PIERCE COLLEGE
possibilities. realized.

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

I encourage you to look through this catalog and find the programs, activities and other opportunities that interest you. The possibilities are limitless. Our goal is to help you succeed. Let us know what you need to help you reach your educational goals.

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 they have heard about the quality of our environment from friends or relatives who either are, or have been students here. Our goal is to provide you with a first-rate experience, one that is recognized by so many people who have attended Pierce College.

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, math or life skills, 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 Colleges
More than 45 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 Joint Base Lewis-McChord, virtual education through its distance learning program, and extensive continuing education opportunities, as well as additional programs at sites throughout Pierce County.

PIERCE COLLEGE FORT STEILACOOM
At Pierce College Fort Steilacoom, learning takes place on a serene, 140-acre campus replete with its own lake, hiking trails, and views of Mount Rainier. The centerpiece of the college, the Cascade Building, has been transformed into a modern learning space with an expansive library and Welcome Center, while the college's newest building, the Rainier Science and Technology Building, aligns with the highest standards for environmental sustainability. In fall 2012, Pierce College will unveil its new Science Dome, the only 3D planetarium in the South Sound. The dome will show breathtaking images of the night sky and visually simplify complicated scientific concepts. The college is also home to the Milgard Child Development Center, where infants and children are nurtured in a family-like atmosphere, and the Health Education Center, a fully equipped recreation and fitness facility.

PIERCE COLLEGE PUYALLUP
Pierce College Puyallup occupies a beautifully wooded 85-acre site on Puyallup's South Hill, commanding a spectacular view of Mount Rainier. The campus features a large, modern library, state-of-the-art laboratories, and spacious classrooms. The college's newest addition is the Arts and Allied Health Building, which features the only performing arts center in East Pierce County. The theater provides an elegant location for plays, concerts, and guest speakers, providing a critical arts space for students and the community. In addition, the building is home to the J. Moceri Nursing Skills Lab, the centerpiece of Pierce's nursing program. The college also boasts the Garnero Child Development Center, a family-centered facility aimed at developing whole-child health and wellness, and the Health Education Center, a full-service fitness and recreation facility.

PIERCE COLLEGE EXTENDED LEARNING
Through Extended Learning, the Pierce College District offers continuing education courses, customized educational programs at Joint Base Lewis-McChord, a growing eLearning program, and a variety of adult basic education programs at sites throughout the county.

Educational Choices
Students planning to work toward a bachelor's degree or beyond can attend Pierce College for two years and transfer to a university with junior standing. Because class sizes are small at Pierce, students receive the personalized attention they need to be successful. In fact, research shows that transfer students from Pierce do as well at the University of Washington and Western Washington University as students who begin their careers at the four-year schools.

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

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

• DIRECT TRANSFER DEGREES
University transfer degrees are available in biology, business, construction management, pre-nursing, and elementary education, and in education areas of biology, chemistry, earth and space science, general science, math, and physics.

UNIVERSITY TRANSFER DEGREES
• ASSOCIATE OF SCIENCE (AS-T)
A degree for transfer to a four-year science program. Two options are available depending on the student's 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

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

For professional/technical degree and certificate requirements, please see “Degree and Certificate Requirements” in the PROGRAMS OF STUDY section of this catalog.

Extended Learning Options
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 the community.

Extended Learning provides customized educational services for the military, social and health services, and international students in several locations within Pierce County. Please visit the program website at www.pierce.ctc.edu/extended for additional information about any of the following programs.

CONTINUING EDUCATION
Continuing Education offers a wide variety of student-supported classes to meet the diverse needs of the population served by Pierce College. Day, evening and weekend classes are offered at a variety of locations across Pierce County. Programs include:

- Art and music
- Home and garden
- Communication and writing
- Computers
- Dental hygiene
- World languages/ sign language
- Dance
- Health and fitness
- Advanced medical coding
- Personal finance
- Professional development
- Small business development
- Career training
- World travel

A schedule of classes is mailed four times a year. For more information, call (253) 840-8452 or go send an email to CE-questions@pierce.ctc.edu.

CUSTOMIZED CONTRACTED TRAINING
In partnership with Tacoma Community College, Bates Technical College, and Clover Park Technical College, Pierce College now offers Invista Performance Solutions, a workforce training resource that provides customized, targeted worker training for businesses.

Invista pools the resources of all five Pierce County colleges with a larger network of schools across the country and Canada to provide high quality, diverse training for business owners and managers. For more information on Invista and the new training opportunities available locally, call (253) 583-8869.
**eLearning**

For students juggling work, family, and school, eLearning courses are a convenient option. These courses are affordable and transferable, just like traditional courses. In addition to classes that are held entirely online using software to create a virtual classroom, Pierce eLearning also has a growing list of hybrid courses, which combine reduced classroom hours with online learning, and web-enhanced classes, which add an online component with a more traditional classroom experience. To learn more about Pierce’s eLearning options, go to www.pierce.ctc.edu/el, or see “eLearning” in the ACADEMIC INFORMATION section of this catalog.

**INTERNATIONAL EDUCATION**

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

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

**STUDY ABROAD**

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

**MILITARY EDUCATION**

Pierce College’s learning centers at Joint Base Lewis-McChord serve the needs of active-duty military personnel, their family members, VA benefit recipients, and civilians. 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 evenings, at lunch times, mornings, afternoons, on Saturdays, and online. Advisors are available to help with educational planning.

**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.

See “Earning Credits” in the ACADEMIC INFORMATION section of this catalog for more information.

**GOARMYED**

Pierce College is 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 for classroom and distance learning courses. The portal provides access to college and army advisors, as well as a variety of degrees and term schedules. For more information, visit Pierce College GoArmyEd online at www.pierce.ctc.edu/military.

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

**TRANSITIONAL EDUCATION**

Pierce College offers a variety of courses to transition students 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, study skills, and student success.
- English as a Second Language, Adult Basic Skills, GED test preparation, and high school completion courses to help adults enter professional/technical training, advance in a current job or become more employable, or continue into college programs.

Call (253) 964-6657 at Pierce College Fort Steilacoom or (253) 840-8463 at Pierce College Puyallup for more information.

**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.**

**WORKFORCE EDUCATION**

Workforce Education supports the entry and re-entry of students and members of the Pierce County community into the workplace. Pierce College provides financial assistance to students through a variety of programs. Pierce also develops and funds educational and training programs that meet the needs of local employers. Workforce Education programs bridge the skills gap, helping people find fulfilling careers to support themselves and their families, while building the local economy. For more information, visit www.pierce.ctc.edu/dist/workforce/, or call (253) 964-6645, or visit the advising center at Pierce College Fort Steilacoom or Puyallup. Below is a summary of key programs:

**PROFESSIONAL/TECHNICAL TRAINING PROGRAMS**

Students can select from a wide variety of short- and long-term training programs designed for employment preparation. Faculty advisors work in coordination with the workforce education staff to provide support services and referrals. See the 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. Call (253) 964-6265 or visit www.pierce.ctc.edu/dist/workforce/retraining for details.

**WORKFIRST/WORK-STUDY**

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

**TRANSITION AND SUPPORT SERVICES**

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

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

**JOB CONNECTIONS/WORKSOURCE AFFILIATE**

Pierce College is a partner in a statewide system that provides access to countywide employment information and services. Job Connections maintains a job board and job seekers can use MyInterface, a free job-matching service linking registered users to a database of approved internship, work study, and job opportunities in the region. Call (253) 964-6265 or visit pierce.ctc.edu/dist/workforce/connections for details.
DSHS Programs
Pierce College provides educational programs and/or staff development training for Rainier School and Western State Hospital. These programs are provided under a contract with the Washington State Department of Social and Health Services.

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

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

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

The Five Core Abilities
Critical, Creative and Reflective Thinking
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 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. The District’s accreditation was most recently affirmed in 2010.

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

District Vision, Mission, Values and Institutional Outcomes

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

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

Values
* Learning
* Integrity
* Respect
* Accountability
* Sustainability

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

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

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

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

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

Admissions
Financial Aid
Assessment
Advising and Orientation
Registration
Tuition and Fees
Transitional Education
Veterans Services
Admissions

FS: (253) 964-6501
PY: (253) 864-3254

WHO MAY ENROLL

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

Anyone who is 18 years of age or older, or whose high school class has graduated, or is a high school graduate or has earned a GED, or has qualified for admission through Running Start or a successor program, may enroll at Pierce College. Students who are 16 or 17 years of age and do not meet the minimum admissions standards, must obtain written permission from the school district of residence before 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 underage admission exception. Students should begin the petition process prior to the start of the quarter they wish to attend by contacting the admissions office at Fort Steilacoom or Puyallup.

SPECIAL ADMISSION PROGRAMS

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

REQUIREMENTS FOR NON-U.S. CITIZENS

Students who are not U.S. citizens must present a Permanent Resident card, I-94, or other immigration documentation at the time of application or registration so that residency for tuition-paying purposes may be determined. In addition, individuals on non-immigrant visas must meet additional admission requirements. See “International Students” in this section.

MILITARY SITE ADMISSIONS

Please contact the military sites for registration information. See the Directory in the APPENDIX for contact information.

NEW STUDENTS

Students planning to work toward a degree, diploma, or certificate, or apply for financial aid, must submit an admissions form. There is a $25 non-refundable application fee for the general programs of study. The Dental Hygiene and Veterinary Technology programs also 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, English as a Second Language (ESL) program, Adult Basic Education (ABE), or General Educational Development (GED) programs.

For the Intensive English Program (IEP) designed for international students, there are additional requirements. See “International Students” in this section. No admissions form is required for enrollment at the military sites, unless a student will be receiving financial aid.

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

Fall quarter: Dec. 1
Winter quarter: Sept. 1
Spring quarter: Jan. 1
Summer quarter: March 1

SUBMIT AN ADMISSIONS FORM:

• Apply online at www.pierce.ctc.edu, or fill out a paper Pierce College Admissions form, available at either college, at high school counselors’ offices, and on Pierce’s website.

• Application forms for admission consideration into the Dental Hygiene and Veterinary Technology programs must be submitted to the admissions office at Pierce College Fort Steilacoom. Applications for admission consideration into the Nursing program must be submitted to the nursing office at Pierce College Puyallup.

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

FORMER STUDENTS

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

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

TRANSFER STUDENTS

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

TRANSFERRING CREDITS TO PIERCE COLLEGE

Credits earned at colleges and universities that are recognized by a regional accreditation association are generally accepted by Pierce College. Students with credits from other colleges or universities need to follow these steps to ensure their credits are transferred to Pierce:

• Submit admissions form to the college.
• Contact the former school(s) and request that official transcripts be sent to the admissions office at Fort Steilacoom. Hand-carried transcripts are accepted only when sealed in official letterhead envelopes for the issuing institution. Copied or faxed transcripts cannot be accepted as official. Transcripts may also be sent electronically by the issuing institution.
• Call the admissions office at Fort Steilacoom or Puyallup to make sure the transcript(s) has arrived.
• Once it is verified that the official transcript(s) are on file, and a student is currently enrolled in Pierce College classes, a Transfer Credit Evaluation form should be completed and returned to the district evaluations office at Fort Steilacoom. Upon completion of this request, the evaluations office will evaluate previous credits and send the results to the student. Students attending classes 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 (CTCs) offer reciprocity to students transferring within the CTC system. Students who have fulfilled some or all of their degree requirements at one college (for example, Quantitative Skills, Communications Skills, or Distribution Area requirements) will be considered to have met those same requirements if they transfer to another community or technical college in-state. Students must initiate the review process and be prepared to provide necessary documentation. For complete information, students should contact the evaluations office. Students are encouraged to pursue reciprocity as early as possible after transfer and, certainly, no later than when they apply for graduation.
RUNNING START STUDENT
Through the Running Start program, high school students may enroll in up to 15 college-level credits tuition-free. To be eligible, a student must:

- Be a junior or senior
- Have a high school cumulative GPA of 2.0 or higher
- Qualify as having college-level English, math, and reading skills through the COMPASS assessment.

Students attending private schools must be evaluated as juniors or seniors by a public high school official and enroll at that school. Home-schooled students must inform their local school district that they will be participating in Running Start, file an Intent to Home School form, and be evaluated as a junior or senior by their local school district. Prior to registering for classes, a Pierce College Running Start Eligibility form must be submitted to the Pierce College Steilacoom or Pierce Puyallup Running Start office.

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

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

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

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

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

INTERNATIONAL STUDENTS APPLYING OUTSIDE THE USA
Submit the following to the Pierce College Office of International Programs:

- A Pierce College International Student Application form
- International application fee of $50
- Academic records: proof of high school graduation or the equivalent, and official transcripts from the most recent high school or college
- A current financial guarantee, such as a bank statement showing sufficient funds or an Affidavit of Support, and a bank statement from a sponsor
- For direct admission to academic programs, documentation of English proficiency as outlined at www.pierce.ctc.edu/admissions/international/englishproficiency.

Email, fax or mail all materials to:
Pierce College International Programs
9401 Farwest Drive SW
Lakewood, WA 98498-1999 USA
Telephone: (253) 964-7327 Fax: (253) 964-6256
www.international@pierce.ctc.edu
www.pierce.ctc.edu/internationalstudents

INTERNATIONAL TRANSFER STUDENTS IN THE USA
Students already studying in the United States at another institution must send in all the documents listed in the previous section. In addition, Pierce College requires a Transfer-In form. Students must have their US school complete the form and send it back to Pierce for review.

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

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

HOST FAMILY PROGRAMS
Pierce College offers host family opportunities for international students. Contact the housing manager for additional information.

INSURANCE
All international students are required to have sufficient medical insurance for the duration of their studies at Pierce. Students may purchase insurance through the college at the time of registration for classes, or they may show proof of sufficient coverage with a pre-approved program. Students cannot enroll without insurance; see the website for details.

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

Financial Aid
District Website: www.pierce.ctc.edu/dist/financialaid
District E-mail: financialaid@pierce.ctc.edu
District Phone Number: (253) 964-6544

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

All prospective students are encouraged to apply for aid. Eligibility is determined through a careful assessment of the student's financial situation, taking into account personal and/or family income, assets, debts, number of dependents, and the estimated cost of attending Pierce College.

APPLYING FOR AID
Apply for financial aid as early as possible. The priority application dates are published on the financial aid website each year for the following academic year. Students must submit all of the required documents to the financial aid office by the published date to ensure the maximum amount of aid is available. Awards are made on a first-come, first-served basis for students whose files are complete.

If a student’s file is not complete by the priority application date, their aid award may not be ready by the first day of the academic
quarter. In that case, students must pay their own tuition and become eligible for reimbursement at a later time, dependent upon financial aid eligibility.

Pierce College also offers a Tuition Installment Plan (TIP) through the cashier's office. To apply for financial aid, 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. A college admission form is also required to complete this process.

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

- Complete a Pierce College admission form
- 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, as defined by the Pierce College Satisfactory Academic Progress (SAP) requirements. SAP for financial aid eligibility is explained in the materials sent to students with their financial aid notification.
- Not owe repayments or be in default on any federal student loans or grants
- Be registered with Selective Service (for males at least 18 years old, born after Dec. 31, 1959, and not active duty military)
- Have a high school diploma or GED, or demonstrated through official testing (Ability to Benefit - ATB) or other regulatory approved criteria.

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

**TYPES OF FINANCIAL AID**

**GRANTS AND SCHOLARSHIPS**

These funds do not have to be repaid unless a student withdraws from school during an academic term or does not meet SAP requirements.

- Federal Pell Grants provide a base of financial aid to which other aid is added as needed.
- Washington State Need Grants provide partial grant support for eligible Washington state residents.
- Washington State Tuition Waivers provide tuition grants for a limited number of state residents.
- Scholarships may be available from outside donors, financial aid office, academic department, and the Pierce College Foundation.
- Opportunity Grant Scholarships support certain professional/technical programs and are need-based.
- Federal Supplemental Educational Opportunity Grants are an additional source of federal grant aid for eligible students.

**EMPLOYMENT**

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

**LOANS**

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

**SPECIAL FUNDING**

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

- Receiving unemployment benefits, have received unemployment benefits in the past 24 months, have exhausted their unemployment benefits, or have been separated from active military service in the last 24 months.
- Working parents with a small household income or receiving DSHS/WorkFirst cash assistance.
- Homemakers who now need to financially support themselves and their families.

Contact the workforce development director at (253) 964-6265 or www.pierce.ctc.edu/dist/workforce for information on special funding opportunities.

**AGENCY FUNDED STUDENTS**

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

**OFFICIAL EMAIL USE**

All notifications from Pierce College Financial Aid will be made via the student e-mail system. This is the college's official means of communication with students. It is important that students establish a student e-mail account and check it regularly for important information.

**Assessment**

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

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

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

**Advising and Orientation**

FS: (253) 964-6705
PY: (253) 840-8431
www.pierce.ctc.edu/dist/admissions/getstarted/nso

At Pierce College, the advising team helps students clarify and achieve their educational goals. It is an ongoing process that is the responsibility of both student and advisor.

The purpose of advising is to:

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

New Student Orientation is required for all new students seeking a degree or certificate from Pierce College. The New Student Orientation sessions are an easy, convenient way to get all the information needed to start at Pierce College. Running Start students, as well as those who are planning to register for fewer than five credits or who are not seeking a degree or certificate from Pierce College, are not required to attend an orientation. Sessions are offered on a regular basis. See the Advising website at www.pierce.ctc.edu/dist/admissions/getstarted/nso for a schedule of orientation sessions.

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

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

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

LATE REGISTRATION
Students may register for a class without the instructor’s signature through the first three days of the instructional quarter. The instructor’s signature is required to register for a class on the fourth through the 10th day (eighth day during summer quarter) of the instructional quarter. Specific dates are published each quarter in the eSchedule. 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 and a non-refundable late enrollment fee will be charged.

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

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

CHANGING A SCHEDULE AFTER REGISTRATION
The dates for adding or dropping classes are listed in the eSchedule each quarter. To add or drop a class, students must go online or complete a Schedule Change Form and submit it to the registration office. If a class is dropped before the 10th day of the quarter (eighth day for summer quarter), no record of the class will appear on the student’s transcript. (This day varies if the class does not follow the regular college calendar.)

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

OFFICIAL WITHDRAWAL FROM THE COLLEGE
To officially withdraw from a class(es), students must go online or complete a Schedule Change Form and return it to the registration office by the last day to withdraw. See the quarterly eSchedule for specific dates.

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

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

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

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

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

Tuition and Fees
Tuition rates for Pierce College District are set annually by the state Legislature and the State Board for Community and Technical Colleges. Tuition rates and fees are posted on the Pierce College website at www.pierce.ctc.edu/dist/tuition.

Pierce College reserves the right to change, without notice, any fees to comply with state or college regulations and policies. The admissions and registration offices have the most current information available.

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 those conducted at the military or other sites.
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, transcripts, student kiosk maintenance, and student ID production. This fee is refundable on the same basis as tuition.

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

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

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

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

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

TUITION AND FEE REFUND POLICY
Students must officially withdraw from a class to receive a refund. Tuition refunds are made in accordance with the tuition and fee refund schedule available on the college website at www.pierce.ctc.edu/dist/tuition/refunds.

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

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

DEBTS TO THE COLLEGE
If a student has an outstanding debt to the college, the college may offset that debt against any refunds due to the student.

PROCEDURES FOR RECEIVING REFUNDS
Student must initiate the request for all refunds, including those due when a class is cancelled.

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

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

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

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

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

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

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

Active duty military and Washington State National Guard personnel physically stationed in Washington and their spouses and dependents can have the non-resident portion of their tuition waived by providing valid military identification and their most recent Leave Earnings Statement (LES) each quarter to the registration office at either college.

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

- Resided in Washington state for the three years immediately prior to receiving a high school diploma and completed their full senior year at a Washington high school.
- Completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma, and
- Continuously resided in the state since earning a high school diploma or its equivalent.

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

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

**RESIDENCY/CITIZENSHIP STATUS CHANGES**

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

**Transitional Education Centers**

**FS:** (253) 964-6657  
**PY:** (253) 840-8463

The program goals are based on the Pierce College mission to provide quality education to prepare learners to live and work successfully in an ever-changing world. The goals of the centers are to:

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

The following services and programs are offered in the centers:

**ADULT BASIC EDUCATION**† AND **GED PREPARATION**

Adult Basic Education (ABE) is for students who want to brush up on reading, writing, and math, or who want to pursue a GED but need some extra help with the basics first. Students who are under the age of 18 must submit a high school release form to enroll. Students must take a placement test to determine their level. Call (253) 964-6657 at Fort Steilacoom or (253) 840-8463 at Puyallup.

All state residents 19 years of age or older are eligible to take the GED test. Applicants younger than 19 may be tested if they have completed a Request for Approval to Test for Certificate of Educational Competency signed by their high school's representative. Questions regarding the testing schedule or eligibility may be made through the testing center at either college or through the testing website.

**ENGLISH AS A SECOND LANGUAGE**†

The English as a Second Language (ESL) program offers six levels of coursework in reading, writing, speaking, and listening. Courses are appropriate for a range of students, from those with very little English to those wishing to pursue academic degrees in the United States. Students must take a placement test to determine their level. Call (253) 964-7325 at Fort Steilacoom or (253) 840-8463 at Puyallup.

**GED PREPARATION AND TESTING**

Adults who have not completed high school may earn a Certificate of Educational Competency through the State of Washington with a satisfactory score on the General Educational Development (GED) Test. The college also offers GED test preparation courses each quarter. Classes focus primarily on math, writing, and reading skills. For information on daytime or evening classes, contact Pierce College Fort Steilacoom at (253) 964-6657 or the Puyallup Learning Center at (253) 840-8463. There is a small tuition charge for these classes. Waivers are available for those who qualify.

†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.
ACADEMIC INFORMATION

eLearning

Earning Credits

Grading System and Standards

Graduation

Records/Transcripts

Academic Standards

Student Rights and Responsibilities

Transfer Rights

Academic Calendar
eLearning
www.pierce.ctc.edu/el
E-mail: distedu@pierce.ctc.edu
Toll-Free: 1-877-ELforMe • (253) 964-6244
eLearning gives students the freedom to learn at their convenience. Moreover, eLearning courses are affordable and transferable, just like on-campus courses.

FREQUENTLY ASKED QUESTIONS
HOW DOES A STUDENT START?
Students are advised to consult an advisor to compare degree-planning needs with the courses offered at Pierce. A readiness self-assessment is available on the eLearning website for students to assess if eLearning is a good fit. To help ensure success, students are asked to consider enrolling in CIS 103: Online Learning – Getting Started.

WHAT COURSES ARE AVAILABLE?
Students can complete a general AA-DTA degree fully online. Check with an advisor to determine the options for a specific program of study.

ARE ALL ELEARNING CLASSES THE SAME?
Pierce College offers two primary types of courses. Most are quarterly schedule classes; a few are continuous entry.
Quarterly schedule courses follow the standard 10-week schedule (eight weeks in the summer). Students choose the time each day when it’s most convenient to do the coursework, but have deadlines to meet throughout the quarter.
Continuous entry courses are open for enrollment from the start of registration until each quarter’s last day to withdraw. These are typically self-directed with flexible deadlines. Completing the course by the end of the quarter is necessary for students who receive financial aid, are ready to graduate, or plan to transfer.

WHAT IS IT LIKE?
Online courses are real courses, not simplified versions of campus counterparts. Students should plan to spend roughly 15 hours a week in activities online, five out of seven days each week. Because students must overcome the challenge of replacing classroom experiences and conversing with instructors, it is necessary that they be organized self-starters who feel comfortable with technology.
For all online courses, students must have a laptop model computer connected to the Internet with an established and working Internet service provider. Online courses use computer software to create a virtual classroom. Enrollees receive a brief orientation as class starts.

WHAT IS WASHINGTON ONLINE (WAOL)?
WAOL courses are fully online offerings. Students and instructors from all over the state share these courses. At any time, students could be in the virtual classroom with students from many other colleges or the instructor could be at any community and technical college in Washington. Pierce offers a subset of the courses available.

WHAT IS PIERCE COLLEGE ONLINE (PCOL)?
PCOL courses follow the same system as WAOL courses. The essential difference is that all students and instructors come from Pierce College. Most of Pierce’s eLearning courses are PCOL.

WHAT ARE HYBRID AND WEB-ENHANCED COURSES?
Hybrid classes combine traditional classroom activities with a strong, required online component. Study and technology expectations are similar to those of PCOL/WAOL courses. Hybrids meet in a traditional classroom about half of the time, while the rest of the course activities are conducted online.
Web-enhanced classes are traditional face-to-face courses that use web-based components for distribution of course materials and out-of-class communication. Students still meet on the normal class schedule.

WHAT POLICIES AND PROCEDURES APPLY?
Generally, all policies and procedures relating to advising, admissions, registration, financial aid, placement testing, and other college or student services apply to eLearning students. Departments use e-mail, FAX, and telephones, in addition to Pierce’s Student Online Services, to support students who cannot come to either campus.
Students served by the WAOL Virtual Campus follow the policies and procedures that govern student conduct, disciplinary actions, and conflict resolution as put in place by the enrolling college. Jurisdiction and authority for discipline of students served by the WAOL Virtual Campus will rest with the enrolling college; however, administrators and faculty of the teaching college and/or the WAOL Virtual Campus staff may be included in investigations prior to final decisions regarding a discipline situation.

WHAT DOES IT COST?
eLearning 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. Pierce recommends that students work with a faculty advisor to plan the credit load that best meets their specific needs and educational goals.
Pierce College has established credit load guidelines to help students succeed. During fall, winter and spring quarters, the maximum credit load is 22 credits; during summer quarter, it is 18 credits. High school completion students receiving VA benefits may carry 20 credits during summer quarter.

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

PRIOR LEARNING ASSESSMENT
http://www.pierce.ctc.edu/go/pla
Prior Learning Assessment (PLA) is a term used by colleges to describe the process for learners to earn credit and gain recognition for their knowledge and skills. PLA supports the identification, documentation, assessment, and recognition of non-formal knowledge to be counted toward an academic degree, training program, occupational or professional certification, or for linking employment credentials with education credentials. Credit is granted for college-level learning which can be demonstrated and documented. Academic departments are responsible for outlining a PLA process that reflects competencies and outcomes within their specific disciplines. The college supports as guidelines the principles of best practices published by the Washington State Community and Technical Colleges, as well as the policies established by the Northwest Commission on Colleges and Universities. If a student wishes to investigate the possibility of having prior learning recognized by the college, the student should first consult with their advisor, who 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.
RECORDING OF CREDIT

Credits Awarded for CLEP, DSSTs, Advanced Placement (AP) and Credit by Examination

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

CLEP AND DSSTs

CLEP and DSSTs testing is available through the Pierce College Military Program. Administrative registration and testing fees may apply. Students should contact either the JBLM education centers for fee information.

ADVANCED PLACEMENT

Students at participating high schools may take college-level coursework and examinations through the Advanced Placement (AP) 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 a student’s final degree evaluation. AP credit and grades may also be used to fulfill various degree requirements. Pierce College's approved subject areas for AP 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. No fee applies.

CREDIT BY EXAMINATION

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

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

CREDITS EARNED THROUGH WORK EXPERIENCE

Current on-the-job work experience, if related to academic or professional/technical studies, may enable students to obtain credit for their experience in a chosen field. Experiential learning is college-level learning that has been acquired through work experiences and self-study. Credit will be awarded for the college-level learning gained from these experiences, not from experiences only. Students should recognize that college credits are usually useful to them only if the credits are a required part of the major or certificate program in which they are actively engaged. This credit is not accepted automatically by transfer schools. Anyone planning to transfer should research this matter with the transfer school(s) concerned.

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

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/licensure is college-equivalent learning. Students should contact the department from which they are seeking PLA credits for professional certification and license fee information.

Portfolio Assessment

Portfolio assessment awards credit on the basis of knowledge mastered for specific courses at the discretion of each department. Appropriate faculty members will evaluate the portfolio to determine if it is acceptable and the amount of credit that may be awarded. Preparation of the portfolio is the sole responsibility of the student who chooses to initiate the process. Not all departments use portfolio assessment. Students should check with the specific department from which they are seeking credit for details on policies, guidelines, and fees.

Credits Awarded for 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.

CREDITS AWARDED FOR SERVICE

CREDIT FOR VISTA, PEACE CORPS OR AMERICORPS

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

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

CREDIT FOR NATIONAL GUARD/RESERVE MILITARY SERVICE

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

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

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

SOC/SOCAD

Pierce College is an institutional member of Servicemembers Opportunity Colleges (SOC), a consortium of 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 non-traditional 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**

**DUAL CREDIT PROGRAM**

Pierce College has agreements with several school districts to award credit for some professional/technical courses taken in high school. Through this program, high school students who complete selected high school courses with a “B” grade or better can earn community/technical college credit.

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

**Grading System and Academic Standards**

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

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

<table>
<thead>
<tr>
<th>NUMERIC GRADE</th>
<th>LETTER GRADE EQUIVALENT</th>
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</thead>
<tbody>
<tr>
<td>4.0 - 3.9</td>
<td>A</td>
</tr>
<tr>
<td>3.8 - 3.5</td>
<td>B+</td>
</tr>
<tr>
<td>3.1 - 2.9</td>
<td>B</td>
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<tr>
<td>2.8 - 2.5</td>
<td>B-</td>
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<tr>
<td>2.4 - 2.2</td>
<td>C+</td>
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<tr>
<td>2.1 - 1.9</td>
<td>C</td>
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<tr>
<td>1.8 - 1.5</td>
<td>C-</td>
</tr>
<tr>
<td>1.4 - 1.2</td>
<td>D+</td>
</tr>
<tr>
<td>1.1 - 1.0</td>
<td>D (lowest passing grade)</td>
</tr>
<tr>
<td>0.0</td>
<td>F Indicates student did not do passing work in the course, did not attend during the quarter, or did not officially withdraw.</td>
</tr>
</tbody>
</table>

**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.

NC† No Credit: Faculty-initiated grade (for example, if student appears on the class roster but never attends class). This grade is not computed in the grade point average and cannot be changed.

Z† In-Progress: Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses. The time limit for removal of “Z” grade is determined by the instructor, but not to exceed four quarters following the quarter in which the grade was issued. Instructor may convert “Z” to “0.0” or allow it to remain as “Z” if the student has not completed work by completion deadline.

Y† In-Progress: Student is currently in progress toward the attainment of course objectives. Used only for continuous enrollment courses. Students must re-register for the course to complete course objectives. Grade cannot be changed.

P/NP† Pass/No Pass: Not computed in GPA.

R† Repeated Course: The “R” shows beside the lower grade received and only the higher of the two grades is computed in the GPA.

†Not computed in GPA

**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>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST&amp; 156</td>
<td>5</td>
<td>2.2</td>
<td>11.0</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>5</td>
<td>3.7</td>
<td>18.5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>5</td>
<td>2.6</td>
<td>13.0</td>
</tr>
<tr>
<td>COLLG 110</td>
<td>3</td>
<td>3.8</td>
<td>11.4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td></td>
<td><strong>53.9</strong></td>
</tr>
</tbody>
</table>

53.9 grade points divided by 18.0 credits = 2.99 GPA

**GRADE CHANGES**

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

Grade changes will be accepted and posted to a student record up to four quarters (including summer) following the quarter in which the original grade was issued. This time limitation applies to “I” and “Z” grades as well as other grades. Exceptions to the four-quarter time limit may be made only in cases of documented grading errors. An “I” or “Z” grade on a transcript after one year (four quarters) will be automatically converted to a “0.0” without instructor input.

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

**PASS/NO PASS**

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

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

**REPEATING A COURSE**

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

Students planning to transfer should be aware that the policies of other colleges and universities vary as to which of the grades is used in computing the GPA.
AUDITING A COURSE
To audit a class, a student must register, pay tuition, and attend class regularly, but will not need to take examinations and will not receive credit for the course. Most classes offered by the college are open to audit. A student may change from credit to audit or audit to credit through the 10th day (eighth day in summer quarter) of the instructional quarter with permission of the instructor. Check the quarterly eSchedule for the specific date each quarter.

COORDINATED EDUCATION
Pierce College’s coordinated 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 coordinated work experience is to help students develop employable skills.

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

Students seeking independent study, once they find an instructor willing to enter the contract, must file four copies of the contract: one with the registrar, one with the instructor, one with the division dean, and one for the student’s 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. Students are required to take final examinations when scheduled in order to receive credit for courses.

GRADE REPORT
Quarterly grades are accessible via Student Online Services on the Pierce College website or student kiosks located at each college. Grades will be withheld if students have a financial obligation to the college, which may include loans, fines or delinquent fees.

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

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 cumulative college level 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 cumulative college level grade point average for 12 or more credits for any quarter will be placed on the President’s List.

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

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

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

Students who remain academically deficient for three 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 Joint Base Lewis McChord. All petitions will be processed through the Office of the Registrar, Fort Steilacoom. For an application or further information, please contact the registration office at either college at Fort Steilacoom at (253) 964-6622 or at Puyallup at (253) 840-8401.
ACADEMIC DISHONESTY
If a student uses another person's ideas, words, music, artwork, computations, models, etc., in such a manner as to imply that the thing used was their own; if a student uses notes, texts or memory aids during tests when such use was not expressly authorized; if a student steals or knowingly uses test master copies to gain information prior to an examination date; if a student knowingly allows another person to use their work as if it were that other person's work; if a student otherwise acts in such a manner as to gain for themself or another an unfair advantage over other students, they 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 the last 45 credits must be earned at Pierce College (SOCAD students exempted). Certificates between 21–44 credits require that at least one-half of the credits be earned at Pierce College. All coursework must be completed at Pierce College for short-term programs and certificates of 20 credits or less. Students must have a cumulative college-level grade point average of 2.0 or higher for all degrees and/or certificates; this includes the entire Pierce College transcript and any credits accepted toward a program from other institutions.

Students are advised to apply for graduation by submitting a Degree and Diploma Application at least two quarters prior to the quarter in which they intend to complete their requirements. This allows time to have the application processed and the results of the official evaluation to be mailed in time to register for remaining requirements.

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

For more information about graduation evaluations, please contact the evaluations office at (253) 964-6678 or by e-mail at evaluations@pierce.ctc.edu. Students attending the military campuses should check with the appropriate campus for their graduation evaluation procedure and commencement ceremony information.

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

COMMENCEMENT CEREMONY
www.pierce.ctc.edu/dist/graduation/commencement

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

Records/Transcripts
NOTICE OF CHANGE — NAME, ADDRESS, OTHER
Students should promptly report a change of name, address, or other information to the registration office by completing a Personal Data Change form or using the Pierce College website (www.pierce.ctc.edu/sos/). To change a name, the student must provide specific evidence showing that their name has officially changed. For more information, contact the registration office at either college.

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

Transcripts are released only if a student has met all financial obligations to the college and if they have signed an authorization for release of the records. Transcript request forms are available at either college, sites within the Pierce College District, or on Pierce College’s website (www.pierce.ctc.edu). Requests may be submitted via mail or fax. The fax number is (253) 964-6427. For recorded instructions, call (253) 964-6787.

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

Student Rights and Responsibilities / Code of Conduct
http://www.pierce.ctc.edu/about/policy/studentrr

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

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

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

As an agency of the state of Washington, Pierce College must respect and adhere to all laws established by local, state and federal authorities. Pierce College also has developed a set of rules and regulations to ensure the orderly conduct of the affairs of the district. These rules and regulations, if violated, may result in student discipline in accordance with the procedures established in the student code of conduct.

The Student Rights and Responsibilities/Student Code of Conduct Policy is available online at http://www.pierce.ctc.edu/about/policy/studentrr. Copies are also available in the offices of the Dean of Student Success at each college, the Dean of Student Success at JBLM military sites, the Student Life office, and in the office of the Judicial Affairs Advisor.
STUDENT GRIEVANCES
http://www.pierce.ctc.edu/about/policy/grievance

Procedures have been established for both informal and formal resolution of a student's grievance relating to an action by an employee of the college. If the grievance cannot be resolved informally, it can be pursued formally. The services of the college 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 dean, supervisor or site director. The division dean, supervisor or site director will investigate and take appropriate actions to facilitate a prompt and fair resolution. If the recommendation for resolution set forth by the division dean, supervisor or site director is not satisfactory; the student may request a formal hearing before the Grievance Review Committee. The Student Grievance Procedure is available on the Pierce College website at www.pierce.ctc.edu/about/policy/grievance. Copies of the procedure are also available in the offices of the Dean of Student Success, division offices, the judicial affairs office, and the student life offices at each college.

FINAL COURSE GRADE APPEAL
www.pierce.ctc.edu/about/policy/ref/files/grade_appeal_petition.doc

Procedures are established for a student to appeal a final grade. Students who believe they have been awarded final course grades improperly by members of the faculty may appeal those grades. Only final course grades may be appealed. The grade appeal process encompasses informal, formal and appeal steps. Formal grade appeals must be initiated by a student within 30 instructional days, not including summer quarter, following the official posting of the grade by the college to the student's academic record. The grade appeal procedure is available on the Pierce College website at www.pierce.ctc.edu/about/policy/ref/files/grade_appeal-1-19-2011.pdf. Copies of the procedure are also available in the office of the vice presidents, division offices, the judicial affairs office, and the student life offices at each college.

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

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

Pierce College Fort Steilacoom
Vice President for Learning and Student Success

Pierce College Puyallup
Vice President for Learning and Student Success

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

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

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

Exceptions which permit disclosure without written consent include:
- Disclosure of those items the college designated as directory information. Pierce College designates the following items as directory information: name, dates of enrollment, degrees, awards and honors received, enrollment status, date of birth, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. A student's directory information may be disclosed unless a student files a Request for Non-Disclosure of Directory Information Form with the registrar's office by the 10th day of the quarter (eighth day for summer quarter). Requests submitted after the deadline will be honored; however, disclosure of directory information may have occurred.
- Disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit); a person or company with whom the college has contracted (such as the National Student Clearinghouse, an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Disclosure of education records to officials of another school in which a student seeks or intends to enroll.
- Other disclosures permissible without written consent include disclosure to: comply with a judicial order lawfully issued subpoena; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies on behalf of the college; accrediting organizations; appropriate officials in...
cases of health and safety emergencies; state and local authorities, within a juvenile justice system, pursuant to a specific state law; victims of certain offenses, the final results of a disciplinary proceeding regardless of the outcome; anyone in the final result of a campus disciplinary proceeding in which a violation of certain offenses occurred; parents of a student under age 21 who violates drug or alcohol laws or policies; and in connection with an emergency such as suicide risk, to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

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

- 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, D.C. 20202-4605.

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

ALCOHOL/DRUG-FREE ENVIRONMENT

Pierce College intends to provide a healthful, safe and secure environment and has adopted and implemented a policy and program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. The policy and prevention program is in concert with the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The unlawful possession, illegal manufacturing, use or distribution of illicit drugs or alcohol is prohibited. Any violation of this policy may be reason for disciplinary action in accordance with the Pierce College Students Rights and Responsibilities/Student Code of Conduct Policy (WAC 132K-126-170 (16,17,18)).

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

SEXUAL HARASSMENT POLICY

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

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

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

Student complaints regarding possible sexually harassing conduct should be taken to the office of the Vice President for Learning and Student Success at each college or to the Director of Military Education Programs at JBLM for cases reported at the military sites. For complaints against Pierce College employees, appropriate action will be taken in accordance with the Pierce College Preventing Sexual Harassment Policy (1.17.0000) and related procedures. For complaints against another student, appropriate action will be taken in accordance with the Pierce College Student Rights and Responsibilities/Student Code of Conduct Policy (WAC 132K-126) and related procedures.

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.

Transfer Rights and Responsibilities

STUDENT RIGHTS AND RESPONSIBILITIES

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

COLLEGE AND UNIVERSITY RIGHTS AND RESPONSIBILITIES

- Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with the institutional missions.
- Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
- Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing (electronic or paper).
WASHINGTON 45
Washington 45 is a list of courses that satisfy general education core requirements at all universities in the state. Students may take any course from the list below and know it will satisfy core requirements at all public and private four-year colleges.

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

- **Communications (5 CREDITS)**
  ENGL& 101 or ENGL& 102

- **Quantitative and Symbolic Reasoning (5 CREDITS)**
  MATH& 107, MATH& 148 or MATH& 151

- **Humanities (10 CREDITS)**
  PHIL& 101, MUSC& 105, DRMA& 101, ENGL& 111 or HUM& 101. For colleges that use history as a humanities course: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147 or HIST& 148

- **Social Science (10 CREDITS)**
  PSYC& 100, SOC& 101, POLS& 101, POLS& 202. For colleges that use history as a social science course: HIST& 116, HIST& 117, HIST& 118, HIST& 146, HIST& 147 or HIST& 148

- **Natural Science (10 CREDITS)**
  BIOL& 100, BIOL& 160, ASTR& 100, ASTR& 101, CHEM& 105, CHEM& 110, CHEM& 121, CHEM& 161, CHEM& 162, ENV&S& 100, ENV&S& 101, PHYS& 121 or GEOL& 101

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**Academic Calendar 2012-13**

**FALL QUARTER**
- Sept. 24 Instruction begins
- Oct. 26 District In-Service Day*
- Nov. 12 Veterans Day*
- Nov. 21 RPD Day*
- Nov. 22-23 Thanksgiving**
- Dec. 7 Instruction ends
- Dec. 10-12 Final exams

**WINTER QUARTER**
- Jan. 7 Instruction begins
- Jan. 21 Martin Luther King Jr. Day**
- Feb. 18 Presidents Day**
- March 19 Instruction ends
- March 20-22 Final exams

**SPRING QUARTER**
- April 1 Instruction begins
- May 10 District In-Service Day*
- May 27 Memorial Day**
- June 11 Instruction ends
- June 12-14 Final exams

**SUMMER QUARTER**
- June 24 Instruction begins
- July 4 Independence Day**
- July 23 Instruction ends – Term 1
- July 24 Instruction begins – Term 2
- Aug. 20 Instruction ends

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

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

For updated information on events and activities, go to www.pierce.ctc.edu/studentlife/calendars.
PROGRAMS OF STUDY

Common Course Numbering
Degree and Certificate Requirements
Degree Outcomes
University Transfer Degrees
Professional/Technical Degrees and Certificates
Common Course Numbering (CCN)

Common Course Numbering (CCN) is a way to more easily identify the same course at different community and technical colleges in Washington. Courses that are commonly shared among these colleges have identical designations. Courses identified as "common" between community and technical colleges are denoted with an ampersand (&) next to the department and course number. (Example: MATH 141)

Students who have taken any Pierce classes before summer quarter 2008 must check the Pierce CCN Crosswalk to ensure they do not enroll in the same course twice as a result of new course number or title changes. Courses that are repeated cannot be counted twice for a degree or certificate. (Example: In 2006, LAW 205 was American Legal Systems. LAW 205 has now changed to POLS& 200, Intro to Law. If a student takes POLS& 200 in summer 2008 and LAW 205 in 2006, they would have repeated the class and only one can be used towards graduation.)

CCN does not affect how courses transfer to four-year colleges and universities. Common course numbers, departments and titles were changed to simplify transferring between community and technical colleges. Courses that have traditionally transferred to four-year colleges and universities still transfer under the Direct Transfer Agreement. It is recommended that students check with the receiving institution, as the transferability of individual courses is the sole prerogative of the receiving school.

Student transcripts will contain a statement that alerts others to the Washington state common course number change. Please contact the advising center at either college or a faculty advisor, or go online to www.pierce.ctc.edu/go/ccn for additional information.

Degree and Certificate Requirements

GENERAL INFORMATION

QUARTER SYSTEM
Pierce College’s academic year is divided into quarters. Fall, winter and spring quarters are ten weeks in length; summer, eight weeks. The academic calendar for 2012-13 is on page 11.

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 are not transferable credits and will not be used toward fulfilling degree/certificate requirements.
100-299 College-level courses applicable to associate degrees and certificates

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

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

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

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

Degree Outcomes

AA, AS AND DTA DEGREE OUTCOMES
General Education at Pierce College prepares graduates to live and work in a dynamically changing world by emphasizing student development through fundamental areas of knowledge and the college five core abilities.

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

CORE ABILITIES OUTCOMES

CRITICAL, CREATIVE, AND REFLECTIVE THINKING
Graduates will be able to question, search for answers and meaning, and develop ideas that lead to action.

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

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

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

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

FUNDAMENTAL AREAS OF KNOWLEDGE OUTCOMES

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

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

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

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

QUANTITATIVE AND SYMBOLIC REASONING
Graduates utilize mathematical, symbolic, logical, graphical, geometric, or statistical analysis for the interpretation and solution of problems in the natural world and human society.
University Transfer Degrees

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

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

Specific questions concerning transfer can be directed to a faculty advisor, the advising centers, or to an admissions office at the four-year institution of choice. Transfer information 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 a chosen four-year program of study.

GENERAL DEGREE REQUIREMENTS
- Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AA-DTA degree. The 90 credits must include at least 60 Core Requirement credits, 15 General Transferable Elective (GTE) credits, and 15 General Elective credits.
- ENGL& 101 (English Composition I) is required for all AA-DTA degree candidates.
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- Cumulative college-level grade point average (GPA) of 2.0 or higher is required.
- 1.5 grade (C-) or better for all Core Requirement and GTE courses is required unless prerequisites state otherwise.
- “Pass” (P) grades, independent study and cooperative work experience/work-based learning credits may be used only once for general elective credits.
- 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.

AA-DTA CORE REQUIREMENTS LIST (60 CREDIT MINIMUM)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td><strong>COMMUNICATION SKILLS (10 CREDITS)</strong></td>
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<tr>
<td>BUS 250</td>
<td>Business Communications</td>
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<tr>
<td>ENGL 101</td>
<td>English Composition I - (required)</td>
<td>5</td>
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<tr>
<td>ENGL 103</td>
<td>Composition – Argumentation and Research</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Composition – Writing About Literature</td>
<td>5</td>
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<tr>
<td>ENGL 235</td>
<td>Technical Writing</td>
<td>5</td>
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<tr>
<td>JOUR 102</td>
<td>Intro to Newswriting</td>
<td>5</td>
</tr>
<tr>
<td><strong>QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)</strong></td>
<td></td>
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<tr>
<td>ANTH&amp; 204</td>
<td>Archaeology</td>
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<tr>
<td>CHEM 139</td>
<td>General Chemistry Preparation</td>
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<tr>
<td>CS 202</td>
<td>Computer Science II</td>
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<td>ECON 201</td>
<td>Micro Economics</td>
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<tr>
<td>MATH&amp; 107</td>
<td>Math in Society</td>
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<td>MATH 114</td>
<td>Applied Algebra, Geometry and Trigonometry</td>
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<td>MATH&amp; 141</td>
<td>Precalculus I</td>
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<td>MATH&amp; 142</td>
<td>Precalculus II</td>
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<td>MATH&amp; 146</td>
<td>Intro to Statistics</td>
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<td>MATH&amp; 148</td>
<td>Business Calculus</td>
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<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
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<tr>
<td>MATH&amp; 152</td>
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<td>MATH&amp; 153</td>
<td>Calculus III</td>
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<tr>
<td>MATH 156</td>
<td>Finite Mathematics</td>
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<td>MATH&amp; 171</td>
<td>Math for Elem Educ I</td>
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<td>MATH&amp; 172</td>
<td>Math for Elem Educ II</td>
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<td>MATH&amp; 173</td>
<td>Math for Elem Educ III</td>
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<td>MATH 205</td>
<td>Linear Algebra</td>
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<td>MATH 210</td>
<td>Discrete Math</td>
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<tr>
<td>MATH 238</td>
<td>Differential Equations</td>
<td>5</td>
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<tr>
<td>MATH 224</td>
<td>Multivariate Calculus</td>
<td>5</td>
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<tr>
<td>PHIL&amp; 120</td>
<td>Symbolic Logic</td>
<td>5</td>
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<tr>
<td><strong>HUMANITIES (15 CREDITS)</strong></td>
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<tr>
<td>Select from at least three disciplines. No more than five credits from performance/skills courses and no more than five credits are allowed in world language to satisfy the humanities requirement.</td>
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<tr>
<td>ART&amp; 100</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 105</td>
<td>Intro to Art</td>
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<tr>
<td>ART 145</td>
<td>History of Art (Contemporary)</td>
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<td>ART 243</td>
<td>History of Art-Ancient World Through Middle Ages</td>
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<td>ART 244</td>
<td>History of Art-Renaissance Through Rococo</td>
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<tr>
<td>ART 245</td>
<td>History of Art-The Modern World</td>
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<tr>
<td>ASL&amp; 121-123</td>
<td>American Sign Language I-III</td>
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<td>ASL&amp; 221-223</td>
<td>American Sign Language IV</td>
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<td>CMST&amp; 101</td>
<td>Intro to Communications</td>
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<tr>
<td>CMST&amp; 102</td>
<td>Intro to Mass Media</td>
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<td>CMST&amp; 105</td>
<td>Intercultural Communication</td>
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<td>CMST&amp; 220</td>
<td>Public Speaking</td>
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<td>CMST&amp; 230</td>
<td>Small Group Communication</td>
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<td>DRMA&amp; 101</td>
<td>Intro to Theatre</td>
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<td>DRMA 160</td>
<td>Intro to Film and Video</td>
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<tr>
<td>ENGL&amp; 111</td>
<td>Intro to Literature</td>
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<tr>
<td>ENGL&amp; 112</td>
<td>Intro to Fiction</td>
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<tr>
<td>ENGL&amp; 113</td>
<td>Intro to Poetry</td>
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<td>ENGL&amp; 114</td>
<td>Intro to Dramatic Literature</td>
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<td>ENGL 204</td>
<td>The Bible as Literature</td>
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<tr>
<td>ENGL 205</td>
<td>Intro to Mythology</td>
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<tr>
<td>ENGL 207</td>
<td>Native American Literature</td>
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<td>ENGL 210</td>
<td>Intro to American Literature</td>
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<td>ENGL 220</td>
<td>Intro to Shakespeare</td>
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<tr>
<td>ENGL&amp; 226-228</td>
<td>British Literature I-III</td>
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<td>ENGL&amp; 236-238</td>
<td>Creative Writing I-III</td>
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<td>ENGL 239</td>
<td>World Literature</td>
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<tr>
<td>ENGL 244-246</td>
<td>American Literature I-III</td>
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<tr>
<td>ENGL 249</td>
<td>Creative Writing: Special Projects</td>
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<td>ENGL 264</td>
<td>Literature of U.S. Slavery/Abolition</td>
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<td>ENGL 265</td>
<td>American Literature-Humor/Satire</td>
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<td>ENGL 266</td>
<td>Women Writers-International Mosaic</td>
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<td>FRC&amp; 121-123</td>
<td>French I-III</td>
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<td>GER&amp; 121-123</td>
<td>German I-III</td>
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<td>HUM&amp; 101</td>
<td>Intro to Humanities</td>
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<tr>
<td>HUM 105</td>
<td>Black Thought and Culture</td>
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<td>HUM 106</td>
<td>Ethnic Thought and Culture</td>
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<td>HUM 107</td>
<td>Latin American Thought and Culture</td>
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<td>HUM 109</td>
<td>American Thought and Culture: The Harlem Renaissance</td>
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<tr>
<td>HUM 161-164</td>
<td>Western Thought and Culture I-IV</td>
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<tr>
<td>HUM 204</td>
<td>American Popular Culture</td>
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<tr>
<td>HUM 210</td>
<td>American Cinema and Society</td>
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<tr>
<td>HUM 212</td>
<td>Great Directors and Auteurs</td>
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<tr>
<td>HUM 215</td>
<td>World Cinema</td>
<td>5</td>
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<td>HUM 240</td>
<td>World Religions</td>
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<tr>
<td>JAP&amp; 121-123</td>
<td>Japanese I-III</td>
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<td>JOURN 103</td>
<td>Intro to Feature Writing</td>
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<td>JOURN 125</td>
<td>The Documentary: A Social Force</td>
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<td>KREA&amp; 121-123</td>
<td>Korean I-III</td>
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<td>MUSC 100</td>
<td>Intro to Rock and Roll</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>Intro to Jazz</td>
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<td>MUSC&amp; 105</td>
<td>Music Appreciation</td>
<td>5</td>
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<tr>
<td>MUSC 106</td>
<td>World Music</td>
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<tr>
<td>MUSC&amp; 141-143</td>
<td>Music Theory I-III</td>
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<tr>
<td>MUSC&amp; 241-243</td>
<td>Music Theory IV-VI</td>
<td>5</td>
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<tr>
<td>PHIL&amp; 101</td>
<td>Intro to Philosophy</td>
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<tr>
<td>PHIL&amp; 115</td>
<td>Critical Thinking</td>
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<tr>
<td>PHIL 150</td>
<td>Intro to Ethics</td>
<td>5</td>
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<tr>
<td>PHIL 210</td>
<td>Philosophy of Western Religion</td>
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<tr>
<td>PHIL 220</td>
<td>Introduction to Eastern Philosophy</td>
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</table>

FS = Fort Steilacoom • PY = Puyallup • JBLM = Joint Base Lewis McChord
<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>PHIL 230</td>
<td>Contemporary Moral Problems</td>
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<tr>
<td>PHIL 238</td>
<td>Philosophy of Human Rights</td>
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<tr>
<td>RUS &amp; 121-123 Russian I-II</td>
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<tr>
<td>SPAN &amp; 121-123 Spanish I-III</td>
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</table>

**HUMANITIES PERFORMANCE/SKILLS (5 CREDITS MAXIMUM)**

| ART 101-103 | Design            | 5       |
| ART 107-109 | Photography       | 5       |
| ART 111-113 | Drawing           | 5       |
| ART 115     | Three-Dimensional Drawing | 5       |
| ART 201-203 | Painting          | 5       |
| ART 204     | Watercolor, Beginning | 5     |
| ART 211     | Beginning Sculpture | 5       |
| DRMA 170-172 | Technical Film and Theatre | 5   |
| DRMA 260-262 | Acting for Stage and Digital Film | 5 |
| DRMA 280-285 | Production Practicum | 1-3 |
| MUSC 126-127 | Class Guitar    | 1       |
| MUSC 140-144 | College Choir   | 1       |
| MUSC 145-149 | Concert Choir  | 2.5     |
| MUSC 150-154 | College Band  | 2.5     |
| MUSC 154-158 | College Orchestra | 1     |
| MUSC 157, 157 | Jazz Band  | 1-2     |
| MUSC 160-164 | Private Instruction | 0.5 |
| MUSC 170-173 | Ensemble (Instrumental) | 0.5 |
| MUSC 270-273 | Ensemble (Instrumental) | 1   |
| MUSC 174-174 | Vocal Ensemble  | 1       |
| MUSC 181-181 | Beginning Class Piano | 1   |
| MUSC 182-182 | Intermediate Class Piano | 1   |
| MUSC 183-183 | Advanced Class Piano | 1     |

**SOCIAL SCIENCES (15 CREDITS)**

Select from at least three disciplines.

| ANTH & 100 | Survey of Anthropology   | 5       |
| ANTH & 104 | World History            | 5       |
| ANTH & 106 | American Mosaic          | 5       |
| ANTH & 107 | Archaeology of Ancient Civilizations | 5 |
| ANTH & 204 | Archaeology              | 5       |
| ANTH & 206 | Cultural Anthropology    | 5       |
| ANTH & 210 | Indians of North America | 5       |
| ANTH & 216 | Northwest Coast Indians  | 5       |
| ANTH & 240 | Women in Cross Cultural Perspectives | 5 |
| BUS & 101  | Intro to Business        | 5       |
| BUS & 201  | Business Law             | 5       |
| CJ 112     | Criminal Justice in America | 5     |
| ECE & 105  | Intro to Early Childhood Education | 5 |
| ECON 110   | Survey of Economics      | 5       |
| ECONB 201  | Micro Economics          | 5       |
| ECONB 206  | Macro Economics          | 5       |
| EDUC 115   | Child Development        | 5       |
| GEOG 100   | Intro to Geography       | 5       |
| GEOG 150   | Europe, The Americas, Australia/New Zealand | 5 |
| GEOG 160   | Africa, Middle East and Asia | 5  |
| GEOG 200   | Human Geography          | 5       |
| HIST & 228 | World Civilizations I-II | 5     |
| HIST & 156-159 | History of US I-IV   | 5       |
| HIST 168   | Vietnam War as History   | 5       |
| HIST & 214 | Pacific NW History       | 5       |
| HIST 260   | History of Russia and Soviet Union | 5 |
| HIST 265   | History of Latin America Since 1810 | 5      |
| HIST 266   | History of Europe Since 1870 | 5    |
| HIST 267   | History of Africa Since 1800 | 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       |
| HIST 287   | History of Japan Since Antiquity | 5    |
| INTS 107   | Intro to International Studies | 5 |
| INTS 140   | Contemporary Issues in International Studies | 5 |
| INTS 150   | Contemporary Rebel, Secessionist and Terrorist Organizations | 5 |
| INTS 164   | Border and Genocidal Conflicts of the Modern World | 5 |
| MATH 101   | Intro Political Science  | 5       |
| MATH 200   | Introduction to Law      | 5       |
| MATH 202   | American Government      | 5       |
| MATH & 203 | International Relations  | 5       |
| MATH & 208 | U.S. Campaigns and Elections | 5   |
| MATH 230   | State and Local Government | 5   |
| PSYC & 100 | General Psychology       | 5       |
| PSYC & 180 | Human Sexuality          | 5       |
| PSYC & 200 | Life Span Psychology     | 5       |
| PSYC 201   | Psychology of Personal Growth | 5    |
| PSYC 210   | Social Psychology        | 5       |
| PSYC & 220 | Abnormal Psychology      | 5       |
| PSYC 230   | Introduction of Personality | 2      |
| SOC & 101  | Intro to Sociology       | 5       |
| SOC & 201  | Social Problems          | 5       |
| SOC 211    | Family and Intimate Relations | 5        |
| SOC 212    | Death, Dying and Bereavement | 5  |
| SOC 220    | Gender Roles in Society  | 5       |

**NATURAL SCIENCES (15 CREDITS)**

Choose at least one laboratory science – indicated by an [L] and from three different disciplines.

| ANTH & 236 | Forensic Anthropology | 5       |
| 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 & 170 | Human Biology        | 5       |
| BIOL & 175 | Human Biology w/Lab   | 5       |
| BIOL & 211 | Majors Cellular      | 5       |
| BIOL & 212 | Majors Animal        | 5       |
| BIOL & 213 | Majors Plant         | 5       |
| BIOL & 241 | Human Anatomy and Physiology | 2 |
| BIOL & 242 | Human Anatomy and Physiology | 2 |
| BIOL & 260 | Microbiology         | 5       |
| CHEM & 100 | Preparatory Chemistry| 5       |
| CHEM & 110 | Chemical Concepts w/Lab | 5    |
| CHEM & 121 | Intro to Chemistry   | 5       |
| CHEM & 131 | Intro to Organic/Biochemistry | 5  |
| CHEM & 139 | General Chemistry Prep | 5       |
| CHEM & 161-163 | General Chemistry w/Lab | 1-3 |
| CHEM & 261-263 | Organic Chemistry w/Lab | 1-3 |
| CS 202     | Computer Science II   | 5       |
| ENGR 101   | Intro to Engineering  | 5       |
| ENV & 100  | Survey of Environmental Science | 5 |
| ENV 140    | Western Water Problems | 5       |
| ENV 150    | Environmental Issues  | 5       |
| ENV 155    | Applied Environmental Methods | 5 |
| GEOL & 205 | Physical Geography   | 5       |
| GEOL & 210 | Physical Geography   | 5       |
| GEOL & 101 | Intro Physical Geology| 5       |
| GEOL & 103 | Historical Geology   | 5       |
| GEOL & 107 | Earth Systems Science| 5       |
| GEOL & 110 | Environmental Geology| 5       |
| GEOL & 115 | Geology National Parks| 5       |
| GEOL & 120 | Volcanoes            | 5       |
| GEOL & 283 | Regional Geology     | 5       |
| HSCI 119   | Human Health and Disease | 5    |
| HSCI 140   | Contemporary Health Science Problems | 5 |
| HSCI 151   | Personal and Community Health | 5 |
| HSCI 200   | Human Stress — Its Nature and Control | 5 |
| HSCI 210   | Wellness             | 5       |
| MATH & 107 | Math in Society      | 5       |
| MATH 114   | Applied Algebra, Geometry and Trigonometry | 5 |
| MATH & 141 | Precalculus I        | 5       |
| MATH & 142 | Precalculus II       | 5       |
| MATH & 146 | Intro to Statistics  | 5       |
| MATH & 148 | Business Calculus    | 5       |
| MATH & 151 | Calculus I           | 5       |
| MATH & 152 | Calculus II          | 5       |
| MATH & 153 | Calculus III         | 5       |
| MATH 156   | Finite Mathematics   | 5       |
| MATH 205   | Linear Algebra       | 5       |
| MATH 210   | Discrete Mathematics | 5       |
| MATH 224   | Multivariate Calculus| 5       |
| MATH 238   | Differential Equations| 5      |
**ASSOCIATE OF ARTS – OPTION B**

Students who are sure of the specific four-year program to which they will transfer can design a program to fulfill the senior institution's general admission and program entry requirements. Contract forms, policies and procedures are available in the advising centers.

