satisfactory completion of MATH 052 or instructor permission
Perform basic operations with polynomials, rational, and radical expressions. Solve linear and quadratic equations and graph linear equations.

MATH 095 (5) Intermediate Algebra with Modeling
Pre-req: Satisfactory placement test score or MATH 059 or MATH 060 with a grade of at least 2.0 or instructor permission
Intermediate algebra taught in context, focusing on the use of linear, quadratic, power, and exponential functions to model and help solve problems encountered in the real world. Applications may be drawn from the social sciences, biology, ecology, economics, or other disciplines. Technology is used to enhance understanding of algebraic concepts. This course serves as an alternative to MATH 106 (Intermediate Algebra) for students who need only MATH 107, MATH & 146, or selected other quantitatively intensive general education courses.

MATH 096 (5) Intermediate Algebra
Pre-req: Satisfactory placement test score or MATH 059 or MATH 060 with a grade of at least 2.0 or instructor permission
Function concepts and graphs; rational and radical expressions; solving quadratic, rational, radical, absolute value and exponential equations; applications.

MATH 100 (3) Mathematics for the Trades
Offered through Extended Learning
College mathematics including basic algebra, plane geometry, triangle trigonometry, linear and quadratic equations, logarithms, functions, and graphing with emphasis on solving real-world problems faced by workers in the trades.

MATH 107 (5) Math in Society
• GER-NS, QS
Pre-req: MATH 095 or 096 or equivalent, with a grade of at least 2.0 or placement test score above MATH 098
Contemporary mathematics applied to a variety of fields. Instructor chosen topics will focus on graphical and formula derived solutions, statistics, applied problems, and communicating solutions. Topics may include management science, statistics, social choice, patterns and financial applications.

MATH 114 (5) Applied Algebra, Geometry and Trigonometry • GER-NS, QS
Pre-req: MATH 098 or equivalent, with a grade of at least 2.0 or placement test score above MATH 098

MATH 115 (5) Precalculus I • GER-NS, QS, Formerly MATH 121
Pre-req: MATH 098 or equivalent with a grade of at least 2.0 or placement test score 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 116 (5) Precalculus II • GER-NS, QS, Formerly MATH 122
Pre-req: MATH 141 with a grade of at least 2.0 or instructor permission

MATH 146 (5) Introduction to Statistics • GER-NS, QS
(formally MATH 281)
Pre-req: MATH 095 or 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098
Introduction to the analysis of data using descriptive statistics, probability, and inferential statistics. Topics include: data collection methods; measures of center and variation; graphical presentation of data; probability; binomial and normal distributions; confidence intervals; hypothesis tests of one and two parameters, using the normal, Student-t, and chi-square distributions; linear correlation and regression.

MATH 148 (5) Business Calculus • GER-NS, QS
(formally MATH 157)
Pre-req: MATH 141 or 156 with a grade of at least 2.0 or instructor permission
Concise course in calculus. Differentiation and integral calculus of functions with an emphasis in social science, business, and economics applications.

MATH 151 (5) Calculus I • GER-NS, QS, Formerly MATH 124
Pre-req: MATH 141 and MATH & 142 with a grade of at least 2.0 or instructor permission

MATH 152 (5) Calculus II • GER-NS, QS (formerly MATH 125)
Pre-req: MATH& 151 with a grade of at least 2.0 or instructor permission

MATH 153 (5) Calculus III • GER-NS, QS (formerly MATH 126)
Pre-req: Completion of MATH& 152 with a grade of at least 2.0 or higher or instructor permission
Sequences and series. Vectors and geometry of space. The calculus of vector-valued functions. Polar, cylindrical and spherical coordinates.
MATH 170 (5) Structure of Elementary Mathematics I: Number Systems • GER-QS
Prep: MATH 105 or MATH 108 or equivalent with a grade of at least 2.0 or placement test score above MATH 98 and eligible for ENGL 101 and READ 101
The first of three courses for prospective elementary teachers focusing on the mathematics underlying modern elementary school math. Topics include: number systems, models for operations, problem-solving techniques, and a variety of instructional approaches. Emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH 171 (5) Structure of Elementary Mathematics II: Geometry and Measurement • GER-QS
Prep: MATH 170 with a grade of at least 2.0 or instructor permission
This is the second of three courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include geometry, measurement, and numeral and algebraic concepts. A variety of applications are included. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH 172 (5) Structure of Elementary Mathematics III: Statistics and Probability • GER-QS
Prep: MATH 170 with a grade of at least 2.0 or instructor permission
This is the last of three courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include algebraic and numeric topics, functions, graphs, collection, display, analysis and interpretation of data; probability of simple and compound events; and making and testing predictions. Emphasizes statistics and probability. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH 205 (5) Linear Algebra • GER-NS,QS
Prep: MATH 124 with a grade of 2.0 or higher instructor permission.
Applications and techniques of Linear Algebra, including solving systems of equations, vector spaces, matrix operations, linear transformations, eigenvalues, eigenvectors, and characteristic polynomials. Introduction to appropriate technology and elementary proofs.

MATH 210 (5) Discrete Math • GER-NS,QS
Prep: MATH 205 with a grade of 2.0 or higher instructor permission or placement test score above MATH 146.142
Discrete mathematical structures centered around elementary logic, methods of proof, set theory, basic counting techniques, mathematical induction, recursion, and their applications in computer science.

MATH 224 (5) Multivariable Calculus • GER-QS
Prep: MATH 153 with a grade of 2.0 or better 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
Prep: MATH 203 and 224 with a grade of 2.0 or higher instructor permission
First and second order differential equations with applications to the sciences and engineering. An introduction to higher order equations. Laplace Transform. Systems of linear differential equations. Topics at the discretion of the instructor include numerical methods, phase plane analysis, and series solutions to differential equations.

MICROBIOLOGY (MICR)
MICRO 110 – See VT 150.
MICRO 201 (5) General Microbiology • GER-NS
– See 308.260.

MILITARY SCIENCE (MSCI)
Army ROTC courses held in conjunction with Pacific Lutheran University.

MSCI 111 (2) Basic Officership I
Prep: Instructor permission
An introduction to the officership environment. Includes an introduction to military science; influential legislation and ROTC, roles of the Army, and special programs associated with ROTC.

MSCI 112 (2) Military Communication Skills
Prep: Instructor Permission
Fundamentals of written and oral communication skills for the military leader. Practical application through role-playing, participation, presentations, and writing projects.

MSCI 113 (5) Introduction to Military Operations
Prep: Instructor permission
The philosophy, structure, and control of lower-echelon units, tactical movement and deployment and communications.

MSCI 211 (2) Introduction to Leadership
Prep: Instructor permission
An introduction to Army values and leadership dimensions and basic fundamentals of Army map reading for second-year military science students. Two labs included.

MSCI 212 (5) Leadership and Teamwork I
Prep: Instructor permission
Through a series of films, books, essays, and discussions, the student is introduced to troop-leading procedures and planning, and explores military value sets and ethics practiced within the profession of arms. Includes Leadership and Field Training Exercises.

MSCI 213 (2) Leadership and Teamwork II
Prep: Instructor permission
Through a series of classroom simulations, participants are evaluated on their potential as leaders and managers. Includes organizational behavior, leadership theories, management competencies, communication skills and physical fitness. Includes three (3) Leadership Labs and one (1) Field Training Exercise (Spring).

MSCI 217 (1) Army Conditioning
Prep: Instructor permission
A fitness program for students to attend at camps, air assault or airborne schools.

MUSIC (MSC)
(formerly MUSIC)

MUSIC 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 the listener becomes the vehicle through which specific rock music concepts are examined. Some social, biographical, and historical data covered.

MUSIC 102 (5) American Popular Music - GER-HM
(formerly MUSIC 105)
Discover the roots of American popular music through a survey of popular song, blues, jazz, country and rock and roll styles, and the historical and social elements that impacted their development. Current popular music trends will be studied as extensions of or responses to past styles.

MUSIC 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, swing, boogie woogie, swing, bebop, cool, hard bop, funky, third stream, free jazz, fusion, neoclassicism, Latin Jazz, Bebop, and rock. Emphasizes musical production and performance. No previous musical experience necessary.

MUSIC 105 (5) Music Appreciation – GER-HM
(formerly MUSIC 101)
A general survey course designed to introduce students to music from the following periods: Medieval, Renais-
sance, Baroque, Classical, Romantic, and Twentieth Century. Relevant cul-
tural, biographical, and historical data are covered that pertains to music and its performance. Listening skills are exercised and become the vehicle through which specific jazz music concepts are examined. No previous musical experience necessary or expected.

MUSIC & 110 (5) Music Theory I
(formerly MUSIC 110)
A music theory course intended to facilitate the acquisition of music literacy and related ear-training skills. In addition, it covers the fundamentals of theory as such as key and time signa-
tures, intervals, simple chord con-
struction, 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. Con-
current enrollment in MUSC 181 is strongly recommended.

MUSIC & 141 (5) Music Theory II
(formerly MUSIC 112)
Prep: MUSIC 140 or the equivalent
A music theory course designed to strengthen music literacy skills and to facilitate an understanding of inter-
mediate principle relationships such as chord progressions, figured bass, four-part writing skills, melody, and related ear-training skills. It is the sec-
ond course in the traditional college-
level music theory course. Concurrent enrollment in MUSC 182 or the equiv-
alent is strongly recommended.
MUSC 143 (3) Music Theory III
- GER/HM/Performance (formerly MUSC 114) PreReq: MUSC 142 or the equivalent
Strengthens music literacy skills and facilitates an understanding of more advanced principles regarding chords, chord progressions, figured-bass, music notation, sight-reading, and related ear-training skills. This is the third course in the traditional college-level music theory sequence. Concurrent enrollment in MUSC 183 or the equivalent is strongly recommended.

MUSC 144/244 ABC (2.5) Concert Choir • GER/HM/Performance
An non-auditioned vocal performance group gathered towards providing the experienced singer with an opportunity to rehearse and perform choral literature. Quarterly concerts a requirement. Non-music major participation encouraged.

MUSC 145/245 ABCD (2.5) Jazz Choir • GER/HM/Performance Pre Req: Department permission
Performance literature and evaluation of vocal jazz/pop music. Performances required.

MUSC 146/246 ABC (2.5) Vocal Jazz Band • GER/HM/Performance Pre Req: Audition required
A medium-size vocal jazz performing group established to provide the experienced student with an instrumentalist with an opportunity to rehearse and perform jazz literature. Non-music major participation is encouraged.

MUSC 150/250 ABCD (1) College Band • GER/HM/Performance Pre Req: Contact Instructor
A large performance group open to all students with experience in reading and performing instrumental band literature. Non-music major participation encouraged.

MUSC 154/254 ABCD (1) College Combo
Pre Req: Contact Instructor
A large performance group open to all students with experience in reading and performing orchestra literature. Non-music major participation is encouraged.

MUSC 157/257 ABCD (1, 1.5, or 2) Jazz Band • GER/HM/Performance
Pre Req: Contact Instructor
A jazz instrumental performance 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: Keyboard
- Woodwinds, Percussions, Voice, Orchestral Strings, Keyboard and Plectrum Strings • GER/HM/Performance (formerly MUSC 130-138/MUSIC 230-238)
An individual instruction course geared towards advancing all levels of student music performance in improvisation, brass, woodwinds, percussion, voice, orchestral strings, keyboard, and plectrum strings.

MUSC 169/269 (0.5) Private Instruction: Midi Sequencing and Notation Software • GER/HM/Performance (formerly MUSC 139/239)
An individual instruction course geared towards advancing all levels of student music skills in notational software and midi sequencing.

MUSC 170/270 ABCD (1) Brass Ensemble • GER/HM/Performance
A small performance group open to all students with experience in reading and performing brass ensemble literature (i.e. Brass Quartets). Outside performances required. Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 171/271 ABCD (1) Woodwind Ensemble • GER/HM/Performance
A small performance group open to all students with experience in reading and performing woodwind ensemble literature (i.e. Flute Trios, Woodwind Quintets). Student self-initiative is a vital component of success in this class.

MUSC 172/272 ABCD (1) Percussion Ensemble • GER/HM/Performance
A small performance group open to all students with experience in reading and performing percussion ensemble literature. Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 173/273 ABCD (1) String Ensemble • GER/HM/Performance
A small performance group open to all students with experience in reading and performing string ensemble literature (i.e., String Quartet). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 174/274 ABCD (1) Vocal Ensemble • GER/HM/Performance
A small performance group open to all students with experience in reading and performing vocal ensemble literature (i.e., Madrigals). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSC 180 (2) Careers in Music
An examination of the music business system that includes songwriting, publishing, copyright, business aspects, the record industry, music in broadcasting and film, and career planning and development.

MUSC 181 (1) Beginning Class Piano • GER/HM/Performance (formerly MUSC 120)
Basic introduction to playing the piano by establishing good reading habits and rhythmic orientation. Building a strong technical background and learning basic fundamentals of music theory.

MUSC 182 (1) Intermediate Class Piano • GER/HM/Performance (formerly MUSC 121)
Prereq: MUSC 181 or instructor permission
A continuation of MUSC 120 by establishing better reading habits and rhythmic orientation. Building a stronger technical background and learning more fundamentals of music theory.

MUSC 183 (1) Advanced Class Piano • GER/HM/Performance (formerly MUSC 122)
Prereq: MUSC 182 or instructor permission
To increase music reading ability and keyboard technical skills. Prepare students for the piano proficiency test required for a music degree in a four-year institution.

MUSC 241 (1) Music Theory IV • GER/HM/Performance (formerly MUSC 210) PreReq: MUSC 143 or equivalent
The purpose of this course is to enable students to acquire music literacy, theory, and related ear-training skills. MUSC 241 is the fourth of six courses in the traditional music theory sequence at the college level. Piano skills equal to or above the intermediate level (MUSC 182) are highly recommended.