**GENERAL DEGREE REQUIREMENTS**

- Complete an AA–Option B contract that must be approved by an authorized representative of the senior institution and Pierce College. Candidates must submit a signed copy of the Option B contract to the evaluations office, at least two quarters prior to graduation. The degree is awarded upon successful completion of the contract requirements.

- Minimum of 90 credits must be completed, as authorized for transfer by the four-year institution's representative and must meet the institution's general distribution and departmental requirements for entrance.

- The student must earn a college cumulative grade point average (GPA) of 2.0 or better and a grade of 1.5 (C-) or better in all core courses unless prerequisites state otherwise.

- Minimum of 25 of the last 45 credits must be earned at Pierce College.

**ASSOCIATE OF SCIENCE (AS-T)**

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

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

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

For science pre-majors in biological sciences, chemistry, environmental/resource sciences, geology and Earth science.

**GENERAL DEGREE REQUIREMENTS**

- Minimum of 90 earned credits in courses numbered 100 or above is required to complete the AS-T degree.

- Minimum of 25 of last 45 credits must be earned at Pierce College.

- Cumulative college-level grade point average (GPA) of 2.0 or higher is required.

- 1.5 grade (C-) or higher is required for all coursework, unless prerequisites state otherwise.

- “Pass” (P) grades, independent study and cooperative work experience/work-based learning credits may be used only for general elective credits.

- Once a course has been successfully completed, credits earned may be used in only one category.

**GENERAL REQUIRED COURSES (30 CREDITS)**

**COMMUNICATIONS (5 CREDITS)**

ENGL& 101 English Composition I - required

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

MATH& 151 Calculus I

MATH& 152 Calculus II

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

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

- Humanities: 5 credits minimum

- Social Science: 5 credits minimum

- Humanities or Social Science: 5 credits minimum

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

- CHEM& 161 General Chemistry w/Lab I-III

- CHEM& 162 General Chemistry w/Lab II

- CHEM & 163 General Chemistry w/Lab III

Choose one:

- MATH& 146 Intro to Statistics

- MATH& 153 Calculus III

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSCI 150 Nature</td>
<td>5</td>
</tr>
<tr>
<td>NSCI 160 Environmental Biology</td>
<td>5</td>
</tr>
<tr>
<td>NUTR&amp; 101 Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>OCEA&amp; 101 Intro to Oceanography</td>
<td>5</td>
</tr>
<tr>
<td>OCEA 170 Marine Biology</td>
<td>5</td>
</tr>
<tr>
<td>PHIL&amp; 120 Symbolic Logic</td>
<td>5</td>
</tr>
<tr>
<td>PS 101 Intro to Physical Science</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 110 Physics Non-Science Majors</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 114-116 General Physics I-III</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 221-223 Engineering Physics I-III</td>
<td>6</td>
</tr>
</tbody>
</table>

**GENERAL TRANSFERABLE ELECTIVES (15 CREDITS)**

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

- 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.

- All except those listed as HM-Performance courses

- All 102, 103 and 125

- Only HSSA& 101

- Only SSMH 100

- Only ACCT& 201, ACCT& 202 and ACCT& 203

- EDU&D 105

- EDU&D 115, EDUC 190, EDUC&D 202, EDUC&D 203 and EDUC&D 204

- EDUCATION: Only ACCT& 201, ACCT& 202 and ACCT& 203

- All 102, 103 and 125

- All 100 level courses

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

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

- Mathematics: All 102, 103 and 125

- English Composition I - required

- Calculus I

- Calculus II

- General Chemistry w/Lab I-III

- General Chemistry w/Lab II

- General Chemistry w/Lab III

- Intro to Statistics

- Calculus III

- Required
Choose one of the following sequences:
- BIOL& 211-213  Majors: Cellular/Animal/Plant* or
- PHYS& 114-116  General Physics I-III* or
- PHYS& 221-223  Engineering Physics I-III*.

Students should check with the receiving institution to determine which sequence is appropriate. Some baccalaureate institutions require physics with calculus.

*ICRC Guidelines: Sequences should not be broken up between institutions

### ADDITIONAL SCIENCE REQUIREMENTS (15 CREDITS)

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

#### List of appropriate courses:

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

#### GENERAL ELECTIVES (10 CREDITS)

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

### TOTAL CREDITS

90-93

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

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

#### GENERAL DEGREE REQUIREMENTS

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

#### GENERAL REQUIRED COURSES (30 CREDITS)

- COMMUNICATIONS (5 CREDITS)
  - ENGL& 101  English Composition I - required

- QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)
  - MATH& 151  Calculus I
  - MATH& 152  Calculus II

- HUMANITIES AND SOCIAL SCIENCES (15 CREDITS)
  - Courses listed in more than one category may be used only once. A maximum of five credits under the humanities performance/skills area may be used. See AA - DTA distribution list.

- SCIENCE PRE-MAJOR REQUIREMENTS (28 CREDITS)
  - CHEM& 161  General Chemistry w/Lab I
  - MATH& 146  Intro to Statistics or
  - MATH& 153  Calculus III
  - PHYS& 221  Engineering Physics I
  - PHYS& 222  Engineering Physics II
  - PHYS& 223  Engineering Physics III

*ICRC Guidelines: Sequences should not be broken up between institutions

### ADDITIONAL SCIENCE REQUIREMENTS (20 CREDITS)

#### List of appropriate courses:

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

#### GENERAL ELECTIVES (12-15 CREDITS)

Minimum of 10 credits that satisfy Pierce’s AA-DTA 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

90-93

### AA-DTA DEGREES IN SPECIFIC FIELDS

In addition to the general AA-DTA degree, Pierce College offers transfer degrees in specific areas. These areas include biology, business, construction management, pre-nursing, and education (elementary, earth and space science, 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 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 Programs Of Study section.

#### DEGREE REQUIREMENTS

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

#### COMMUNICATIONS: A minimum of three credits

Select course(s) from the AA-DTA Communication Skills list, or complete the course(s) identified as the communication skills 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.

#### HUMAN RELATIONS: A minimum of three credits

Complete the course(s) identified as the Human Relations course(s) in the curriculum guide for the specific degree.
## ASSOCIATE IN TECHNOLOGY — GENERAL

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

## PROFESSIONAL/TECHNICAL CERTIFICATES

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

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

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

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

### COURSE SUBSTITUTION POLICY

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

### ACCOUNTING PROFESSIONAL/TECHNICAL

**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 a fundamental understanding of general business operations. Graduates can expect to find career opportunities in a variety of positions, such as accounting clerks, accounting assistants, junior accountants, bookkeepers and management trainees.

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

## ASSOCIATE IN ACCOUNTING (PY ONLY)

### GENERAL REQUIREMENTS (25 CREDITS)

**COMMUNICATIONS (10 CREDITS)**

Select one:

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

Select one:

- BUS 250 Business Communications 5
  
- CMST & 101 Intro to Communication 5
  
- CMST & 220 Public Speaking 5

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

Select one:

- BUS 107 Business Mathematics 5
  
- MATH 156 Finite Math 5

### HUMAN RELATIONS AND LEADERSHIP (10 CREDITS)

- MNGT 194 Supervisory Training & Leadership Development 5
  
- BUS 240 Human Relations in the Workplace 5
  
- PSYC & 100 General Psychology 5
  
- SOC & 101 Intro to Sociology 5

### ACCOUNTING REQUIREMENTS (42-43 CREDITS)

#### INTRODUCTORY CLASSES (17-18 CREDITS)

**All of the following:**

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

**Or all of the following:**

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

#### ADVANCED CLASSES (25 CREDITS)

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

#### BUSINESS REQUIREMENTS (19-26 CREDITS)

- BUS & 201 Business Law 5
  
- BTECH 111 Keyboarding 3
  
- BTECH 112 Keyboard Skillbuilding I (BTECH 111 and 112 may be waived if typing proficiency is at least 30 wpm) 2
  
- BTECH 135 Electronic 10-Key Calculator (BTECH 135 may be waived if proficiency on 10-key is demonstrated) 3

**Select both:**

- BTECH 146 Filing Review (2) 5
  
- BTECH 156 Records Management (3) 5
  
**or select:**

- BTECH 145 Records and Database Management (5) 3
  
- CIS 136 Spreadsheet Applications 3

**Select one:**

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

**ELECTIVES (7 CREDITS MINIMUM)**

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

**Total Credits Required**

93-101

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

## CERTIFICATE IN PRACTICAL ACCOUNTING (PY ONLY)

It is recommended that students entering the program have basic typewriting or keyboarding skills, or enroll during the first quarter in BTECH 111.

### GENERAL REQUIREMENTS (18 CREDITS)

- BUS 107 Business Mathematics 5
  
- BTECH 112 Keyboard Skillbuilding I 2
  
- BTECH 135 Electronic 10-Key Calculator 3

**INTRODUCTORY CLASSES (12-15 CREDITS)**

**All of the following:**

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

**or all of the following:**

- ACCT 175 Practical Accounting Simulations 2
  
- ACCT & 201 Principles of Accounting I 5
  
- ACCT & 202 Principles of Accounting II 5
ADULT BASIC SKILLS

Basic Skills consists of the following programs, which are offered at both Pierce College Fort Steilacoom and Pierce College Puyallup:

Adult Basic Education (ABE), English as a Second Language (ESL), High School Completion (HSC), and Integrated Basic Education and Skills Training (I-BEST).

Student Learning Outcomes available at www.pierce.ctc.edu/dist/basicskills/outcomes.

Note: this section does not apply to international students on F-1 visas. International students interested in high school completion must contact international education.

■ ADULT BASIC EDUCATION

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

Offered through group classes and/or individualized instruction, Adult Basic Education (ABE) allows adults to improve their skills in reading, writing, math, and workplace and computer fundamentals in order to enter vocational training, advance in a current job, become more employable or continue into college programs. ABE classes are offered daytime or evening on campus or in the community.

BEGINNING LITERACY

ABE 050 ABE Low Adult Secondary Education - Reading 5
ABE 051 ABE Low Adult Secondary Education - Writing 5
ABE 052 ABE Low Adult Secondary Education - Math 5
ABE 054 ABE Low Adult Secondary Education - Integrated 5

BEGINNING BASIC SKILLS

ABE 060 ABE High Adult Secondary Education - Reading 6
ABE 061 ABE High Adult Secondary Education - Writing 6
ABE 062 ABE High Adult Secondary Education - Math 6
ABE 064 ABE High Adult Secondary Education - Integrated 6

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

OTHER ABE OFFERINGS:

ABE 017 Integrated Workforce ABE Level 1
ABE 027 Integrated Workforce ABE Level 2
ABE 037 Integrated Workforce ABE Level 3
ABE 047 Integrated Workforce ABE Level 4
ABE 057 Integrated Workforce ABE Level 5
ABE 067 Integrated Workforce ABE Level 6
ABE 090 Educational Interview
ABE 095 I-Best Academic Support

■ ENGLISH AS A SECOND LANGUAGE (ESL)

Faculty: Dr. Rosalie Pan, Sandra Stevens (FS); Debra Ramirez (PY)

The English as a Second Language (ESL) program provides courses in English reading, writing, speaking, listening, and computer technology and job readiness skills, with special emphasis on developing communication capabilities and improving language proficiency necessary for I-BEST programs, vocational training, Transitional Education classes, college programs, and ABE/GED studies. The courses also include workplace basics and computer literacy for students to improve their employment opportunities. The classes are offered daytime or evenings at both colleges and at sites within the community. Students who are on B-1, B-2, F-1, and one of the following:

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

Total Credits Required 40-43

J-1 or M-1 visas must register for courses listed under Intensive English/International Education.

BEGINNING LITERACY

ESL 012 Beginning ESL Literacy Writing – 1
ESL 014 Beginning ESL Literacy Integrated – 1
ESL 015 Beginning ESL Literacy Computer Technology and Job Readiness – 1
ESL 016 Beginning ESL Literacy Intensive Oral Communication and Grammar – 1

LOW BEGINNING ESL

ESL 021 Low Beginning ESL Reading – 2
ESL 022 Low Beginning ESL Writing – 2
ESL 024 Low Beginning ESL Integrated – 2
ESL 025 Low Beginning ESL Computer Technology and Job Readiness – 2
ESL 026 Low Beginning ESL Intensive Oral Communication and Grammar – 2
ESL 027 Low Beginning ESL Workforce – 2

HIGH BEGINNING INTERMEDIATE ESL

ESL 030 High Beginning ESL Speaking – 3
ESL 031 High Beginning ESL Reading – 3
ESL 032 High Beginning ESL Writing – 3
ESL 034 High Beginning ESL Integrated – 3
ESL 035 High Beginning ESL Computer Technology and Job Readiness – 3
ESL 036 High Beginning ESL Intensive Oral Communication and Grammar – 3
ESL 037 High Beginning ESL Workforce – 3

LOW INTERMEDIATE ESL

ESL 040 Low Intermediate ESL Speaking – 4
ESL 041 Low Intermediate ESL Reading – 4
ESL 042 Low Intermediate ESL Writing – 4
ESL 044 Low Intermediate ESL Integrated – 4
ESL 045 Low Intermediate ESL Computer Technology and Job Readiness – 4
ESL 046 Low Intermediate Intensive Oral Communication and Grammar – 4
ESL 047 Low Intermediate ESL Workforce – 4

HIGH INTERMEDIATE ESL

ESL 050 High Intermediate ESL Speaking – 5
ESL 051 High Intermediate ESL Reading – 5
ESL 052 High Intermediate ESL Writing – 5
ESL 054 High Intermediate ESL Integrated – 5
ESL 055 High Intermediate ESL Computer Technology and Job Readiness – 5
ESL 056 High Intermediate ESL Intensive Oral Communication and Grammar – 5
ESL 057 High Intermediate 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 Listening/Observing – 6
ESL 064 Advanced ESL Integrated – 6
ESL 065 Advanced ESL Computer Technology and Job Readiness – 6
ESL 066 Advanced ESL Intens Oral Communication and Grammar – 6
ESL 067 Advanced ESL Workforce – 6
ESL 099 I-Best Academic Support

EDUCATIONAL INTERVIEW

ESL 090 Educational Interview

■ HIGH SCHOOL COMPLETION

Faculty: Bill Orrange (District)

Degree: High School Diploma

GENERAL REQUIREMENTS FOR ADMISSION

Any individual who does not have a high school diploma and who meets the college's general admission requirements may enter the high school completion program. However, the program is not designed for students who normally would be enrolled in the regular public school system. These students may attend under certain conditions. Some of the guidelines are:
A student who is still attending high school must obtain a release from his or her school district showing the class(es) the student is permitted to take.

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

REGISTRATION PROCEDURE
- Make an appointment with an advisor. Fort Steilacoom: (253) 912-3743 or Puyallup: (253) 864-3318
- For students who are receiving a high school diploma from Pierce College, a transcript of all previous high school or other school work is required. If necessary, staff will help students obtain transcripts.

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

Persons who DO NOT meet Washington state residency requirements pay resident tuition rates for high school completion classes. Current tuition rates and information relating to Washington state residency requirements are available from the admissions office at either college.

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

Students fulfill their high school requirements by taking appropriate college classes and completing the high school Culmination Project class coursework.

INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (I-BEST)
Pierce College Integrated Basic Education and Skills Training (I-BEST) is open to all Adult Basic Education (ABE), General Education Development (GED), English as a Second Language (ESL), and pre-college level 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 Early Childhood Education, Criminal Justice, Business Technology and Nursing Assistant are ideal for I-BEST. Students in I-BEST programs:

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

For more information, call (253) 964-6447 or (253) 964-6675.

ANTHROPOLOGY/ARCHAEOLOGY
Faculty: Dr. Mary L. Russell (FS); Dr. Kathryn Keith (PY)
Degree: Associate of Arts (AA-DTA)
Anthropology, the study of human beings, combines four subfields to offer a broad-based education for college transfer or personal enrichment:

Sociocultural Anthropology: the description and analysis of living cultures
Archaeology: the description and analysis of past cultures
Anthropological Linguistics: dealing with the totality of world languages
Biological Anthropology: examining human beings as biological organisms.

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

ANTHROPOLOGY MAJOR
All anthropology majors should include the following courses in their degree program:

* ANTH 204 Archaeology 5
* ANTH 205 Biological Anthropology 5
* ANTH 206 Cultural Anthropology 5
* ENGL 103 Composition – Argumentation and Research 5
* MATH 146 Introduction to Statistics 5
* SOC 101 Intro to Sociology 5
* GEOG 200 Human Geography 5

SOCIOCULTURAL FOCUS
- ANTH 106 American Mosaic 5
- PSYC 100 General Psychology 5
- SOC 101 Intro to Sociology 5
- GEOG 200 Human Geography 5
- MATH 146 Introduction to Statistics 5
- * ANTH 210 Indians of North America 5
- * ANTH 216 Northwest Coast Indians 5

ARCHAEOLOGY FOCUS
- ANTH 104 World Prehistory 5
- ANTH 107 Archaeology of Ancient Civilizations 5
- GEOG 200 Human Geography 5
- MATH 151 Calculus I 5
- PSYC 100 General Psychology 5
- SOC 101 Intro to Sociology 5
- GEOG 200 Human Geography 5

BIOLOGICAL ANTHROPOLOGY FOCUS
- BIOL 160 General Biology w/lab 5
- BIOL 212 Microbiology 5
- CHEM 121 Introduction to Chemistry 5
- MATH 151 Calculus I 5
- PSYC 100 General Psychology 5
- SOC 101 Intro to Sociology 5
- GEOG 200 Human Geography 5
- GEOG 100 Introduction to Geography 5
- MATH 151 Calculus I 5
- * ANTH 216 Northwest Coast Indians 5

* Anthropology majors should 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.

* ANTH 204 Archaeology 5
* ANTH 205 Biological Anthropology 5
* ANTH 206 Cultural Anthropology 5
* ENGL 103 Composition – Argumentation and Research 5
* MATH 146 Introduction to Statistics 5
* SOC 101 Intro to Sociology 5
* GEOG 200 Human Geography 5
* MATH 151 Calculus I 5
* PSYC 100 General Psychology 5
* SOC 101 Intro to Sociology 5
* GEOG 200 Human Geography 5
* GEOG 100 Introduction to Geography 5
* MATH 151 Calculus I 5
* * ANTH 210 Indians of North America 5
* * ANTH 216 Northwest Coast Indians 5

For more information, call (253) 964-6447 or (253) 964-6675.
ART
Faculty: David Roholt (FS); 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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</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</td>
</tr>
<tr>
<td>ART 105</td>
<td>Introduction to Art</td>
<td>5</td>
</tr>
<tr>
<td>ART 107-109</td>
<td>Photography (Beginning/Intermediate/Advanced)</td>
<td>5</td>
</tr>
<tr>
<td>ART 111-113</td>
<td>Drawing (Beginning/Intermediate/Advanced)</td>
<td>5</td>
</tr>
<tr>
<td>ART 201-203</td>
<td>Painting (Beginning/Intermediate/Advanced)</td>
<td>5</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.

ASTRONOMY
Faculty: Robert Sager, Hillary Stephens (FS); Tom Bush (PY)
Degree: Associate of Arts (AA-DTA)
Astronomy is the science of the celestial bodies - their motions, positions, distances, magnitudes and relationships to earth. Pierce College offers introductory courses in astronomy for students who are interested in the study of the moon, planets, stars, nebulae, and galaxies. Students who wish to pursue a transfer degree with studies in earth and space sciences are encouraged to complete the AA-DTA degree and to check with their transfer institution regarding specific requirements and transferable credits.

ASTRONOMY/EARTH SCIENCE MAJOR
In addition to courses which meet AA-DTA requirements, the following introductory astronomy courses are offered:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR&amp; 100</td>
<td>Survey of Astronomy (non-lab)</td>
<td>5</td>
</tr>
<tr>
<td>ASTR&amp; 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 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
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 Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATMOS 101</td>
<td>Intro to Weather</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>General Chemistry w/lab I-III</td>
<td>15</td>
</tr>
<tr>
<td>Computer Sciences and Programming</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>MATH&amp; 141</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 151-153</td>
<td>Calculus I-III</td>
<td>15</td>
</tr>
<tr>
<td>PHYS&amp; 221-223</td>
<td>Engineering Physics I-III</td>
<td>18</td>
</tr>
<tr>
<td>Electives in the Earth Sciences and Geography</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>GEOL 101, GEOG 205, ENVS&amp; 100, OCEA&amp; 101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BIOLOGY

UNIVERSITY TRANSFER
Faculty: Barry Putman (FL); Mary Bath-Balogh, Robert Johnson, Ron May, (FS); Dr. Dale Blum, Joseph Cates-Carney, Scott Sweet (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 the AS-Track 1, Associate in Biology DTA/MPR, or the AA - Option B requirements, and should check with the transfer institution regarding specific requirements and transferable credits.

See Degree Outcomes on page 45.

ASSOCIATE IN BIOLOGY DTA/MPR

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

COURSE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I (required)</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition – Argumentation and Research</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Composition – Writing about Literature</td>
<td>5</td>
</tr>
</tbody>
</table>

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 151</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 146</td>
<td>Introduction to Statics*</td>
<td>5</td>
</tr>
</tbody>
</table>

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

HUMANITIES (15 CREDITS)

Credits selected must be from at least two disciplines. No more than five credits of world language, and no more than five credits in performance skills courses are allowed. See AA-DTA list for appropriate classes.

SOCIAL SCIENCES (15 CREDITS)

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

NATURAL SCIENCES (30 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 211-213</td>
<td>Majors: Cellular/Animal/Plant</td>
<td>15</td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>General Chemistry w/lab I-III</td>
<td>15</td>
</tr>
</tbody>
</table>

GENERAL ELECTIVES (15 CREDITS)

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalcual-
lues), additional major coursework, (e.g., CHEM 261-263) or specific general education or other university requirements, as approved by the advisor.

Total Credits Required: 90

Notes:
- 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 degree and will be given junior status by the receiving institution.
- Courses in Humanities/Social Science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

**BUSINESS UNIVERSITY TRANSFER and PROFESSIONAL/TECHNICAL**

Faculty: Dr. Paul Gerhardt, Douglas Edison, Doug Jensen, Tom Phelps, Blake Sorem (FS); Steve Jones (PY)

Degree: Associate in Business

Certificates: Business
- Customer Service
- Entrepreneurship
- Fashion Merchandising
- Human Resource Management
- Marketing
- Pupil Transportation Management
- Retail Management
- Sales
- Supervision and Management

**ASSOCIATE IN BUSINESS (DTA/MRP)**

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

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

See Degree Outcomes on page 45.

**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 of 2.0 but not more than one course is allowed in which the student is not satisfied with the grade;
  - “Pass” (P) grades, independent study, cooperative work experience/work-based learning credits may be used only for general elective credits
- 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**

**COMMUNICATION SKILLS (10 CREDITS)**
- ENGL& 101 English Composition I
- ENGL 103 Composition – Argumentation and Research
- or ENGL 107 Composition Writing About Literature

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

Students must meet stated math prerequisites. *Must include 5 credits of business calculus, calculus I or a higher level math that includes calculus as a prerequisite. **May include finite math or pre-calculus prerequisites for calculus or other courses to prepare for business calculus.

- **MATH& 141 Precalculus I
- **MATH& 142 Precalculus II
- **MATH& 146 Business Calculus
- * MATH& 151 Calculus I
- * MATH& 152 Calculus II
- * MATH& 153 Calculus III
- ** MATH 156 Finite Mathematics

**HUMANITIES (15 CREDITS)**

Must include at least two disciplines, with no more than five credits from performance/skills courses and no more than five credits are allowed in world language.

**SOCIAL SCIENCES (15 CREDITS)**
- * ECON& 201 Micro Economics
- * ECON& 202 Macro Economics
- Other Social Science

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

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

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

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

Must include at least two different disciplines in the biological, physical or earth science areas to include one laboratory science – indicated by an L. **MATH& 146 is required.

- ** MATHH& 142 Precalculus II
- ** MATH& 146 Business Calculus
- ** MATH& 141 Precalculus I
- ** MATH& 142 Precalculus II
- ** MATH& 151 Calculus I
- ** MATH& 152 Calculus II
- ** MATH& 153 Calculus III
- ** MATH 156 Finite Mathematics

- ** MATH& 141 Precalculus I
- ** MATH& 142 Precalculus II
- ** MATH& 146 Business Calculus
- * MATH& 151 Calculus I
- * MATH& 152 Calculus II
- * MATH& 153 Calculus III
- ** MATH 156 Finite Mathematics

**ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
GENERAL ELECTIVES (5 CREDITS)
Maximum of five credits of courses numbered 100 and above may be applied to this area. See notes below or check four-year information for appropriate elective course needed — e.g., a world language or computer course requirement.

Total Credits Required 90-93

Notes
Please note that admission for many business schools is competitive. A business program that has not enrolled prior to Fall 2012 has a two-year grace period to transfer.

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 Accounting offers instruction in practical accounting combined with a fundamental understanding of general business operations. A Business Management focus offers a broad range of skills to strengthen management skills and increase opportunities for advancement. A Marketing specialization offers training and experience in sales, promotion, e-commerce and international business. Marketing/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 enrolled prior to Fall 2012 have a two-year grace period to transfer.

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

GENERAL REQUIREMENTS (10 credits)
Select one:
- ENGL 101 English Composition I 5
- BUS 101 Business English I 5

Select one:
- BUS 107 Business Mathematics 5
- MATH 107 Math in Society 5
- MATH 156 Finite Math 5

BUSINESS CORE (38-40 CREDITS)
BUS 101 Intro to Business 5
- BUS 240 Human Relations in the Workplace 5
- BUS 250 Business Communications 5
- MNGT 130 Customer Relationship Management 5
- MNGT 282 Marketing 5

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

Select:
- CIS 130 Microcomputer Applications 5
- or
- BTECH 210 A-E 5
- BTECH 220 A-E 5

Select:
- CIS 110 Intro to Microcomputer Business Apps. (3) 5
- CIS 121 Intro to Computer Information Systems (5) 5

MANAGEMENT AND CAREER SKILLS (13 CREDITS)
MNGT 186 Professional Development 5
MNGT 187 Career Communication Skills 5
MNGT 198 Work-based Learning/Internship 3

ECONOMICS (5 CREDITS)
Select one:
- ECON 110 Survey of Economics 5
- ECON 201 Micro Economics 5

ACCOUNTING (5-10 CREDITS)
Select one:
- ACCT 101 Survey of Accounting (5) 5
- ACCT 170/171 Practical Accounting I and II (10) 5
- ACCT & 201/202 Principles of Accounting I and II (10) (ACCT & 201/202 required for accounting area of focus) 5

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 203 Principles of Accounting III 5
- ACCT 275 Payroll and Business Taxes 5
- ACCT 285 Auditing and Advanced Analytical Techniques 5

BUSINESS MANAGEMENT (25 CREDITS)
- BUS 245 Global Business 5
- MNGT 182 Creative Sales 5
- MNGT 283 Management 5
- MNGT 284 Small Business Planning 5
- MNGT 295 Human Resource Management 5

HUMAN RESOURCE MANAGEMENT (25 CREDITS)
- ACCT 275 Payroll and Business Taxes 5
- MNGT 283 Management 5
- MNGT 295 Human Resource Management 5
- MNGT 296 Current Trends in Human Resources 5

MARKETING (25 CREDITS)
- BUS 135 Business, Marketing, and the Internet 5
- MNGT 182 Creative Sales 5
- MNGT 275 Intro to Visual Promotion 5
- MNGT 293 Retailing and Merchandising 5

Select one:
- BUS 245 Global Business 5
- MNGT 283 Management 5

RETAIL/FASHION MERCHANDISING (25 CREDITS)
- FASH 160 Intro to Fashion Merchandising 5
- FASH 162 Apparel Design and Construction Analysis 5
- FASH 163 Consumer Textiles 5
- MNGT 275 Intro to Visual Promotion 5
- MNGT 293 Retailing and Merchandising 5

SMALL BUSINESS/ENTREPRENEURSHIP (25 CREDITS)
- MNGT 182 Creative Sales 5
- MNGT 283 Management 5
- MNGT 284 Small Business Planning 5
- MNGT 295 Human Resource Management 5

Total Credits Required 99-108

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

CERTIFICATE IN BUSINESS

REQUIREMENTS (50 CREDITS)
- ACCT & 201 Principles of Accounting I 5
- ACCT & 202 Principles of Accounting II 5
- BUS & 101 Introduction to Business 5
- CIS 121 Intro to Computer Information Systems 5
- ECON & 201 Micro Economics 5
- ECON & 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
Select one:
- BUS 240 Human Relations in the Workplace 5
- PSYC 100 Introduction to Psychology 5

**Total Credits Required** 50

*Prerequisite required.

**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
- MGTN 187 Career Communication Skills 5
- MGTN 282 Marketing 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** 43-45

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

† Prerequisite required.

**CERTIFICATE IN ENTREPRENEURSHIP**

**REQUIREMENTS (43-45 CREDITS)**

- ACCT 101 Survey of Accounting 5
- ACCT 275 Payroll and Business Taxes 5
- † BUS 107 Business Mathematics 5
- * MNGT 130 Customer Relationship Management 5
- MNGT 182 Creative Sales 5
- MNGT 282 Marketing 5
- MNGT 284 Small Business Management 5
- MNGT 295 Human Resource Management 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** 43-45

† Prerequisite required.

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

**CERTIFICATE IN FASHION MERCHANDISING**

**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.

**CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

**REQUIREMENTS (53-55 CREDITS)**

- † ACCT 170 Practical Accounting I 5
- † ACCT 275 Payroll and Business Taxes 5
- †* BUS 107 Business Math 5
- * BUS 240 Human Relations in the Workplace 5
- MNGT 283 Management 5
- MNGT 295 Human Resource Management 5
- MNGT 296 Current Trends in Human Resources 5

Select one:
- BUS 240 Introduction to Business 5
- MNGT 284 Small Business Planning 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** 53-55

*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.

**REQUIREMENTS (48-50 CREDITS)**

- † BUS 107 Business Mathematics 5
- * MNGT 130 Customer Relationship Management 5
- MNGT 182 Creative Sales 5
- MNGT 275 Intro to Visual Promotion 5
- MNGT 282 Marketing 5
- MNGT 293 Retailing and Merchandising 5

Select one:
- BUS 240 Introduction to Business 5
- BUS 245 Global Business 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** 48-50

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

† Prerequisite required.

**CERTIFICATE IN RETAIL MANAGEMENT**

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

**REQUIREMENTS (48-50 CREDITS)**

- † BUS 107 Business Mathematics 5
- * MNGT 130 Customer Relationship Management 5
- MNGT 182 Creative Sales 5
- MNGT 275 Intro to Visual Promotion 5
- MNGT 282 Marketing 5
- MNGT 293 Retailing and Merchandising 5

Select one:
- BUS 240 Introduction to Business 5
- BUS 245 Global Business 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** 48-50

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

† Prerequisite required.

**CERTIFICATE IN SALES**

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

**REQUIREMENTS (43-45 CREDITS)**

- † BUS 107 Business Mathematics 5
- MNGT 182 Creative Sales 5
- MNGT 186 Professional Development 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.
MNGT 282 Marketing 5
MNGT 283 Management 5

Select one:
* MNGT 130 Customer Relationship Management 5
  MNGT 293 Retailing and Merchandising 5

MNGT 295 Human Resource Management 5
MNGT 283 Management 5
MNGT 295 Human Resource Management 5

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

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

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

Total Credits Required 43-45

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

■ CERTIFICATE IN SUPERVISION AND MANAGEMENT

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 Management 5
MNGT 295 Human Resource Management 5

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

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

Total Credits Required 43-45

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

■ CERTIFICATE IN 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 coursework 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.

CORE REQUIREMENTS (34 CREDITS)
ACCT 101 Survey of Accounting 5
* BUS 105 Business English I 5
BUS 240 Human Relations in the Workplace 5
MNGT 283 Management 5
MNGT 295 Human Resource Management 5
** Pupil Transportation Courses 9

Total Credits Required 34

*Requires 2.0 GPA in lower-level English or placement recommendation at ENGL 099.
**Courses must be specific to student transportation and approved by Pierce College NAPT. State association courses may be acceptable. Check with Pierce College.

BUSINESS INFORMATION TECHNOLOGY

PROFESSIONAL/TECHNICAL

Faculty: Amy Warren, Luann Wolden (FS);
Karen Scott (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

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

■ 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 201 Professional Office Applications I 5
BTECH 202 Professional Office Applications II 5
BTECH 203 Professional Office Applications III 5
BTECH 241 Accounting for the Office Professional (or ACCT 170 or ACCT 101) 5
BTECH 245 Cooperative Work Experience 3
BTECH 246 Cooperative Work Experience 3
Select both:
BTECH 146 Filing Review (2) 5
BTECH 156 Records Management (3) 5
** Minimum of 35 wpm keyboarding required.
†Prerequisite required.

Total Credits Required 43-45

**Courses must be specific to student transportation and approved by Pierce College NAPT. State association courses may be acceptable. Check with Pierce College.

■ 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 (43 CREDITS)

BTECH 117A Format Basic Business Documents (1) 2
BTECH 117B Format Advanced Business Documents (1) 2
BTECH 230 Machine Transcription I (5) 4-5
Select both:
BTECH 248 Business Information Technology Seminar I (2) 2
BTECH 249 Business Information Technology Seminar II (2) 2
Select both:
MNGT 186 Professional Development (5)

Total Credits Required 90-94

*Meets related instruction requirements for professional/technical programs.

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 201 Professional Office Applications I 5
BTECH 202 Professional Office Applications II 5
BTECH 203 Professional Office Applications III 5
BTECH 241 Accounting for the Office Professional (or ACCT 170 or ACCT 101) 5
BTECH 245 Cooperative Work Experience 3
BTECH 246 Cooperative Work Experience 3
Select both:
BTECH 146 Filing Review (2) 5
BTECH 156 Records Management (3) 5
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†Prerequisite required.

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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 201 Professional Office Applications I 5
BTECH 202 Professional Office Applications II 5
BTECH 203 Professional Office Applications III 5

Total Credits Required 90-94

*Meets related instruction requirements for professional/technical programs.

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 201 Professional Office Applications I 5
BTECH 202 Professional Office Applications II 5
BTECH 203 Professional Office Applications III 5

Total Credits Required 90-94

*Meets related instruction requirements for professional/technical programs.
<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BTECH 241</td>
<td>Accounting for the Office Professional</td>
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<tr>
<td>BTECH 245</td>
<td>Cooperative Work Experience</td>
<td>3</td>
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<tr>
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<tr>
<td>BTECH 145</td>
<td>Records and Database Management (5)</td>
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<td>Select both:</td>
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<td>Format Advanced Business Documents (1)</td>
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<td>BTECH 230</td>
<td>Machine Transcription I (5)</td>
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<td>BTECH 248</td>
<td>Business Information Technology Seminar I (2)</td>
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<tr>
<td>BTECH 249</td>
<td>Business Information Technology Seminar II (2)</td>
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<td>or select:</td>
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</tr>
<tr>
<td>MNGT 186</td>
<td>Professional Development (5)</td>
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</tr>
</tbody>
</table>

**BUSINESS REQUIREMENTS (43 CREDITS)**

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

**Total Credits Required**: 90-94

*Meets related instruction requirements for professional/technical programs.

## ADMINISTRATIVE ASSISTANT: INTERNATIONAL BUSINESS (ASSOCIATE)

International business assistants work in areas such as the Puget Sound, w of computer-generated information sources, as well as building on their grammar and business writing skills. An office internship is required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>BTECH 112</td>
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<tr>
<td>BTECH 113</td>
<td>Keyboard Skillbuilding II (or BTECH 116 C-D)</td>
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<tr>
<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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<tr>
<td>BTECH 201</td>
<td>Professional Office Applications I</td>
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<td>or select:</td>
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<tr>
<td>BTECH 202</td>
<td>Professional Office Applications II</td>
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<tr>
<td>(or BTECH 220 A-C and BTECH 225A)</td>
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<tr>
<td>BTECH 203</td>
<td>Professional Office Applications III</td>
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<tr>
<td>(or BTECH 220 C-D, BTECH 210 A-B and BTECH 225A)</td>
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<td>or select:</td>
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<tr>
<td>BTECH 230</td>
<td>Machine Transcription I (or BTECH 117B) (1)</td>
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<tr>
<td>BTECH 244</td>
<td>Accounting for the Office Professional</td>
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<tr>
<td>BTECH 146</td>
<td>Filing Review (2)</td>
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<tr>
<td>BTECH 156</td>
<td>Records Management (3)</td>
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<tr>
<td>BTECH 145</td>
<td>Records and Database Management (5)</td>
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</tr>
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</table>

**BUSINESS REQUIREMENTS (46-51 CREDITS)**

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

**Total Credits Required**: 99-104

*Meets related instruction requirements for professional/technical programs.

## 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.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BTECH 241</td>
<td>Accounting for the Office Professional</td>
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<td>BTECH 245</td>
<td>Cooperative Work Experience</td>
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<td>BTECH 246</td>
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<tr>
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<td>Filing Review (2)</td>
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<td>BTECH 156</td>
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<tr>
<td>BTECH 145</td>
<td>Records and Database Management (5)</td>
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<td>Format Basic Business Documents (1)</td>
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<td>Business Information Technology Seminar I (2)</td>
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<tr>
<td>MNGT 186</td>
<td>Professional Development (5)</td>
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</table>

**BUSINESS REQUIREMENTS (23 CREDITS)**

- BUS 105  Business English I  5
- BUS 106  Business English II  3
- BUS 240  Human Relations in the Workplace  5
- BUS 250  Business Communications  5
- MNGT 130  Customer Relationship Management  5
- MNGT 283  Management  5
- MNGT 295  Human Resource Management  5

**GENERAL REQUIREMENTS (7 CREDITS)**

- BIOL& 170  Human Biology  5
- **HSCI 228**  First Aid and CPR for Health Care Professionals  2

**Total Credits Required**: 93-97

*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.
### OFFICE ASSISTANT: MEDICAL (CERTIFICATE)

As the front-office person, the receptionist greets patients, screens telephone calls, schedules appointments, and assists in record 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.

#### BUSINESS REQUIREMENTS (22-23 CREDITS)

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

#### BTECH REQUIREMENTS (42-43 CREDITS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
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<td>BTECH 112</td>
<td>Keyboard Skillbuilding I (or BTECH 116 A-B)</td>
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<td>BTECH 120</td>
<td>Intro to Windows (or BTECH 118 A-C)</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 135</td>
<td>Electronic 10-Key Calculator</td>
<td>3</td>
</tr>
<tr>
<td>BTECH 149</td>
<td>Intro to Medical Office</td>
<td>2</td>
</tr>
<tr>
<td>BTECH 150</td>
<td>Medical Terminology</td>
<td>5</td>
</tr>
<tr>
<td>BTECH 201</td>
<td>Professional Office Applications I (or BTECH 200 A-B, BTECH 210 A-B and BTECH 225A)</td>
<td>5</td>
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<tr>
<td>BTECH 202</td>
<td>Professional Office Applications II (or BTECH 220 A-C and BTECH 225 B-C)</td>
<td>5</td>
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</tbody>
</table>

#### 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 (2 CREDITS)

**HSCI 228** First Aid and CPR for Health Care Professionals 2

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### OFFICE ASSISTANT: MEDICAL BILLING (CERTIFICATE)

Students in the program learn ICD-9-CM, CPT, and ADA coding. Graduates are able to code and bill accurately, ethically and assertively, to optimize reimbursement, research and explain coverage, and handle all components of claims processing. The certificate is designed to "step" into the Associate in Medical Office Assistant.
CHEMISTRY

Faculty: Megan Hess; 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, complete an associate degree, prepare for nursing, dental hygiene or veterinary technology programs, as well as those who desire elective credits in natural science.

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

CHEM& 161 General Chemistry w/Lab I 5
CHEM& 162 General Chemistry w/Lab II 5
CHEM& 163 General Chemistry w/Lab III 5
CHEM& 261 Organic Chemistry w/Lab I 6
CHEM& 262 Organic Chemistry w/Lab II 6
CHEM& 263 Organic Chemistry w/Lab III 6
MATH& 151 Calculus I 5
MATH& 152 Calculus II 5
MATH& 153 Calculus III 5
MATH 205 Linear Algebra 5
MATH 224 Multivariate Calculus 5
MATH 238 Differential Equations 5
PHYS& 221 Engineering Physics I 6
PHYS& 222 Engineering Physics II 6
PHYS& 223 Engineering Physics III 6

For electives a world language is recommended.

CHILD NUTRITION PROGRAM MANAGEMENT

Degree: Associate in Child Nutrition Program Management

Student Learning Outcomes available at www.pierce.ctc.edu/dept/childnutrition/outcomes.

■ ASSOCIATE IN CHILD NUTRITION PROGRAM MANAGEMENT

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
HUM 228 First Aid and CPR for Health Care Professionals 2
Select one: 5
ACCT 101 Survey of Accounting
† ACCT& 201 Principles of Accounting I
Select one: 5
ECON 110 Survey of Economics
† ECON& 201 Micro Economics
Select one: 5
MNGT 194 Supervisory Training and Leadership Development
MNGT 283 Management

CHILD NUTRITION PROGRAM MANAGEMENT REQUIREMENTS (48 CREDITS)

FSM 102 Equipment and Facilities Management 3
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 Issues 2
FSM 110 Food and Beverage Cost Analysis 5
FSM 112 Child Nutrition Program Management 3
FSM 114 Marketing Child Nutrition 3
FSM 115 Basic Nutrition 1
FSM 116 Safety and Sanitation 1
FSM 117 Nutrition Education in the Classroom 3
FSM 118 Healthy EDGE 2000 1
FSM 121 Quantity Food Production: Salads, Sandwiches and Snacks (Prereq: Safety & Sanitation) 3
FSM 122 Quantity Food Preparation: Bakeshop 3
FSM 130 Child Nutritional Needs for Diverse Populations 3
HUMDV 126 Life Skills: Stress Management 2
CIS XXX Computer Skills 4

Total Credits Required 90

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

COLLEGE SUCCESS

Faculty: Lori Griffin, Irene Brewer (FS); Jeff Pisetzn (PY)

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

Student Learning Outcomes available at www.pierce.ctc.edu/dist/basicskills/outcomes.

COMMUNICATION/THEATRE/FILM

Faculty: Patrick Daugherty, Fred Metzger (FS); Nikki Pippen-Eagan (PY)
Degree: Associate of Arts (AA-DTA)
Associate of Science (AS-T)

Students interested in communications most frequently request a curriculum which will prepare them for work in the broadcast industry. Most four-year college broadcast programs offer emphasis in three general areas: business/management, “on-the-air” aspects, and advertising. Speech majors also specialize in two other areas: interpersonal communications and rhetoric and public address. Pierce College’s curriculum provides a basic background to enable students to determine their preferred focus upon transferring to a four-year institution.

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

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

COMMUNICATION MAJOR

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

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

Rhetoric and Public Address Emphasis

ART One course 5
CMST& 101 Introduction to Communication 5
CMST& 220 Public Speaking 5
The Computer Network Engineering program, offered at Pierce College’s Puyallup and Fort Lewis sites, deals with computer and 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 strong foundation leading to industrial certification.

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

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

■ ASSOCIATE IN 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

CNE 231 Windows Client Operating Systems 5
CNE 232 Manage Windows Server 5
CNE 233 Implement and Maintain Windows Server 5
CNE 234 Implementing Windows Infrastructure 5
CNE 235 Implement and Maintain Windows Server 5
CNE 236 Planning and Maintaining Windows
Infrastructure:Network Infrastructure 5
CNE 237 Plan, Implement and Maintain Active Directory 5

Total Credits Required 100-105

■ CERTIFICATE IN COMPUTER SYSTEMS ADMINISTRATION

CNE Core Requirements (35 Credits)

CIS 121 Introduction to Computer Information Systems 5
CIS 123 Structured Program Design 5
CIS 134 Microcomputer Operating Systems 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)

* MATH& 107 Math in Society 5
Select one:
* MNGT 130 Customer Relationship Management 5
or
BUS 240 Human Relations in the Workplace 5

* BUS 105 Business English I (5) 5
* BUS 106 Business English II (3) 5
* ENGL& 101 English Composition I (5) 5

Total Credits Required 50-53

* Meets related instruction requirements for professional/technical programs.

CONSTRUCTION MANAGEMENT

UNIVERSITY TRANSFER and PROFESSIONAL/TECHNICAL

Contact: Stephen Bridgeford (FS)

Degrees: Associate in Construction Management
Associate in Construction Management DTA/MRP

Certificate: Construction Management Construction Safety Technician

■ ASSOCIATE IN CONSTRUCTION MANAGEMENT DTA/MRP

GENERAL DEGREE REQUIREMENTS

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

See Degree Outcomes on page 45.

■ COURSE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101 English Composition I (required) 5
ENGL& 235 Technical Writing 5
ENGL 103 Composition - Argumentation and Research 5
ENGL 107 Composition - Writing About Literature 5
**QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)**

Intermediate algebra proficiency is required

MATH& 151  Calculus I 5

**HUMANITIES (15 CREDITS)**

At least five credits other than speech and no more than five credits in world language, ASL, and no more than five credits in performance/skills. CMST& 220  Public Speaking 5

* Meets related instruction for professional/technical programs.

**SOCIAL SCIENCE (15 CREDITS)**

BUS& 201  Business Law 5

or

ECON& 201  Micro Economics 5

or

ECON& 202  Macro Economics 5

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

CHEM& 161  General Chemistry with lab I 5

GEOL& 101  Intro to Physical Geology 5

MATH & 146  Intro to Statistics 5

MATH & 152  Calculus II 5

PHYS& 114  General Physics I 5

PHYS& 115  General Physics II 5

PHYS & 221  Engineering Physics I 5

PHYS& 222  Engineering Physics II 5

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

ACCT& 201  Principles of Accounting I 5

ACCT& 202  Principles of Accounting II 5

Additional credits (depending on future institution) 3-8

**GENERAL ELECTIVES (20 CREDITS)**

CONST 101  Introduction to Construction Industry 5

CHEM& 161  General Chemistry with lab I 5

ENGR& 214  Statics 5

ENGR& 215  Mechanics of Materials 5

ENVS 100  Survey of Environmental Science 5

ENVS 140  Western Water Problems 5

ENVS 150  Environmental Issues 5

ENVS 155  Applied Environmental Methods 5

MATH& 141  Precalculus I 5

MATH& 142  Precalculus II 5

MATH& 146  Intro to Statistics 5

MATH& 152  Calculus II 5

PHYS& 115  General Physics II 5

PHYS& 222  Engineering Physics II 5

Additional college-level credits (5 credits maximum) 5

**TOTAL CREDITS** 93-113

Notes

1. Entry to Construction Management majors is selective; students typically require a
   higher minimum overall GPA than the minimum 2.0 for the general DTA. Students need to
   check criteria for selection by connecting with their future institution.

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, cultural diversity, 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.

■ ASSOCIATE IN CONSTRUCTION MANAGEMENT

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

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

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

**COURSE REQUIREMENTS**

**COMMUNICATION SKILLS (15 CREDITS)**

* BUS 250  Business Communications 5

* ENGL& 101  English Composition I 5

* ENGL& 235  Technical Writing 5

**COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (5-10 CREDITS)**

Select one:

* BUS 107  Business Mathematics 5

* MATH& 141  Precalculus I 5

* MATH 156  Finite Math

Note: MATH 141 is prerequisite for the following

* MATH& 142  Precalculus II 5

*+ MATH& 148  Business Calculus

**GENERAL REQUIREMENTS (30 CREDITS)**

BUS& 201  Business Law 5

BTECH 200A  Prepare and Edit Documents 1

BTECH 200B  Enhance and Customize Documents 1

BTECH 210A  Prepare and Format Worksheets 1

BTECH 210B  Insert Formulas and Enhancements 1

BTECH 210C  Advanced Formatting and Functions 1

Select one:

* ACCT 101  Survey of Accounting 5

BTECH 241  Accounting Fundamentals 5

Select one:

* BUS 240  Human Relations in the Workplace 5

CMST& 101  Introduction to Communications 5

CMST& 230  Small Group Communications 5

Select one:

* GEOL& 110  Environmental Geology 5

GEOL& 101  Intro to Physical Geology 5

* PHYS& 110  Physics for Non-Science Majors 5

Select one:

* ECON 110  Survey of Economics 5

* ECON& 201  Micro Economics 5

**BUSINESS MANAGEMENT (5-10 CREDITS)**

Select one:

* MNGT 130  Customer Relationship Management 5

MNGT 182  Creative Sales 5

MNGT 283  Management 5

MNGT 284  Small Business Planning 5

MNGT 295  Human Resource Management 5

Select one:

* BUS 260  Project Management I: Planning 10

BUS 261  Project Management II: Managing 5

**CORE REQUIREMENTS (46 CREDITS)**

* CONST 101  Intro to Construction Management 5

* CONST 140  Construction Drawings: Print Reading 5

* CONST 150  Construction Documents 5

* CONST 160  Materials and Methods 5

* CONST 180  Building Codes 5

* CONST 198  Work-Based Learning 3

* CONST 200  Estimating 5

* CONST 230  Scheduling and Planning 5

* CONST 250  Construction Safety and Accident Prevention 5

* CONST 260  Construction Project Management 5

**Total Credits Required** 101-111

* Meets related instruction requirements for professional/technical programs.

* Indicates prerequisites see individual course descriptions in the catalog.

■ CONSTRUCTION MANAGEMENT CERTIFICATE

**CORE REQUIREMENTS (58 CREDITS)**

* BUS 240  Human Relations in the Workplace 5

+ CONST 101  Intro to Construction Management 5

+ CONST 140  Construction Drawings: Print Reading 5

+ CONST 150  Construction Documents 5

+ CONST 160  Materials and Methods 5

+ CONST 180  Building Codes 5

+ CONST 200  Estimating 5

+ CONST 230  Scheduling and Planning 5

+ CONST 250  Construction Safety and Accident Prevention 3

+ CONST 260  Construction Project Management 5

Select one:

* BUS 250  Business Communication 5

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

**Total Credits Required** 58
*Meets related instruction requirements for professional/technical programs.
+Indicates prerequisites see individual course descriptions in the catalog

■ CONSTRUCTION SAFETY TECHNICIAN CERTIFICATE

Contact: Ron May (FS)

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 (35 CREDITS)

CONST 140 Blueprint Reading 5
CONST 160 Materials and Methods 5
CONST 250 Safety and Accident Prevention 3
CONST 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

*Prerequisites required.

■ PROJECT MANAGEMENT CERTIFICATE

CORE REQUIREMENTS (28-30 CREDITS)

BUS 107 Business Math 5
+ BUS 240 Human Relations in the Workplace 5
** BUS 260 Project Management I: Planning 5
** BUS 261 Project Management II: Managing 5

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

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

**Total Credits Required** 28-30
+Meets related instruction requirements for professional/technical programs.
*Minimum of 35 wpm keyboarding required
**Prerequisite required

CRIMINAL JUSTICE PROFESSIONAL/TECHNICAL

Faculty: Teresa Carlo, Bobi Foster-Grahler (FS)
Degrees: Associate in Criminal Justice
Certificates: Corrections/Protection Officer and Correctional Careers

Criminal Justice
Forensic Technician
Explorer/Cadet Pre-Law Enforcement
Reserve Pre-Law Enforcement
Law Enforcement Officer

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

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

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.

■ 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. College-level reading skills, as determined by placement test, are required (or READ 101).

COMMUNICATION SKILLS (10 CREDITS)

* ENGL& 101 English Composition I 5
ENGL 103 Composition – Argumentation and Research 5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

MATH& 107 Math in Society (or MATH& 146†) 5

HUMANITIES (15 CREDITS)

PHIL 150 Intro to Ethics 5
CMST& 220 Public Speaking (or CMST& 101) 5
Elective (Journalism, world language ++ or a course requiring a paper+)

SOCIAL SCIENCE (15 CREDITS)

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

NATURAL SCIENCE (15 CREDITS)

BIOL& 170 Human Biology (or another biology course+) 5
HSCI 210 Wellness 5
+ Elective (Course other than biology or health science that meets the AA-DTA distribution requirement)

CRIMINAL JUSTICE REQUIREMENTS (32 CREDITS)

CJ 103 Criminal Justice Introduction to ACJ 1
CJ 112 Criminal Justice in America 5
CJ 140 Corrections in America 5
CJ 150 Policing in America 5
CJ 200 Crime and Justice in America: Issues 5
CJ 202 Concepts of Criminal Law 5
+ CJ 252 Criminal Justice Work-Based Learning 5
CJ 280 Criminal Justice Culminating Project** 1
INFO 102 Problem-based Research Methods in Professional Technical Programs 2
Criminal Justice Electives 10

**Total Credits Required** 92
*Meets related instruction requirements for professional/technical programs.
**Prerequisites may apply
++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 three quarters.
++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 three quarters.
+Requires Criminal Justice advisor approval.
SOCAD students may substitute five 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. This certificate is designed to provide students with an inclusive view of the criminal justice system. The 44 credits are perfect for individuals who already have post-secondary degrees and need the edge for employment opportunities or advancement in the criminal justice field. It is a great building block for individuals who wish to earn an Associate in Criminal Justice and AA-DTA. The certificate gives a broad overview of the criminal justice system with emphasis on policing, corrections and the courts. The electives credits can be taken in a variety of fields, including victim advocacy, constitutional law, forensics, and case management. This certificate assists individuals in determining their criminal justice track. A work-based learning (internship) component is also included to help bridge theory and practice and assist in employment opportunities.

COURSE REQUIREMENTS (44 CREDITS)

CJ 103 Criminal Justice Introduction to ACJ 1
CJ 112 Criminal Justice in America 5
CJ 140 Corrections in America 5
CJ 150 Policing in America 5
CJ 200 Crime and Justice in America: Issues 5

Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/proftech/.
Corrections/Protection Officer and Correctional Careers Program

Pierce College offers the Corrections/Probation Officer and Correctional Careers Certificate at the Fort Steilacoom campus. This certificate is designed to provide students with basic skills needed to succeed in the corrections field that will apply to any correctional work setting (federal, state, county, city and private).

Courses include the learning process, dealing with difficult behavior and change, leadership, cross-cultural communications, understanding behavior, decision making, correctional theory and practice, and much more. Students are prepared for work, as well as multiple types of testing, including video, written, and physical fitness tests and interviewing. Finally, students will perform a 175-hour internship at a local correctional facility where they will apply the skills and theories they learned.

The course is a great stepping stone to further education as all 20 credits transfer directly to the Associate in Criminal Justice degree, as well as the AA-DTA degree.

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

COURSE REQUIREMENTS (26 CREDITS)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 103</td>
<td>Criminal Justice Introduction to ACJ</td>
<td>1</td>
</tr>
<tr>
<td>CJ 129</td>
<td>Applied Correctional Wellness</td>
<td>1</td>
</tr>
<tr>
<td>CJ 130</td>
<td>Criminal Justice Operational Skills</td>
<td>5</td>
</tr>
<tr>
<td>CJ 140</td>
<td>Corrections in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 221</td>
<td>Special Topics - Security Practices</td>
<td>3</td>
</tr>
<tr>
<td>CJ 223</td>
<td>Special Topics — Criminal Justice</td>
<td>5</td>
</tr>
<tr>
<td>CJ 252B</td>
<td>Criminal Justice Work-Based Learning</td>
<td>5</td>
</tr>
<tr>
<td>CJ 280</td>
<td>Criminal Justice Culminating Project</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits Required 26

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

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

Forensic Technology

Pierce College offers the Certificate in Criminal Justice Forensic Technician at the Fort Steilacoom campus and at the military sites. This certificate is designed to provide students with 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 (44 CREDITS)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 110</td>
<td>Chemical Concepts w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>CJ 103</td>
<td>Criminal Justice Introduction to ACJ</td>
<td>1</td>
</tr>
<tr>
<td>CJ 112</td>
<td>Criminal Justice in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 150</td>
<td>Policing in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 245</td>
<td>Intro to Investigation and Evidence</td>
<td>5</td>
</tr>
<tr>
<td>CJ 280</td>
<td>Criminal Justice Culminating Project</td>
<td>5</td>
</tr>
<tr>
<td>INFO 102</td>
<td>Problem-based Research Methods in Professional Technical Programs</td>
<td>2</td>
</tr>
<tr>
<td>MATH&amp; 142</td>
<td>Precalculus II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 121</td>
<td>General Physics I</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Credits Required 44

*Prerequisite required.
** Prerequisites may apply

Law Enforcement

The certificate for explorer/cadet pre-law enforcement, certificate for reserve pre-law enforcement and certificate for law enforcement officer provides students with an overview of skills needed to perform the duties of a volunteer in law enforcement, a commissioned reserve law enforcement officer and a commissioned law enforcement officer. It also is an overview of the criminal justice system and major skills needed to succeed in law enforcement.

These certificates include written, oral and multicultural communications and practical application of knowledge and skills. Students are current or former law enforcement explorer or cadets, reserve law enforcement employees looking for career or educational advancement. These certificates flow directly into the Associate in Criminal Justice and the AA-DTA degree, allowing students to continue to a four-year experience.

Students must earn a minimum of a 2.0 in each criminal justice course to obtain this certificate. Students wanting to obtain an AA-DTA while completing their Associate in Criminal Justice must earn a minimum GPA of 2.0 and earn a minimum of a 1.5 GPA in all core requirements and core electives. Students should be aware that certain criminal behavior may prohibit their employment opportunities in many criminal justice occupations. Students are encouraged to research these situations and consult with a Criminal Justice advisor.

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

COURSE REQUIREMENTS (39 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 103</td>
<td>Criminal Justice Introduction to ACJ</td>
<td>1</td>
</tr>
<tr>
<td>CJ 112</td>
<td>Criminal Justice in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 150</td>
<td>Policing in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Crime and Justice in America: Issues</td>
<td>5</td>
</tr>
<tr>
<td>* CJ 252</td>
<td>Criminal Justice Work-Based Learning</td>
<td>5 (180 hours volunteering)</td>
</tr>
<tr>
<td>** CJ 260</td>
<td>Law Enforcement Operational Skills: Explorer/Cadet</td>
<td>5</td>
</tr>
<tr>
<td>CJ 280</td>
<td>Criminal Justice Culminating Project</td>
<td>1</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>Public Speaking</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>INFO 102</td>
<td>Problem-based Research Methods in Professional Technical Programs</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required 39

*Requires Criminal Justice advisor approval.
** Prerequisites may apply

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

COURSE REQUIREMENTS (44 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 103</td>
<td>Criminal Justice Introduction to ACJ</td>
<td>1</td>
</tr>
<tr>
<td>CJ 112</td>
<td>Criminal Justice in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 150</td>
<td>Policing in America</td>
<td>5</td>
</tr>
<tr>
<td>CJ 200</td>
<td>Crime and Justice in America: Issues</td>
<td>5</td>
</tr>
<tr>
<td>* CJ 252</td>
<td>Criminal Justice Work-Based Learning</td>
<td>5 (180 hours volunteering)</td>
</tr>
<tr>
<td>** CJ 261</td>
<td>Law Enforcement Operational Skills: Reserve</td>
<td>10</td>
</tr>
<tr>
<td>CJ 280</td>
<td>Criminal Justice Culminating Project</td>
<td>1</td>
</tr>
</tbody>
</table>
CMST& 220 Public Speaking 5
ENGL& 101 English Composition I 5
INFO 102 Problem-based Research Methods in Professional Technical Programs 2

Total Credits Required 44

*Requires Criminal Justice advisor approval.
** Prerequisites may apply

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

**COURSE REQUIREMENTS (44 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CJ 103</td>
<td>1</td>
</tr>
<tr>
<td>CJ 112</td>
<td>5</td>
</tr>
<tr>
<td>CJ 150</td>
<td>5</td>
</tr>
<tr>
<td>CJ 200</td>
<td>5</td>
</tr>
<tr>
<td>* CJ 252</td>
<td>5</td>
</tr>
<tr>
<td>+ CJ 262</td>
<td>10</td>
</tr>
<tr>
<td>CMST&amp; 220</td>
<td>5</td>
</tr>
<tr>
<td>ENGL&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>INFO 102</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credits Required 44

*Officers will complete all elements of the on-site academy at a 70 percent proficiency as well as successful completion of all academic components. Students must be sponsored by an accredited law enforcement agency.
*Requires Criminal Justice advisor approval.
** Prerequisites may apply

**DENTAL HYGIENE PROFESSIONAL/TECHNICAL**


Degree: Associate in Dental Hygiene

The need for Registered Dental Hygienists (RDH) continues to grow within Washington state, nationwide, as well as worldwide. Dental hygiene professionals dedicate their careers to the prevention and treatment of specific oral diseases while working 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 successful program completion from an accredited professional dental hygiene program and by passing all licensing examinations. Pierce College's Dental Hygiene program enables students to take both written and practical examinations for licensure in this jurisdiction and in other jurisdictions within the United States (U.S.).

Acceptance into Pierce's program occurs only in fall quarter each year. Application submittal for consideration of acceptance occurs in January each year. Pierce accepts 20 entering students each fall at the Fort Steilacoom campus. Applicants to the program must not only meet the general entrance requirements of Pierce College, but all dental hygiene program requirements to be eligible for acceptance consideration. Please see the department website for the exact application deadline and current dental hygiene program requirements.

The Associate in Dental Hygiene transfers into most dental hygiene degree completion programs within the U.S. and may meet some entrance requirements to U.S. dental schools where courses and credits apply. Additionally, Eastern Washington University offers a Bachelor of Science in Dental Hygiene through its 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 in one year post-licensure full-time. (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, R.D.H., M.Ed, EWU Co-Director, at (253) 912-3642 for applicant materials or e-mail at mhospenthal@ewu.edu for more information. You may also visit the website at http://www.ewu.edu/CSHE/Programs/Dental-Hygiene/Expanded-BS-in-DH.xml

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.

Professional/technical program competencies can be found on the Pierce college website at www.pierce.ctc.edu/proftech/.

**PRE-DENTAL HYGIENE COURSES**

Note: Some pre-dental hygiene courses require prerequisite courses prior to enrollment. These prerequisite courses vary from college to college and are not listed below; therefore, completion of the pre-dental hygiene courses may take longer than one year.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 241</td>
<td>6</td>
</tr>
<tr>
<td>BIOL&amp; 242</td>
<td>6</td>
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<tr>
<td>BIOL&amp; 260</td>
<td>5</td>
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<tr>
<td>CHEM&amp; 121</td>
<td>5</td>
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<tr>
<td>CHEM&amp; 131</td>
<td>6</td>
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<tr>
<td>CMST&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>5</td>
</tr>
<tr>
<td>MATH&amp; 107</td>
<td>5</td>
</tr>
<tr>
<td>NUTR&amp;101</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>5</td>
</tr>
<tr>
<td>SOC&amp; 101</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Pre-Dental Hygiene Credits 58

**ASSOCIATE IN DENTAL HYGIENE: APPLICATION SUMMARY**

Formal application to the Dental Hygiene Program must be made to the Admissions Office at the Fort Steilacoom campus by completing a Dental Hygiene Application (please refer to the website to access the application at http://www.pierce.ctc.edu/dept/denthyg/site/) and paying the $40*** non-refundable application fee. Because of the special admission requirements, online dental hygiene application is not available.

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

ENGL 103, CHEM&121, three other sciences and/or math, and one non-science course must be completed for application by the end of fall quarter prior to the year of application. All pre-dental hygiene courses must be completed by spring quarter in the year of entrance for the following fall quarter.

The applicant must submit the following documentation for initial application:

- Pierce College Admissions Form
- Proof of Payment Form
- Program Application Form
- Education Course Plan Form
- Extracurricular Form
- Official transcripts from high school and all colleges attended

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

***Subject to change

NOTE: Students who have not completed all pre-dental hygiene courses by the application date must submit proof of registration for the remaining courses and send the official transcripts for both winter and spring quarter by the dates published on the Dental Hygiene website.
EVALUATION OF CANDIDATES
Six separate categories create the basis for admission to the Dental Hygiene Program. Please note that changes to the evaluation of candidate categories and/or percentages can occur. For the most current information, please visit our department website at: http://www.pierce.ctc.edu/dep/denthyg/site/

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

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

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

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

FIRST YEAR

FALL QUARTER (18 CREDITS)
- DHYG 102 Dental Imaging I 3
- DHYG 103 Preventive Dentistry I 2
- DHYG 104 Biological Structures I 3
- DHYG 106 Medical Emergencies in Dental Practice 1
- DHYG 107 Fundamentals of Restorative Dentistry I 2
- DHYG 108 Fundamentals of Dental Hygiene I 3
- DHYG 109 Dental Hygiene Practice I 4

WINTER QUARTER (17 CREDITS)
- DHYG 112 Dental Imaging II 2
- DHYG 113 Preventive Dentistry II 1
- DHYG 114 Biological Structures II 2
- DHYG 115 General Pathology 2
- DHYG 117 Fundamentals of Restorative Dentistry II 2
- DHYG 118 Fundamentals of Dental Hygiene II 2
- DHYG 119 Dental Hygiene Practice II 6

SPRING QUARTER (19 CREDITS)
- DHYG 121 Intro to Periodontology I 3
- DHYG 122 Pharmacology for Dental Hygiene 3
- DHYG 123 Preventive Dentistry III 1
- DHYG 125 Oral Pathology 2
- DHYG 127 Fundamentals of Restorative Dentistry III 2
- DHYG 128 Fundamentals of Dental Hygiene III 2
- DHYG 129 Dental Hygiene Practice III 6

SUMMER QUARTER (16 CREDITS)
- DHYG 161 Introduction to Periodontology II 2
- DHYG 162 Dental Imaging III 1
- DHYG 164 Health Professions Team Building 2
- DHYG 166 Local Anesthesia I 3
- DHYG 167 Fundamentals of Restorative Dentistry IV 1
- DHYG 168 Fundamentals of Dental Hygiene IV 1
- DHYG 169 Dental Hygiene Practice IV 6

SECOND YEAR

FALL QUARTER (20 CREDITS)
- DHYG 207 Fundamentals of Restorative Dentistry V 2
- DHYG 231 Advanced Periodontology 2
- DHYG 232 Nutrition for Dental Hygiene 1
- DHYG 233 Gerodontology/Special Needs 2
- DHYG 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 (20 CREDITS)
- DHYG 271 Fundamentals of Restorative Dentistry VI 2
- DHYG 243 Community Dental Health 3
- DHYG 246 Extramural Dental Hygiene Practice I 2
- DHYG 247 Clinical Restorative Dentistry II 2
- DHYG 248 Fundamentals of Dental Hygiene VI 3
- DHYG 249 Dental Hygiene Practice VI 7
- DHYG 266 Local Anesthesia II 1

SPRING QUARTER (16 CREDITS)
- DHYG 227 Fundamentals of Restorative Dentistry VII 1
- DHYG 253 Community Dental Health Practice 1
- DHYG 256 Extramural Dental Hygiene Practice II 2
- DHYG 257 Clinical Restorative Dentistry III 2
- DHYG 258 Fundamentals of Dental Hygiene VII 3
- DHYG 259 Dental Hygiene Practice VII 7

Total Required Program Credits 126
Total Required Program Contact Hours 1885
Total Credits incl. Pre-dental hygiene courses 184*

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

DIAGNOSTIC HEALTH AND FITNESS TECHNICIAN/INSTRUCTOR

**PROFESSIONAL/TECHNICAL**

**Faculty:** Steve Crain, Lisa Murray (FS)

**Degree:** Associate in Diagnostic Health and Fitness Technician/Instructor (Personal Trainer)

**Certificate:** Diagnostic Health and Fitness Technician/Instructor Certificate (Personal Trainer)

The field of health and fitness personal training is a rapidly growing occupation for individuals who desire a career in a health profession. Consequently, highly-qualified health and fitness technicians and instructors are in demand within the health industry. Pierce College's Diagnostic Health and Fitness Technician/Instructor (DHFT) program provides a comprehensive curriculum for a Diagnostic Health and Fitness Technician/Instructor certificate.

The DHFT program provides the knowledge and skills in management, administration, training and supervision of entry-level personnel. The Diagnostic Health and Fitness Technician/Instructor is skilled in conducting risk stratification, health assessments (including open-circuit indirect calorimetry – SubMax and Max VO2, RMR, Anaerobic Threshold, and hydrostatis weighing), and 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.

Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/proftech/.
**DIAGNOSTIC HEALTH AND FITNESS TECHNICIAN/INSTRUCTOR**

**GENERAL REQUIREMENTS (52 CREDITS)**

**COMMUNICATION SKILLS (10 CREDITS)**
- ENGL& 101 English Composition I 5
- ENGL& 235 Technical Writing 5

**QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)**
- MATH& 107 Math in Society 5

**HUMANITIES (5 CREDITS)**
- CMST& 220 Public Speaking 5

**SOCIAL SCIENCE (10 CREDITS)**
- PSYC& 200 Lifespan Psychology 5
- BUS& 101 Intro to Business 5

**NATURAL SCIENCE (22 CREDITS)**
- BIOL& 241 Human Anatomy and Physiology 1 6
- BIOL& 242 Human Anatomy and Physiology 2 6
- HSCI 210 Wellness 5
- HSCI 200 Human Stress 5
- or NUTR& 101 Nutrition 5

**DHFT REQUIREMENTS (41 CREDITS) (FS ONLY)**
- HSCI 155 Anatomy and Physiology for the Health and Fitness Professional 5
- HSCI 250 Kinesiology 3
- HSCI 252 Nutrition and Exercise 3
- HSCI 253 Essentials of Weight Management 2
- HSCI 254 Essentials of Fitness Training 5
- HSCI 256 Exercise Physiology for the Health/Fitness Prof 5
- HSCI 257 Client Care and Personal Trainer Marketing 3
- HSCI 258 Athletic Training and Acute Injury Management 2
- HSCI 259 Special Populations Care 3
- HSCI 260 Health Assessment and Fitness Testing 5
- HSCI 262 Diagnostic Health and Fitness Tech Internship 5

**Total Credits Required** 93

**CERTIFICATE DIAGNOSTIC HEALTH AND FITNESS TECHNICIAN/INSTRUCTOR (FS ONLY)**

**GENERAL REQUIREMENTS (41 CREDITS)**
- HSCI 155 Anatomy and Physiology for the Health and Fitness Professional 5
- HSCI 250 Kinesiology 3
- HSCI 252 Nutrition and Exercise 3
- HSCI 253 Essentials of Weight Management 2
- HSCI 254 Essentials of Fitness Training 5
- HSCI 256 Exercise Physiology for the Health/Fitness Prof 5
- HSCI 257 Client Care and Personal Trainer Marketing 3
- HSCI 258 Athletic Training and Acute Injury Management 2
- HSCI 259 Special Populations Care 3
- HSCI 260 Health Assessment and Fitness Testing 5
- HSCI 262 Diagnostic Health and Fitness Tech Internship 5

**Total Credits Required** 41

**ATHLETIC COACHING CERTIFICATE (FS ONLY)**

**GENERAL REQUIREMENTS (45 CREDITS)**
- HSCI 155 Anatomy and Physiology for the Health and Fitness Professional 5
- HSCI 250 Kinesiology 3
- HSCI 252 Nutrition and Exercise 3
- HSCI 253 Essentials of Weight Management 2
- HSCI 256 Exercise Physiology for the Health/Fitness Prof 5
- HSCI 258 Athletic Training and Acute Injury Management 2
- HSCI 260 Health Assessment and Fitness Testing 5
- HSCI 261 Principles of Coaching 2
- HSCI 262 Diagnostic Health and Fitness Tech Internship 5
- HSCI 263 Applied Sport Psychology 5
- HSCI 264 Drugs in Sport 3
- HSCI 265 Coaching Practicum 5

**Total Credits Required** 45

**DIAGNOSTIC HEALTH AND FITNESS 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 website at www.pierce.ctc.edu/digdesign.

**ASSOCIATE IN DIGITAL DESIGN (FS ONLY)**

**RELATED INSTRUCTION (20 CREDITS)**
- BUS 107 Business Mathematics 5
- BUS 240 Human Relations in the Workplace 5
- CMST& 220 Public Speaking 5

**Select one:**
- ENGL& 235 Technical Writing 5
- JOURN 102 Intro to News Writing 5
- JOURN 120 Intro to Broadcasting 5

**DIGITAL DESIGN REQUIREMENTS (76 CREDITS)**
- ART 101 Basic Design, Beginning 5
- CIS 121 Intro to Computer Information Systems 5
- DDSGN 110 Intro to Graphic Design and Rich Media 5
- DDSGN 120 Production Management 3
- DDSGN 121 Layout Design and Publishing 3
- DDSGN 130 Graphic Design II 5
- DDSGN 140 Fundamentals of 3D Modeling and Animation 5
- DDSGN 150 Web Design and CSS 5
- DDSGN 160 Fundamentals of Digital Photography 5
- DDSGN 170 Video Production and DVD Authoring 5
- DDSGN 210 Fundamentals of Multimedia Authoring Systems 5
- DDSGN 220 Integrated Digital Design I 5
- DDSGN 230 Integrated Digital Design II 5
- DDSGN 290 Supervised Internship 5

**Select two from the following:**
- ART& 100 Art Appreciation 10
- ART 105 Intro to Art 5
- ART 111 Drawing, Beginning 5
- ART 201 Painting, Beginning 5
- DDSGN 131 Techniques in Adobe Illustrator 5
- DDSGN 141 Advanced 3D Modeling and Animation 5
- DDSGN 161 Advanced Photoshop 5
- DDSGN 211 Animation for the Web with Adobe Flash 5

**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 ENGL& 101 as well as other requirements dependent on the four-year institution (for example, take MATH& 107 instead of BUS 107). See advisor for details.

*Prerequisites required.

**Students must earn a minimum of 2.0 in DDSGN 290 in order to obtain an Associate in Digital Design.**

**DRAMA**

**Faculty:** Patrick Daugherty, Fred Metzger (FS)

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

The Theatre/Digital Film curriculum is designed to give majors a thorough exposure to all aspects of the theatre arts and digital video. The department’s philosophy is to offer a sequential program emphasizing “backstage” as well as “on stage” skills, integrated with digital video experience. Transfer students from the theatre program do well in a university setting because of the broad general education they receive at Pierce College.

Digital film production at Pierce College Theatre is an excellent...
opportunity to collaborate with fellow theatre/film students, departments, the campus community, and the greater Pierce County area. Digital film production/technical theatre students collaborate across the curriculum. Students in acting classes are captured on digital video 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**

ANTH& 100 Survey of Anthropology 5
ART 105 Intro to Art 5
CMST& 101 Intro to Communication 5
CMST& 220 Public Speaking 5
DRMA& 101 Intro to Theatre 5
DRMA 160 Intro to Film and Video 5
DRMA 165-167 Digital Moving Making I-III 15
DRMA 260-262 Acting for Stage and Digital Film I-III 15
DRMA 280-283 Theatre Production Practicum 4
ENGL 107 Composition – Writing About Literature 5
ENGL& 220 Intro to Shakespeare 5
Music Any lecture course 5
PSYC& 100 General Psychology 5
SOC& 101 Intro to Sociology 5

**TECHNICAL THEATRE EMPHASIS**

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

105 CREDIT OPTION

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

**FILMMAKING EMPHASIS**

ANTH& 100 Survey of Anthropology 5
ART 107-109 Photography 15
CMST& 102 Intro to Mass Media 5
DRMA 160 Intro to Film and Video 5
DRMA 165-167 Digital Movie Making I-II 9
DRMA 170-172 Technical Film/Theatre I-III 15
DRMA 280-285 Theatre Production Practicum 3
ENGL 107 Composition – Writing About Literature 5
ENGL& 236-238 Creative Writing I-III 15
MUSC 107-108 Audio Production I-II 7.5
PSYC& 100 General Psychology 5
SOC& 101 Intro to Sociology 5

**ADDITIONAL THEATRE COURSES**

DRMA 255 Shakespeare Festival
EDUC& 150 Child, Family and Community 3
* EDU& 180 Language and Literacy 3
* EDU& 160 Curriculum Development 5
* EDU& 215 Art for Children 5
* ECED 202 Math/Science for Children 5
* ECED 205 Music for Young Children 5
ECED 212 Survey of Special Education 3
ECED 224 Practicum: Focus on Special Education 2

Education 2
ECED 210 Planning and Assessment for Student Teaching 3
ECED 220 Early Childhood Student Teaching 5
ECED 280 Early Childhood Education Professional Portfolio 1

Total Credits Required 98

*Prerequisites for ECED 210/220. Must complete with a minimum grade of 2.0.

** INITIAL CERTIFICATE IN EARLY CHILDHOOD EDUCATION REQUIREMENTS (12 CREDITS)

ECED 105 Intro to Early Childhood Education 5
ECED 107 Nutrition, Health and Safety for Children 5
ECED 120 Practicum: Focus on Relationships 2

** SHORT CERTIFICATES OF SPECIALIZATION REQUIREMENTS (20 CREDITS)

EARLY CHILDHOOD EDUCATION (GENERAL)
ECED 105 Intro to Early Childhood Education 5
EDU& 130 Guiding Behavior 3
ECED 120 Practicum: Focus on Relationships 2
ECED 107 Nutrition, Health and Safety for Children 5
EDU& 115 Child Development 5

INFANT-TODDLER CARE
ECED 105 Intro to Early Childhood Education 5
EDU& 132 Nuturing Care - Infants and Toddlers 3
ECED 120 Practicum: Focus on Relationships 2
ECED 107 Nutrition, Health and Safety for Children 5
EDU& 115 Child Development 5

SCHOOL AGE CARE
ECED 105 Intro to Early Childhood Education 5
EDU& 136 School Age Care Management 3
ECED 120 Practicum: Focus on Relationships 2
ECED 107 Nutrition, Health and Safety for Children 5
EDU& 115 Child Development 5

FAMILY CHILD CARE
ECED 105 Intro to Early Childhood Education 5
EDU& 134 Family Child Care 3
ECED 120 Practicum: Focus on Relationships 2
ECED 107 Nutrition, Health and Safety for Children 5
EDU& 115 Child Development 5

ADMINISTRATION
EDU& 139 Administration 3
ECED 105 Intro to Early Childhood Education 5
ECED 120 Practicum: Focus on Relationships 2
ECED 107 Nutrition, Health and Safety for Children 5
EDU& 115 Child Development 5

** CERTIFICATE IN EARLY CHILDHOOD EDUCATION

GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS (5 CREDITS)
ENGL 101 English Composition I 5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
ECE 161 Mathematics for Early Childhood Education 5
or
MATH 171 Math for Elem Educ I - Number Systems 5

EARLY CHILDHOOD EDUCATION REQUIREMENTS (37 CREDITS)
ECED 105 Intro to Early Childhood Education 5
ECED 107 Nutrition, Health and Safety for Children 5
ECED 120 Practicum: Focus on Relationships 2
EDU& 115 Child Development 5
EDU& 130 Guiding Behavior 3
EDU& 170 Environments 3
ECED 190 Observation and Assessment 3
EDU& 150 Child, Family and Community 3
EDU& 180 Language and Literacy 3
EDU& 160 Curriculum Development 5

Total Credits Required 47

** ECONOMICS

Faculty: Tom Phelps, Blake Sorem (FS); Stephen Jones (PY)
Degree: Associate of Arts (AA-DTA)

Generally speaking, economics is the science of choice. Microeconomics is the science of individual choice; macroeconomics is the science of aggregate (collective) choice. More specifically, economics is the study of how people establish social arrangements for producing and distributing goods and services to sustain and enhance human life. Its main objective is to determine a wise use of limited economic resources so that people receive the maximum benefit at the lowest cost.

The economics discipline embraces a body of techniques and conceptual tools that are useful for understanding and analyzing any social arrangement, in particular a variety of complex economic systems. Career avenues for graduates are numerous, since their understanding of the economy and their problem-solving and critical thinking skills are applicable to a wide range of activities in business and/or government.

** EDUCATION UNIVERSITY TRANSFER

- See Early Childhood Education and Paraeducation.

Faculty: Greg Brazell, Krissy Kim (FS)
Degree: Associate in Elementary Education (DTA/MRP)

Associate in Biology Education (AS-T)
Associate in Chemistry Education (AS-T)
Associate in Earth and Space Science (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, and also meets the Associate of Arts (AA-DTA) or Associate of Science (AS-T) degree requirements. Students are encouraged to work closely with a faculty advisor in selecting, planning and completing educational goals, and should coordinate with the institution to which they intend to transfer.

See Degree Outcomes on page 45.

** 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
- ENGL 101 - English Composition I
- Minimum of 25 of last 45 credits must be earned at Pierce College
- 2.0 (C) grade or better for all requirements, unless prerequisites state otherwise
- “Pass” (P) grades, independent study, cooperative work experience/work-based learning credits may be used only for general elective credits
- Once a course has been successfully completed, credits obtained may be used in one category only

** COURSE REQUIREMENTS

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
PROGRAMS OF STUDY

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
- ENGL& 101 - English Composition I
- Minimum of 25 of last 45 credits must be earned at Pierce College.
- 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
- "Pass" (P) grades, independent study, cooperative work experience/work-based learning credits may be used only for general elective credits
- Once a course has been successfully completed, credits obtained may be used in one category only

COURSE REQUIREMENTS

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

QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)

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

HUMANITIES AND SOCIAL SCIENCE (15 CREDITS)

CMST& 220 Public Speaking 5
PSYC& 100 General Psychology 5
Multicultural elective by advisement 5

SPECIFIC PRE-MAJOR REQUIREMENTS (68-71 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& 114-116 General Physics I-III 15-18
* PHYS& 221-223 Engineering Physics I-III 5

EDUCATION REQUIREMENTS (8-10 CREDITS)

EDUC 190 Education Practicum 3-5
EDUC& 202 Intro to Education 5
GENERAL ELECTIVES (0-5 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  116-121

Notes
- 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 degree and will be given junior status by the receiving institution.
- Courses in humanities/social science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

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
- ENGL& 101 - English Composition I
- 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, independent study, cooperative work experience/work-based learning credits may be used only for general elective credits
- Once a course has been successfully completed, credits obtained may be used in one category only

COURSE REQUIREMENTS

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

QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)
MATH& 151 Calculus I  5
MATH& 152 Calculus II  5

HUMANITIES AND SOCIAL SCIENCE (15 CREDITS)
CMST& 220 Public Speaking  5
PSYC& 100 General Psychology  5
Multicultural elective by advisement  5

SPECIFIC PRE-MAJOR REQUIREMENTS (53-56 CREDITS)
CHEM& 161-163 General Chemistry w/Lab I-III  15
CHEM& 261-263 Organic Chemistry w/Lab I-III  18
MATH& 146 Intro to Statistics (or MATH& 153)  5
Select one:
PHYS& 114-116 General Physics I-III  15-18
PHYS& 221-223 Engineering Physics I-III  15-18

EDUCATION REQUIREMENTS (8-10 CREDITS)
EDUC 190  Education Practicum  3-5
EDUC& 202 Intro to Education  5

GENERAL ELECTIVES (0-5 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  101-106

Notes
- 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 degree and will be given junior status by the receiving institution.
- Courses in humanities/social science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
- Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
- Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

ASSOCIATE IN EARTH AND SPACE SCIENCE EDUCATION (AS-T)
(AS-T degree for future secondary earth and space science teachers)

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

COURSE REQUIREMENTS

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

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
MATH& 142 Precalculus II  5
Or a higher level math class

HUMANITIES (15 CREDITS)
Selected from at least two disciplines. No more than five credits in world language and no more than five credits in performance/skills courses are allowed. Suggested disciplines include: art, music, history, philosophy, world language, American drama/theater, sign language, and speech.

SOCIAL SCIENCE (15 CREDITS)
PSYC& 100 General Psychology  5
Social Science electives  10
At least one course in an area other than psychology

NATURAL SCIENCE (40-48 CREDITS)
MATH& 146 Intro to Statistics  5
GEOL& 101 Intro to Physical Geology  5
GEOL& 103 Historical Geology  5
CHEM& 161-163 General Chemistry w/ Lab I-III  15-18
Select one:
PHYS& 114-116 General Physics I-III  15-18
PHYS& 221-223 Engineering Physics I-III  15-18

ELECTIVES (10 CREDITS)
Recommended additional courses in astronomy, oceanography or meteorology, related to endorsement competency requirements. The baccalaureate institutions will accept five quarter credits of education-specific professional introduction (a course equivalent to EDUC& 202). A maximum of five credits in college-level courses typical not regarded as transferable is allowed in the elective category. All other electives must be fully transferable as defined by the receiving institution. 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  95-103
Notes

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

• Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

■ 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
• ENGL 101 - English Composition I
• Minimum of 25 of last 45 credits must be earned at Pierce College.
• 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
• "Pass" (P) grades, independent study, cooperative work experience/work-based learning credits may be used only for general elective credits
• Once a course has been successfully completed, credits obtained may be used in one category only

COURSE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)

ENGL 101 English Composition I (required) 5
Select one: 5
ENGL 103 Composition – Argumentation and Research
ENGL 107 Composition – Writing about Literature

QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)

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

HUMANITIES AND SOCIAL SCIENCE (15 CREDITS)

CMST& 220 Public Speaking 5
PSYC& 100 General Psychology 5
Multicultural elective by advisement 5

SPECIFIC PRE-MAJOR REQUIREMENTS (45-53 CREDITS)

MATH 146 Intro to Statistics (or MATH& 153) 5
And three out of the four sequence areas listed below:
BIOL& 211-213 Majors: Cellular/Animal/Plant 15
CHEM& 161-163 General Chemistry w/ Lab I-III 15
GEOL& 101 Intro to Physical Geology 5
GEOL& 103 Historical Geology 5
PHYS& 114-116 General Physics I-II (or PHYS& 221-223) 15-18

EDUCATION REQUIREMENTS (8-10 CREDITS)

EDUC 190 Education Practicum 3-5
EDUC& 202 Intro to Education 5

GENERAL ELECTIVES (0-5 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 93-103

Notes

• 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 degree and will be given junior status by the receiving institution.

• Courses in humanities/social science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.

• Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.

• Biology majors should select organic chemistry or physics for specific pre-major requirements.

• 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
• ENGL& 101 - English Composition I
• Minimum of 25 of last 45 credits must be earned at Pierce College.
• 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
• "Pass" (P) grades, independent study, cooperative work experience/work-based learning credits may be used only for general elective credits
• Once a course has been successfully completed, credits obtained may be used in one category only

COURSE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)

ENGL& 101 English Composition I (required) 5
Select one: 5
ENGL 103 Composition – Argumentation and Research
ENGL 107 Composition – Writing about Literature

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

MATH& 151 Calculus I 5

HUMANITIES (15 CREDITS)

CMST& 220 Public Speaking 5
Humanities (HM) electives† 10
At least two disciplines. No more than five credits in world language and no more than five credits in performance/skills courses are allowed.

SOCIAL SCIENCES (15 CREDITS)

PSYC& 100 General Psychology 5
Multicultural elective by advisement 5
Social Science (SS) electives† 5
†Credits selected must be from at least two disciplines. PSYC& 200 strongly recommended.

NATURAL SCIENCES (15 CREDITS)

MATH& 152 Calculus II 5
Natural Science elective with lab† 5
Natural Science elective† 5
At least 10 credits in physical, biological and/or earth sciences (i.e., physics, chemistry, geology or biology).

ADDITIONAL MATH REQUIREMENTS (15-20 CREDITS)

MATH 153 Calculus III 5
MATH 205 Linear Algebra 5
MATH 224 Multivariate Calculus 5
MATH 238 Differential Equations (recommended) 5

EDUCATION REQUIREMENTS (8-10 CREDITS)

EDUC 190 Education Practicum 3-5
EDUC& 202 Intro to Education 5

GENERAL ELECTIVES (10 CREDITS)

Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

Total Credits Required 93-100

Notes

• 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 degree and will be given junior status by the receiving institution.

• Courses in humanities/social science must come from the current ICRC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
• Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
• Biology majors should select organic chemistry or physics for specific pre-major requirements.
• 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
• ENGL& 101 - English Composition I
• Minimum of 25 of last 45 credits must be earned at Pierce College.
• 1.5 grade (C-) or better for all requirements, unless prerequisites state otherwise
• "Pass" (P) grades, independent study, cooperative work experience/work-based learning credits may be used only for general elective credits
• Once a course has been successfully completed, credits obtained may be used in one category only

COURSE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)
ENGL& 101 English Composition I (required) 5
Select one: 5
ENGL 103 Composition – Argumentation and Research
ENGL 107 Composition – Writing about Literature

QUANTITATIVE/SYMBOLIC REASONING SKILLS (10 CREDITS)
MATH& 151 Calculus I 5
MATH& 152 Calculus II 5

HUMANITIES AND SOCIAL SCIENCE (15 CREDITS)
CMST& 220 Public Speaking 5
PSYC& 100 General Psychology 5
Multicultural elective by advisement 5

SPECIFIC PRE-MAJOR REQUIREMENTS (53 CREDITS)
CHEM& 161/162 General Chemistry w/Lab I-II 10
MATH& 153 Calculus III 5
MATH 205 Linear Algebra 5
MATH 224 Multivariate Calculus 5
MATH 238 Differential Equations 5
PHYS& 221-223 Engineering Physics I-III 18

EDUCATION REQUIREMENTS (8-10 CREDITS)
EDUC 190 Education Practicum 3-5
EDUC& 202 Intro to Education 5

GENERAL ELECTIVES (0-5 CREDITS)
PSYC& 200 Lifespan Psychology (strongly recommended)
Engineering disciplines should include a design component consistent with ABET accreditation standards. Additional college-level courses so that total earned is at least 90 credits. May include prerequisites for major courses (e.g., precalculus), additional major coursework, or specific general education or other university requirements, as approved by the advisor.

Total Credits Required 101-103

Notes
• 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 degree and will be given junior status by the receiving institution.
• Courses in humanities/social science must come from the current ICRIC distribution list in order to count as General Education or General University Requirements (GERs/GURs) at the receiving institution. Additional general educational, cultural diversity, and foreign language requirements, as required by the transfer institution, must be met prior to the completion of a baccalaureate degree.
• Students should be advised that some baccalaureate institutions require physics with calculus to meet specific pre-major science category.
• Students are responsible for checking specific major requirements of baccalaureate institutions in the year prior to transferring.

■ EMERGENCY MEDICAL TECHNICIAN
(MILITARY PROGRAM ONLY)

Contact: Yuvonne Bailey
Certificate: Emergency Medical Technician

The field of Emergency Medical Services (EMS) involves a range of occupations in medical and emergency services. It can serve as an entry to health careers such as a Emergency Medical Technician (EMT), Paramedic, Nurse or other health professional. Basic EMT certification is often required for positions in fire departments. An may be required for staff at correctional facilities and other security positions. Our program is focused on the needs of the military. Some soldiers seek this training for their own educational benefits. In addition, units value this training because it enhances unit capabilities, especially during deployments. For soldiers leaving the military, this training facilitates their transition either into the civilian work force or into educational programs leading to careers in health professions. Pierce College's Emergency Medical Services Certificate (EMS) program prepares students for the National Registry of Emergency Medical Technicians (NREMT) certification examination which results in an Emergency Medical Technician (EMT) certificate. Applicants must have a current Health Care Provider or Professional Rescuer CPR certification prior to starting the program. CPR courses are offered by the department before each term for those needing the proper level of CPR certification. For more information, call (253) 964-3139.

■ EMERGENCY MEDICAL SERVICES
-Offered through Extended Learning

ENGINEERING

Faculty: Kenneth Schroeder (PY)
Degree: Associate of Arts (AA-DTA); AA – Option B
Associate of Science (AS-T) – Track 2

The Engineering program is primarily an engineering transfer program intended to meet requirements for entry into a four-year institution with junior standing. Students planning to transfer are encouraged to complete AS-T or AA-DTA degree requirements and should check with the transfer institution regarding specific course needs and transferable credits. The time needed to complete the program at Pierce may vary according to the requirements of the transfer institution and on the student’s level of prior academic preparation. Students should work carefully with the faculty advisor to plan a program that will ensure successful completion and transfer of credits.

Students interested in exploring a possibility of majoring in engineering and examining different types of engineering are encouraged to take ENGR 101: Intro to Engineering.

ENGINEERING MAJOR

The following courses are recommended as being of special interest to engineering students. 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 the advisor.

CHEM& 161 General Chemistry w/Lab I 5
CHEM& 162 General Chemistry w/Lab II 5
ENGL& 235 Technical Writing 5
PROGRAMS OF STUDY

PIERCE COLLEGE ENDORSEMENT FOR WRITTEN COMMUNICATION

Students may earn an endorsement for written communication by completing a total of 23 credits in composition studies. The endorsement is awarded upon completion of a final capstone course, in which students generate a portfolio, showcasing what they believe is their best college writing. If interested, contact Duncan McClinton (253) 840-8373, English coordinator.

CORE COURSES (10 CREDITS) - must be completed with a 2.0 or better
ENGL& 101 English Composition I
and select one of the following composition studies
ENGL 103 Composition – Argumentation and Research
ENGL 107 Writing About Literature
ENGL& 235 Technical Writing

ELECTIVE COURSES (10 CREDITS) - courses must be completed with a 2.0 or better. Complete an additional 10 credits (two classes) from the remaining composition studies. Courses may not be repeated for credits.
ENGL 103 Composition – Argumentation and Research
ENGL 107 Writing About Literature
ENGL& 235 Technical Writing

CAPSTONE COURSE (3 CREDITS) - required with completion with a 3.0 or better
ENGL 256 Portfolio Writing

Total Credits Required 23

ENGLISH

Faculty:  Kristin Brunnemer, Michael Darcher, Denise Hartley, Steve Jaech, Leslie Michael, Sharon Russell, Vicki Scannell, (FS); Jamie Fitzgerald, Duncan McClinton, Ann Salak, Elizabeth Stevens, Corinna Wycoff (PY)

Degree:  Associate of Arts (AA-DTA)

The English Department provides a variety of courses which build essential skills for virtually every career or profession while offering the basic transfer requirements for most colleges and universities in the country. Pierce College’s English courses expose students to the skills, ideas, and literary works that are the foundation of a liberal arts education.

Students planning to transfer as English majors should complete the AA-DTA degree requirements and must check with transfer institutions regarding specific requirements. English majors may find dozens of special emphasis programs at four-year institutions and should work closely with faculty advisors at Pierce and at the transfer institution to plan an overall program of study that meets individual program needs as well as personal interests.

ENGLISH MAJOR

The following courses are recommended in addition to those required for the AA-DTA degree. These courses are not intended to describe the requirements for English majors, but are offered as recommendations as schedules allow.

LITERATURE EMPHASIS

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<td>Literature of U.S. Slavery and Abolition</td>
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<td>American Literature: Humor and Satire</td>
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<td>ENGL 266</td>
<td>Women Writers: International Mosaic</td>
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<td>HIST&amp; 126</td>
<td>World Civilizations I</td>
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<td>MUSC&amp; 105</td>
<td>Music Appreciation</td>
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<td>PHIL&amp; 101</td>
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COMPOSITION EMPHASIS

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<td>ENGL 103</td>
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<td>Creative Writing: Special Projects</td>
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<td>PHIL&amp; 101</td>
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<tr>
<td>PSYC&amp; 100</td>
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ENGLISH AS A SECOND LANGUAGE

“See Adult Basic Education”

ENVIRONMENTAL SCIENCE

Faculty:  Megan Hess, 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
referred 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:

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**FIRE COMMAND AND ADMINISTRATION**

**PROFESSIONAL/TECHNICAL**

**Faculty:** Pam Caldwell  
**Degree:** Associate in Fire Command and Administration

The Fire Command and Administration degree requires students to be currently working in fire service. The two-year Associate degree was developed as a collaborative program between Pierce College and Bates Technical College. Courses are shared between the two colleges and are offered exclusively online.

The Fire Command and Administration associate degree is designed for students to fulfill some of the undergraduate general education requirements of most four-year fire degree programs and is also recommended for students who have not yet decided upon the field they will enter, or the four-year institution they will attend.

This program is designed to respond to the high-demand for trained fire service professionals. Successful students may utilize experience and knowledge gained through course study to advance to senior leadership positions leading to chief executive management positions, as well as to fulfill discipline-specific certification requirements for the International Fire Service Accreditation Congress (IFSAC).

Students must earn a minimum of a 2.0 in each FCA course to complete the Fire Command and Administration degree.

Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/protech/.

**ASSOCIATE IN FIRE COMMAND AND ADMINISTRATION**

**GENERAL EDUCATION REQUIREMENTS (25 CREDITS)**

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**TECHNICAL CORE REQUIREMENTS (51 CREDITS)**

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**ELECTIVES (14 CREDITS)**

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**FIRE COMMAND AND ADMINISTRATION**

**PROFESSIONAL/TECHNICAL**

**Faculty:** Pam Caldwell  
**Degree:** Associate in Fire Command and Administration

The Fire Command and Administration degree requires students to be currently working in fire service. The two-year Associate degree was developed as a collaborative program between Pierce College and Bates Technical College. Courses are shared between the two colleges and are offered exclusively online.

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This program is designed to respond to the high-demand for trained fire service professionals. Successful students may utilize experience and knowledge gained through course study to advance to senior leadership positions leading to chief executive management positions, as well as to fulfill discipline-specific certification requirements for the International Fire Service Accreditation Congress (IFSAC).

Students must earn a minimum of a 2.0 in each FCA course to complete the Fire Command and Administration degree.

Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/protech/.

**ASSOCIATE IN FIRE COMMAND AND ADMINISTRATION**

**GENERAL EDUCATION REQUIREMENTS (25 CREDITS)**

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**TECHNICAL CORE REQUIREMENTS (51 CREDITS)**

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**ELECTIVES (14 CREDITS)**

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HEALTH EDUCATION AND WELLNESS

See Diagnostic Health and 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 topics 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 the requirements of most four-year institutions.

HEALTH EDUCATION/WELLNESS MAJOR

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<td>BIOL&amp; 242</td>
<td>Human Anatomy and Physiology II</td>
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<td>ENGL 101</td>
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<td>5</td>
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<tr>
<td>HSCI 200</td>
<td>Human Stress - Its Nature and Control</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 210</td>
<td>Wellness</td>
<td>5</td>
</tr>
</tbody>
</table>

ADDITIONAL RECOMMENDED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 211</td>
<td>Majors: Cellular</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 100</td>
<td>Preparatory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 101</td>
<td>Intro to Communication</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 119</td>
<td>Human Health and Disease</td>
<td>5</td>
</tr>
<tr>
<td>NUTR&amp; 110</td>
<td>Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>PE 119-271</td>
<td>Physical Education Activity</td>
<td>2-3</td>
</tr>
<tr>
<td>HSCI 212</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>

HEALTH PROFESSIONS

PROFESSIONAL/TECHNICAL

See Dental Hygiene, Diagnostic Health and Fitness Technician/Instructor, Nursing, and Veterinary Technology.

Faculty: Mary Bath-Balogh, Steven Crain, Robert Johnson, Ron May, Lisa Murray (FS)

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

Degrees: Associate of Arts (AA-DTA)
Associate of Science (AS-T) - Track 1

Coursework for health professions can be incorporated within a variety of transfer degree options. These options include, but are not limited to: medical technology, physician's assistant, occupational therapy, physical therapy, or pre-professional degrees for medicine, dentistry, chiropractic, pharmacy, naturopathy, osteopathy, or veterinary medicine.

Students considering a health career program need to be aware that licensure and hiring may be affected if the graduate has engaged in substance abuse and/or child abuse behaviors, or has been convicted of a gross misdemeanor or felony.

Students planning to transfer should complete AS-T or AA-DTA requirements and MUST check with the transfer institution to clarify specific requirements and transferable credits.