MUSC 242 (5) Music Theory V • GER/HM/Performance (formerly MUSC 212) PreReq: MUSC 241
To strengthen music literacy skills, to facilitate an understanding of more advanced principles regarding chords, chord progressions, melody, and related ear-training skills. Fifth course in the traditional college-level music theory sequence. Designed for, but not limited to, the student intending to transfer to a four-year college or university as a music major. Piano skills equal to or above the intermediate level (MUSC 182) are highly recommended.

MUSC 243 (5) Music Theory VI • GER/HM/Performance (formerly MUSC 214) PreReq: MUSC 242
The sixth of six in a series of courses designed to explore, both aurally and visually, advanced harmonic and related practices in classical music. Typically, this course is taken by students intending to transfer to a four-year institution as a music major or minor.

MUSC 240 (2) College Choir - See MUSC 140

MUSC 244 (2.5) Concert Choir - See MUSC 144

MUSC 245 (2.5) Jazz Choir - See MUSC 145

MUSC 246 (2.5) Vocal Jazz Lab - See MUSC 146

MUSC 250 (1) College Band - See MUSC 150

MUSC 254 (1) College Orchestra - See MUSC 154

MUSC 257 (1, 1.5 or 2) Jazz Band - See MUSC 157

MUSC 260-268 (0.5) Private Instruction: Improvisation, Brass, Woodwinds, Percussions, Voice, Orchestral Strings, Keyboard and Plectrum Strings - See MUSC 160-168

MUSC 269 (0.5) Private Instruction: Midi Sequencing and Notation Software - See MUSC 169

MUSC 270 (.5) Brass Ensemble - See MUSC 177

MUSC 271 (.5) Woodwind Ensemble - See MUSC 177

MUSC 272 (.5) Percussion Ensemble - See MUSC 172

MUSC 273 (.5) String Ensemble - See MUSC 173

MUSC 274 (.5) Vocal Ensemble - See MUSC 174

NATURAL SCIENCE (NSCI)

NSCI 150 (5) Nature • GER-NS
The emphasis of the course (which varies with the instructor) is to identify the major life forms around the PNW including native and introduced species, and their adaptations to the environment. The course's study will enhance one's scientific and personal enjoyment of the observation of nature for the recreational or professional naturalist. Includes lab and field studies.

NSCI 160 (5) Environmental Biology • GER-NS
Pre Req: High school biology or instructor permission
Interrelationships of humans, animals, plants, soil, water and air. Application to contemporary environmental problems. Field trips with lab work included.

NURSING (NURS)

NURS 112 (3) Fundamentals of Nursing Clinical Practice
PreReq: Admission to the Associate Degree Nursing program
Total Clock Hours: 80 (20 - lab & 60 - clinical)
Application of basic nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. Concepts of the Roy Adaptation Model are used to guide developing nursing practice.

NURS 121 (4) Introduction to Medical-Surgical/Psychiatric Nursing
PreReq: NSCI 114, NSCI 116, NURS 111 & 112
Total Clock Hours: 40 (theory)
Introduction to basic medical concepts in nursing practice, according to the Roy Adaptation Model Physiological Mode. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the musculoskeletal, integumentary, sensory, and gastrointestinal systems. Roy's Role Function Mode will be explored in order to understand introductory concepts in Psychiatric Nursing.
NURS 122 (S) Introduction to Nursing Clinical Practice
PrepReq: HSCI 114, HSCI 116, NURS 111 & 112 Total Clock Hours: 140 (20 - lab, 30 - service-connected learning & 80 - clinical) Application of basic nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for clients throughout the lifespan. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. Methods of safe medication administration will also be covered. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 125 (S) Family Centered Nursing Care
PrepReq: HSCI 114, HSCI 116, NURS 111 & 112 Total Clock Hours: 30 (theory) Introduction to basic medical concepts in family-centered nursing care, according to the Roy Adaptation Model Physiological and Role Function Models. The concepts necessary for the care of clients in a variety of settings throughout the lifespan is explored, focusing on care of the well mother and child and pediatric clients. Course also includes death and dying at different life stages and caring for geriatric clients within the community.

NURS 130 (S) Intermediate Medical-Surgical/Psychiatric Nursing
PrepReq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 122, NURS 125 Total Clock Hours: 60 (theory) Intermediate medical concepts in medical-surgical/psychiatric nursing practice, according to the Roy Adaptation Model. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing disorders of the hematologic, urinary, and endocrine systems, with special attention to the peri-operative client. Roy’s Self-Concept Model will be explored.

NURS 132 (S) Intermediate Nursing Clinical Practice
PrepReq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 122, NURS 125 Total Clock Hours: 180 (30 - service-connected learning & 150 - clinical) Application of intermediate nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 211 (S) Advanced Concepts in Family Centered Nursing Care
PrepReq: Year 1 of nursing program, or Current LPN License Total Clock Hours: 30 (theory) Advanced medical concepts in nursing practice, according to the Roy Adaptation Model. Necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the complex pediatric and obstetric client, to include reproductive health.

NURS 217 (S) Practical Nurse Preparation Seminar (Optional)
PrepReq: Year 1 of nursing program Total Clock Hours: 10 (theory) The study of nursing law, ethics, and the practical nurse role. Employment-seeking strategies and guidance on NCLEX (national licensure examination) preparation are included. Required for the student desiring to take the NCLEX exam to become a licensed practical nurse.

NURS 218 (S) ADN Articulation Seminar (Bridge Students only)
PrepReq: Acceptance into Bridge, or Second Year of ADN Program Total Clock Hours: 20 (lab) Articulation course for Bridge Student. Reviews nursing concepts taught in the first year of the nursing program with a focus on performance of practical nursing skills in simulated skills lab. Examines essential components of the Nursing Process according to the Roy Adaptation Model.

NURS 221 (S) Advanced Concepts in Family Centered Nursing Care
PrepReq: Year 1 of nursing program, or Current LPN License Total Clock Hours: 180 (30 - service-connected learning & 150 - clinical) Application of advanced nursing skills in the classroom laboratory and clinical setting, while assuming responsibility for individuals experiencing disorders of the respiratory, cardiovascular, and neurological systems, with special attention to fluid and electrolyte/acid-base balance. Roy’s Interdependence Mode will be explored.

NURS 223 (S) Advanced Psychiatric Nursing
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Nursing theory and professional care for clients diagnosed with a mental illness. Explore legal, ethical and cultural issues pertaining to caring for this special population, utilizing the Roy Adaptation Model as a guide.

NURS 224 (S) Professional Role Transition
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Synthesis of advanced nursing concepts in nursing practice, according to the Roy Adaptation Model Physiological and Psychosocial Modes. Nursing law, ethical responsibilities, and cultural awareness will be explored. Basic leadership skills in working with groups and critical thinking strategies are emphasized, with a focus on self-care to optimize professional performance. The service-connected learning project will culminate in a student teaching project at the end of the quarter.

NURS 230 (S) Advanced Nursing Theory
PrepReq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224 Total Clock Hours: 30 (theory) Advanced medical concepts in medical-surgical/psychiatric nursing practice, according to the Roy Adaptation Model Physiological Mode. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing advanced medical and psychological disorders in the acute care setting. Special focus is on nursing in critical care, telemetry, oncology, neonatal intensive care unit, and emergency departments as well as other special settings. Nursing during a catastrophic event is also discussed.

NURS 233 (S) Acute Care Nursing Practicum
PrepReq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224 Total Clock Hours: 230 (20 - lab, 60 - clinical, 150 - preceptorship) Clinical nursing practice in an acute care setting where students apply theory attained in all previous courses. Focus is on transition to the RN role. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings during a preceptorship assignment. At the end of the course, students will also be expected to complete an NCLEX-RN prep course, and achieve a passing score on a comprehensive NCLEX-RN predictive examination.

NURS 225 (S) Professional Nursing Clinical Practice
PrepReq: NURS 210, NURS 211 & 214 Total Clock Hours: 150 (30 - service-connected learning & 120 - clinical) Application of advanced 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 (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Roy Adaptation Model are used to guide developing nursing practice in a variety of community settings.

NURS 226 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model will be practiced. Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 227 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 228 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 229 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 230 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 231 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 232 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 233 (S) Introduction to Basic Medical Concepts in Medication Administration
PrepReq: NURS 210, NURS 211, NURS 214 Total Clock Hours: 30 (theory) Concepts of the roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.
OFFICE TECHNOLOGY (OFFCE)

See BUSINESS INFORMATION TECHNOLOGY (BITECH).

PARALEGAL STUDIES (LEGAL)

LEGAL 160 (3) Career Orientation and Ethics

Preeq: Enrollment in, or permission of the Director of the Paralegal Studies program.
Survey of occupations in law available to lawyers and review of professional ethics applicable thereto.

LEGAL 161 (2) Paralegal Workplace

Preeq: Enrollment in, or permission of the director of the Paralegal Studies program.
Practical considerations in obtaining and maintaining work as a paralegal.

LEGAL 260 (5) Administrative Law

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Basics of legal and regulatory issues and industry-specific topics in OSHA required safety training and enforcement solutions, applications of the economic risk factors, terminology, engineering, industrial security, history of OSHA regulations. Site simulations are consors. This "hands-on" course covers all aspects of OSHA required safety training and enforcement solutions, applications of the economic risk factors, terminology, engineering, industrial security, history of OSHA regulations. Site simulations are con-

LEGAL 261 (5) Criminal Procedure

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Basics of criminal law concepts and techniques for obtaining and organizing information and preparing documentation necessary to initiate and maintain actions before and on behalf of administrative agencies.

LEGAL 262 (5) Criminal and Civil Litigation

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Practical aspects of civil and criminal litigation, with emphasis on the role of the paralegal. Techniques for interviewing clients and witnesses and investigating cases, and preparation of an analytical evidentiary report.

LEGAL 263 (5) Environmental Law

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Basics of environmental and occupational health law, review of agencies operating in those areas, and techniques for obtaining and preparing documentation necessary to expedite dissolution and adoption proceedings.

LEGAL 264 (5) Torts

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Basics of tort law and techniques for obtaining information and preparing documents required to create, maintain, and terminate business organizations.

LEGAL 265 (5) Civil Litigation

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Paralegal skills in all areas of civil litigation, including client and witness interviews, pleading preparation, and trial, investigation, and appeal procedures.

LEGAL 266 (5) Estate Planning and Probate

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Estate planning concepts, preparation of estate planning documents, and handling probates.

LEGAL 267 (5) Research and Writing

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Introduction to legal research and writing. Emphasizes development of the knowledge and skills necessary to create basic legal research strategies, perform the related research, and communicate the findings in memo-

LEGAL 268 (5) Real Estate Transactions

Preeq: Enrollment, or permission of the coordinator of the Paralegal Studies program.
Principles of real property substantive law; preparation of various documents pertaining to the transfer of real property, including techniques for gathering necessary information; and overview of litigation involving real property interests and leases.

LEGAL 269 (5) Domestic Relations

Preeq: Enrollment, or permission of the coordinator of the Paralegal Studies program.
Overview of domestic relations law, review of agencies operating in the domestic relations area, and techniques for obtaining and preparing documentation necessary to expedite dissolution and adoption proceedings.

LEGAL 270 (5) Business Organizations

Preeq: Enrollment, or permission of the coordinator of the Paralegal Studies program.
The nature of business organizations, analysis of law pertaining to business organizations, and preparation of documents necessary to maintain, and terminate business organizations.

LEGAL 271 (5) Bankruptcy and Collections

Preeq: Enrollment, or permission of the coordinator of the Paralegal Studies program.
Characteristics of, and applications for, Federal and State debtor-creditor devices and proceedings, encompassing bankruptcy, judgments, and liens.

LEGAL 273 (5) Legal Interviewing and Investigation

Preeq: Enrollment in, or permission of the coordinator of the Paralegal Studies program.
Characteristics of, and applications for, Federal and State debtor-creditor devices and proceedings, encompassing bankruptcy, judgments, and liens.

LEGAL 275 (5) Alternative Dispute Resolution

Preeq: Enrollment, or permission of the coordinator of the Paralegal Studies program.
Practical and theoretical aspects of alternative dispute resolution. Techniques for obtaining and organizing information and preparing documents required to submission of matters to alternative dispute resolution.

LEGAL 276 (5) Employment Law

Preeq: Enrollment, or permission of the coordinator of the Paralegal Studies program.
Overview of major common law, statutory, and regulatory concepts governing the employment relationship, and development of skills supporting legal actions pertaining to that relationship.

LEGAL 280-282 (2) Paralegal Internship

Preeq: Minimum GPA of 3.0 and completion of at least three legal specialty electives.
Provides students with the opportunity, prior to completion of an Associate in Paralegal Studies degree, to gain experience as an intern in a private law firm or the legal department of a corporation or government agency.

OCEANOGRAHY (OCEA)

(formerly OCEAN)

OCEA 101 (5) Introduction to Oceanography - GER-NS

An introduction to physical, chemical, geological and biological processes in the ocean through classroom, lab and field experience. Lab included.

OCEAS 268 (5) Coral Reefs

Prereq: OCEA 129

The study of coral reefs including oceanic, biologic, and environmental processes. Lab included.
PHIL 101 (S) Introduction to Philosophy • GER-HM

Humanities: perennial problems concerning the individual and his/her pursuits; the physical world; and the social, political and/or religious experiences of human beings. Alternative methods, theories and solutions explored.

PHIL 106 (S) Introduction to Logic • GER-QS, NS (formerly PHIL 120)

Prereq: MATH 095 or 098 or equivalent or placement test score above MATH 095. Elementary symbolic logic. Analysis of deductive arguments and definitions of such logical concepts as implication, validity and consistency. The relationship of logical symbolism to language.

PHIL 110 (S) Introduction to Biocriticism

An introduction to the major ethical issues concerning genetics, biotechnology and genetic testing including stem cells, cloning, designer babies, genetically modified foods, foods, gene patents, genetic tests and gene therapy.

PHIL 115 (S) Introduction to Critical Thinking • GER-HM

An introductory survey of the primary elements of reasoning. Helps students develop their thoughts in a clear, logical fashion in order to analyze and evaluate their own reasoning and that of others, and to make decisions and solve problems rationally. Students develop these skills by applying them to real-life situations and a variety of media, such as conversations, television presentations, political speeches, editorials, and other writings on various topics.

PHIL 150 (S) Introduction to Ethics • GER-HM

Studies personal and social moral concerns; examines approaches toward meaningful and valuable conduct; emphasizes current moral issues. Typical analysis of the distinction between good and evil, right and wrong, examines the appeals to custom, tradition and human nature and happiness as standards for solution to moral problems.

PHIL 155 (S) Ethics in Business • GER-HM

This course examines ethical issues that arise in the business world including professional and organizational issues. Helps students identify and solve these issues using traditional and contemporary ethical theory and the case study method. Some issues covered in this course: sexual harassment, corporations as moral entities, rights of employees and ethics in a global economy.

PHIL 210 (S) Philosophy of Western Religion • GER-HM

An introduction to the theoretical orientations of major conceptual, basic problems and classical arguments of western philosophy of religion.

PHIL 230 (S) Contemporary Moral Problems • GER-HM

Examines major moral issues: modern society currently faces. For example: abortion, euthanasia, war, sexual morality, discrimination, capital punishment and nuclear deterrence.

PHYSICAL EDUCATION (PE)

PE 104 (S) Beginning Golf

Instruction and practice in the fundamentals of grip, stance, swing, use of the various clubs, rules, scoring, and the etiquette of the game of golf. Some class sessions held at the driving range in addition to actual course play.

PE 105 (S) Intermediate Golf

A sequence course designed to develop more advanced golf skills learned primarily through actual play on the golf course.

PE 108 (S) Beginning Tennis

Service, forehand ground strokes, backhand ground strokes, beginning net play, singles strategy.

PE 109 (S) Intermediate Tennis

A sequence course designed to develop intermediate tennis skills involving ground stroke vs. volley techniques, intermediate serves, doubles and mixed class competition.

PE 119 (S) Cycling

An introduction to cycling, (both road & mountain bike), designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 125 (S) Lifestyle Fitness

An exercise class designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in the fitness facility and pool as well as walking, running, inline skating and cycling in and around the natural environment of Pierce College.

PE 126 (S) Hard Core

This is a challenging core fitness workout using balances, coordination, stability and control. Stability balls, free weights, bands, Bosu and Pilates equipment are used.

PE 127 (S) Power Step

High-energy music combined with non-stop fun choreography and intensive training makes this the perfect way to rev-up your cardio training and improve your power and endurance. This class provides a moderate to high intensity workout and will daily give you a challenge while burning calories.

PE 128 (S) Power Pump and Toning

A whole body group workout that firms muscles in need of a tune-up by working with hand weights, barbells, exercise balls, BOSU balls and floor mats all choreographed to music.

PE 129 (S) Cardio Pump

Cardio Pump combines a high energy cardio workout with creative choreography using hand weights, bands and floor work designed to sculpt your abs and shrink the glutis while burning fat.

PE 131 (S) Body Conditioning

A self-paced and independent fitness program designed and monitored during class seminars that improve cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition using both aerobic and anaerobic exercises.

PE 132 (S) Jogging

Progressive running program to improve cardio-vascular endurance and to build stamina important in performing every day skills and activities, as well as fat percentage and improve overall health.

PE 133 (S) Beginning Aerobics

An introduction to step aerobic exercise designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 134 (S) Intermediate Aerobics

An intermediate class in step aerobic exercise designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 135 (S) Advanced Aerobics

An advanced class in step aerobic exercise designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 137 (S) Aqua Aerobics

Exercise in the pool using the resistance of the water to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 138 (S) Intermediate Salsa Dance

Intermediate level exercise in the pool using the resistance of the water to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 150 (S) Swing Dance

Beginning swing dancing skills designed to improve cardiovascular endurance, self esteem, social confidence and motor skills.

PE 151 (S) Beginning Salsa Dance

Beginning Salsa dance skills designed to improve cardiovascular endurance, self esteem, social confidence and motor skills.

PE 154 (S) Intermediate Salsa

Intermediate Salsa dance skills designed to introduce more challenging dance combinations, individual footwork technique, and the foundational elements Latin style while improving cardiovascular endurance, self esteem, social confidence and motor skills.

PE 156 (S) Latin Dance Style and Choreography for the Four Styles

Styling and choreography skills for the Latin dance “follow.” This course is designed to improve the dancer’s presentation, footwork and general style while performing various Latin dances as well as improving cardiovascular endurance, self esteem, social confidence and motor skills.

PHYSICAL SCIENCE (PS)

PS 101 (S) Introduction to Physical Science • GER-NS

Prereq: High School algebra or MATH 060 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.
PHYS& 100 (5) General Physics I • GER-NS
(Formerly PHYS 115)
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 vector operations, solution of physics equations, units and dimensions, and vectors.

PHYS& 121 (5) General Physics II • GER-NS
(Formerly PHYS 114)
Prereq: PHYS 121 with a grade of at least 2.0
An introductory algebra based course in mechanics including study of motion, force, work, energy, momentum, collision and rotational motion. Lab included.

PHYS& 122 (5) General Physics III • GER-NS
(Formerly PHYS 112)
Prereq: PHYS 121 with a grade of at least 2.0
An introductory algebra based course presenting the topics of heat, thermodynamics, waves, sound, light and optics. Lab included.

PHYS& 200 (5) Introduction to Law • GER-SS (formerly LAW 205)
Introduction to the nature of law and the operation of the legal system; includes discussion of representative substantive law and analysis of the interaction between legal institutions and interest groups.

PHYS& 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.

PHYS& 203 (5) International Relations • GER-SS
Designed to develop the ability to identify the terms and concepts common to international relations; analyze the problems inherent in a multipolar, interdependent nation-state political system; and evaluate the ways in which the various global actors attempt to deal with these problems.

PHYS& 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.

PHYS& 210 (5) United States Federal Indian Policy • GER-SS
Prereq: ENGL 101, POLS 202, and placement at college level reading (or READ 101) or instructor permission
Course will examine the relationship between Native Americans and the U.S. government from a policy perspective. Specifically the politics, economics, geography, demographics, and social effects of the implementation of policy by the U.S. government towards Native Americans.

PHYS& 230 (5) State and Local Government
Politics and policy making at the state and local level in the United States federal system.

PSYC 101 (5) Intro to Political Science • GER-SS
(Formerly POLS 281)
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.

PSYC 102 (4) Career and Life Skills
Provides students with appropriate social, workplace, and problem solving skills necessary to research and identify a vocation that meets their personal and professional goals. Includes aptitude and interest testing, application strategies, and resume/cover letter development.

PSYC 104 (3) Human Relations and Life Skills (formerly PSYCH 100)
Assists to develop life skills and to implement personal achievement goals. Strong focus on self-development and goal setting.

PSYC 105 (1) Human Relations/ Human Values Seminar
Group experience designed to emphasize the affective domain of human growth. Focuses on varied aspects of people’s emotions, feelings, values, and the relationship of these to intellectual pursuits and making life more meaningful.

PSYC 106 (2) Human Relations Seminar
– See HUMAV 125, 126, 127.

PSYC 119 (2) Disabilities in Society
Prereq: Instructor permission
Examines the rights and responsibilities of individuals with disabilities as guided by the Americans with Disabilities Act. Provides opportunities for leadership, self-advocacy, team-building and community maintenance skills.

PSYC 140 (3) Job Search Strategy
Tools and techniques to prepare the student to obtain employment. Includes goal setting, occupational planning, job search information, completing labor market surveys, and interview techniques.

PSYC 163 (3) Behavioral Psychology I
Offered through Extended Learning
A study of behavioral techniques. Focus is on the techniques of increasing wanted behavior and decreasing unwanted behavior.

PSYC 164 (3) Behavioral Psychology II
Offered through Extended Learning
Prereq: PSYC 163 and instructor permission
A study of behavioral techniques. Focus is on stimulus response chains and the process of natural consequences.

PSYC& 200 (5) General Psychology • GER-SS
(Formerly PSYCH 101)
A general study of human growth and development, providing a broad understanding of the human life cycle through contributions of psychology, anthropology, sociology, biology, and medicine.

PSYC 201 (5) Psychology of Personal Growth • GER-SS
The study of personality, adjustment and the application of psychological principles to problems met by normal people in everyday life.

PSYC 210 (5) Social Psychology • GER-SS
Prereq: PSYC 100
A survey of the effects of social influence on an individual’s thoughts and/or behaviors.

PSYC 215 (5) Group Experience
Small group theory and practice applicable to working with both in-patient and out-patient agency settings. Designed to further develop the student’s ability to lead counseling groups in the social service/mental health professions.

PSYC 220 (5) Abnormal Psychology • GER-SS
(Formerly PSYCH 235)
Prereq: PSYC 100
A study of the history, etiology, diagnosis and treatment of abnormal behavior.

PSYC 230 (5) Intro to Personality • GER-SS
Prereq: PSYC 100
A survey of contemporary personality theory, assessment and change.

PSYC 270 (5) Theories of Counseling & Interviewing
Prereq: PSYC 100
Theories, methods and techniques of counseling and interview.

READ 055 (3-4) Reading Development
Designed to prepare students for college level reading through vocabulary development, identification of main ideas, and drawing inferences.

READ 075 (3 or 5) Reading Tactics
Prereq: READ 075 or placement recommendation
Reading Tactics focuses on refining reading comprehension methods, vocabulary development, and learning study skills necessary for success in college level courses.

READ 101 (3-5) College Reading
Prereq: READ 075 or placement recommendation
Designed to improve a student’s critical reading skills, comprehension, vocabulary and speed needed for college reading.

READ 102 (2) Speed Reading
Designed to improve reading speed while maintaining comprehension through the use of skimming and scanning techniques and vocabulary building.
REAL 103 (2) Accelerated Reading
Focuses on a variety of techniques to increase reading speed.

REAL ESTATE (REAL)
Offered through Extended Learning.

REAL 120 (3) Real Estate Purchase & Sale Agreements (Home Study)
Prereq: Real Estate License or instructor/advisor permission
A course for new licensees that primarily relates to preparation of the purchase and sale agreement, including the elements that will result in a binding legal document for each transaction. Meets requirements of RCW 18.85.095.(3)

REAL 125 (6) Washington Real Estate Fundamentals
Course is accepted for 60 clock hours prior to the application for state licensure examination (WAC 308-124H-035).

REAL 135 (3) Principles of Appraising
Introductory course required for appraiser licensing and certification. The course will include the following: methods of assigning value, economic principles impacting appraisals, forms of ownership, appraisals, principles of supply and demand, replacement and reproduction costs, depreciation, and the principles of sales comparison approach and the income capitalization approach. Course will also explore methods for resolving discrepancies between value indicators and will examine emerging issues in the appraisal of real property.

REAL 150 (3) Introduction to Real Estate Property Management
Prereq: Instructor permission
Introduction to functions in residential property management, property analysis, value, and the real estate survey process. Maintenance, rental and operating policies, tenant relationships, financial result analysis, and the Washington Landlord Tenant Act, RCW 59.18.

REAL 160 (3) Real Estate Practices
Prereq: Real Estate License
Explore agency relationships, listings and pricing techniques, in-depth analysis of the purchase and sale agreements, and methods of accurately estimating closing costs for buyer and seller. Property management, fair housing laws, and government considerations, environmental issues, and commercial real estate sales and leasing will also be covered.

REAL 205 (3) Real Estate Brokerage Management (Home Study)
Prereq: Real Estate License
Required prior to application for real estate broker’s licensing examination. Practical administration of brokerage, including managerial functions, with special emphasis on budgeting, managing sales, advertising, sales training, and market analysis. Meets requirements of RCW 18.85.090. 18.85.140. 18.85.215, and WAC 308-124H-036.

REAL 210 (3) Real Estate Business Management
Prereq: Real Estate License
Course required prior to application for broker’s licensing examination. Topics include: starting and financing a service-oriented business, developing a business plan, examining factors impacting the site selection process, designing an economically-feasible office, listing technology and communication equipment, preparing a marketing plan, summarizing the phases of financial management, and recruiting, hiring, and training office staff and affiliated licensees.

REAL 235 (3) Appraisal Procedures
Prereq: REAL 135 for instructor permission
Class meets the guidelines developed by the Appraisal Qualification Board for basic appraisal procedures. Students will apply the principles learned in “Principles of Appraising” by developing form reports, and also relating this same information to narrative reports. This course includes an overview of approaches to value; valuation procedures; property descriptions; and residential application. Newly adopted Fannie Mae forms will be used in this course.

REAL 240 (5) Residential Appraisal Series
Prereq: REAL 135 & 235
This five-credit course is designed to meet Washington State pre-licensing educational requirements for appraisers. Topics include: Section 1: Residential Market Analysis and Highest and Best Use (15 hours), Section 2: Residential Appraiser Site Valuation and Cost Approach (15 hours) and Section 3: Residential Appraiser Report Writing and Case Studies (15 hours), Case Study Projects (5 hours).

REAL 250 (3) Residential Appraisal Sales Comparison and Income Approaches
Prereq: REAL 135 & 235
This three-credit course is designed to meet the Washington State pre-licensing educational requirements for appraisers in Residential Sales Comparison and Income Approaches (30 hours).