OCCUPATIONAL THERAPY (PRE-)

The University of Washington, Eastern Washington University, and the University of Puget Sound offer a Master's in Occupational Therapy (MOT). It is critical to coordinate with the transfer institution regarding its specific general degree requirements. Acceptance is very 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). The universities require completion of a bachelor's degree prior to acceptance and coursework must include the following (taken within five years):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 241</td>
<td>Human Anatomy and Physiology I</td>
<td>6</td>
</tr>
<tr>
<td>BIOL&amp; 242</td>
<td>Human Anatomy and Physiology II</td>
<td>6</td>
</tr>
</tbody>
</table>

CHEM& 161   General Chemistry w/Lab I                  5
MATH& 146   Intro to Statistics (required)              5
* PHYS& 114  General Physics I                         5
PSYC& 100   General Psychology                        5
PSYC& 200   Lifespan Psychology                       5
PSYC& 220   Abnormal Psychology                       5
* SOC& 101   Intro to Sociology                        5
or ANTH& 206 Cultural Anthropology                    5

PHYSICAL THERAPY (PRE-)

The University of Washington, University of Puget Sound, and Eastern Washington University 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-DTA 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 courses, check with the transfer institution to clarify exact requirements. Most programs also require taking the Graduate Record Exam (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.

<table>
<thead>
<tr>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOL&amp; 241</td>
<td>Human Anatomy and Physiology I</td>
<td>6</td>
</tr>
<tr>
<td>BIOL&amp; 242</td>
<td>Human Anatomy and Physiology II</td>
<td>6</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>CMST&amp; 220</td>
<td>Public Speaking</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; 146</td>
<td>Intro to Statistics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 114</td>
<td>General Physics I</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 115</td>
<td>General Physics II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS&amp; 116</td>
<td>General Physics III</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 100</td>
<td>General Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 220</td>
<td>Abnormal Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

PRE-PROFESSIONAL

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's degrees; this is NOT an actual major. Professional schools are looking for a broad liberal arts background. Students are advised to get current information from their school of choice early in the 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. Students are advised to check to see if their chosen college 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL&amp; 160</td>
<td>General Biology w/Lab</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 211-213</td>
<td>Majors: Cellular/Animal/Plant</td>
<td>5</td>
</tr>
<tr>
<td>BIOL&amp; 260</td>
<td>Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 139</td>
<td>General Chemistry Prep</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 161-163</td>
<td>General Chemistry w/Lab I-III</td>
<td>5</td>
</tr>
<tr>
<td>CHEM&amp; 261-263</td>
<td>Organic Chemistry w/Lab I-III</td>
<td>5</td>
</tr>
</tbody>
</table>
MATH& 146 Intro to Statistics
MATH& 151 Calculus I
or
PHYS& 114 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 Business Calculus
- or
- MATH& 151 Calculus I
- ENGL& 101 English Composition I
- ENGL 107 Composition - Writing About Literature

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 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:

- Two years recent paid full-time hands-on experience in direct delivery of medical care to patients (approximately 4,000 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
Faculty: John Simpson (FS); Dr. John Lucas, Chris Vanneson (PY)
Degree: Associate of Arts (AA-DTA)

History is the study of the human experience. It is a holistic discipline involving political, economic, military, social, intellectual, philosophical, geographical, and cultural aspects of the development of humankind.

After developing a broad background in history, the student may specialize in regional (Western, Asian, Middle Eastern, etc.) or topical (political, social, economic, etc.) subjects. In general, the broad nature of historical studies allows the community college student to take all history classes 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.

HISTORICAL MAJOR
The following courses should be taken, in addition to courses required for the AA-DTA degree:

- HIST& 126-128 World Civilizations I-III 15
- HIST& 156 History of United States I 5
- HIST& 157 History of United States II 5
- HIST& 158 History of United States III 5
- More specialized history courses, without prerequisites, include:
  - HIST& 159 History of United States IV 5
  - HIST 168 The Vietnam War as History 5
  - HIST 230 Concise History of Science and Technology 5
  - HIST 260 History of Russian and the Soviet Union 5
  - HIST& 214 Pacific Northwest History 5
  - HIST 270 Into the Far East 5
  - HIST 272 Survey of Middle East History 5
  - HIST 277 The Cold War 5
  - HIST 280 Intro to Chinese Civilization 5
  - HIST 284 Intro to the Balkans 5

The student who plans to transfer is encouraged to develop a broad base of historical study and sample areas of special interest before moving on to more advanced topics at a four-year institution. In addition to the above classes, more specialized courses (e.g., Pacific Northwest History) are available at Pierce College.

HOMELAND SECURITY UNIVERSITY TRANSFER and PROFESSIONAL/TECHNICAL
Contact: Linda Crear (FS)
Degree: Associate in Technology Homeland Security Management Associate of Arts (AA-DTA)

The Homeland Security Emergency Management (HSEM) Associate degree and certificate program is designed to prepare the next generation of emergency management and policy leaders with the knowledge and skills they need to improve outcomes in disasters of all types. The online program incorporates instruction in policy as well as planning and operational components of emergency management and homeland security, including opportunities to gain practical experience and work with current incident management technologies. The program addresses competencies required of emergency management professionals in careers in federal, state of local government. 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, systemic, or human-induced crises.

The curriculum provides policy foundations and advances students through core competencies in hazard identification; risk and vulnerability assessment; planning; terrorism: mitigation, preparedness, response and recovery; and planning for diverse populations. The Associate in Homeland Security Emergency Management degree will develop the students’ competencies to prepare for and respond to all hazard environments, and includes an understanding of socioeconomics and cultural diversity issues.

Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/dept/hsem/outcomes.

ASSOCIATE IN TECHNOLOGY - HOMELAND SECURITY EMERGENCY MANAGEMENT
Students must earn a minimum of a 2.0 in each course to earn this degree.

GENERAL EDUCATION REQUIREMENTS (40 CREDITS)

COMMUNICATIONS (10 CREDITS)
- ENGL& 101 English Composition I 5
- ENGL& 235 Technical Writing 5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
- MATH& 146 Intro to Statistics 5

SOCIAL SCIENCES (10 CREDITS)
Select two:
- HIST& 158 History of United States III 5
- POLS& 101 Intro to Political Science 5
- PSYC& 100 General Psychology 5
HUMANKINDS (5 CREDITS)
Select one:
CMST& 101 Introduction to Communication 5
CMST& 102 Intro to Mass Media 5
CMST& 220 Public Speaking 5

NATIONAL SCIENCES (10 CREDITS)
Select two:
ATMOS 101 Intro to Weather 5
BIO 150 Environmental Issues 5
GEOG 210 Physical Geography 5
GEOG 110 Environmental Geology 5

HSEMM CORE REQUIREMENTS (41 CREDITS)
* HSEM 102 Intro to Homeland Security Emergency MNGT 5
* HSEM 120 All Hazards Emergency Planning 3
* HSEM 130 Technology in Emergency Management 3
* HSEM 157 Public Information Officer 2
* HSEM 160 Emergency Response Awareness to Terrorism 3
* HSEM 180 Public Administration 3
HSEM 200 Emergency Operations Center 2
HSEM 210 Exercise Design and Evaluation 3
HSEM 220 Developing and Managing Volunteer Resources 2
HSEM 230 Disaster Response and Recovery 2
HSEM 240 HSEM Work-Based Learning 5
HSEM 250 Homeland Security Law and Ethics 3
* OSH 190 Industrial Security 3

HSEMM ELECTIVES (15 CREDITS)
* HSEM 110 Basic ICS/NIMS 2
HSEM 190 Special Topics in HSEM 3
CJ 112 Criminal Justice in America 5
CJ 120 Constitutional Rights 5
CJ 140 Corrections in America 5
CJ 150 Policing in America 12
CJ 226 Response to Terrorism 5
OSH 100 Introduction to Occupational Safety and Health 5
OSH 110 Safety Management 5
OSH 240 Handling Hazardous Materials 4

* Indicates HSEM certificate (26 credits)

Total Credits Required 96

Note: Students should be aware that certain criminal behavior and having a criminal record may prohibit their employment opportunities in many Homeland Security and emergency management occupations. Students are encouraged to research these situations and consult with the HSEM program advisor.

HOMELAND SECURITY EMERGENCY MANAGEMENT CERTIFICATE
Students must earn a minimum of a 2.0 in each course to earn this degree.

COURSE REQUIREMENTS (25 CREDITS)
HSEM 102 Intro to Homeland Security Emergency MNGT 5
HSEM 110 Basic ICS/NIMS 2
HSEM 120 All Hazards Emergency Planning 2
HSEM 130 Technology in Emergency Management 3
HSEM 157 Public Information Officer 2
HSEM 160 Emergency Response Awareness to Terrorism 5
HSEM 180 Public Administration 3
OSH 190 Industrial Security 3

Total Credits Required 25

HUMANITIES
Faculty: Denise Hartley (FS); Duncan McClinton (PY)
The Humanities department offers a diverse curriculum of courses investigating the arts, thought and culture, and the relationship of the humanities with other disciplines. Ethnic Thought and Culture, Latin American Thought and Culture courses explore specialized areas. Introduction to Folklore, American Popular Culture, American Cinema and Society, and World Religions complete the rich cultural course offerings.

INFORMATION STUDIES
Faculty: Sarah Frye, Laurie Shuster, Emily Wood (FS); Frank Brasile, Christie Flynn, Kathy Swart, Beth Thoms (PY)
The Information Studies department offers courses designed to help students understand the nature of information, as well as how individuals gather, engage, and interact with it. Courses focus on research skills to meet the academic needs of community college students, those intending to transfer to a university, as well as for professional, lifelong learning or personal needs. Courses show students how to access, evaluate and use information and information systems and technologies, and to consider the impact of information in contemporary society through the examination of information issues and information-seeking behavior.

INTEGRATED BASIC SKILLS (I-BEST)

INTENSIVE ENGLISH PROGRAM (IEP)
Contact: Mishelle Pasinato, Manager, Intensive English Program
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.

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 IEP also offers several additional elective courses for students a a higher level or who wish to receive more instruction. These elective courses, which are non-credits, provide a ‘bridge’ between IEP classes and college classes. Elective classes include Vocabulary & Spelling I, II, and III; Standardized Test Prep, and Level 5 of Writing, Reading, Grammar, Listening and Speaking.

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

Student Learning Outcomes available at www.pierce.ctc.edu/international/iep-outcomes.

JOURNALISM
Faculty: Michael Parks (FS)
Degree: Associate of Arts (AA-DTA)
The Journalism program is designed to prepare students for transfer as majors in various areas of communication. Pierce’s basic courses in journalistic writing and mass media provide a good background for those pursuing communication careers in print journalism, broadcast journalism, advertising, and public relations. The student newspaper gives interested students the opportunity to gain practical experience in nearly all phases of producing a newspaper, using desktop publishing techniques that include computer formatting and digital imaging.

Students planning to transfer as communication or journalism majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. Students are strongly urged to work closely with faculty advisors to plan an overall program of study that best meets their transfer needs and career goals.
JOURNALISM/COMMUNICATIONS MAJOR

Communication, and especially journalism majors, should choose classes that provide a well-rounded exposure to the basic systems, issues, and concerns of American society; to the basic nature of people; and to the expanding global marketplace. The courses recommended below help provide that exposure while meeting basic AA-DTA degree requirements. Students also are encouraged to pursue courses in anthropology, geography, and environmental issues.

- CMST& 102 Intro to Mass Media 5
- CMST& 220 Public Speaking 5
- ECON& 201 Micro Economics 5
- ENGL 103 Composition - Argumentation and Research 5
- HIST& 159 History of United States IV 5
- HUM& 118 Humanities III 5
- JOURN 102 Intro to Newswriting 5
- JOURN 103 Intro to Feature Writing 1-3
- JOURN 110 Publications Design 5
- JOURN 111 College Newspaper: Reporting and Editing 3
- JOURN 112 College Newspaper Photography 3
- JOURN 125 The Documentary: A Social Force 5
- JOURN 111 College Newspaper: Reporting and Editing 3
- JOURN 210 Photojournalism 5
- JOURN 103 Intro to Feature Writing 1-3
- JOURN 102 Intro to Newswriting 5
- JOURN 103 Intro to Feature Writing 1-3
- JOURN 111 College Newspaper: Reporting and Editing 3
- JOURN 112 College Newspaper Photography 3
- JOURN 125 The Documentary: A Social Force 5
- JOURN 110 Publications Design 5
- JOURN 111 College Newspaper: Reporting and Editing 3
- JOURN 112 College Newspaper Photography 3
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LANGUAGE INTERPRETER PROFESSIONAL/TECHNICAL

Faculty: Dr. Thérèse Miranda (FS)
Certificate: Medical Interpreting
Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/proftech/.

CERTIFICATE IN MEDICAL INTERPRETING

COURSE REQUIREMENTS (16 CREDITS)

- INTP 101 Introduction to Language Interpreting 5
- INTP 105 Ethics of Interpreting 3
- INTP 110 Foundations of Interpreting Skills 5
- Select one computer skills option (3 credits total)
  - BTECH 111 Keyboarding 3
  - or
  - BTECH 115A Business Keyboarding 1
  - BTECH 116A-B Keyboard Skill Development 2
  - or
  - BTECH 200A-B Microsoft Word 2
  - BTECH 210A Microsoft Excel 1

MEDICAL INTERPRETING REQUIREMENTS (21 CREDITS)

- BTECH 150 Medical Terminology I 5
- BTECH 151 Medical Terminology II 5
- INTP 202 Medical Interpreting Skills 4
- MNGT 284 Small Business Planning 5
- INTP 297M Practicum 1
- INTP 298 Seminar 1
- Total Credits Required 37

MATHEMATICS

Faculty: Sharon Canner, Pete Kaslik, Rajesh Lal, Randy Leifson, David Lippman, Tom Phelps, Melonie Rasmussen, Chris Willett, Ph.D. (FS)
Deb Falcioni, Phyllis Fikar, Tony Granata, Marlene Ignacio, Tom McCollow, Raya Sabeti, Ph.D., Ken Schroeder, Larry Wiseman (PY)

Degree: Associate of Arts (AA-DTA)
Website: 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 AS-T degree from Pierce College.

In many disciplines, people use mathematics to help make sense of phenomena observed in the world by analyzing data, finding patterns, and developing theories. Math also assists in the development of critical thinking and reasoning skills that can be used to solve problems in a variety of applications.

Pierce College offers a full sequence of pre-college mathematics classes to accommodate students entering the college with a variety of math backgrounds. (See below for the sequence of pre-college level courses.) These courses are offered in the Math Lab and as distance learning courses, as well as in self-contained classes.

College-level mathematics courses at Pierce College include the study of contemporary math, elementary math education, finite math, statistics, precalculus, differential and integral calculus, and more advanced courses in multivariate calculus, linear algebra, and differential equations. Each course includes examples of applications taken from many fields of study. Most of these courses require the use of graphing calculators, which may be rented for a nominal fee through the library.

Students completing MATH 095 (Intermediate Algebra with Modeling) or MATH 098 (Intermediate Algebra) have a wide range of choices to satisfy the quantitative skills requirement for the AA-DTA degree. Options for math classes include: MATH 107, MATH 114, MATH 141, MATH 156, MATH 170 and MATH 146 (see chart below). The appropriate choice depends on a student’s major and intended transfer institution. Additional math courses may be required depending on a student’s program of study. Each transfer student should carefully plan a program of study with the help of a faculty advisor to ensure that transfer requirements are met.

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 depends on field of study and other factors. See a faculty advisor.

Pre-College Level Sequence:

- MATH 042 (Fractions, Decimals and Percents)
- MATH 051 (Arithmetic)
- MATH 054 (Prealgebra) (Optional; See a faculty advisor)
- MATH 060 (Intro to Algebra)
- MATH 095 (Intermediate Algebra with Modeling)
- 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 or placement above MATH 098 on the COMPASS placement test. MATH 095 with a grade of 2.0 or higher will serve as a prerequisite to MATH 107 & and MATH 146. Students unsure of placement test scores. The choices and the number of courses a student takes depends on field of study and other factors. See a faculty advisor.

College Level Quantitative Skills (QS) Math Course Options

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH&amp; 107: Contemporary Mathematics</td>
<td>MATH 095 or MATH 098</td>
</tr>
<tr>
<td>MATH 114: Applied Algebra, Geometry, Trig</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH&amp; 141: Precalculus</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH 156: Finite Mathematics</td>
<td>MATH 098</td>
</tr>
<tr>
<td>MATH&amp; 171: Math for Elem Educ I</td>
<td>MATH 095 or MATH 098</td>
</tr>
<tr>
<td>MATH&amp; 146: Intro to Statistics</td>
<td>MATH 095 or MATH 098</td>
</tr>
</tbody>
</table>

Which MATH QS courses required depends upon the student’s field of study. See a faculty advisor and/or the math program Website for more information.

Sample Fields of Study Requiring Additional Math Courses
MATH 042 Fractions, Percents and Decimals
MATH 051 Fundamentals of Arithmetic
MATH 054 Pre-Algebra
MATH 060 Introduction to Algebra
MATH 085 Pre-Algebra
MATH 095 Intermediate Algebra
MATH 096 Intermediate Algebra
MATH 146 Statistics
MATH 167 Math for Elementary Educ I
MATH 168 Math for Elementary Educ II
MATH 172 Math for Elementary Educ III
MATH 173 Statistics
MATH 186 Finite Math
MATH 192 Business Calculus
MATH 221 Calculus I
MATH 222 Calculus II
MATH 224 Multivariate Calculus
MATH 238 Differential Equations

Legend
- sequential courses
- optional paths
- no sequence

MICROBIOLOGY
Faculty: Barry Putman (FL); Mary Bath-Balogh, Robert Johnson, Ron May (FS)
Dr. Dale Blum, Joseph Cates-Carney, Scott Sweet (PY)
Degree: Associate of Arts (AA-DTA); AA – Option B
Associate of Science (AS-T)
The science of microbiology includes the study of bacteria, fungi, protozoans, and viruses causing disease, as well as beneficial yeasts, antibiotic producing organisms, and cyclic environmental bacteria. Training in microbiology can lead to positions in hospitals, research laboratories, commercial food and beverage enterprises, environmental laboratories, and pharmaceutical institutes.

BIOL& 260 is accepted for transfer to professional programs. Transfer students should complete the curriculum recommended in the Associate of Science-Track 1 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.

MILITARY SCIENCE
The Military Science Program, part of the Army Reserve Officers’ Training Corps (ROTC), is one of the best leadership courses in the country.

Army ROTC is an elective program that serves in conjunction with a student’s existing degree program. Students receive college credit for ROTC classes and some courses may also be used to meet degree requirements for a college major. ROTC classes teach leadership and management, values and ethics, military skills, and effective communication.

ROTC is, at its essence, an Army officer commission program; however, not all students who take ROTC classes go on to serve in the Army. Pierce encourage anyone interested in the armed forces or a career in the Army to enroll in Basic Courses, which do not have prerequisites or commitments and are designed to teach basic Army fundamentals.

The Basic Course takes place during a student’s first two years at Pierce College as an elective. It involves instruction in both the classroom and lab environment, along with the requisite physical training and field training exercises. This instruction teaches basic military skills, the fundamentals of leadership, and starts the
groundwork for becoming an Army leader. A military commitment is not required for Army ROTC Basic Courses.

For additional information, contact the Professor of Military Science, ROTC Program, Pacific Lutheran University, Tacoma, WA 98447; (253) 535-8740; http://www.plu.edu/~rotc/.

MUSIC

Faculty: Dr. Jere Knudtsen (District), Dr. Kenneth Owen (PY)
Degree: Associate of Arts (AA-DTA)

Pierce College makes music accessible to everyone with a wide range of music courses, instruction, and performance opportunities.

Music majors can build their knowledge and performance skills while earning an AA-DTA degree with an emphasis in music at Pierce College. This degree transfers to four-year colleges and universities. Courses are available in: beginning and advanced theory; music appreciation; audio production; and class piano and guitar. Private lessons are also available.

In addition to music courses, Pierce College provides students and community members the opportunity to participate in several performing groups, which give quarterly concerts and sometimes participate in local and regional festivals. Each group offers credit towards an associate's degree. However, participation is not limited to students or music majors; all students and members of the community are invited to perform.

- Concert Band (MUSC150/250)
- Jazz Band (MUSC157/257)
- Concert Choir (MUSC144/244)
- Jazz Choir (MUSC145/254)
- Orchestra (MUSC156/256)

Pierce College offers music facilities at both the Lakewood and Puyallup colleges, allowing students access to a wide range of technology and music spaces.

Music scholarships may be available. Scholarships are talent-based and require an audition. Auditions are held throughout the year and may vary depending on departmental needs.

MUSIC MAJOR

The following courses should be taken, in addition to courses required for the AA-DTA degree:

MUSC& 141 Music Theory I 5
MUSC& 142 Music Theory II 5
MUSC& 143 Music Theory III 5
MUSC 181 Beginning Class Piano 1.5
MUSC 182 Intermediate Class Piano 1.5
MUSC 183 Advanced Class Piano 1.5
MUSC 241 Music Theory IV 5
MUSC 242 Music Theory V 5
MUSC 243 Music Theory VI 5

RECOMMENDED COURSES

MUSC 140/240 College Choir 2
MUSC 144/244 Concert Choir 2.5
MUSC 145/245 Jazz Choir 2.5
MUSC 150/250 College Band 1
MUSC 154/254 College Orchestra 1
MUSC 157/257 Jazz Band 1.2
MUSC 160-168 Private Instruction 0.5
MUSC 260-268 Private Instruction 0.5

NURSING UNIVERSITY TRANSFER and PROFESSIONAL/TECHNICAL

Faculty: Ronda Durano, Ilene Johnson, Rebecca (Becky) Piper (PY)
Degree: Associate in Nursing
Associate in Pre-Nursing DTA/MRP
Website: www.pierce.ctc.edu/nursing

See Degree Outcomes page 45.

Nursing is a rewarding and diverse career that involves caring for people at all ages of the lifespan, and that provides opportunities for practice in a variety of settings, including hospitals, clinics, and long-term care facilities. Nurses may provide direct care, teach clients how to care for themselves, as well as plan care for groups and individuals. Nurses who continue their education and earn a Bachelor of Science in Nursing (BSN) degree have additional opportunities in community health, home care, care management, and teaching.

ASSOCIATE IN PRE-NURSING DTA/MRP

STATEWIDE MAJOR READY PATHWAY (MRP) AGREEMENT

This pathway is applicable to students planning to prepare for upper-division Bachelor of Science-Nursing (entry-to-practice/basic BSN pathway) by completing a broad selection of academic courses. Many students transfer to the BSN program after completing the Associate Degree Nursing (ADN) program (RN to BSN pathway); however, this agreement is not applicable to and does not alter those ADN to BSN articulation agreements.

GENERAL DEGREE REQUIREMENTS

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

DEGREE REQUIREMENTS

COMMUNICATION SKILLS (10 CREDITS)

ENGL 101 English Composition I 5
ENGL 103 Composition – Argumentation and Research 5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)

Intermediate Algebra proficiency is required
MATH& 146 Intro to Statistics 5

HUMANITIES (15 CREDITS)

Consistent with the requirements in all AA-DTA degrees, no more than five credits maximum in world languages and no more than five credits of performance/skills classes are allowed.
CMST& 220 Public Speaking 5
Humanities Electives (HM) 10

SOCIAL SCIENCES (15 CREDITS)

PSYC& 100 General Psychology 5
PSYC& 200 Lifespan Psychology 5
Sociology Elective (SS) 5

NATURAL SCIENCES (35 CREDITS WITH AT LEAST 25 LAB-BASED)

BIOL 160 General Biology w/Lab 5
BIOL 241 Human Anatomy and Physiology 1 6
BIOL 242 Human Anatomy and Physiology 2 6
BIOL 260 Microbiology 5
CHEM& 121 Intro to Chemistry 5
CHEM& 131 Intro to Organic and Biochemistry 6
NUTR& 101 Nutrition 5

ELECTIVES (10 CREDITS)

Five credits that meet the CM, QS, HM, NS or SS designation as stated on the AA-DTA degree lists. Up to five credits that are numbered 100 or above.

Total Credits Required 90

Notes

1. Admissions application deadlines vary; students must meet the deadline for the university or universities to which they plan to apply for admission to transfer.
2. For admission to nursing as a major, it is critical to note that GPA requirements vary and admission is competitive across the several programs in nursing.
3. Certain schools may have additional university-specific requirements that are not prerequisites to admission to the nursing major but will need to be completed prior to graduation or prior to commencement of nursing courses. Contacting advisors from individual schools for institutional requirements is highly recommended since this DTA may not meet every institution-specific graduation requirement.
4. Certain schools may have additional university-specific requirements for admission to the institution that are not prerequisites specifically identified in the DTA requirements.

5. 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.

ASSOCIATE IN NURSING (ADN)
The Pierce College Nursing Program prepares students to become Registered Nurses and provides students with the opportunity to become Certified Nursing Assistants as a part of the coursework. In addition, the program is designed to articulate with local four-year universities that offer a BSN completion program. The curriculum includes a solid base in the natural and social sciences and provides a strong foundation in basic nursing skills, from which students then advance to more complex nursing concepts in the second year.

During the course of the program, students receive experience in medical surgical, maternal-newborn, pediatric, and mental health nursing in acute care, long-term, and community settings such as clinics and schools. Graduates receive an Associate Degree in Nursing, then must pass the NCLEX-RN examination in order to be licensed as Registered Nurses in Washington state. Licensed graduates are qualified to be employed as entry-level nurses in hospitals, long-term care facilities, rehabilitation centers, clinics, health care provider’s offices, and home care agencies. They are also able to plan and coordinate patient care.

The program includes classroom courses in nursing, as well as clinical nursing practice in an acute care setting, where students apply theory attained in all previous courses with a focus on the transition to the RN role. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings during a preceptorship assignment. At the end of the course, students are expected to take a comprehensive NCLEX-RN prep course and take a comprehensive NCLEX-RN predictive examination.

Clinical courses are taught at a variety of health care agencies in the Pierce County area and may occur days, evenings, and Saturdays. Most courses are taught by master’s prepared nurse educators. The program is approved by the Washington State Nursing Care Quality Assurance Commission, and accredited by the National League for Nursing Accreditation Commissions.

Selection for the RN pathway is competitive, and the program begins annually each winter quarter. Students who are selected begin a six-quarter program leading to an associate degree in nursing. The program seeks students who are committed to the profession of nursing. Before applying to Pierce’s program, applicants should explore all facets of nursing care, which may include but not be limited to infection control, practice settings, and the law as it pertains to nursing.

REQUIREMENTS FOR ADMISSION
Applicants must meet general entrance requirements for Pierce College as well as the specific pre-nursing course requirements. Prerequisite courses may take at least one year of study and possibly longer if additional coursework must be completed prior to taking the prerequisite courses. Check with the college early to plan a specific course of study.

The application deadline for admission to the Nursing Program is set annually. Check the Nursing program website for up-to-date information at www.pierce.ctc.edu/nursing. No waiting list is established. The Admission Committee selects students in October and successful candidates are then notified. Evaluation is based on each prerequisite science course and ENGL& 101 being completed with a 3.0 or higher, other college prerequisite courses completed with a 2.0 or higher, designated tests, a personal statement, two recommendations, and observation, volunteer, or work experience in a nursing care setting. There are additional courses recommended for students planning to continue their education to earn a Bachelor of Science in Nursing. It is recommended that the applicant make an appointment with an advisor to make sure the planned course of study meets the program’s admission requirements. The pre-nursing advisor’s number is (253) 840-8355.

Nursing students will have additional college expenses, including uniforms, supplies, and pre-licensure testing. Application packets and additional information are available online at www.pierce.ctc.edu/nursing 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 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.

Professional/technical program competencies can be found on the Pierce College website at www.pierce.ctc.edu/protech/

ASSOCIATE IN NURSING (ADN) (PY ONLY)
PREREQUISITES - MINIMUM QUALIFICATIONS
The following must be completed with a grade of 3.0 (B) or higher:

- CHEM& 121 Introduction to Chemistry *
- ENGL& 101 English Composition I *
- PSYC& 200 Lifespan Psychology *

TRANSFER-READY REQUIREMENTS
Must be completed with a grade of 2.0 (C) or higher:

- MATH& 146 Introduction to Statistics
- ** World Language  121 and 122 10

Successful completion of the above courses will add a maximum total of 4 extra points to the student’s application.

RECOMMENDED COURSEWORK
Must be completed with a grade of 2.0 (C) or higher:

- CHEM& 131 Intro to Organic and Biochemistry

Successful completion of the above courses will add a maximum total of 1 extra point to the student’s application.

** The ten-year limitation on ENGL& 101 and PSYC& 200 may be waived if the course was completed as part of a degree from an accredited institution of higher learning.

** No time limit on the World Language requirement. Two years of the same high school world language will also satisfy this requirement. Native speakers can satisfy this requirement following UW guidelines. See Nursing advisor for details.

FIRST YEAR (37 CREDITS)
Quarter I (13 CREDITS)
- HSCI 114 Therapeutic Communication in Healthcare Setting 3
- HSCI 116 Pharmacology for Allied Health 4
- NURS 111 Fundamentals of Nursing Practice 3
- NURS 112 Fundamentals of Nursing Clinical Practice 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 Nursing 3

Quarter III (12 CREDITS)
- NURS 130 Intermediate Medical-Surgical/Psychiatric Nursing 6
- NURS 132 Intermediate Nursing Clinical Practice 6

Total Credits (Quarters I, II, III) 37

In order to progress to Quarter IV, students must have successfully completed Quarters I-III. Have proof of unencumbered Washington State LPN license or Certificate of Completion from a Washington State approved practical nurse training program.

SECOND YEAR (39-43 CREDITS)
Quarter IV (13 CREDITS - ADN Students (17 CREDITS-Bridge)
- 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 218 ADN Articulation Seminar (Bridge only) 4

NURS 218 ADN Articulation Seminar (Bridge only) 4
ASSOCIATE OCCUPATIONAL SAFETY AND HEALTH TECHNICIAN

Professional/Techinical program competencies can be found on the Pierce College homeland security issues.

Nursing Assistants are qualified to work under the direction of Registered Nurses and Licensed Practical Nurses, and to assist in the care of patients and residents in hospitals, clinics, skilled nursing facilities (long-term care and rehab), and assisted living facilities. This includes, but is not limited to, maintaining a safe environment for the client, providing assistance with activities of daily living as needed, restorative care, communicating with clients, and basic concepts of care.

Students who may need additional support with basic skills (reading, qriting, math, or English language?) may want to consider the two-quarter I-BEST NAC program. During the first quarter, students are introduced to NAC terminology through lessons designed to improve their basic skills and increase their success in the NAC training the following quarter.

Student Learning Outcomes available at www.pierce.ctc.edu/dept/nact/outcomes.

OCEANOGRAPHY

Faculty: Ron May, Beth Norman, Robert Sager, Ted Wood (FS); Tom Bush (PY)

Degree: Associate of Arts (AA-DTA)

Associate of Science (AS-T)

Courses offered in oceanography provide an interdisciplinary scientific approach to the study of the biological, chemical, geological, and physical parameters of the ocean.

Students planning to transfer should complete AS-T or AA-DTA degree requirements and must check with the transfer institution regarding specific course needs and transferable credits. Pierce College offers an oceanography major with a general or biology emphasis.

Oceanography Major - General Emphasis

Atmos 101 Introduction to Weather 5
Biol 190 General Biology w/Lab 5
Chem 161-163 General Chemistry w/Lab I-III 15
Geol 101 Intro to Physical Geology 5
Math & 146 Intro to Statistics 5
Ocean & 101 Intro to Oceanography 5
Ocean 170 Marine Biology 5

Recommended math/physics sequence:

Math & 141-142 Precalculus I and II 15
Math 151-153 Calculus I-III 15

Physics 221-223 Engineering Physics I-III 18

Oceanography Major - Biology Emphasis

Biol 211-213 Majors: Cellular/Animal/Plant Biology 15
Chem 161-163 General Chemistry w/Lab I-III 15
Ocean & 101 Intro to Oceanography 5
Ocean 170 Marine Biology 5

Recommended math/physics sequence:

Math & 141-142 Precalculus I and II 15
Math 151-153 Calculus I-III 15

Physics 114-116 General Physics I-III 15

Pierce College Catalog 2012-13
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.

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

■ ASSOCIATE IN PARAEDUCATION

GENERAL REQUIREMENTS (60 CREDITS)

COMMUNICATIONS (10 CREDITS)
ENGL& 101 English Composition I 5
ENGL 103 Composition - Argumentation and Research 5

QUANTITATIVE/SYMBOLIC REASONING SKILLS (5 CREDITS)
Any course that satisfies the quantitative/symbolic reasoning skills requirement for the AA-DTA Degree or any course which satisfies the computational requirements for an Associate in Technology Degree.

HUMANITIES (15 CREDITS)
Select one:
CMST& 101 Introduction to Communication 5
CMST 210 New Media Presentation 5
CMST& 220 Public Speaking 5

NATURAL SCIENCES (15 CREDITS)
Must include at least one laboratory course
Select one:
HSCI 119 Human Health and Disease 5
HSCI 140 Contemporary Health Science Problems 5
HSCI 151 Personal and Community Health 5
HSCI 210 Wellness 5
NUTR& 101 Nutrition 5

and
Natural science 10

HUMAN RELATIONS (15 CREDITS)
ANTH& 206 Survey of Anthropology 5
PSYC& 100 General Psychology 5
Select one:
BUS 240 Human Relations in the Workplace 5
SOC& 101 Intro to Sociology 5

PARAEDUCATION PROFESSIONAL COURSES (25 CREDITS)
EDUC 130 Technology in Education 3
EDUC& 202 Intro to Education 5
EDUC& 204 Exceptional Child 5
EDUC 230 Curriculum and Instruction: Support Strategies 3
PARED 110 Issues, Roles, and Responsibilities of Paraeducator 2
PARED 130 Classroom and Behavior Management 3
PARED 210 Observation/Assessment/Recordkeeping 3

PRACTICUM & ELECTIVES (10 CREDITS)
EDUC 190 Education Practicum 5
PSYC & 200 Lifespan Psychology 5

Total Credits Required 95

PHILOSOPHY

Faculty: Emily Kulbacki (FS)
Degree: Associate of Arts (AA-DTA)

Philosophy involves both a body of knowledge and the active, critical and speculative inquiry into such areas as the meaning of human existence, the nature of reality, human knowledge and its justifications, and the pursuit of acceptable grounds for human conduct. Philosophy courses at Pierce are designed not only for students who plan to transfer as philosophy majors to four-year institutions, but also as service courses for students in other disciplines and as personal enrichment courses for those who have an interest in philosophical questions and in the development of methods and skills for determining one's own answers.

Students interested in pursuing a major in philosophy should first consult the general distribution requirements for their chosen transfer institution and fulfill as many of the requirements as possible. Students whose philosophical interests lie in a certain area (such as philosophy of science, political philosophy, philosophy of social science, aesthetics, etc.) should acquaint themselves with those disciplines. If completing an AA-DTA degree, the student should also ensure that degree requirements are met.

All philosophy majors should take at least a representative sample of the following courses, working closely with an advisor to determine those that best meet their specific educational needs. In addition, most baccalaureate programs in philosophy require the study of at least one foreign language from among the following: French, German, Latin, or Ancient Greek.

PHILOSOPHY MAJOR - GENERAL EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

CMST& 220 Public Speaking 5
ENGL 107 Composition - Writing About Literature 5
HIST& 126 World Civilizations I 5
HIST& 127 World Civilizations II 5
HIST& 128 World Civilizations III 5
PHIL& 101 Intro to Philosophy 5
PHIL& 120 Symbolic Logic 5
PHIL 150 Intro to Ethics 5

PHILOSOPHY MAJOR - VALUES EMPHASIS (ETHICS, AESTHETICS)

The following courses should be taken, in addition to courses required for the AA-DTA degree:

ANTH& 100 Survey of Anthropology 5
ART 105 Intro to Art 5
ENGL 103 Composition - Argumentation and Research 5
ENGL& 114 Intro to Poetry 5
MUSC& 105 Music Appreciation 5
PHIL& 101 Intro to Philosophy 5
PHIL& 120 Symbolic Logic 5
PHIL 150 Intro to Ethics 5
PHIL 210 Philosophy of Western Religion 5
PSYC& 100 General Psychology 5

PHILOSOPHY MAJOR - LINGUISTICS AND EPISTEMOLOGICAL EMPHASIS

The following courses should be taken, in addition to courses required for the AA-DTA degree:

ANTH& 206 Cultural Anthropology 5
PHIL& 101 Intro to Philosophy 5
PHIL& 120 Symbolic Logic 5
PHIL 150 Intro to Ethics 5

PHYSICAL EDUCATION

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 AA-DTA degree for transfer to a four-year college or university. The following sequence of courses will assist in meeting requirements of most four-year institutions, but students must check with transfer institutions regarding specific requirements and transferable credits.

PHYSICAL EDUCATION MAJOR

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 AA-DTA degree for transfer to a four-year college or university. The following sequence of courses will assist in meeting requirements of most four-year institutions, but students must check with transfer institutions regarding specific requirements and transferable credits.

PHYSICAL EDUCATION

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 AA-DTA degree for transfer to a four-year college or university. The following sequence of courses will assist in meeting requirements of most four-year institutions, but students must check with transfer institutions regarding specific requirements and transferable credits.
PE 119-271  Physical Education Activity  1-2
HSCL 228  First Aid and CPR for Health Care Professionals  2
PSYC& 100  General Psychology  5
SOCI& 101  Intro to Sociology  5
Choose one or both:
CMST& 101  Introduction to Communication  5-10
CMST& 220  Public Speaking  5

PHYSICAL THERAPY (PRE-)  -See Health Professions

PHYSICS
Faculty:  Hillary Stephens, 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 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&B 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  Multivariable Calculus  5
CHEM& 161  General Chemistry w/Lab I AND
CHEM& 162  General Chemistry w/Lab II
(or 10 credits of physical science, not physics or math)

POLITICAL SCIENCE
Faculty:  Dr. John Lucas, Chris Vanneson (PY)
Degree:  Associate of Arts (AA-DTA)

Political science is the systematic study of how societies organize to decide what to do and how to do it. The analysis of group decision-making extends over time and over group size, from committees to international institutions. The courses presented at Pierce College are lower-division prerequisites for acceptance as a political science major in all of Washington's colleges and universities. Students should also complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits.

POLITICAL SCIENCE MAJOR
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

QUANTITATIVE/SYMBOLIC REASONING 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

Pre-LAW
Faculty:  Doug Jensen (FS)
Degree:  Associate of Arts (AA-DTA)

There is no formal pre-law program or curriculum at Pierce College or at most other undergraduate institutions; thus, the pre-law designation normally is used only until the pre-law student selects a suitable major field of study. In most instances, the later study of a specialized area of law in law school is not related directly to the law student's undergraduate major field of study. However, students contemplating a career in law should emphasize the development of strong communication (especially writing) and critical thinking abilities while studying at the undergraduate level.

With few exceptions, individuals becoming lawyers earn the Juris Doctor (JD) degree by attending law school for the equivalent of three academic years of full-time study. Prior to entering law school, students must have been awarded the bachelor’s degree 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). Admission to law school is highly competitive; pre-law students should earn the best grades possible. The LSAT, a one-day national examination offered several times each year at numerous testing sites, is usually taken early during the senior year of undergraduate study.

The pre-law advisor can share information about law schools and provide direction, from a pre-law perspective, concerning baccalaureate institutions as well as Pierce College courses and programs of study. Students should contact the appropriate transfer institution regarding transferability of credits and specific institutional, including departmental, requirements.

PSYCHOLOGY
Faculty:  Dr. JoAnne Geron, Dr. Thomas Link (FS);
         Sandra Croswaite, Leon Khalsa-Maulen,(PY)
Degree:  Associate of Arts (AA-DTA)

Psychology is the study of human and animal behavior, which forms a basis for making inferences about mental processes. It
involves the study of mental states and processes, human behavior, and human nature and society. Pierce College’s psychology program prepares students for transfer to four-year institutions as psychology majors; helps prepare students for vocational certification or licensure in disciplines related to and supported by psychological training; and provides courses that contribute to the personal growth and well-being of students who seek more knowledge of themselves and the world around them.

Students planning to transfer as psychology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific psychology 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**
Recommended Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
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</tbody>
</table>

Two of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 180 Human Sexuality</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 200 Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 210 Social Psychology*</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 220 Abnormal Psychology*</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 230 Intro to Personality*</td>
<td>5</td>
</tr>
</tbody>
</table>

*Check with the transfer institution for its preference/transferability of more than two 200 level psychology courses.

The following courses are recommended as part of the requirements for the AA-DTA degree:

**COMMUNICATION SKILLS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition I</td>
<td>5</td>
</tr>
<tr>
<td>ENGL 103 Composition - Argumentation and Research</td>
<td>5</td>
</tr>
</tbody>
</table>

**QUANTITATIVE/SYMBOLIC REASONING SKILLS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH&amp; 146 Intro to Statistics**</td>
<td>5</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCE** (three disciplines)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
</tr>
</tbody>
</table>

At least one sociology course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOC&amp; 101 or SOC 211</td>
<td>5</td>
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</table>

At least one anthropology course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANTH&amp; 100, ANTH&amp; 106 or ANTH&amp; 206</td>
<td>5</td>
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</table>

**HUMANITIES** (three disciplines)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHIL&amp; 101 Intro to Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>CMST&amp; 101 Introduction to Communication</td>
<td>5</td>
</tr>
<tr>
<td>HUM 105, 106, 107, or 109</td>
<td>5</td>
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</tbody>
</table>

**NATURAL SCIENCE** (three disciplines, including one lab course)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIOL&amp; 170, BIOL&amp; 175 or BIOL&amp; 160</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 200, HSCI 210 or NUTR&amp; 101</td>
<td>5</td>
</tr>
<tr>
<td>Natural Science of your choice</td>
<td>5</td>
</tr>
</tbody>
</table>

**ASSOCIATE IN SOCIAL SERVICE/MENTAL HEALTH**

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

**COMMUNICATIONS (10 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL&amp; 101 English Composition I</td>
<td>5</td>
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</table>

**COMPUTATION/QUANTITATIVE/SYMBOLIC REASONING SKILLS (3-5 CREDITS)**

Any course meeting the AA-DTA QS requirement (5) or

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 103 Computational Math (3) or BUS 107 Business Math (5)</td>
<td>5</td>
</tr>
</tbody>
</table>

**HUMAN RELATIONS (10 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSYC&amp; 100 General Psychology</td>
<td>5</td>
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</table>

**SOCIAL SERVICE FOUNDATION (35 CREDITS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HSSA&amp; 101 Intro to Chemical Dependency</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 220 Abnormal Psychology</td>
<td>5</td>
</tr>
<tr>
<td>SSMH 202 Social Service Mental Health Field Experience</td>
<td>5</td>
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</tbody>
</table>

Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 200 Human Stress - Its Nature and Control</td>
<td>5</td>
</tr>
<tr>
<td>HSCI 210 Wellness</td>
<td>5</td>
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</tbody>
</table>

Electives approved by SSMH advisor

**SOCIAL SERVICE/MENTAL HEALTH CORE (36 CREDITS)**

**Psychology courses (choose one)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC&amp; 180 Human Sexuality</td>
<td>5</td>
</tr>
<tr>
<td>PSYC&amp; 200 Lifespan Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 201 Psychology of Personal Growth</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 210 Social Psychology</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 215 Group Experience</td>
<td>5</td>
</tr>
<tr>
<td>PSYC 230 Intro to Personality</td>
<td>5</td>
</tr>
</tbody>
</table>
Sociology courses (choose one) 5
SOC& 201 Social Problems
SOC 211 Family and Intimate Relationships
SOC 212 Death, Dying and Bereavement
SOC 220 Gender Roles in Society

and
SSMH 100 Intro to Human Services 5
SSMH 170 Mental Health Interviewing and Assessment 5
SSMH 201 Social Service Mental Health Field Experience 1 5
SSMH 210 Self-Care for Care Givers 3
SSMH 215 Law and Ethics in Social Services 5

Select one:
SSMH 185 Identity and the Family 3
SSMH 230 Abuse in the Family 3

Total Credits Required 36

*Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH associate degree.

CERTIFICATE IN SOCIAL SERVICE/MENTAL HEALTH

CORE REQUIREMENTS (36 CREDITS)

Psychology courses (choose one) 5
PSYC 100 General Psychology
PSYC 180 Human Sexuality
PSYC 200 Lifespan Psychology
PSYC 201 Psychology of Personal Growth
PSYC 210 Social Psychology
PSYC 215 Group Experience
PSYC 230 Intro to Personality

Sociology courses (choose one) 5
SOC& 101 Intro to Sociology
SOC& 201 Social Problems
SOC 211 Family and Intimate Relationships
SOC 212 Death, Dying and Bereavement
SOC 220 Gender Roles in Society

and
SSMH 100 Intro to Human Services 5
SSMH 170 Mental Health Interviewing and Assessment 5
SSMH 201 Social Service Mental Health Field Experience 1 5
SSMH 210 Self Care for Care Givers 3
SSMH 215 Law and Ethics in Social Services 5

Select one:
SSMH 185 Identity and the Family 3
SSMH 230 Abuse in the Family 3

Total Credits Required 36

*Students must earn a minimum grade of 2.0 in all SSMH courses to earn an SSMH certificate.

SOCIOLGy

Faculty: Dr. Alan Kemp (FS); Leon Khalsa-Maulen (PY)
Degree: Associate of Arts (AA-DTA)

Sociology is the study of society and human interaction. It deals with human relationships, development in groups, and processes of social behavior and social institutions, such as the family, religion, and the economy. Courses in sociology are designed to stimulate critical and constructive attitudes toward society, to train persons in sociologically-related career fields, and to help students become better prepared to handle the problems of a rapidly-changing world.

Students planning to transfer as sociology majors should complete AA-DTA degree requirements and must check with transfer institutions regarding specific requirements and transferable credits. The following courses are recommended, although sociology majors should work closely with faculty advisors to plan an overall program of study.

SOCIOLGy MAJOR

The following courses are recommended as part of the core AA-DTA requirements or as electives:

ANTH 106 The American Mosaic 5
ANTH 206 Cultural Anthropology 5
BIOL 160 General Biology w/Lab 5
ENGL 101 English Composition I 5
ENGL 103 Composition – Argumentation and Research 5
HIST 126-128 World Civilizations I-III 5

MATH 141 Precalculus I 5
MATH 146 Intro to Statistics 5
PSYC 100 General Psychology 5
PSYC 210 Social Psychology 5
SOC& 101 Intro to Sociology 5
SOC& 201 Social Problems 5
SOC 211 Family and Intimate Relationships 5
SOC 212 Death, Dying and Bereavement 5
SOC 220 Gender Roles in Society 5

VETERINARY TECHNOLOGY PROFESSIONAL/TECHNICAL

Faculty: Markiva Contris, LVT; Salvador Hurtado, DVM (FS)
Degree: Associate in Veterinary Technology
Web site: www.pierce.ctc.edu/vet-tech

At this time, Pierce College is one of five colleges in Washington to offer the Associate in Veterinary Technology degree. This two-year program is designed to prepare students to assist veterinarians in all aspects of animal care, including small and large animal practices, zoos, research laboratories and industry. Following successful completion of the national and state board examinations, graduates can expect a challenging and rewarding career.

The Veterinary Technology program is a special admissions program and the number of students accepted is limited by the physical and financial resources of the college. Selection into the program is based on the satisfactory completion of admissions requirements. The selection process is competitive; therefore, not all applicants will be accepted. Candidates with the highest total scores will be notified of their acceptance status in late May (Tier I applicants) or early September (Tier II applicants) preceding the fall quarter for which they applied. See www.pierce.ctc.edu/vet-tech.

All candidates must have:
- College level biology (i.e. BIOL& 100, five credits)
- College level chemistry (i.e., CHEM& 100, five credits)
- College level intermediate algebra (i.e., MATH 098, five credits)
- College level English (i.e. ENGL& 101, five credits)
- College level medical terminology (i.e., BTECH 150, min. three credits)

(Above courses may require prerequisites based upon placement scores)
- Grade of 2.0 or better for each program prerequisite class
- Program test
- Recommendation/Reference Form and Discussion Topics Form
- Veterinary hospital experience

Many laboratory sessions require lifting, bending, and restraining animals. This is physically demanding and a necessary part of the curriculum. If a student has any physical limitations that would prevent them from doing this work, they are advised to make an appointment with the director of the program.

APPLY EARLY

Because the veterinary technology courses are offered in sequence, students may enter the program fall quarter only. Deadline for submitting the admissions form, the $40 non-refundable application fee, and other required documents is April 15 preceding the fall quarter in which the student plans to enter the program. Because of the special admission requirements for the program, applications for admission submitted online are not accepted. The application packet and forms can be accessed through the Veterinary Technology website at www.pierce.ctc.edu/vet-tech.

ACCREDITATION

The Veterinary Technology program at Pierce College has been approved by the Washington State Veterinary Medical Association and the Washington State Association of Veterinary Technicians, and is accredited by the American Veterinary Medical Association.

Student Learning Outcomes available at www.pierce.ctc.edu/dept/vettech/outcomes.
ASSOCIATE IN VETERINARY TECHNOLOGY (FS ONLY)

FIRST YEAR

FALL QUARTER (17 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
VT 160 Applied Behavior Techniques I 2

WINTER QUARTER (14 CREDITS)
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
VT 155 Nutrition and Complementary Therapies 2
VT 161 Applied Behavior Techniques II 1

SPRING QUARTER (14 CREDITS)
VT 105 Animal Nursing III 3
VT 112 Ward Care Laboratory III 1
VT 150 Clinical Microbiology and Public Health 5
VT 162 Applied Behavior Techniques III 1
VT 166 Hematology for Veterinary Techniques 4

SECOND YEAR

FALL QUARTER (18 CREDITS)
VT 215 Animal Hospital and Office Procedures 4
VT 220 Public Health and Sanitation 4
VT 222 Hematology 4
VT 230 Anesthesiology and Intensive Care 4
VT 250 Radiology for VT 2

WINTER QUARTER (17 CREDITS)
VT 223 Applied Equine Techniques 3
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 94

*VT 100 is open to all interested students, not just to those enrolled in the Veterinary Technology program.

WORLD LANGUAGES

Faculty: Dr. Thérèse Miranda (FS)
Victoria Mayorga, Janina Starr (PY)

Degree: Associate of Arts (AA-DTA)

Foreign language study includes learning to speak, read and write a language, and gaining exposure to the culture or cultures that use that language. It also includes the development of an understanding of how a language is structured and of problem-solving abilities using that structure.

Pierce College’s World Languages department offers European and Asian languages, as well as American Sign Language. Most courses offered are three-quarter sequences at the introductory level. These courses meet the entrance and graduation requirements for foreign languages of most four-year programs. Students should verify requirements with their intended transfer institution. Intermediate level courses are available depending on demand, primarily in Spanish.

Advanced placement is available to students with prior experience in the language. Interested students should contact the department.

Students planning to transfer as foreign language majors or minors or in area studies should complete AA-DTA requirements to be admitted with junior standing and should contact the appropriate department of the transfer institution regarding specific requirements and transferable credits.

WESTERN EUROPEAN LANGUAGE 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
- HIST& 127 World Civilizations II
- HIST& 128 World Civilizations III
- INTS 107 Intro to International Studies
- INTS 140 Contemporary Issues in International Studies

ASIAN LANGUAGE OR AREA STUDY MAJORS

- ANTH& 100 Survey of Anthropology
- ART 145 History of Art - Contemporary
- HIST& 127 World Civilizations II
- HIST& 128 World Civilizations III
- HIST 270 Intro to the Far East
- HIST 280 Intro to Chinese Civilization
- INTS 107 Intro to International Studies
- INTS 140 Contemporary Issues in International Studies
COURSE DESCRIPTIONS
ACCOUNTING (ACCT)

ACCT 101 (5) Survey of Accounting
Fundamental theories and concepts of accounting. Emphasizes applications of accounting information to various career programs, such as management, CIS, etc.

ACCT 170 (5) Practical Accounting I
Prereq: MATH 051 or MATH 054 with a 2.0 grade or better. Theory and practice of keeping accurate accounting records, and the use of various journals, ledgers and accounts. Offered through the accounting lab, self-paced, continuous entry.

ACCT 171 (5) Practical Accounting II
Prereq: ACCT 170 or ACCT& 201 with a 2.0 grade or better. Theory and practice of keeping accurate records, use of special journals, controlling accounts and subsidiary ledgers, period-end adjustments, closing procedures and preparation of financial statements. Offered through the accounting lab, self-paced, continuous entry.

ACCT 172 (5) Practical Accounting III
Prereq: 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 (5) Practical Cost Accounting
Prereq: 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 (2) Practical Accounting Simulations
Prereq: ACCT& 202
A course in doing accounting simulations. Course is intended for students in the Associate in Accounting degree program who elect to take Principles of Accounting classes instead of Practical Accounting. Also useful for students who want hands-on practice in doing accounting work. Offered through the accounting lab, self-paced, continuous entry.

ACCT 179 (5) Federal Income Tax Preparation
Federal income tax law and preparation with primary emphasis on individual income tax.

ACCT 180 (5) Accounting Systems
Prereq: CS 110 or CS 121, and BTECH 111, and ACCT 171 or ACCT& 201, or instructor permission. Introduction to accounting systems and computerized processing of accounting data. Students will learn about the flow of accounting data and documents in a business, the management and processing of the data in both a manual and computerized system and the preparation of output reports.

ACCT 201 (5) Principles of Accounting I
Prereq: MATH 098 with a grade of at least 2.0. First accounting course required of students transferring to a four-year school to obtain a bachelor’s degree in business administration. Introduction to basic accounting concepts and procedures. Primarily emphasis on the balance sheet and income statements in a single proprietorship.