REAL 260 (3 or 5) Real Estate Law
Prereq: Real Estate License
Required course for broker’s licensing examination, introducing the legal system, forms of ownership, title and transfer theory, agency law and contract law. Course includes review of laws impacting the real estate industry.

RUSSIAN
See WORLD LANGUAGES.

SIGN LANGUAGE
See WORLD LANGUAGES.

SOCIAL SCIENCE (SOS)

SOC 210 (3) Student Leadership Development
Prereq: Instructor permission
Experiences for campus student leaders, encompassing practice and leadership style.

SOCIAL SERVICE-MENTAL HEALTH (SSMH)

SSMH 100 (5) Introduction to Human Services
An introduction to the social service field. To include ethics, job requirements, case management, referral systems, and current theories and issues in the field.

SSMH 120 (5) Introduction to Correctional Mental Health
Prereq: Instructor permission
Introduction to correctional mental health including characteristics of mentally ill offenders; techniques for system/behavior management, impact of MIO’s on staff and prison setting, and basic treatment planning.

SSMH 121 (2) Basic Psychopharmacology in Mental Health
An introductory course designed to help human service workers understand the psychiatric uses of psychotropic medications in mental health. Includes discussion of side effects and interactions.

SSMH 125 (4) Observation and Intervention Skills
(same as DD 125)
Offered through Extended Learning
Behavioral observation and recording techniques, report formats, interview styles, basic behavior management and referral techniques.

SSMH 145 (3) Social Service Team Building
This course explores the range of organizations and institutions that interface with the social service network, and the relationships within that network. Methods to foster cooperation, collaboration, and teamwork among each of the players in the system is explored.

SSMH 155 (3) Family Disruption
Exploration of the impact of disruptions in the family when a child experiences losses, with emphasis on disruptions when a child is placed in foster care, residential treatment, or other alternative living or treatment arrangements. The dynamics of attachment, separation, loss, and grief are examined.

SSMH 170 (5) Mental Health Interviewing and Assessment
Prereq: SSMM 100 or instructor permission; SSMM 245 recommended
Introduction to helping skills and interpersonal communication as used in community mental health settings. Students will learn basic communications, interviewing, and assessment skills as used in community mental health settings.

SSMH 185 (3) Identity and the Family
Exploration of the formation of identity, values, and self-concept in a family context. Personal family history as well as cultural and attitudinal factors are explored.

SSMH 190 (3) Behavior Management in the Family
Explores theories of behavior management in the family. Emphasis is on learning to foster and create a positive climate, to prevent behavior problems and manage their impact when problems occur.

SSMH 201 (5) Social Service-Mental Health Field Experience
Prereq: SSMM 100, 101, 170, 215 or instructor permission

SSMH 202 (5) Social Service-Mental Health Field Experience
Prereq: SSMM 215

SSMH 251 (5) Social Service-Mental Health Field Experience
Prereq: SSMM 215
A career-related work experience, under qualified supervision, enabling the student to apply professional/technical knowledge, values, and skills as preparation for employment in the social service-mental health field. Minimum of 120 hours field work plus mandatory seminar.

SSMH 210 (3) Self-Care for Care Givers
This course helps the professional care provider master personal self-care techniques. The student will learn to identify and plan strategies to cope with the multiple stresses inherent in giving care.

SSMH 215 (5) Law and Ethics in Social Services
This course explores the legal and ethical issues in social services. Includes: counselor regulation, confidentiality, client rights, involuntary commitment, rights and responsibilities of mental health professionals, mandatory reporting, child welfare, case law, and standards of conduct.

SSMH 220 (1) Issues in Social Service-Mental Health

SSMH 221 (2) Issues in Social Service-Mental Health
Prereq: Instructor/Permission

SSMH 222 (3) Issues in Social Service-Mental Health
The study of social issues within the context of the Social Service-Mental Health service environment.

SSMH 230 (3) Abuse in the Family
A course designed to familiarize students with problems of abuse in the family. Examines types of abuse, definitions, frequency, views of causation, as well as approaches to intervention and prevention.
See COLLEGE SUCCESS (COLLG).

**SOCIETY (SOC)**
SOC 101 (5) Introduction to Sociology • GER-SS
(formerly SOC 110) Group life of people exploring, but not limited to, the scientific explanations of social phenomenon, diversity of cultures and social classes, Social institutions, and micro and macro explanations of people's social interactions.

SOC 201 (5) Social Problems • GER-SS (formerly SOC 230)
A critical review of socio-culturally defined problems facing our world on a micro and macro level.

SOC 211 (5) Marriage and the HOME • GER-SS
Personal relationships, interaction and social influence as they relate to preparation for marriage, family living and family problems in modern society. Sociological perspectives and theories.

SOC 212 (5) Sociology of Death • GER-SS
A study of the meaning of death; the effects of death on the family; the rituals of death, dying and bereavement; the child and death; and rebuilding death disrupted systems.

SOC 220 (5) Gender Roles in Society • GER-SS
A study of how gender roles are developed in society from the sociological perspective. Dimensions examined include the process of socialization, family, and social relationships, implications for self-concept, and social opportunities. The historical and cross-cultural aspects are reviewed.

SOC 280 (5) Sociology of Social Work
A course designed to explore the field of social work from a sociological perspective.

**TECHNOLOGY (TECH)**

Most technology classes are offered through Contracted Education and are not available at the Fort Steilacoom and Puyallup sites.

TECH 107 (3) Blueprint Reading Provides instruction in blueprint reading. Emphasis on maintenance facilities, including, but not limited to: mechanical, electrical, structural and architectural drawings of various facilities.

TECH 108 (3) Defensive Driving Techniques & Radio Communications
Topics presented will be weather and road conditions, braking systems, safety equipment and its use, high speed driving rules, repairs, evacuation situations and procedures, preventive intervention techniques, FCC regulations, and emergency codes.

TECH 109 (4) Facility Maintenance
Provides instruction in handling hazardous chemicals, use of ladders, weather proofing, roof systems and care, fire extinguisher use and maintenance, power equipment maintenance, plumbing and sewage systems, electrical systems, heating, ventilation and cooling, energy management systems, boiler maintenance and operations, and blueprint reading.

TECH 113 (3) Fundamentals of Plumbing Maintenance
Introduction to plumbing maintenance, including Drain/Waste/Vent systems, rough-in and trim-out, and emergency repair techniques.

TECH 116 (3) Basic Electricity
An overview of electrical theory and application. Topics include parts of a circuit, basic electrical components, DC and AC sources, types of circuits, resistance, inductance, capacitance, three-phase, distribution, code, and schematics.

TECH 117 (3) Fundamentals of Construction Maintenance
Introduction to construction maintenance, including framing, trusses, interior and exterior siding, taping basics, and texturing operations.

TECH 118 (3) Fundamentals of Electrical Maintenance
Introduction to electrical maintenance, including switches and devises, code requirements and application of electrical maintenance.

TECH 119 (3) Fundamentals of Heating, Ventilation and Air Conditioning Maintenance
Introduction to preventive maintenance and repair of heating, ventilation and air-conditioning system.

TECH 121 (1-5) Handling Hazardous Materials
Provides instruction in handling hazardous materials. Includes required standards, types of chemicals, hazardous material safety data sheets, and identification of workplace hazards.

TECH 123 (2) Energy Management Systems
How to manage energy resources including electricity, natural gas, fuel oil, and water. Learn the difference between energy management and energy conservation. An examination of heating ventilation and air conditioning systems and their associated controls. Students will learn how to do an energy audit on a building.

TECH 124 (3) Survey, Construction and Blueprint Reading
A survey of orthographic drafting, drafting conventions, scales, street and utility plan presentations and conventions, datums, elevations, sections, and descriptions and staking conventions.

TECH 125 (2) Emergency Response Team: Search and Rescue
Overview of basic skills needed to respond to their community’s immediate needs in the aftermath of a major disaster, when emergency services are not immediately available.

TECH 126 (3) Introduction to Power
Includes safety programs, proper use of power tools, preventive and corrective maintenance, simple repairs.

TECH 135 (4) Potable Water Applied Problems
Prepares Apprentice Program, Tacoma Public Utilities, Water Division Application of mathematical principles to potable water problems.

TECH 138 (4) Water Distribution
Survey course in water distribution system history, types, local, state and federal regulations, operating, and maintenance procedures.

TECH 139 (4) Water Quality
A basic survey course in water quality including characteristics, criteria and standards, treatment processes and water quality system monitoring.

TECH 140 (2) Basic Computer Applications
Learn the basic operations of personal computer systems, specific applications of Tacoma Public Utilities’ data base programs and their application to Tacoma Public Utilities.

TECH 141 (5) Basic Water Hydraulics, Pumps and Pumping Systems
Prepares Permission of City Tacoma – Water Division Apprenticeship Committee Overview of water hydraulics and their application to water transmission systems. Course will also include information on basic pump theory and practices.

**VETERINARY TECHNOLOGY (VT)**

VT 100 (2) Introduction to Veterinary Technology
Survey of the veterinary medical profession and the role of the technician within the profession. Outlines job opportunities, ethics and husbandry terms for various species including breed identification and basic nutrition.

VT 101 (4) Animal Nursing I
Prepares First year standing in the VT program.
The handling and restraint of small animals in medical nursing. Administration of medications and sample collection as related to nursing care of the hospitalized animal.

VT 104 (4) Animal Nursing II
Prepares First year standing in the VT program.
Introduction to the preparation of the surgical patient, assisting the doctor in sterile surgery, pre and post-operative care of the patient, performing basic dental prophylaxis.

VT 105 (3) Animal Nursing III
Prepares First year standing in the VT program.
Care and treatment of domestic and exotic animals to include both research and private practice applications.

VT 107 (2) Medical Dosage for Veterinary Technicians
Prepares First year standing in the VT program.
Medical Dosage is an individual study course designed to help the VT student develop an accurate method of dosage calculations and conversions.

VT 110-112 (1) Ward Care Laboratory I-III
Prepares First year standing in the VT program.
Practical experience in daily animal care for professional, stable and ward facilities. This includes maintaining hospital patient records, cleaning and sanitizing holding facilities, supplying proper nutrition and handling post-surgical patients and treatments.

VT 122 (5) Veterinary Clinical Pathology and Parasitology
Prepares First year standing in the VT program.
A lecture/laboratory course covering procedures needed for identifying internal and external parasites and blood parasites. Performing and interpreting urinalysis, conducting blood chemistry tests. Performing complete necropsy procedures, collecting tissue samples and perform other in-hospital diagnostic tests.

VT 123 (3) Large Animal Nursing
Prepares First year standing in the VT program.
Lectures on large animal husbandry. Labs involve techniques and procedures in basic restraint and treatment of horses and farm animals.

VT 125 (6) Animal Anatomy and Physiology I
Prepares First year standing in VT program.
Study of animal body structure and function beginning with cellular components and including selected major body systems.

VT 126 (3) Animal Anatomy and Physiology II
Prepares First year standing in VT program.
Continuation of VT 125 to study animal body structure and function by including additional major body systems.

**THEATRE**
See DRAMA.

**SPANISH**
See WORLD LANGUAGES.

**SPEECH**
See COMMUNICATION STUDIES (CMST).

**STUDY SKILLS**
See COLLEGE SUCCESS (COLLG).
VT 150 (5) Introduction to Clinical Microbiology
Prereq: First year standing in the Veterinary Technology Program.
Veterinary Technology course that introduces students to the major microorganisms of clinical importance in veterinary medicine.

VT 215 (6) Animal Hospital and Office Procedures
Prereq: Second year standing in VT program.
Veterinary Technology course offering a broad view of typical vet clinic office procedures. Emphasis placed on the role of the veterinary technician in professional settings.

VT 220 (4) Public Health and Sanitation
Prereq: Second year standing in VT program.
Lectures on public health, as it applies to veterinary medicine, and the role of the veterinary technician. Covers epidemiology, zoonosis, environmental public health, including meat and food hygiene.

VT 222 (4) Hematology for Veterinary Technicians
Prereq: Second year standing in VT program.
Study of blood formation, including recognition of normal and abnormal blood cells from domestic and exotic animals, and accurate performance of the CBC.

VT 223 (3) Applied Equine Techniques
Prereq: Second year standing in VT program.
Advanced equine techniques commonly used in large animal practice, including breeding farms and at racetracks.

VT 224 (4) Veterinary Clinical Laboratory Principles
Prereq: Second year standing in VT program.
Advanced laboratory principles and techniques in hematology, urinalysis, cytology, bacteriology and parasitology.

VT 230 (4) Anesthesiology and Intensive Care
Prereq: Second year standing in VT program.
Practical field experience with weekly seminar.

VT 240 (3) Animal Diseases
Prereq: Second year standing in VT program.
Lecture course which covers the fundamental disease processes and the roles of the veterinary technician. Covers veterinary pathology, nursing care and laboratory procedures which apply to the particular disease syndrome.

VT 250 (2) Radiology for Veterinary Technicians
Prereq: Second year standing in VT program.
A study of radiography with emphasis on basic machine structure, fundamental radiographic techniques, correct animal patient handling, and achieving technical quality. Includes both small animal and large animal techniques.

VT 251 (3) Pharmacology for Veterinary Technicians
Prereq: Second year standing in VT program.
An introduction to pharmacology in which various drugs are considered as they relate to the physiological systems. Emphasis on pharmacodynamics, pharmacokinetics, metabolism, and pharmacology rather than therapeutic aspects of pharmacology.

VT 252 (4) Special Techniques and Projects
Prereq: Second year standing in VT program.
Selected assignments covering all technical procedures learned in the Veterinary Technology Program.

■ WORLD LANGUAGES
(formerly Foreign Language)

■ AMERICAN SIGN LANGUAGE (ASL)
(formerly SIGN)

ASL 111 (1) Introduction to American Sign Language I
Offered through Extended Learning.
Intensive course in beginning American Sign Language. Includes core vocabulary, numbers, parameters of a sign, non-manual Grammatical Markers, Non-manual Signs, pronouns, and finger spelling techniques.

ASL 112 (1) Introduction to American Sign Language II
Offered through Extended Learning.
Prereq: ASL 111 or permission of instructor.
Continuation of ASL 111 course content. Course will include additional core vocabulary and numbers, and will explore the different educational philosophies available for teaching deaf children.

ASL& 121 (5) American Sign Language I - GER-HM
(formerly SIGN 101)
A beginning course in American Sign Language (ASL) using conversation methods. Includes basic grammar, finger spelling, vocabulary, and an introduction to the deaf culture.

ASL& 122 (5) American Sign Language II - GER-HM
(formerly SIGN 102)
Prereq: ASL& 121 with a grade of 2.0 or better; or one year HS equivalent or inst. permission. A continuation of American Sign Language I with an emphasis on generating and developing stronger expressive and receptive skills. Includes an introduction to various types of numbers, use of classifiers, basic storytelling techniques, and a broader cultural awareness.

ASL& 123 (5) American Sign Language III - GER-HM
(formerly SIGN 103)
Prereq: ASL& 122 with a grade of 2.0 or better; or 2 years high school equivalent or instructor permission. A continuation of American Sign Language II with a focus on vocabulary development and storytelling techniques. Includes more advanced use of classifiers, and introduction to deaf expressions, advanced grammatical features and a continued study of the deaf culture.

ASL& 221 (5) American Sign Language IV - GER-HM
(formerly SIGN 201)
Prereq: ASL& 123 with a grade of 2.0 or better; or 2 years HS equivalent or inst. permission. Emphasis is placed on receptive and expressive skill development and fluency.

■ CHINESE (CHIN)
(formerly CHN)

CHIN 121 (5) Chinese I - GER-HM
(formerly CHN 101)
The first quarter of a first-year sequence to help the student acquire the ability to speak, read, and write Chinese.

CHIN 122 (5) Chinese II - GER-HM
(formerly CHN 102)
The second quarter of a first-year sequence designed to help the student acquire the ability to speak, read, and write Chinese.

CHIN 123 (5) Chinese III - GER-HM
(formerly CHN 103)
The third quarter of a first-year sequence designed to help the student acquire the ability to speak, read, and write Chinese.

■ FRENCH (FRCH)
(formerly FRNCH)

FRCH 121 (5) French I - GER-HM
(formerly FRNCH 101)
The first quarter of a sequential beginning course in spoken and written French language.

FRCH 122 (5) French II - GER-HM
(formerly FRNCH 102)
Prereq: FRCH 121 with a grade of 2.0 or better; or 1 year high school French plus placement in ENGL& 101 or inst. permission.
Continuation of FRCH 121 stressing speaking, reading, writing, and understanding the French language.

FRCH 123 (5) French III - GER-HM
(formerly FRNCH 103)
Prereq: FRCH 122 with a grade of 2.0 or better; or 2 years high school French plus placement in ENGL& 101 or inst. permission.
Continuation of FRCH 122 stressing speaking, reading, writing, and understanding the French language.

FRCH 221 (5) French IV - GER-HM
(formerly FRNCH 201)
Prereq: FRCH 123 or 3 years high school French or instructor permission.
Provides vocabulary building, grammar development, and practice in oral and written communication through study of various aspects of the French-speaking world.

FRCH 222 (5) French V - GER-HM
(formerly FRNCH 202)
Prereq: FRCH 221, 4 years high school French or instructor permission.
Provides vocabulary building, grammar development, and practice in oral and written communication through study of various aspects of the French-speaking world.

 ■ GERMAN (GERM)
(formerly GERM)

GERM 121 (5) German I - GER-HM
(formerly GERM 101)
The first quarter of a first-year sequence to help the student acquire the ability to speak, read, write, and understand the German language and culture.

GERM 122 (5) German II - GER-HM
(formerly GERM 102)
Prereq: GERM 121 with a grade of 2.0 or better; or 1 year German plus placement in ENGL& 101 or instructor permission.
Continuation of GERM 121 stressing speaking, reading, writing, and understanding German.

GERM 123 (5) German III - GER-HM
(formerly GERM 103)
Prereq: GERM 122, or instructor permission.
Continuation of GERM 122 stressing speaking, reading and writing.

GERM 221 (5) German IV - GER-HM
(formerly GERM 201)
Prereq: GERM 123, or 3 yrs H.S. German or instructor permission.
Provides vocabulary building, grammar development, and practice in oral and written communication through study of various aspects of Germans-speaking countries. Specific cultural topics will vary at instructor’s discretion.

GERM 222 (5) German V - GER-HM
(formerly GERM 202)
Prereq: GERM 221, or 2 years German plus placement in ENGL& 101 or instructor permission.
Provides vocabulary building, grammar development, and practice in oral and written communication through study of various aspects of Germans-speaking countries. Specific cultural topics will vary at instructor’s discretion.

GERM 223 (5) German VI - GER-HM
(formerly GERM 203)
Prereq: GERM 222, or 3 years German or instructor permission.
Provides vocabulary building, grammar development, and practice in oral and written communication through study of various aspects of Germans-speaking countries. Specific cultural topics will vary at instructor’s discretion.

■ JAPANESE (JAPN)
(formerly JPN)

JAPN 121 (5) Japanese I - GER-HM
(formerly JPN 101)
The first course of a first-year sequence to help the student acquire the ability to speak, read, write, and understand Japanese.

JAPN 221 (5) Japanese II - GER-HM
(formerly JPN 201)
Prereq: JAPN 121, or 2 yrs high school Japanese or better.
Continuation of JAPN 121 stressing speaking, reading, writing, and understanding Japanese.

JAPN 222 (5) Japanese III - GER-HM
(formerly JPN 202)
Prereq: JAPN 221, 3 years high school Japanese or instructor permission.
Continuation of JAPN 221 stressing speaking, reading, writing, and understanding Japanese.

JAPN 223 (5) Japanese IV - GER-HM
(formerly JPN 203)
Prereq: JAPN 222, or 3 years Japanese or instructor permission.
Provides vocabulary building, grammar development, and practice in oral and written communication through study of various aspects of Japanese-speaking countries. Specific cultural topics will vary at instructor’s discretion.
JAPN& 122 (5) Japanese II
• GER-HM (formerly JPNSE 102)
Prereq: JAPN& 121, one year H.S. Japanese, or instructor permission
The second course of a first-year sequential course providing the student with the ability to speak, read, write, and understand Japanese.

JAPN& 123 (5) Japanese III
• GER-HM (formerly JPNSE 103)
Prereq: JAPN& 122, two years of H.S. Japanese, or instructor permission
The third course of a first-year sequential course providing the student with the ability to speak, read, write, and understand Japanese.

JAPN 130 (3) Conversational Japanese
An exposure to the Japanese language through listening, speaking and autography recognition. Students will learn how to handle basic life skills in Japanese.

JAPN 135 (2) Japanese Vocabulary
This course is designed to build basic vocabulary for students traveling to Japan.

KOREAN (KREA) (formerly KOREAN)
KREA& 121 (5) Korean I
• GER-HM (formerly KOREAN 101)
The first quarter of a first-year sequential course to give the student the ability to speak, read, write, and understand Korean.

KREA& 122 (5) Korean II
• GER-HM (formerly KOREAN 102)
Prereq: KREA& 121 or instr. permission
Continuation of KREA& 121 stressing speaking, reading, writing, and understanding the Korean language.

KREA& 123 (5) Korean III
• GER-HM (formerly KOREAN 103)
Prereq: KREA& 122 or instr. permission
Continuation of KREA& 122 stressing speaking, reading, writing, and understanding the Korean language.

KREA& 221 (5) Korean IV
• GER-HM (formerly KOREAN 201)
Prereq: KREA& 123 or instr. permission
The 1st quarter of a second-year Korean course stressing listening, speaking, reading, and writing.

KREA& 222 (5) Korean V
• GER-HM (formerly KOREAN 202)
Prereq: KREA& 221 or instr. permission
The 2nd quarter of a second-year Korean course stressing listening, speaking, reading, and writing.

KREA& 223/5 (Korean VI)
• GER-HM (formerly KOREAN 203)
Prereq: KREA& 222 or instr. permission
The 3rd quarter of the second-year Korean course stressing listening, speaking, reading, and writing.

RUSSIAN (RUSS) (formerly RUSSN)
RUSS& 121 (5) Russian I
• GER-HM (formerly RUSSN 101)
The first quarter 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 (formerly RUSSN 102)
Prereq: RUSS& 121, 1 year high school Russian or instructor permission
Continuation of RUSS& 121 stressing speaking, reading, writing, and understanding.

RUSS& 123 (5) Russian III
• GER-HM (formerly RUSSN 103)
Prereq: RUSS& 122, 2 years high school Russian or instructor permission
Continuation of RUSS& 122 stressing speaking, reading, writing, and understanding.

RUSS& 221 (5) Russian IV
• GER-HM (formerly RUSSN 201)
Prereq: RUSS& 123 or 3 years H.S. Russian or instructor permission
The first quarter of second-year Russian, stressing conversation, comprehension and writing.

RUSS& 222 (5) Russian V
• GER-HM (formerly RUSSN 202)
Prereq: RUSS& 221, 3 years H.S. Russian or instructor permission
Continuation of second-year Russian stressing Russian literature, conversation, and culture.

RUSS& 223 (5) Russian VI
• GER-HM (formerly RUSSN 203)
Prereq: RUSS& 222, 3 years H.S. Russian or instructor permission
To improve skills in reading, writing, speaking, and comprehending the Russian language through Russian literature.

SPANISH (SPAN)
SPAN& 121 (5) Spanish I
• GER-HM (formerly SPAN 101)
A first-year sequential course to give the student the ability to speak, read, write and understand Spanish.

SPAN& 122 (5) Spanish II
• GER-HM (formerly SPAN 102)
Prereq: SPAN& 121, 2 years of H.S. Spanish placement in ENGL& 101; or instructor permission
Second quarter of first-year Spanish stressing speaking, reading, writing, and understanding Spanish.

SPAN& 123 (5) Spanish III
• GER-HM (formerly SPAN 103)
Prereq: SPAN& 122 with a grade of 2.0 or better; or 2 years of H.S. Spanish plus placement in ENGL& 101; or instructor permission
A continuation of first-year Spanish stressing speaking, writing, reading and understanding.

SPAN& 221 (5) Spanish IV
• GER-HM (formerly SPAN 201)
Prereq: SPAN& 123 or 3 years high school Spanish or instructor permission
Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor’s discretion.

SPAN& 222 (5) Spanish V
• GER-HM (formerly SPAN 202)
Prereq: SPAN& 221, 4 years H.S. Spanish or instructor permission
Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor’s discretion.

SPAN& 223 (5) Spanish VI
• GER-HM (formerly SPAN 203)
Prereq: SPAN& 222, 5 yrs. H.S. Spanish or instructor permission
Provides vocabulary building, grammar development, and practice in oral and written communication through the study of various aspects of the Spanish-speaking world. Specific cultural topics will vary at instructor’s discretion.
An A to Z guide to learning resources, campus services and student life opportunities available at the colleges.
Access & Disability Services
FS: (253) 964-6501
PY: (253) 840-8400

Pierce College seeks to provide a fully integrated learning experience for students with disabilities by addressing physical and attitudinal barriers and promoting a campus climate that is conducive to full participation.

Services and academic adjustments are designed to ensure that students with a disability have equal access to all college activities and programs. These adjustments include, but are not limited to: accessible facilities, guidelines for use of service animals, alternate formats of educational materials and testing procedures, sign language interpreters, readers and scribes. Assistive equipment offerings range from voice recognition systems to assistive learning devices. For the most current resources contact Access and Disability Services.

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act mandate that students with disabilities have equal access to all student services and educational programs. However, essential requirements of courses may not be modified.

Contacts with Access and Disability Services are confidential. Policies and procedures for services to students with disabilities are available at www.pierce.ctc.edu or may be requested from the Access and Disability Services office or the Office of the Vice President for Learning and Student Success at each college.

Assistance & Information
FS: (253) 964-6501
PY: (253) 840-8400

The admissions office at Fort Steilacoom or the registration office at Puyallup is the place to go for information on admission, classes, instructors, advisors, college services and events, or for referral to a specific person or department for further assistance.

Another valuable information resource is the advising center, where you can get information on programs and courses offered through the college, degree and transfer program requirements, access to catalogs from other Washington colleges, help in selecting classes and referral to other resources as needed. Refer to the advising section in the GETTING STARTED section of this catalog for more information.

EMERGENCY CAMPUS CLOSINGS
Pierce College classes may be canceled in case of snow, extreme cold or other emergency. For information about campus closures, check for announcements on the following television and radio stations, or on the Internet:

- TV stations: KING TV 5, KIRO-TV 7, KOMO TV 4, KCPQ 13.
- AM radio: KIRO (710), KBGI (1210), KCIS (630), KGY (1240), KIXI (880), KLAY (1180), KKNW (770), KOMO (1000), KRPX (1090).
- FM radio: KBKS (106.1), KBGI (97.3), KCMS (105.3), KGY (96.9), KIRO (100.7), KJRR (95.7), KLSY (92.5), KMPX (94.1), KMTT (103.7), KPLU (88.5), KPLZ (101.5), KUBE (93.3), KUOW (94.9), KVTI (90.9), KXXO (96.1), KCYW (96.5), KZOK (102.5).
- Public Schools Emergency Closure System Web site: www.schoolreport.org

VOTER REGISTRATION INFORMATION
Voter registration information is available in the registration office, student programs and library at Pierce College Fort Steilacoom and Pierce College Puyallup.