ACCT 202 (5) Principles of Accounting II
Prereq: ACCT 201 with a grade of at least 2.0. Second accounting course typically required of students transferring to a four-year school to obtain a bachelor’s degree in Business Administration. Covers partnerships, bonds, corporations, cash flow statements and financial statement analysis.

ACCT 203 (5) Principles of Accounting III
Prereq: ACCT 202 with a grade of at least 2.0. An introduction into the field of managerial accounting. Survey of process and job order costs, budgeting, cash planning, capital budgeting, present value and other topics.

ACCT 273 (5) Government Budget and Fund Accounting
Prereq: ACCT 171 or ACCT& 201
Accounting practices for the growing not-for-profit segment of the economy (governmental units, educational institutions, hospitals, etc.) with a comparison to accounting for profit-making organizations.

ACCT 275 (5) Payroll and Business Taxes
Prereq: ACCT 170 or equivalent
Payroll preparations, payroll tax laws, accounting procedures and supplementary records. Preparations of required returns of federal and state payroll taxes and business taxes (includes manual and computerized payroll problems).

ACCT 285 (5) Auditing and Advanced Analytical Techniques
Prereq: ACCT 180 and 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 (3) Income Tax Practicum
Training in the preparation of the basic income tax forms and preparation of actual tax returns under the auspices of the AARP Tax-Aide program.

ADULT BASIC EDUCATION (ABE)
Non-credit basic skills courses are offered for English, Math, Computers, Transitional, etc. See listing under PROGRAMS OF STUDY for more information.

AMERICAN SIGN LANGUAGE (ASL)

ASL 121 (5) American Sign Language I – GER-HM
A beginning course in American Sign Language using conversational methods. This includes vocabulary related to exchanging personal information, day to day activities, describing family relationships, and providing basic directions. Basic grammar, finger-spelling, numbers 1-100, the fundamentals of spatial agreement and an introduction to the deaf culture and its history are also introduced.

ASL 122 (5) American Sign Language II – GER-HM
Prereq: ASL 121 with a grade of 2.0 or better, or one year HS equivalent or instructor permission. In ASL 122, students will continue developing their sign skills while building on vocabulary, enhancing number skills, learning more about signing and incorporating non-manual grammatical markers and non-manual signals with more ease. They will be introduced to basic storytelling using these new skills and techniques as well as learn more about deaf culture and grammar.

ASL 123 (5) American Sign Language III – GER-HM
Prereq: ASL 122 with a grade of 2.0 or better, or 2 years high school equivalent or instructor permission. ASL 123 focuses on vocabulary development, increasing expressive and receptive skills, and developing story telling techniques. This course includes more advanced use of classifiers, expansion of detail, and introduction to deaf expressions and idioms, additional grammatical features, and a continued study of the deaf culture.

ASL 221 (5) American Sign Language IV – GER-HM
Prereq: ASL 123 with a grade of 2.0 or better, or 3 years HS equivalent, or instructor permission. Emphasis is placed on receptive and expressive skill development including discourse structures used in daily life, a variety of topics, spontaneous conversations, and story-telling. The course will encourage vocabulary review, clear articulation of the language, continued practice of grammar structures, exposure to a variety of signing styles, and a deeper cultural awareness about interacting effectively in the deaf community.

ANTHROPOLOGY (ANTH)

ANTH 100 (5) Survey of Anthropology – GER-SS
A survey of biological anthropology, archaeology, cultural anthropology and linguistic anthropology.

ANTH 104 (5) World Prehistory – GER-SS
An archaeological interpretation of the lifeways of our human ancestors from 3 million years ago to the development of written records.

ANTH 106 (5) The American Mosaic – GER-SS
An exploration of multiculturalism in the United States examining various aspects of social identity, including ethnicity, race, socioeconomic class, gender and sexuality. Current anthropological methods and approaches will be employed to enhance the understanding of diversity in U.S. American society.

ANTH 107 (5) Archaeology of Ancient Civilizations – GER-SS
A course on the archaeology of ancient civilizations. Students compare ancient civilizations of the New World and the Old World to investigate how complex societies differ, in structure, belief systems, economic dynamics, from simpler societies. They address the issue of how and why complex societies arose in some areas and not others, as well as why complex societies collapsed.
ANTH 167 (2-5) Cross Cultural Studies – Life and Culture
A course designed for students who participate in study abroad programs. Students examine host country’s cultural values, social institutions, and significant contemporary issues facing that country. Students discuss differences between U.S. American and host country’s cultures.

ANTH 204 (5) Archaeology • GER-SS/QU
Prereq: Completion of MATH 095 or 098 or equivalent with a grade of 2.0 or better or test recommendation at level above MATH 098

ANTH 205 (5) Biological Anthropology • GER-NS
The course examines human biological variation, taking into account the complex interaction of biology, physiology, environment and culture. Major topics include evolution, genetics, scientific classification, non-human primates, the fossil record and modern human variation.

ANTH 206 (5) Cultural Anthropology • GER-SS
Course explores human behavior and belief across cultures. Major topics include the concept of culture, ethnographic research, and the cross-cultural examination of subsistence and economic systems, divergent social roles and identity, family systems, religious belief, and the impacts of colonialism, modernization and globalization.

ANTH 210 (5) Indians of North America • GER-SS
Lifeways and cultures of North American Indians from prehistory until the present. The course is organized around the culture area concept, and could include the Northeast, Southeast, Southwest, Plains, Arctic, Subarctic, Plateau, Great Basin, California, and the Northwest Coast.

ANTH 216 (5) Northwest Coast Indians • GER-SS
Exploration of the culture and lifeways of Indians of the Northwest Coast Culture Area, past and present.

ANTH 236 (5) Forensic Anthropology • GER-NS
A course designed to familiarize students with the forensic analysis of human remains. Theoretical and hands-on analyses of human remains within a medicolegal context.

ANTH 240 (5) Women in Cross Cultural Perspectives • GER-SS
An introduction to the anthropology of gender. The course uses a global and comparative approach to explore the diversity of women’s experiences and perspectives in relation to their beliefs; in relation to men, children, and other women; and in relation to their culture and society.

ART (ART)

ART 100 (5) Art Appreciation • GER-HM
A general introduction to a chronological look at the development of Western Art from cave painting to the end of the 20th Century. This class is for the non-art major and there are no prerequisites.

ART 101 (5) Design, Beginning • GER-HM/Performance
A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value as vital elements in creative design.

ART 102 (5) Design, Intermediate • GER-HM/Performance
A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value. Particular emphasis will be placed on color as an element of creative design.

ART 103 (5) Design, Advanced • GER-HM/Performance
A studio laboratory course which presents the elements of design as sources for artistic invention. Lectures, demonstrations and studio work deal with line, edge, shape, area, texture and value. Particular emphasis will be placed on color as an element of creative design.

ART 105 (5) Introduction to Art • GER-HM
A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. Topics include perception, aesthetics, creativity, elements of design, principles of design, role of the media, and a general chronological survey of the visual arts are investigated.

ART 107 (5) Photography, Beginning • GER-HM/Performance
Prep: Basic knowledge of computers and manually controlled digital camera required
Photography for the beginning student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 108 (5) Photography, Intermediate • GER-HM/Performance
Prep: ART 107 or instructor permission and basic knowledge of computers and manually controlled digital camera required
Photography for the intermediate student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 109 (5) Photography, Advanced • GER-HM/Performance
Prep: ART 108 or instructor permission and basic knowledge of computers and manually controlled digital camera required
Photography for the advanced student, covering aesthetic considerations and basic equipment operation and processing related to a digital camera.

ART 111 (5) Drawing, Beginning • GER-HM/Performance
An entry level drawing sequence course that provides a framework for addressing a variety of themes, materials, and techniques. This is an introductory course that will focus on the observation and representation of three-dimensional form on a two-dimensional surface. Exercises and assignments will be explained through lecture, demonstration written sequential instruction, and historical/contemporary examples.

ART 112 (5) Drawing, Intermediate • GER-HM/Performance
Prep: ART 111 or instructor permission
This intermediate course is an extension of the fundamentals of representational drawing. This course is designed to allow the serious student to develop skills as a draftsman and broaden capabilities for personal expression.

ART 113 (5) Drawing, Advanced • GER-HM/Performance
Prep: ART 112 or instructor permission
This advanced course builds upon the foundation of contemporary and classical approaches to drawing in artworks involving the figure. Students will acquire basic competence in representational drawing as well as an understanding of various specific features, mood and expression in portraiture.

ART 115 (5) 3-Dimensional Design • GER-HM/Performance
A non-computer hands on sculpture studio lab course that introduces the student to various approaches to construction three-dimensional forms.

ART 125 (5) History of Art – Contemporary • GER-HM
A concise history of contemporary painting, sculpture, drawings, printmaking, photography, and multimedia from modern foundations through post-modern styles and related issues.

ART 201 (5) Painting, Beginning • GER-HM/Performance
An introductory course exploring the fundamental concepts and techniques of painting with acrylic media. Assignments will be approached primarily through investigation of color, composition, color theory, paint mixing and application. This is a studio-laboratory course with an intensive class experience supplemented by lectures, demonstrations, and critiques.

ART 202 (5) Painting, Intermediate • GER-HM/Performance
Prep: ART 201 or instructor permission
An intermediate course expanding on the principles of representational painting, compositional aesthetics, and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

ART 203 (5) Painting, Advanced • GER-HM/Performance
Prep: ART 202 or instructor permission
An advanced course expanding on the principles of representational painting, compositional aesthetics, and painting techniques. Students will develop heightened observational awareness and increased formal, technical and expressive skills. Emphasis will be given to independent problem solving and personal expression.

ART 204 (5) Watercolor, Beginning • GER-HM/Performance
A studio laboratory course that will explore the elements of a wide variety of watercolor techniques. Students will develop the ability to express themselves using various methods applicable to transparent and opaque watercolor approaches as sources for artistic invention. Pupils will also gain a historical overview of water soluble based media and explore an assortment of its applications in the visual arts.

ART 211 (5) Beginning Sculpture • GER-HM/Performance
A studio lab course that introduces students to materials, processes, and tools for the creation and consideration of sculptural design, with an emphasis on the use of non-hazardous and sustainable materials.

ART 243 (5) History of Art – Ancient World Through the Middle Ages • GER-HM
A concise chronological history of paintings, sculpture, drawings, and architecture from the dawn of recorded art to the gothic movement and related issues.

ART 244 (5) History of Art – Renaissance Through Rococo • GER-HM
A concise chronological history of paintings, sculpture, drawings, printmaking, and architecture from the early Renaissance of the 16th century to the Neoclassical style of the middle mark of the 19th century and related issues.
ART 245 (5) History of Art—The Modern World • GER-HM
A concise history of architecture, painting, sculpture, drawing, printmaking, photography, and mixed media from modern foundations through post-modern styles and related issues.

ASTRONOMY (ASTR)
ASTR 100 (5) Survey of Astronomy • GER-NS
An introduction to the history of astronomy and to scientific inquiry including basic concepts in observational astronomy, the solar system, stars, galaxies, and the origin of the universe. This is a non-lab course.

ASTR 101 (5) Introduction to Astronomy • GER-NS
The methods and goals of scientific inquiry developed within the study of the planets, stars, galaxies and the cosmos. A historical perspective with theory, laboratory exercises and direct observations. Lab included.

ASTR 105 (5) Survey of Astrobiology • GER-NS
An introductory course that examines the interdisciplinary field of astrobiology. General principles of astronomy, chemistry, biology and geology as applied toward the search for life on other planetary bodies. Special emphasis on current data acquisition from NASA and other sources. Lab included.

ASTR&110 (5) The Solar System • GER-NS
Methods and goals of scientific inquiry developed within the study of the solar system including the planets, sun, moons, asteroids and comets. Includes historical perspective, theories, laboratory exercises and direct observations. Lab included.

ASTR&115 (5) Stars, Galaxies and the Cosmos • GER-NS
Methods and goals of scientific inquiry developed within the study of outer space including the life and death of stars, galaxies and clusters of galaxies and cosmology including the Big Bang. Includes historical perspective, theories, laboratory exercises, and direct observations. Lab included.

ATMOSPHERIC SCIENCE (ATMOS)
ATMOS 101 (5) Introduction to Weather • GER-NS
A study of earth’s atmosphere including the major controls of weather and climate. Course discussions and labs will cover essential topics in meteorology including solar radiation, temperature, air pressure, wind, clouds, precipitation, and severe weather. Environmental issues including global climate change will also be discussed. Appropriate for non-science and science majors. Lab included.

BIOLOGY (BIOL)
BIOL& 100 (5) Survey of Biology • GER-NS
Emphasis on the study of cells, genetics, ecology, diversity of life and physiology in order to establish a foundation of understanding and respect for life. This course includes a laboratory.

BIOL& 160 (5) General Biology w/Lab • GER-NS
Prereq: Eligible for MATH 098 and ENGL 101, Concurrent CHEM 100 with a 2.0 or CHEM 139 or concurrently enrolled in CHEM 121 or CHEM 161 or beyond.

The science of life. Scientific methodology and evolution, ecological perspectives, cells, biotechnology, genetics, diversity of life, metabolism and life and reproduction. Lab included. For students preparing for allied health professions and for science majors.

BIOL& 170 (5) Human Biology • GER-NS (formerly BIOL 118)
A comprehensive study of the human body, its structure and its function. A non-laboratory course appropriate for non-science majors or for students beginning study in life sciences.

BIOL& 175 (5) Human Biology w/Lab • GER-NS (formerly BIOL 120)
A comprehensive study of the human body, its structure and its function. A laboratory course appropriate for non-science majors or for students beginning study in life sciences.

BIOL 211 (6) Majors: Cellular • GER-NS
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. Structure and function of living cells including metabolism, genetics, differentiation and evolution. For science majors. Lab included.

BIOL 212 (5) Majors: Animals • GER-NS
Prereq: BIOL 211, CHEM 139 and CHEM 161, which may be taken concurrently, and a grade of 3.0 in high school biology. BIOL 160 with a grade of 2.0 or better is recommended. Examination and comparisons of the major animal taxa with emphasis on development, physiology, anatomy, taxonomy, adaptations, and behavior. Examination and evidence for evolution. Lab and/or field excursions included.

BIOL 213 (5) Majors: Plant • GER-NS
Prereq: BIOL 212, CHEM 139 and CHEM 161 (which may be taken concurrently) and a grade of 3.0 or better in high school biology. BIOL 160 with a grade of 2.0 recommended. Examination and comparison of the major non-animal eukaryotic kingdoms and divisions with emphasis on development, physiology, anatomy, taxonomy, plant evolution and adaptations. Introduction to ecosystems, population and community ecology. Lab included.

BIOL& 241 (6) Human Anatomy and Physiology 1 • GER-NS
Prereq: BIOL& 160 with a grade of 2.0 or better and CHEM& 100 with a grade of 2.0 or better or instructor permission.

First course of a two-quarter study of body structure and related physiology including cellular and system levels. Includes an in-depth study of cells and tissues; integumentary, skeletal, muscular, nervous and systems. Lab includes in-depth study of cell physiology; microscopy; histology; human bone and bone marking identification; basic dissection techniques; cat and human musculature; and nervous and sensory function tests.

BIOL& 242 (6) Human Anatomy and Physiology 2 • GER-NS
Prereq: BIOL& 241 or instructor permission
Second course of a two-quarter study of body structure and related physiology on cellular through system levels. Includes an in-depth study of body organization and physiological processes of cardiovascular (lymphatic includes immunology, respiratory, digestive (includes metabolism), excretory, reproductive and endocrine systems. Lab includes cardiovascular system of the cat and human, human hematology, urinalysis, immunology, respiratory, digestive (including chemistry) and reproductive systems.

BIOL& 260 (5) Microbiology • GER-NS
Prereq: BIOL& 160 and CHEM 100 or instructor permission.

Diversity, structure, and physiology of beneficial and harmful microbes. Lab practice in identification of microbial species through culturing, staining and biochemical testing. Lab included.

BUSINESS (BUS)
BUS& 101 (5) Introduction to Business • GER-SS
Basic background in general fields of business. An examination of the nature of for-profit and not-for-profit organizations in a free market economy. An overview of marketing, management, finance, accounting, economics, information systems and international commerce.

BUS 105 (5) Business English I
Prereq: Grade of 2.0 or better in BUS 103 or BUS 107.
Further study and practice with the writing process to create effective business memos, letters and short reports. The student will continue to build a strong business vocabulary and fluency with punctuation rules.

BUS 107 (5) Business Mathematics
Prereq: MATH 051 or MATH 054 or placement in MATH 60.
Mathematical applications in banking, merchandising, inventory, depreciation and promissory notes. Introduction to simple statistics and the metric system. Students cannot receive credit for both BUS 107 and BUS 103.

BUS 135 (5) Business, Marketing and the Internet
How organizations use Web media, including blogging, audio/video streaming, Wikis, RSS feeds, virtual worlds, and social networking to market products and services in a global economy.

BUS&201 (5) Business Law • GER-SS
Prereq: ENGL 101, BUS 105, with a 2.0 grade or better or instructor permission
Introduction to the nature of law and the resolution of disputes in the court system, and overview of law typically relating to the operation of businesses from the perspectives of their owners, managers, employees, customers and suppliers; primary emphasis is on the law pertinent to various types of contracts.

BUS 215 (3) International Business Communications
Prereq: Grade of 2.0 or better in BUS 105 or BUS 107
Concentrates on widening the student’s global perspective in oral and written communication. Focus is placed on the cultural aspects of communication with a wide scope of diverse groups through business letters, reports, email, and verbal communication.

BUS 240 (5) Human Relations in the Workplace
This course considers how the needs of business or other formal organizations interact with individual needs, leadership styles, formal organizational policies and procedures, and general cultural patterns to determine how human beings act in work situations.

BUS 245 (5) Global Business
Introduction and essentials for the student interested in pursuing the study of international trade and culture.
BUS 250 (5) Business Communications • GER-CM
PreReq: Grade of 2.0 or better in BUS 105 or ENGL 101
Theory and practice in composing, evaluating, and analyzing written and oral business communications. Emphasizes effective writing of business letters, reports, and proposals, the psychology of business writing, methods of research and oral reports.

BUS 260 (5) Project Management I: Planning
PreReq: Grade of 2.0 or better in BUS 105 or ENGL 101
Introduces project management best practices from the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK Guide). Introduces the framework, terminology, and concepts for project management and the tools and techniques to build a project plan. Part of two part series.

BUS 261 (5) Project Management II: Managing
PreReq: BUS 260
Introduces the fundamentals of Microsoft Project 2010 (for future releases). Develops competence with project management tools and techniques based on best practices from the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK Guide). Introduces the tools and techniques to manage the project from execution to closing. Part two of a two part series.

BUS 279 (5) Personal Finance and Money Management
Offered through military sites only.
A practical course in managing personal finances. Course includes budgeting, home ownership, income tax, investments, insurance, wills and trusts.

BUS 112 (2) Keyboard Skillbuilding I
PreReq: BTECH 111 with grade of 2.0 or better, or type by touch at 20 wpm or instructor permission
First of two courses emphasizing improved keyboarding technique in order to increase speed and accuracy through planned drill and practice exercises.

BUS 113 (2) Keyboard Skillbuilding II
PreReq: BTECH 112 with grade of 2.0 or better
Second of two courses emphasizing improved keyboarding technique to continue building speed and accuracy through drill and practice.

BUS 115 A-B (1) Business Keyboarding
PreReq: None for BTECH 115A. For BTECH 115B, BTECH 115A with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission
Students use a computer keyboarding program to learn to keyboard by touch: (A) Key the alphabet by touch; (B) Key number and symbols by touch.

BUS 116 A-D (1) Keyboard Skill Development
PreReq: For BTECH 116A BTECH 115A with grade of at least 2.0, or touch typing at 15 wpm, or instructor permission. For BTECH 116B-D, BTECH 116A with grade of at least 2.0, or touch typing at 20 wpm, or instructor permission
Four one-credit courses that assist students with continuous development of keyboard speed, accuracy and technique: (A) Alphabet and technique improvement; (B) Alphameric and technique improvement; (C) Alphanumeric improvement; and (D) Further alphameric improvement.

BUS 117 A-B (1) Business Document Formatting
PreReq: For BTECH 117A BTECH 115A with grade of at least 2.0, or touch typing at 20 wpm, or instructor permission. For BTECH 117B, BTECH 117A or instructor permission
Use word processing software to create basic and advanced business documents: (A) Format business documents; (B) Format advanced business documents.

BUS 118 A-C (1) PC Operating System
PreReq: BTECH 115A and B with a grade of 2.0 or better or type by touch at 15 wpm or instructor permission
Operating system fundamentals for the PC. Topics include the following: (A) Navigating and customizing the operating system; (B) Managing files and using help; and (C) Using the Internet and basic applications.

BUS 120 (3) Introduction to Windows
PreReq: BTECH 111 or BTECH 115A and BTECH 115B with a grade of 2.0 or type by touch at 15 wpm and instructor permission
Fundamentals of using the Windows operating system. Topics include management of files, documents, and folders and use of the control panel to customize the computer and the Windows desktop.

BUS 135 (3) Electronic 10-Key Calculator
Bus 107 or BUS 103 recommended.
Students learn to use the 10-key calculator to solve basic to more advanced business math problems. Students also use the computer's numeric keypad with an emphasis on speed and accuracy.

BUS 136 (1) Ten-Key Mastery
Learn to input data by touch on the computer keyboard ten-key pad. Focus will be on speed, accuracy, and proper technique when keying numeric data.

BUS 145 (5) Records and Database Management
PreReq: BTECH 120, type by touch at 20 wpm or instructor permission
Principles and procedures for record management including storing and retrieval using manual and computer database systems. Includes alphabetic, subject, numeric and geographic storage methods and control of records.

BUS 146 (2) Filing Review
Principles and procedures for manual storage and retrieval of records in medical and general business offices are reviewed in this course. Included are alphabetic, subject, numeric, and geographic filing systems.

BUS 149 (2) Introduction to the Medical Office
An interpersonal networking course for medical office students including discussion, guest speakers, and assignments related to topics such as the medical environment, medical staff, medical ethics and law, and the healthcare-related job market.

BUS 150 (5) Medical Terminology I
Fundamentals of medical terminology, including prefixes, suffixes, root words, and basic rules, upon which the student will build a medical vocabulary. Includes basic anatomy and physiology for the medical office worker.

BUS 151 (5) Medical Terminology II
PreReq: Grade of 2.0 or better in BTECH 150
A continuation of BTECH 150 to build on the student's medical vocabulary by learning advanced terminology and body systems. Includes basic anatomy and physiology for the medical office worker.

BUS 156 (3) Records Management
PreReq: BTECH 146 or instructor permission
Principles and practices for effective records management including storage, retrieval, the life cycle of a record, and overall control of records. Emphasis is placed on changes in the volume of informa- tion, the need for compliance to government regulations, and advances in technology.

BUS 200 A-E (1) Microsoft Word
PreReq: For BTECH 200A BTECH 118A and BTECH 118B with grade of at least 2.0, touch typing at 20 wpm or instructor permission.
Students use Microsoft Word to type documents through all levels of Microsoft Word features: (A) Prepare and edit documents; (B) Enhance and customize documents; (C) Create tables and merge documents; (D) Use macros and styles; and (E) Prepare and protect shared documents.

BUS 201 (5) Professional Office Applications I
PreReq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm, or instructor permission
Introduces student to essential features of word processing, spreadsheets and personal information management software. Word processing features include document and paragraph editing, text formatting, tables and charts, use of graphics and insertion of headers/footers. Spreadsheet features include manipulation of worksheets, use of formulas, charts and advanced formatting. Personal information management features may include e-mail, task, calendar and contact management.

BUS 202 (5) Professional Office Applications II
PreReq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission
Introduces student to major features of database management and presentation software. Database program features includes the creation of tables, relationships, forms, queries and reports. The student will also build creative presentations with graphics and sound.

BUS 203 (5) Professional Office Applications III
PreReq: Grade of 2.0 in BTECH 120, touch typing at 30 wpm or instructor permission
Introduces student to major features of database management and presentation software. Database program features includes the creation of tables, relationships, forms, queries and reports. The student will also build creative presentations with graphics and sound.

BUS 205 (3) Office Procedures
PreReq: BTECH 120A, BTECH 120B and BUS 111 or BTECH 115A, 115B and 117A or instructor permission
A course designed for students who wish to learn and practice the necessary skills for employment in today’s office. Students receive instruction in telephone communications, use of electronic information software, processing travel and meeting documents, time management, and use of personal productivity software.
BTECH 210 A-E (1) Microsoft Excel
Prereq: For BTECH 210A: BTECH 2004 with at least a 2.0, or instructor permission. For BTECH 210B-E: BTECH 210A with at least a 2.0 or instructor permission.

Students can choose to work through one or more of these Excel features: (A) Prepare and format basic worksheets; (B) Insert formulas and enhancements; (C) Create charts and diagrams; (D) Advanced formatting and functions; and (E) Interpret and integrate data.

BTECH 220 A-E (1) Microsoft Access
Prereq: For BTECH 220A-B: BTECH 2004 with at least a 2.0, or instructor permission. For BTECH 220C-E: BTECH 220A with at least a 2.0, or instructor permission

Students can choose to work through one or more of these Access topics: (A) Create and modify a database; (B) Create queries and forms; (C) Create reports, charts and web pages; (D) Use advanced tables, forms, queries and reports; and (E) Secure and integrate databases.

BTECH 225 A-C (1) Microsoft Powerpoint
Prereq: For BTECH 225A: BTECH 2004 with at least a 2.0, or instructor permission. For BTECH 225B-C: BTECH 225A with at least a 2.0, or instructor permission

Students can choose to work through one or more of these PowerPoint topics: (A) Create and modify a PowerPoint presentation; (B) Format and add visual elements; and (C) Customize and share a presentation.

BTECH 226 A-C (1) Microsoft Outlook
Prereq: For BTECH 226A – BTECH 118A & B with grade of at least 2.0, touch typing at 25 wpm, instructor permission. For BTECH 226B-C – BTECH 226A or instructor permission

Students can choose to work through one or more of these Outlook topics: (A) Using E-Mail and the calendar; (B) Managing tasks, calendar and the inbox; and (C) Customizing and integrating Outlook.

BTECH 230 (5) Machine Transcription I
Prereq: Grade of 2.0 or better in BUS 105 and a word processing course, or instructor permission

Fundamentals of transcribing dictated letters, memos, reports, and transcribing documents using a computer and transcription equipment. Course provides an opportunity to apply business English skills along with formatting techniques and proofreading skills to produce "mailable" documents.

BTECH 231 (5) Machine Transcription II
Prereq: BTECH 230 with a grade of 2.0 or better
Further practice of advanced transcribing techniques with an emphasis on increased speed and accuracy in the production of business documents. Students will be expected to produce finished doc-
MNGT 275 (5) Introduction to Visual Promotion
Provides the student with a working knowledge of planning, creating, and implementing visual promotion including advertising, print media, visual display, and special promotions.

Overview of major common employment-related laws, workplace legal issues, statutory, and regulatory concepts governing the employment relationship, and development of skills supporting legal actions pertaining to that relationship.

MNGT 278 (5) Introduction to Labor Management Relations
An overview of the elements and relationships which characterize workplace interactions between the workforce and management in the modern business organization.

MNGT 282 (5) Principles of Marketing
A study of the business activities concerned with the flow of goods and services from producers to consumers.

MNGT 283 (5) Management 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) Small Business Planning
Planning and organizing a small business to include developing a preliminary business plan.

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 utilizing 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 100 (5) Preparatory Chemistry • GER-NS
Introductory course in chemistry for students intending to take CHEM 121 and CHEM 131. Discussion of basic chemical concepts including atomic structure, periodic properties, chemical bonding, and chemical nomenclature.

CHEM 110 (5) Chemical Concepts with Lab • GER-NS
The relationship of basic chemical concepts to issues in modern society will be discussed. Intended for non-science majors.

CHEM 121 (5) Intro to Chemistry • GER-NS
PrepReq: CHEM 100, high school chemistry or instructor permission. MATH 095 or 098 or concurrent enrollment and recommended for ENGL 101 on placement tests.

CHEM 131 (6) Intro to Organic/Biochemistry • GER-NS
PrepReq: CHEM 121. Continuation of CHEM 121. The course includes an introduction to organize functional groups and a study of carbohydrates, lipids, proteins, enzymes, and nucleic acids. Non-lab course.

CHEM 139 (5) General Chemistry Prep • GER-NS, QS
PrepReq: MATH 098 or equivalent with grade of 2.0 or better or placement test score above MATH 098.

CHEM 161 (5) General Chemistry with Lab I • GER-NS
PrepReq: CHEM 139 and MATH 141 (which may be taken concurrently) or instructor permission.

CHEM 162 (5) General Chemistry with Lab II • GER-NS
PrepReq: CHEM 161 or instructor permission.

CHEM 261 (6) Organic Chemistry with Lab I
PrepReq: CHEM 261 with a grade of 2.0 or better or instructor permission.

CHEM 262 (6) Organic Chemistry with Lab II
PrepReq: CHEM 261 with a grade of 2.0 or better or instructor permission.

CHEM 129 (3) College Success
Interactive class designed to support personal and academic skills for success in college and the workplace. Topics include diversity, finances, health, and career planning.

CHEM 111 (3) College Success
This course is designed to enhance student success and transition into college. It emphasizes self-assessment, goal-setting, effective study habits, campus resources, and academic planning. Additional topics include diversity, team building, academic honesty, career development, and the use of online tools to aid in academic success.

CHEM 111 (5) TRIO College Success
PrepReq: Permission of TRIO staff
Designed to introduce TRIO program students to the skills and tools needed to become a successful college student. Topics include team building and problem solving, study skills, understanding the higher education system, career exploration, budget and time management, and on-line learning styles, communication skills (oral, written, electronic), and self-awareness. Student cannot receive credit for both COLLG 111 and 111 toward degree requirements.

COLLG 101 (2) Listening Skills
PrepReq: Completion of READ 075 or placement into READ 101 on compassion test
Cover important listening skills for academic, business, and personal situations. Provides opportunities to improve listening skills through practice.

COLLG 104 (2) Study Techniques I
PrepReq: Completion of READ 075 or placement into READ 101 on compass test
Designed to teach methods and processes for success in college and the workplace. Topics include learning style application, memory reading techniques and time management skills.

COLLG 105 (2) Study Techniques II
PrepReq: Completion of READ 075 or placement into READ 101 on compass test
Introduces methods and processes for success in college and the workplace. Topics include note-taking, test-taking, communication, and thinking.

COLLG 106 (3) Study Techniques III
PrepReq: Completion of READ 075 or placement into READ 101 on compass test
Teaches methods and processes for success in college and the workplace. Topics include diversity, finances, health, and career planning.

MNTG 107 (2) Study Skills for Math and Science
Interactive class designed to support development of personal and academic skills for success in math and science classes. Topics include dealing with math and science anxiety, self-awareness of preferred learning styles, confronting word problems, and developing on one’s own study sessions more productive. Some sections may be program specific.

COLLG 110 (3) College Success
PrepReq: Completion of READ 075 or placement into READ 101 on compassion test
Teaches methods and processes for success in college and the workplace. Topics include diversity, finances, health, and career planning.

COLLG 111 (5) TRIO College Success
PrepReq: Permission of TRIO staff
Designed to introduce TRIO program students to the skills and tools needed to become a successful college student. Topics include team building and problem solving, study skills, understanding the higher education system, career exploration, budget and time management, and on-line learning styles, communication skills (oral, written, electronic), and self-awareness. Student cannot receive credit for both COLLG 111 and 111 toward degree requirements.

COLLG 112 (2) College Transfer Planning
PrepReq: COLLG 110 or COLLG 111
Interactive capstone course designed for students who have already taken COLLG 110 or COLLG 111, to support development of personal and academic skills required for success at a four-year school. Topics include networking, mentoring, overcoming personal
life challenges, expanding and ex-
pounding on a previous explora-
tion in self awareness and values clarification, and personal prepa-
ration for transition to a four-year
college.

COLLG 120 (2) Overcoming Math Anxiety
Designed to teach methods and processes for success in college.
Topics include how the brain learns, learning styles, develop-
ment of an awareness of math abili-
ties and math anxieties and how to deal with those, self-care, and
study techniques.

COMMUNICATION STUDIES (CMST)

CMST& 101 (5) Introduction to Communication • GER-HM
An investigation into communica-
tion theory including verbal and
non-verbal communication. Com-
munication barriers and process-
es will be studied. The student will
also make presentations before the
class.

CMST& 102 (5) Introduction to Mass Media • GER-HM
An analysis of structure, trends and the technology of American mass media industries, including print
media, and how they impact in-
dividuals, shape society and influ-
ce culture.

CMST 105 (5) Intercultural Communication • GER-HM
The examination of the effects of culture upon the process of com-
munication. Using theory and skill
development, students are pre-
pared to communicate effective-
ly both within and across cultures.
The course gives students the op-
portunity to analyze their own, and others – intercultural communica-
tion through various media and in-
terviewing formats. The course em-
phases include the influence of culture on non-verbal communica-
tion, language, perception, inter-
cultural relationship development and conflict management.

CMST& 220 (5) Public Speaking • GER-HM
A beginning course in public speaking that emphasizes speech
organization, audience analysis, or-
ganization and delivery. Frequency. Mem-
bers presentations will be made before the
class in which the student will
be given the opportunity to ex-
hibit his/her speaking capabilities.

CMST& 230 (5) Small Group Communication • GER-HM
Understanding the principles and processes of oral communication within groups. The course uses the-
ory with practice in participating in
group presentations and meetings. The course will examine group pre-
sentation, group process solving, listening, leadership, con-
flict management, group role and
group development. The focus is to
prepare the student for effective
group communications at work,
socially and in the community.

COMPUTER (CMPT)

CMPT 104 (1) Beginning
Keyboarding
Course offered through the Pierce-
Works program.
Develop touch control of the al-
phabetic keyboard and demon-
strate proper keyboarding tech-
niques.

CMPT 108 (1) PowerPoint,
Beginning
Create and enhance professional
presentations, including slide lay-
outs, formatting, graphics, transi-
tions and animation.

CMPT 111 (1) Microsoft
Excel, Beginning
Learn to create, modify, save and
print worksheets; create formulas;
move and copy data; format cells,
columns and the worksheet ap-
pearance.

CMPT 112 (1) Microsoft
Excel, Intermediate
PrepReq: CMPT 111 or instructor permission.
Learn to create, modify charts and
graphs, use outlining and subto-
table, create graphics and use drawing
tools, sort information, use docu-
menting and auditing features.

CMPT 115 (1) Microsoft
Word, Beginning
Create, edit, save and print docu-
ments using Microsoft Word; apply
color, paragraph and page for-
mation; set and modify tabs; cre-
ate tables; use proofing tools.

CMPT 116 (1) Microsoft
Word, Intermediate
PrepReq: CMPT 115 or instructor permission.
Create columns, sections, and ta-les; merge documents and data
sources; use styles and templates.

CMPT 131 (1) Introduction to
Personal Computers
Introduction to personal comput-
er terminology, hardware com-
ponents and software; hands-on prac-
tice using the Windows op-
erating system; word processing;
spreadsheets; Internet browser soft-
ware.

CMPT 137 (1) Introduction to
Windows
Learn to navigate within the Win-
.dows environment; customize the
desktop; locate, create, move and save
files and file folders; share data be-
tween applications; use control
panel to change properties and
settings.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 103 (2) On-line Learning: Getting Started
PrepReq: Regular access to the Internet; famil-
arity with Web and E-mail
Through an introductory on-line experience, the student will learn
about how courses work and the
personal preparation required for
successful learning. Topics covered
include technical preparation, nav-
gating the course environment,
relationships, and how on-line
learning differs from face-to-face
instruction. The class will help stu-
dents identify when and how on-
line learning is best incorporated
into their educational activities.

CIS 110 (3) Introduction to
Microcomputer Business
Applications
An abbreviated version of CIS 121
designed specifically for non-CIS/
CiSt& majors. Introduction to the
fundamentals of a computer, in-
cluding the information processing
process. Survey of computer technol-
gy, computer nomenclature, and the
use of computers as productivity
tools. Lab assignments using cur-
rent microcomputer-based applic-
ation programs allow the stu-
dent to interact with computer
technology, hardware and Internet.

CIS 121 (5) Introduction to
Computer Information Systems
Introduction to the fundamentals of a computer, including the
information processing cycle. Survey of computer technology, computer
nomenclature, and the use of com-
puters as productivity tools. Stu-
dents will develop an understand-
ning of personal computers and
emphasize their use as both stand-
alone and networked systems. Cur-
rrent microcomputer-based appli-
cation programs and higher-level
language exercises and lab assign-
ments allow each student to interact with comput-
ter technology, hardware, Internet
and concepts of common applica-
tion programs.

CIS 122 (5) Structured
Program Design
PrepReq: CIS 121 and MATH D08 with a 2.0 or
above or instructor permission.
Introduction to the concepts of
computer program analysis, de-
development and implementation
using modern structured programming
methologies and techniques. In-
volves structure charts, pseudo-
codes, data flowcharts, C and C++
computer program techniques of
documentation, testing and vali-
dation, and implementation using
the systems development life cy-
(cycle) model, and lab assign-
ments to allow the student to in-
teract with computer technology,
hardware and concepts.

CIS 130 (5) Microcomputer
Applications
PrepReq: CIS 110 or CIS212 each with a grade of at
least 2.0 or instructor permission
Learn four of the most popu-
lar software applications used for
word processing, spreadsheet, da-
tabase management and presenta-
tion purposes.

CIS 134 (5) Computer
Operating Systems
PrepReq: CIS 121 with a 2.0 grade or better or
instructor permission
Introduction to the function and
use of command line and graphi-
cal user interface (GUI)-based com-
puter operating systems. A com-
bination of classroom discussion and
hands-on lab exercises pro-
vides practical knowledge and ex-
pertise in various operating sys-
tem features.

CIS 136 (3) Spreadsheet
Applications
The fundamental concepts of spreadsheets (electronic
worksheets). Topics will include creation
and manipulation of spreadsheets, conversion to charts and graphs,
and creation of macros.

CIS 150 (5) Computer
Installation and
Troubleshooting
PrepReq: Instructor permission only
An introduction to the installation and interfacing of computer hard-
ware and software including a va-
riety of computer components.
Troubleshooting and correction of problems encountered in comput-
er operation of both hardware and
software.

CIS 185 (5) Visual Basic
Programming
PrepReq: CIS 122 with a grade of at least a 2.0 or
instructor permission
Addresses Dot Net objects using
unified modeling language; class-
es and applying objects within an
assembly; web services concepts and
Active Server Pages (ASP) window
forms to interface within
in-desktop applications using con-
trols and events including menu and
keyboard handling. Window
forms that access data from vari-
ous back end databases and pro-
gram threads.

CIS 265 (5) Data
Communications and
Networks
PrepReq: CIS 134 with a grade of at least 2.0 or
instructor permission
An introduction to data commu-
nication and network terminology,
operating concepts, network
design, hardware and software.
Reviews the Open System Inter-
connection (OSI) model as well as
other major data communication
models and the various specifi-
cations and standards for data com-
munications hardware and soft-
ware. Addresses the advantages
disadvantages of various net-
work systems and their availability,
flexibility and performance. Partici-
pate in the design of a data com-
munications network.

CIS 266 (5) Local Area
Networks
PrepReq: CIS 265 with a grade of at least 2.0 or
instructor permission
Implementation of workgroup-
based hardware and software
components of Local Area Net-
works (LAN) systems. Covers instal-
lation and configuration of work-
station, client operating system
software and network hardware in-
cluding media, topology, access
methods, and protocols. Reviews
present and future LAN trends, al-
ternatives, security, and planning
strategies and LAN management
considerations. Includes exami-
nation of LAN interconnection us-
ing bridges, routers, switches, and
gateways as well as LAN segmen-
COMPUTER NETWORK ENGINEERING (CNE)

CNE 231 (5) Implementing Windows Client Operating Systems
This course is to provide individuals who are new to Microsoft Windows client operating systems with the knowledge necessary to understand and identify the tasks involved in supporting Windows server products. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in a Windows-based environment.

CNE 232 (5) Managing and Maintaining a Microsoft Windows Server
Prep: CNE 231 with a 2.0 grade or better
Install and configure Windows on stand-alone and client computers in a workgroup or domain. Install and configure a Windows Server to create File, Print, Web, and Terminal Servers.

CNE 235 (5) Implementing and Maintaining Microsoft Windows Server Network Infrastructure: Network Services
Prep: CNE 232 with a grade of at least 2.0 or instructor permission
Professional support class for installation, configuration, management, and support of a network using Microsoft Windows Server products.

CNE 237 (5) Planning, Implementing and Maintaining a Microsoft Server Active Directory Infrastructure
Prep: CNE 232 with a grade of 2.0 or better or instructor permission
Installs, configures, and administers Windows Active Directory services. Course also focuses on implementing Group Policy and performing those Group Policy-related tasks that are required to centrally manage users and computers.

CNE 238 (5) Designing Security for a Windows Network
Prep: CNE 232 with a 2.0 grade or better or instructor permission
Designs a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Secure the specific areas of: Local Network Users; Remote Users and Offices; Private and Public Networks; and Partner Organizations.

CNE 240 (5) Computer Hardware Troubleshooting
Prep: CS 150 recommended with a grade of 2.0 or better
An introduction to the installation and interfacing of hardware including storage, and peripheral devices including multimedia, memory, and video. Troubleshooting and conflict resolution/correction of problems in computer operation relating to hardware components will be included.

CNE 246 (5) Windows Server Applications Infrastructure
This course teaches the student the skills and knowledge necessary to design, plan, and configure Windows Server Applications.

CNE 247 (5) Windows Server Enterprise Administration
Prep: CNE 232 with a 2.0 grade or better or instructor permission
This course teaches the student the skills and knowledge necessary to design, plan and administer an enterprise-wide Microsoft Windows Server Infrastructure.

CNE 251 (5) Unix Administration
Prep: CNE 265 with a 2.0 grade or better or instructor permission
Training in management and administration of networks to address the issues of security, procedures, and documentation, user support, printing and file server organization. Includes administrative tools necessary to setup, manage, and use basic network services including security and e-mail.

CNE 253 (5) Deploying and Managing Microsoft Internet Security and Acceleration Server
Prep: CNE 232 with a grade of 2.0 or better or instructor permission
Provides Information Technology students with the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment.

CNE 254 (5) Fundamentals of Network Security
Provides students with the knowledge and skills to begin supporting network security within an organization. Students who complete this course will be able to identify security threats and vulnerabilities, and help respond to and recover from security incidents.

CNE 256 (5) Unix Advanced Administration
Prep: CNE 251 with a 2.0 grade or better or instructor permission
Training in advanced administration skills such as tuning the network and server for better performance and managing complex tree structures. Instruction on how to oversee a complex Unix networking environment, including Unix File System partitioning and replication, time synchronization strategies and integrating with NOS versions.

CNE 261 (5) Unix Installation and Configuration
Prep: CNE 256 with a 2.0 grade or better or instructor permission
Install and configure a Unix network, focusing on Unix File System (UFS) configuration. Includes scenarios for upgrading, migrating, and installing to implement a different design of the NFS tree structure.

CNE 266 (3) UFS Design and Implementation
Prep: CNE 261 with a 2.0 grade or better or instructor permission
Create and complete a Unix File System (UFS) 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; includes determining pre-optimization and clean-up strategies for implementation.

CNE 284 (5) Unix Service and Support
Prep: CNE 266 with a 2.0 grade or better or instructor permission
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 for implementation of hardware resources in relation to Unix networking products.

CONSTRUCTION MANAGEMENT (CONST)

CONST 101 (5) Introduction to Construction Management
Prep: ENGL 099 with a grade of 2.0 or better or placement into ENGL 101, MATH 051 with a grade of 2.0 or better or placement into MATH 060, Microsoft Word and Excel Skills or completion of BTECH 204A, B and BTECH 210A, B.
Construction management processes are introduced, including industry terminology, business practices, estimating/bidding, scheduling, project management, field operations, and career pathways.

CONST 140 (5) Construction Drawings: Print Reading
Prep: ENGL 099 with a grade of 2.0 or better or placement into ENGL 101, MATH 051 with a grade of 2.0 or better or placement into MATH 060, Microsoft Word and Excel Skills or completion of BTECH 204A, B and BTECH 210A, B and D.
Introduction to construction drawings with emphasis on reading, interpreting and communicating the content of the documents.

CONST 150 (5) Construction Documents
Prep: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission
Construction documents and their use as a tool to manage the construction process.

CONST 160 (5) Materials and Methods
Prep: CONST 101 and CONST 140 with a grade of 2.0 or better or instructor permission
The technical aspects of construction systems, including the procedures and methods for masonry, steel, wood and concrete construction. Recent trends in construction materials are also covered.

CONST 180 (5) Building Codes
A study of the application and administration of electrical, plumbing and mechanical codes.

CONST 198 (3) Work-Based Learning
Prep: Enrollment in the Construction Management program and instructor permission
Participants will pursue an organized career path plan by obtaining construction management work experience in their chosen area of interest.

CONST 200 (5) Estimating
Prep: CONST 150 and CONST 160, with a 2.0 or better or instructor permission
A comprehensive introduction to construction estimating and bidding, including basic concepts, procedures, terminology and pricing techniques. Covers work issues and costs connected with the major components of a construction project.

CONST 230 (5) Scheduling and Planning
Prep: CONST 200
Principles of scheduling and planning to control and manage a construction project.

CONST 250 (3) Construction Safety and Accident Prevention
Construction industry standards for accident prevention, hazard identification, and compliance responsibility are emphasized in conjunction with an overview of Occupational Safety and Health Act and other related federal and state legislative requirements.

CONST 260 (5) Construction Project Management
Prep: CONST 230
Project organization, documentation, and control methods utilized to manage all facets of a project from start to completion.

COOPERATIVE EDUCATION (COOP)

COOP 150-153 (1-8) Cooperative Education
Prep: Currently employed and concurrent enrollment in COOP 160-163
A work based learning experience incorporating an educational component as it relates to the individual student work experience.

COOP 160-163 (1) Seminar: Cooperative Education
Prep: Currently employed and concurrent enrollment in COOP 150-153
A work based learning seminar that enhances the work experience by presenting appropriate solutions to job related issues.

CRIMINAL JUSTICE (CJ)

CJ 102 (5) Introduction to Criminal Law
Basic introduction to the elements of criminal law and justice in the United States.
CJ 103 (1) Criminal Justice: Introduction to ACJ
Prereq: Criminal Justice Program student
An introduction to the elements needed to be successful in the two year and certificate(s) programs at Pierce College. This course will prepare students for the intricacies of Pierce College and prepare them for their culminating portfolio project.

CJ 112 (5) Criminal Justice in America • GER-SS
An examination of the Criminal Justice system with specific emphasis to the theories and principles of criminology; programs, issues, trends relating to criminal justice system; structures, functions, actors of the U.S. state and federal courts; and the impact of state and federal legislation.

CJ 115 (5) Juvenile Justice
A critical examination of the agencies and decision-makers responsible for controlling juvenile crime and delinquency; the decisions they make and their impact upon crime, juveniles and the community.

CJ 120 (5) Constitutional Rights
An examination of the evolution and current judicial interpretation of the first, fourth, fifth, sixth, eighth, and fourteenth amendments to the United States Constitution. Compare and contrast the basic principles and theoretical foundations of Constitutional Law versus Restorative Justice.

CJ 126 (2) Community Partnership Program
This course provides an opportunity for a local criminal justice agency to provide specific information about the historical background of the agency and employment practices to include mock or specific employment exams. This course will assist students in understanding specific practices and determine if this type of work in the Criminal Justice System reflects their needs.

CJ 129 (1) Applied Correctional Wellness
Prereq: Must be enrolled in the Correction/Protection Officer Careers in Corrections Program
An introductory course designed to build the physical requirements for work in correctional facilities through the application of personal wellness plans.

CJ 130 (5) Criminal Justice Operational Skills
Prereq: CJ 112 or instructor permission
This course is designed to familiarize students with the basics of terror-ism, the history, laws and recent issues and criminal justice responses to terrorism in the 21st Century.

CJ 227 (5) Funding and Program Development for Crime Prevention
A course designed to familiarize students with the basics of the grant funding process for social programs (state and federal), and how to develop a prevention idea into a program that can be funded and measured.

CJ 245 (5) Introduction to Investigation and Evidence
Prereq: CJ 112
A survey of basic investigative methods and the rules controlling the admissibility of evidence in the criminal courts.

CJ 250-255 (2-5) Special topics
Prereq: Criminal Justice Program student
Special topics needed to develop and/or complete specific classes needed to obtain “Reserve” status within the Criminal Justice Program. Professional liability insurance required for this course.

CJ 260 (5) Law Enforcement Operational Skills: Explorer Cadet
Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator.
A course designed to familiarize students with theoretical and operational procedures, expectations and competencies of local law enforcement agencies through participation in an approved Law Enforcement Explorer/Cadet program. Professional liability insurance required for this course. See instructor for more information.

CJ 261 (10) Law Enforcement Operational Skills: Reserve
Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator.
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. Professional liability insurance required for this course. See instructor for more information.

CJ 262 (10) Law Enforcement Operational Skills: Officer
Prereq: Must be sponsored by an accredited Law Enforcement Agency and approved by the Criminal Justice Program Coordinator.
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. Professional liability insurance required for this course. See instructor for more information.

COURSE DESCRIPTIONS

DENTAL HYGIENE (DHYG)

DHYG 103 (2) Preventive Dentistry I
Prereq: Enrollment in Dental Hygiene Program
A basic course in dental radiology which includes the production and processing of x-rays, the study of biological effects, and the application of clinical radiographic techniques.

DHYG 104 (3) Biological Structures I
Prereq: Enrollment in Dental Hygiene Program
This course provides a comprehensive study of the anatomy, embrasureology, histology of the tissues and structures of the head and neck relevant to the practice of dental hygiene.

DHYG 106 (1) Medical Emergencies in Dental Practice
Prereq: Enrollment in Dental Hygiene Program
The prevention, diagnosis and treatment of medical emergencies in the dental office setting.

DHYG 107 (2) Fundamentals of Restorative Dentistry I
Prereq: Enrollment in Dental Hygiene Program
First in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of introductory dental assisting skills and addressing the basic physical and mechanical properties of dental materials.

DHYG 108 (3) Fundamentals of Dental Hygiene I
Prereq: Enrollment in Dental Hygiene Program
First in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to develop knowledge and comprehension of introductory or beginning dental hygiene theory and practice.

DHYG 109 (4) Dental Hygiene Practice I
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108
First in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the growth of introductory or beginning dental hygiene theory and practice. Students will complete and deliver to college and industry personnel their culminating portfolio project which demonstrates student learning of all outcomes (FAX, PTO and COA) for all specified Criminal Justice Degree(s) or Certificate(s).
DHYG 112 (2) Dental Imaging II
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 102.

This course is to expand the student's knowledge of the core curriculum of the Washington State AIDS Omnibus ACT. The general pharmacology and therapeutic actions of drugs studied and encountered in dental and dental hygiene practice.

DHYG 122 (3) Pharmacology for Dental Hygienists
Prereq: Enrollment in Dental Hygiene Program.

The general pharmacology and therapeutic actions of drugs studied and encountered in dental and dental hygiene practice.

DHYG 123 (1) Preventive Dentistry III
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 103 and 112.

Emphasis on effective communication with patients as well as coworkers. Students will be given the opportunity to develop their own style of presenting patient education while learning motivation techniques.

DHYG 125 (2) Oral Pathology
Prereq: Enrollment in Dental Hygiene Program.

An introduction to oral pathologic processes, the recognition of oral diseases and oral manifestations of commonly encountered systemic diseases, and their considerations to the practice of dental hygiene.

DHYG 127 (2) Fundamentals of Restorative Dentistry III
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 117.

This in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing dentistry skills in the placement and finishing of dental amalgam restorations and an introduction to the knowledge and skills needed to place and finish composite restorations on the adult dentition in a pre-clinical setting.

DHYG 128 (2) Fundamentals of Dental Hygiene III
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 108 and DHYG 118.

This in a series of seven courses, Fundamentals of Dental Hygiene I-IV, to further develop knowledge and comprehension of introductory dental hygiene theory and practice for application to patients in a clinical setting.

DHYG 129 (6) Dental Hygiene Practice III
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109 and DHYG 119.

This in a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of introductory clinical skills required for the safe and effective practice of dental hygiene. This course links with the content and skills in DHYG 118.

DHYG 121 (3) Introduction to Periodontology I
Prereq: Enrollment in Dental Hygiene Program.

First in a series of three courses, DHYG 121, 161 and 231, introducing the dental hygienist to the basic science and introductory components for assessing and evaluating the periodontal health of individuals. Content includes an introduction to non-surgical periodontal therapy, root morphology, and periodontal instrumentation.

DHYG 162 (1) Dental Imaging III
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 112.

This course is a continuation of Dental Imaging I and II and is designed to familiarize students with the advancing technology in dental imaging, specifically the utilization of intraoral video imaging and oral cancer screening systems in dental and dental hygiene care.

DHYG 164 (2) Oral Health Profession Dynamics
Prereq: Enrollment in Dental Hygiene Program.

This course introduces skills in professional behaviors, group interaction and communication, and personal wellness associated with effectiveness in the dental hygienist's workplace.

DHYG 166 (3) Local Anesthesia I
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 104, 114 and DHYG 122.

This course provides the fundamentals of dental local anesthesia delivery. Students will be introduced to the physiology and pharmacology of dental local anesthetic agents, elements of pre-anesthetic patient assessment, and devices used commonly in dentistry. Students will practice common injection technique and experience the effects of a variety of local drugs in lab situations.

DHYG 167 (1) Fundamentals of Restorative Dentistry IV
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 127.

This in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing dentistry skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition in a pre-clinical setting.