Athletics
FS: (253) 964-6613
PY: (253) 840-8415
www.pierce.ctc.edu/athletics

Raider Athletics at Pierce College provide the opportunity for students to participate in intercollegiate athletics in the highly competitive Northwest Athletic Association of Community Colleges (NWAAACC), composed of 35 regional members.

The Raiders field teams for women in volleyball, basketball and fastpitch softball and for men in soccer, basketball and baseball. If you are interested in trying out for one of these teams, contact the athletics department at Fort Steilacoom or the office of student programs at Puyallup.

Admission to Raider athletic events is free with a student i.D. card. Schedule information may be obtained in the athletics department at Fort Steilacoom or the student programs office at Puyallup.

Bookstore
FS: (253) 964-6508
PY: (253) 840-8411

Owned and operated by Pierce College, the bookstores at Pierce College Fort Steilacoom and Pierce College Puyallup carry all required textbooks and a full line of school supplies for your class needs. The bookstores also have a selection of calculators, study aids, best-selling books, software, imprinted clothing, gift items, confections and cards for all occasions.

A mini-bookstore facility at McChord serves students at that site.

Campus Safety
FS: (253) 964-6751
PY: (253) 840-8481
www.pierce.ctc.edu/safety

Pierce College does not tolerate criminal activities in its facilities or on its grounds. The college encourages staff, students and visitors to immediately report any such activities — including threats, harassment or family violence — to campus safety. Other services provided include lost and found, escort service, disabled vehicle service and building access with proper authorization.

Assistance with sudden illness, injury or other emergency while attending Pierce College is available through the campus safety office at either college.

Child Care Assistance

EVENING CHILD CARE PROGRAM
FS: (253) 964-6691

The Evening Child Care Program provides quality care to meet the needs of children whose parents are taking evening classes at Pierce College Fort Steilacoom. The program is designed to meet the physical, emotional, social and cognitive development of the children enrolled.

For a nominal fee, parents may enroll their children aged three years (toilet-trained) to eight years old. The program is available Monday through Thursday from 4:00 to 8:30 p.m. during Fall, Winter and Spring quarters. The program is closed during breaks and all holidays observed by the college. Children must be registered for the quarter. No drop-in care is available. Applications are available in the advising office.

For a nominal fee, parents may enroll their children aged three years (toilet-trained) to eight years old. The program is available Monday through Thursday from 4:00 to 8:30 p.m. during Fall, Winter and Spring quarters. The program is closed during breaks and all holidays observed by the college. Children must be registered for the quarter. No drop-in care is available. Applications are available in the advising office.
CHILD DEVELOPMENT CENTERS
Milgard Child Development Center (FS): (253) 912-3680
Garnero Child Development Center (PY): (253) 840-8415

The Pierce College Child Development Centers provide a place where the needs of the child come first. The centers provide a high quality early childhood program that nurtures the growth, development and education of children, students and their families while creating a model of quality early childhood education. The centers provide affordable, accessible child care in a quality early childhood environment that recognizes children, parents and staff as part of a campus-based learning community.

For more information about the centers and the application process, go to the Web site at www.pierce.ctc.edu, e-mail children@pierce.ctc.edu or call the appropriate number listed above.

Computer Centers

Computer labs at both colleges provide exceptional quality, service and cutting-edge computing resources to fulfill the academic needs of the Pierce College community.

FORT STEILACOOM COMPUTER LABS
(253) 964-6310

The computer labs enable students to work on projects, accomplish computer-related academic assignments through software applications, the Internet and e-mail. The labs are located in the Olympic, Cascade and Sunrise buildings. All computers in our labs are connected to the Internet and to high-speed laser printers.

The primary computer lab is located in the Olympic building, room O301. Special-needs computers are located in the Cascade building, room C526. Students who prefer the use of Macintosh computers will find them in the Sunrise building, room SN112, and three are also available in SN121.

DIGITAL DESIGN LAB – FORT STEILACOOM

The digital design lab is a state-of-the-art facility offering full digital design capabilities for hands-on experience. The lab has 27 PC and Macintosh computers with single and dual 19-inch flat panel monitors. A wide variety of digital design software and peripheral equipment is available, such as digital cameras, photo negative scanners and camcorders.

PUYALLUP COMPUTER LABS
(253) 840-8437

The Computer Resource Center at Puyallup provides the combination of a large open lab (C272) with two integrated computer classrooms (C270/C274) supporting all instructional programs. These facilities are open for the use of students, faculty and staff. Qualified personnel are always available to provide assistance. The computer classrooms are also used as open labs when available.

Equipment consists primarily of IBM-compatible microcomputers. Color and laser printing are standard throughout the computer labs. Complete scanning services include optical character recognition. Some computer stations provide CD and DVD burning capabilities. A wide variety of software including word processing, database, spreadsheet and presentation programs is always available. In addition, various programming languages are installed as needed for coursework. All the facilities have unlimited access to the Internet and free e-mail.

Dental Clinic

FS: (253) 964-6694

The Pierce College Dental Hygiene clinic, located at the Fort Steilacoom campus, provides low-cost preventive and restorative dental procedures to Pierce College students, families and the community. Dental Hygiene students perform oral health assessments, x-rays, teeth cleanings, periodontal therapy, sealants, limited restorative procedures (tooth-colored and silver fillings) and fluoride treatments under the expert instruction and guidance of the Dental Hygiene faculty comprised of licensed dental hygienists and dentists.

To determine eligibility for services at the dental hygiene clinic, a preliminary examination must occur first that verifies whether your dental needs align with the learning needs of our students. For a preliminary examination appointment, please call (253) 964-6694.

Note that procedures typically take longer than in a private dental office due to the instructional and evaluative time required to ensure that the patient’s treatment by our clinic is satisfactorily met.

Clubs & Organizations

FS: (253) 964-6614
PY: (253) 840-8415

Many opportunities are available to students seeking involvement in co-curricular and extracurricular activities. A wide variety of clubs and organizations address the needs of students with similar social, cultural, recreational, professional and academic interests. Officially recognized clubs are eligible for funding from the Associated Students and may use college facilities for meetings and special events. For information about joining a club or chartering a new club, contact the clubs coordinator in the student programs office at either college or visit the Student Life Web site.

Dental Clinic
Employment/Career/Job Search Services

Job Connections (FS): (253) 964-6651
Job Connections (PY): (253) 864-3385

The goal of Job Connections is to provide opportunities for students to explore career options and to make connections with:

**FUNDING/TRAINING**
- Worker Retraining/WorkFirst — a collection of programs and services designed to provide training for people who are unemployed or underemployed. Financial assistance may be available if you are:
  - receiving unemployment benefits, have received unemployment benefits in the past 24 months, or have exhausted your unemployment benefits
  - a working parent with a small household income or receiving DSHS/WorkFirst cash assistance, or
  - a homemaker who now needs to financially support yourself and your family.
  - told that you will need additional training to remain employed.
  Contact Workforce at (253) 964-6265.

**EMPLOYMENT**
- WorkSource WA at www.go2WorkSource.com — Internet access to available jobs, job links and career links by occupation and/or location within Washington State.
- Job Board — Job search for students seeking employment with area employers.
- Work Study — Part-time employment opportunities for students receiving financial aid.

**SELF-DIRECTED ASSESSMENT**
- WOIS (Washington Occupation Information System) — Self-directed career and labor market information utilizing computer software and printed materials includes information regarding job duties, work settings, wages, employment outlook, training required and school information.
- Workforce Explorer: Provides Washington labor market and job information, as well as economic, occupational, industry and regional reports. Go to: www.workforceexplorer.com.

**OTHER SERVICES**
- Résumé writing assistance, review and feedback.
- Informational handouts for how to complete résumés, interview tips and employment applications.
- Career library books and other printed material to provide career and labor market information.

Fitness Facilities/Recreation

FS: (253) 964-6612
PY: (253) 840-8472

**FORT STEILACOOM FACILITIES**
The Fort Steilacoom Health Education Center will open for recreational use to students, staff, faculty and the general public during the 2007-08 academic year. Activities to be offered include physical education classes, continuing education fitness classes, Raider Intercollegiate Athletics and intramurals. The facility will house an exercise area containing a variety of weight and cardio training machines, as well as a gymnasium for intercollegiate volleyball and basketball and for intramural sports. Adjacent to the Health Education Center is Fort Steilacoom Park, which offers an excellent area for jogging and walking.

**PUYALLUP FACILITIES**
Various opportunities for fitness and recreational activities exist at Pierce College Puyallup. The College Center, adjacent to an outdoor multipurpose sports court, houses a newly furnished student lounge with a pool table, video games, air-hockey, football and ping-pong. Sport and game equipment may be checked out from the student programs office with a student ID card. Stop by room C210 in the College Center or call the number above for information.

The Health and Education Center at Puyallup focuses on student health and wellness. The facility includes state-of-the-art equipment that targets strength, functional and cardio exercise. It also includes an exercise room where a variety of physical education classes are offered, lockers, showers and a multipurpose classroom. Audio and visual gear offer students opportunities for music and television showings. Wireless technology is provided as well as furniture designed for comfort. Equipment for free check out includes medicine, stability and Bosu balls; exercise and yoga mats; jump ropes; agility hurdles and ladders; and much more. Towels for day use are included in the $15 consumable fee. The center is fully funded by student recreation and fitness center fees.

Food Service

FS: (253) 964-6546
PY: (253) 840-8456

The cafeterias at Pierce College Fort Steilacoom and Pierce College Puyallup include a professional food service company that provides a full line of hot foods, grill and deli specialties, snack items and beverages. An Espresso bar and snack and beverage vending machines are also available at various locations throughout the campuses.

Fine Arts Gallery

FS: (253) 964-6535
www.pierce.ctc.edu/art

The Fine Arts Gallery on the fifth level of the Olympic building at Pierce College Fort Steilacoom presents monthly exhibits (October through May) of works by Pierce College art faculty, professional artists and area high school art students. The year concludes with the annual Pierce College student art competition and exhibit in May.
Health Insurance/Education

FS: (253) 964-6614
PY: (253) 840-8415

STUDENT HEALTH & DENTAL INSURANCE
Student Programs at Fort Steilacoom and Puyallup have information on health and dental insurance for uninsured students.

HEALTH & WELLNESS INFORMATION
Health and wellness information and activities are offered through various credit and non-credit classes and through programs sponsored by student activities.

AIDS AWARENESS & EDUCATION
Pierce College is committed to providing a safe and healthy educational environment and to providing education and information about the transmission and prevention of chronic, communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS). Consistent with existing law and in the interest of all concerned, the college takes appropriate measures to ensure a safe environment through educational services. At Pierce College Fort Steilacoom, AIDS education information is available in the Women & Family Services office and Student Programs. At Pierce College Puyallup, information is available in the health and wellness brochure rack in the College Center and Health and Education Center.

Human Relations Instruction

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

A variety of two- and three-credit human relations/personal development/business management courses are offered every quarter throughout the school year to help students with self-awareness, interpersonal and self-development skills. Some of the topics include assertiveness training, choosing a major, job search strategies, career planning, career skills development, stress management, coping with life's challenges, disabilities in society, goal setting and the masculine mystique.

In addition, free non-credit group workshops and seminars are offered every quarter through the Student Success series. General topics include time management, note-taking, test-taking strategies, test/math anxiety, transfer process and developing effective study habits.

Library

FS: (253) 964-6547
PY: (253) 840-8300
www.pierce.ctc.edu/library

We are proud that Pierce College Library was named the Community College Library of the Year for 2005 from the National Association of College and Research Libraries! The libraries at both colleges encourage individual research and the exploration of ideas by connecting students, staff, faculty and community with the information needed for teaching and learning and by providing high-quality instruction to enhance information access and understanding. Resources are available in a variety of formats including 90,000 books in print, 18,000 e-books online, 500 current periodicals, newspapers, maps, DVDs and videos, online databases, and much more.

The library's online catalog provides access to the collection at both college libraries, and students can access materials from both libraries through the college's courier service. If you need information that is not available at Pierce College, we can help you borrow material from other libraries through interlibrary loan.

The library provides access to online databases useful for student research, including popular and academic periodicals, online e-books, national and local newspapers, statistics and encyclopedias. Access to the library's catalog and most databases is available 24/7 through the library's Web site at www.pierce.ctc.edu/library.

Library users are encouraged to ask for help. Library faculty members can give you individual assistance and instruction from the reference desk during most hours the library is open. Library faculty are available through instant messaging (IM) any time the library is open, or you may e-mail at your convenience. Use the icons and information on the library's homepage for access to these services.

Classroom instructional sessions on library research also may be arranged. HUMAN 101 and ENGL 149 are research-related courses that are offered on a regular basis.

Individual carrels, group study rooms, casual lounge furniture and study tables accommodate a variety of needs. Carrels equipped with televisions, VCR and videocassette players are available for viewing. A Kurzweil reader that voices printed material and a Visual-Tek text enlarger are also available to help students with visual impairments.

Multimedia workstations in the libraries assist students in enhancing papers or projects with audio and video production. Instructional sessions can be provided on request.

Multicultural Student Services

FS: (253) 964-6799
PY: (253) 840-8472

Multicultural student services promotes the recruitment, retention and successful completion of educational programs for students of color. The office fosters a college climate embracing a multicultural curriculum, support services and student activities. Diversity adds value to the college community, and the multicultural student services programs serve as a catalyst for creating a deeper awareness of the benefits of a pluralistic society. The office is an advocate and dynamic change agent on behalf of students of color. The office influences the college environment by monitoring, developing and advocating for policies and procedures that are relevant to the needs of students of color. Moreover, the office assists students of color in developing skills necessary to assure college success and by creating a place that is safe, nurturing and welcoming.