DHYG 168 (1) Fundamentals of Dental Hygiene IV
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 128.

This is the fourth of a series of seven courses, Fundamentals of Dental Hygiene I-VII. The intent of this course is to expand the student's knowledge of personal, professional and community issues related to HIV disease as outlined in the core curriculum of the Washington State AIDS Omnibus ACT. This course is specifically designed to satisfy state mandated HIV/AIDS curriculum as outlined in WAC 246-12-270 for dental hygiene licensure.

DHYG 169 (6) Dental Hygiene Practice IV
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 109, 119 and 129.

Fourth in a series of seven courses Dental Hygiene Practice I-IV, facilitating the growth of developing coping skills required for the safe and effective practice of dental hygiene.

DHYG 207 (2) Fundamentals of Restorative Dentistry V
Prereq: Enrollment in Dental Hygiene Program and successful completion of DHYG 167.

Fifth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of developing essential skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition and introductory skills for the primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as an introductory exploration of advanced procedures, techniques and technologies of modern dental materials, endodontic, and pedodontic dentistry.

DHYG 217 (1) Fundamentals of Restorative Dentistry VI
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 207.

Sixth in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of essential skills in the placement, carving and polishing of dental amalgam restorations on the adult dentition and primary dentition and the placement, finishing and polishing of composite restorations on the adult dentition in a pre-clinical setting, as well as treatment planning for the restorative patient.

DHYG 227 (1) Fundamentals of Restorative Dentistry VII
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 217.

Seventh in a series of seven courses, Fundamentals of Restorative Dentistry I-VII, facilitating the growth of essential skills in the role of a restorative dental hygienist, including utilizing of the dental hygienist in dental specialty fields and restorative case treatment planning.

DHYG 231 (2) Advanced Periodontology
Prereq: Enrollment in the Dental Hygiene Program and successful completion of DHYG 121 and DHYG 161.

A continuation of DHYG 121 and 161, focused on advanced scientific methods and technology used in dental hygiene examination, diagnosis and treatment of patients with periodontal disease.

DHYG 232 (1) Nutrition for Dental Hygienists
Prereq: Enrollment in Dental Hygiene Program.

Scientific effects of food in the human organism plus the role of nutrients in preventive dentistry, nutritional education, and counseling for dental hygienists.
DHYG 233 (2) Gerodontology/Special Needs
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 103 and 113.
Acquaints the student with the psychosocial and physical changes in the aging process and of special needs patients, and how these changes relate to oral health care treatment and maintenance.

DHYG 236 (1) Nitrous Oxide Sedation
Pre req: Enrollment in Dental Hygiene Program
This course provides a comprehensive study of the proper diagnosis and use of nitrous oxide sedation for the dental office.

DHYG 237 (2) Clinical Restorative Dentistry I
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 167
First in a series of three courses, Clinical Restorative Dentistry I, II, III providing a culmination of the information and skills learned in didactic and laboratory settings of Fundamentals of Dental Hygiene I-IV transferred to beginning clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

DHYG 238 (3) Fundamental of Dental Hygiene V
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 168
Fifth in a series of seven courses, Fundamentals of Dental Hygiene V-I, VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting.

DHYG 239 (3) Community Dental Health
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 195
This course links with the content and skills in DHYG 238 and DHYG 231.

DHYG 243 (3) Community Dental Health
Pre req: Enrollment in Dental Hygiene Program Principles of dental public health theory and practice, including epidemiology, biostatistics, prevention and control of dental disease, and community oral health education.

DHYG 246 (2) Extramural Dental Hygiene Practice I
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 239
Clinical dental hygiene in extramural clinical and community facilities.

DHYG 247 (2) Clinical Restorative Dentistry II
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 207 and 237
Second in a series of three courses, Clinical Restorative Dentistry I-II, with further growth to developing clinical restorative skills on patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

DHYG 248 (2) Fundamentals of Dental Hygiene VI
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 238
Sixth in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting. Introductory leadership skills to further develop competence as an integral dental team member.

DHYG 249 (7) Dental Hygiene Practice VI
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 239
In a series of seven courses, Dental Hygiene Practice I-VII, facilitating the further growth of developing to competent clinical skills required for the safe and effective practice of dental hygiene.

DHYG 253 (1) Community Dental Hygiene Practice
Pre req: Enrollment in Dental Hygiene Program
A course incorporating dental public health field experiences and the development and implementation of community oral health services.

DHYG 256 (2) Extramural Dental Hygiene Practice II
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 248
Clinical dental hygiene in extramural clinical and community facilities with increasingly complex treatment plans.

DHYG 257 (2) Clinical Restorative Dentistry III
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 237 and 247
Third in a series of three courses, Clinical Restorative Dentistry I-III, with further growth to competent clinical restorative skills for patients in the placement, carving and polishing of amalgam restorations and the placement and finishing of composite restorations.

DHYG 258 (3) Fundamentals of Dental Hygiene VII
Pre req: Enrollment in Dental Hygiene Program and successful completion of DHYG 247
Seventh in a series of seven courses, Fundamentals of Dental Hygiene I-VII, to further develop knowledge and comprehension of dental hygiene theory and practice for application to patients in a clinical setting. Development of introductory career strategies, practice management skills and further development of leadership skills.

DHYG 259 (7) Dental Hygiene Practice VII
Pre req: Enrollment in the Dental Hygiene Program and successful completion of DHYG 249
Seventh in a series of seven courses, Dental Hygiene Practice I-VII, facilitates the further growth of competent clinical skills required for the safe and effective practice of dental hygiene.

DHYG 266 (1) Local Anesthesia II
Pre req: Enrollment in the Dental Hygiene Program and successful completion of DHYG 156
This course builds on the foundations of Local Anesthesia I. Students will be introduced to supplemental and alternative injection techniques, computerized and specialized injection devices, and new drugs and other technologies for use in dentistry. Students will practice new injection techniques and experience a variety of specialty dental injection devices in lab situations.

■ DEVELOPMENTAL DISABILITIES TECHNOLOGY (DD)
Course offered through Extended Learning

DD 110 (3) Working with People with Developmental Disabilities
An introduction to instruction in working with people with developmental disabilities. Areas of focus include teaching techniques; non-aversive behavioral intervention; communication (Signing English); dignity issues; life skills; and working with people who are blind and/or deaf.

■ DIGITAL DESIGN (DDSGN)

DDSGN 110 (5) Introduction to Graphic Design and Rich Media
Pre req: CIS 121 or Instructor permission
Overview of the Graphic Design and Interactive Media field. Introduction to terminology, changes, and trends, in the business and industry. Discussion of various media, such as image manipulation, computer illustration, web design, digital video, animation, and ethics.

DDSGN 120 (3) Production Management
This course will trace the production flow from creation to implementation for design projects. Specific content will include stages of analysis and development, principles of task management and contract writing.

DDSGN 121 (3) Layout Design and Publishing
Pre req: CIS 121 or Instructor permission
Class explores and implements layout theory and design processes to create production projects using publishing production techniques.

DDSGN 130 (5) Graphic Design II
Pre req: DDSGN 110 or instructor permission
Concept development in visual communication problem solving involving letter forms, illustrations, material and typography. Basic principles of selection, location and production techniques are introduced.

DDSGN 131 (5) Techniques in Adobe Illustrator
Pre req: DDSGN 110 or instructor permission
Production techniques in Adobe Illustrator. Class explores and implements vector imaging theory using fundamental concepts and processes to create works of art for print and the Web. A graphic tablet is recommended.

DDSGN 140 (5) Fundamentals of 3D Modeling and Animation
Pre req: CIS 121 or instructor permission
Introduction to the resources and applied procedures necessary to produce high quality 3D products and animation for publication through print and electronic media.

DDSGN 141 (5) Advanced 3D Modeling and Animation
Pre req: DDSGN 140
Advanced exposure to resources and applied procedures necessary to produce high quality 3D products and animation for publication through electronic media.

DDSGN 150 (5) Web Design and CSS
Pre req: CIS 121 or Instructor permission
Develop skills necessary for effective delivery of content via the Internet. Students develop web sites using digital design programming, interactive techniques, and associated tools. Students are also introduced to basic principles of site management, business strategies and information architecture.

DDSGN 160 (5) Fundamentals of Digital Photography and Adobe Photoshop
Pre req: CIS 121 or instructor permission
Introduction to visual concepts, image capture and functions of digital cameras. Explores the techniques and applications of capturing, manipulating and outputting digitized photographic images and digital artwork utilizing Adobe Photoshop.

DDSGN 161 (5) Advanced Adobe Photoshop
Pre req: DDSGN 160 or instructor permission
Advanced production techniques in Adobe Photoshop. Class explores and implements digital imaging theory and processes to enhance and retouch photographs and create new works of art.

DDSGN 170 (5) Fundamentals of Video Production and DVD Authoring
Pre req: CIS 121 or instructor permission
Production techniques to integrate video, still images, sound, and music into various digital formats. Class explores and implements interface theory and authoring techniques for video DVDs.

DDSGN 210 (5) Fundamentals of Interactive Media
Pre req: DDSGN 110-170
Projects in basic design of interactive media. Use of software to integrate still images, 2D animation, music, sound and video into interactive presentations.
DDSN 220 (5) Integrated Digital Design II
Prereq: DDSGN 110-220 or concurrently with DDSGN 220
Second course in a sequence integrating all aspects of digital design into an individual print-based and interactive portfolio project from concept to final production.

DDSN 290 (5) Supervised Internship
Prereq: Digital Design Majors
Capstone course allows the student to gain relevant experience working in a local business environment. Requires 250 hours of supervised work including associated resume preparation, job interviews, and experience documentation.

DRAMA (DRMA)

DRMA 101 (5) Introduction to The Theatre • GER-HM
This course provides an overview of theatre including dramatic literature, theatre history, scene design, stage lighting, styles of acting and directing and plays discussions.

DRMA 160 (5) Introduction to Film and Video • GER-HM
Introduction to and exploration of the world of movies, film, history, film-making, techniques and film direction. The social and economic influences of the American film will also be addressed.

DRMA 165 (5) Digital Movie Making I
This is an introduction class in making movies using the digital format. Story telling, filming, editing, and presentation will be covered.

DRMA 166 (5) Digital Movie Making II
Prereq: DRMA 165 with a grade of 2.0 or better
This is an intermediate class in making movies using the digital format. Story telling, filming, editing, and presentation will be covered.

DRMA 167 (5) Digital Movie Making III
Prereq: DRMA 166 with a grade of 2.0 or better
This is an advanced class in making movies using the digital format. Story telling, filming, editing, and presentation will be covered.

DRMA 170 (5) Technical Film and Theatre I • GER-HM/Performance
Introduction to the behind the scenes activities of stagecraft/digital film: stage/digital film terminology, stage/digital film organization, tool familiarity, safety and scenery construction.

DRMA 171 (5) Technical Film and Theatre II • GER-HM/Performance
An intermediate course in behind-the-scenes training for stage and digital film with emphasis on stage and digital film design.

DRMA 172 (5) Technical Film and Theatre III • GER-HM/Performance
Behind-the-scenes training for stage and digital film with emphasis on stage and digital film design.

DRMA 255 (10) Shakespeare Festival (same as ENGL 250)
To familiarize the student with Shakespearean drama, elements of drama, and elements of the theater. Student must attend the Oregon Shakespeare Festival in Oregon.

DRMA 260 (5) Acting for Stage and Film I • GER-HM/Performance
Introduction to the methods employed in acting for the contemporary stage and digital film.

DRMA 261 (5) Acting for Stage and Film II • GER-HM/Performance
Acting for the stage and digital film with emphasis on movement and character development.

DRMA 262 (5) Acting for Stage and Film III • GER-HM/Performance
Acting for the stage and digital film with emphasis on styles of acting.

DRMA 280-285 (1-3) Production Practicum I - VI • GER-HM/Performance
Prereq: Instructor permission required for 2 and 3 credit hours
Provides students involved in the creative/performative aspect of a Piers College theatre/film production with credit for their effort. The course offers flexibility for students to participate in several different areas of a Piers College theatre/film production.

EARLY CHILDHOOD EDUCATION (ECED)
- See Education (EDUC) for additional Early Childhood Education courses

ECED& 105 (5) Introduction to Early Childhood Education • GER-SS (formerly ECE 111)
Explore the foundations of Early Childhood Education. Examine theories defining the field, issues and trends, best practices, and program models. Observe children, professionals, and programs in action.

ECED& 107 (5) Health, Nutrition, and Safety
Develop knowledge and skills to ensure good health, nutrition, and safety of children in group care and education programs. Recognize the signs of abuse and neglect, responsibilities for mandated reporting, and available community resources.

ECED& 120 (2) Practicum: Focus on Relationships
(formerly ECE 322)
Prereq: ECED& 105 or concurrent enrollment
In an early learning setting apply best practice for engaging in nurturing relationships with children. Focus on keeping children healthy and safe while promoting growth and development.

ECED 131-139 (1) Parent and Child
Prereq: Parent participates with child. Department permission.
Participation of parents with children three through five years of age in a 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 explorations, dialogue sessions and collaborative classroom interactions. Pass/No Pass grading system used.

ECED 141-149 (2) Parent and Child
Prereq: Parent participates with child, and department permission.
Participation of parents with children 18-36 months of age in a campus Child Study Laboratory for the purpose of parent education in two year old growth and development. Course components include observation, lecture and discussion sessions.

ECED& 150 (5) Curriculum Development
(formerly ECE 213)
Investigate learning theory, program planning, and tools for curriculum development promoting language, fine/gross motor, social-emotional, cognitive and creative skills and growth in young children (birth-age 8).

ECED 161 (5) Mathematics for Early Childhood Education
Prereq: MATH 051 with a grade of at least 2.0 or placement test score above MATH 051 or instructor permission
A course for early childhood educators focusing on math concepts essential for teachers of young children. Topics include patterns, sequencing, classifying, number systems and computation, functions, geometry, measurement, and basic concepts from statistics and probability. Interactive, activity-based methods are used guided by national mathematics education standards. Emphasizes conceptual understanding, connections among topics, and communication of mathematical thinking.
ECED& 170 (3) Environments for Young Children
(formerly ECE 112)
Design, evaluate, and improve indoor and outdoor environments which ensure quality learning, nurturing experiences, and optimize the development of young children.

ECED& 180 (3) Language and Literacy Development
(formerly ECE 212)
Develop teaching strategies for language acquisition and literacy skill development at each developmental stage (birth-age 8) through the four interrelated areas of speaking, listening, writing, and reading.

ECED& 190 (3) Observation and Assessment
(formerly ECE 224)
Prereq: EDUC& 115 or concurrent enrollment. Collect and record observation of and assessment data on young children in order to plan for and support the child, the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings.

ECED 202 (5) Math/Science for Children
(formerly ECE 202)
Prereq: ECE&D 105 AND one of the following: ECE&D 205 or ECE&D 215
A study of the cognitive development of young children and its application to mathematics and science conceptual development. Research, planning, and assessment of math and science curriculum and its application to the young child's learning environment.

ECED 205 (5) Music for Young Children
(formerly ECE 205)
A general introduction to music as applied to the physical development of young children. Explores theories, techniques and cultural influences, and curriculum design.

ECED 210 (3) Planning and Assessment for Student Teaching
(formerly ECE 210)
Prereq: ECE&D 105, ECE&D 115, ECE&D 170, ECE&D 180, ECE&D 160, EDUC& 130, ECE&D 200, ECE&D 205 and ECE&D 215 with minimum grades of 2.0 and department permission. Must be taken concurrently with ECE&D 220.
The development and evaluation of appropriate practices, learning materials, and experiences for the individual and group needs of children within the laboratory setting. Current teaching theories/ theorists (Piaget, Vygotsky, Gardner, Bloom) are planned for application in the laboratory. Current observation and assessment models evaluated and synthesized into a usable tool for a young child's learning environment.

ECED 215 (5) Art for Young Children
(formerly ECE 215)
A general introduction to the arts as applied to the development of young children. Explores developmental theories, techniques and curriculum design in offering a wide variety developmentally appropriate art media to children.

ECED 220 (5) Early Childhood Student Teaching
Designed for the student's participation in planning and implementing a developmentally appropriate classroom under qualified supervision in the Pierce College nursery school laboratory facility. Includes experiences in lead teaching, team building, and application of curriculum with young children.

ECED 223 (2) Practicum: Focus on Special Education
(formerly ECE 223)
Prereq: EDUC& 203 or concurrent enrollment. Designed for students to observe and participate under qualified supervision in programs for young children throughout the community with a focus on special education.

ECED 256-260 (1.5-5) Early Childhood Field Experience
Prereq: ECE&D 105, department permission, and criminal background check required. Supervised field experience in early childhood educational programs. Professional liability insurance required for this course. See instructor for more information.

ECED 280 (1) Early Childhood Education Professional Portfolio
(formerly ECE 280)
Prereq: must take or currently completing all core Early Childhood Education courses prior to this course. Instructor permission is required. This course is a culmination of the student's Early Childhood Education curriculum resulting in the creation of an individualized professional portfolio.

ECON 110 (5) Survey of Economics - GER-SS
An overview of both microeconomics and macroeconomics. Topics include: (1) organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; fiscal and monetary policies; (2) supply and demand; production; market structures; determination of prices in a market economy; and income distribution.

ECON & 201 (5) Micro Economics - GER-SS, QS
Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement test score above MATH 098.
Study of scarcity: the allocation of resources; supply and demand; production; market structures; determination of output and prices with emphasis on a market economy; labor and capital markets; role of government in a market economy; comparative advantage; international trade; and distribution of income.

ECON & 202 (5) Macroeconomics - GER-SS
Prereq: MATH 098 or equivalent with a grade of 2.0 or better or placement in MATH 098 or higher.
Study of the organization and operation of the U.S. economy including unemployment, inflation, and GDP issues; the business cycle and long run growth; national income accounting; aggregate supply and aggregate demand; government spending, taxation, and the budget deficit/surplus; fiscal policy; the monetary system, the Federal Reserve Banking System; monetary policy; interest rates; and international trade.

EDUC 115 (5) Child Development - GER-SS
Build a functional understanding of the foundation of child development, prenatal to early adolescence. Observe and document physical, social, emotional, and cognitive development of children, reflective of cross-cultural and global perspectives.

EDUC 130 (3) Guiding Behavior
(formerly ECE 112)
Examine the principles and theories promoting social competence in young children and creating safe learning environments. Develop skills promoting effective interactions, providing positive individual guidance, and enhancing group experiences.

EDUC 150 (3) Child, Family, and Community
(formerly ECE 230)
Integrate the family and community contexts in which a child develops. Explore cultures and demographics of families in society, community resources, strategies for involving families in the education of their child, and tools for effective communication.

EDUC 190 (3-5) Education Practicum
An introduction to field experience in education that includes classroom observations and seminar discussions.

EDUC 202 (5) Introduction to Education
An introduction to teaching: historical, organizational, legal, ethical, philosophical and social foundations of public education.

EDUC 203 (3) Exceptional Child
(formerly ECE 212)
An introductory course in understanding educational programs and state and federal laws regarding the education of children with special needs.

EDUC 204 (5) Exceptional Child
Introduction to programs for exceptional students. Includes federal guidelines, assessment requirements and procedures, and models of service delivery.
APEL 112 (5) Residential Wireman IIB
Prereq: APEL 111
Second of a three course sequence to provide lecture instruction for first-year residential wireman apprentices.

APEL 113 (4) Residential Wireman ICC
Prereq: APEL 112
Third of a three course sequence to provide lecture instruction for first-year residential wireman apprentices.

APEL 114 (5) Residential Wireman IIA
Prereq: APEL 113
First of a three course sequence to provide lecture instruction for second-year residential wireman apprentices.

APEL 115 (5) Residential Wireman IIB
Prereq: APEL 114
Second of a three course sequence to provide lecture instruction for second-year residential wireman apprentices.

APEL 116 (4) Residential Wireman IIC
Prereq: APEL 115
Third of a three course sequence to provide lecture instruction for second-year residential wireman apprentices.

APEL 117 (6) Energy/ Sound and Communications IIA
Prereq: APEL 109
First of a three course sequence to provide lecture instruction for third-year low energy electrician apprentices.

APEL 118 (6) Energy/ Sound and Communications IIB
Prereq: APEL 117
Second of a three course sequence to provide lecture instruction for third-year low energy electrician apprentices.

APEL 119 (4) Energy/ Sound and Communications IIC
Prereq: APEL 118
Third of a three course sequence to provide lecture instruction for third-year low energy electrician apprentices.

APEL 121 (10) Construction Electrician IIA
Prereq: APEL 102
First of a three course sequence to provide lecture instruction for second-year construction electrician apprentices.

APEL 122 (10) Construction Electrician IIB
Prereq: APEL 121
Second of a three course sequence to provide lecture instruction for second-year construction electrician apprentices.

APEL 131 (10) Construction Electrician IIIA
Prereq: APEL 122
First of a two course sequence to provide lecture instruction for third-year construction electrician apprentices.

APEL 132 (10) Construction Electrician IIIB
Prereq: APEL 131
Second of a two course sequence to provide lecture instruction for third-year construction electrician apprentices.

APEL 141 (10) Construction Electrician IVA
Prereq: APEL 132
First of a two course sequence to provide lecture instruction for fourth-year construction electrician apprentices.

APEL 142 (10) Construction Electrician IVB
Prereq: APEL 141
Second of a two course sequence to provide lecture instruction for fourth-year construction electrician apprentices.

APEL 151 (10) Construction Electrician VA
Prereq: APEL 142
First of a two course sequence to provide lecture instruction for fifth-year construction electrician apprentices.

APEL 152 (10) Construction Electrician V B
Prereq: APEL 151
Second of a two course sequence to provide lecture instruction for fifth-year construction electrician apprentices.

EMT 210 (5) Emergency Medical Technician I
Prereq: CPR Certification as AHA "Healthcare Provider" or Red Cross "Professional Rescuer."
Applies the fundamental principles of the Emergency Medical Service (EMS) system, safety/well-being of the Emergency Medical Technician (EMT), medical/legal, and ethical issues to the provision of emergency care. The student will be capable of applying evidence-based decision-making when assessing the nature and seriousness of a patient’s condition or injuries.

EMT 211 (5) Emergency Medical Technician II
Prereq: Successful completion of or current enrollment in EMT 210
Emergency Medical Technician (EMT) students begin to differentiate the treatment between medical and trauma emergencies and use medical assessment to deduce nature of illness and routes of transmission for infectious diseases. Students demonstrate cognitive/practical understanding in group and individual evaluations.

EMT 212 (5) Emergency Medical Technician III
Prereq: Successful completion of EMT 211 or concurrent enrollment in EMT 210
Emergency Medical Technician students apply knowledge-based treatment to patients that are responsive/unresponsive using scenarios in monitored lab settings. Students differentiate between "Unaltered Mental Status" and "Altered Mental Status" to assess the nature and seriousness of a patient’s condition or injuries. Skills learned in class labs are utilized by students in an Emergency Department rotation. Students are evaluated for cognitive and practical competency based on National Registry of Emergency Medical Services requirements.

EMT 221 (3) Emergency Medical Technician Refresher
Prereq: Certified Emergency Medical Professional National Standard focused EMT Refresher for Certified Emergency Medical Professionals to demonstrate cognitive and practical competency in topics required for National Registry.

EMT 260 (1-5) Emergency Medical Services
Prereq: TBD based on course content
Applies principles of the Emergency Medical Services (EMS) systems to meet specific educational requirements of military unit, civilian organization, state agency or group of individuals. Typical courses could include: EMS content required by DSHS for facility staff; courses to prepare EMT’s to become certified Evaluators or Senior Emergency Services Instructors (SEI); selected EMS topics for military units; and EMS management content.

ENG & 114 (5) Engineering Graphics
Prereq: CIS 121 or instructor permission
An introduction to Computer Aided Design (CAD) using AutoCad. Students create engineering drawings using various projections and views, and manage the associated computer files. Includes engineering graphics topics of sketching, dimensioning, and projection methods. Includes a design project.

ENG 142 (5) Computer Programming (C++) for Engineers
Prereq: MATH 141 with grade of 2.0 or better

ENG & 215 (5) Thermodynamics
Prereq: PHYS 221, CHEM 161 and MATH 152 or instructor permission
Introduction to the principles of Thermodynamics. Properties, processes and equations of state. First law of analysis of closed and open systems; energy interactions, work and heat, steady flow devices. Second law analysis of closed systems; heat engines, refrigeration, Carnot cycle, entropy and work potential. Introduction to power cycles.

ENG & 222 (5) Mechanics of Materials
Prereq: ENG & 210, MATH 152 and PHYS 221 or instructor permission

ENGL 090 (1-3) Spelling
The improvement of spelling skills. Students will learn how to spell a variety of challenging words while learning tactics to improve their spelling skills with future vocabulary as well.

ENGL 091 (1-3) Vocabulary
A variable credit course designed for the pre-college level reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.
ENGL 093 (1-3) Grammar Usage
Focuses on grammar and punctuation concepts; students will practice proof-reading to improve their skills.

ENGL 094 (1) Sentence Combining
This is a one-credit course designed to improve knowledge of sentence construction. Students are asked to identify the parts of sentences and to classify sentences by clause structure. Particular attention is paid to the improvement of writing style through sentence combining exercises.

ENGL 095 (2-3) Paragraph Development
Prereq: Intended for below college-level writer. This is a variable (2 or 3) credit course designed to improve a student’s ability to organize and write paragraph-length compositions. The course focuses on the parts of the standard paragraph and on the organization patterns, which can be used to develop paragraphs.

ENGL 096 (2) Grammar, Punctuation and Spelling
Focuses on sentence structure, grammar, spelling, and punctuation; when taken in conjunction with ENGL 097 (normally over two consecutive quarters), and passed with a 2.0 or higher, will fulfill the same requirements as ENGL 098, the prerequisite for ENGL 099.

ENGL 097 (3) Paragraph Composition
Prereq: ENGL 096 with a grade of 2.0 or better or instructor permission Developing the writing process: emphasis on sentences and paragraphs. When taken in conjunction with ENGL 096 (normally over two consecutive quarters), and passed with a 2.0 or higher, will fulfill the same requirements as ENGL 098, the prerequisite for ENGL 099.

ENGL 098 (5) Basic Writing Skills
Prereq: Satisfactory placement test score. The writing process: note taking, outlining, grammar, sentence construction, classifying and expressing information in the form of sentences and paragraphs.

ENGL 099 (5) Introduction to Composition
Prereq: Satisfactory placement test score or ENGL 096 or ENGL 097 or ENGL 098 with a grade of 2.0 or better Writing skills emphasizing unity, coherence, and adequate development of the paragraph, grammar and the control of serious sentence faults.

ENGL 101 (5) English Composition I • GER-CM
Prereq: Satisfactory placement test score or ENGL 096 with grade of 2.0 or higher Writing and analyzing unified, coherent expository essays that support and develop a thesis; using the models of development (the rhetorical devices) appropriately in compositions; to recognize writing as a process; and incorporating secondary sources in essays using the MLA style of documentation.

ENGL 103 (5) Composition • Argumentation and Research • GER-CM
Prereq: ENGL 101 with grade of 2.0 or better Writing and analyzing argumentative essays that logically support and defend a claim (thesis); writing a research paper using the MLA or APA style of documentation; reading and interpreting research data and writing reports using research methods. Exercises include analyzing data and writing reports, including electronic data bases and the Internet; becoming information competent.

ENGL 104 (1-3) College Vocabulary
A variable credit course designed for the college-level or upper-level pre-college reader and writer. It can be taken for 1, 2, or 3 credits depending on the time the student wants to commit toward improving vocabulary and vocabulary skills and the number of words and word parts that the student wishes to learn.

ENGL 107 (5) Composition – Writing About Literature • GER-CM
Prereq: ENGL 101 with grade of 2.0 or better Writing expository and argumentative essays based upon literary readings and studies.

ENGL 111 (5) Intro to Literature • GER-HM
Literary works and techniques through analyses of representative fiction, drama and poetry emphasizing the relationship of content and expression through form.

ENGL 112 (5) Intro to Fiction • GER-HM
Introduction to the literary genre of fiction, including short stories and novels.

ENGL 113 (5) Intro to Poetry • GER-HM
Course designed to familiarize students with form, content and expression in poetry from ancient to contemporary times.

ENGL 114 (5) Intro to Dramatic Literature • GER-CM
Form and expression of great works of the theater from Ancient Greece to the present.

ENGL 145 (5) Research for the 21st Century
Prereq: Eligibility for ENGL 101 This course develops a framework for research in the online environment and helps students to build skills and techniques for success as an online learner. Through a quarter-long research project on a global issue, participants will examine various strategies for locating, evaluating and applying information resources in the research process with attention to information issues like intellectual property, censorship and freedom of information.

ENGL 204 (5) The Bible as Literature • GER-HM
A course designed to show the themes, structures and literary merits of the Bible.

ENGL 205 (5) Introduction to Mythology • GER-HM
A survey of mythologies from two or more cultures with some study of what myth is and how it informs literature. Topics may vary.

ENGL 207 (5) Native American Literature • GER-HM
Native American Literature: its themes, issues, symbols, application to personal, family, and regional cultures.

ENGL 210 (5) Introduction to American Literature • GER-HM
Celebrating the rich diversity of American voices, ENGL 210 focuses on the literary contributions of African Americans, Asian Americans, European Americans, Latinas/Latinos and Native Americans and introduces the literary genres of poetry, fiction, drama and essay as it explores the dominant themes that have shaped the American literary tradition.

ENGL 220 (5) Intro to Shakespeare • GER-HM
To familiarize the student with Elizabethan England and the three major types of Shakespearean drama: comedy, history and tragedy.

ENGL 226 (5) British Literature I • GER-HM
To familiarize the student with the main types of literature written during a specified period in England: 800 to 1660.

ENGL 227 (5) British Literature II • GER-HM
To familiarize the student with the main types of literature written during a specified period in England: 1660 to 1832.

ENGL 228 (5) British Literature III • GER-HM
A study of representative works of literature, tracing ideas and trends in literary art from the late Romanesque to the early American literature.

ENGL 235 (3) Technical Writing • GER-CM
Prereq: ENGL 101 with grade of 2.0 or better Learn the principles of organizing, developing and expressing technical information. Study rhetorical patterns common to scientific and technical disciplines. Also understand technical writing conventions as they apply to students during their academic careers.

ENGL 236 (5) Creative Writing • GER-HM
A creative writing course which instructs in structure, form, and content of fiction, poetry and plays.

ENGL 237 (5) Creative Writing II • GER-HM
Writing short stories.

ENGL 238 (5) Creative Writing III • GER-HM
Writing poetry.

ENGL 239 (5) World Literature • GER-HM
Explores the rich diversity of world cultures through fiction, poetry and drama.

ENGL 244 (5) American Literature I • GER-HM
Survey of American literature from its early origins to the Civil War.

ENGL 245 (5) American Literature II • GER-HM
Survey of American literature from mid-nineteenth century to World War I.

ENGL 246 (5) American Literature III • GER-HM
Survey of twentieth century literature to the present.

ENGL 249 (5) Creative Writing: Special Projects • GER-HM
Concentrates on producing original writings in a specific genre. Each quarter will focus on a particular genre such as screenwriting, science fiction, mystery, playwriting or autobiography.

ENGL 250 (10) Shakespeare Festival
Familiarizes students with Shakespearean drama, elements of drama and elements of the theater. Students must attend the Ashland, Oregon Festival.

ENGL 256 (3) Advanced Composition - Portfolio
Prereq: ENGL 101, 103, 107, and 235 with a 2.0 or better Advanced study in rhetoric concentrating on the revision process in writing and editing. Required capstone course for student completion of Pierce College’s Written Communication Endorsement.

ENGL 264 (5) Literature of U.S. Slavery and Abolition • GER-HM
Study and analysis of slave narrative and other works written about and/or during the era of slavery in the United States, to provide a better understanding of the surrounding conditions and issues.

ENGL 265 (5) American Literature: Comedy, Humor and Satire • GER-HM
Theory and practice of comedy, humor and satire. Concentration on American humor, its distinctive characteristics and importance in American Literature.

ENGL 266 (5) Women Writers: Voices from the International Mosaic • GER-HM
Focuses on twentieth century women writers across the international spectrum.
ENGLISH AS A SECOND LANGUAGE (ESL)
Six levels of non-credit ESL courses are offered in Literacy, Reading, Writing, Speaking, Listening/Observing, Literacy Technology and Job Readiness. CASAS tests are given in each level in an appropriate course. Contact the Basic Skills Office under the Transition Education Division for individual course offering information. For listing “Adult Basic Education” in the PROGRAMS OF STUDY section for more information.

ENVIRONMENTAL SCIENCE (ENVIS)
ENVS& 100 (5) Survey of Environmental Science • GER-NS
An introductory non-lab natural science course designed to develop the ability to critically analyze environmental concepts and issues. The course will cover essential topics in scientific analysis, ecosystem, pollution, population, urbanization, natural resources, and other environmental issues. Field trip required.

ENVS 140 (5) Western Water Problems • GER-NS
Historical and contemporary exploration of the water resource and issues in the western United States.

ENVS 150 (5) Environmental Issues • GER-NS
An interdisciplinary investigation of topics of environmental concern covering a wide range of local, national, and international case studies.

ENVS 155 (5) Applied Environmental Methods • GER-NS
Environmental science course involving field work in regional parks and natural areas as well as field trips to area restoration sites. Topics will cover Pacific Northwest ecosystems, restoration ecology, native and invasive species, fire, and natural resources. In addition, adaptations to their environment, water quality, electricity, population, urbanization, natural resources, and other environmental issues. Field trip required. Lab included.

FASHION MERCHANDISING (FASH)
FASH 160 (5) Introduction to Fashion Merchandising
Survey of the fashion industry from early development to present. Students will analyze the interrelationships of the many different industries involved in the design, production, and distribution of all types of apparel and accessories.

FASH 162 (5) Fashion Design and Clothing Construction Analysis
Provides working knowledge of the design and construction skills valued in today’s fashion market.
ing of personnel. This course is de-
signed to train the participants to perform job and task analysis, de-
velop goals and objectives, and de-
velop a lesson plan along with the coordinating of training aids and student test and evaluation. Pre-
pare the student for the require-
ments as written by the National Fire Protection Association, (NFPA) 1041, Standard for Fire Service In-
structor Qualifications (2002).

FCA 259 (3) Legal Aspects of Fire Service
This course introduces the federal, state and local laws that regulate emergency services, national stan-
dards influencing emergency ser-
vice, standard of care, tort, liabil-
ity and a review of relevant court cases.

FCA 260 (2) Basic Incident Command System/National Incident Management System
Prereq: FCA 160
This course introduces the Inci-
dent Command System (ICS) and provides the foundation for higher-level ICS training. This course de-
scribes the history, features, and principles and organization struc-
ture of the Incident Command System. It also explains the rela-
tionship between ICS and the Na-
tional Incident Management Sys-
tem (NIMS). (Course will meet ICS 100/200 requirements).

FCA 261 (2) Hazardous Material On-Scene Incident Commander
Pre req: FCA 270
Examines regulatory issues, hazard analysis, multi-agency contingency planning, response personnel, multi-agency response resources, agency policies, procedures and implementation, public education and emergency information sys-
tems, health and safety, command post dynamics, strategic and tactical considerations, recovery and termination procedures, and pro-
gram evaluation.

FCA 262 (4) Disaster and Fire Defense Planning
This course examines concepts and principles of community risk as ses- siveness, planning and response to fires and natural disasters, in-
cluding Incident Command System (ICS), mutual aid and automatic re-
ponse, training and preparedness, communication, languages, earthquakes, preparedness, and di-
saster recovery.

FCA 265 (4) Fire Officer II
Prereq: FCA 155 and FCA 195
This course is an introduction to a fire officer's duties as written by the requirements and evaluation of the Na-
tional Fire Protection Association (NFPA) 1021, Standard for Fire Offi-
cer Professional Qualifications. Con-
tent includes the interaction with gov-
ernment agencies, report writing, managing human resource, RMS, budgets, performance appraisal and exposure reports.

FCA 270 (2) Hazardous Materials Operations
Prereq: FCA 170
This course meets National Fire Protection Association (NFPA) 472, Standard for Competence of Re-
spenders to Hazardous Materials/ Weapons of Mass Destruction Inci-
dents, 2002 edition requirements and expands on the awareness level-
level to an operational ability to con-
trol, contain and confine hazardous materials. Course elements include basic skills needed to evaluate and work defensively at an incident in-
volving the release of a hazardous material for the purpose of protect-
ing lives, property and the en-
vironment from the effects of the release.

FCA 272 (3) Negotiation
This course introduces a critical skill needed for effective manage-
ment. Negotiation explores the major concepts and theories of the psychology of bargaining and nego-
iation, and the dynamics of in-
terpersonal and intergroup conflict and its resolution. Content includes basic elements of conflict and ne-
gotiation, the processes of com-
munication, persuasion, and ethi-
cal judgment, external influences on negotiations, and breakdowns in the negotiation process.

FCA 274 (4) Occupational Safety and Health for Fire Service
This course introduces the basic concepts of occupational health and safety as it relates to emer-
gency service organizations. Top-
ics include risk evaluation and con-
trol procedures for fire stations, training sites, emergency vehicles, emergency situations involving fire, EMS, hazardous materials and technical rescue.

FCA 280 (4) Advanced Fire Administration
Pre req: FCA 180
This course introduces the student to the organization and manage-
ment of fire departments prepar-
ing officers to be fire admin-
istrators. Instruction will include various components of the fire ser-
vice organization, cultural differ-
ences, line and staff functions in-
cluding personnel management, recruitment and hiring practic-
es, legal aspects, discipline ac-
cions, communication skills, safety prac-
tices, budgetary practices and ethics.

FCA 285 (3) Fire and Life Safety Educator
This course prepares students in comprehensive community fire and injury prevention programs designed to eliminate or mitigate situations that endanger lives, health, property, or the environ-
ment. Course elements include: documenting, scheduling, select-
ing, preparing, developing, imple-
menting and evaluating within a framework of instructional meth-
odology and concepts. This course is an introduction to a public fire and safety educator's duties as written by the requirements of the National Fire Protection Associa-
tion (NFPA) 1035, Standard for Pro-
fessional Qualifications for Public Fire and Life Safety Educator (2005).

FCA 285 (4) Fire Officer III
Pre req: FCA 255 and FCA 265
This course provides the basic tools for analyzing and evaluating bud-
gets, programs, policies, personnel and management systems within the fire service organization. Data interpretation and planning are major elements addressed in this course. Enhancement of fire ser-
vice leadership decision-making capabilities is the primary focus of this course. Prepare the student for the requirements as written by the National Fire Protection Associa-

**FOOD SERVICE MANAGEMENT (FSM)**
- Offered through Extended Learning

FSM 102 (5) Equipment, Facilities and Maintenance
Creative planning for a merchan-
disable atmosphere at optimum cost.

FSM 103 (5) Nutrition and Menu Planning
Restaurant menu planning and nu-
tritional considerations, with spe-
cial emphasis on menu types and specializations.

FSM 105 (3) Quantity Food Preparation: Entrees
Pre req: FSM 116
This course introduces basic termi-
nology, principles, and methods for preparation of meat/meat alterna-
tives 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
Pre req: FSM 102, 103 or 105
A study of food service supervision and management techniques with emphasis on advanced procedures in culinar y arts.

FSM 109 (5) Personnel and Human Relations
Develop a knowledge of restaurant organiza-
tions, effective manage-
ment practices, employee moti-
vation and training.

FSM 110 (5) Food & Beverage Cost Analysis
Pre req: FSM 103
Techniques of controlling foods, beverages, supplies and equip-
ment in a food service establish-
ment.

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, legisla-
tion, state and federal regulations, program requirements, funding, and the benchmarks of a quality program.

FSM 114 (3) Marketing Child Nutrition
This course provides participants with a step-by-step process to help them develop a customized mar-
keting plan for child nutrition pro-
grams. Emphasis will be on strate-
gies for merchandising, promotion, public relations, and customer ser-
vice.

FSM 115 (1) Basic Nutrition
For school food service workers and potential supervisors. Includes nutrition as related to meeting di-
etary goals, preschool through Grade 12, developing recipes, pro-
moting nutrition through school lunches.

FSM 116 (1) Safety and Sanitation
Basic food safety and sanitation practices for school personnel. Mi-
crobiology as it relates to food-
borne illness and prevention, ag-
ner plates, accident prevention, proper use of thermometer, housekeeping and personal hygiene, transporting and serving techniques, and being prepared for health inspector.

FSM 117 (1) Nutrition – Team Teaching
Provides methodology and tech-
niques for team teaching nutri-
tion for school food service work-
ers. Topics emphasis include: review of nutrition, definition, needs, and goals of Child Nutrition Programs, resources and teaching aids, inte-
gration 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 Ameri-
cans successfully and effectively in child nutrition programs, using a total team approach.

FSM 121 (3) Quantity Food Preparation: Salads, Snacks and Sandwiches
Pre req: 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 presen-
tation.

FSM 122 (3) Quality Food Preparation: Bakeshop
This course provides an in-depth study and practical application of basic bakeshop production tech-
niques. Emphasis will be on the preparation methods of doughs, batters, and yeast products.

FSM 130 (3) Child Nutritional Needs for Diverse Populations
This course identifies special nu-
tritional needs that must be con-
sidered when serving a diverse student population, including cul-
tural, medical, physical, and develop-
mental needs.
of these regions, their interactions with the world as a whole, and on present interaction between these peoples and their environments.

**GEOG 200 (5) Human Geography - GER-SS**

An examination of the relationships between humans and their environments. Introduces basic concepts in human geography relating to economic activities, landscapes, languages, migrations, nations, regions, and religions. Serves as the basis for further course work in cultural, economic, political, population, and urban geography.

**GEOG 205 (5) Physical Geography - GER-NS**

The student will learn about the processes that produce natural physical landscapes and weather phenomena. The course should result in an advanced appreciation of the landscapes of the world. Physical Geography will introduce you to climatology, the science that deals with the study of the earth’s weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well. Non-lab course.

**GEOG 210 (5) Physical Geography - GER-NS**

The student will learn about the processes that produce natural physical landscapes and weather phenomena. The course should result in an advanced appreciation of the landscapes of the world. Physical Geography will introduce you to climatology, the science that deals with the study of the earth’s weather systems and weather patterns; geomorphology, the science that deals with the study of landforms, their formation and change over time; and biogeography, natural vegetation types and their distribution, as well. Lab included.

**GEOG 210 (5) Volcanoes - GER-NS**

A study of volcanoes, volcanic processes and volcanic hazards. Appropriate for non-science and science majors. Field trips required. Lab included.

**GEOG 220 (5) Earth Resources and the Environment - GER-NS**

A study of the interaction of humans and the Earth, with emphasis on geologic hazards such as earthquakes, volcanic activity, landslides, and flooding; resources such as energy, water, and minerals; disposal of wastes and pollution. Appropriate for non-science and science majors. Field trip required. Lab included.

**GEOG 310 (5) Environmental Geology - GER-NS**

A study of the interaction of humans and the Earth, with emphasis on geologic hazards such as earthquakes, volcanic activity, landslides, and flooding; resources such as energy, water, and minerals; disposal of wastes and pollution. Appropriate for non-science and science majors. Field trip required. Lab included.

**GEOG 320 (5) Regional Geology - GER-NS**

Study of the geologic formations, structures, and geologic history that create the landscapes of a selected region. Appropriate for non-science and science majors.

**GEOG 321 (5) German I - GER-HM**

The first quarter of a first-year sequential course to give the student the ability to speak, read, write and understand the German language and culture.

**GEOG 322 (5) German II - GER-HM**

The second quarter of a first-year sequential course to give the student the ability to speak, read, write and understand German.
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**HSCI 200 (5) Human Stress – Its Nature and Control • GER-NS**
Examines human stress, its causes, consequences and benefits, while exploring specific strategies and techniques to control stress and use it for growth.

**HSCI 210 (5) Wellness • GER-NS**
A comprehensive study of human wellness including adequate fitness, nutrition, stress management, disease prevention, sexual wellness, spirituality, smoking cessation, substance abuse, weight control, cardiovascular endurance assessment, and metabolic pathways and systems. Lab included.

**HSCI 228 (2) CPR for the Professional Rescuer, with First Aid and Blood Borne Pathogens**
Course designed to teach those with a duty to act the skills needed to respond appropriately to breathing and cardiac emergencies. National American Red Cross sponsored course: CPR for the Professional Rescuer including (Adult/Child CPR/AED and Infant CPR, First Aid, and Blood Borne Pathogens meeting the Occupational Safety and Health Administration (OSHA) standard with American Red Cross Certification. Meets the Health Care Provider level of certification.

**HSCI 235 (4) Issues and Trends in Healthcare Management**
Prereq: HSCI 114 and HSCI 116
Management and leadership theories as applied to allied health settings. Explores challenges, issues and trends in healthcare to include skill building for managing care, leading groups, and resolving conflicts within organizations. Course includes student completion of a professional healthcare management portfolio.

**HSCI 250 (3) Kinesiology**
Prereq: HSCI 155
An introductory course providing a basic understanding of the mechanical principles of human movement and how these mechanical principles relate to human health and performance.

**HSCI 252 (3) Nutrition and Exercise**
A course designed to familiarize the health and fitness professional with the fundamentals of exercise and nutrition for health assessment and health prescription.

**HSCI 253 (2) Essentials of Weight Management**
A course designed to familiarize the health and fitness professional with the fundamentals of weight management, exercise and nutrition.

**HSCI 254 (5) Essentials of Fitness Training**
Prereq: HSCI 155, HSCI 253, HSCI 258, HSCI 256 and HSCI 257
A course designed to familiarize the health and fitness professional with the fundamentals of fitness training and health prescription.

**HSCI 256 (5) Exercise Physiology for the Health and Fitness Professional**
Prereq: HSCI 155, HSCI 252 and HSCI 253 or instructor permission
A course designed to equip the health and fitness professional with the proper application of physiological principles as they relate to exercise. Examines principles related to bioenergetics, nutrition, hormones, and the pulmonary, cardiovascular, hormone and neuromuscular systems.

**HSCI 257 (3) Client Care and Marketing for the Health and Fitness Professional**
A course designed to familiarize the health and fitness professional with the Personal Trainer/Client relationship and concepts in the fitness industry business and marketing.

**HSCI 258 (2) Athletic Training and Acute Injury Management**
Prereq: HSCI 155 or instructor permission
A course designed to familiarize the health and fitness professional with guidelines and recommendations for preventing injuries, recognizing injuries and learning how to correctly manage a specific injury.

**HSCI 259 (3) Special Populations Care for the Health and Fitness Professional**
Prereq: HSCI 155, HSCI 250, HSCI 253, HSCI 256 and HSCI 258 or instructor permission
A course designed to familiarize the health and fitness professional with the knowledge to identify, and manage the health and fitness needs for chronic disease and special needs populations.

**HSCI 260 (5) Health Assessment and Fitness Testing**
Prereq: HSCI 155, HSCI 250, HSCI 252, HSCI 253, HSCI 254 and HSCI 256 or instructor permission
The course is designed to equip the health and fitness professional with the knowledge and skills necessary for laboratory assessment and health prescription.

**HSCI 261 (2) Principles of Coaching**
An introductory course designed to equip the health and fitness professional with the knowledge, skills and capabilities necessary for a career in coaching.

**HSCI 262 (5) DHFT Internship**
Prereq: HSCI 155, HSCI 250, HSCI 252, HSCI 253, HSCI 254, HSCI 256, HSCI 257, HSCI 258, HSCI 259 and HSCI 260 or instructor permission
A course designed to provide the health and fitness professional with practical field experience.

**HSCI 263 (5) Applied Sport Psychology**
A course designed to equip the health and fitness professional with the knowledge and skills in applied sport psychology necessary for a career in coaching.

**HSCI 264 (3) Drugs in Sports**
An introductory course designed to equip the coaching professional with the knowledge, skills and capabilities necessary for dealing with various drugs and purported ergogenic aids associated with a career in coaching.

**HSCI 265 (5) PCCC Practicum**
Prereq: HSCI 155, HSCI 250, HSCI 252, HSCI 253, HSCI 256, HSCI 258, HSCI 269, HSCI 261, HSCI 263 and HSCI 264 or instructor permission
A course designed to provide the health and fitness professional with practical coaching experience in educational or athletic settings.

**HSCI 278 (8) Emergency Medical Technician – Basic**
Prereq: CPR Certification as AHA “Healthcare Provider” or Red Cross “Professional Rescuer” Learn and develop skills necessary to provide emergency medical care, perform a basic life support level with an ambulance service or other specialized service. The student will be capable of recognizing and assessing the nature and seriousness of a patient’s condition or injuries.

**HIST 126 (5) World Civilizations I • GER-SS**
Examines the growth and development of various civilizations from the Stone Age to 1100. Emphasis is on political, economic, religious and cultural similarities and differences among these civilizations.

**HIST 127 (5) World Civilizations II • GER-SS**
Examines the growth and development of various civilizations from the Renaissance to 1815. Emphasis is on the ideas which spawned religious, economic, political, and scientific revolutions and their impact on various civilizations.

**HIST 128 (5) World Civilizations III • GER-SS**
Examines the growth and development of the modern nation state from 1815 to the present. Emphasis is placed on political, economic, religious, and social developments in major civilizations and their impact on a regional and global scale.

**HIST 156 (5) History of U. S. I • GER-SS**
A survey of the economic, social, political and diplomatic history of the United States from 1900 to the present.

**HIST 159 (5) History of U. S. IV • GER-SS**
A survey of the economic, social, political and diplomatic history of the United States from 1939 to the present.

**HIST 168 (5) Vietnam War as History • GER-SS**
An in-depth look at the issues leading up to and sustaining American involvement in Vietnam. This examination involves historical, economic, political, religious and social issues from a number of different cultural perspectives.

**HIST 214 (5) Pacific Northwest History • GER-SS**
History of Washington and the Pacific Northwest: exploration, settlement, economic development, growth of government and social institutions.

**HIST 260 (5) History of Russia and the Soviet Union • GER-SS**
Explore the development of the Russian State from 700 A.D. to the present. Emphasis is on the political, economic and religious ideas which shaped the Russian outlook and eventually culminated in the rise and fall of the Soviet Union.

**HIST 265 (5) History of Latin American Since 1810 • GER-SS**
The course will examine the historical development, cultural milieu, and elements of the geography of all nations in Mesoamerica, the Caribbean, and South America. The regional and chronological approaches will be used when dwelling on issues, such as revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

**HIST 266 (5) History of Europe Since 1870 • GER-SS**
The course will examine the development, cultural milieu, and elements of the geography of all nations in Europe. The regional and chronological approaches will be used when dwelling on issues, such as wars, revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.

**HIST 267 (5) History of Africa Since 1800 • GER-SS**
The course will examine the development, cultural milieu, and elements of the geography of all nations in Africa. The regional and chronological approaches will be used when dwelling on issues, such as revolutions, guerrilla movements, political strife, social inequality, ethnic diversity, environmental degradation, globalization, etc.
HIST 275 (5) Introduction to the Far East • GER-SS
A survey of the major social, political, and economic trends in the Far East, with emphasis on developments since the early 1800's.

HIST 272 (5) Survey of Middle East History • GER-SS
A survey of Middle East history from the 5th Century A.D. to the present, including the development of the modern states after World War II.

HIST 277 (5) The Cold War • GER-SS
An in-depth look of the post-Second World War era from 1945 to 1989. Emphasis is on the political, economic, and religious aspects of the Cold War and its impact on emerging third world nations.

HIST 280 (5) Introduction to Chinese Civilization • GER-SS
A survey of the major aspects in the development of Chinese civilization from antiquity to the present day.

HIST 284 (5) Introduction to East History • GER-SS
A survey course in the history of Japan from 5th Century A.D. to the present day. Addresses issues, policies, and events that have shaped Japan's development since the early 1800's. Emphasis is on the political, economic, and religious aspects of the country, and present position of Japan in the international community. Cardinal developments in a broad range of human activities will be covered in a chronological order.

HOMELAND SECURITY (HSEM)

HSEM 102 (5) Introduction to Emergency Management
Pre/req: This is a required first course to enter the HSEM degree program. Must earn a 2.0 or better before taking other HSEM courses.
Provides groundwork on which emergency services can build a strong foundation for disaster and emergency management for homeland security in the 21st century. Addresses issues, policies, questions, best practices, and lessons learned through recent years; requirements of NFPA 1600, Standard on Emergency Management and response to new and developing theories, practices and technology in emergency management.

HSEM 110 (2) Basic Incident Command System/National Incident Management System
This course introduces the Incident Command System (ICS) and provides the foundation for high-level ICS training. This course describes the history, features, and principles and organization structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). Course will meet ICS 100/200 requirements.

HSEM 120 (3) All Hazards Emergency Planning
Pre/req: HSEM 102
This course is designed to introduce students in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard risk analysis and planning team development. Other topics, such as Continuity of Operations (COOP), Emergency Support Functions, National Response Plan, Washington State Comprehensive Emergency Management Plan and contingency planning for areas such as special needs (vulnerable populations) or animal sheltering are included.

HSEM 130 (3) Technology in Emergency Management
Pre/req: HSEM 102
This class provides a detailed overview of the technology used, and also clearly explains how the technology is applied in the field of emergency management. Students will learn how to utilize technology in emergency planning, response, recovery, and mitigation efforts and they'll uncover the key elements that must be in place for technology to enhance the emergency management process. Course overviews include topics on Web Emergency Operations Center (EOC), using technology with training and exercises, reverse 911 notification systems, video conferencing, downlinks, Geographic Information System (GIS) and Global Positioning System (GPS) capabilities.

HSEM 157 (2) Public Information Officer
This course is designed to train participants for coordinating and disseminating information released during emergency operations and in assisting in the scheduling and coordination of news conferences and similar media events. After completing this course the student will have met the sections required for Public Information Officer as outlined by NFPA 1035.