Multicultural student services facilitates and implements success strategies for students of color. Some of the services include:

- promoting access and student success.
- providing academic advising, educational planning, career exploration and student programs that support students of color.
- maintaining a center as a focal point for services to students of color.
- assisting with financial aid and scholarship process.
- advising and supporting ethnic clubs.
- sponsoring leadership development activities.
Music Performance Groups

FS: (253) 964-6572  
PY: (253) 864-3202  
www.pierce.ctc.edu/music

Several large music performance groups are open to students and community members. They include Concert Choir, Concert Band, Farwest Vocal Jazz Choir, Jazz Band and Concert Orchestra. On occasion, smaller groups are organized as student interests arise.

The larger performing groups present quarterly concerts and, on occasion, participate in collegiate and high school festivals. Humanities credit is available by enrolling in any of the above groups. Non-major participation is encouraged and welcomed. Some groups require auditions.

Those who wish more information on any of the music performing groups or other departmental information are encouraged to call the phone numbers above or visit the department’s Web site: www.pierce.ctc.edu/music.

Parking

FS: (253) 964-6751  
PY: (253) 840-8481  
www.pierce.ctc.edu/parking

Pierce Transit — (253) 581-8000  
www.piercetransit.org

Public Transportation

Both colleges are conveniently served by Pierce Transit bus lines. Brochures about routes and schedules are available at the registration counters at either college. For additional information on special rate passes, carpools and vanpools, regional reduced fare permits and other route and schedule information, call Pierce Transit at the number shown above or visit their Web site.

SLAM (Student Literary & Arts Magazine)

FS: (253) 964-6408  
PY: (253) 840-8396  
www.pierce.ctc.edu/studentlife/slam

SLAM, the Student Literary and Arts Magazine, is an annual publication dedicated to showcasing the creative abilities of Pierce College district students through stories, poems, dramas, essays and works of art. Students also help determine the layout and design of the publication. The annual release for SLAM occurs in May. Copies are available free of charge in a variety of college locations.

Students wishing to submit works for consideration or participate in the publication’s production should contact one of the numbers above.

Student Activities

FS: (253) 964-6614  
PY: (253) 840-8415

Student activities are coordinated by a student team at each college. These boards plan cultural, social, educational, health and wellness and recreational events for the students of Pierce College. The calendar of activities and events includes speakers, musicians, comedians, dances, films, outings and tournaments on both campuses.

In addition, student programs help support campus clubs and organizations, theater productions, musical performances held by the college’s vocal and instrumental music groups and athletics.

Students who serve on the activities boards gain experience in event planning, promotion, budget management and public relations. They also gain skills in communication, leadership, interpersonal relationships, teamwork. If you are interested in participating in student activities, contact the student programs office at either college or visit the Student Life Web site.

Student Government

FS: (253) 964-6614  
PY: (253) 840-8472

Student government serves as the representative voice of the students of Pierce College. All Pierce College students may express opinions, interests and concerns regarding their educational experience through their elected representatives in student government.

Student government leaders develop and implement procedures and policies dealing with student affairs and work closely with faculty, staff and administrators to represent the students’ perspective in the college governance process. Each college has an approved student constitution that governs the activity of student government and its programs and organizations. A copy of the constitution and bylaws is available in the student programs office of either college.

At Fort Steilacoom, student government officers are elected from the student body each spring. Members include a president, vice-president and five senators-at-large.

Puyallup student government includes a president, vice president for government concerns, vice-president of activities, two representatives, and a secretary/treasurer. Elections for representatives are held every fall. The president, vice presidents and secretary/treasurer are selected each spring.
You are encouraged to take part in the leadership opportunities this organization has to offer. Contact student government or student programs for more information or visit the Student Life Web site.

### Student Newspapers

**THE PIONEER, FS:** (253) 964-6604  
**THE PUYALLUP POST, PY:** (253) 840-8496

By joining one of the college’s newspaper staff, you can earn college journalism credits while you gain practical experience in writing and reporting, editing, photography, desktop publishing and advertising sales. Both student newspapers are designated public forums.

The Pioneer, Fort Steilacoom’s award-winning student newspaper, is published every two weeks during fall, winter and spring quarters. All staff positions are paid, including freelance.

The Puyallup Post is published at Puyallup three times a quarter during fall, winter and spring quarters. The newspaper covers issues on the growing college to keep students, staff and faculty informed. The newspaper offers numerous opportunities for students to work or volunteer on the newspaper staff.

### Theatre/Film Productions

**FS:** (253) 964-6535

Auditions for theater productions are open to anyone who wants to benefit from an educational theater setting. Each production offers learning experiences for students and other volunteers in set design and construction, promotion, wardrobe, makeup, props, stage management, lighting, sound and special effects, as well as acting. Both cast and crew have the opportunity to work with talented veterans as well as stage newcomers, under the guidance of highly trained directors and designers, with full backstage support.

Beginning Winter Quarter 2009, cast and crew will enjoy unique training opportunities afforded by the new Black Box theatre at Fort Steilacoom with state-of-the-art lighting and sound systems. Look for the Puyallup theatre to be completed in 2009.

Pierce College Theatre prides itself on presenting plays that are artistically challenging for technicians and actors, as well as exciting for audiences. Opportunities are also available for students to explore digital film production technology and make movies.

For more information on the Theater program, see the PROGRAMS OF STUDY section of this catalog.

### Transitional Education Centers

**Transitional Education Center (FS) — (253) 964-6657**  
**Transitional Education Center (PY) — (253) 840-8463**

The program goals are based on the Pierce College mission to provide quality education to prepare learners to live and work successfully in an ever-changing world. The goals of the centers are:

- to provide the support services necessary for retention and college success.
- to develop in each learner the skills, competencies and attitudes necessary for the attainment of personal goals.
- to make possible educational opportunities for all learners.

### ADULT BASIC EDUCATION and GED PREPARATION

Adult Basic Education (ABE) is for students who want to brush up on their basic skills of reading, writing and math, or who want to pursue their GED but need some work on the basic foundations first. Students who are under the age of 18 need to have a high school release form in order to enroll. Students must take a placement test to determine their level. Call (253) 964-6714 (FS) or (253) 840-8463 (PY).

All state residents 19 years of age or older are eligible to take the GED test. Applicants under 19 may be tested providing they have completed a Request for Approval to Test for Certificate of Educational Competency signed by their high school’s representative. Questions regarding eligibility and schedule for testing may be made through the testing center at either college or on the link from the Pierce College Web site.

### ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program offers six levels of coursework in reading, writing, speaking and listening. Courses are appropriate for a range of students: those who have very little English to those who want to pursue academic degrees in the United States. Students must take a placement test to determine their level. Call (253) 964-7325 (FS) or (253) 840-8463 (PY).

### PRE-COLLEGE COURSES

Courses are offered in English, reading, math, spelling and grammar to help students succeed in subsequent college-level course work. These courses also serve as a means to transition from preparatory work to college-level and assist in the successful attainment of academic, career and life goals.

### COLLEGE-LEVEL COURSES

College-level courses are offered through the learning centers which provide academic alternatives to the structured classroom. Reading and study skills classes offer an opportunity for better preparation in other course work.

### MATH LAB

The Math Lab at Pierce College Fort Steilacoom provides instruction in basic math and introductory and intermediate algebra in a setting which meets the needs of students’ schedules and diverse learning styles. Call (253) 964-6734.

### HIGH SCHOOL COMPLETION PROGRAM

The Pierce College High School Completion Program is for anyone, age 16 and up, whose high school education was interrupted. Based in the Transitional Education Center, students earn a diploma recognized by the state of Washington, while working in a lab or distance learning environment. Prospective students will meet with an advisor for an evaluation of their previous high school transcripts and create an individualized program of study. For enrollment at Fort Steilacoom, call (253) 964-7324. For enrollment at Puyallup, call (253) 840-8461.

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1 ABE and ESL programs at Pierce College cannot serve people on tourist visas (B-2) or student visas (F-1). Students on B-2 or F-1 may register for courses under Intensive English under the International Education programs.
GED TESTING AND PREPARATION
Adults who have not completed high school may earn a Certificate of Educational Competency through the state of Washington with a satisfactory score on the General Educational Development (GED) Test. Pierce College is a testing center authorized by the GED Testing Service of the American Council on Education. For current information about test fees, contact the appropriate testing center — (253) 964-6439 (FS) or (253) 840-8455 (PY).

The college also offers GED test preparation courses each quarter. Classes focus primarily on math, writing and reading skills. For information on daytime or evening classes, contact Pierce College Fort Steilacoom at (253) 964-6657 or the Puyallup Learning Center at (253) 840-8463. There is a small tuition charge for these classes. Waivers are available for those who qualify.

TRIO Student Support Services (SSS)
FS: (253) 912-3644
E-mail: trio@pierce.ctc.edu
www.pierce.ctc.edu/edsupport/trio

TRIO Student Support Services (TRIO SSS) provides additional support to a select number of students (160) attending Pierce College Fort Steilacoom who are pursuing a transferable associate degree and intending to transfer to a four-year college upon completion. Services are free and include:

- Math review sessions for students testing into MATH 54/60-98.
- College classes, such as COLG 111: College Success.
- Scholarship and financial aid application assistance along with $10,000 of TRIO scholarship funds awarded annually.
- Academic and transfer advising, including visits to local four-year colleges.

For additional information or to see if you qualify for TRIO services, please visit us at www.pierce.ctc.edu/edsupport/trio, stop by the Cascade building, room C425, or call us at the number above.

Funds are provided by a grant from the U.S. Department of Education through Aug. 31, 2010. Continuing funds dependent on grant funding.

Tutoring
FS: (253) 964-6737
PY: (253) 840-3387

The Tutoring Centers at Pierce College provide students with free peer-tutoring for most course offerings. Students may choose which kind of tutoring they prefer: drop-in, subject-specific study groups, individually matched appointments or online “chat” and appointment-based Blackboard tutoring. Tutoring is provided by carefully selected, highly skilled and dedicated individuals and is designed to supplement classroom instruction, cultivate strong study skills to promote independent leaners and support academic success.

Students wishing to become tutors must have a grade of 3.5 in the subjects they will tutor and maintain a 3.2 overall GPA. Tutoring positions are paid positions and do not require work-study eligibility.

The Tutoring Centers are located in the Academic Resource Center (ARC) in room L207 at the Puyallup campus, or the Academic Support Center (ASC) in CS26 at the Fort Steilacoom campus. You can also visit the ARC and ASC Web sites for more information by going to www.pierce.ctc.edu.

Women & Family Services
FS: (253) 964-6298 / (253) 964-6297 • SN115

Information, support and services are available for students and community members through this Student Success department. Staff help students learn about, select and succeed in educational programs and training opportunities available district-wide. Students may benefit from information on services/resources available within the college community and connections to area agencies. Support specialists help students develop strategies for successful completion of programs and for making progress towards educational and employment goals. In-depth programs are available to assist students in clarifying interests, developing goals and transitioning from home to school and from school to work.

LIFE TRANSITIONS PROGRAMS
(formerly Displaced Homemaker Program)
FS: (253) 964-6298 • (253) 964-6234

The Life Transitions Program provides career transition courses, specialized workshops and individualized help for county residents who are approaching the workforce after an extended period of time. Workplace and Computer Fundamentals and PierceWorks! are two program options available to help students identify career interests, explore careers and plan the educational, training and employment steps needed to achieve long-term goals. Instruction in job search techniques and computer basics is also included. Homemakers (male or female) who now need to become the primary wage earner in their families due to changing personal circumstances and loss of financial support may benefit from program participation free of charge. Call for program information, eligibility details and start dates.

Writing Assistance
FS: (253) 964-6252
PY: (253) 840-8435

The Writers’ Center at Fort Steilacoom and the Puyallup Writing Center help student writers with all stages of the writing process and all writing tasks. Center advisors help with brainstorming, structuring, editing and format and are available for drop-in appointments. Call the center at either college for hours of operation. If the center is closed, you may leave a message and an advisor will return your call.
APPENDIX

Personnel

Glossary

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Campus Guides

Directories
Personnel

FULL-TIME FACULTY & ADMINISTRATION

ADAMS, JAMES I. Transition Services Manager, Pierce County Career Connection; B.A., San Francisco State University; M.A., University of Washington

ALEXANDER, LESIA A. Basic Skills Instructor, Western State Hospital; B.S. Metropolitan State College of Denver; M.A. Antioch University - Seattle

AMES, SUZANNE Vice President for Advancement/Executive Director of Foundation; B.A. University of Washington; M.B.A. City University

ARNOLD, DENISE L. Social Science/Mental Health Instructor/Coordinator (PY); B.S., Washington State University; M.A., Eastern Washington University; M.S., Western Washington University; B.A., Western Washington University; A.A., Central Washington University; A.A., Yakima Valley College

BACHMANN, EDWARD A. Director, Distance Learning; B.A., Western Washington University; M.A., Seattle Pacific University

BAIDA MEDINA, MARITZA E. Faculty Counselor/Advisor (FS); M.S., California State University, Long Beach

BARIA, JOAN W. Dean, Workforce Education; B.S., M.S., University of North Texas; Ph.D. (ABD), Texas Women’s University

BARNES, MICHELLE M. Parent Education Coordinator (PY); B.S., Western Washington University; M.Ed. Lesley University

BASSETT, KATHY B. Dental Hygiene Instructor (FS); B.S.D.H., Eastern Washington University; Graduate Certificate, City University of Seattle; M.Ed., Lesley College; R.D.H.