HSEM 160 (5) Emergency Response Awareness to Terrorism
Provides current and relevant information about terrorism, terrorist behavior, homeland security policies and dilemmas, and how to deal effectively with them and the consequences of attacks. Students will gain insight into the key players involved in emergency management, local and state issues, particularly as they need to interact and work with FEMA and other federal agencies. Course components include identifying terrorism, causes of terrorism, preventing terrorist attacks, responding to terrorism attacks and avoidance in communication and leadership collapse.

HSEM 180 (3) Public Administration
This course provides an overview in the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratization, politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decision-making, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration. Special topics will be selected from current events such as Hurricane Katrina efforts and Homeland Security.

HSEM 190 (1-5) Homeland Security Emergency Management Special Topics
Pre/req: HSEM 102, must have completed 12 HSEM credits or HSEM Program Coordinator approval
Special topics will be developed for areas outside the usual course offerings in Homeland Security Emergency Management. Special Topics will develop on a specific current issue in the areas of homeland security or emergency management.

HSEM 200 (2) Emergency Operations Center
Pre/req: HSEM 102 and HSEM 110
This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with first responder personnel. Topics will focus on the operations and development of EOCs and the Incident Management System. The course will introduce students to the Incident Command System (ICS) and its associated roles and responsibilities. Students will learn to work within time constraints and to be prepared to respond to any type of emergency.

HSEM 220 (5) Developing and Managing Volunteer Resources
Pre/req: HSEM 102
This course will focus on methods and procedures for involving private-sector organizations and volunteers in emergency management programs in ways that benefit both parties. The focus of the course is on maximizing the effectiveness of volunteer resources by implementing a people-oriented system that addresses defining volunteer roles, designing a plan of action, recruiting volunteers, training individuals who volunteer and motivating volunteers to be successful. Participants will acquire skills and knowledge to make appropriate volunteer assignments that enhance the effectiveness of integrated emergency management systems.

HSEM 230 (2) Disaster Recovery and Response
Pre/req: HSEM 102 and HSEM 120 or program coordinator approval
The purpose of this course is to enable students to understand and think critically about disaster and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principals, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

HSEM 240 (5) Homeland Security Emergency Management Work-Based Learning
Pre/req: HSEM 102 and requires HSEM program coordinator approval
Provides students “real world experiences” in homeland security and emergency management. Students learn to work within time constraints and are exposed to appropriate workplace behaviors. Students will have opportunities to refine the core skills they have learned from the courses or curriculum.

HSEM 250 (3) Homeland Security Law and Ethics
Pre/req: HSEM 102
This course is designed to give the student an overview of various statutes, regulations, constitutional law, and common law associated with Homeland Security. This course examines emergency response critical legal issues, local government powers, Federal Emergency Management Agency (FEMA), Department of Homeland Security, civil rights, international anti-terrorism efforts, Homeland Security Act of 2002, and the Patriot Act. Students will be introduced to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, crisis and consequence management.

HUMAN DEVELOPMENT (HUMDV)

HUMDV 103 (5-15)
PierceWorks! Career Transition
A 6-week career transition course to assist individuals with career development and human relations. This course empowers students to explore careers and career clusters and make informed educational and career decisions. Students an-
alyze their own interests, skills, personality, and attributes and use this information in the career selection process. Students use interest inventories and computer software to explore career opportunities available to them, link personal interests with related career fields. Activities enable students to increase self-awareness and develop the skills necessary to succeed in the workforce. These employability skills include such areas as: teamwork, dependability, punctuality, attitude and interpersonal relationship skills.

HUMDV 125 (2) Choosing a Major
Course involves learning new techniques that help bridge personal transitions in life and in college, including the research of careers best suited for the individual which result in personal decision-making.

HUMDV 126 (2) Life Skills: Stress Management
Course involves learning new techniques that help bridge personal transitions in life and in college, including learning to manage stress to remain balanced and healthy.

■ HUMAN SERVICES

STANCER ABUSE
-see Social Service Mental Health

HSSA & 101 (5) Introduction to Chemical Dependency
An orientation to chemical dependency and psychoactive drug abuse, including etiological theories of chemical dependency; history of alcohol and other psychoactive drugs; and basic principles of prevention, intervention, and treatment.

■ HUMANITIES (HUM)

HUM& 101 (5) Introduction to Humanities • GER-HM
Prereq: Eligibility for ENGL & 101
Exposes students to works in the literary, performing, and visual arts. Students identify common themes in the arts, analyze works representing diverse perspectives, and investigate the political, social, and historical contexts of works. A broader understanding is encouraged through the exploration and synthesis of outside sources using research methods.

HUM 105 (5) Black Thought and Culture • GER-HM
Beginning with African traditions and closing with a look at contemporary issues, this course will examine the cultural heritage of African Americans in relation to their language, literature, fine arts, music, religion and philosophy.

HUM 106 (5) Ethnic Thought and Culture • GER-HM
A comparative study of art, literature, and music representing various ethnic groups in America, and investigation of various issues surrounding ethnic identities.

HUM 107 (5) Latin American Thought and Culture • GER-HM
Examines Latin America through the lens of the humanities. Students will explore the literature, film, music and art of Latin America and how it has been shaped by cultural and geographical diversity, domestic and international politics, religious, social structure and dynamics. Team work and research skills will be developed.

HUM 109 (5) American Thought and Culture: The Harlem Renaissance • GER-HM
A study of the black American cultural movement of the late 1920’s and 1930’s known as the Harlem Renaissance through exploration of the history, politics, philosophy, literature, music, visual arts, dance and theatre of the movement with the American context.

HUM 161 (5) Western Thought and Culture I: The Classical World • GER-HM
A survey of western cultural ideas and expressions from early Aegean civilization to the 5th century. Topics include history, geography, culture, philosophy, religion, art, architecture, and literature of the Greco-Roman world.

HUM 162 (5) Western Thought and Culture II: The Middle Ages • GER-HM
A survey of western cultural ideas and expressions from the fall of the western Roman Empire to the early Florentine Renaissance. Topics include history, geography, culture, philosophy, religion, art, architecture, and literature of the Middle Ages.

HUM 163 (5) Western Thought and Culture III: Birth of the Modern World • GER-HM
A survey of western cultural ideas and expressions from the Italian Renaissance to the 18th century. Topics include history, geography, culture, philosophy, religion, science, art, architecture, literature, and music from the 15th-18th centuries.

HUM 164 (5) Western Thought and Culture IV: The Modern World • GER-HM
A survey of western cultural ideas and expressions from the 18th century through modernism. Topics include history, geography, culture, philosophy, religion, science and technology, art, architecture, literature, and music from the French Revolution to the postmodern era.

HUM 204 (5) American Popular Culture • GER-HM
This course examines various theories of popular culture and applies them to various aspects of American culture, such as mass media, sports, fashion and cultural stereotypes.

HUM 210 (5) American Cinema and Society • GER-HM
Explores the relationship between the themes, major genres, and production of Hollywood cinema, and American social, political, and economic history from the early 1900s to the present.

HUM 212 (5) Great Directors and Auteurs • GER-HM
Examines the role of the director as "author" (auteur) of the film and the several competing theories about what film authorship entails. This class also explores the works, stylistic expressions and filmic choices of major world directors such as Alfred Hitchcock, Francis Ford Coppola, Steven Spielberg, Ousmane Sembene, Stanley Kubrick, Ingmar Bergman, and Francois Truffaut. An additional emphasis is placed on analyzing the changing role of the director from Hollywood's studio system heyday to today's independent filmmaking practices.

HUM 215 (5) World Cinema • GER-HM
Examines the films and film-making practices of countries around the world. This class explores such topics as the impact of technical changes and production standards on filmmaking. A additional emphasis will be placed on analyzing cinematic choices in many world cinema movements such as German Expressionism, Italian Neo-Realism, British Social Realism, The French New Wave, and the phases of Third World Cinema.

HUM 240 (5) World Religions • GER-HM
Survey of the world's five major religions: Hinduism, Buddhism, Islam, Judaism, and Christianity. Exploration of the basic tenets, origins and evolution of each religion; reflection on the influence they have had on history, culture and the arts.

■ INFORMATION STUDIES (INFO)

INFO 100 (1) Online Research Skills
Introduction to Internet research using online library resources and the free Web. Students will learn how search engines work, how to develop search strategies, how to use criteria to evaluate sources, and the impact of emerging web technologies on society.

INFO 101 (2) Research Essentials
Prereq: Eligibility for ENGL & 101
Introduction to the essential skills, concepts and strategies for college-level research. Students will learn how to effectively access, use and evaluate information resources, including books, periodicals, databases and the Internet. Information strategies will be examined through the lens of information seeking behavior. Students will also explore information issues and theories such as information flow, censorship, intellectual freedom and bias and perspective.

INFO 102 (2) Problem Based Research Methods in Professional/Technical Programs
Introduction to the essential skills, concepts and strategies for aca-
demic and professional research. Using problems and topics en-
countered by professionals, students will learn how to effectively access, use and evaluate information resources. This course is intended for majors in professional/ technical programs.

■ INTERDISCIPLINARY STUDIES (INTS)

INTS 107 (5) Introduction to International Studies • GER-SS
An introduction to global issues emphasizing the integrated and increasingly interdependent nature of the world, including: historical, political, economical, environmental and philosophical issues.

INTS 140 (5) Contemporary Issues in International Studies • GER-SS
Contemporary issues facing a visiting foreign professor's homeland, including but not limited to: historical, geographical, demographic, political, economical, environmental and social/cultural issues.

INTS 150 (5) Contemporary Rebel, Secessionist, and Terrorist Organizations • GER-SS
This course will cover major rebel, separatist, guerrilla, and terrorist movements and organizations in the modern world. The emphasis will be not only on their origins and changing role of the director from Hollywood's studio system heyday to today's independent filmmaking practices.

INTS 164 (5) Border and Genocidal Conflicts in the Modern World • GER-SS
This course will examine the origins and evolution of these conflicts in recent history. The teaching methodology will be based on combining the regional and chronological approaches and the intensive use of current articles in periodicals from all over the world.

■ INTERNATIONAL EDUCATION (IE)

Non-credit and/or below-college level Intensive English and TOEFL
Prep courses are offered through our International Education program. See “International Education” in PROGRAMS OF STUDY section for information.
**JOURNALISM (JOUR)**

**Introduction to Mass Media — See Communication Studies**

**JOURN 102 (5) Introduction to News Writing • GER-CM**
Pre-req: ENGL 101 with grade of 2.0 or better
A study of the basic forms and styles of various newswriting techniques and mechanics. Writing exercises in basic newswriting, as well as work in news gathering, interview techniques, copy assimilation, copy editing, headline writing and other roles of the reporter.

**JOURN 103 (1-5) Introduction to Feature Writing • GER-HM**
Pre-req: Instructor permission and JOURN 102 with 2.0 or better
A study and practice of the form and style of writing feature stories for the college newspaper. Students will serve as staff writers for The Pioneer and/or receive feature story assignments for publication. This course is a sequel to JOURN 102.

**JOURN 105 (5) Student Newspaper Leadership**
A study and practice of production and leadership skills needed to edit and produce a student newspaper, including but not limited to design concepts, desktop publishing via Adobe InDesign; website publishing via WordPress; API style and policy; and the basics of news, news style and the news market and elements of libel and news ethics.

**JOURN 111/211abc (1-5)**

**College Newspaper: Reporting and Editing**
Pre-req: Instructor permission
Practical experience in producing the college newspaper. Students may pursue specialty areas of interest such as writing, copy editing, desktop publishing, market research, advertising.

**JOURN 112/212abc (1-5)**

**College Newspaper Photojournalism**
Practical experience in shooting and developing photos for the school newspaper. Students should already have a basic working knowledge of photography.

**JOURN 120 (5) Introduction to Broadcasting**
Pre-req: ENGL 101 with grade of 2.0 or better
A study of the styles and techniques of Internet broadcasting with an emphasis on webcasts and podcasts with various delivery platforms. Techniques include but are not limited to video production (shooting, editing, microphone, lighting); motion graphics, such as titles and animated maps; and audio editing.

**JOURN 125 (5) The Documentary: A Social Force • GER-HM**
Throughout history, the documentary film has been a major social force that has moved us, amused us, manipulated us and inspired us. Using viewings and group discussions, this class examines the history and genres of the non-fiction film and the social impact of modern documentaries.

**JOURN 210 (5)**

**Photojournalism**
Pre-req: 35 mm. camera or digital equivalent
A study of news photos and great photojournalists. Students will evaluate photos, including their own; develop photo essays, and learn how to present the photos in an attractive layout. Access to a camera is required.

**KOREAN (KREA)**
**KREA 121 (5) Korean I • GER-HM**
The first quarter of a first-year sequential course to give the student the ability to speak, read, write, and understand Korean.

**KREA 122 (5) Korean II • GER-HM**
Pre-req: KREA 121 or instructor permission
Continuation of KREA 121 stressing speaking, reading, writing, and understanding the Korean language.

**KREA 123 (5) Korean III • GER-HM**
Pre-req: KREA 122 or instructor permission
Continuation of KREA 122 stressing speaking, reading, writing, and understanding the Korean language.

**MATHEMATICS (MATH)**

**MATH 042 (3) Fractions, Decimals and Percents**
Basic operations with fractions, decimals and percents.

**MATH 051 (5) Fundamentals of Arithmetic**
Pre-req: Satisfactory placement test score or MATH 050 with a grade of at least 2.0
A study of the basic forms and operations of whole numbers, fractions and decimals. Topics include rounding, percent, ratio and proportion, measurement and geometric figures. Introduction to signed numbers, measures of center, and interpretation of data graphs.

**MATH 054 (5) Prealgebra**
Pre-req: Satisfactory placement test score or MATH 050 with a grade of at least 2.0 or instructor permission
Review operations with fractions, decimals and percents; operations with signed numbers; Simplify algebraic expressions. Solve linear equations. Solve a variety of application problems. Introduce square roots, exponents, and coordinate graphing. Determine area, perimeter, and volume. Calculate statistical measures of center; interpret graphs.

**MATH 058 (3) Introduction to Algebra I**
Pre-req: Satisfactory placement test score or MATH 050 with a grade of at least 2.0 or instructor permission
Basic operation with numeric polynomials expressions; solving linear equations, linear inequalities; applications.
MATH& 141 (5) Precalculus I • GER-NS, QS
Prereq: MATH 098 or equivalent with a grade of at least 2.0 or placement test scores above MATH 098
Families of functions, their properties, graphs and applications. Functions include polynomial, rational, exponential, logarithmic, functions and combinations of these. Solve related equations and inequalities. Data analysis, introductory mathematical modeling. Develop competency with a graphing calculator.

MATH& 142 (5) Precalculus II • GER-NS, QS
Prereq: MATH 141 with a grade of at least 2.0 or instructor permission

MATH& 146 (5) Introduction to Statistics • GER-NS, QS
Prereq: MATH 095 or 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098
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
Prereq: MATH 141 or 156 with a grade of at least 2.0 or instructor permission
Concise course in calculus. Differential and integral calculus of non-trigonometric functions with an emphasis in social science, business, and economics applications.

MATH& 151 (5) Calculus I • GER-NS, QS
Prereq: MATH 142 with a grade of at least 2.0 or instructor permission

MATH& 152 (5) Calculus II • GER-NS, QS
Prereq: MATH 151 with a grade of at least 2.0 or instructor permission

MATH& 153 (5) Calculus III • GER-NS, QS
Prereq: Completion of MATH 152 with a grade of 2.0 or higher or instructor permission
Sequences and series. Vectors and geometry of space. The calculus of vector functions and parametric surfaces. Polar, cylindrical and spherical coordinates.

MATH 155 (5) Finite Mathematics • GER-NS, QS
Prereq: MATH 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098
Linear, polynomial and rational function models. Exponential and logarithmic functions. Mathematics of finance, matrices, linear programming, set operations, and probability.

MATH 171 & 175 (5) Math for Elem Educ I: Number Systems • GER-QS
Prereq: MATH 095 or MATH 098 or equivalent with a grade of at least 2.0 or placement test score above MATH 098 and English 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 172 (5) Math for Elem Educ II: Geometry and Measurement • GER-QS
Prereq: MATH 6171 with a grade of at least 2.0 or instructor permission
This is the second of three courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include geometry, measurement, and numeric and algebraic concepts. A variety of applications are included. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH 173 (5) Math for Elem Educ III: Statistics and Probability • GER-QS
Prereq: MATH 171 with a grade of at least 2.0 or instructor permission
This is the last of three courses for prospective elementary teachers focusing on the foundation underlying modern elementary school math. Topics include algebraic and numeric topics, functions, and graphical representation, display, analysis, and interpretation of data; probability of simple and compound events; and making and testing conjectures using statistics and probability. This course emphasizes deep conceptual understanding of content, connections among topics, and communication of mathematical ideas. Appropriate technology is incorporated.

MATH 205 (5) Linear Algebra • GER-NS, QS
Prereq: MATH 153 with a grade of 2.0 or higher or instructor permission. MATH 224 recommended
Applications and techniques of Linear Algebra, including solving systems of equations, vector spaces, matrix operations, linear transformations, eigenvalues, eigenvectors, and characteristic polynomials. Introduction to appropriate technology and elementary proofs.

MATH 210 (5) Discrete Math • GER-NS, QS
Prereq: MATH 142 with a grade of 2.0 or higher or instructor permission or placement test score above MATH 142
Discrete mathematical structures around elementary logic, methods of proof, set theory, basic counting, mathematical induction, recursion, and their applications in computer science.

MATH 224 (5) Multivariate Calculus • GER-NS, QS
Prereq: MATH 153 with a grade of 2.0 or higher or instructor permission
Functions of several variables. Partial derivatives, multiple integrals, and their applications. Vector analysis including vector fields, line and surface integrals, Green’s theorem, Stokes’ theorem, and the Divergence theorem.

MATH 238 (5) Differential Equations • GER-NS, QS
Prereq: MATH 205 and 224 with a grade of 2.0 or higher or instructor permission
First and second order differential equations with applications to the sciences and engineering. An introduction to higher order equations. Laplace Transform. Systems of linear differential equations. Topics at the discretion of the instructor include numerical methods, phase plane analysis, and series solutions to differential equations.

MUSIC (MUSC)

MUSC 100 (5) Introduction to Rock & Roll • GER-HM
Focuses on rock and roll as a language of music from a listener’s perspective. How rock and roll are exercised and become the vehicle through which specific rock music concepts are examined. Some social, biographical, and historical data covered. No previous musical experience necessary.

MUSC 102 (5) American Popular Music • GER-HM
Discover the roots of American popular music through a survey of popular song, blues, jazz, country, rock and roll styles, and the historical and social elements that impacted their development. Current popular music trends will be studied as extensions of or responses to past styles.

MUSC 103 (5) Introduction to Jazz • GER-HM
A general survey course designed to introduce students to jazz music from the following periods: ragtime, the blues, New Orleans Dixieland, Chicago Dixieland, stride piano, bop, cool, hard bop, funky, third stream, free jazz, fusion, neoclassicism and Latin jazz. Relevant cultural, biographical, and historical data is covered that pertains to jazz music and its performance. Listening skills are exercised and become the vehicle through which specific jazz concepts are examined. No previous music experience is necessary or expected.

MUSC 105 (5) Music Appreciation • GER-HM
A general survey course designed to introduce students to art music from the following periods:
MUSIC 106 (5) World Music • GER-HM
Examines select cultures from different areas around the world. Experiences listening skills and explores music concepts as well as engaging with issues such as diversity, cultural differences and the many societal motivations for writing, performing and preserving music. No musical experience necessary.

MUSIC 107 (2.5) Audio Production I: Beginning
An introductory, hands-on course that covers the basics of midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

MUSIC 108 (2.5) Audio Production II: Intermediate
Prereq: MUSIC 107
An intermediate, hands-on course that covers midi sequencing, sound reinforcement, microphone construction and application, signal processing equipment, and analog multi-track recording.

MUSIC 109 (2.5) Audio Production III: Advanced
Prereq: MUSIC 107 and 108
An advanced, hands-on course that covers midi sequencing, code synchronization, sound reinforcement, microphone construction and application, signal processing equipment, analog multi-track recording and digital multi-track recording.

MUSIC 126 (1) Beginning Class Guitar • GER-HM/Performance
A performance course designed for the beginning guitarist. No prior experience expected. Students must furnish their own guitar.

MUSIC 127 (1) Intermediate Class Guitar • GER-HM/Performance
Prereq: MUSIC 126 or equivalent
A performance course designed for the intermediate guitarist. Students must furnish their own guitar.

MUSIC 140/240 ABC (1-2)
College Choir • GER-HM/Performance
A non-auditioned vocal performance group that provides an opportunity to rehearse and perform choral literature. Quarterly concerts required. Non-music major participation encouraged.

MUSIC 141 (5) Music Theory I • GER-HM
A music theory course intended to facilitate the acquisition of music literacy and related ear-training skills. In addition, it covers the fundamentals of theory such as key and time signatures, intervals, simple chord construction, and the basics of four-part writing. This is the first course in the traditional college-level music theory sequence. No previous musical experience or knowledge is required. Concurrent enrollment in MUSC 181 is strongly recommended.

MUSIC 142 (5) Music Theory II • GER-HM
Prereq: MUSIC 141 or the equivalent
A music theory course designed to strengthen music literacy skills and to facilitate an understanding of intermediate principles regarding chords, chord progressions, figured bass, four-part writing skills, melody, and related ear-training skills. It is the second course in the traditional college-level music theory course. Concurrent enrollment in MUSC 182 or the equivalent is strongly recommended.

MUSIC 143 (5) Music Theory III • GER-HM
Prereq: MUSIC 142 or the equivalent
Strengthens music literacy skills and facilitates an understanding of more advanced principles regarding chords, chord progressions, figured bass, melody, part-writing, and related ear-training skills. This is the third course in the traditional college-level music theory sequence. Concurrent enrollment in MUSC 183 or the equivalent is strongly recommended.

MUSIC 144/244 ABC (2.5)
Concert Choir • GER-HM/Performance
Prereq: audition may be required
An non-auditioned vocal performance group geared towards providing the experienced singer with an opportunity to rehearse and perform choral literature. Quarterly concerts a requirement. Non-music major participation encouraged.

MUSIC 145/245 ABC (2.5)
Jazz Choir • GER-HM/Performance
Prereq: Department permission required
Performance, selection and evaluation of vocal jazz/pop music. Performances required.

MUSIC 150/250 ABCD (1)
College Band • GER-HM/Performance
A large performance group open to all students with experience in reading and performing instrumental band literature. Non-music major participation encouraged.

MUSIC 154/254 ABCD (1)
College Orchestra • GER-HM/Performance
A large performance group open to all students with experience in reading and performing orchestra literature. Non-music major participation encouraged.

MUSIC 157/257 ABCD (1, 1.5, or 2)
Jazz Band • GER-HM/Performance
A jazz instrumental performing group established to provide the experienced instrumentalist an opportunity to rehearse and perform selected jazz literature. Non-music major participation encouraged.

MUSIC 160-168/260-268 ABCD (0.5)
Private Instruction: Instrumental, Improvising, Improv, Brass, Woodwind, Percussion, Voice, Orchestral Strings, Keyboard and Plucked Strings • GER-HM/Performance
Prereq: For MUSIC 160/260: MUSIC 143
An individual instruction course geared towards advancing all levels of student music performance in arranging, improvisation, brass, woodwind, percussion, voice, orchestral strings, keyboard, and plucked strings.

MUSIC 170/270 ABCD (1)
Brass Ensemble • GER-HM/Performance
Prereq: Department permission required
A small performance group open to all students with experience in reading and performing brass ensemble literature (i.e. Brass Quartets). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSIC 171/271 ABCD (1)
Woodwind Ensemble • GER-HM/Performance
Prereq: Department permission required
A small performance group open to all students with experience in reading and performing woodwind ensemble literature (i.e. Flute Trios, Woodwind Quintets). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSIC 172/272 ABCD (1)
Percussion Ensemble • GER-HM/Performance
Prereq: Department permission required
A small performance group open to all students with experience in reading and performing percussion ensemble literature. Outside performances required. Student self-initiative is a vital component of success in this class.

MUSIC 173/273 ABCD (1)
String Ensemble • GER-HM/Performance
Prereq: Department permission required
A small performance group open to all students with experience in reading and performing string ensemble literature (i.e., String Quartet). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSIC 174/274 ABCD (1)
Vocal Ensemble • GER-HM/Performance
Prereq: Department permission required
A small performance group open to all students with experience in reading and performing vocal ensemble literature (i.e., Madrigals). Outside performances required. Student self-initiative is a vital component of success in this class.

MUSIC 181 (1) Beginning Class Piano • GER-HM/Performance
Basic introduction to playing the piano by establishing good reading habits and rhythmic orientation. Building a strong technical background and learning basic fundamentals of music theory.

MUSIC 182 (1) Intermediate Class Piano • GER-HM/Performance
Prereq: MUSIC 181 or instructor permission
A continuation of MUSIC 181 by establishing better reading habits and rhythmic orientation. Building a stronger technical background and learning more fundamentals of music theory.

MUSIC 183 (1) Advanced Class Piano • GER-HM/Performance
Prereq: MUSIC 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.

MUSIC 241 (5) Music Theory IV • GER-HM
Prereq: MUSIC 142 or equivalent
The purpose of this course is to enable students to acquire music literacy, theory, and related ear-training skills. MUSIC 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 (MUSIC 182) are highly recommended.

MUSIC 242 (5) Music Theory V • GER-HM
Prereq: MUSIC 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 (MUSIC 182) are highly recommended.

MUSIC 243 (5) Music Theory VI • GER-HM
Prereq: MUSIC 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. To complete this course is taken by students intending to transfer to a four-year institution as a music major or minor.

NATURAL SCIENCE (NSCI)
NSCI 150 (5) Nature • GER-NS
The emphasis of the course is to identify the major life forms found in a specific region, includ- ing native and introduced species, and their adaptations to the environment. The course focuses on the observation of nature for both scientific and recreational purposes. Includes lab and field studies.
NURSING (NURS)

NURS 111 (3) Fundamentals of Nursing Practice
PrepReq: Admission to the Associate Degree Nursing program. Introduction to basic medical concepts in nursing practice according to the Roy Adaptation Model. Students will discuss the nursing process using assessment skills and health care equipment.

NURS 112 (3) Fundamentals of Nursing Clinical Practice
PrepReq: Admission to the Associate Degree Nursing program. Co-requisites: 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
PrepReq: HSCI 114, HSCI 116 and NURS 112. Introduction to basic medical concepts in nursing practice according to the Roy Adaptation Model Physiological and Psychological Mode. Students will use the nursing process in order to care for individuals experiencing disorders of the musculoskeletal, integumentary, sensory, endocrine and gastrointestinal systems. Roy’s Role Function Model is used in order to understand introductory concepts in Psychiatric Nursing.

NURS 122 (5) Introduction to Nursing Clinical Practice
PrepReq: HSCI 114, HSCI 116, NURS 111 and NURS 112. Application of basic nursing skills, in the classroom laboratory and clinical setting, while assuming responsibility for clients throughout the lifespan. Includes roles and responsibilities of the nurse, nursing theory, critical thinking, the nursing process, and introduction to related technology. The introduction to medication administration will also be covered. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community.

NURS 125 (3) Family-Centered Nursing Care
Introduction to basic medical concepts in family-centered nursing care, according to the Roy Adaptation Model Physiological and Role Function Modes. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the well mother and child and pediatric clients and the geriatric client within the community. This course is designed death and dying at different life stages.

NURS 130 (6) Intermediate Medical-Surgical/Psychiatric Nursing
PrepReq: HSCI 114, HSCI 116, NURS 111, NURS 112, NURS 121, NURS 122 and NURS 125. Intermediate medical concepts in medical-surgical/psychiatric nursing practice, according to the Roy Adaptation Model. Students will practice one of the nursing process in order to care for individuals experiencing disorders of the hematologic and urinary systems with special attention to the peri-operative client. Roy’s Self-Concept Model will be explored.

NURS 132 (6) Intermediate Nursing Clinical Practice
PrepReq: HSCI 114, HSCI 116, NURS 111, NURS 121, NURS 122 and NURS 125. 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, safe medication administration and development of related technology. Concepts of the Roy Adaptation Model are used to guide developing nursing practice for individuals in the clinical setting.

NURS 210 (4) Advanced Topics in Nursing
PrepReq: Year one of nursing program, or Current LPN License. Advanced medical concepts in medical-surgical and psychiatric nursing practice, according to the Roy Adaptation Model Physiological and Psychological Mode. Students will discuss use of the nursing process in order to care for individuals experiencing disorders of the respiratory, cardiovascular, and neurological systems, with special attention to fluid and electrolyte/acid-base balance.

NURS 211 (6) Advanced Nursing Clinical Practice
PrepReq: Year one of nursing program, or Current LPN License. Application of advanced nursing skills in the classroom laboratory and clinical setting, while assuming responsibility for adult clients with common alterations in health. Students will also provide care for obstetric clients in a variety of birth environments. Includes roles and responsibilities of the nurse (including methods of safe medication administration), nursing theory, critical thinking, the nursing process, and understanding related technology. Concepts of the Roy Adaptation Model are used to guide developing nursing practice to individuals in the community, in a variety of settings.

NURS 214 (4) Advanced Concepts in Family Centered Nursing Care
PrepReq: Year one of nursing program, or Current LPN License. Advanced medical concepts in nursing practice, according to the Roy Adaptation Model Physiological and Psychosocial Modes. The principles necessary for the care of clients in a variety of settings throughout the lifespan will be explored, focusing on care of the medical-surgical and obstetric client, to include reproductive health.

NURS 217 (1) Practical Nurse Preparation Seminar
PrepReq: Year one of nursing program. The study of nursing law, ethics and the practical nurse role. Employment seeking strategies and guidance on NCLEX-PN (National Licensure Exam for Practical Nursing) preparation are included. Required for the student desiring to take the NCLEX-PN exam to become a practical nurse.

NURS 218 (4) ADN Articulation Seminar
PrepReq: Admission as a Bridge student in the 4th quarter of the nursing program. Articulation course for Licensed Practical Nurse (LPN) Bridge students. Examine essential components of the nursing process and review nursing concepts taught in the first year of the nursing program with a focus on performance of nursing skills in simulated skills lab.

NURS 222 (5) Professional Nursing Clinical Practice
PrepReq: NURS 210, NURS 211 and NURS 214. Application of advanced nursing skills in the classroom laboratory and a variety of clinical settings, 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 settings.

NURS 223 (3) Advanced Psychiatric Nursing
PrepReq: NURS 210, NURS 211, and NURS 214. Focus is on transi- tion, to include reproductive health. Examines essential components of the nursing process and review nursing concepts taught in the first year of the nursing program with a focus on performance of nursing skills in simulated skills lab.

NURS 224 (3) Professional Role Transition
PrepReq: NURS 210, NURS 211, and NURS 214. 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 will culminate in a student teaching project at the end of the quarter.

NURS 230 (3) Advanced Topics in Nursing II
PrepReq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, and NURS 224. Advanced medical concepts in medical-surgical and psychiatric nursing practice, according to the Roy Adaptation Model Physiological Mode. Students will practice and demonstrate use of the nursing process in order to care for individuals experiencing advanced medical and psychological disorders in the acute care setting. Special focus is on nursing in critical care, telemetry, oncology, neonatal intensive care unit, and emergency departments as well as other specialized settings. Nursing during a catastrophic event is also discussed.

NURS 233 (8) Acute Care Nursing Practicum
PrepReq: NURS 210, NURS 211, NURS 214, NURS 222, NURS 223, NURS 224 and NURS 230. Clinical nursing practice in an acute care setting where students apply theory attained in all previous courses. Focus is on transition to the Registered Nurse (RN) role. Concepts of the Roy Adaptation Model are used to guide nursing practice development in a variety of client care settings during a preceptorship assignment. At the end of the course, students will also be required to complete the National Council on State Boards of Nursing Licensing Examination (NCLEX) preparation classes and take an NCLEX-RN predictor test.

NUTRITION (NUTR)

NUTR & 101 (5) Nutrition • GER-NURS

Introduction to the role of nutrition in human health with respect to essential nutrients, factors that affect eating habits, food advertising, nutrition and disease and establishing a healthy lifestyle.

OCCUPATIONAL SAFETY AND HEALTH (OSH)

OSH 100 (5) Introduction to Occupational Safety and Health

Overview of occupational safety and health, including introduction to regulatory agencies, financial and human impact of occupational injuries and illnesses, and workers compensation. Covers basic safety terminology and how to access safety information and resources. Focuses on the role of responsibility of the Safety and Health employee.

OSH 110 (5) Safety Management

Concepts and measurements of active versus proactive safety practices. Students will learn the major on-the-job hazards in the workplace, and how to collect and evalu-
A OSH 170 (5) Training Techniques

Overview of different learning styles, and effective methods for providing training to employees. Advantages and disadvantages of different training methods and associated costs. Opportunities to provide training to other class members on selected safety topics and use different training methodologies.

OSH 190 (3) Industrial Security

Overview of the All Hazards Approach to industrial security. Site-specific vulnerability assessments and development of Emergency Action Plans, loss prevention, industrial security, history of terrorism and terrorist threats, and workplace violence. The National Incident Management System (NIMS) will be introduced.

OSH 220 (3) Industrial Hygiene

Basics of industrial hygiene programs and relationship to company safety plan. Addresses chemical absorption into the body, physical and airborne hazards; sampling techniques; how to identify and apply hazard control techniques; and using Material Safety Data Sheet (MSDS).

OSH 230 (3) Ergonomics

Overview of the history and evolution of ergonomics in the workplace. Ergonomic risk factors, terminology, engineering solutions, applications of the principles of body mechanics, and communication of basic ergonomic concepts and solutions.

OSH 240 (4) Handling Hazardous Materials

Overview of regulations on hazard recognition, protective equipment, biological and radiological toxicology, monitoring and decontamination. Includes 40 hours of OSHA required safety training and certification for workers and supervisors. This “hands-on” course covers all regulations. Site simulations are conducted.

OSH 255 (1-3) Special Topics in OSH II

Topics covered will vary or rotate depending on current events and changes in the field of Occupational Safety and Health, sample topics include: workplace violence, transportation safety, medical surveillance, health epideimics, agriculture safety, etc.

OCEA & 101 (5) Introduction to Oceanography - GER-NS

Oceanography is the exploration and investigation of all aspects of the marine environment. Topics include the geology of the sea floor and coastlines, the dynamics of waves, currents, tides, the diversity of life in the ocean, salinity, and human impacts on the marine environment. Appropriate for non-science and science majors. Field trips required. Labs included.

OCEA 170 (5) Marine Biology - GER-NS

Prerequisites: OCEA 160 or OCEA 101 recommended.

An introduction to the plant and animal life found in estuarine and marine ecosystems and environments. Topics include lifestyles, adaptation, habitats, diseases, effects of pollution, interrelationships, and taxonomic identification of marine organisms. Field trip required. Labs included.

PHIL& 115 (5) Critical Thinking • GER-HM

An informal, non-symbolic introduction to logic and critical thinking emphasizing real-life examples, natural language applications, and the informal logical fallacies.

PHIL& 120 (5) Symbolic Logic • GER-QS, NS

Prereq: MATH 095 or 098 or equivalent with a 2.0 or higher or placement test score above MATH 106. College level reading and writing recommended.

Introduction to modern symbolic logic emphasizing sentence logic with truth tables and proofs and quantification logic with translation and proofs.

PHIL 130 (2) Introduction to Systems Thinking

First in a series of courses on systems thinking. The world contains a multitude of systems such as biological, educational, environmental, economic, and cultural. Learn the fundamentals of these systems, their behaviors, and impacts.

PHIL 131 (3) Integrated Systems Thinking

Prereq: PHIL 130. Integrated Systems Thinking examines a paradigm or issue, or ideological construct from a variety of disciplines. Key interdisciplinary fields include arts, humanities, math, sciences and social sciences.

PHIL 150 (5) Introduction to Ethics - GER-HM

An introduction to the study of morality. Helps students understand and analyze competing ethical claims based on happiness, duty, human nature and custom. Questions include: What makes right actions right? Why should I care about the welfare of others? Are morals a product of culture or could there be universal moral values?

PHIL 210 (5) Philosophy of Western Religion - GER-HM

An introduction to the central concepts, basic text and classical arguments of ethical monotheism (Christianity, Judaism and Islam). Explores such issues as God, faith, reason, the problem of evil and the possibility of immortality and miracles.

PHIL 220 (5) Introduction to Eastern Philosophy - GER-HM

An introductory survey of the main philosophies in India, China and Japan. Helps students understand the philosophical similarities between these systems, especially as they relate to self, reality, value, knowledge and religion.

PHIL 230 (5) Contemporary Moral Problems - GER-HM

This course introduces students to the most urgent moral problems of our day. It will provide students with an introduction to ethical theories and their application to contemporary moral problems. Topics covered may include: just
war, privacy rights, capital punishment, animal rights, cloning, environmental issues including sustainability, abortion and euthanasia.

PHIL 238 (5) Philosophy of Human Rights • GER-HM
Introduces students to the major issues concerning human rights. Are there human rights? Are human rights universal or are they culturally determined? Who has human rights? Are minority rights exceptions to human rights?

**PHYSICAL EDUCATION (PE)**

PE 119 (1) Cycling
An introduction to cycling, (both road & mountain bike), designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition.

PE 121 (1) Spin
Spin is a high energy stationary bike workout that enhances cardiovascular endurance and muscle. Students will learn to select personal intensity levels during the workout through body position and bike tension. Class features include 45 minute cardio ride, including warm-up and cool-down, followed by stretching.

PE 125 (1) Lifestyle Fitness
An exercise class designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in the fitness facility as well as walking, running, inline skating and cycling and around the natural environment of Pierce College.

PE 126 (1) Hard Core
This is a challenging core fitness workout using balance, coordination, stability and control. Stability balls, free weights, bands, Bosu and Pilates techniques used.

PE 127 (1) Power Step
High-energy music combined with non-stop fun choreography and Interval training makes this the perfect way to rev-up your cardio training and improve your power and endurance. This class provides a moderate to high intensity workout and will daily give you a challenge while burning calories!

PE 129 (1) Cardio Pump
Combines a high energy cardio workout with creative choreography using hand weights, bands and floor work designed to enhance the muscular tone of all major muscle groups of the body while burning fat.

PE 131 (1) Body Conditioning
A self-paced and independent fitness program designed and monitored during class seminars that improves cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition using both aerobic and anaerobic exercises.

PE 132 (1) Jogging
Progressive running program to improve cardiovascular endurance and to build stamina important in performing every day skills and activities, as well as fat percentage and improve overall health.

PE 140 (2) Total Fitness
Total Fitness is a current approach to establishing and promoting physical fitness for better health. Combination lecture and lab, stressing the importance of lifelong fitness. Course will include individual assessment and self-evaluation, development of exercise prescription and exercise program implementation.

PE 153 (1) Beginning Salsa
Beginning Salsa dance skills designed to improve cardiovascular endurance, self esteem, social confidence and motor skills.

PE 156 (1) Latin Dance Styling and Choreography for the Follow
Styling and choreography skills for the Latin dance “follow.” This course is designed to improve the dancer's presentation, footwork and general style while performing various Latin dances as well as improving cardiovascular endurance, self esteem, social confidence and motor skills.

PE 158 (1) Zumba
Zumba combines a high energy cardio workout with creative dance choreography using the Latin rhythms found in cumbia, salsa, samba and merengue music.

PE 159 (1) Yoga-Pilates
An exercise practice that takes you through a series of poses in coordination with the breath designed to improve one's flexibility, balance, muscular strength and endurance as well as awareness of the mind and body connection.

PE 164 (1) Basic Basketball Skills
Instruction and practice in the basic performance skills of shooting, passing, dribbling, footwork, rebounding, defense, and the coordination of individual offensive and defensive techniques into play patterns.

PE 165 (1) Advanced Basketball Skills
Instruction and practice in the application of individual offensive and defensive skills into team basketball. Emphasis on man defense and attack including fast break. Course progresses from two-vs-two and three-vs-three to the five man game.

PE 166 (2) Advanced Baseball Skills
Develop greater skills in all aspects of playing baseball including strategy, fundaments and improved fitness.

PE 167 (1) Court Sports
A fun introduction to volleyball, pickle ball and badminton.

PE 168 (1) Indoor Soccer
Indoor soccer skills.

PE 169 (1) Volleyball
A fun introduction to volleyball.

PE 170 (1) Introduction to Weight Training
An introduction to weight training with the varied muscular strength and endurance.

PE 171 (1) Soccer
An introduction to soccer skills utilizing both indoor and outdoor facilities.

PE 175 (1) Mixed Martial Arts for Fitness
An introduction to mixed martial arts for fitness focusing on the fundamentals of grappling, striking and submission skills.

PE 190-192 (1) Independent Fitness Activities
An independent physical activity course for students who are unable to participate in physical education courses located at Pierce College. This course meets once every four weeks for a course seminar to assess the student’s progress in an “off-campus” physical activity course the student has arranged, paid for and has a certified instructor who is supervising these activities. Students must attend all three course seminars and complete the “off-campus” activities to be successful in PE 190-192.

PE 225 (1) Intermediate Lifestyle Fitness
An exercise class designed to build upon and further improve cardiovascular endurance, muscular strength, muscular endurance, flexibility and body composition. Students achieve this goal by utilizing the varied fitness resources available in the Health Education Center as well as walking, running, inline skating and cycling and around the natural environment of Pierce College.

PE 231 (1) Intermediate Body Conditioning
A self-paced and independent fitness program designed to build upon and improve fitness and health. This course is monitored during three class seminars designed to improve cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition using both aerobic and anaerobic exercises.

PE 232 (1) Intermediate Jogging-Walking
Intermediate jogging-walking is a class designed to build upon and improve basic running and walking skills and further improve cardiovascular endurance and to build stamina important in performing every day skills and activities, as well as lower fat percentage and improve overall health.

PE 259 (1) Intermediate Yoga-Pilates
Intermediate Yoga-Pilates builds on the basic concepts of Yoga-Pilates in order to build upon the benefits of both yoga and Pilates in one workout to improve strength and flexibility and to help reduce stress.

PE 268 (1) Intermediate Indoor Soccer
A course designed to build upon and improve existing indoor soccer skills.

PE 269 (1) Intermediate Volleyball
A course designed to build upon and improve existing volleyball skills.

PE 270 (1) Intermediate Weight Training
A course designed to build upon and improve weight training skills to build muscular strength and endurance.

PE 271 (1) Intermediate Soccer
A course designed to build upon and improve existing outdoor soccer skills.

**PHYSICAL SCIENCE (PS)**

PS 101 (5) Introduction to Physical Science • GER-NS
PreReq: High School algebra or MATH 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.

**PHYSICS (PHYS)**

PHYS & 110 (5) Physics for Non-Science Majors • GER-NS
Formerly PHYS 110
PreReq: High school algebra or MATH 060 with grade of at least 2.0 or instructor permission.
A survey course for non-science majors that develops an awareness and appreciation of the physical environment by looking at everyday experiences and relating them to the principles and laws in physics. Lab included.

PHYS 111 (4) Preparation for General Physics
PreReq: MATH 098 with a grade of 3.0 or better or MATH 141 with a grade of 2.0 or better or instructor permission.
An introductory course to prepare students for general physics including: scientific notation, unit conversions, solving linear, quadratic, systems of equations, exponential and logarithmic equations, solving inequalities, graphing, trigonometry, vectors, and error analysis.

PHYS 120 (3) Data and Error Analysis in the Science Laboratory
PreReq: MATH 141 with a grade of at least 2.0 or instructor permission
Graphical and analytical techniques in data processing and error analysis for beginning students in science laboratories. Useful for students in any science dealing with
exact methods of measurements such as chemistry, physics and geology.

PHYS& 114 (5) General Physics I • GER-NS (formerly PHYS& 121)
Prep: MATH& 142 or PHYS 111 with a grade of 2.0 or better or instructor permission.
The first quarter of a three-quarter algebra-based sequence in physics. The course covers topics in mechanics, including kinematics of motion, force, work, energy, momentum, kinematics and dynamics of rotation, and static equilibrium. Lab included.

PHYS& 115 (5) General Physics II • GER-NS (formerly PHYS& 122)
Prep: PHYS& 114 with a grade of at least 2.0.
The second quarter of a three-quarter sequence in algebra-based physics dealing with the topics of properties of solids, fluid mechanics, heat, thermodynamics, vibrations, waves, sound and optics. Lab included.

PHYS& 116 (5) General Physics III • GER-NS (formerly PHYS& 123)
Prep: PHYS& 114 with a grade of at least 2.0.
The third quarter of a three-quarter sequence in algebra-based physics dealing with the topics of electric forces and fields, electric potential, capacitance, current, resistance, electrical power, direct current circuits, magnetism, electromagnetic induction, and alternating current circuits. Lab included.

PHYS& 221 (6) Engineering Physics I • GER-NS
Prep: High School physics or PHYS& 121 with a grade of at least 2.0 and concurrent enrollment in and/or previous completion of MATH& 152 or instructor permission.
The first quarter of a three-quarter sequence in calculus-based physics for science and engineering students. The course covers topics in mechanics, including kinematics of motion, force, work, energy, momentum, and kinematics and dynamics of rotation. Lab included.

PHYS& 222 (6) Engineering Physics II • GER-NS
Prep: PHYS& 221 and MATH& 152 with grades of at least 2.0 in both.
The second quarter of a three-quarter sequence in calculus-based physics for science and engineering students dealing with the topics of equilibrium of rigid bodies, properties of solids, gravity, fluid mechanics, heat, thermodynamics, waves, sound and light. Lab included.

PHYS& 223 (6) Engineering Physics III • GER-NS
Prep: PHYS& 221 and MATH& 152 with grades of at least 2.0 in both.
The third quarter of a three-quarter sequence in calculus-based physics for science and engineering students dealing with the topics of electric fields, Gauss's Law, electric potential, capacitance, current, resistance, direct current circuits, magnetic fields, electromagnetic induction, and alternating current circuits. Lab included.

POLITICAL SCIENCE (POLS)

POLS& 101 (5) Introduction to Political Science • GER-SS
A comparative analysis of the various forms of government and politics in the world together with an introduction to the terms and concepts of political science.

POLS& 200 (5) Introduction to Law • GER-SS
Prep: ENGL& 101 or BUS 105 with a grade of 2.0 or better or instructor permission.
Introduction to the nature of law and the operation of the legal system; includes discussion of representative substantive law and analysis of the interaction between legal institutions and interest groups.

POLS& 202 (5) American Government • GER-SS
A description and analysis of the institutions, processes, and ideas that make up the American political and governmental systems.

POLS& 203 (5) International Relations • GER-SS
Designed to develop the ability to identify the terms and concepts common to international relations, analyze the problems inherent in a multi-polar, interdependent nation-state political system; and evaluate the ways in which the various global actors attempt to deal with these problems.

POLS 208 (5) U.S. Campaigns and Elections • GER-SS
This course will explore various features of political campaigns and elections in America. Topics include: voter behavior, public opinion, the role of money, media and interest groups in campaigns, and the relationship of elections to policy outcomes.

POLS 230 (5) State and Local Government • GER-SS
This course looks at the different levels of government in the United States system, with emphasis on the state and local level, including their power, structure and how they interact. The constitution and politics of the government in Washington state will receive particular attention.

PSYCHOLOGY (PSYC)

PSYC& 100 (5) General Psychology • GER-SS
Scientific study of animal behavior and experience. Both biological and social basics of behavior are covered with emphasis on heredity, neurology, motivation, emotion, perception, cognition, learning and intelligence.

PSYC& 180 (5) Human Sexuality • GER-SS
Human sexual behavior covering the psychological, biological and sociological aspects of human sexuality.

PSYC 192 (3) Career Development: Theory and Application
Rooted in psychological career development theories, students will study and apply theoretical approaches of self and career exploration. Additional application will include cognitive processes, adjustment theory and developmental factors that enable and affirm a decision making process necessary to research, discern and identify career and/or vocational paths that are consistent with results. Career development theories will include: personality, trait-factor, developmental and social-family of origin. Class includes administration and professional interpretation of APA endorsed personality, values and interest assessments.

PSYC& 200 (5) Lifespan Psychology • GER-SS
Prep: PSYC& 100
A lifespan study of human growth and development, providing a broad understanding of the human life cycle through contributions of psychology, anthropology, sociology, biology, and medicine.

PSYC 201 (5) Psychology of Personal Growth • GER-SS
The study of personality, adjustment, love and relationships, self-actualization and the applications of psychological principles to problems met by normal people in everyday life.

PSYC 210 (5) Social Psychology • GER-SS
Prep: PSYC& 100
Social psychology surveys how a person is affected by the world around them. Social influence includes obedience, conformity, and sales and negotiation strategies. Social relations includes stereotyping, love and liking. Social thinking includes identity, how we think about ourselves, and how we explain the world.

PSYC 215 (5) Group Experience
Prep: PSYC& 100 or SSMM 170 or instructor permission
Small group theory and practice applicable to working with both in-patient and out-patient agency settings. Designed to further develop the student's ability to lead counseling groups in the social service mental health professions. Active listening, group dynamics and group theory in psychology.

PSYC& 220 (5) Abnormal Psychology • GER-SS
Prep: PSYC& 100
A study of the history, etiology, diagnosis and treatment of abnormal behavior.

PSYC 230 (5) Intro to Personality • GER-SS
Prep: PSYC& 100
A survey of contemporary personality theory, assessment and change.

READING (READ)

READ 055 (1-4) Reading Tactics
Prep: Compass placement
Designed to prepare students for college level reading through vocabulary development, recognizing the need to both start and implied, and other strategies for comprehension.

READ 075 (1-5) Reading Tactics
Prep: Compass Test, completion of previous level with at least a 2.0 or instructor assessment.
Reading tactics focus on improving and refining reading comprehension methods, expanding vocabulary, and learning the skills necessary for success in college level courses, programs of study, and workforce.

READ 101 (1-3) College Reading
Prep: Compass test, completion of READ 075 with a 2.0 or better or instructor permission
Designed to improve student's critical reading skills, comprehension, vocabulary, and speed needed for success in college courses, programs of study and the workplace.

READ 102 (2) Speed Reading
Prep: Completion of READ 101 or compass placement into College Reading
Designed to improve reading speed through the use of multiple techniques while building vocabulary and maintaining comprehension.

READ 103 (2) Accelerated Reading
Prep: Completion of READ 102 with a 2.0 or better.
Designed to continue to improve reading speed through the use of multiple techniques while building vocabulary and maintaining comprehension.

RUSSIAN (RUSS)

RUSS& 121 (5) Russian I • GER-HM
The first quarter of a first year sequential course to give the student the ability to speak, read, write and understand Russian.

RUSS& 122 (5) Russian II • GER-HM
Prep: RUSS& 121 or 1 year high school Russian or instructor permission
Continuation of RUSS& 121 stressing speaking, reading, writing and understanding Russian.

RUSS& 123 (5) Russian III • GER-HM
Prep: RUSS& 122 or 2 years high school Russian or instructor permission
The third quarter of a first year sequential course to give the student the ability to speak, read, write and understand the Russian language and culture.
learn to identify and plan strategies to cope with the multiple stresses inherent when giving care.

**SSMH 215 (3) 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 220-222 (1-3) Issues in Social Service-Mental Health**
Prepar: Instructor Permission
The study of variable issues within the context of the Social Service-Mental Health service environment.

**SSMH 230 (3) Abuse in the Family**
A course designed to familiarize students with problems of abuse in the family. Examines types of abuse, definitions, frequency, views of causation, as well as approaches to intervention and prevention.

**SOCIETY (SOC)**

**SOC& 101 (5) Introduction to Sociology • GER-SS**
An introduction to sociology, the study of society and human interaction. Includes, but is not limited to, the systematic, or scientific, study of social phenomena, developing one’s “sociological imagination,” and exploring human relationships within the context of today’s rapidly changing world.

**SOC& 201 (5) Social Problems • GER-SS**
A critical exploration of social problems using key sociological perspectives and research strategies. Includes exploration of cross-cultural and historical dimensions. Also looks into the influence of societies on the creation of social problems as well as the effects of social problems on these same societies and their social institutions.

**SOC 211 (5) Family and Intimate Relationships • GER-SS**
A sociological exploration of family, marriage and intimate relationships. The family is explored as a social institution shaped by cultural and historical factors. Topics surveyed include attraction, dating, love, commitment choices, parenting, communication, conflict, and divorce. Students will learn about diverse forms of modern families and research findings on how to enhance family relationships.

**SOC 212 (5) Death, Dying and Bereavement • GER-SS**
A sociological exploration of death, dying, and bereavement. Includes, but is not limited to, the study of our “death systems” practices of the funeral service industry; the role of the healthcare system; traumatic death; facing death; care of the dying; bereavement, grief, and mourning; legal and ethical issues; practical matters; and belief in life after life.

**SOC 220 (5) Gender Roles in Society • GER-SS**
A sociological exploration of sex and gender in contemporary society, including an examination of the influences of biology and socialization. Also includes an exploration of the influence of sex and gender on self-concept and social opportunities. Explores historical and cross-cultural dimensions. Examines the influence of gender identity and sexual orientation on the lived experience of individuals.

**SPANISH (SPAN)**

**SPAN& 121 (5) Spanish I • GER-HM**
A first-year sequential course to give the student the ability to communicate, read, write and understand Spanish.

**SPAN& 122 (5) Spanish II • GER-HM**
Prepar: SPAN& 121 grade of 2.0 or better, 1 year of high school Spanish plus placement in ENGL& 101; or instructor permission
Second quarter of first-year Spanish stressing speaking, reading, writing and understanding Spanish.