BATES, JOANNE Psychology Instructor (PY); B.A., Rhodes College; M.S. University of Tennessee; Ph.D., University of North Dakota

BALT-OALOGH, MARY Biological Science Instructor (FS); B.A., B.S., M.S., University of Washington

BEAUMONT, KATHLEEN Continuing Education Program Developer/Manager (FS); Associate in Digital Design, Pierce College; B.S., Southern Illinois University

BENDETTI, BIANCA. Director of Marketing and Communications; B.A., Central Washington University; M.Ed., Lesley University

BENNETT, CAMILLE Biology Instructor (FS); B.S.E., Osuachita University; B.S., University of Washington; M.Ed., University of Arkansas

BERGSTROM, TEAM C. Adult Basic Education Instructor (Transitional Education); B.A., Western Washington University; M.A., City University

BLOOMER, CIARA P. Computer Network Engineering Instructor (PY); B.S., B.S., M.S., University of Washington; B.S., University of Chicago

BLUM, DALE E. Technical Services Librarian (PY); B.S., M.S.B., Ph.D., University of Washington

BRASILE, FRANK Technical Services Librarian (PY); B.A., St. Bonaventure University; M.S., Western Washington University

BRAZELL, GREGORY C. Early Childhood Education Instructor/Coordinator (FS); B.A., Central Washington University; M.A., Lesley College

BREWER, IRENE C. Basic Skills Instructor (WSH); B.A., Eastern Washington University; B.A., Western Washington University; M.Ed., Lesley College

BROOKS, EVELYN M.L. Coordinator, PierceWorks; B.S., Southern Illinois University; M.A., Chapman University

BROOKS, KELLY D. Mathematics Instructor (FS); B.S., Spelman College; M.A., Eastern Washington University; B.A., Western Washington University; A.A., Central Washington University

BROWN, TOM H. Workforce Workforce Comprehensive Evaluations Manager (FS); B.A., University of California - Riverside; M.S. University of Laffance, California

BROOKS, THOMAS A. Geography Instructor (PY); B.A., B.A., California State University – Fullerton

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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.
Certificate: A specific program of study with employment as its primary purpose.
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 subject, for instance, ENG for English, or VT for Veterinary Technology.
Course number: The number used with the course abbreviation to refer to a specific course; for instance, "EGD 200". Course number is the descriptive name of a specific course; for instance, the course title for EGD 200 is "Cultural Geography.”
Credit or credit hour: The unit of measurement for the amount of work and/or time required for a course. A five-credit class will usually meet five hours a week. Also known as quarter hour.
Credit by exam: A method by which you can 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 that teach that subject.
Diploma: Awarded for successful completion of high school or Pierce's adult high school completion program.
Distribution requirements: See General education requirements and Related instruction.
Division: A group of related departments.
Drop a course: Withdrawal from a course before the quarter has ended.
DTA: Direct Transfer Agreement.
Elective: A course you choose to take which is not a core or required course for your program.
Emphasis: Concentrated study in a specialized area within a professional/technical or academic program of study.
Evaluation for graduation: The official process of determining which of the courses you have taken to date apply to the degree or certificate you are planning to earn and which courses you still need to take for that degree or certificate.
Evaluation of transfer credits: An official determination as to what extent the courses taken at another college will be allowed for credit at Pierce. Also, the determination by a four-year college as to which of your Pierce College courses will be allowed for credit at that institution.
Fee: An extra charge, in addition to tuition, required for certain courses to cover lab supplies, equipment, computer use, etc. Also refers to the comprehensive student fee and technology fee.
Financial aid: Monetary assistance made available to students, based on financial need, from various government and private sources.
Former student: A student who has not registered for one or more quarters (excluding summer quarter) and returns to continue his or her studies.
Full-time student: A student registered for a minimum of 12 credits in any given quarter.
GED (General Educational Development): A program for adults who have not graduated from high school and want to earn a certificate of high school equivalency.
General education requirements (GER): Requirements 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 in a quarter or other specified period of time.
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 in all courses taken this quarter by your cumulative grade point average is obtained by dividing total grade points on your record by total credits 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 of a particular class meets for the quarter.
Instructional quarter: The period of time running from the first instructional day through the last instructional day of a quarter.
International student: A student who is a citizen of another country and is in the U.S. on a non-immigrant visa.
Item number: The unique number assigned to a particular section of a particular course being offered during a quarter. Used when registering for that course.
 Ksioks: See Student Information Kiosk.
Lead 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.
MBA: 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 all 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, designed with degree, program or course. Also referred to as vocational.
Program of study: A group of courses leading to a particular degree or certificate.
Quarter: The designation for a school term. At Pierce, there are four: fall, winter, spring, summer.
Quarter hour: See credit.
Registration: The process of selecting, enrolling in and paying for courses.
Campus Guides
PIERCE COLLEGE FORT STEILACOOM
9401 Farwest Drive SW
Lakewood WA 98498-1999

DRIVING DIRECTIONS
From I-5, north or southbound, take the Gravelly Lake Drive exit (Exit 124) and turn west. Follow the directional signs to the college:
• Get in the left lane on Gravelly Lake Drive
• Turn left on Washington Boulevard (fourth light), which becomes Old Military Road
• Turn right on 112 St. SW. (second light)
• Turn left on Farwest Drive (one half-block, first left)
• Go about 1.5 miles to college on right.

BUILDING CODES*
CAS CASCADE: Registration, advising, financial aid, security, administration and faculty offices, cafeteria, student programs, dental hygiene
INT INTERNATIONAL HOUSE
OLY OLYMPIC: Early Childhood Education, art gallery, art and music departments, Central Washington University extension site, classrooms, computer lab
HEF HEALTH EDUCATION CENTER: Educational/wellness programs and fitness and recreational space
MIL MILGARD CHILD DEVELOPMENT CENTER
SNR SUNRISE: Classrooms, digital design lab
*See Construction Alert below for information on temporary relocations

NON-SMOKING CAMPUS
Pierce College Fort Steilacoom is a non-smoking campus with smoking in designated areas only.

CONSTRUCTION ALERT
The Fort Steilacoom campus continues to improve its facilities with a significant renovation to the Cascade Building. When completed, the renovation will provide a welcoming entrance, improvements to the Student Services area, a new Theatre, and expanded Library — all to better serve you! We ask for your patience while we continue this exciting project.
PIERCE COLLEGE PUYALLUP
1601 39th Avenue SE
Puyallup WA 98374-2222

DRIVING DIRECTIONS
From I-5, north or southbound, take the Puyallup exit (Exit 127) onto Highway 512 and proceed eastbound:
• Take the South Hill/Eatonville exit
• Turn right onto Meridian Street
• After the first light, merge into far left lane
• Turn left onto 37th Avenue, which becomes 39th Avenue
• Go approximately one mile to college on left

BUILDING CODES
ADM GASPARD
ADMINISTRATION BUILDING: registration, advising and administrative offices

CTR COLLEGE CENTER
BUILDING: dining area with cafeteria/coffee shop, interior commons, bookstore, high-tech computer labs, Student Programs, newspaper and CNE program

HEC HEALTH EDUCATION CENTER: educational/wellness programs and fitness and recreational space

CDP GARNERO CHILD DEVELOPMENT CENTER

LSC BROUILLET LIBRARY/SCIENCE BUILDING: library and science classrooms

NON-SMOKING CAMPUSS
Pierce College Puyallup is a non-smoking campus with smoking in designated areas only.

LEGEND
Smoking Shelter. No smoking within 30 feet of any entrance to any building.
General Parking
State Disabled Parking
Carpool Parking
Emergency Telephones (Contact with campus safety)
Construction Zone
### Web Directory

#### WWW.PIERCE.CTC.EDU

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PIERCe COLLeGE FORT STEILACOoM
9401 Farwest Dr. SW, Lakewood WA 98498-1999

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---|---|---|
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Adult Basic Education | 964-6657 | |
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Computer Labs | 964-6310 | |
Continuing Education | 964-6600 | |
Corrections Careers | 964-6407 | corrections@pierce.ctc.edu |
Counselors | 964-6525 | |
CWL at Pierce College | 964-6636 | |
Dental Clinic | 964-6694 | dh@pierce.ctc.edu |
Dental Hygiene | 964-6695 | dh@pierce.ctc.edu |

Division Offices

Arts & Humanities | 964-6535 | |
Business | 964-6680 | |
Science & Technology | 964-6245 | |
Social Science | 964-6679 | |
Transitional Education | 964-6657 | |

English as a Second Language | 964-7325 | |
Evaluations | 964-6610 | evaluations@pierce.ctc.edu |
EWU at Pierce College | 912-3642 | |
Financial Aid | 964-6544 | financialaid@pierce.ctc.edu |
Fine Arts Gallery | 964-6535 | |
Fitness Facilities | 964-6612 | |
GED classes | 964-6657 | |
GED Testing | 964-6439 | |
High School Completion | 964-7324 | |
International Ed/Intensive Eng. | 964-7327 | international@pierce.ctc.edu |
Library | 964-6547 | |
Math Lab | 964-6734 | |
Music | 964-6572 | |
Multicultural Services | 964-6418 | multicultural@pierce.ctc.edu |
Orientation | 964-6705 | advising@pierce.ctc.edu |
Outreach | 912-3740 | |
Parking | 964-6751 | |
Pioneer, The (newspaper) | 964-6604 | pioneer@pierce.ctc.edu |
President’s Office | 964-6533 | |
Registration/Records | 964-6615 | regrec@pierce.ctc.edu |
Running Start | 964-6705 | runningstart@pierce.ctc.edu |
Student Health Services (Counseling Center) | 964-6614 | |
Student Government | 964-6614 | studgov@pierce.ctc.edu |
Student Programs/Activities | 964-6614 | studprog@pierce.ctc.edu |
Testing | 964-6521 | testing@pierce.ctc.edu |
Theatre | 964-6535 | |
Transcripts (recording) | 964-6787 | transcripts@pierce.ctc.edu |
Transitional Education Ctr. | 964-6657 | alc@pierce.ctc.edu |
TRIO Office | 964-6572 | |
Tutoring | 964-6737 | tutoring@pierce.ctc.edu |
Veterans Services | 964-6505 | |
Veterinary Technology | 964-6708 | |
Women & Family Services | 964-6298 | wfs@pierce.ctc.edu |
Writers’ Center | 964-6252 | |

PIERCe COLLeGE PYUALLUP
1601 39th Avenue SE, Puyallup WA 98374-2222

Department | Phone | E-mail |
---|---|---|
Information | 840-8400 | |
Access & Disability Services | 840-8335/8477 TTY | dssaccess@pierce.ctc.edu |
Admissions | 864-3292 | puyadmis@pierce.ctc.edu |
Adult Basic Education | 840-8463 | |
Advising | 840-8431 | puyadvise@pierce.ctc.edu |
Athletics | 964-6612 | athletic@pierce.ctc.edu |
Bookstore | 840-8411 | bookstore@pierce.ctc.edu |
Career/Literacy/Job Connections | 840-8431 | pyucareer@pierce.ctc.edu |
Campus Safety | 840-8481 | security@pierce.ctc.edu |
Cashier | 840-8405 | cashiers@pierce.ctc.edu |
Child Development Center | 840-8415 | puycubs@pierce.ctc.edu |
Clubs & Organizations | 840-3302 | children@pierce.ctc.edu |
Continuing Education | 840-8452 | |
Counselors | 840-8443 | |

Division Offices

Natural & Social Sciences | 840-8333 | |
Business & Humanities | 840-8330 | |
Transitional Education | 840-3181 | |

English as a Second Language | 964-7325 | |
Evaluations | 964-6610 | evaluations@pierce.ctc.edu |
EWU at Pierce College | 912-3642 | |
Financial Aid | 964-6544 | financialaid@pierce.ctc.edu |
Fine Arts Gallery | 964-6535 | |
Fitness Facilities | 964-6612 | |
GED classes | 964-6657 | |
GED Testing | 964-6439 | |
High School Completion | 964-7324 | |
International Ed/Intensive Eng. | 964-7327 | international@pierce.ctc.edu |
Library | 964-6547 | |
Math Lab | 964-6734 | |
Music | 964-6572 | |
Multicultural Services | 964-6418 | multicultural@pierce.ctc.edu |
Orientation | 964-6705 | advising@pierce.ctc.edu |
Outreach | 912-3740 | |
Parking | 964-6751 | |
Pioneer, The (newspaper) | 964-6604 | pioneer@pierce.ctc.edu |
President’s Office | 964-6533 | |
Registration/Records | 964-6615 | regrec@pierce.ctc.edu |
Running Start | 964-6705 | runningstart@pierce.ctc.edu |
Student Health Services (Counseling Center) | 964-6614 | |
Student Government | 964-6614 | studgov@pierce.ctc.edu |
Student Programs/Activities | 964-6614 | studprog@pierce.ctc.edu |
Testing | 964-6521 | testing@pierce.ctc.edu |
Theatre | 964-6535 | |
Transcripts (recording) | 964-6787 | transcripts@pierce.ctc.edu |
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TRIO Office | 964-6572 | |
Tutoring | 964-6737 | tutoring@pierce.ctc.edu |
Veterans Services | 964-6505 | |
Veterinary Technology | 964-6708 | |
Women & Family Services | 964-6298 | wfs@pierce.ctc.edu |
Writers’ Center | 964-6252 | |

DISTRICT OFFICES

Chancellor’s Office | 864-3100 | |
College Relations | 864-3230 | |
Distance Learning | 964-6244/1-888-DLforME (toll-free) | distedu@pierce.ctc.edu |
Extended Learning | 912-3602 | |
Foundation | 864-3261 | |
Professional/Tech. Education | 864-6645 | proftech@pierce.ctc.edu |
Worker Retraining | 964-6265 | workers@pierce.ctc.edu |

MILITARY EDUCATION CENTERS 1-877-532-7698 (toll-free)

Pierce College at Fort Lewis | 964-6567 | ftlewis@pierce.ctc.edu |
Pierce College at McChord | 964-6606 | mchord@pierce.ctc.edu |