**SPAN& 123 (5) Spanish III • GER-HM**
Prepar: SPAN& 122 with a grade of 2.0 or better; or 2 years of high school Spanish plus placement in ENGL& 101; or instructor permission
A continuation of first-year Spanish stressing speaking, writing, reading and understanding Spanish.

**STUDY SKILLS**
- see College Success

**VETERINARY TECHNOLOGY (VT)**

**VT 100 (2) Introduction to Veterinary Technology**
Survey of the veterinary medical profession and the role of the technicin within the profession. Outlines job opportunities, ethics and husbandry terms for various species including breed identification.

**VT 101 (4) Animal Nursing I**
Prepar: First year standing in the VT program
The handling and restraint of small animals in medical nursing. Administrative of medication and sample collection as related to nursing care of the hospitalized animal.

**VT 104 (5) Animal Nursing II**
Prepar: First year standing in the VT program
Introduction to the preparation of the surgical patient, assisting the doctor in sterile surgery, pre-op and post-operative care of the patient, performing basic den tal prophylaxis.
**VT 160 (2) Applied Behavior Techniques I**  
*Prereq: First year standing in VT program*  
Introductory course in a series of three courses on canine and feline behavior. The student will work to socialize and train program dogs and cats while learning about common behavioral problems and solutions seen in the veterinary field.

**VT 161 (1) Applied Behavior Techniques II**  
*Prereq: First year standing in VT program*  
Continuing practical experience in canine and feline behavior. This is a second course in a three course series. The student will apply techniques learned in VT 160 on topics such as common behavioral problems/solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

**VT 162 (1) Applied Behavior Techniques III**  
*Prereq: First year standing in VT program*  
Culminating course in practical experience in canine and feline behavior. This is the third course in a three course series. The student will apply techniques learned in VT 160 and VT 161 on topics such as common behavioral problems and solutions seen in the veterinary field. The student will work independently and in small groups to socialize and train program dogs and cats.

**VT 166 (4) Hematology for Veterinary Technicians**  
*Prereq: First year standing in VT program*  
Study of blood formation, including recognition of normal and abnormal blood cells from domestic and exotic animals, and accurate performance of Complete Blood Counts (CBC).

**VT 215 (2) Animal Hospital Office Procedures**  
*Prereq: Second year standing in VT program*  
Veterinary Technology course offering a broad view of typical veterinary clinic office procedures. Emphasis placed on the role of a veterinary technician in various professional settings.

**VT 224 (2) Veterinary Clinical Laboratory Principles**  
*Prereq: Second year standing in VT program*  
Lecture course covering advanced laboratory principles and techniques in hematology, urinalysis, cytology, bacteriology and parasitology.

**VT 230 (4) Anesthesiology**  
*Prereq: Second year standing in VT program*  
Small animal anesthesia techniques focusing on agents, administration, and management of the anesthetized patient.

**VT 233 (14) Veterinary Clinical Practice**  
*Prereq: Second year standing in VT program*  
Practical field experience with weekly seminar.

**VT 240 (3) Animal Diseases**  
*Prereq: Second year standing in VT program*  
Lecture course which covers the fundamentals of animal disease including etiology, nursing care and laboratory procedures which apply to the particular disease syndrome.

**VT 250 (3) Radiology for Veterinary Technicians**  
*Prereq: Second year standing in VT program*  
A course emphasizing radiography focusing on basic machine structure, fundamental radiographic techniques, correct animal patient restraint and handling, and achievement of technical quality. Includes a discussion of small animal, large animal, and exotic animal techniques, plus an overview of alternative imaging technologies.

**VT 251 (3) Pharmacology forVeterinary Technicians**  
*Prereq: Second year standing in VT program*  
Introduction to the pharmacology of commonly used drugs in veterinary medicine. Drugs are grouped by category based on their target organ systems. The indication, mechanism of action, pharmacokinetics and adverse effects of each drug are discussed.

**VT 260 (3) Emergency and Critical Care**  
*Prereq: Second year standing in VT program*  
Overview of common small animal emergencies and the role the veterinary technician plays in the management of these patients.

**VT 265 (6) Clinical Techniques Laboratory**  
*Prereq: Second year standing in VT program*  
Advanced laboratory principles and techniques for veterinary technicians.

**VT 266 (5) Veterinary Clinical Pathology and Parasitology**  
*Prereq: Second year standing in VT program*  
Clinical laboratory course covering the most common diagnostic laboratory tests conducted in veterinary hospitals. Procedures discussed include fecal examination, urinalysis, blood chemistry test, cytology, infectious disease test and necropsy. Common animal parasites and their life cycles are covered in detail.
An A to Z guide to learning resources, campus services and student life opportunities available at the colleges
Access and Disability Services
FS: (253) 964-6526 (voice) • (253) 964-6228 (TTY)
PY: (253) 840-8335 (voice) • (253) 840-8474 (TTY)
Alternative format of college publications available upon request
Services and academic adjustments are designed to ensure that students with disabilities 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.

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 Pierce College 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.

Athletics
FS: (253) 964-6613
www.pierce.ctc.edu/athletics
Raider Athletics at Pierce College provide the opportunity for students to participate in intercollegiate athletics in the highly competitive Northwest Athletic Association of Community Colleges (NWAACC), composed of 35 regional members. The Raiders field teams for women in volleyball, basketball, and softball, and for men in soccer, basketball, and baseball. Students interested in trying out for one of these teams can contact the athletics department at Fort Steilacoom.

Admission to Raider athletic events is free with a student I.D. card. Schedule information may be obtained from the athletics department at Fort Steilacoom.

Bookstore
FS: (253) 964-6508
PY: (253) 840-8411
The bookstores at Fort Steilacoom and Puyallup carry all required textbooks and a full line of school supplies for classroom 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.

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 providing 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 Development Centers
Milgard Child Development Center (FS): (253) 912-3680
Garnero Child Development Center (PY): (253) 864-3302
The Pierce College Child Development Centers provide a place where the needs of the child come first. The centers provide a high quality early childhood program that nurtures the growth, development, and education of children, students, and their families. The centers provide affordable, accessible childcare 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 www.pierce.ctc.edu/studentlife/childcare, 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 computing resources to fulfill the academic needs of the Pierce College community.

FORT STEILACOOM COMPUTER LABS
(253) 964-6310
The computer lab in Olympic 301 enables students to work on projects and accomplish computer-related academic assignments through software applications, the Internet, and e-mail. All computers are connected to the Internet and to high-speed laser printers.

Students who prefer the use of Macintosh computers will find three available in OLY 302.

FORT STEILACOOM - DIGITAL DESIGN LAB
The digital design lab is a state-of-the-art facility offering full media and graphic design capabilities. The lab has 27 PC and Macintosh computers, all with graphics tablets and most with dual 21-inch flat panel monitors. A wide variety of software from the Adobe Master Collection to 3D animation packages is available for use. The lab has color laser and inkjet poster printers, as well as vinyl cutters and flat-bed scanners. Peripheral equipment for the Digital Design Lab, such as digital cameras, graphics tablet pens, and high definition camcorders are available for checkout from the library.

PUYALLUP COMPUTER LABS
(253) 840-8437
The Computer Resource Center at Puyallup provides the combination of a large, open lab (CTR 272) with two integrated computer classrooms (CTR 270/CTR 274) supporting all instructional programs. These facilities are open for 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 computers. 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 other software programs are installed as needed for course work. All the facilities have unlimited access to the Internet and free e-mail.

STUDENT MULTIMEDIA CENTER
(253) 864-3267
The Student Multimedia Center is located in the Arts and Allied Health building in room AAH 132. It contains 19 computers, which includes three 27-inch iMacs and 16 IBM-compatible computers, two of which have dual-monitors and the complete Adobe Master Collection of design programs, essential for film production. The
remaining computers have the Adobe Creative Design suite of programs useful for designing print content, dynamic PDF files, websites, and interactive content. Two scanners are available, as well as one color and one black and white printer. This facility is open for the use of students, faculty, and staff. Qualified personnel is available to provide assistance with the hardware, software, or the plethora of media equipment that is offered from the library. All facilities have unlimited access to the Internet and free email.

Counseling Services
FS: (253) 964-6525, Welcome Desk (253) 964-6705
PY: (253) 840-8443
www.pierce.ctc.edu/dist/counseling

Life happens inside and outside the classroom. Sometimes this can cause problems for students in either or both spheres. Counseling can help students sort through their difficulties and figure out what they can do to improve their situations. This might be learning about campus or community resources, identifying how one's strengths can be put to use, or simply having someone to talk to.

In an effort to address the variety of student needs, including personal, emotional, and academic needs, Pierce College provides mental health services to enrolled students at each college and at off-site locations. Faculty counselors at the Fort Steilacoom and Puyallup colleges are licensed mental health counselors for the State of Washington. Counseling services are free to enrolled students.

Dental Hygiene Clinic
FS: (253) 964-6694

The Pierce College Dental Hygiene Clinic, located at Pierce College Fort Steilacoom, provides low-cost preventive and limited restorative dental procedures to Pierce College students, families, and the community.

Dental Hygiene students perform all procedures, which may include a comprehensive periodontal assessment, dental x-rays, oral health maintenance cleanings, periodontal debridement, sealants, restorative procedures, and fluoride treatments. All procedures are performed under the expert instruction and supervision of licensed dental hygienists and dentists.

Anyone may receive a free oral screening to determine his or her suitability as a patient in the clinic. Each person must meet specific learning experience criteria to be accepted as a patient. For appointments and screening information, call (253) 964-6694.

Please Note: If accepted as a patient, procedures typically take longer than a private practice office due to the instructional and evaluative time required for quality patient care. Patients are urged to expect appointments to last between two and four hours each visit.

Emergency Campus Closings

Pierce College classes may be cancelled 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), KBSS (1210), KCIS (630), KGY (1240), KIXI (880), KLAY (1180), KNWX (770), KOMO (1000), KPRM (1090).
- FM radio: KBSW (106.1), KBSS (97.3), KCMS (105.3), KGY (96.9), KIRO (100.7), KJWR (95.7), KLSY (92.5), KMPS (94.1), KMTT (103.7), KPLU (88.5), KPLZ (101.5), KUBE (93.3), KUOW (94.9), KVTI (90.9), KXXQ (96.1), KYCW (96.5), KZOK (102.5).

Employment/Career/Job Connections

Job Connections (FS): (253) 964-6651
Job Connections (PY): (253) 864-3385
http://www.pierce.ctc.edu/dist/workforce/connections

The goal of Job Connections is to provide opportunities for students to explore career options and to make connections with:

EMPLOYMENT
- Job Board — A job search tool for students seeking full time and part time employment with area employers.
- Internship, Work Study and Job Opportunities – Includes MyInterfase (www.myinterface.com/pierce_ctc/student), a free job-matching service linking registered users to a database of approved internship, work study, and job opportunities in the region.

SELF-DIRECTED INFORMATION
- Washington Occupation Information System (WOIS) — Self-directed career and labor market information, including details on job duties, work settings, wages, employment outlook, training required, and schools.
- Career Bridge (www.careerbridge.wa.gov) — Provides access to Washington state data for exploring education and training programs, program performance, and employment outlook information.

EMPLOYMENT SECURITY DEPARTMENT (ESD)
- Provides assistance with finding full- and part-time jobs, completing Commissioner Approved Training (CAT) and Training Benefits (TB) applications, resume development, and interview techniques.

EDUCATIONAL OPPORTUNITY CENTER (EOC)
- Provides funding assistance for admissions and COMPASS testing fees.
- Helps individuals explore their interests and skills to determine career paths.
- Assists in the completion of the Free Application for Federal Student Aid (FAFSA) and provides information on student loan defaults.

Fine Arts Galleries
FS: (253) 964-6535
PY: (253) 732-8165
www.pierce.ctc.edu/art

At Pierce College Fort Steilacoom, the Fine Arts Gallery is located on the second level of the Olympic building. It presents monthly exhibits (October through May) of works by Pierce College art students and faculty, professional artists, and area high school students. Admission is always free.

At Pierce College Puyallup, the gallery is located in the lobby of the Arts and Allied Health building. It features rotating exhibits of various media and themes from both students and professional artists. Admission is always free.
Fitness Facilities/Recreation

FS: (253) 964-6626
PY: (253) 864-3280
www.pierce.ctc.edu/studentlife/hec/

FORT STEILACOOM FACILITIES

The Fort Steilacoom Health Education Center offers physical education classes, continuing education fitness classes, Raider Intercollegiate Athletics, and intramurals. The facility houses 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

The Puyallup Health and Education Center 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. Equipment for free check-out includes: medicine, stability and Bosu balls; exercise and yoga mats; jump ropes; agility hurdles and ladders; and much more.

Food Service

FS: (253) 964-6546
PY: (253) 840-8456

The cafeterias at Pierce College Fort Steilacoom and Pierce College Puyallup are operated by a professional food service company and provide a full line of hot foods, grill and deli specialties, snack items and beverages. An espresso bar and snack and beverage vending machines are also available at various locations throughout the campuses.

Health Insurance

FS: (253) 964-6614
PY: (253) 840-8416

STUDENT HEALTH AND DENTAL INSURANCE

The student life offices at Fort Steilacoom and Puyallup have information on health and dental insurance for uninsured students.

Library

FS: (253) 964-6547
PY: (253) 840-8300
www.pierce.ctc.edu/library

The libraries at both colleges encourage individual research and the exploration of ideas by connecting students, staff, faculty, and the community with the information needed for teaching and learning, and by providing high-quality instruction to enhance information access and understanding.

Library faculty members are available for individual assistance and instruction from the reference desk during most hours the library is open, and via online chat or e-mail. Access to these services is available from the library website. Classroom instruction on library research also may be arranged. INFO100, INFO 101, and INFO 102 are research-related courses that are offered on a regular basis.

The library's online catalog provides access to the collections at both college libraries, and students can access materials from both libraries through the district's courier service. Materials may also be borrowed 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 website.

Individual carrels, group study rooms, casual lounge furniture, and study tables accommodate a variety of learning styles and research needs. Multimedia workstations assist students in enhancing papers or projects with audio and video production A Kurzweil reader to voice printed material and a Visual-Tek text enlarger are also available for students with visual impairments.

Multicultural Student Services

FS: (253) 964-6592
PY: (253) 840-8314
www.pierce.ctc.edu/dist/supportservices/multicultural/

Pierce College promotes the recruitment, retention, and successful completion of educational programs for students of color through its retention offices. Staff members work to facilitate and implement success strategies for students of color to include:

- Promoting access and student success
- Providing academic advising, educational planning, career exploration, and programs that support students of color
- Assisting with financial aid and scholarships
- Sponsoring leadership development activities

Music Performance Groups

District: (253) 864-3175

Pierce College makes music accessible to everyone with a wide range of music courses and a variety of performing groups listed below.

Music majors can advance knowledge and performance skills while earning an associate of arts degree with an emphasis in music at Pierce College. This degree transfers to four-year colleges and universities.

In addition to music courses, Pierce College provides students and community members the opportunity to participate in several performing groups, which give quarterly concerts and may participate in local and regional festivals. Each group offers credit towards an associate degree. Participation is not limited to students or music majors; non-music majors and members of the community are encouraged to join any of the following groups:

- Concert Band (MUSC150/250)
- Jazz Band (MUSC157/257)
- Concert Choir (MUSC144/244)
- Jazz Choir (MUSC145/245)
- Orchestra (MUSC154/254)

Pierce College maintains music facilities at both the Fort Steilacoom and Puyallup colleges, allowing students access to a wide range of technology and instructional spaces.

Music scholarships may be available, contact a music instructor for more information.

Parking

FS: (253) 964-6751
PY: (253) 840-8481
www.pierce.ctc.edu/safety

Parking is available at both colleges. Special areas are reserved for employee, disabled, visitor, guest, and carpool parking. Parking in unauthorized areas will result in a fine.

General parking for students is included in the comprehensive fee paid at the time of registration. Parking permits are required and
Peer Mentoring

PY: (253) 840-8472

The Peers to Peers mentoring program unites students looking to build their college experience with second and third-year students with similar interests, backgrounds, or study areas. Peer mentors regularly connect with students over lunch, work one-on-one, and help identify and access resources. Mentors also bring together groups of students for social, academic, and civic networking.

Public Transportation

Pierce Transit: (253) 581-8000
www.piercetransit.org

Both colleges are conveniently served by Pierce Transit bus lines. Brochures with 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 its website.

SLAM (Student Literary and Arts Magazine)

FS: (253) 964-6408
www.pierce.ctc.edu/pubs/slam

SLAM, the Student Literary and Arts Magazine, is an annual publication dedicated to showcasing the creative abilities of Pierce College 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 the number above.

Student Ambassadors

FS: (253) 912-3650

Student Ambassadors are student leaders who are dedicated to serving the students of Pierce College Fort Steilacoom. Student Ambassadors help students navigate the college system and use Student Online Services. The Ambassadors lead campus tours and provide general information, directions, and referrals to campus resources. They plan and coordinate activities to improve student success, communicate important information related to advising and registration, and provide general peer mentoring and guidance.

Student Life

FS: (253) 964-6614
PY: (253) 840-8487
www.pierce.ctc.edu/studentlife/studentprograms/

ACTIVITIES BOARD

Student activities are coordinated by a student-run activities board at each college. These boards plan educational, cultural, social and entertainment, health and wellness, and recreational events, and facilitate clubs and organizations for the students of Pierce College. The calendar of activities and events includes speakers, musicians, comedians, dances, films, outings, and tournaments at both colleges.

Students who serve on the activities boards gain experience in event planning, promotion, budget management, and public relations. They also gain skills in communication, leadership, interpersonal relationships, and teamwork. Students interested in participating in student activities can contact the student programs office at either college or visit the student life website.

CLUBS AND ORGANIZATIONS

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 personal, 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 life office at either college or visit the student life websites.

STUDENT GOVERNMENT

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 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 by a selection committee.

Students are encouraged to take part in the leadership opportunities offered by student government.

Student Newspapers

THE PIONEER, FS: (253) 964-6604
THE PUYALLUP POST, PY: (253) 840-8496
www.pierce.ctc.edu/studentlife/musicandarts/newspaper
www.puyalluppost.com

By joining one of the college’s newspaper staff, students can earn college journalism credits while gaining 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 offers numerous opportunities for students to work or volunteer on the newspaper staff.

### Supplemental Instruction

**FS:** (253) 912-3637  
**PY:** (253) 864-3387  
[www.pierce.ctc.edu/dist/tutoring/](http://www.pierce.ctc.edu/dist/tutoring/)

Supplemental Instruction is a peer-assisted study program that targets challenging courses. The study sessions are facilitated by trained Supplemental Instruction leaders, who are proficient in the subject area and trained to empower students to earn better grades and complete their courses. Study groups meet 2-4 times per week and attendance is free, voluntary, and open to all members of the class. The program aims to improve study skills, develop organization tools, learn test preparation techniques, and improve grades from one-half to a full grade point.

### Theatre/Film Productions

**FS:** (253) 964-6659  
**PY:** (253) 840-8393  
[www.pierce.ctc.edu/dept/theatre/](http://www.pierce.ctc.edu/dept/theatre/)

Auditions for theatre productions are open to anyone who wants to benefit from an educational theatre 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, and 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.

Cast and crew enjoy unique training opportunities afforded by the new Black Box theatre at Fort Steilacoom and a new full-featured traditional theater at Puyallup. Both theatres offer state-of-the-art lighting and sound systems.

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 movie making.

For more information on the theatre program, see the PROGRAMS OF STUDY section of this catalog.

### TRIO Student Support Services

**FS:** (253) 912-3644  
**E-mail:** trio@pierce.ctc.edu  
[www.pierce.ctc.edu/dist/supportservices/trio/](http://www.pierce.ctc.edu/dist/supportservices/trio/)

TRIO Student Support Services provides additional support to a select number of Pierce College Fort Steilacoom students 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 054/060-098
- College classes, such as COLLG 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, including eligibility requirements, visit the program website at [www.pierce.ctc.edu/dist/supportservices/trio/](http://www.pierce.ctc.edu/dist/supportservices/trio/), or call the number above.

Funds are provided by a grant from the U.S. Department of Education through Aug. 31, 2015. Continuing funds are dependent on grant funding.

### Tutoring

**FS:** (253) 964-6737  
**PY:** (253) 864-3387  
[www.pierce.ctc.edu/dist/tutoring/](http://www.pierce.ctc.edu/dist/tutoring/)

Through its peer-tutoring program, Pierce College furnishes all enrolled students with free academic support services for most course offerings. Students have a number of tutoring options: drop-in, subject-specific study groups, exclusively matched appointments, or online tutoring in conjunction with the Northwest e-Tutoring Consortium. Provided by carefully selected, highly-skilled and dedicated individuals as a supplement to classroom instruction, academic support services such as tutoring strive to build confidence and promote independent learning by cultivating the habits and study skills essential to academic success.

Students who aspire to serve as tutor with the academic support programs must have a grade of 3.5 in the subjects he or she plans to tutor and maintain a 3.25 cumulative GPA in each subsequent quarter. Tutors are paid; work-study eligibility is not required.

Academic support services are located in the Academic Resource Center (ARC) in room CTR 170 at Pierce College Puyallup, or the Academic Support Center (ASC) in CAS 526 at Pierce College Fort Steilacoom. Students can also review the respective ARC and ASC websites to obtain additional information on the academic support services available.

### The Center of Excellence for Veteran Student Success

**FS:** (253) 964-6364  

The Center of Excellence for Veteran Student Success (CEVSS) at Pierce College Fort Steilacoom offers comprehensive support services for veterans seeking higher education. Services are designed to address the unique academic, physical, and social needs of veteran students. The CEVSS provides a designated space on campus, the Veterans Resource Center, for veterans to network with other veterans, study, and connect with campus and community services and resources.

The CEVSS offers:

- Specialized orientation and transition programs
- Academic support services, tutoring, and planning
- Textbook Lending Library and College Success courses
- Emergency transportation funds and childcare stipends

### Writing Assistance

**FS:** (253) 964-6252  
**PY:** (253) 864-3387  
[www.pierce.ctc.edu/dist/writers/](http://www.pierce.ctc.edu/dist/writers/)

The Writers’ Studio at Fort Steilacoom and the Writing Center at Puyallup assist enrolled Pierce College students with all varieties of writing tasks (class assignments, resumes and cover letters, application essays, etc.) and in any stage of the writing process. Available for drop-in appointments or one-on-one conferences during scheduled hours of operation, center consultants readily assist students in deciphering instructor expectations, generating ideas with pre-writing and brainstorming strategies, evaluating structure and organization, developing a clear thesis statement, and implementing revisions. Writing services operate within the Academic Resource Center (ARC) at Pierce College Puyallup and the Academic Support Center (ASC) at Pierce College Fort Steilacoom.
APPENDIX

Personnel

Glossary

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Campus Guides

Directories
Personnel

FULL-TIME FACULTY & ADMINISTRATION

AMES, SUZANNE
Vice President for Advancement/Executive Director of Foundation; B.A., University of Washington; M.B.A. City University

ARNOLD, DENISE L.
Professor/Coordinator, Social Science/Mental Health (FS); B.A., University of Washington; M.S.W., Univ. of Oklahoma; Ph.D., Gonzaga Univ.

BACHMANN, EDWARD A.
Director, eLearning, B.A., Western Washington University; M.A., University of Washington

BARR, JOAN W.
Vice President for Workforce, Economic and Professional Development; B.S., M.S., University of North Texas; Ph.D., Texas Women’s University

BASSETT, KATHY B.
Professor, Dental Hygiene (FS); B.S.D.H., Eastern Washington University; Graduate Certificate, City University; M.Ed., Lesley College; R.D.H.

BATH-BALOGH, MARY
Professor, Biological Sciences (FS); B.A., B.S., M.S., University of Washington

BEAUMONT, KATHLEEN
Continuing Education Program Developer/Manager (PY); Associate in Digital Design, Pierce College; B.S., Southern Illinois University

BENEDETTI, BRIAN B.
Director of Marketing and Communications; B.A., Central Washington University; M.Ed., Lesley University

BERGSTROM, TEAH C.
Associate Professor, Adult Basic Education (PY); B.A., Western Washington University; M.A., City University

BLOOMER, CIARAN P.
Associate Professor, Computer Network Engineering (PY); B.S., M.S., London University; M.S., University of Manchester Institute of Science and Technology

BLUM, DALE E.
Professor, Biological Sciences (PY); B.A., M.S., Ph.D., University of Washington

BRANSFORD, DEBORAH
Associate Professor, Faculty Counselor (FS); A.A. Edmonds Community College; B.A., University of Washington; M.S., University of North Texas; PhD, Davenport University; M.Ed, University of Nebraska

BRASILE, FRANK
Associate Professor, Technical Services Librarian (PY); B.A., St. Bonaventure Univ.; M.L.S., Univ. of Washington

BRAZZELL, GREGORY C.
District Dean of Social Studies; B.A., Central Washington University; M.A., Lesley University

BREWER, IRENE C.
Assistant Professor, Reading/College Success (FS); B.A., Eastern Washington University; B.S., Western Washington University; M.Ed., Lesley University

BROOKS, EVELYN M.L.
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BROXSON, THOMAS A.
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BRUNNER, KRISTIN C.
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BUCHOLZ, JANET E.
Vice President for Human Resources; B.A., Washington State University; J.D., University of Puget Sound Law School

BURNETT, COLETTE PIÈRE.
Interim President Pierce College, Puyallup; B.S., Ohio State University; M.B.A., Georgia College

BURKHOLDER, BRET G.
Associate Professor, Faculty Counselor/Advisor (PY); A.A.S., Fort Steilacoom Community College; B.A., M.A., Pacific Lutheran University

BUSH, THOMAS A.
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CABLE, SUSAN A.
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CAMNER, SHARON M.
Professor, Mathematics (FS); B.S., University of Dayton; M.S., Ohio State University

CARLO, TERESA A.
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Associate Professor, Human Biology/Health Science (PY); B.A., Seattle University; B.S., N.D. Basyr Univ.

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Associate Professor, Basic Skills (WSH); B.S., University of Maryland; M.Ed., Gallaudet University; Ed.D., Pepperdine University

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COOKE, JENNIFER
Retention/Transition Success Manager (FS); B.A., University of Texas at Austin; M.P.A., University of Washington

COX, CAMERON
Director of Student Life (FS); B.A., William Jessup University; M.A. Geneva College

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Associate Professor, Health Education/Wellness/Physical Education (FS); B.A., M.A., California State University Chico

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JOHNSON, ROBERT D.
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KHAKA-MÄULEN, LEON G.
Associate Professor, Sociology (PY); B.A., M.A., Psychology; M.A. Public Policy Analysis, M.A. Social Science, University of Chicago
<table>
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<tr>
<th>Name</th>
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<tr>
<td>WISZMANN, JOANN E.</td>
<td>Vice President of Administrative Services; B.A., Seattle University</td>
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<td>WOLDEN, LUANN</td>
<td>Professor, Business Information Technology (FS); B.A., M.S., Central Washington University</td>
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<td>WOLFE, BETHEL G.</td>
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<td>WOOD, EMILY</td>
<td>Assistant Professor, Reference/Instruction Librarian; B.A., University of Wisconsin-Parkside; M.S., University of Texas at Austin</td>
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<td>WOOD, THEODORE J.</td>
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<td>WYCOFF, CORRINA M.</td>
<td>Associate Professor, English (PY); B.A., M.A., University of Illinois; M.F.A., University of Oregon</td>
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<td>YOCHUM, DENISE R.</td>
<td>President, Pierce College Fort Steilacoom; B.A., California Polytechnic State University; M.A., San Diego State University</td>
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<tr>
<td>BALL, MARION S.</td>
<td>Director of Military Programs</td>
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<td>BARKER, NANCY W.</td>
<td>Chemistry</td>
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<td>BOYDEN, WALTER L.</td>
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<td>BUCKNER, HAL R.</td>
<td>Art</td>
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<td>CAVENDISH, PATRICK</td>
<td>Director, International Education</td>
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<td>CHEEK, BARBARA N.</td>
<td>Director, Puyallup ALC; ABE/GED</td>
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<td>CLINTON, PAUL</td>
<td>Art</td>
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<td>COBB, F. HEATH</td>
<td>History, Interdisciplinary Studies, Political Science; Honors Program Coordinator</td>
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<td>COFFEY, MICHAEL</td>
<td>Mathematics</td>
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<td>COLLERAN, KAREN L.</td>
<td>Chair, Social Science Division; Early Childhood Education</td>
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<td>COOK, NORMA M.</td>
<td>Director, Alternative Learning Center (PY)</td>
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<td>COOPER, AUTHULA P.</td>
<td>Real Estate</td>
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<td>DAVIES, JO</td>
<td>Reference/Instruction Librarian</td>
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<td>DAVIS, PATRICIA</td>
<td>Mathematics</td>
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<tr>
<td>DE JARDIN, JUDITH K.</td>
<td>Division Chair, Business &amp; Social Science; Early Childhood Education</td>
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<td>DEVINY, DR. JOHN J.</td>
<td>Dental Hygiene</td>
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<td>DOWNIE, DIANE K.</td>
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<td>EGAN, RAYMOND J.</td>
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<td>ERICKSON, JAMES R.</td>
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<td>Disability Support Srvs. Coord./Academic Advisor</td>
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<td>Division Chair, Arts &amp; Humanities, Englishhr</td>
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<td>PAYNE, RICHARD L.</td>
<td>Business, Accounting, Business Management</td>
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<td>PEDERSEN, MORRIS R.</td>
<td>Division Chair, Arts &amp; Humanities, Music</td>
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<td>SAXBY, DR. DOUGLAS L.</td>
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<td>SCHILLAR, DR. THOMAS A.</td>
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<td>STAPLES, RAYE</td>
<td>Medical Office Professions, Business</td>
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<td>STOUT, ORVILLE H.</td>
<td>Director, Media Services</td>
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<td>TEEPE, DR. TERRY</td>
<td>Veterinary Technology</td>
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<td>TOOHEY, MARY ANN</td>
<td>Developmental Education</td>
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<td>TOWNSEND, CATHERINE J.</td>
<td>Business, Business Management, Marketing</td>
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<td>TWEEN, NORMAN S.</td>
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<tr>
<td>WALL, STEVE</td>
<td>Chancellor; President, Pierce College Puyallup</td>
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<tr>
<td>WATTS, LESLIE</td>
<td>Faculty Counselor; Health Career Advisor; Orientation</td>
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<tr>
<td>WILLIAMS, DR. ELLAWEESE O.</td>
<td>Ethnic Humanities, English</td>
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<td>WRIGHT, THOMAS C.</td>
<td>Business Management, Fashion Merchandising</td>
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Glossary

AA: Associate of Arts (formally AAS). See Transfer degree.

AAS: Associate in Arts & Sciences. See AA.

Academic: Pertaining to a liberal arts program of study, as opposed to a professional or technical one. Used with degree, program or course.

Academic standards: The college's policy that requires students to maintain a certain minimum grade point average.

Adding or dropping classes (courses): Making changes in your schedule by enrolling in additional courses or withdrawing from them.

Admission: Permission to enroll in classes.

Advising: The process of determining with an advisor which courses you need to take to meet your educational goals.

Advisor: The faculty member or advising center staff person who helps you in the advising process.

Application: The process of applying for admission to a degree program or program of study; also, the form you fill out to apply.

Articulation agreement: An agreement between the college and certain high schools or other colleges by which specific courses taken at one college may be allowed for automatic credit at the other institution.

AS: Associate of Science. See Transfer degree.

Associate degree: A 90-credit (or more, depending on the program) degree awarded by a community college. See Transfer degree and Technology degree.

Audit: Taking a class for information only and not for credit or a grade.

Bachelor's degree or Baccalaureate degree: A degree awarded by four-year colleges and universities to students who have completed a specified course of study.

Bulletin: See Quarterly bulletin.

Campus: The main location where a college provides its educational programs and services.

Catalog: The official document containing course descriptions; degree requirements, policies and procedures, information about student services and general information about the college.

Certificate: Awarded for the successful completion of a specific short-term program of study in a professional/technical field.

eSchedule: The web publication listing course offerings and registration information for a specific quarter, used in planning the courses you will take for that quarter.

College-level course: A course numbered 100 or above.

Common Course Numbering (CCN): A course numbering system instituted in Washington state to ensure that the same course at different Washington state community and technical colleges has the same course number and title.

Concurrent enrollment: Enrollment in more than one community college at a time.

Continuing education: Courses, seminars or workshops, usually of short duration, that are taken for personal enrichment, professional development or general knowledge.

Continuous enrollment course: A course you may enroll in and begin at any time during the quarter.

Cooperative education: A program combining a specific program of study with employment related to that field of study that allows college credit to be given for the work experience.

Core classes or requirements: Courses required by or applicable to a certain degree. See also General education requirements.

Course: A single subject of study taken for one quarter or other specified period of time.

Sometimes called a class.

Course abbreviation: A shortened version of the name of a department; for instance, ENGL for "English" or VT for "Veterinary Technology." See General education requirements (GER)

Course number: The number used with the course abbreviation to refer to a specific course; for instance, "GEOG 200." See General education requirements (GER)

Course title: The descriptive name of a specific course; for instance, the course title for GEOL 200 is "Human Geography."

Credit or credit hour: The unit of measurement for the amount of work and/or time required for a course. A five-credit class will usually meet five hours a week. Also known as a quarter hour.

Credit by examination: A method by which you may receive credit for a course by passing an examination on the course content.

Curriculum: The group of courses you must complete to earn a specific degree or certificate.

Day of instruction: See Instructional day.

Degree: Awarded for the successful completion of a specific program of courses.

Department: A specific area of study in which the college offers classes. Also, the group of faculty members who teach that subject.

Diploma: Awarded for successful completion of high school or Pierce's adult high school completion program.

Distribution requirements: See General education requirements and Related instruction.

Division: A group of related departments.

Drop a course: Withdraw from a course before the quarter has ended.

DTA: Direct Transfer Agreement.

Elective: A course you choose to take which is not a core or required course for your program.

E-schedule: The web publication listing course offerings and registration information for a specific quarter, used in planning the courses you will take for that quarter.

Emphasis: Concentrated study in a specialized area within a professional/technical or academic program of study.

Evaluation for graduation: The official process of determining which of the courses you have taken to date apply to the degree or certificate you are planning to earn and which courses you still need to take for that degree or certificate.

Evaluation of transfer credits: An official determination as to what extent the courses taken at another college will be allowed for credit at Pierce. Also, the determination by a four-year college as to which of your Pierce College courses will be allowed for credit at that institution.

Fee: An extra charge, in addition to tuition, required for certain courses to cover lab supplies, equipment, computer use, etc. Also refers to the comprehensive student fee and technology fee.

Financial aid: Money 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 quarters) 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 equivalence.

General education requirements (GER): A range of courses distributed across various academic areas, required for the AA degree, in order to develop breadth of knowledge outside the major field. Sometimes referred to as distribution requirements or core requirements.

General transferable electives (GTE): Designated courses that satisfy a portion of the AA degree requirements. Sometimes referred to as core electives.

Grade: A rating or evaluation of your achievement for a class or assignment.

Grade points: The number obtained by multiplying the numerical value of the grade you receive for a course by the number of credit hours earned in that course (e.g., if you earn a 3.3 grade in a 4-credit course, you earn 16.5 grade points).

Grade point average (GPA): The number obtained by dividing total grade points earned by total credit hours attempted in a quarter. Your cumulative grade point average is obtained by dividing total grade points on your record by total credit hours you have attempted.

Independent study: A course of study on a topic of interest to a student, designed with the help of an instructor and supervised by that instructor, and undertaken with departmental approval.

Inquire: Request information about student services and general information about the college.

Instructor: 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 the instructor meets or ends for a particular quarter. Not necessarily the same as the first or last day a particular class meets for the quarter.

Instructional quarter: The period of time running from the first instructional day through the last instructional day of a quarter.

International student: A student who is a citizen of another country and is in the U.S. on a non-immigrant visa.

Item number: The unique number assigned to a particular section of a particular course being offered during a quarter. Used when registering for that course.

Kiosk: See Student Information Kiosk.

Load or credit load: The total number of credit hours you will take in a quarter.

Major: The subject area in which you choose to specialize.

MPR: Major Related Program.

Nonresident student: A student who has not lived in the state of Washington for at least one year immediately prior to the first day of instruction for a quarter.

Instructional quarter: The period of time running from the first instructional day through the last instructional day of a quarter.

Orientation: A session 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): 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.

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 hours: See credit.

Quarterly bulletin: The publication mailed to all households in the Pierce College district each quarter announcing the beginning of class registration for the upcoming quarter and providing information on how to get started at Pierce and where to find information online. It also includes the latest news about the college.

Registration: The process of selecting, enrolling in and paying for courses.

Registration Access Personal Identification Number (PIN): A random six-digit number given to a student by an advisor each quarter that enables the student to register for classes.

Related instruction: A range of courses distributed across various areas, required for professional/technical degrees in order to develop breadth of knowledge outside the major field.

Residence requirement: The credits required to be taken at a college in order to fulfill degree requirements at that college. At Pierce, 25 of the final 45 credits must be taken in residence.

Resident student: A student who has lived in the state of Washington for at least one year immediately prior to the first day of instruction for a quarter.

Returning student: A student enrolling during a previous quarter.

Schedule: The classes for which you are enrolled; or the days and times you are attending classes and labs. May also refer to all the course sections offered by the college during a quarter.

Section: A specific class with its own unique days, hours, location and instructor. A number of sections of a certain course may be offered during a quarter, with different days, times, locations and instructors.

SID: Student Identification Number, a number assigned to a student by Pierce College.

Student Information Kiosk: A computerized source of information that is accessed through computer terminals located in the registration areas or the district's website.

Technology degree: Awarded for successful completion of a specified professional/technical program.

Transcript: Your permanent record of courses taken, credits earned, grades achieved and degrees awarded at an educational institution.

Transfer credits: Credits earned at one college that are accepted toward a degree at another college.

Transfer degree: A degree intended to parallel the first two years of a bachelor's degree (e.g., the Associate of Arts (AA) and Associate of Science (AS)).

Tuition: The amount of money you pay the college for the courses in which you enroll, set each year by the state legislature.

University transfer degree: See Transfer degree.

Vocational: See Professional/technical.

Web registration: A system allowing students to register for classes online from any computer with Internet access.

Withdrawal from the college: Officially dropping all classes for which you are enrolled for a quarter. See Drop a course.
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Pierce College Fort Steilacoom is a non-smoking campus with smoking in designated areas only.
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
AAH ARTS & ALLIED HEALTH BUILDING: Arts, theatre, design, health classrooms and offices
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
HEP HEALTH EDUCATION CENTER, PUYALLUP: Educational/wellness programs and fitness and recreational space
CDP GARNERO CHILD DEVELOPMENT CENTER
LSC BROUILLET LIBRARY/SCIENCE BUILDING: Library and science classrooms

NON-SMOKING CAMPUS
Pierce College Puyallup is a non-smoking campus with smoking in designated areas only.
DIRECTIONS TO OUR CAMPUSES

**Coming from Auburn, Kent, Eastern Washington:**

* Continue on 512 approximately 5 miles to Hwy 161 south, South Hill/Eatonville exit.
* After you exit on the right, turn left.
* Continue on 512 to the Eatonville exit.
* Exit to the left and merge one lane to the left.
* After the second traffic light, make your way into one of two left turn lanes.
* Turn left (west) at the third light – 37th Ave. S.W.
* Continue on 37th curves and turns into 39th. The entrance to the college is on the left, at the stoplight at the crest of the hill.

**From I-5 - 72nd St exit**

* Follow I-5 to 72nd Street Exit 129.
* Turn right onto 72nd; proceed on 74th, crossing South Tacoma Way and Lakewood Drive.
* 74th turns into Custer Road and crosses Bridgeport Way; stay in the right lane.
* 74th turns into Custer Road and crosses South Tacoma Way and Lakewood Drive.
* Turn right onto 74th; proceed on 74th, crossing Bridgeport Way; stay in the right lane.
* Turn right on 83rd Ave. S.W. which after two or three blocks becomes Steilacoom Blvd.
* Proceed on Steilacoom past the Oakbrook shopping malls, the light at 81st Avenue and the Western State Hospital complex.
* Turn left at the light on Farwest Drive (the street is called Farwest on the left, Sentinel on the right).
* Drive up the hill and enter the campus on your left at the main entrance by the reader board sign.

**Directions to Pierce College Fort Steilacoom**

From I-5 - Gravelly Lake exit

* Follow I-5 to Gravelly Lake Exit 124.
* Continue on Fairsted Drive until you see the “Welcome to Lakewood” sign.
* Go left onto Farwest Drive.
* At the second light, turn left on Washington Blvd. (Note: Washington Blvd. will turn into Military Road).
* At the third light, turn right onto 112th St. S.W. (Note: Washington Blvd. will turn into Military Road).
* At the second light, take the first left (one-half block) onto McChord Drive.
* Proceed on Steilacoom past the Oakbrook shopping malls, the light at 83rd Avenue and the Western State Hospital complex.
* Turn left at the light on Farwest Drive (the street is called Farwest on the left, Sentinel on the right).
* Drive up the hill and enter the campus on your left at the main entrance by the reader board sign.

**From north-bound I-5:**

* Take the first exit (one-half block) onto Farwest Drive.
* At the third light, turn right on 112th St. S.W. (Note: Washington Blvd. will turn into Military Road).
* At the second light, take the first left (one-half block) onto McChord Drive.
* Continue on McChord Drive until you see the college.

**From south-bound I-5:**

* Take the /f_irst left (one-half block) onto McChord Drive.
* At the third light, turn right on 112th St. S.W. (Note: Washington Blvd. will turn into Military Road).
* At the second light, take the first left (one-half block) onto McChord Drive.
* Continue on McChord Drive until you see the college.

**DIRECTIONS TO PIERCE COLLEGE FORT STEILACOOM**

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**From north-bound I-5:**

* Take the first exit (one-half block) onto McChord Drive.
* Continue on 512 approximately 5 miles to Hwy 161 south, South Hill/Eatonville exit.
* After you exit on the right, turn left.
* After the second traffic light, make your way into one of two left turn lanes.
* Turn left (west) at the third light – 37th Ave. S.W.
* Continue on 37th curves and turns into 39th. The entrance to the college is on the left, at the stoplight at the crest of the hill.

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* At the second light, turn left on Washington Blvd. (Note: Washington Blvd. will turn into Military Road).
* At the third light, turn right on 112th St. S.W. (Note: Washington Blvd. will turn into Military Road).
* At the second light, take the first left (one-half block) onto McChord Drive.
* Proceed on Steilacoom past the Oakbrook shopping malls, the light at 83rd Avenue and the Western State Hospital complex.
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* Drive up the hill and enter the campus on your left at the main entrance by the reader board sign.
# College Directory

WWW.PIERCE.CTC.EDU/EPHONE
A SEARCHABLE LISTING OF PHONE NUMBERS FOR DEPARTMENTS, DIVISIONS, OFFICES AND SERVICES

## PIERCE COLLEGE FORT STEILACOOM
9401 Farwest Dr. SW, Lakewood WA 98498-1999

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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<tr>
<td>Information</td>
<td>964-6500</td>
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<tr>
<td>Access &amp; Disability Services</td>
<td>964-6526/6228 TTY <a href="mailto:dssaccess@pierce.ctc.edu">dssaccess@pierce.ctc.edu</a></td>
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<tr>
<td>Admissions</td>
<td>964-6501</td>
<td><a href="mailto:admissionsFS@pierce.ctc.edu">admissionsFS@pierce.ctc.edu</a></td>
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<tr>
<td>Adult Basic Education</td>
<td>964-6657</td>
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<tr>
<td>Advising</td>
<td>964-6705</td>
<td><a href="mailto:advising@pierce.ctc.edu">advising@pierce.ctc.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>964-6612</td>
<td><a href="mailto:athletic@pierce.ctc.edu">athletic@pierce.ctc.edu</a></td>
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<tr>
<td>Bookstore</td>
<td>964-6508</td>
<td><a href="mailto:bookstore@pierce.ctc.edu">bookstore@pierce.ctc.edu</a></td>
</tr>
<tr>
<td>Career Info/Job Connections</td>
<td>964-6651</td>
<td><a href="mailto:jobconnect@pierce.ctc.edu">jobconnect@pierce.ctc.edu</a></td>
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<tr>
<td>Campus Safety</td>
<td>964-6751</td>
<td><a href="mailto:security@pierce.ctc.edu">security@pierce.ctc.edu</a></td>
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<tr>
<td>Cashier</td>
<td>964-6700</td>
<td><a href="mailto:cashiers@pierce.ctc.edu">cashiers@pierce.ctc.edu</a></td>
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<tr>
<td>Child Development Center</td>
<td>912-3680</td>
<td><a href="mailto:children@pierce.ctc.edu">children@pierce.ctc.edu</a></td>
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<td>Clubs &amp; Organizations</td>
<td>964-6614</td>
<td><a href="mailto:clubs@pierce.ctc.edu">clubs@pierce.ctc.edu</a></td>
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<td>Computer Labs</td>
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<td>Continuing Education</td>
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<td>Corrections Careers</td>
<td>964-6407</td>
<td><a href="mailto:corrections@pierce.ctc.edu">corrections@pierce.ctc.edu</a></td>
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<td>Counselors</td>
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<tr>
<td>CWU at Pierce College</td>
<td>964-6636</td>
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<tr>
<td>Dental Hygiene Clinic</td>
<td>964-6694</td>
<td><a href="mailto:dh@pierce.ctc.edu">dh@pierce.ctc.edu</a></td>
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<tr>
<td>Dental Hygiene</td>
<td>964-6695</td>
<td><a href="mailto:dh@pierce.ctc.edu">dh@pierce.ctc.edu</a></td>
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<td><strong>District Division Offices</strong></td>
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<tr>
<td>Arts &amp; Humanities</td>
<td>840-8330</td>
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<tr>
<td>Natural Science</td>
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<td>Social Science</td>
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<tr>
<td>Prof/Tech Programs</td>
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<td>Transitional Education</td>
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<td><strong>English as a Second Language</strong></td>
<td>964-7325</td>
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<td>Evaluations</td>
<td>964-6678</td>
<td><a href="mailto:evaluations@pierce.ctc.edu">evaluations@pierce.ctc.edu</a></td>
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<td>EWU at Pierce College</td>
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<td>Financial Aid</td>
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<td><a href="mailto:financialaid@pierce.ctc.edu">financialaid@pierce.ctc.edu</a></td>
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<td>Fine Arts Gallery</td>
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<tr>
<td>Fitness Facilities</td>
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<td>GED classes</td>
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<td>GED Testing</td>
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<td>High School Completion</td>
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<tr>
<td>International Ed/Intensive Eng.</td>
<td>964-7327</td>
<td><a href="mailto:international@pierce.ctc.edu">international@pierce.ctc.edu</a></td>
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<td>Library</td>
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<td>Math Lab</td>
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<td>Music</td>
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<tr>
<td>Multicultural Services</td>
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<td><a href="mailto:multicultural@pierce.ctc.edu">multicultural@pierce.ctc.edu</a></td>
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<tr>
<td>Orientation</td>
<td>964-6705</td>
<td><a href="mailto:advising@pierce.ctc.edu">advising@pierce.ctc.edu</a></td>
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<tr>
<td>Outreach</td>
<td>912-3740</td>
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<tr>
<td>Parking</td>
<td>964-6751</td>
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<tr>
<td>Pioneer, The (newspaper)</td>
<td>964-6604</td>
<td><a href="mailto:pioneer@pierce.ctc.edu">pioneer@pierce.ctc.edu</a></td>
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<tr>
<td>President's Office</td>
<td>964-6533</td>
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<tr>
<td>Registration/Records</td>
<td>964-6615</td>
<td><a href="mailto:reg1rec@pierce.ctc.edu">reg1rec@pierce.ctc.edu</a></td>
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<tr>
<td>Running Start</td>
<td>964-6520</td>
<td><a href="mailto:runningstart@pierce.ctc.edu">runningstart@pierce.ctc.edu</a></td>
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<tr>
<td>SLAM (Literary/Arts Magazine)</td>
<td>964-6408</td>
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<td>Student Government</td>
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<td><a href="mailto:studgovt@pierce.ctc.edu">studgovt@pierce.ctc.edu</a></td>
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<td>Student Life/Activities</td>
<td>964-6614</td>
<td><a href="mailto:studprog@pierce.ctc.edu">studprog@pierce.ctc.edu</a></td>
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<td>Testing</td>
<td>964-6521</td>
<td><a href="mailto:testing@pierce.ctc.edu">testing@pierce.ctc.edu</a></td>
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<tr>
<td>Theatre</td>
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<tr>
<td>Transcripts (recording)</td>
<td>964-6787</td>
<td><a href="mailto:transcripts@pierce.ctc.edu">transcripts@pierce.ctc.edu</a></td>
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<tr>
<td>Transitional Education Center</td>
<td>964-6657</td>
<td><a href="mailto:alc@pierce.ctc.edu">alc@pierce.ctc.edu</a></td>
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<tr>
<td>TRIO Student Support Services</td>
<td>912-3644</td>
<td><a href="http://www.pierce.ctc.edu/go/trio">www.pierce.ctc.edu/go/trio</a></td>
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<tr>
<td>Tutoring</td>
<td>964-6737</td>
<td><a href="mailto:tutoring@pierce.ctc.edu">tutoring@pierce.ctc.edu</a></td>
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<tr>
<td>Veterans Services</td>
<td>964-6505</td>
<td><a href="mailto:vetmil-fs@pierce.ctc.edu">vetmil-fs@pierce.ctc.edu</a></td>
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<tr>
<td>Veterans Center</td>
<td>964-6364</td>
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<tr>
<td>Veterinary Technology</td>
<td>964-6708</td>
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<tr>
<td>Writers' Studio</td>
<td>964-6252</td>
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## PIERCE COLLEGE PUYALLUP
1601 39th Avenue SE, Puyallup WA 98374-2222

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<th>Department</th>
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<tbody>
<tr>
<td>Information</td>
<td>840-8400</td>
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<tr>
<td>Access &amp; Disability Services</td>
<td>840-8335/8474 TTY <a href="mailto:dssaccess@pierce.ctc.edu">dssaccess@pierce.ctc.edu</a></td>
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<tr>
<td>Admissions</td>
<td>864-3254</td>
<td><a href="mailto:puyadmis@pierce.ctc.edu">puyadmis@pierce.ctc.edu</a></td>
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<td>Adult Basic Education</td>
<td>840-8455</td>
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<td>Advising</td>
<td>840-8431</td>
<td><a href="mailto:puyadvice@pierce.ctc.edu">puyadvice@pierce.ctc.edu</a></td>
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<td>Athletics</td>
<td>964-6612</td>
<td><a href="mailto:athletic@pierce.ctc.edu">athletic@pierce.ctc.edu</a></td>
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<td>Bookstore</td>
<td>840-8411</td>
<td><a href="mailto:bookstore@pierce.ctc.edu">bookstore@pierce.ctc.edu</a></td>
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<td>Campus Safety</td>
<td>840-8418</td>
<td><a href="mailto:security@pierce.ctc.edu">security@pierce.ctc.edu</a></td>
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<td>Career Info/Job Connections</td>
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<td><a href="mailto:puycareer@pierce.ctc.edu">puycareer@pierce.ctc.edu</a></td>
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<td>Cashier</td>
<td>840-8405</td>
<td><a href="mailto:cashiering@pierce.ctc.edu">cashiering@pierce.ctc.edu</a></td>
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<td>Clubs &amp; Organizations</td>
<td>840-8415</td>
<td><a href="mailto:puyclubs@pierce.ctc.edu">puyclubs@pierce.ctc.edu</a></td>
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<td>Child Development Center</td>
<td>864-3302</td>
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<td>Computer Labs</td>
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<tr>
<td>Counselors</td>
<td>840-8443/8335</td>
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### District Division Offices

- Arts & Humanities: 840-8330
- Natural Science: 840-8333
- Social Science: 964-6679
- Prof/Tech Programs: 964-6245
- Transitional Education: 840-8334

### English as a Second Language
- 840-8463

### Enrollment Verifications
- 840-8402

### Financial Aid
- 840-8398

### Fitness Facilities
- 840-8336

### GED classes
- 840-8455

### GED testing
- 840-8455

### High School Completion
- 864-3318

### International Ed/Intensive Eng.
- 964-7327

### Library
- 840-8300

### Multicultural Services
- 840-8314

### Music
- 864-3202

### Nursing
- 840-8355

### Orientation
- 864-3337

### Outreach
- 840-8470

### Parking
- 840-8481

### PierceWorks!
- 840-8428

### President’s Office
- 840-8417

### Puyallup Post, The (newspaper)
- 840-8496

### Registration/Records
- 840-8400

### Running Start
- 864-8329

### SLAM (Literary/Arts Magazine)
- 964-6408

### Student Government
- 840-8487

### Student Life
- 840-8487

### Supplemental Instruction
- 864-3337

### Testing
- 840-8434

### Transcripts
- 840-8400

### Transitional Education Center
- 840-8463

### Tutoring
- 864-3337

### Veterans Services
- 864-3292

### Writing Center
- 840-3387

## DISTRICT OFFICES

- Chancellor's Office: 864-3100
- Marketing and Communications: 864-3230
- eLearning: 964-6244/1-877-DLforME (toll-free)
- Extended Learning: 912-3602
- Foundation: 864-3261
- Professional/Tech. Education: 964-6645
- Worker Retraining: 964-6265

## MILITARY EDUCATION CENTERS

- 1-877-632-7698 (toll-free)
- Pierce College at Fort Lewis: 964-6567
- Pierce College at McChord: 964-6606
- Pierce College at Fort Lewis: 964-6567
- Pierce College at McChord: 964-6606
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